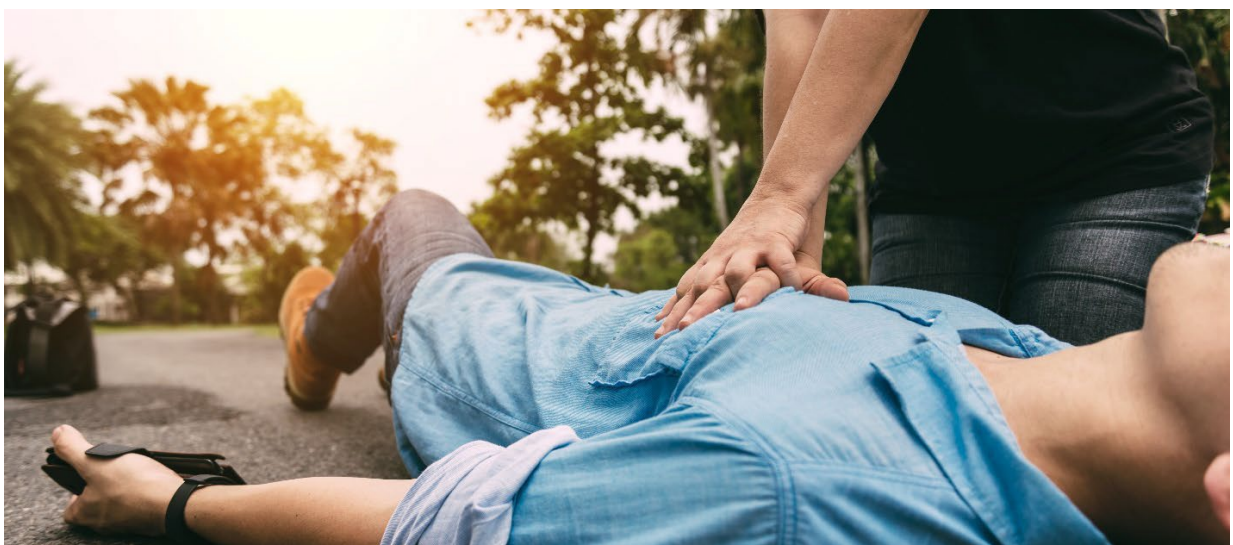




EMERGENCY MANAGEMENT

First Aid Guidelines

2025



1. FIRST AIDERS

First Aiders are integral members of a building's Incident Response Team and support emergency response activities.

These guidelines outline first aid processes at Curtin in line with the [Emergency Management Plan](#) and [Health and Safety Policy](#). They are intended to provide direction to designated First Aiders and their managers at Curtin on:

- First aid requirements for buildings and facilities.
- The roles, responsibilities and training requirements for designated First Aiders.
- The appointment of First Aiders.
- First aid equipment.
- Reporting first aid incidents.

These guidelines apply to all Curtin employees undertaking designated first aid activities on Curtin campuses in Western Australia and any other locations where activities are undertaken by Curtin representatives or on behalf of the University.

1.1 First aid requirements

The number and location of First Aiders is determined on the basis of a basic [First Aider Risk Identification Tool](#) taking into account the characteristics of the building or facility, and its primary hazards. First aid requirements for a particular building or work area are based on the following considerations:

- The type of work performed.
- The nature of hazards associated with the type of work. Laboratories and workshops typically require a higher level of first aid coverage than office areas with mainly sedentary activities.
- The typical number and type of occupants of the building, for example, people with disabilities, staff, students, visitors, and the general public.
- The operating hours of the building, for example, libraries and other areas operating outside normal office hours, may require additional coverage for the extended hours.
- Coverage for periods when the First Aider is on leave.
- The physical size and layout of the building, such as multiple floors or complex floor plan; and
- The proximity of the building to medical services.

For first aid purposes, workplaces at Curtin are classified as high, medium and low risk.

HIGH-RISK WORKPLACE

A high-risk workplace is an environment where workers are exposed to hazards that could result in serious injury, illness or lost time and which would require medical attention.

A work environment is considered high risk if it involves interaction with any of the following hazards:

- Working at heights
- Working with electricity
- Working in confined spaces
- Using hazardous machinery and equipment
- Using hazardous chemicals
- Working in extreme temperatures
- Exposure to radiation
- Exposure to biological hazards
- Working with animals
- Potential exposure to physical violence

MEDIUM RISK WORKPLACE	<p>A medium-risk workplace is an environment where workers are exposed to hazards that could result in an injury or illness of low to moderate severity, and that may result in a low level of lost time.</p> <p>Your work environment is considered a medium risk if it does not have any of the high-risk workplace hazards but may have the following hazards:</p> <ul style="list-style-type: none"> - Routine laboratory work carried out by competent and responsible personnel - Working with members of the public - Handling money, valuables, drugs or important information - Working in isolation
LOW RISK WORKPLACE	<p>A low-risk workplace is an environment where workers are not exposed to hazards that could result in serious injury or illness. Any injuries requiring first aid would be minor in nature.</p> <p>Your work environment is considered low risk if workers are engaged in tasks that they would undertake in their normal place of work and if it does not have any of the high-risk or medium-risk workplace hazards. Examples of low-risk workplaces include offices, classrooms and libraries.</p>

The following ratios are recommended as a minimum standard¹

- LOW-RISK WORKPLACES – One first aider for every 50 occupants
- HIGH-RISK WORKPLACES – One first aider for every 25 occupants

The First Aid Risk Identification Tool can be used by any individual. Still, it is recommended that consultation with first aiders, area managers, and safety and health representatives be included at a minimum.

1.2 Duties of First Aider

First Aiders are an integral part of the Incident Response Team structure. First Aiders administer emergency assistance to any person with an injury or illness. In the event of an emergency such as an evacuation, First Aiders assist with the evacuation and report directly to the Chief Warden. First Aiders have the authority to direct University staff, students, contractors and visitors following the declaration of an incident/emergency or during an exercise.

It is the responsibility of the First Aider to:

PRE-EMERGENCY	<ul style="list-style-type: none"> - Ensure they are trained in accordance with training and competence requirements. - Ensure they are equipped with adequate first aid supplies (preferably portable) and a green First Aider vest. - Perform an annual check of first aid supplies using the Workplace First Aid Supplies List and replenish any expired or missing items. - Report any beeping or damaged defibrillators to Emergency Management. - Download the SafeZone and St John First Responder apps to support a quick emergency response. - Become familiar with the building layout, evacuation routes and assembly points detailed on each building evacuation diagram. - Participate in regular exercises/drills.
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¹ Safe Work Australia – First Aid in the Workplace, Code of Practice July 2019

<p>DURING THE EMERGENCY</p>	<ul style="list-style-type: none"> - Ensure their own safety before helping others (check for danger). - Provide first aid for the emergency treatment of injuries or illnesses. - Call for help. If the situation is life-threatening, call 000 or direct a bystander to call 000. - Notify the Safer Community Team on 9266 4444 or the SafeZone app. <p>DURING AN EMERGENCY EVACUATION</p> <ul style="list-style-type: none"> - Put on the green vest and remain calm. - Ensure the safety of themselves and other personnel. - Ascertain the nature of the emergency. - Establish communications with their team and determine the most appropriate course of action. - If immediate evacuation is required, collect a first aid kit and assist their Incident Response Team in executing a controlled evacuation. - Report to the Chief Warden when they have safely evacuated building occupants. - Provide first aid assistance if and when required.
<p>POST-EMERGENCY</p>	<ul style="list-style-type: none"> - Check their first aid supplies and order replacement stock as required. - Complete a CHARM incident report. - Keep a record of their actions during an incident to provide to the Chief Warden or Safer Community Team. - After an evacuation and once the all-clear has been given, assist building occupants in returning to their building. - Ensure any people with disabilities or pre-existing medical conditions are provided support if required. - Attend a debrief if required by the Chief Warden or Emergency Management.

1.3 First aid allowance

First Aiders are eligible to receive an allowance in accordance with the Curtin Enterprise Agreement 2022-2025 (Clause 31.2). To ensure continued payment of the allowance, it is the responsibility of the First Aider to keep their training requirements up to date.

