

## FIRST AID POLICY

### 1. PURPOSE

1.1 At Human Resources Focus ('HR Focus') we consider the workplace health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this policy is to provide a framework for the effective use of first aid facilities.

### 2. COMMENCEMENT OF POLICY

2.1 This policy will commence on and from 6/1/2020. It replaces all other HR Focus First Aid Policies (whether written or not).

### 3. APPLICATION OF THIS POLICY

3.1 This policy applies to employees, agents, volunteers or work experience student and contractors (including sub-contractors and temporary contractors) of HR Focus, collectively referred to in this policy as '**workplace participants**'. This policy does not form part of any employee's contract of employment, nor does it form any other workplace participant's contract for service.

### 4. FIRST AID OFFICERS

4.1 HR Focus first aid officers are:

- FirstAidOfficer

### 5. DUTIES

5.1 All workplace participants have a duty to take 'reasonable care' for their own safety as well as the safety of others while performing their work.

5.2 All workplace participants have the following duties:

- a) take reasonable care for their own health and safety;
- b) take reasonable care not to adversely affect the health and safety of others;
- c) comply with any reasonable instructions given by HR Focus to allow HR Focus to comply with its duties; and
- d) co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

### 6. FIRST AID SUPPLIES

#### Use of First Aid Supplies

6.1 The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer.

6.2 All illnesses and injuries should be reported to a first aid officer if they involve using the first aid supplies or the first aid room. Employees should also fill out the register of injuries if they are injured at work.

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- 6.3 Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

#### First Aid Supplies Low

- 6.4 If a workplace participant notices that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

## **7. FIRST AID ROOM**

#### Use of First Aid Room

- 7.1 The first aid room is provided by HR Focus for the use of workplace participants who are ill or injured. If a workplace participant becomes ill or is injured whilst at the workplace then the first aid room is available for that purpose.
- 7.2 The first aid room is to be kept locked at all times except when an ill or injured workplace participant is using the room. This reduces the likelihood of theft of or tampering with medications, first aid supplies and equipment.
- 7.3 The designated first aid officer(s) keep keys to the first aid room. If a workplace participant needs to use the room then they should inform a first aid officer who can allow access to the room and monitor the workplace participant's condition whilst at the workplace.
- 7.4 Misuse of the first aid room and/or first aid equipment will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

## **8. WORKPLACE INJURIES**

- 8.1 All injuries that occur in the workplace should be reported to one of the designated first aid officers.
- 8.2 This enables treatment to be provided if required and enables HR Focus to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

### **Variations**

*HR Focus reserves the right to vary, replace or terminate this Policy from time to time.*

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