

Part 18

ON-SITE FIRST AID

18.0. ON-SITE FIRST AID

18.1. On-Site First Aid Policy Statement

In accordance with the Occupational Health and Safety Policy, JG King Projects is accepts that the health, safety and welfare of its employees, contractors and their employees is of the utmost importance and will provide and maintain an on-site First Aid facility where practicable in such a manner as to ensure as far as reasonably practicable, the highest standards of health and safety are maintained in accordance with the relevant Occupational Health and Safety Act 2004, associated Acts, the Occupational Health and Safety Regulations 2007, relevant Codes of Practice/Compliance Codes and Industry and Australian Standards.

BY AUTHORITY OF:

Signed:



Position: ***Managing Director***

for and on behalf of:
JG King Projects

Date: **1st May 2009**

18.2. Overview

JG King Projects shall demonstrate commitment and compliance to the objectives of the First Aid Policy. JG King Projects will comply with the requirements of the Victorian Occupational Health and Safety Act 2004.

A workplace risk assessment is required to be carried out to evaluate the requirements for first aid treatment, facilities and manning for the course of the construction project. The level of qualification required for the first aid attendant is also to be determined. The type and content of the first aid kit is also required to be addressed, installed and maintained.

18.3. Purpose

The purpose of this Policy is to provide guidelines to all JG King Projects employees in relation to First Aid.

18.4. Scope

This Policy relates directly to employees of JG King Projects. However, staff in a supervisory position are to be particularly aware of the contents of this Policy and its potential application to other workers and visitors in the workplace.

18.5. Responsibilities

This Policy applies equally to all employees of JG King Projects. However, staff in supervisory positions are to be particularly aware of the contents of this Policy and its potential applicable to other workers and visitors in the workplace.

18.6. Definition

The term '**First Aid**' is used to describe basic medical treatment which is given to someone as soon as possible after they have been hurt in an accident or suddenly become ill.

18.7. Details

- (a) First aid facilities must be provided in all workplaces.
- (b) The type of first aid facilities to be provided will be determined by: —
 - The type of workplace hazards.
 - The number of employees at the workplace.
 - The availability of local services (e.g., doctor, hospital, ambulance).

- (c) These factors should be assessed in consultation with employees.
- (d) First Aid equipment should be properly controlled and maintained.
- (e) Where required, an employee should be designated as a First Aid Officer and given the authority to maintain the first aid equipment. A list of First Aid Officers should be available to all employees.
- (f) First Aid Officers are to be trained by recognized first aid trainers such as the St John's Ambulance Brigade. Before the first aid qualifications expire, re-training will be required.
- (g) The First Aid Officer should: —
 - Be trained in specific workplace hazards as required.
 - Record all first aid treatment given.
 - Ensure adequate supplies are maintained.

18.8. First Aid Procedure

- (a) Site Management determines First Aid requirements.
- (b) Site Management ensures that first aid equipment is checked and maintained and an appropriately trained First Aid Officer is available as required. Replacement items are to be ordered on Form No. XXX
- (c) If first aid is administered, a record of treatment together with **Form No.047** - 'Minor Workplace Injury Form' (Reference Part 17 of this manual); and **Form No.048** - 'Register of Injury' (Reference Part 17 of this manual) are completed.
- (d) Maintain records and provide copies to the respective Administration Office.

18.9. Record Keeping

Details of all first aid treatment given are to be recorded. This may include forms such as 'Minor Workplace Injury Form' and the 'Register of Injury', (Refer to Part 17 of this manual for further information).

A workplace risk assessment is required to be carried out to evaluate the requirements for first aid treatment, facilities and manning for the course of the construction project (Refer to the 'First Aid Assessment Checklist').

Ref Forms:

- **Form No.049:** First Aid Assessment Checklist
- **Appendix No.1:** Building and Construction Industry First Aid Kit Recommendations

FIRST AID REQUIREMENTS ASSESSMENT CHECKLIST

COMPANY NAME: _____

PROJECT: _____

PROJECT ADDRESS: _____

CONTACT PERSON: _____ MOBILE PHONE No. _____

CONTACT PERSON: _____ MOBILE PHONE No. _____

SITE PHONE No. _____ FAX No. _____

ASSESSMENT FACTORS

1. Size and layout of the workplace:

2. Area:

- Maximum Distance to First Aid: _____
- Number of Floors (if applicable): _____
- Access Between Floors (if applicable): _____

3. Number and Distribution of Employees:

- No of Staff: _____
- Shifts: _____
- Overtime Worked: _____
- Are any Employees Isolated? _____
- Are Members of the Public Present? _____

4. Nature of Hazards and Severity of Risk:

- Identify Hazards:

- Do Material Safety Data Sheets (MSDS) and Product Labels Specify any First Aid Requirements?

OUTCOME OF ASSESSMENT

1. Contents of the First Aid Kit:

2. Number and Location of Kits:

3. First Aid Room:

4. Competencies Required of First Aiders:

5. Training Required for First Aiders:

6. Training Required for Staff:

7. Number of First Aiders Required:

8. Languages Information Required in:

Assessment carried out by:

Signed: _____

Date: _____

BUILDING AND CONSTRUCTION INDUSTRY FIRST AID KIT RECOMMENDATIONS

The guidelines of the first aid kit recommendation have been formulated after consultation with St. John Ambulance and industry experts as the minimum requirement.

Construction sites at which 25 or more persons work or other places of work at which 100 or more persons work	First Aid Kit A
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 B
Places of work (other than construction sites) at which 10 or fewer persons work	First Aid Kit C

Item Description:	First Aid Kit A	First Aid Kit B	First Aid Kit C
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5 cm 5 cm	1	1	-
Bags, plastic, for amputated parts:			
Small	2	1	1
Medium	2	1	1
Large	2	1	-
Dressing, non-adherent, sterile, 7.5 cm 7.5 cm	5	2	-
Eye pads, sterile	5	2	-
Gauze bandages:			
5 cm	3	1	1
10 cm	3	1	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 12.5 cm	1	1	-
Splinter forceps	1	1	-
Sterile eyewash solution, 10 ml single use ampules or sachets	12	6	-
Swabs, prepacked, antiseptic, packs of 10	1	1	-
Triangular bandages, minimum 90 cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First-aid pamphlet as approved by WorkSafe Victoria	1	1	1