1.4 Appointment of a First Aider

To appoint a First Aider:

1. Use the [First Aider Risk Identification Tool](#) to identify the primary hazards and the required number of First Aiders in the work area.
2. Identify the most suitable candidate to be a First Aider.
3. Ensure the individual completes the required training.
4. Ensure the individual completes the [First Aider Appointment / Extension Form](#) and has a manager approve the application.
5. Return the completed form to Emergency Management with a copy of all training certificates.

The term of a First Aider is unlimited as long as training is updated annually. First Aider duties can be ceased at any time by contacting Emergency Management. A First Aider is permitted to fulfil the role of Chief Warden, Deputy Chief Warden or Safety and Health Representative whilst appointed as a First Aider.

1.5 Extension of a First Aider

First aid skills need to be refreshed at least annually. The first aid allowance will cease if training is not updated. To update the First Aider must:

1. Undertake the required training (Provide First Aid or CPR Refresher).
2. Complete the [First Aider Appointment / Extension Form](#).
3. Return the completed form to Emergency Management with a copy of the updated training certificates.

2. TRAINING REQUIREMENTS

The minimum First Aider training requirements are:

Training	Frequency
HLTAID011 Provide First Aid	Every 3 years
HLTAID009 Provide Cardiopulmonary Resuscitation	Annually
Mental Health First Aid	Every 3 years
Curtin Warden/Fire Awareness/Fire Extinguisher	Every 2 years
At least one emergency scenario (evacuation or first aid drill)	Annually

Advanced first aid skills may be required for high-risk workplaces, such as Low Voltage Rescue, Remote First Aid, Advanced CPR or First Aid for Childcare.

2.1 How to book training

First Aiders can undertake their training through any accredited training provider; however, Curtin staff are eligible for a discount on first aid training with St John, WA.

ON-CAMPUS TRAINING

Provide First Aid (HLTAID011) courses delivered by St John WA can be arranged on-campus for groups of 10+, subject to availability. Email [Emergency Management](#) to schedule a session.

UniAid (Provide First Aid) discounted training is offered on-campus every semester. This discounted Provide First Aid training course is open to staff, domestic students, family and friends of Curtin community members. Bookings for UniAid are made directly with St John, WA.

Chief Warden & EWIS training, as well as Warden/Fire Awareness/Fire Extinguisher training, are available free of charge to all participants. Sessions can be booked on iPerform by searching for 'Emergency Management'.

OFF-CAMPUS TRAINING

To book a session at a St John training facility:

- Visit the St John, WA website to browse training course locations and availability.
 - o [Provide First Aid](#) – HLTAID011
 - o [CPR Refresher](#) – HLTAID009
- Contact St John WA at (08) 9334 1233 or send your request to firstaid@stjohnwa.com.au.
- Ensure you have a credit card available for payment, or use the [training request form](#).

3. FIRST AID EQUIPMENT

3.1 Number and location of first aid kits

First aid equipment should be kept in prominent, accessible locations and areas with a higher risk of injury or illness occurring. Designated First Aiders should be able to access a kit near their main work area easily, ideally a portable kit.

First aid kits should be:

- Immediately accessible to all employees, including persons working in isolated or remote locations.
- Clearly visible with a standard safety sign consisting of a white cross on a green background.

The quantity and location of first aid kits are determined by several factors, including:

- The type of work performed in the building (high risk, medium risk or low risk).
- The maximum number of occupants at the workplace at any one time. This includes staff, students, visitors and contractors.
- The size and layout of the building or facility.

The above factors are weighed against the proximity of the workplace to a medical center or access to ambulance services, which at Curtin will reduce the number of First Aiders and first aid kits required.

Every University vehicle must be equipped with a first aid kit. The type of kit required will depend on the work associated with the vehicle use.

3.2 First aid kit types and contents

The type and size of the first aid kit depend upon the number of occupants and the activities occurring in the area. Most workplaces will require a low or medium-risk first aid kit, the contents of which can be found in the [Workplace First Aid Supplies List](#).

Kits may need additional first aid items or specific first aid equipment, depending on workplace requirements. Medications, including paracetamol, aspirin, EpiPens and inhalers, should not be kept in first aid kits due to their potential to cause adverse health effects in some people. Staff and students requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

A portable kit should be available for First Aiders to take with them during an evacuation or other emergency potentially requiring first aid assistance.

