



PROCEDURES FOR FIRST AID

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1. PURPOSE

The objectives of these procedures are to specify minimum requirements and responsibilities for first aid provision in accordance with the Occupational Health and Safety Act (2004) and the Victorian Code of Practice No. 18 *First Aid in the Workplace* (1995). These procedures also aim to ensure that all injuries are reported to the appropriate zone OHS&E committee for preventive action and to ensure the delivery of an appropriate response to all medical emergencies.

2. SCOPE

These procedures apply to the provision of first aid at the Australian campuses of Monash University and to Monash controlled entities.

3. ABBREVIATIONS

BAN	Bronchodilator accreditation number
CPR	Cardiopulmonary resuscitation
OHS	Occupational health and safety

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, school, department, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.2 MONASH CONTROLLED ENTITY

Monash controlled entities (eg companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash controlled entity will be referred to as a controlled entity.

4.3 OFF-CAMPUS ACTIVITIES IN URBAN AREAS

Off-campus activities in urban areas comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus in urban areas or within 5 km of an urban areas in Australia.

For the purposes of these guidelines, urban areas are defined as populated areas such as cities, towns, suburbs, country towns or centres where medical assistance and communication is readily available.

Off-campus activities in urban areas include excursions, field excursions, study tours and site visits to places such as industry locations, hospitals and factories.

NB Off-campus activities in urban areas do not include visits by staff members or students to another site for the purpose of lectures, seminars or meetings.

For the purposes of these procedures, off-campus activities in urban areas will be divided into two broad categories:

- **Low risk activities**

These activities are undertaken at an off-campus location in an urban area such as an art gallery, a research institute, a factory, an industry location, a hospital or public building. The purpose of the visit is to, say, view a collection, a demonstration or experiments or to take a guided tour but not to participate in

active research or teaching activities such as experimental, laboratory, clinical or studio work or study.

- **High risk activities**

These activities are undertaken at an off-campus location in an urban area such as a sea, estuary, river or creek, a quarry, a hospital, a research institute, a factory or an industry location. The purpose of the activity may include active research or teaching activities such as laboratory or clinical work, water sampling, examination of rocks, undertaking art projects, etc.

4.4 COUNTRY AND REMOTE FIELD ACTIVITIES

Country and remote field activities comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus outside urban areas. Field activities include field excursions, field trips, field camps and fieldwork.

4.5 REMOTE FIELD ACTIVITIES

Remote field activities comprise all teaching and/or research activities authorised by Monash University involving staff, students and authorised volunteers that are undertaken off-campus outside urban areas:

- more than 5 km from a frequently trafficked road, farmhouse or other facility with telephone or radio communication; or
- off-road in areas including river, inland waterways, estuarine and oceanic locations where very little traffic is likely or where hills, dense timber or other topographic features would make it difficult to summon help; or
- where it would take more than one hour to obtain medical and other emergency support without a vehicle.

4.6 SUPERVISOR

Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

4.7 ZONE

A zone is a group of people who work in a faculty, division, school, etc or a building or a group of buildings located in the same area. A zone can extend to an entire campus.

5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *Occupational health and safety management at Monash University: Structure, functions, roles and responsibilities*. The responsibilities with respect to using first aid are summarised below.

5.1 HEADS OF ACADEMIC/ADMINISTRATION UNITS

It is the responsibility of the head of academic/administrative unit/controlled entity to ensure that:

- the *Procedures for First Aid* are implemented in their unit/entity;
- a first aid assessment is undertaken in their unit/entity to determine first aid requirements, as outlined in 6 First aid assessment.

5.2 ZONE OHS&E COMMITTEES

It is the responsibility of zone OHS&E committees to:

- develop and monitor local first aid implementation strategies;
- recommend actions needed to comply with the *Procedures for first aid*;
- consult with Occupational Health and Safety when specialist first aid advice is required.

5.3 FIRST AID CO-ORDINATORS

The first aid co-ordinator must hold a current first aid certificate (minimum Level 1) in order to fulfil the duties of the role. They do not, however, necessarily need to act as a first aider in their area. In areas with only one or two first aiders, the role of the first aid co-ordinator should be taken on by one of the existing first aiders.

It is the responsibility of the first aid co-ordinators to:

- act as focal point for communication between first aiders in the work area and Occupational Health and Safety;
- assist with the first aid assessment of the unit/entity;
- allocate specific duties to first aiders;
- ensure that first aiders can be promptly contacted in an emergency;
- ensure that first aid kits, supplies and equipment are maintained;
- monitor the record keeping associated with first aid kits, supplies equipment;
- liaise with the zone OHS&E committee and Occupational Health and Safety.

5.4 FIRST AIDERS

It is the responsibility of the first aiders to:

- complete, or have completed, a hepatitis B immunisation course. This requirement applies to all new first aiders and first aiders renewing their first aid training who act as Monash University first aiders (see 9.1);
- respond promptly to provide an emergency service for injury/illness as required, while always working within their level of competence;
- arrange prompt and appropriate referral as required;
- keep confidential all information received in the course of their duty (medical information must only be released to medical staff);
- record **all** treatment (however minor) on the First Aid Injury Report form;
- encourage staff who have had an occupational injury/illness to record this on a Hazard and Incident Report form;
- access information from an SOS bracelet or similar in order to attend to a casualty;
- attend training as required;
- maintain first aid facilities, including first aid equipment, checking and restocking of first aid kits as necessary;
- report any deficiencies in the first aid service to their first aid co-ordinator.

6. FIRST AID ASSESSMENT

6.1 GENERAL

- 6.1.1 Each unit/entity must undertake a first aid assessment to determine:
- 6.1.1.1 The number of first aiders required;
 - 6.1.1.2 The number and location of first aid kits required.
- 6.1.2 First aid assessment forms are provided in 19. Forms are included for:
- 19.1 On-campus activities
 - 19.2 Off-campus activities
- If required, these forms may be altered to suit specific needs of areas.
- 6.1.3 Guidelines for the completion of first aid assessments are provided in 20.
- 6.1.4 Examples of completed first aid assessments are provided in 21. These examples include first aid assessments of:
- 21.1 Office areas
 - 21.2 Laboratory areas
 - 21.3 Off-campus activities
- 6.1.5 The first aid assessment must be completed by the first aid co-ordinator in consultation with the local safety officer and the health & safety representative.
:
- 6.1.6 Staff and students must be consulted during the completion of first aid assessments. Consultation may include discussions:
- with the health and safety representative;
 - at staff meetings; and
 - at zone OHS&E committee meetings.
- 6.1.7 The OHS&E consultant for the area will assist with first aid assessments, if required.
- 6.1.8 First aid assessments must be completed for both on-campus and off-campus activities undertaken by each unit/entity.
- 6.1.9 A copy of completed first aid assessments should be sent to the Occupational Health team at Occupational Health and Safety.
- 6.1.10 **First aid assessments must be reviewed whenever:**
- the size and/or layout of the area is changed;
 - the number and distribution of staff and/or students (or others) changes significantly;
 - there are changes in hours, overtime, shifts;
 - the nature of the hazards and the severity of; the risks change; or
 - at least, every 3 years.

6.2 FIRST AID ASSESSMENT FOR OFF-CAMPUS ACTIVITIES IN URBAN AREAS

(See definitions of areas and activities provided in 4)

6.2.1 Low risk activities

- It is desirable, but not essential, for low risk, off-campus activities in urban areas to include a trained first aider.
- It may be necessary to include a first aider, dependent on the outcome of the first aid assessment.

