

First Aid

The employer has the responsibility of providing first aid facilities to assist with immediate treatment that may arise at a place of work.

When the workforce exceeds 25 people the employer must provide personnel trained in a Work Cover approved first aid course.

A first aid room must be provided and maintained at any construction site at which more than 100 persons work or at any other workplace at which more than 200 persons work.

It is essential that properly stocked and maintained first aid kits are conveniently located in each workplace.

The following factors should be considered in relation to the provision of first aid kits:

Contents

This will depend on your workplace hazards and the likely injuries or illnesses that could occur. There is a list which represents minimum requirements, but additional contents may be needed depending upon the hazards.

Location of kits

First aid kits should be located close to areas where there is a likely risk of injury/illness occurring, persons working in remote areas, or areas where access for emergency services is limited.

Number of kits

At least one kit must be provided for each workplace. Workplace assessment will determine if more kits are required.

Signs

The first aid kit should be clearly identifiable, with a white cross on a green background prominently displayed adjacent to where the first aid kit is stored.



Information

A list of contents should be provided with the kit, together with names and locations of trained first aid officer and relevant telephone numbers, including 000.

Management

A trained first aid officer who is responsible for the contents and availability of the kit should manage the first aid kit.