First Aid Procedure

1 Purpose

To set out the requirements for the management of first aid at The University of Southern Queensland.

2 Scope

This Procedure applies to all University Employees, Students, Contractors and Visitors across all University's operations, campuses and sites, including fieldwork, remote or isolated work, and work performed off-campus.

3 Procedure Overview

This Procedure outlines the process and key requirements for managing First Aid at the University.

It aligns with:

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*, and
- *First Aid in the Workplace Code of Practice 2021*.

4 Procedures

4.1 Roles and Responsibilities

Heads of Business Units - Lead consultation and First Aid Risk assessment, ensure appropriate equipment (i.e. First Aid Kit) and facilities are available, trained First Aid Officers (FAOs) exist within the Business unit and this is communicated, signage/information is readily available, and contained in the Emergency Plan.

First Aid Officers (FAOs) - Provide First Aid within training scope, maintain first aid kits, apply infection control, record treatments, report incidents as per the Incident Management Procedure.

Health, Safety and Wellbeing (HSW) - Purchase, install, monitor and maintain automated

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external defibrillators (AEDs), ensure AED locations are provided and current, and provide guidance on their operation.

All Staff and Students - Take reasonable care, comply with reasonable instructions, cooperate with First Aid Officers, and comply with emergency and reporting procedures.

4.2 Risk Assessment and Management

First aid requirements at the University may vary across campuses and business units according to the nature of hazards, tasks and the size and location of the workplace. First aid requirements must be implemented in accordance with the *First Aid in the Workplace Code of Practice 2021.* To determine First Aid requirements the business unit leader should:

- Consult workers (and Health and Safety Representatives, where appointed) and any co?located duty holders to determine First Aid requirements.
- Complete a documented First Aid Risk assessment, considering:
    - the nature of work and hazards
    - workforce size and composition (including Students/public)
    - workplace size/location
    - and emergency response times.
- Review the assessment at least annually or when circumstances change (e.g., new hazards, locations, work patterns), and after incidents requiring First Aid.

The Work Health and Safety Risk Management Procedure and Appendix B of the *First Aid in the Workplace Code of Practice 2021* provide guidance on the first aid Risk management process, and further Information about assessing workplace Risks.

All business units must have the following first aid Information displayed in the workplace:

- emergency contact details
- location of first aid equipment and facilities
- name(s) and location(s) of any First Aid Officers (FAOs)
- procedures to be followed when first aid is required.

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4.3 Equipment

Heads of Business Units must ensure that appropriate First Aid equipment and facilities are provided and maintained to meet the needs identified in the Risk assessment and comply with WHS legislative and the *First Aid in the Workplace Code of Practice 2021 requirements*.

First Aid Kits

The contents of the first aid kits depend on:

- size, layout and location of the workplace
- number of workers
- types of hazards, and
- the likelihood and type of injury.

The nominated FAOs should maintain the kits by:

- monitoring usage
- replacing used or expired items promptly, and
- checking kits at least annually or after use, while retaining an Inventory record.

The recommended contents of a first aid kit is provided in Appendix E of the *First Aid in the Workplace Code of Practice 2021*.

Automated External Defibrillator (AED)

Automated external defibrillators (AED) can reduce the Risk of fatality from cardiac arrest. Heads of Business Units that identify the need for an AED through a Risk assessment are responsible for notifying Health, Safety and Wellbeing to organise the installation. AEDs must be clearly signed, maintained according to manufacturer instructions, and their locations updated on the University website.

Emergency Eyewash and Shower Equipment

An emergency eyewash and shower equipment should be available where the Risk assessment has identified hazardous chemical exposure or serious burns are reasonably foreseeable.

4.4 Trained First Aid Officers (FAOs)

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Heads of Business Units must ensure that sufficient FAOs are appointed to meet the requirements identified in the Risk assessment, FAO coverage must extend across all work areas and shifts, and must also account for situations where FAOs work from home or off campus. The following ratios are recommended:

- Low Risk Workplaces - one FAO for every 50 workers
- High Risk Workplaces - one FAO for every 25 workers
- Remote high-Risk workplaces - one FAO for every 10 workers.

To be qualified as a FAO, staff must complete nationally recognised training with a Registered Training Organisation (RTO):

- Provide First Aid (HLTAID0011), renewed every three years and
- Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009), renewed annually.

Training costs for FAOs training costs are covered by the Business Units.

Heads of Business Units may consult with staff and/or, Health, Safety and Wellbeing to determine the FAO needs of the Business Unit.

Additional First Aid Training

Heads of Business Units may require FAOs to undertake additional, or more extensive, training where there may be a higher Risk of serious injury occurring or for specific projects with specific Risk activities (e.g., field trips). Managers and Supervisors of these activities are responsible for identifying additional training needs and ensuring that staff have undertaken the appropriate training. The cost of any additional first aid training will be met by the Business Unit.

4.5 Reporting and Record Keeping

All injuries, illnesses and near misses must be reported in accordance with the Incident Management Procedure. It is the responsibility of the Business Unit First Aid Officer (FAO) to report first aid incidents if the injured person has not reported the incident themselves or is unable to do so. If a FAO is unavailable, the injured person's line manager or any other staff member present must ensure the incident is reported as soon as possible.

Business Units must keep accurate records of all first aid treatments and maintain these records in line with privacy requirements.

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5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Director (Health, Safety and Wellbeing)
Policy Type	University Procedure
Policy Suite	Work Health and Safety Policy
Subordinate Schedules	
Approved Date	26/6/2026
Effective Date	26/6/2026
Review Date	26/6/2031
Relevant Legislation	*Work Health and Safety Act 2011* (Qld) *Work Health and Safety Regulation 2011* (Qld) First Aid in the Workplace Code of Practice 2021
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Incident Management Procedure Work Health and Safety Management System Framework Work Health and Safety Risk Management Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**

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	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Information Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form. Inventory Assets that are either held for sale in the ordinary course of business, in the process of production for such sale or in the form of materials or supplies consumed in the production process or in the rendering of services. Risk The effect of uncertainty on objectives. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
	High Risk Workplace A workplace with hazards that could result in serious injury/illness (e.g., hazardous machinery/substances, falls, confined spaces, electrical work, violence risk, extreme temperatures).

	Low Risk Workplace Office-type environment where First Aid needs are likely to be minor.
Keywords	hazard, incident, injury, hazard identification, Risk assessment
Record No	13/327PL

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