6.2.2 High risk activities

- The number of first aiders included in high risk, off-campus activities in urban areas must conform to the guidelines provided for off-campus activities in country areas (see 6.3).

- 6.2.3 For additional information regarding off campus activities refer to: *Guidelines for health and safety during off-campus activities in urban areas* (<http://www.adm.monash.edu.au/ohse/documents>).

6.3 FIRST AID ASSESSMENT FOR OFF-CAMPUS ACTIVITIES IN COUNTRY AREAS

- 6.3.1 Off campus activities in country areas should include as many first aiders as practicable and these should be trained to at least Level 2 with additional appropriate modules as determined by the first aid assessment.
- 6.3.2 Guidelines for minimum numbers of first aiders for off-campus activities in country areas:
- **Groups up to 9 people**
1 person trained in Basic First Aid (Level 2) or higher
 - **Groups of 10 to 30 people**
2 people trained in Basic First Aid (Level 2 or higher)
 - **Groups of over 30 people**
2 people trained in Basic First Aid (Level 2 or higher), plus an additional person trained in Basic First Aid (Level 2) or higher, for every additional 30 people or part thereof
- 6.3.3 It may be necessary to alter the number and level of qualification of the first aiders required, dependent on the outcome of the first aid assessment.
- 6.3.4 Whenever practical, first aiders should not travel in the same vehicle.
- 6.3.5 For additional information regarding off campus activities refer to: *Guidelines for health and safety during field activities in country and remote areas* (<http://www.adm.monash.edu.au/ohse/documents>)

6.4 FIRST AID ASSESSMENT FOR OFF-CAMPUS ACTIVITIES IN REMOTE AREAS

- 6.4.1 Guidelines for minimum numbers of first aiders for off-campus activities in remote areas:
- **Groups up to 9 people**
1 person trained in Basic First Aid (Level 2) or higher with additional remote area first aid training.
 - **Groups of 10 to 30 people**
As for I plus an additional person trained in Basic First Aid (Level 2) or higher.
 - **Groups of over 30 people**
As for II plus an additional person trained in Basic First Aid (Level 2) or higher for every 30 people or part thereof.
- 6.4.2 It may be necessary to alter the number and level of qualification of the first aiders required, dependent on the outcome of the first aid assessment.
- 6.4.3 Additional remote area first aid training is recommended for all first aiders who work in this context.
- 6.4.4 Whenever practical these first aiders should not travel in the same vehicle.
- 6.4.5 For additional information regarding off campus activities refer to: *Guidelines for health and safety during field activities in country and remote areas* (<http://www.adm.monash.edu.au/ohse/documents>)

7. FIRST AIDERS

7.1 NUMBER OF FIRST AIDERS REQUIRED

7.1.1 The number of first aiders is determined by undertaking an assessment as outlined in 6.1.

7.1.2 Guidelines for determining the number of first aiders are provided in 20.1.

7.2 REQUIREMENTS FOR FIRST AIDERS

Staff who wish to act as Monash University first aiders must:

- have a keen interest in first aid;
- be prepared to participate in a hepatitis B immunisation program;
- be appointed to the role of their own free will;
- be able to be called away from their ordinary work at short notice;
- feel free to relinquish the role of first aider if they so wish;
- be readily available when required;
- be able to be released from their duties to undertake training in order to maintain skill levels;
- be able to relate well to staff and students;
- have the capacity to deal with injury and illness;
- be committed to undertake regular update training and information sessions.

7.3 PROCEDURES FOR CONTACTING FIRST AIDERS

7.3.1 Each unit/entity **must** have procedures in place to ensure that first aiders can be promptly contacted in an emergency.

7.3.2 **These procedures can include:**

7.3.2.1 Signs to first aid stations where first aiders:

- are present; and/or
- can be contacted or located.

7.3.2.2 Lists of first aiders and contact details clearly displayed:

- by phones;
- on emergency procedure notices;
- on first aid kits;
- on safety noticeboards.

7.3.3 These procedures must be current, ie lists and signs must be kept up to date.

8. FIRST AID TRAINING

(See *OHS Induction & training at Monash University*, <http://www.adm.monash.edu.au/ohse/documents>).

8.1 FIRST AID QUALIFICATIONS

8.1.1 Monash University first aiders will be considered appropriately qualified provided that they:

- Complete a first aid certificate, ie Level 1 first aid or Level 2 first aid;
- Renew their first aid certificate every three years;
- Attend a cardiopulmonary resuscitation (CPR) training session at least once per year. (If desired, first aiders are welcome to attend two CPR sessions per year.)

8.1.2 **Note: First aiders not fulfilling these criteria are not considered to be Monash University first aiders.**

8.1.3 The cost of attendance at training courses will be met by the unit/entity.

- 8.1.4 Staff or students with first aid qualifications obtained outside the university can be accepted as Monash University first aiders on verification of their certificate of completion of training.

8.2 FIRST AID TRAINING PROVIDED BY OCCUPATIONAL HEALTH AND SAFETY

- 8.2.1 Occupational Health and Safety provides first aid training courses specifically tailored for Monash University on all campuses.
- 8.2.2 Information regarding the content and scheduling of Occupational Health and Safety courses offered at Monash University is:
- provided at the Occupational Health and Safety web site; (<http://www.adm.monash.edu.au/ohse/training>), and
 - in the Occupational Health and Safety Training Course booklet, which is available from Occupational Health and Safety (9905 1016, ohsehelpline@adm.monash.edu.au).
- 8.2.3 First aid courses offered on campus include:
- Level 1 (emergency life support)
 - Level 2 (basic first aid)
 - CPR training
- 8.2.4 First aid courses offered off-campus include:
- Level 3
 - Remote area first aid
 - Emergency asthma management
 - Oxygen therapy
- 8.2.5 Additional specific training modules can be added to customise courses for specific needs of units/entities.
- 8.2.6 Occupational Health and Safety issues reminder notices for first aiders due for CPR refreshers and renewal of Level 1 or Level 2 certificates

- 8.3** Occupational Health and Safety maintains a database of first aiders who have undergone training. This information can be obtained by contacting Occupational Health and Safety.

- 8.4** In some instances qualified medical professionals (eg medical practitioners, registered nurses) may be exempt from first aid training. It will be necessary to liaise with Occupational Health and Safety to discuss.

9. INFECTION CONTROL

9.1 HEPATITIS B IMMUNISATION

- 9.1.1 All new first aiders and first aiders undertaking renewal training who act as Monash University first aiders must complete, or have completed, a hepatitis B immunisation course as they may be inadvertently exposed to risk while assisting a patient.
- 9.1.2 Further information is available in the *Immunisation Policy*, the *Procedures for immunisation* and the *OH&S Information Sheet No. 12: Hepatitis B immunisation for first aiders*, which are available at the occupational health and safety website at <http://www.adm.monash.edu.au/ohse/documents>.

9.2 STANDARD PRECAUTIONS

- First aiders must use good hygiene and standard precautions, as taught during first aid training, to minimise their exposure to human blood and body fluids.
- It should be assumed that all human blood or body fluids are potentially infectious. (See the *Policy on the use of human body fluids, cells, tissues, excreta and related*

products in teaching and research, which is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/documents>).

9.3 INFECTION CONTROL AND EMERGENCY RESUSCITATION

- There is no reason to deny anyone resuscitation. The decision whether to use direct mouth-to-mouth resuscitation is up to each first aider.
- Where possible first aiders should use either the individual resuscitation masks issued to them during their training or the mask kept in each first aid kit.

