

# First Aid Guidance

First Aid is the emergency care of injured or sick persons. It aims to:

- Preserve life
- Promote recovery
- Prevent the injury or illness from becoming worse

## First Aid Kits

### Requirements

- Risk Assessment: NSW Work Health and Safety (WHS) regulations require that a risk assessment be conducted to determine the necessary contents and number of first aid kits. The assessment should consider the nature of the work, the size of the workforce, and the proximity to medical services.
- Specific NSW Requirements: As per the NSW WHS Regulation 2017, workplaces must comply with specific requirements for first aid. This includes the provision of appropriate first aid kits based on the risk assessment, which may include items like emergency asthma inhalers or EpiPens, depending on the identified risks.
- Location of Kits: First aid kits must be placed in accessible locations, clearly signposted, and easily accessible to all workers. In larger workplaces or multi-level buildings, multiple kits may be required to ensure timely access.

### Maintenance

- Preferred Maintenance Method: To ensure compliance with WHS regulations and maintain the safety of all personnel, it is strongly recommended to utilize a professional service, such as that provided by St John, for the regular inspection, cleaning, and replenishment of first aid kits. This service includes:
  - Individual inspection of kit contents for integrity and expiry dates.

- Replacement of missing, used, or damaged items to meet WHS Regulation requirements.
- Re-stocking of kits based on an agreed schedule aligned with your workplace risk assessments.
- Compliance tagging and signing off of each kit.
- Inspection and maintenance of specialised equipment, such as Automatic External Defibrillators (AEDs) and Emergency Oxygen, to ensure they are operation-ready.
- Updates on any legislative changes relevant to your workplace.

Contact St John for First Aid Kit Maintenance and Restocking:

- Phone: 1800 785 646
- Website: [www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)
- Email for E-Stock Requests: [restock@stjohnnsw.com.au](mailto:restock@stjohnnsw.com.au)
- Customer Service Inquiries: [customer.service@stjohnnsw.com.au](mailto:customer.service@stjohnnsw.com.au)

St John provides professional and compliant first aid services, ensuring that your workplace remains safe and adheres to all relevant WHS regulations. Consider scheduling regular maintenance visits or placing web orders as needed.

- **Regular Inspections:** Even if using a professional service, first aid kits should still be checked regularly, at least every 12 months, or after any use. This ensures that all items are present and in good condition.
- **Record Keeping:** A detailed logbook must be maintained to record all first aid treatments provided. The log should include the date, time, details of the incident, and treatment administered. This log should be kept secure and confidential.
- **Responsible Person:** A designated responsible person should be appointed to oversee the professional maintenance of the first aid kits. Their name and photograph, along with the trained first aider's information, should be displayed on the front of the first aid cabinet.

## Contents

- **Basic First Aid Kit:** Based on the risk assessment, a Basic First Aid Kit should be provided in workplaces with 25-50 employees or for smaller congregational settings. The kit should include items as per NSW guidelines.
- **Occupational First Aid Kit:** Workplaces with more than 50 employees, or higher-risk environments, require an Occupational First Aid Kit. The contents of this kit should meet or exceed the requirements set by NSW regulations.
- **Analgesics:** Analgesics should not be included in the first aid kit. However, they may be kept by a responsible person and made available provided their use is noted and explained.
- **Resuscitation Masks:** Persons using an approved resuscitation face mask must have received recent training in its use to ensure proper application during emergencies.

## **Additional Notes**

- The contents of the first aid kits should be compliant with the requirements of the NSW WorkCover Authority. It is advisable to check with the local WorkCover Authority for any updates or specific state-based requirements.

# **First Aid Rooms and Facilities**

## **Requirements for First Aid Rooms**

- According to NSW WHS regulations, workplaces with a significant number of employees or those engaged in high-risk activities may require a dedicated first aid room. This room should be equipped with necessary supplies and should meet the criteria set out by NSW regulations.
- **Checklist for First Aid Room:**
  - A sink with hot and cold water
  - First aid treatment table or bed
  - Hygienic hand-washing facilities
  - Appropriate lighting and ventilation
  - First aid kit that meets the workplace's risk assessment requirements

- A phone or communication device for emergencies
- A logbook for recording treatments

## Training

### Accredited Training

- All designated first aiders must hold a current first aid certificate from a nationally recognized training provider. NSW regulations require that this training be updated regularly—every three years for first aid, with CPR skills refreshed annually.

### Emergency Procedures

- First aiders must be familiar with the workplace's emergency procedures, including evacuation routes, emergency contacts, and specific protocols related to the nature of the workplace or event.

### WHS Consultation

- Workers should be consulted about the provision of first aid in the workplace as required by NSW WHS regulations. This consultation process should be documented and reviewed regularly.

## Signage and Communication

- Signage: Clear and compliant signage must be used to indicate the location of first aid kits and rooms. Signage should meet the standards set by NSW WHS regulations.
- First Aid Information: First aid information, including emergency numbers, the location of kits, and the identities of trained first aiders, should be displayed prominently throughout the workplace or venue.

## Additional Considerations

### Automated External Defibrillator (AED)

- Consider the provision of an Automated External Defibrillator (AED), especially in high-traffic or high-risk environments. NSW regulations support the availability of AEDs in workplaces, particularly where there is a significant risk of cardiac arrest.

### Other Recommendations

1. Supply at least one Basic First Aid Kit: Ensure a Basic First Aid Kit is available, especially in small workplaces or congregational settings.
2. Trained First Aider at Services: A trained first aider should be present at all services.
3. Trained First Aider at Large Functions: Ensure that a trained first aider is available at large church functions or events.
4. Regular Review and Update: The first aid plan, including kits, training, and procedures, should be reviewed regularly to ensure compliance with current NSW regulations and workplace needs.

## Legal Note

The contents of this document are provided as a guide only. It does not represent a definitive list or legal view. You are advised to seek your own professional advice on all aspects pertaining to this document and related matters. Regular updates should be made in accordance with any changes to NSW regulations.

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