

Form 17 – First Aid Procedures & Responsibilities

In the event of an accident or injury, staff & visitors should follow the procedure outlined below:

1. Immediately seek assistance from First Aid personnel or anther staff member as appropriate.
2. If necessary call emergency services on “000”.
3. Once the accident or injury is attended to, complete an entry in the Incident Injury register located .
4. Advise your parish priest/manager and the Archdiocesan WHS Officer.

Location of First Aid Kits

First aid kits are located:

First Aid Kits will be provided & maintained in the workplace & be readily accessible in the case of emergency, with sufficient signage that is clearly visible. The name & work location of the First Aid Officers will be clearly marked on or next to the kits.

All workplace vehicles also carry an approved portable kit.

First Aid Officers

Staff with appropriate & current qualifications obtained from a nationally recognised First Aid training provider, may be appointed as First Aid Officers by the parish priest/manager. First Aid Officers must fulfil their responsibilities & maintain their current qualifications in order to continue with their appointment. The parish priest/manager will endeavour to have staff members appointed as First Aid Officers at all times.

Training of First Aid Officers

The parish/agency will pay or reimburse approved first aid officers for the cost of undertaking a first aid course & for their time to attend the course during working hours where they have been appointed as a parish/agency First Aid Officer. If approved, First Aid Officers are to renew their certificate prior to the expiry date.

Responsibilities of First Aid Officers

* First Aid Officers are responsible for the initial care of all ill or injured workers & other persons in the workplace by rendering first aid treatment in accordance with their approved training.
* A First Aid Officer attending to an injured or ill person must remain with them until no further treatment or assistance is required, or until the person is handed over to ambulance of other medical personnel, unless the First Aid Officer’s personal safety is at risk.
* First Aid Officers must regularly inspect & maintain first aid equipment in the workplace.
* First Aid Officers must record all treatments administered to workers & others.
* First Aid Officers are responsible for the provision of first aid support during evacuations & other emergencies in the workplace.

First Aid Kits

* First Aid Kits must be accessible & kept stocked (including any portable kits located in workplace vehicles).
* First Aid Kits must be replenished as soon as practicable after use of any supplies.
* The contents of First Aid Kits must not be allowed to deteriorate or pass their expiry dates.
* First Aid Officers should be familiar with the contents of the First Aid Kit.
* Contaminated items must be disposed of safely.
* First Aid Officers should maintain contact with an approved supplier for the replenishment of supplies.