10. FIRST AID DOCUMENTATION AND REPORTING PROCEDURE

10.1 FIRST AID INJURY REPORT FORMS

- First aiders must record all treatment (however minor) on the First Aid Injury Report forms.
- These forms are stored in a pad in the first aid kit.
- Further supplies can be obtained from OHSE on 990 51016 or by email on ohsehelpline@adm.monash.edu.au.

10.2 REPORTING PROCEDURE

- Casualty is treated by first aider for injury/illness;
- First aid injury report form is completed by first aider;
- Completed first aid injury report forms are sent to the Occupational Nurse Consultant, OHSE at the Clayton campus for all campuses except Gippsland. At the Gippsland campus, first aid injury report forms must be sent to the Campus Nurse, Gippsland campus.
- When injury/illness is related to work, the casualty should be encouraged to complete a Hazard & Incident Report Form as soon as they are well enough.

11. FIRST AID KITS

11.1 NUMBER OF FIRST AID KITS

11.1.1 The number of first aid kits is determined during the first aid assessment (see 6).

11.1.2 Guidelines for determining the number of first aid kits are provided in 20.2.

11.2 FIRST AID KITS MUST:

- be accessible at all times (eg not located behind a locked door or in a locked cupboard);
- In general, first aid kits must not be locked. When first aid kits are located in areas accessible to the public and are subject to pilfering, they may be locked, with key access provided by an adjacent break glass system so that the kit is immediately accessible.
- have a white cross on a green background prominently displayed on the outside;
- be sturdy, dust and moisture proof, coated inside and out with an impervious finish;
- be located at a known first aid station. Each first aid station will be clearly signposted with the kit positioned in the immediate area;
- be large enough to accommodate additional modules where they are needed, preferably in separate compartments.

11.3 CONTENTS OF FIRST AID KITS

11.3.1 The contents of first aid kits will need to vary depending on the nature of the hazards in the area as indicated by the first aid assessment.

11.3.2 First aid kits must not contain antiseptics or medications unless a first aider has been specifically trained in their use.

11.3.3 In general, first aid kits for office areas and public buildings should comply with the contents requirement listed in 22.1 and 22.2 Contents of first aid kits for office areas and public buildings.

11.3.4 For high hazard areas, eg laboratories, workshops, plant rooms, catering areas etc, the kit contents should comply with the requirements listed in 22.3 and 22.4 Contents of first aid kits for high hazard areas.

11.3.5 For field trips, the kit contents should comply with the requirements listed in 22.5 Contents of first aid kits for field trips.

11.4 FIRST AID KITS FOR VEHICLES

11.4.1 All vehicles and caravans used on field trips (excluding those to other workplaces, eg factories) must travel with a first aid kit.

11.4.2 For vehicles, the first aid kit contents should comply with the requirements listed in 22.6 Vehicle first aid kits.

11.5 MAINTENANCE OF FIRST AID KITS

11.5.1 The first aid co-ordinator must ensure that the stocks of all first aid kits (including vehicle first aid kits) are maintained and that out of date stock is replaced as necessary.

11.5.2 This duty may be delegated to another first aider if more practical in a given area.

11.5.3 Records of checking of the contents of first aid kits must be maintained by the unit/entity.

11.6 PURCHASE OF FIRST AID KITS AND SUPPLIES

Kits and contents can be purchased from suppliers such as:

- **Amada-Amavic Pty. Ltd.**
P.O. Box 1148
Moorabbin Vic 3189
Phone: 9555 1133

- **R.J. Hee Pty. Ltd.**
Factory 9
25-35 Cranbourne/Narre Warren Rd
Narre Warren Vic 3805
Phone: 9704 7635

- **Parasol EMT (Melbourne)**
Level 5, 379 Collins Street
Melbourne 3000
Phone: 1300 366 818
Fax: 03 8611 6422

- **Livingstone First Aid & Safety**
Phone: 1300 721 721

12. FIRST AID FOR SPECIFIC HAZARDS AND HEALTH CONCERNS

12.1 ADDITIONAL MODULES FOR FIRST AID KITS

12.1.1 For certain specific hazards and health concerns, eg hydrofluoric acid, phenol, cyanide, burns, eye injuries and asthma additional kit modules will be required.

- 12.1.2 A first aid assessment must be completed to determine:
- the requirements for each specific module; and
 - the number of first aiders to complete module-specific training.
- 12.1.3 The Occupational Health team, OHSE must be consulted during the first aid assessment.
- 12.1.4 Additional and refresher training for the use of specific equipment and procedures is organised through the Occupational Health team, OHSE.
- 12.1.5 Each unit/entity is responsible for ensuring that modules are well supplied and that out of date stock is replaced as necessary.
- 12.1.6 Records of checking of the contents of first aid modules must be maintained by the unit/entity.
- 12.1.7 The unit/entity is responsible for all costs involved in purchasing the modules, module supplies and training staff in using the modules.
- 12.1.8 The recommended contents of the additional modules for first aid kits are listed in 23.

12.2 BURNS MODULE

This module should be included in first aid kits in the workplace where there is the possibility of a person sustaining a serious burn. Such places may include those where:

- heat is used in the process;
- flammable liquids are used;
- chemical acids or alkalines are used; and/or
- other corrosive chemicals are used.

12.3 CYANIDE MODULE

This module should be clearly marked in a separate container and be readily accessible to the area where cyanide is used. It should be located adjacent to the first aid kit and oxygen. Further information on first aid for cyanide poisoning refer to "[Information Sheet No. 25 First Aid for Cyanide Poisoning](#)"

12.4 HYDROFLUORIC ACID (HF) MODULE

This module should be clearly marked in a separate container located adjacent to the first aid kit and be readily accessible to the area where HF is used. For further information on first aid for HF poisoning refer to "[Information Sheet No. 24 Hydrofluoric Acid](#)".

12.5 PHENOL MODULE

This module should be clearly marked in a separate container located adjacent to the first aid kit and be readily accessible to the area where Phenol is used. For further information on first aid for Phenol poisoning refer to "[Information Sheet No. 36 Phenol](#)".

12.6 EMERGENCY ASTHMA MANAGEMENT

12.6.1 Purchase of asthma management supplies

- At least two first aiders must be appointed to obtain a Bronchodilator Accreditation Number (BAN) number in order to purchase the inhaler (usually ventolin).
- The procedure for obtaining the BAN number is explained in the asthma management course.
- First aiders who have been issued with a BAN number have overall responsibility for the care and maintenance of the inhaler and spacer and must ensure that the inhaler medication is always up to date.

12.6.2 Asthma management module for first aid kits

- The asthma module should be placed in the first aid kit in the most appropriate location(s).
- A record of each time that the inhaler is used must be made on the first aid injury report form and sent to the Occupational Nurse Consultant, OHSE.
- The spacer must be cleaned each time that it is used in accordance with the manufacturer's instructions.
- The inhaler is for emergency use only and must not be given to any person to keep.

12.7 EYE MODULE

This module should be included in first aid kits in the workplace where there is the possibility of a person sustaining an eye injury, eg

- spraying, hosing, compressed air or abrasive blasting;
- welding, cutting or machining operations;
- chemical liquids or powders are handled in open containers;
- there is the possibility of flying particles;
- the wearing of eye protection is recommended; and/or during
- off-campus activities where there is dust or the possibility of flying particles.

