

Business Procedure

First Aid

Document Number – OHS-PROC-413

This document applies to the following sites:

All Sites	<input type="checkbox"/>		
Rockhampton Office	<input type="checkbox"/>	Brisbane Office	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>
		Tarong Site	<input checked="" type="checkbox"/>
		Mica Creek PS	<input checked="" type="checkbox"/>
		Mackay Gas Turbine	<input checked="" type="checkbox"/>
		Meandu Mine	<input type="checkbox"/>

Table of Contents

1.0	Purpose.....	2
2.0	Scope.....	2
3.0	Actions.....	2
3.1	First Aid Risk Assessment.....	2
3.2	First Aid Kits.....	2
3.3	Additional First Aid Equipment.....	2
3.4	First Aid Rooms.....	3
3.5	First Aid Signs.....	3
3.6	First Aid Personnel.....	3
3.7	Training and Competence Requirements.....	4
4.0	Review, Consultation and Communication.....	4
5.0	References.....	4
6.0	Definitions.....	4
7.0	Revision History.....	4
8.0	Appendices.....	5
8.1	Appendix A: First Aid Document Flowchart.....	5

WRITTEN BY: ENDORSED/CHECKED BY: APPROVED BY: DATE: 1.07.2020
 NAME: J. Fullard NAME: J. Paull NAME: K. Ussher

Doc No: OHS-PROC-413 Revision No: 1 Revision Date: 1.07.2020 Page: 1 of 5

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for providing first aid equipment, facilities and qualified first aiders at Stanwell workplaces.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

3.0 Actions

3.1 First Aid Risk Assessment

A first aid risk assessment to determine first aid requirements for the workplace shall be undertaken, refer to First Aid Risk Assessment Tool T-2850.

First aid risk assessments shall be reviewed whenever:

- the size and/or layout of a work area is changed;
- the number and distribution of personnel changes significantly;
- the nature of the hazards and the severity of the risks change; and/or
- at least every three years.

3.2 First Aid Kits

First aid kits shall be kept in prominent, accessible locations and shall be able to be retrieved promptly.

The need for first aid kits in vehicles is to be determined through the risk assessment process.

At least one person to maintain first aid kits shall be nominated and must:

- monitor access to the first aid kits to make sure any items used are replaced as soon as practicable after use;
- undertake regular checks, at least once every 12 months (an inventory list in the kit is to be signed and dated after each check); and
- make sure that items are in good working order, have not deteriorated and are within their expiry dates, and that sterile products are sealed and have not been tampered with.

The identification (name and location) of designated first aiders shall be located next to the first aid kits.

3.3 Additional First Aid Equipment

Where specific injuries and illnesses such as burns, eye injuries and poisoning may occur, additional first aid kit contents and facilities should be provided.

Eye wash and shower equipment shall be provided where there is a risk of:

- exposure to hazardous chemicals resulting in skin absorption or contamination from infectious substances; and/or
- serious burns to a large area of the face or body;

Shower facilities can consist of:

- an appropriate deluge facility;
- a permanently rigged hand-held shower hose; or
- portable plastic or rubber shower hose that is designed to be easily attached to a tap spout.

3.4 First Aid Rooms

A first aid room shall be provided where a risk assessment shows that treatment for workplace injuries or illnesses would be more effective with the provision of a first aid room.

The room shall be dedicated to first aid.

A person with a current Provide First Aid qualification (or higher qualification), shall be made responsible for the room and its contents, assessing requirements, and maintaining facilities and equipment.

The first aid room shall:

- be readily available when workers are at work;
- have a first aid kit appropriate for the workplace;
- an examination couch with waterproof surface and disposable sheets;
- as far as is practicable be positioned close to motor vehicle access, this will assist with transporting injured or ill workers to medical assistance;
- have close access to toilets and a telephone;
- have suitable seating provided close to the first aid room if workers have to wait for treatment;
- be large enough to accommodate furniture and equipment, with sufficient space for people to work;
- have an impervious floor covering and be effectively ventilated, heated or cooled and illuminated;
- have a designated waste receptacle for waste that is contaminated by blood or body substances and which allows for the safe disposal of refuse, contaminated materials and sharp instruments. Waste disposal should comply with state or local government requirements;
- be kept clean, floors, bench tops and other surfaces should be easy to clean and be regularly cleaned with warm water and detergent;
- have a hand basin, running water and adequate supplies of hand soap and disposable paper towels;
- offer privacy via a screening or closing door;
- be clearly identified as a first aid room by a suitable sign (preferably in accordance with AS1319: 1994 – Safety Signs for the Occupational Environment);
- entrances and corridors leading to and from the first aid room should be wide enough to permit transport of injured or ill persons supported by a stretcher, wheelchair and carrying chair, and other people; and
- the names and contact details of first aiders and emergency organisations.

3.5 First Aid Signs

Signs to indicate the location of first aid equipment and facilities shall be erected (preferably in accordance with AS1319: 1994 – Safety Signs for the Occupational Environment).

3.6 First Aid Personnel

An up-to-date list in a readily accessible location of the identification and contact details of all designated first aiders shall be maintained.

Procedures shall be in place to make sure that first aiders can be promptly contacted in an emergency.

All first aid treatment must be recorded in EARS in accordance with Event Management Business Procedure GOV-PROC-46.

3.7 Training and Competence Requirements

All designated first aiders shall hold a current first aid qualification. The need for additional training shall be assessed whenever change within the workplace is likely to alter the hazards and, therefore, the type of potential injuries or illness. These needs may be identified as part of the first aid risk assessment.

All designated first aiders shall undertake first aid refresher training at least every three years and CPR refresher training yearly.

4.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed as a minimum every 5 years.

Consultation:

Consultation will occur in accordance with the Health and Safety Consultation Business Procedure OHS-PROC-21.

Communication/Requirements after Update:

This Business Procedure will be communicated to sites by an e-mail from the Health and Safety Manager and on GenNet.

5.0 References

Source	Reference
Legislation	<ul style="list-style-type: none">Queensland Work Health and Safety Regulation 2011, s42Queensland First Aid in the Workplace Code of Practice 2014
Standards	<ul style="list-style-type: none">AS1319: 1994 – Safety Signs for the Occupational Environment
Business Procedures	<ul style="list-style-type: none">Event Management GOV-PROC-46
Stay Safe	<ul style="list-style-type: none">First Aid OHS-PROC-413A
Tools	<ul style="list-style-type: none">First Aid Risk Assessment T-2850

6.0 Definitions

Term	Meaning
First Aid	The immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

7.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved. By
0	22.05.2015	Document created to incorporate all legacy documents	J. Paull	M. Joy / T. Hooper	I. Gilbar
1	1.07.2020	Scheduled 5 year review	J. Fullard	J. Paull	K. Ussher

8.0 Appendices

8.1 Appendix A: First Aid Document Flowchart

