



FIRST AID POLICY

ASPP-006

First Aid is the provision of initial care for an illness or injury and generally consists of a series of simple and in some cases potentially life-saving techniques that can be done with minimal equipment. ASPLUM has a moral and legal obligation to provide first aid services to workers, contractors and visitors if required.

AIM

To minimise the negative effects of an incident or injury by providing First Aid resources and trained First Aid Officers (FAO's).

POLICY

ASPLUM will ensure the provision of a prompt, coordinated First Aid response in the following ways:

- Identifying and assessing the potential for an injury or incident by:
 - JSEA and Risk identification procedures
 - Observing tasks and work performed and the work environment
 - Reviewing near misses
 - Reviewing Safety Data Sheets for hazardous chemicals
- Determine suitable First Aid resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace
- Specify minimum First Aid requirements based on risk i.e. type, contents and number of kits number of work site locations, location of First Aid Officers
- Advertise location of First Aid Kits (Sticker on FAO vehicles)
- Advertise location and contacts details of FAOs
- Regularly audit contents of kits and contact details
- Document all treatment, injuries and illness
- Appointment, training and replacement of First Aid Officers as required
- Ensuring First Aid Officers –
 - Receive adequate training from RTO
 - Able to perform First Aid duties
 - Willing to provide First Aid treatment as required

A handwritten signature in blue ink, appearing to read 'RH'.

Ron Hughes - Manager Asplum & Civil 05/05/2020

Reference

Model WHS Act and Regulations 2011

SafeWork Australia (2011) How to Manage Work Health and Safety Risks: Code of Practice

St John's Ambulance – First Aid Information