13. OTHER FIRST AID EQUIPMENT

13.1 EMERGENCY SHOWERS AND EYE WASH STATIONS

13.1.1 The requirements for laboratories when working with chemicals are defined in Australian standards for laboratory design and construction (AS/NZS 2982) and Safety in the laboratory series (AS/NZS 2243).

13.1.2 Emergency drench showers and eyewash stations shall be available at a distance of no more than 10 metres from any position in the laboratory.

13.1.3 Where these facilities are not available alternate arrangements should be made in consultation with the OHS&E consultant of the area.

13.1.4 Emergency showers

- Emergency showers are tested and flushed annually by Facilities & Services staff.

13.1.5 Eyewash stations

- Eyewash stations are tested annually by Facilities & Services staff.
- Procedures must be established to ensure that eyewash stations are flushed and tested fortnightly.

13.1.6 The responsibility for testing and flushing emergency showers and eyewash stations must be determined in consultation with the first aid co-ordinator, the safety officer and zone OHS&E committee.

13.1.7 Records of the flushing and testing of emergency drench showers and eyewash stations must be maintained by the unit/entity.

13.2 OXYGEN CYLINDERS

13.2.1 General

13.2.1.1 In certain circumstances medical oxygen may need to be available for administration in an emergency.

13.2.1.2 A first aid assessment must be completed to determine:

- the requirements for the medical oxygen; and
- the number of first aiders required to complete training to administer medical oxygen.

13.2.2 Maintenance of oxygen cylinders

- 13.2.2.1 Procedures must be established to ensure that:
- the oxygen level in the cylinders is checked at least monthly;
 - the equipment is serviced on an annual basis by an authorised service agency.
- 13.2.2.2 The responsibility for the testing and servicing of the oxygen cylinders must be determined in consultation with the first aid co-ordinator, the safety officer and zone OHS&E committee to ensure this is performed by a person trained in the use of this equipment.
- 13.2.2.3 Records of maintenance, testing and service of the oxygen cylinders must be maintained by the unit/entity.

13.3 DEFIBRILLATORS

13.3.1 General

- 13.3.1.1 In certain circumstances a defibrillator may be required.
- 13.3.1.2 A first aid assessment must be completed to determine:
- the requirements for the defibrillator; and
 - the number of first aiders required to complete defibrillator training.
- 13.3.1.3 The Occupational Health team, OHSE must be consulted during the first aid assessment.
- 13.3.1.4 Additional training for the use of the defibrillator can be organised through the OHSE.
- 13.3.1.5 The unit/entity is responsible for all costs involved in the purchase of the defibrillator and associated supplies and for the costs of training staff in the use of the defibrillator.

13.3.2 Purchase, storage and maintenance of the defibrillator

- 13.3.2.1 The defibrillator should be purchased from an approved supplier. For a list of approved suppliers, contact the Occupational Health team, OHSE.
- 13.3.2.2 The defibrillator must be stored in an immediately accessible signposted area. In order to minimise the risk of tampering or theft, it is recommended that the defibrillator be stored in a specific box which activates an alarm when opened.
- 13.3.2.3 Maintenance of defibrillators
- Procedures must be established to ensure that the defibrillator(s) are serviced and maintained in accordance with the manufacturer's guidelines.
 - The responsibility for the testing and servicing of the defibrillator(s) must be determined in consultation with the first aid co-ordinator, the safety officer and zone OHS&E committee.
 - Records of maintenance, testing and service of the defibrillator(s) must be maintained by the unit/entity.

13.3.3 Requirements for defibrillator training

- Where ever a defibrillator is installed, an appropriate number of first aiders must be trained in its use and maintenance.
- Annual defibrillator refresher training is required, which incorporates annual CPR refresher training.

13.3.4 A record of each time the defibrillator is used is to be made on the first aid report form and sent immediately to the Occupational Nurse Consultant, OHSE.

14. EMERGENCY PROCEDURES

- 14.1** The emergency procedures for each of the Australian campuses to be followed by a first aider called to attend an emergency situation involving serious injury or ill health are provided in the campus-specific Emergency Procedures books kept by each phone. Contact OHSE on 990 51016 or by email on ohsehelpline@adm.monash.edu.au to obtain additional copies of these books.
- 14.2** Units/entities which occupy non-university buildings, eg hospital-based units/entities must, of course, follow the emergency response procedures of the building management.
- 14.3** Each unit/entity must ensure that off-campus activities are supplied with a reliable 24-hour means of communication.
- 14.4** Staff and students have a responsibility to be familiar with emergency and evacuation procedures and to comply with the instructions given by emergency response personnel such as emergency wardens and first aiders. First aiders may occasionally encounter reluctance on the part of an injured person or a person exposed to a hazardous substance to follow the directions of the first aider. This is more likely to occur if the person requiring first aid is distressed or in pain. If such a situation arises then the attending first aider will have to evaluate the risks to the injured/exposed person and the risks to others if appropriate first aid treatment is not administered. It may be necessary to seek assistance.

15. COUNSELLING

- 15.1** Counselling is available to first aiders at the university who are affected by their duties.
- 15.2** Counselling can be provided by:
- the Occupational Health team, OHSE on the Clayton campus
Phone 990 51014 or by email on
 - Community Services on each campus; and
 - the Employee Assistance Program
Phone 1 300 361 008

16. LEGAL LIABILITY

The legal liability of first aiders is set out in *Information Sheet No. 14: The legal position of staff with occupational health and safety functions* which is available at the OHSE web site (<http://www.adm.monash.edu.au/ohse/documents>).

17. RECORDS

<u>Record to be kept by</u>	<u>Records</u>	<u>To be kept for:</u>
Occupational Health (confidential files)	Completed immunisation questionnaire and consent forms	Indefinitely
	Completed authorisation for immunisation forms	Indefinitely
	First aid injury report forms	Indefinitely
OHSE	Hazard & Incident Report forms	Indefinitely
	First aid training records	5 years
Academic/administrative units/entities	Testing, checking and maintenance records for first aid kits and safety equipment	5 years
	Copies of Hazard & Incident Report forms	Indefinitely

18. REFERENCES

18.1 LEGISLATION

Health Act 1958 (Vic)
Health (Infectious Diseases) Regulations 2001
Occupational Health and Safety Act 2004 (Vic)

18.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents>)

Guidelines for health and safety during field activities in country and remote areas
Guidelines for health and safety during off-campus activities in urban areas
Information Sheet No.12: Hepatitis B immunisation for first aiders
Information Sheet No. 14: The legal position of staff with occupational health and safety functions
Monash University Immunisation Policy
Occupational health & safety training guide
OHS induction and training at Monash University
OHS management at Monash University: Structure, functions, roles and responsibilities
OHS procedures for work & study during times when emergency response is limited
OHSE training calendar and enrolment forms
OHSE training course booklet
Policy on the use of human body fluids, cells, tissues, excreta and related products in teaching and research
Procedures for immunisation
Training records

18.3 AUSTRALIAN STANDARDS

AS/NZS 2243.1: 2005 Safety in Laboratories - Planning and operational aspects
2243.2: 1997 Safety in Laboratories - Chemical aspects
2243.3: 2002 Safety in Laboratories - Microbiological aspects & containment facilities
2243.4: 1998 Safety in Laboratories - Ionizing radiations
2243.5: 2004 Safety in Laboratories - Non-ionizing radiations – Electromagnetic, sound and ultrasound
2243.6: 1990 Safety in Laboratories - Mechanical aspects
2243.7: 1991 Safety in Laboratories - Electrical aspects

2243.8: 2001 Safety in Laboratories - Fume cupboards
2243.9: 2003 Safety in Laboratories - Recirculating fume cabinets
2243.10: 2004 Safety in Laboratories - Storage of chemicals
AS/NZS 2982.1: 1997 Laboratory Design and Construction - General Requirements
AS 3745: 2002 Emergency control organization and procedures for buildings, structures and workplaces
AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.

18.4 WORKSAFE DOCUMENTS

Code of Practice No. 18: First Aid in the Workplace (1995)

18.5 ACKNOWLEDGEMENTS

The following documents were used as references in the development of these procedures:

- Australian Red Cross Society
First Aid Responding to Emergencies
Times Mirror International Publishers, Artarmon, NSW, 1995.

- The Royal Life Saving Society - Australia
Swimming and Life Saving Manual
Times Mirror International Publishers, Artarmon, NSW, 1995.

- Australian Resuscitation Council
Policy Statements
Australasian College of Surgeons

- Parasol Active First Aid
5th Edition, October 2002

19. FIRST AID ASSESSMENT FORMS

19.1 ON-CAMPUS ACTIVITIES

FIRST AID ASSESSMENT FOR ON-CAMPUS ACTIVITIES

Department/School/Unit/Entity:

Date of Assessment: Campus: Building No:

Floor Level(s) being assessed: Assessor(s)

(Note: Once the assessment is completed a copy must be sent to OHSE)

1.	Number of persons working in the area (include employees, contractors, students). If it is not possible to be specific, provide an estimate for most days, noting any specific times when more people may be working the area.
2.	Are members of the public present routinely in the workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/> Approximate nos. daily
3.	Is shift work required? If so, describe times in which people could be working in the area after hours.
4.	Do people work on their own or after hours including weekends? If yes, approximately how many, how often and for how long at any one time? <i>Refer to OHS procedures for work & study during times when emergency response is limited.</i>
5.	No of floors Maximum distance to first aid kit
6.	Describe the nature of incidents, injuries or occupational illnesses which have occurred in this area over the last 12 months. Preferably attach summary of incident reports.
7.	Where is the nearest medical service and how long would it take to get an injured person to this service? Where is the nearest major hospital with a 24-hour Accident & Emergency service? How long would it take to get an injured person to this hospital?	Medical Service:..... Travel Time: Major Hospital: Travel Time:

Recommendations: (Assessor is to complete – list the specific actions recommended and issues for follow-up by the unit/entity)

Number of first aiders required (See item 20. Guidelines for completing first aid assessments):.....

Additional training required of first aiders:

.....

Training required for staff regarding provision of first aid facilities Yes No

.....

Additional kits required (specify what type)

.....

Additional recommendations:

.....

.....

Time frame.....

.....

Signed..... Signed

Name (block letters) Name (block letters)

Date assessment completed..... Date assessment completed

Date copy sent to OHSE

19.2 OFF-CAMPUS ACTIVITIES

FIRST AID ASSESSMENT FOR OFF-CAMPUS ACTIVITIES

Department/School/Unit/Entity:

Date of Assessment:

Location (Urban/Country/Remote):

Duration of Activity:

Assessor(s):

(Note: Once the assessment is completed a copy must be sent to OHSE)

1.	Number of persons working in the area.		
2.	Do people work on their own?		
3.	Describe the nature of incidents, injuries or occupational illnesses, which have occurred in this area over the last 12 months. Preferably attach summary of incident reports.		
4.	Where is the nearest medical service and how long would it take to get an injured person to this service? Where is the nearest major hospital with a 24-hour Accident & Emergency service? How long would it take to get an injured person to this hospital?	Medical Service:	
		Travel Time:	
5.	Where are the first aid kits located?	Major Hospital:	
		Travel Time:	
6.	List the specific hazards in the area eg, exposure, manual handling, slips and trips, chemicals, radiation, biological & animal, water or other	Location of each kit:	
		Type of kit (eg Vehicle kit/Field trip kit):	
		Contents complete, up-to-date as per kit list.	
		Hazards:	Location:
	
	
	

7.	Are there hazards or health concerns for which an extra first aid kit is required (eg chemicals, potential for burns, eye injuries, asthma). If yes, please list the hazards or health concerns and whether or not there is a specific kit and where the kit is located.	Hazards or Health concerns:	Kit required?	Specific training required?	First aider currently trained	Kit location:
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8.	Will it be necessary to administer drugs eg panadol/asthma medication	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Recommendations: (Assessor is to complete – list the specific actions recommended and issues for follow-up by the unit/entity).

Number of first aiders and training required (See items 6.2, 6.3 and 6.4):

.....

Training required for staff:

.....

.....

Contents of kit:

.....

Number and location of kit/s:

Additional recommendations:

.....

.....

Timeframe:.....

Signed..... Signed

Name (block letters) Name (block letters)

Date assessment completed..... Date assessment completed

Date copy sent to OHSE

20. GUIDELINES FOR COMPLETING FIRST AID ASSESSMENTS

20.1 GUIDELINES TO DETERMINE THE NUMBER OF FIRST AIDERS REQUIRED

20.1.1 Low risk office

Incidence of injury/illness - rare

No of employees	Level 1	Level 2	Total
1 – 100	X 2		2
101 - 200	+ 1		3
201 –300	+1		4

20.1.2 Medium risk laboratories containing chemicals/hazardous materials or workshops with machinery/equipment

Incidence of injury/illness - 1-2 incidents a month

No of employees	Level 1	Level 2	Total
1 – 50		X 2	2
51 - 100		+ 1	3
101 –150		+ 1	4

20.1.3 High risk laboratories containing chemicals/hazardous materials or workshops with machinery/equipment

Incidence of injury/illness 1 or more incidents per week

No of employees	Level 1	Level 2	Total
1 – 20		X 2	2
21 – 40		+ 1	3
41 –60		+ 1	4

20.1.4 Other factors to be taken into consideration:

FACTORS WHICH COULD INCREASE THE NUMBERS OF FIRST AIDERS REQUIRED	FACTORS WHICH COULD DECREASE THE NUMBERS OF FIRST AIDERS REQUIRED
<p>No of incidents (past year) Increased number of incidents may indicate need for more first aiders or change risk category level. (Check hazard & incident reports)</p>	Decrease in number of incidents.
<p>Number of persons routinely present in workplace Consider staff, students, contractors, visitors, members of public. Open days/conferences may need extra first aid cover (contact OHSE).</p>	
<p>Spread of hours Look at shift work or study/weekends/after hours. Plan to cover all shifts.</p>	Security staff are also trained first aiders.
<p>Layout of building(s) Look at the time it takes to get a first aider to a casualty. It is often a good idea to mark up a floor plan with the location of the first</p>	Low risk office buildings may only need a first aider on every second floor.

<p>aider and look for gaps. High risk multistory buildings may need a first aider on every floor. Scattered work buildings may need a first aider in each building.</p>	
<p>Hazards/health concerns First aiders should be located where there is a significant risk of injury/illness. Where a workplace stores or uses highly toxic chemicals, etc additional first aid facilities may be required.</p>	
<p>Time to medical aid As the length of time increases to get medical aid look at increasing the number and level of training of the first aider.</p>	<p>If you have immediate access to a medical clinic or hospital emergency room, the number of first aiders may be able to be reduced. The hours that the service is available should be taken into account when first aid requirements are being calculated.</p>
<p>Availability of first aiders Extra numbers of first aiders may be required when staff are part-time or not always located on a campus. Allowance must also be made for absences due to leave or other reasons.</p>	

20.2 GUIDELINES TO DETERMINE THE NUMBER OF FIRST AID KITS

- In general, the distance from a workstation to a kit must not exceed 100 metres; and
- There must be at least one kit on each alternate level of a multi-level building; and
- At least one kit on each floor of a high risk multi-level building.

