



POLICY

Policy Title: First Aid

Policy Owner: Director Human Resources Service Centre

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

The University will endeavour to ensure that, as far as is reasonably practicable, first aid supplies and assistance are available to achieve and maintain the desired level of first aid coverage.

This Policy should be read in conjunction with the First Aid Guideline.

2. ORGANISATIONAL SCOPE

All Edith Cowan University (ECU) Staff, students and visitors

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University
First Aid	The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
University First Aid Officer	A person approved by the University who has completed a Senior First Aid Course
University First Aid Allowance	A fortnightly allowance payable to the employee for undertaking the role of a University First Aid Officer.
Worker(s)	A person is a worker if the person carries out work in any capacity for ECU, including work as: a) an employee b) a contractor or subcontractor; c) an employee of a contractor or subcontractor; d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; f) a student gaining work experience; or g) a volunteer.
Workplace	A place where employees work or are likely to work in the course of their employment.

4. POLICY CONTENT

4.1 Provision of First Aid Services

- Workers must be consulted when making decisions about what facilities are needed, including those required for administering first aid. This consultation should include:
 1. The number, location and contents of first aid kits and other equipment;
 2. The type of first aid facilities that may be needed;
 3. First aid procedures; and
 4. The number of first aiders.
- First aid facilities shall be provided in accordance with the Occupational Health and Safety Act 1984, Occupational Health and Safety Regulations 1996 and the WorkSafe Code of Practice: First Aid in the Workplace 2012.
- Each workplace should complete a First Aid Risk Assessment in order to determine if there is a need to have a First Aid Officer or First Aid Box in the workplace.
- The First Aid Risk Assessment should also be completed:
 1. When a First Aid Officer's training certification lapses, in order to determine whether re-certification is required
 2. On redesign or relocation of a work area
 3. When there is a significant change to the tasks being performed in a work area or number of staff/students/visitors located in the area

- Considering the degree of risk and potential severity of a workplace injury or, because of limited access to Security and Health and Medical Services, University Faculties and Centres must appoint a University First Aid Officer to provide first aid assistance at their workplaces. Further details on the appointment process can be found in the First Aid Guidelines.

4.2 First Aid Funding

- The Human Resource Service Centre is responsible for funding, on an annual and recurrent basis, all costs associated with:
 1. Providing accredited training for University appointed First Aid Officers in Senior First Aid
 2. The supply, re-supply of standard first aid supplies, boxes and first aid books.
- Faculties and Service Centres are responsible for:
 1. Funding any specialised first aid equipment or supplies to meet their operational requirements
 2. Funding the fortnightly allowance paid to an appointed First Aid Officer;
 3. Any missed training fee;
 4. Cancellation fee if the cancellation is considered unreasonable;
 5. Costs associated with the inoculation offered by Health and Medical Services for the protection against communicable disease.

4.3 University First Aid Officers

Detailed information on First Aid Officers responsibilities and training is available in the First Aid Guidelines.

4.3.1 Eligibility

- University First Aid Officers must be employees of the University
- The appointment of a University First Aid Officer is subject to:
 1. Formal completion of the first aid risk assessment;
 2. Approval by the immediate workplace supervisor; and
 3. Endorsement by the relevant Faculty or Business Manager.

4.3.2 Training

- University First Aid Officers are required to complete accredited Senior First Aid training
- Where a staff member has undergone training outside the University and they are identified as being an appropriate University First Aid Officer, they will be required to supply a copy of their qualifications to the Health and Safety office for validation.

4.3.3 First Aid Allowance

- First Aid Officers may be entitled to receive a First Aid Allowance. The eligibility criteria for a University First Aid Officer to receive the first aid allowance are based on the activities that are undertaken by the employee.
- Staff are not entitled to the fortnightly first aid allowance if their normal work place activities require:
 1. Day to day supervision of staff and students; and
 2. Supervision of:

- a) A hazardous workplace involving machinery, hazardous substances,
 - b) A workplace requiring supervision of staff or students undertaking physical activities,
 - c) Assistance to staff and students on field trips and excursions.
- The first aid allowance will be suspended in circumstances where the First Aid Officer is on extended leave greater than 8 weeks. The allowance will be reinstated on the First Aid Officer's return to normal workplace activities.

4.3.4 Protection Provided by the University

- University appointed First Aid Officers, who provide voluntary assistance to an injured or ill persons during the course of their duties are to only provide first aid to a level that is consistent with their training and competence.
- In the event that the First Aid Officer suffers personal injury or illness as a direct result from the treatment provided to an injured or ill person, the First Aid Officer will be entitled to compensation in accordance with the Workers' Compensation and Injury Management Act (WA) 1981.
- University First Aid Officers who hold a current First Aid Certificate as approved by the University, are named insured persons in respect of legal liability insurance.

4.4 First Aid Boxes

- The location of First Aid Boxes shall be in accordance with the requirements of that workplace and as determined by the First Aid Risk Assessment.
- The contents of First Aid Boxes shall be provided in accordance with the Occupational Health and Safety Act 1984, Occupational Health and Safety Regulations 1996 and the WorkSafe Code of Practice: First Aid in the Workplace.
- First aid boxes shall be labelled as per the WorkSafe Code of Practice: First Aid in the Workplace and must not contain analgesics
- Signs identifying the location of First Aid boxes must comply with Australian Standard AS 1319: 1994, Safety signs for the occupational environment.
- The Facilities Management Office (FMO) at each campus is required to hold a spare first aid box in the event that a workplace box is emptied prior to the re-stocking schedule.

Further information on First Aid box provision, contents and stocking is available in the First Aid Guideline.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff/students/visitors

Staff/students/visitors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

Available from the Health and Safety pages of the HR Service Centre website:

- First Aid Risk Assessment
- First Aid Kits Frequently Asked Questions
- University Work Health and Safety [HR081]

6.2 Other documents which are relevant to the operation of this policy are as follows:

Available from the State Law Publisher:

- Occupational Health and Safety Act 1984
- Occupational Health and Safety Regulations 1996
- Workers' Compensation and Injury Management Act (WA) 1981
- First Aid in the Workplace Code of Practice 2012, Safe Work Australia, available from the WorkSafe WA website
- Australian Standard AS 1319: 1994, Safety signs for the occupational environment, available from Standards Online

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
All Enquiries Contact:	Director Human Resources Service Centre
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	October 2001
Date last modified:	November 2013
Revision History:	November 2003 - Policy revised to suit new funding arrangements, University strategic plans and the realignment of Service Centres and Faculties. June 2005 - Policy revised to simplify process and revise the risk assessment procedure. July 2009 - Policy amended to comply with University Guidelines re Drafting of Policy Documents November 2013 - Policy amended to align with new policy template
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