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## First Aid Risk Assessment Guidelines

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide assistance on guiding the university community

### PURPOSE

This document is designed to guide Departments and work areas:

- To determine appropriate number of trained first aiders and first aid equipment for buildings and facilities based on an assessment of the likelihood and consequence of identified hazards

### 1. DEFINITIONS

**First Aid** The immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

The aims of first aid are to:

- Preserve life
- Prevent illness or injury becoming worse
- Relieve pain, if possible
- Promote recovery, and
- Protect the unconscious

**First Aider** A person who is recognised by the University as having successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

**First Aid Equipment** Includes first aid kits, AED's and other equipment used to treat injuries and illnesses.

**First Aid Facilities** Include first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid.

**High Risk Workplace** A workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are ones in which workers:

- use hazardous machinery (for example, mobile plant, chainsaws, power presses and lathes)
- use hazardous substances (for example, chemical manufacture, laboratories, and horticulture)
- are at risk of falls that could result in serious injury (for example, construction)
- carry out hazardous forms of work (for example, working in confined spaces, welding, demolition, electrical work and abrasive blasting)

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- are exposed to the risk of physical violence (for example, working alone at night, cash handling or having customers who are frequently physically aggressive)
- work in or around extreme heat or cold (for example, foundries and prolonged outdoor work in extreme temperatures).

<b>Low Risk Workplace</b>	A workplace where workers are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.
<b>Risk Assessment</b>	Overall process of risk identification, risk analysis and risk evaluation.
<b>Risk Rating</b>	Is a scale defining low, medium, high or extreme risks based on the University Health and Safety Risk Matrix prior to any corrective actions or controls being implemented.
<b>Residual Risk Rating</b>	Residual risk is defined as low, medium, high or extreme based on the University Health and Safety Risk Matrix after recommended corrective actions or controls have been implemented.

## 2. CONDUCTING THE RISK ASSESSMENT

An assessment of the likelihood and consequence of the hazard leading to injury or harm will assist in identifying the means of reducing the risk to staff, students and visitors and the first aid services and facilities appropriate for the workplace. A first aid risk assessment should be conducted by the relevant departments or work areas to assess required First Aid resources – for example, the required number of first aiders, first aid kits or equipment etc.

First Aid Risk Assessments are a consultative process and require input from Area Managers, Safety and Health Representatives and the Chief Warden as a minimum.

The following ratios are recommended as a minimum standard<sup>1</sup>:

- low risk workplaces – one first aider for every 50 occupants
- high risk workplaces – one first aider for every 25 occupants

Certain locations due to high occupancy rates, such as Curtin Library and Curtin Stadium are exempt from this recommendation. In these cases Emergency Management can assist in determining the appropriate number of First Aiders required in consultation with staff. For further information please contact [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)

### 2.1 INFORMATION REQUIRED TO CONDUCT AN ASSESSMENT

Once the risk assessment team has been established the team should familiarise themselves with the following:

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<sup>1</sup> Safe Work Australia – First Aid in the Workplace, Code of Practice 2016



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- Information on past injuries or incidents in the building / facility
- Hazards in the work place (machinery, chemicals, manual handling etc.)
- Design and layout of the building / facility
- Access between areas of the building / facility
- Occupancy of the building / facility (staff, students, visitors)
- Numbers and location of remote or isolated workers
- Hours of operation (extended hours, overtime, multiple shifts)

## 2.2 EQUIPMENT REQUIRED

Depending on location the following equipment may be required to conduct the risk assessment:

- Personal protective equipment – for example, Safety shoes, gloves, hearing protection, eye protection, respiratory protection (where required)
- Camera (pictures for future reference or including in procedures)
- Risk Matrix
- First Aid Risk Assessment form

## 2.3 CONDUCTING THE RISK ASSESSMENT

- Follow safety procedures relevant to the area being assessed
- Consider the most likely injury scenarios in each location
- Consider how many people are likely to be affected by the one event
- Consider the first aid equipment which would be needed to manage the likely number of casualties. Where specific remedies or equipment is needed please specify. For example oxygen may be required – would this be needed in the area?
- Consider the number of trained first aiders which would be needed to manage the situation
- Consider if staff work part-time or are often absent from the workplace
- Note any additional controls which may be required such as, eye wash stations or drench showers
- Consider signage requirements

## 2.4 AFTER THE RISK ASSESSMENT

- Where first aid requirements and corrective actions have been identified, ensure these are implemented and reflected in the local area housekeeping inspection checklist
- Where there is a requirement for first aid training, this should be included in individual WPPRs
- Where new equipment is implemented, this should be reviewed for effectiveness. Building occupants should be made aware of any new equipment installed, its purpose and location
- Forward the results of all assessments to [emergency\\_management@curtin.edu.au](mailto:emergency_management@curtin.edu.au)



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### 3. RESPONSIBILITIES

#### Heads of School and Area Managers

Heads of School and Area Managers are responsible for:

- a) Ensuring first aid risk assessments are completed and reviewed annually or where there are changes to the workplace that may impact on first aid requirements.
- b) Budgeting for first aid resources, equipment, supplies and training.

#### Line Managers and Supervisors

Line Managers and Supervisors are responsible for:

- a) Participating in or directly supervising the undertaking of the first aid risk assessment;
- b) Ensuring first aid risk assessments are conducted, and;
- c) Ensuring appropriate first aid equipment is supplied and maintained.
- d) Ensuring trained first aiders are available.
- e) Ensuring any changes are communicated to all staff in a timely manner.

#### Individual Workers

Individual Workers including Safety and Health Representatives are responsible for:

- a) Assisting with the preparation of first aid risk assessments.

### 3.1 EMPLOYEE AWARENESS

An employer has a duty to provide information, instruction, training to and supervision of employees to enable them to work without exposure to hazards.

Information and instruction about first aid facilities and services for workers should include:

- The location of all first aid kits, equipment and first aid rooms (if any)
- The names, work locations and contact numbers of first aiders
- Procedures to be followed when first aid is required and for contacting external assistance when first aid is not available or further assistance is required (i.e. who calls the ambulance and procedures for evacuating an injured person)
- Standard precautions for the control of infection including blood-borne infections.

This information should be kept up to date and provided to all employees:

- When a worker is first employed at the workplace (i.e. at induction)
- If there is a change in the location of the first aid facilities or services
- If there are any changes in the names, locations or contact numbers of trained first aiders
- Thereafter, at regular intervals.



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### 4. EXEMPTIONS

These procedures apply to all areas of Curtin University.

### 5. RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[First Aider Appointment form](#)

[Health and Safety Risk Matrix](#)

[First Aid Risk Assessment Template](#)

[First Aid Risk Assessment Sample](#)

[The First Aid Facilities and Services Code of Practice \(2002\)](#)

[First Aid in the Workplace Code of Practice \(2016\)](#)

#### CONTACT DETAILS

Contact	Health, Safety and Emergency Management – Emergency Planning Manager Ph: (08) 9266 2653 <a href="mailto:emergency_management@curtin.edu.au">emergency_management@curtin.edu.au</a>
Approval Authority	Director, Health, Safety and Emergency Management

#### REVISION HISTORY

Revision #	Date	Amendment Description
1	26/02/2013	Issued for use
2	24/01/2018	Major update - changes to align with Emergency Management Plan 2018