GOLDEN BROWN
CLEANING SERVICES

FIRST AID
IN THE WORKPLACE

Induction and Training Guide for Cleaners

This manual is the property of: _____

Emergency: Nearest Hospital: _____

Nearest Medical Facility: _____

First Aid Box Located: _____

First Aider: _____

Supervisor: _____ Contact: _____

Area Manager: _____ Contact: _____

July 2016

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Introduction

Every state and territory in Australia has an OH&S Act. Whilst statements, in these Acts may vary, the intent is the same. This intent, under the various Acts, is to "*provide and maintain so far as is practicable for employees, a working environment that is safe and without risks to health".*

The provision of first aid requirements is a duty of care in meeting the Act. Adequate facilities for the welfare of employees at the workplace may include appropriate fist aid facilities and suitably trained persons.

There are simple steps that can be taken to identify the first aid requirements at a work place:

- ☐ Undertake a risk assessment of the workplace to identify the likelihood of injures, their likely frequency and severity (check safety checklists, incident reports and injury registers for this purpose)
- ☐ Consult with employees to determine their particular needs and the likely needs of the public who may enter the workplace.
- ☐ Decide on the requirements of the workplace and initiate a plan both meet the requirement and monitor its effectiveness over time.

Codes of Practice & Regulatory Requirements

Codes of Practice and regulations are documents developed by State authorities to support the Act.

Under these various Codes and Regulations, 'First Aid' in the workplace can be defined as the provision of emergency treatment and life support for people suffering and injury or illness in the workplace.

A consultative process is required to:

- decide what is appropriate for the workplace
- location of first aid equipment/supplies within the workplace
- working hours and the availability of supplies to all persons at all times
- actual first aid requirements, including the need for trained first aiders

Employee Awareness

The provision of information on first aid in the workplace should be an integral part of the induction of employees.

The Manager at the workplace should ensure employees are aware of the arrangements for first aid in the event of an injury or illness, the location of the first aid kit/s and the names of any trained first aiders.

Employee awareness should extend to:

- understanding their obligation in respect to any first aid equipment,
- the notification of the use of any first aid supplies,
- it's appropriate use, and
- the identification of any need to upgrade or add to the first aid supply due to any perceived needs or particular employee.

First Aid Kits

The Manager and employees in consultation should consider the appropriate contents of the first aid kit for their workplace having regard to the factors already mentioned.

The consultative process should determine the appropriate location of first aid kit/s. Employees should be made aware of the location.

a delegated person/s should be nominated to ensure the first aid kit/s are maintained in proper condition and the contents replenished as necessary.

As a minimum, first aid kits should contain:

- Emergency Services Telephone Numbers and Addresses
- Name and telephone number of workplace first aiders
- Basic First Aid Notes
- Individually wrapped sterile adhesive dressing
- Sterile eye pads
- Sterile covering for serious wounds
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressing
- Medium sterile un-medicated wound dressing
- Large sterile un-medicated wound dressing
- Adhesive tape
- Rubber thread or crepe bandage
- Disposable gloves
- Scissors

First Aid Kits (cont)…

Additional items for remote locations:

- ⇨ emergency reference manual
- ⇨ broad crepe bandages (for snake bites)
- ⇨ cervical collar (for spinal/neck injuries)
- ⇨ large clean sheeting (for covering burns)
- ⇨ thermal blanket (for treatment of shock)
- ⇨ whistle (for attracting attention)
- ⇨ torch/flashlight
- ⇨ note pad and pencil (for recording treatment given)

Depending upon the nature of the work being undertaken, specific kits to manage eye injuries or burns may be required. Where this is the case, kits should include the following:

Eye kit

- ⇨ Guidance notes for emergency treatment
- ⇨ Eye wash (once only use container)
- ⇨ Sterile eye pads
- ⇨ Adhesive tape.

Burns Kit

- ⇨ Guidance notes for emergency treatment
- ⇨ Assorted size burns dressings
- ⇨ Clean sheeting (for covering burns).

First Aiders

First aiders undertake the initial treatment of people suffering injury and illness at work. The treatment provided by first aiders should be consistent with their training and competence. When in doubt, first aiders should recommend that an employee seek medical advice.

The level of first aid training provided to administer first aid in each workplace should be determined by the outcomes of the risk assessment process. Training should be provided, where appropriate, in the following matters:

- resuscitation
- treatment and control of bleeding
- treatment of the unconscious casualty
- management of the unconscious casualty
- contents of first aid kits and their use
- transport of casualties
- recognition of illness
- treatment of injuries to bones, muscles and joints
- treatment of minor injuries
- treatment of burns and scalds
- eye irrigation
- poisons
- simple record keeping
- universal precautions to minimise the spread of infectious diseases when
- treating wounds (refer to the *National Code of Practice for Health Care Workers and Other People at Risk of the Transmission of Human Immuno deficiency Virus (HIV) and Hepatitis B in the Workplace*)
- purchasing first aid supplies.

The appropriate number and competencies required for first aiders will vary form workplace to workplace depending upon location, size, work undertaken and other factors previously discussed.

There is no typical number of first aiders required for a particular type of work or size of workplace, however, in most situations, it is likely that consultation with employees and an assessment of risks will determine that at least one suitably qualified first aider should be provided.

First Aid Rooms

Managers should consider the need for a first aid room or designated first aid area in consultation with employees.

First aid rooms may be required when statistical evidence shows there is a high level of need. Otherwise, first aid rooms may only be required when major building renovations or changes occur, or set up in the case of an emergency affecting a number of people, such as an epidemic or site catastrophic event.

In the event of a first aid room being required, the following requirements should be considered:

The size of the room provided should be sufficient for its purpose. The room should be well illuminated and ventilated. The access door to the room should provide easy access to injured people who may need to be supported or moved by stretcher or wheelchair. The room should have easy access to toilets.

Room Contents

The following items may be appropriate:

- resuscitation mask;
- sink and wash basin with hot and cold water supplied;
- work bench or dressing trolley;
- cupboards for storage of medicaments, dressing and linen;
- soiled dressing container;
- electric power points;
- medical examination couch with blankets and pillow;
- upright chairs;
- removable screen;
- desk and telephone;
- stretcher; and
- a First Aid Kit appropriate to the workplace.

In Summary

- ☐ It is management responsibility to assess the risks associated with the workplace location and identify the site requirements as regards first aid
- ☐ First aiders must be appropriately trained by a recognised and certified training provider
- ☐ The first aid kit should be appropriate to the needs of the workplace
- ☐ A designated person should be nominated to maintain the first aid kit fully stocked, and to review its effectiveness
- ☐ The identification of the first aid kit and first aiders must be part of site induction
- ☐ A review of the effectiveness of workplace first aid should be undertaken by management in consultation with employees (incl. OHS Reps and OHS committees where appropriate)

NOTES: