

First Aid Procedure

1. Purpose

To define the process for identifying and managing first aid requirements at Queensland Hydro, including facilities, equipment, personnel and training.

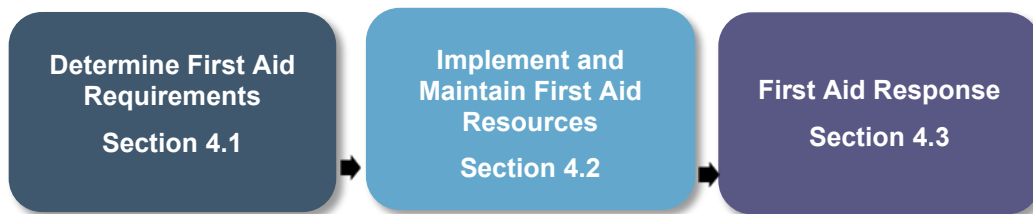
2. Scope

This Procedure applies to Queensland Hydro for all office and field-based activities. This Procedure also applies to Contractors when working under the Queensland Hydro Health and Safety Management System or when directed under Contract.

3. Responsibilities

Who	What
Nominated First Aider	<ul style="list-style-type: none"> ▪ Have an approved current senior first aid certificate or higher and maintain currency of First Aid qualifications. ▪ Ensure a copy of their current qualifications are uploaded to HydroHub. ▪ Inspect and maintain first aid kits within their work area. ▪ Provide initial first aid attention as required. ▪ Remain with injured / ill person until no further treatment / assistance is required or until the person is handed over to ambulance / other medical personnel. ▪ Record incidents where first aid treatment was provided in Bluestream.
HS Team	<ul style="list-style-type: none"> ▪ Facilitate risk assessments to determine first aid arrangements for Queensland Hydro worksites.
People and Capability Team	<ul style="list-style-type: none"> ▪ Coordinate First Aid training for nominated first aiders.
Responsible Manager	<ul style="list-style-type: none"> ▪ Ensure first aid is managed and conducted by trained and competent people in accordance with this procedure. ▪ Assist reviewing first aid arrangements. ▪ Nominate appropriately qualified First Aiders for appointment and ensure they receive training and remain current. ▪ Ensure first aid equipment is available in the workplace and is appropriate for the identified hazards and associated risks. ▪ As part of the workplace specific induction, ensure workers are made aware of who the appointed First Aider/s are and how to contact them. ▪ Ensure First Aid Kits are being maintained.

4. Process



4.1 Determine first aid requirements

4.1.1 Assess First Aid Requirements

The Health and Safety team, together with the Responsible Manager, will undertake a risk assessment to determine the number and type of first aid facilities required in a building or work area. The risk assessment will consider the number of people in the building/ work area, the type of work carried out and the location of the worksite in relation to professional medical services/ emergency services.

First aid requirements will be reviewed whenever significant workplace changes occur, such as:

- Changes in length of shift, workforce numbers.
- The identification of new hazards that may have the potential to impact first aid requirements.
- Temporary, new or significantly altered workplaces.

4.1.2 First Aid Facilities

The following are general guidelines for the provision of first aid facilities and first aid kits within Queensland Hydro worksites:

Workplace Type	Number of employees	First Aid Facility
Construction site	100+	First Aid Room
Office	200+	First Aid Room
Office	25-199	Type 'A' kit(s)
Office	<25	Type 'B' kit(s)
Company Vehicles	n/a	Type 'C' kit

Additional contents can be added to first aid kits if additional hazards are identified for the work being performed. The table below shows possible examples:

Hazard	First Aid Requirement
Remote/ isolated area/ outdoor work	Standard First Aid kit + <ul style="list-style-type: none"> ▪ Tick removal kit (<i>including freeze spray</i>) ▪ Snake bite kit ▪ Anti histamines ▪ Automated External Defibrillator (AED)
Hazardous Chemicals	Standard First Aid kit + <ul style="list-style-type: none"> ▪ Portable or fixed eye wash station. Emergency eye and shower wash facilities shall comply with <i>AS4775 Emergency Eyewash and shower equipment</i>. ▪ Burns kit

Hazard	First Aid Requirement
Electrical Work	Standard First Aid kit + <ul style="list-style-type: none"> ▪ Automated External Defibrillator (AED) ▪ Burns kit ▪ Low voltage rescue kit

Where additional items have been added to the kit, these items should be added to the inventory checklist.

4.1.3 First Aider personnel

When assessing the required number of appointed First Aiders, the following ratios of trained first aiders for the workplace are recommended at a minimum:

- Low risk workplaces – one first aider for every 50 Workers.
- High risk workplaces – one first aider for every 25 Workers; and
- Remote high-risk workplaces - one first aider for every 10 Workers.

For remote and isolated work sites, refer to the requirements in **Lone, Remote and Isolated Work Procedure (HS-PRO-0017)**.

4.2 Implement and Maintain First Aid Resources

4.2.1 Location of First Aid Facilities/ First Aiders

The location of first aid facilities and contact details of appointed First Aiders must be clearly identified, displayed and kept up to date. The following will occur:

- During induction Workers will be advised of the nature and location of first aid facilities in the workplace; nominated First Aiders and the procedures to be followed when first aid is required.
- First Aid Officers will be identified by a displayed photo on notice boards. At construction sites first aiders will also be identified via a first aid sticker located on the individual's hard hat.
- The location of first aid kits within a workplace will be signposted with a standard safety sign consisting of a white cross on a green background. Signage must comply with *AS1319 Safety Signs for the Occupational Environment*. The location of first aid kits will also be shown on the site Emergency Evacuation Plan diagrams signposted at the premises.
- The location of first aid kits within Queensland Hydro vehicles shall be identified using a sticker on the vehicle.

4.2.2 First Aid Rooms

Where the workplace first aid assessment identifies the need for a first aid room, the first aid room will:

- Be accessible during working hours.
- Be under the supervision of a person holding a current Occupational First Aid qualification or higher.
- Be situated close to toilets, a sink / basin with hot and cold water and have access to a means for boiling water.
- Offer privacy via screening or a door.
- Have an appropriate floor area (refer the Building Code of Australia).
- Have an entrance that is clearly marked with first aid signage.
- Be well lit and well ventilated.
- Have a wide enough door for entry and exit of a person on a stretcher.

The following items must be provided in the room:

- A first aid kit appropriate for the workplace.
- Hygienic hand cleanser and disposable paper towels.
- Face masks.
- An examination couch with waterproof surface and disposable sheets.
- A cupboard for storage, a chair and a table or desk.
- A container with disposable lining for soiled waste and a container for the safe disposal of sharps.
- A bowl or bucket (minimum two litres capacity).

First aid rooms are to be routinely inspected and maintained by a designated person. This includes:

- Ensuring used items are replaced as soon as possible.
- Ensuring the room is kept neat and tidy.
- Ensuring that items are in good working order, have not deteriorated and are not outside of expiry dates.

4.2.3 First Aid Kits

Each first aid kit is to have an inventory checklist that lists the minimum contents for that kit.

Analgesics such as Panadol or Aspirin must **not** be added to first aid kits, as such medications have the potential to cause adverse health effects in some people.

To prevent possible cross-infection first aid kits should not contain preparations such as antiseptic creams or lotions where the sterility of such items cannot be maintained. If these items are to be included in kits they should be in single-use only tubes / containers and disposed of once opened.

First aid kits are to be inspected every 12 months by a designated first aider to ensure stock levels remain adequate as per kit inventory, have not deteriorated and are within date.

A review will be required outside the annual review cycle when:

- The contents are used in the administration of first aid.
- The tamper seal on the kit is found broken.

4.2.4 Vehicle First Aid Kits

Vehicle first aid kits must be stored in a location that is easily accessible (e.g. glove box) and safely located so as not to become a projectile in the event of an accident.

Vehicle first aid kits are to be inspected and maintained by the custodian of the vehicle.

4.2.5 Appointed First Aiders

Although the role of 'Appointed First Aider' is voluntary, when selecting First Aiders the following should be considered:

- The individual's interest and aptitude for rendering assistance in an emergency situation.
- The individual's ability to cope with potentially stressful and physically demanding emergency procedures.
- Any conflict with the individual's availability to go immediately and rapidly to render first aid assistance.

Appointed First Aiders must at all times hold nationally recognised statement/s of attainment issued by a registered training organisation (RTO) for the nationally endorsed first aid unit/s of competency.

Competency	Required by	Refresher training
Provide CPR (HLTAID009)	<ul style="list-style-type: none"> All nominated first aiders 	<ul style="list-style-type: none"> 12 months
Provide First Aid (HLTAID0110)	<ul style="list-style-type: none"> All nominated first aiders 	<ul style="list-style-type: none"> 3 Years
Provide Remote Area First Aid (HLTAID013)	<ul style="list-style-type: none"> First Aiders required to respond in remote or isolated locations 	<ul style="list-style-type: none"> 3 Years

4.2.5.1 Infection Control

First aiders must ensure they follow standard precautions for infection control, as taught during first aid training, to minimise their exposure to human blood and body fluids, including:

- Washing their hands before and after administering first aid.
- Wearing personal protective equipment to prevent contact with blood and body substances, including disposable gloves and eye and face protection in instances where splashing of blood or body substances is likely to occur.
- Ensuring used sharps (e.g. splinter probes) are disposed of appropriately.
- Ensuring any items soiled with blood or body substances are placed into a designated medical waste container, or into plastic bags and tied securely.
- Thoroughly cleaning reusable items, such as scissors and tweezers, with warm soapy water and disinfected with alcohol wipes or an appropriate disinfectant.
- Wiping down surfaces contaminated with blood or body substances with paper towelling and cleaned with warm soapy water.

If a First Aider sustains a sharps injury or thinks they have been exposed to blood or bodily fluid contamination, they must seek appropriate first aid and medical treatment and report the incident to their Manager and the Head of Health, Safety and Environment immediately.

4.3 First Aid Response

4.3.1 Providing First Aid treatment for injuries or illness

When providing First Aid treatment the First Aider must:

- Assess the situation.
- Check if there is any danger to themselves, the injured person or others before rendering any assistance.
- Identify the nature of the injury or illness as far as possible.
- Arrange for immediate notification of emergency services to attend, where required.
- Obtain consent to apply treatment, where patient is conscious and aware.
- Administer first aid treatment as per first aid training and within the bounds of competency and experience.
- Stay with the person until the person is recovered or they are able to hand over to emergency services or health care professional.

4.3.2 Notifying and Recording First Aid treatment

First Aiders must record all instances where treatment is provided as an incident in Bluestream (online HSEQ Management System). As a minimum the record is to include:

- Name of First Aider.
- Name of patient.
- Date and time of treatment.
- Type of treatment provided.

4.3.3 Use of First Aid Rooms

Designated first aid rooms may be used as a 'rest' room by workers who feel unwell. However, in such circumstances the person must notify a First Aider and / or their Manager that they intend to rest in the first aid room and someone, preferably a First Aider, will be assigned to regularly check on the person to ensure their condition does not deteriorate.

5 Associated Documents

This procedure sits under the Health and Safety Policy. The key documents aligned to this procedure are identified below:

Document Code	Document Title
HS-PRO-0017	Lone, Remote and Isolated Work Procedure
AS 1319	<i>Safety Signs for the Occupational Environment.</i>
AS 4775	<i>Emergency Eyewash and shower equipment</i>

6 Definitions

Term	Description
First Aid	First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First Aid equipment	First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.
High risk workplace	High risk workplace means a workplace where Workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which Workers: <ul style="list-style-type: none"> ▪ Use hazardous machinery (e.g. mobile plant, chainsaws, power presses and lathes); ▪ Use hazardous substances (e.g. chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing); ▪ Are at risk of falls that could result in serious injury (e.g. construction and stevedoring); ▪ Carry out hazardous forms of work (e.g. working in confined spaces, welding, demolition, electrical work and abrasive blasting); ▪ Are exposed to the risk of physical violence (e.g. working alone at night, cash handling or having customers who are frequently physically aggressive); ▪ Work in or around extreme heat or cold (e.g. foundries and prolonged outdoor work in extreme temperatures).

Low risk workplace

Low risk workplace means a workplace where Workers are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.