

# Risk Management & Insurance Churches



## *Q. First Aid Guidance Document*

First aid is emergency care given to persons suffering injury or illness, before regular medical aid can be obtained.

It aims to:

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

Information booklets are available from the WorkCover authority in your State or Territory that give detailed information about Occupational Health and First Aid in the Workplace. The aim of these booklets is to enable workplaces to assess what their first aid needs are depending on the size of their workforce and the type of work performed.

The summary below highlights the OH&S guidelines for First Aid Kits across Australia.

- Employers must provide First Aid facilities that are adequate for the immediate treatment of injuries that arise at the place of work.
- Employers must ensure first aid facilities include a First Aid kit appropriate for the number of employees on each site and work environment.
- Employers should ensure that First Aid kits are maintained in proper condition and the contents are replenished as necessary.
- First Aid kits should have regular checks to ensure the contents are as listed and have not deteriorated or expired.
- First aid kits should have a white cross on a green background with the words 'First Aid' prominently displayed on the outside.
- First Aid kits should be located at points convenient to the work force and where there is a risk of injury occurring.
- At least one First Aid kit should be provided on each floor of a multi-level workplace.
- Each work vehicle should be provided with a vehicle First Aid kit.

Australian states and territories set and govern their respective First Aid Legislations and Regulations. The following links will provide a good starting point when researching Australian First Aid in your workplace.

### **New South Wales**

Occupational Health & Safety Act 2000  
Occupational Health & Safety Regulation 2001  
Your Guide to Workplace Health and Safety (WorkCover NSW)  
Required Kit Contents

### **Australian Capital Territory**

Occupational Health & Safety Act 1989  
Occupational Health & Safety Regulation (General) 2007  
First Aid In The Workplace Code Of Practice

### **Victoria**

Occupational Health & Safety Act 2004  
The Occupational Health and Safety Regulations 2007

### **Queensland**

Workplace Health and Safety Act 1995  
Workplace Health and Safety Regulation 1997  
First Aid Code of Practice 2004

### **South Australia**

Occupational Health, Safety and Welfare Act 1986  
Occupational Health, Safety and Welfare Regulations 1995  
SA Code Of Practice For Occupational, Health and Safety

### **Western Australia**

Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996  
Code Of Practice: First Aid Facilities and Services

### **Tasmania**

Workplace Health and Safety Act 1995  
Workplace Health and Safety Regulations 1998

### **Northern Territory**

Work Health (Occupational Health and Safety) Regulations - 1996  
Occupational Safety & Health Act - 1984

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## First Aid Kits

OH&S regulations vary from state to state. Please refer to the table below for a description of the First Aid kit required for your work place.

### State Regulations

	Kit A	Kit B	Kit C
<b>NSW</b>	25-100 staff	1-25 staff	1-10 staff
<b>VIC</b>	Medium – Large workplace	Small – Medium workplace	Small workplace
<b>QLD</b>	30-100 employees	1-30 employees	1-10 staff
<b>SA</b>	30-100 employees	1-30 employees	1-10 staff
<b>WA/TAS/NT/ACT</b>	25-100 employees	1-25 employees	1-10 staff

### First Aid Kit A

Construction sites at which 25 or more persons work, or other places of work at which 100 or more persons work.

### First Aid Kit B

Construction sites at which fewer than 25 persons work, or other places of work at which fewer than 100 and more than 10 persons work.

### First Aid Kit C

Places of work (other than construction sites) at which 10 or fewer persons work.

### Minimum requirements for a First Aid kit

First Aid Kit A, First Aid Kit B and First Aid Kit C should correspond with a First Aid Kit containing the following items in the quantity (if any) specified in columns A, B and C, respectively:

	<b>A</b>	<b>B</b>	<b>C</b>
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5cm 5cm	1	1	-
Bags, plastic, for amputated parts:			
Small	2	1	1
Medium	2	1	1
Large	2	1	-
Dressings, non-adherent, sterile 7.5cm 7.5cm	5	2	-
Eye Pads, sterile	5	2	-
Gauze Bandages: 5cm	3	1	1
Gauze Bandages: 10cm	3	1	-
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	-
Safety pins, packets	1	1	1
Scissors, blunt/short nosed, minimum length 12.5cm	1	1	-
Splinter forceps	1	1	-
Sterile eyewash solution, 10ml single use ampoules or sachets	12	6	-
Swabs, prepacked, antiseptic, packs of 10	1	1	-
Triangular bandages, minimum 90cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-aid pamphlet as approved by WorkCover	1	1	1

### Other Issues

WorkCover booklets and OH&S regulations may give guidance for workplaces relating to the provision of First Aid rooms and facilities, training and other information of interest.

### Recommendations

- Supply the correct First Aid kit for your workplace
- Have a trained first aider available at services
- Have a trained first aider available at large Church functions