21. EXAMPLES OF COMPLETED FIRST AID ASSESSMENTS

21.1 OFFICES

Department/School/Unit/Entity: *Student Services*

Date of Assessment: *22/2/06* Campus: *Clayton* Building No: *30*

Floor Level(s) being assessed: *3* Assessor(s) *Jim Brown/Mary Jones*

(Note: Once the assessment is completed a copy must be sent to OHSE)

1.	Number of persons working in the area (include employees, contractors, students). If it is not possible to be specific, provide an estimate for most days, noting any specific times when more people may be working the area.	<i>170</i> <i>✓</i>
2.	Are members of the public present routinely in the workplace?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approximate nos. daily <i>10</i>
3.	Is shift work required? If so, describe times in which people could be working in the area after hours.	<i>No</i>
4.	Do people work on their own or after hours including weekends? If yes, approximately how many, how often and for how long at any one time? Refer to OHS procedures for work & study during times when emergency response is limited.	<i>Not at weekends 6-8 staff but may work outside core business hours during the week</i> <i>1-2 hours after 5 pm</i>
5.	No of floors Maximum distance to first aid kit	<i>3 Floors</i> <i>50 metres to kits</i>
6.	Describe the nature of incidents, injuries or occupational illnesses which have occurred in this area over the last 12 months. Preferably attach summary of incident reports.	<i>Sprains and strains x 4</i> <i>Slips, trips and falls x 2</i> <i>See attached incident numbers from the 1/1/05 to 31/12/05</i>
7.	Where is the nearest medical service and how long would it take to get an injured person to this service? Where is the nearest major hospital with a 24-hour Accident & Emergency service? How long would it take to get an injured person to this hospital?	Medical Service: <i>University health service on campus</i> Travel Time: <i>5 minutes</i> Major Hospital: <i>Monash Medical Centre Clayton Road Clayton</i> Travel Time: <i>Approximately 15 minutes</i>
8.	What type of kit is supplied ie office /high hazard?	<i>Office kit</i>

9.	Are the kit contents complete and up-to-date as per kit contents list?	<i>Yes, however, antiseptic lotion not standard issue to be removed.</i>				
10.	Where are the first aid kits located list (eg. room numbers and contents). Or if kits are generally located in the same place ie in the tea room/next to the lift *	<i>Kits are located in tea rooms or reception area of each department.</i> <i>Ground floor x 1 tea room</i> <i>First floor x 1 tea room</i> <i>Second floor x 1 reception area</i>				
11.	How many current first aiders are there in the workplace? Please list the number of Level 1, 2 and other trained first aiders	Total no of first aiders:				
		Current Level 1 trained 4	Current Level 2 trained Nil			
		Other, please give details		Nil		
12.	List the specific hazards in the area eg. manual handling, slips and trips, chemicals, radiation, biological & animal or other Where the hazards are located in specific rooms (eg. laboratories) please list the specific location.	Hazards: <i>Sprains, strains, manual handling</i>		Location: <i>At computers, in stationary room</i>		
13.	Are there hazards or health concerns for which an extra first aid kit is required (eg? HF, cyanide, potential for burns, eye injuries. asthma). If yes, please list the hazards or health concerns and whether or not there is a specific kit and where the kit is located.	Hazards or Health concerns: <i>N/A</i>	Kit required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Specific training required? Yes <input type="checkbox"/> No <input type="checkbox"/>	First aider currently trained	Kit location:
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Do you have medical oxygen?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	First aider/s currently trained in use? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of first aider/s currently trained in use? 	Date of last oxygen equipment service 	
15.	Do you have a defibrillator?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	First aider/s currently trained in use? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of first aider/s currently trained in use? 	Date of last defibrillator equipment service 	

Recommendations: (Assessor is to complete – list the specific actions recommended and issues for follow-up by the unit/entity)

Number of first aiders required (See item 20. Guidelines for completing first aid assessments) *Minimum 3 level 1 first aides to ensure adequate cover at times of sick leave/annual leave etc.:*

Additional training required of first aiders: *Follow-up CPR updates and encourage first aiders to attend first aid information sessions*

Training required for staff regarding provision of first aid facilities Yes No

At time of induction staff to be made familiar with location of first aid kits, first aiders names, emergency phone numbers.

Additional kits required (specify what type)

N/A

Additional recommendations:

Remove antiseptic lotion not standard issue as per Monash procedure on first aid. Emergency phone numbers and first aider contact details should be posted beside first aid kits and throughout the building.

Time frame *Immediate – removal of antiseptic solution and display list of first aiders and contact numbers. Ongoing – training.*

Signed..... Signed

Name (block letters) Name (block letters)

Date assessment completed..... Date assessment completed

Date copy sent to OHSE

21.2 LABORATORIES

Department/School/Unit/Entity: *Anatomy & Cell Biology*

Date of Assessment: *22/2/06*

Campus: *Clayton*

Building No: *412*

Floor Level(s) being assessed: *5*

Assessor(s) *Jane Black/Bill Green*

1.	Number of persons working in the area (include employees, contractors, students). If it is not possible to be specific, provide an estimate for most days, noting any specific times when more people may be working the area.	400..... 150 - Staff..... 250 - Students.....
2.	Are members of the public present routinely in the workplace?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Approximate nos. daily</i>
3.	Is shift work required? If so, describe times in which people could be working in the area after-hours.	<i>No</i>
4.	Do people work on their own, after hours including weekends? If yes, approximately how many, how often and for how long at any one time? Refer to OHS Procedures for work & study during times when emergency response is limited.	<i>10-15 people each weekend</i> <i>Maybe up to 3 hours at a time</i>
5.	No of floors Maximum distance to first aid kit	<i>5 floors</i> <i>50 metres to kits</i>
6.	Describe the nature of incidents, injuries or occupational illnesses which have occurred in this area over the last 12 months. Preferably attach summary of incident reports.	<i>Sprains and strains x 8; Burns x 10; Cuts, lacerations x 17;</i> <i>Foreign bodies x 1; Animal bites x 5; Needlestick injuries x 6</i> <i>(See attached list)</i>
7.	Where is the nearest medical service and how long would it take to get an injured person to this service? Where is the nearest major hospital with a 24-hour Accident & Emergency service? How long would it take to get an injured person to this hospital?	Medical Service: <i>University Health Service on campus</i> Travel Time: <i>Approx. 5 minutes</i> Major Hospital: <i>Monash Medical Centre, Clayton Road, Clayton</i> Travel Time: <i>Approx. 15 minutes</i>
8.	What type of kit is supplied ie office /high hazard?	<i>High hazard kit</i>
9.	Are the kit contents complete and up-to-date as per kit contents list?	<i>Yes</i>
10.	Where are the first aid kits located list (eg room numbers and contents). Or if kits are generally located in the same place ie in the tea room/next to the lift *	<i>Kits are located in each laboratory where there are specific hazards and in common areas in other parts of building e.g. tea room</i>
11.	How many current first aiders are there in the workplace? Please list the number of Level 1, 2	Total no of first aiders: Level 1 Level 2 Other, please give details