3.3 Maintenance of first aid kits

It is the responsibility of the First Aider to ensure that:

- First aid kits are kept clean, tidy and stocked.
- Items are replaced before their expiry dates.
- First aid kits are checked on a yearly basis.

Funding for the replacement of consumable items and kits is the responsibility of the department/area that the kit serves. Where a kit services multiple departments/areas, arrangements shall be determined by agreement between the departments/areas.

First aid supplies can be ordered from any stockiest. St John, WA, provides Curtin with a discount on first aid supplies. Orders can be made directly with St John, WA, using the [First Aid Supplies Order Form](#).

All kits should be stocked according to the Low-Risk First Aid Kit Contents List or Medium-Risk First Aid Contents List. Additional items may be added for high-risk areas.

3.4 Signage

Contact details of nominated First Aiders must be easily accessible to building occupants in an emergency. Details of the name, location and contact numbers for First Aiders must be included on Incident Response Team posters in each building using [Emergency Contact Poster](#).

First aid signage should be placed near all first aid kits to help occupants easily identify the location of first aid kits. This signage must include a white cross on a green background. Text descriptions and arrows are optional.

3.5 Vests

First Aiders are required to wear a green vest during an evacuation or other incident involving the Incident Response Team.

When administering first aid outside of an evacuation, First Aiders may choose to wear a green vest. This is optional.

3.6 Defibrillators (AED's)

Automated External Defibrillators (AEDs) are installed across all WA campuses and in the Safer Community Team vehicles. Two models are used:

- [Heartsine Samaritan 360P](#)
- [Phillips HeartStart HS1](#)

No training is required to use a defibrillator, and both models work in the same way. Press the green power button and listen to the instructions given.

St John, WA, maintains a regular servicing schedule for all Curtin defibrillators. Should the First Aider notice any of the following, Emergency Management must be notified immediately:

- The flashing light on the AED has stopped or turned red.
- There is an audible beep coming from the unit.
- The AED or cabinet is damaged.
- The AED is missing.

External cabinets are locked to prevent theft. The universal code for all Curtin cabinets can be obtained from Emergency Management.

If a defibrillator is removed from the cabinet during an incident or for any other reason, it must be reported to the Safer Community Team or Emergency Management to ensure the unit is checked before being returned to service.

3.7 Apps

It is recommended that the SafeZone and St John First Responder apps be downloaded and used by all First Aiders.

[SafeZone](#)

SafeZone can be used to request immediate assistance from the Safer Community Team. When activated, the app allows the Safer Community Team to quickly locate you on campus. It is the easiest,

the quickest and safest method of alerting the Safer Community Team if assistance is needed during an emergency.

[St John First Responder](#)

When activated, the app sends your GPS coordinates to the 000 operator when you call for an ambulance, speeding up the time it takes to confirm your location and dispatch an ambulance. It also shows the location of all nearby defibrillators and contains first-aid instruction guides.

4. FIELD TRIPS

It is the responsibility of the person in charge of a field trip to conduct a risk assessment and plan for the potential first aid needs of the trip. This includes ensuring appropriate first aid equipment and trained first aid personnel are provided.

5. REPORTING INCIDENTS

If treatment is given, the First Aider has a responsibility to report all injuries and illnesses in CHARM. Where this is not possible, a delegate or line manager can do this on their behalf.

DOCUMENT CONTROL			
Document Manager		Curtin Emergency Management	
Contact		Manager, Emergency Preparedness Tel: (08) 9266 9910 emergency_management@curtin.edu.au	
Authority		Emergency Planning Committee	
Next Review Date		March 2027	
VERSION	DATE	AMENDMENT DETAILS	REVIEWED BY
1	May 2015	New guidelines are issued for use.	Nadine McLoughlin
2	October 2016	Minor update – wording change to the new online incident and hazard reporting system.	Nadine McLoughlin
3	February 2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections.	Nadine McLoughlin
4	January 2018	Minor update – wording change to align with Emergency Management Plan 2018.	David Croghan
5	February 2020	Minor update – wording changes to training requirements and first aid kit contents.	Kate Dundas
6	April 2021	A major review of guidelines to align with the Code of Practice.	Kate Dundas
7	March 2025	Minor updates – EBA and links.	Jacqui Alison