

First Aid Policy

For Australian Small & Medium Enterprises

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Important Notice

This template is provided as a general guide only and should be customised to your specific workplace. First aid requirements vary based on your workplace hazards, number of workers, and location. Consult the First Aid in the Workplace Code of Practice for your state/territory.

1. Purpose

This policy establishes the first aid arrangements for [Company Name] to ensure that appropriate first aid treatment and facilities are available for all employees, contractors, and visitors in the event of an injury or illness at the workplace.

2. Scope

This policy applies to:

- All employees, including full-time, part-time, and casual workers
- Contractors and visitors
- All [Company Name] workplaces and work sites

3. Legal Requirements

[Company Name] is required under the Work Health and Safety Act and Regulations to:

- Provide first aid equipment and facilities
- Ensure access to trained first aiders
- Provide information about first aid arrangements

The specific requirements depend on the nature of work, workplace hazards, size and location of the workplace, and the number of workers.

4. First Aid Risk Assessment

[Company Name] has assessed first aid requirements considering:

- Nature of work and workplace hazards
- Size and layout of the workplace
- Number and distribution of workers
- Work patterns (shifts, remote work)
- Distance to emergency services

- History of workplace injuries and illnesses

First aid arrangements are reviewed when hazards, work activities, or workforce composition change.

5. First Aid Equipment

5.1 First Aid Kits

[Company Name] provides first aid kits that:

- Are appropriate for the workplace hazards and number of workers
- Are in prominent, accessible locations
- Are clearly marked with a white cross on green background
- Are kept clean, dust-free, and in good condition

5.2 Kit Contents

First aid kits contain items appropriate to workplace hazards, which may include:

- Adhesive dressings/bandaids
- Sterile wound dressings (various sizes)
- Triangular bandages
- Roller bandages
- Non-adhesive wound pads
- Adhesive tape
- Disposable gloves
- Resuscitation mask
- Saline solution for eye washing
- Tweezers and scissors
- Cold packs
- First aid guidance material

Additional items are included based on specific workplace hazards (e.g., burns dressings, emergency eyewash).

5.3 Kit Locations

First aid kits are located at:

- [Location 1 – e.g., Main office reception]
- [Location 2 – e.g., Warehouse]
- [Location 3 – e.g., Vehicles/mobile workers]

First aid kit locations are shown on emergency signage.

5.4 Maintenance

- First aid kits are checked regularly and after each use
- Used or expired items are replaced promptly
- A checklist is maintained for each kit
- [Name/Position] is responsible for kit maintenance

6. First Aid Facilities

Based on workplace assessment, [Company Name] provides:

- First aid room/area: [Yes/No – if yes, provide location]
- Emergency eye wash: [Location if applicable]
- Emergency shower: [Location if applicable]
- AED (Automated External Defibrillator): [Location if applicable]

7. First Aiders

7.1 Number of First Aiders

[Company Name] ensures an adequate number of trained first aiders are available at all times, considering:

- Number of workers
- Shift arrangements
- Nature of hazards
- Workplace layout and locations

7.2 Training Requirements

First aiders must hold:

- A current nationally recognised first aid qualification (HLTAID011 or equivalent)
- CPR certificate (HLTAID009) – renewed annually
- Additional training if required by workplace hazards

[Company Name] will provide and fund first aid training for nominated employees.

7.3 First Aider Responsibilities

First aiders are responsible for:

- Responding promptly to first aid incidents
- Providing first aid within their training and competence
- Calling emergency services when required
- Maintaining confidentiality
- Completing first aid records
- Reporting low stock or equipment issues

- Maintaining current qualifications

7.4 Current First Aiders

Current workplace first aiders:

- [Name, Location, Contact details]
- [Name, Location, Contact details]

First aider details are displayed on first aid signage and noticeboards.

8. First Aid Procedures

8.1 If You Are Injured or Ill

- Notify your supervisor or a first aider immediately
- A first aider will assess and provide appropriate treatment
- Seek medical attention if required
- Complete an incident report form

8.2 If You Witness an Incident

- Check for danger before approaching
- Call for a first aider
- Call 000 if the situation is serious
- Stay with the person and provide reassurance
- Do not move the person unless in immediate danger

8.3 Emergency Situations

For serious injuries or illness:

- Call 000 immediately
- Follow DRSABCD action plan
- Provide location and nature of emergency
- Do not hang up until told to do so
- Send someone to meet emergency services

9. First Aid Records

[Company Name] maintains records of:

- All first aid treatment provided
- First aider qualifications and renewal dates
- First aid kit inspection checklists
- First aid incidents (linked to incident reporting)

Records are kept confidential and retained as required by law.

10. Infection Control

First aiders must:

- Wear disposable gloves when treating wounds or handling blood/body fluids
- Use resuscitation masks for CPR
- Wash hands before and after providing treatment
- Dispose of contaminated materials safely
- Report any exposure incidents

11. Remote and Mobile Workers

For workers at remote locations or travelling:

- Portable first aid kits are provided
- Mobile phones must be carried
- Emergency contact numbers must be accessible
- Communication check-in procedures apply
- Additional training may be required for remote/isolated work

12. Responsibilities

12.1 Management

- Provide adequate first aid equipment and facilities
- Ensure sufficient trained first aiders
- Fund first aid training
- Display first aid information
- Review first aid arrangements regularly

12.2 Supervisors

- Ensure workers know first aid arrangements
- Ensure first aid incidents are reported
- Monitor first aid kit condition in their area

12.3 Employees

- Familiarise themselves with first aid arrangements
- Report all injuries and illnesses
- Not remove items from first aid kits for personal use
- Report low stock or damaged equipment

13. Review

This policy and first aid arrangements will be reviewed:

- At least annually
- Following significant incidents
- When work activities or hazards change
- When the number or distribution of workers changes

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s First Aid Policy. I understand the location of first aid equipment and know who the first aiders are in my workplace.

Employee Name: _____

Signature: _____

Date: _____