	and other trained first aiders trained first aiders	x 1	x 12			
12.	List the specific hazards in the area eg. manual handling, slips and trips, chemicals, radiation, biological & animal or other Where the hazards are located in specific rooms (eg. laboratories) please list the specific location.	Hazards: <i>Chemicals, Burns, Eye injuries</i>			Location: <i>In laboratory</i>	
13.	Are there hazards or health concerns for which an extra first aid kit is required (eg? HF, cyanide, potential for burns, eye injuries. asthma). If yes, please list the hazards or health concerns and whether or not there is a specific kit and where the kit is located.	Hazards or Health concerns:	Kit required?	Specific training required?	First aider currently trained	Kit location:
		Potential for burns	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	12	In lab
		HF	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	8	In lab
		Phenol 100%	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	6	In lab
		Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
14.	Do you have medical oxygen?	Yes <input checked="" type="checkbox"/>	First aider/s currently trained in use? Yes <input checked="" type="checkbox"/>	No. of first aider/s currently trained in use? 4.....	Date of last oxygen equipment service <i>December 2005</i>	
15.	Do you have a defibrillator?	No <input checked="" type="checkbox"/>	First aider/s currently trained in use? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of first aider/s currently trained in use?	Date of last defibrillator equipment service	

Recommendations: (Assessor is to complete – list the specific actions recommended and issues for follow-up by the unit/entity
Number of first aiders required (See item 20. Guidelines for completing first aid assessments): *21 x level 2. Need to train x9 level 2 to ensure adequate coverage taking into account number of incidents during previous 12 months.*

Additional training required of first aiders:

Training required for staff regarding provision of first aid facilities Yes No

All new staff should attend induction program and be familiar with the location of first aid kits and first aiders, emergency showers, MSDS registers.

Additional kits required (specify what type)
.....

Additional recommendations:

Time frame New first aiders to be trained within the next 3 months. Training for new staff as soon as work commences.

Signed..... Signed

Name (block letters) Name (block letters)

Date assessment completed..... Date assessment completed

Date copy sent to OHSE

21.3 OFF-CAMPUS ACTIVITIES

Department/School/Unit/Entity: *Science*
Date of Assessment: *13 November 2005*
Location (Urban/Country/Remote): *Gippsland - Remote*
Duration of Activity: *2 nights/3 days*
Assessor(s): *Mary Smith, David Jones - Zone 26*

(Note: Once the assessment is completed a copy must be sent to OHSE)

1.	Number of persons working in the area.	<i>20 undergraduates</i>	
2.	Do people work on their own, after hours?	<i>No</i>	
3.	Describe the nature of incidents, injuries or occupational illnesses, which have occurred in this area over the last 12 months. Preferably attach summary of incident reports.	<i>Sprains, strains x 2 Trips, falls x 3 Bites x 2 Abrasions (see attached list) x 4</i>	
4.	Where is the nearest medical service and how long would it take to get an injured person to this service? Where is the nearest major hospital with a 24-hour Accident & Emergency service? How long would it take to get an injured person to this hospital?	Medical Service: <i>East Gippsland Clinic</i> <i>Main Street</i> Travel Time: <i>65 Minutes</i>	Major Hospital: <i>Gippsland Hospital</i> Travel Time: <i>90 Minutes</i>
5.	Where are the first aid kits located?	Location of each kit: <i>3 kits, 1 in each vehicle 1 field kit for base camp</i> Type of kit (eg Vehicle kit/Field trip kit): <i>3 vehicle kits 1 field kit</i>	
6.	List the specific hazards in the area Eg. exposure, manual handling, slips and trips, chemicals, radiation, biological & animal, water or other	Hazards: <i>Manual handling Animal/insects Sunburn</i>	Location: <i>In the environment</i>

7.	<p>Are there hazards or health concerns for which an extra first aid kit is required (eg chemicals, potential for burns, eye injuries. asthma).</p> <p>If yes, please list the hazards or health concerns and whether or not there is a specific kit and where the kit is located.</p>	<p>Hazards or Health concerns:</p> <p><i>Asthma</i>.....</p> <p>.....</p> <p>.....</p> <p>Other</p>	<p>Kit required?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Specific training required?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>Asthma mgt</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>First aider currently trained</p> <p>...No....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Kit location:</p> <p><i>Vehicle field kit - base camp...</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
8.	<p>Will it be necessary to administer drugs eg panadol/asthma medication</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

Recommendations: (Assessor is to complete – list the specific actions recommended and issues for follow-up by the Unit/entity)

Number of first aiders and training required (See items 6.2, 6.3 and 6.4): *1 x Level 2 with remote area training (already trained); 2 x Level 2; (already trained, 1 of the above to also have Asthma Management training)*

Ensure first aiders are currently qualified and have attended CPR updates regularly.....

Training required for staff: Session to introduce first aiders and how to get help if required.....

Contents of kit: Kit x 1 Vehicle kit x 2.....

Number and location of kit/s: 3 kits x 1 in each vehicle, 1 field kit.....

Additional recommendations:

Asthma module to be included in field kit.....

Timeframe Immediate asthma training. Day before departure introduce first aiders.

Signed..... Signed.....

Name (block letters)..... Name (block letters).....

Date assessment completed..... Date.....

22. CONTENTS OF FIRST AID KITS

22.1 FIRST AID KITS FOR OFFICE AREAS AND PUBLIC BUILDINGS EMPLOYING 1-25 PEOPLE

Names and extension numbers of first aiders in the area (normally those on the floor on which the kit is located plus those on the floor above and below)

Communication procedures for contacting first aiders

Emergency Services telephone number

Basic first aid notes

Pen and note pad

First aid report forms x 1 pad

Resuscitation mask

Disposable gloves x 10 pairs

Band aids x 100

Sterile eye pads x 4

Unmedicated sterile wound dressing (large) x 2

Unmedicated sterile wound dressing (medium) x 2

Unmedicated sterile wound dressing (small) x 2

Triangular bandages (disposable) x 2

Triangular bandages (fabric) x 2

Crepe bandages 10cm x 1

Crepe bandage 7.5cm x 2

Gauze bandage 5cm x 1

Gauze squares x 1 packet

Normal saline ampoules 20ml x 5

Ice pack (chemical) x 1

Stainless steel scissors x 1 pair

Safety pins x 1 pkt

Hypo-allergic tape 1,25cm x 1 roll

Chux x 2

Plastic bags x 2

22.2 FIRST AID KITS FOR OFFICE AREAS AND PUBLIC BUILDINGS EMPLOYING 26-100 PEOPLE

Names and extension numbers of first aiders in the area (normally those on the floor on which the kit is located plus those on the floor above and below)

Communication procedures for contacting first aiders

Emergency Services telephone number

Basic first aid notes

Pen and note pad

First aid report forms x 1 pad

Resuscitation mask

Disposable gloves x 25 pairs

Band aids x 200

Sterile eye pads x 4

Unmedicated sterile wound dressing (large) x 4

Unmedicated sterile wound dressing (medium) x 4

Unmedicated sterile wound dressing (small) x 4

Combine dressing pads 9 x10cm x 2 pads

Triangular bandages (disposable) x 2

Triangular bandages (fabric) x 4

Crepe bandages 10cm x 3

Crepe bandage 7.5cm x 4

Gauze bandage 5cm x 2

Gauze squares x 2 packets

Normal saline ampoules 20ml x 10

Ice pack (chemical) x 1

Stainless steel scissors x 1 pair

Safety pins x 1 pkt

Hypo-allergic tape 1,25cm x 1 roll

Chux x 2

Plastic bags x 2

22.3 FIRST AID KITS FOR HIGH HAZARD AREAS FOR 1-25 PEOPLE

Names and extension numbers of first aiders in the area (normally those on the floor on which the kit is located plus those on the floor above and below)

Communication procedures for contacting first aiders

Emergency Services telephone number

Basic first aid notes

Pen and note pad

First aid report forms x 1 pad

Resuscitation mask

Disposable gloves x 12 pairs

Band aids x 100

Sterile eye pads x 8

Unmedicated sterile wound dressing (large) x 2

Unmedicated sterile wound dressing (medium) x 2

Unmedicated sterile wound dressing (small) x 2

Triangular bandages (disposable) x 2

Triangular bandages (fabric) x 2

Crepe bandages 10cm x 1

Crepe bandage 7.5cm x 2

Gauze bandage 5cm x 1

Gauze squares x 1 packet

Normal saline ampoules 20ml x 5

Combine dressing 9 x10cm x 4

Ice pack (chemical) x 1

Burns Module

Space blanket

Stainless steel scissors x 1 pair

Safety pins x 1 pkt

Hypo-allergic tape 1,25cm x 1 roll

Chux x 2

Plastic bags x 2

22.4 FIRST AID KITS FOR HIGH HAZARD AREAS FOR 26 - 100 PEOPLE

Names and extension numbers of first aiders in the area (normally those on the floor on which the kit is located plus those on the floor above and below)

Communication procedures for contacting first aiders

Emergency Services telephone number

Basic first aid notes

Pen and note pad

First aid report forms x 1 pad

Resuscitation mask

Disposable gloves x 50 pairs

Band aids x 200

Sterile eye pads x 12

Unmedicated sterile wound dressing (large) x 4

Unmedicated sterile wound dressing (medium) x 4

Unmedicated sterile wound dressing (small) x 4

Combine dressings 9 x 10cm x 10

Triangular bandages (disposable) x 2

Triangular bandages (fabric) x 4

Crepe bandages 10cm x 4

Crepe bandage 7.5cm x 4

Gauze bandage 5cm x 4

Gauze squares x 5 packets

Normal saline ampoules 20ml x 20

Ice pack (chemical) x 2

Burns Module

Space blanket x 1

Stainless steel scissors x 2 pairs

Safety pins x 2 pkts

Hypo-allergic tape 1,25cm x 2 rolls

Chux x 4

Plastic bags x 4

22.5 FIRST AID KITS FOR FIELD TRIPS:

Names of first aiders in the area participating in the field trip
Communication procedures for contacting first aiders
Emergency Services telephone number
Basic first aid notes
Survival handbook
Pen and note pad
First aid report forms x 1 pad

Resuscitation masks x 2
Disposable gloves x 30 pairs
Band aids x 200
Sterile eye pads x 8
Eye protection shields (disposable) x 2 sets
Unmedicated sterile wound dressing (large) x 4
Unmedicated sterile wound dressing (medium) x 8
Unmedicated sterile wound dressing (small) x 4
Triangular bandages (fabric) x 4
Heavy elastic bandage x 12.5cm x 3
Crepe bandages 10cm x 4
Crepe bandage 7.5cm x 4
Gauze bandage 5cm x 2
Gauze squares x 4 packets
Normal saline ampoules 20ml x 5
Normal saline ampoules 50ml x 5
2 litres of fresh water if no onsite access to fresh water
Ice pack (chemical) x 2
Space blankets x 2
Stainless steel scissors x 1 pair
Plastic kidney dish x 1
Shears (round nose) x 1 pair
Safety pins x 1 pkt
Hypo-allergic tape 1,25cm x 2 rolls
Zinc oxide tape 7.5cm x 2 rolls
Chux x 2
Plastic bags x 2
Disposable towels x 1 pkt
Cervical collar x 1
Disposable splinter removers x 10
Plastic drinking vessel x 1

To be included when first aider is appropriately trained:

Savlon powder 20gm x 1
Imodium Advanced tablet x 2 packs (12)

First aider clean up

First aider should draw water and wash over dry land (not in a water course)

- Nail brush x 1
- Antiseptic soap x 1
- Antiseptic hand wipes x 1 pack

22.6 VEHICLE FIRST AID KITS

Emergency Services telephone no
Basic first aid notes
First aid report forms x 1 pad
Hazard and Incident Report Form x 5

Resuscitation mask
Disposable gloves x 8
Band aids x 50
Sterile eye pads x 2
Unmedicated sterile wound dressing (large) x 2
Unmedicated sterile wound dressing (medium) x 2
Unmedicated sterile wound dressing (small) x 2
Triangular bandages fabric x 2
Crepe bandages 10cm x 2
Gauze bandages 7.5cm x 2
Gauze pads x 1 pkt
Saline amps x 50ml x 4
Space blanket x 1
Shears round nose x 1
Safety pins x 1 pkt
Hypo allergic tape 1.25cm x 1
Plastic bag x 1
Bottle of distilled water 500ml
Antiseptic hand wipes x 1 pack

23. ADDITIONAL MODULES FOR FIRST AID KITS

23.1 CONTAINERS FOR MODULES

The modules should be kept in containers which clearly identify their contents and purpose.

23.2 BURNS MODULE

Contents

Guidance notes

Burns dressings of assorted sizes

Size of the dressings should be determined having regard to the nature of the hazard in the workplace. Assistance with this can be obtained from first aid professionals or first aid suppliers.

23.3 EYE MODULE

Contents

Guidance notes

Eye wash (once only use container)

Sterile eye pads

Adhesive tape

23.4 ASTHMA MODULE

23.4.1 The first aid kit containing the module must be marked as follows:

'This kit contains an asthma module that must only be administered by first aiders who have completed an asthma management course'.

23.4.2 **Contents**

Blue reliever inhaler (usually ventolin);

Spacer to match the inhaler;

'Mediswabs';

Emergency protocol (including cleaning instructions);

First aid report forms.

23.5 CYANIDE MODULE

Contents

Copy of appropriate MSDS

Gloves x 4 pairs

A copy of National Occupational Health and Safety Commission: *Cyanide poisoning*, (2nd edition) 1993

Plastic bags labelled "Contaminated with cyanide"

First aid injury report forms

Hazard & incident report forms

Resuscitation masks (e.g. Laedel or Ambu)

OHS Information Sheet 25 First Aid for Cyanide Poisoning

23.6 HYDROFLUORIC ACID (HF) MODULE

Contents

Copy of appropriate MSDS

Calcium gluconate gel - 2.5% 50g tube x 2 tubes

Swabs x 1 packet

Gloves x 4 pairs

Plastic bag labelled "Contaminated with Hydrofluoric Acid"

First aid injury report forms

Hazard & incident report forms

OHS Information Sheet 24 Hydrofluoric Acid

23.7 PHENOL MODULE

Contents

Copy of the appropriate MSDS for phenol
Polyethylene glycol 300 or 400 (PEG) 500gm x 2
Swabs x 1 packet
[Chemical resistant gloves](#) x 4 pairs
Plastic bag labelled "Contaminated with Phenol"
First Aid Injury Report forms
Hazard & incident report forms
OHS Information Sheet 36: Phenol