

# First Aid Procedure

## 1 Purpose

To provide guidance in the preparation and delivery of first aid.

## 2 Scope

This procedure applies to all personnel on the University campus or conducting University business.

## 3 Procedure Overview

First aid provides the initial attention to a person suffering an injury or illness. First aid in the workplace has a number of benefits including.

- saving lives;
- preventing permanent disablement;
- improving safety awareness and preventing injury and illness in the workplace; and
- assisting early return to work and rehabilitation.

The University has humane, legal and financial obligations to provide a first aid service for its staff, students and visitors. The University is committed to providing a first aid service that satisfies the University's obligations under the *Work Health and Safety Act 2011* (Qld) and the First Aid Code of Practice 2004. The legislation sets out minimum standards for first aid in the workplace and guides the workplace in determining appropriate first aid arrangements to suit the particular needs of the organisation, taking into account the types of work performed, the nature of the hazards encountered, the likely injuries and illnesses that may occur, the number of people at the workplace, and the size, layout and location of the workplace.

## 4 Procedures

These procedures require that all injuries requiring first aid be treated and reported in accordance with the First Aid Procedures outlined in the Emergency Procedures Manual. Please refer to the First Aid Procedures Manual for detailed procedures and information.

Although effort has been made to provide procedures that will work in every situation, it is acknowledged that due to the dynamic nature and complexities of emergencies, not all procedures will work in all cases. For this reason it is imperative that members of the University community attain as much training as possible so they can use their initiative when situations change.

## 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

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Executive Director (Facilities Management)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Work Health and Safety Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	31/1/2024
<b>Effective Date</b>	31/1/2024
<b>Review Date</b>	7/6/2026
<b>Relevant Legislation</b>	<p><a href="#">Australian Red Cross</a>, 'First Aid, Health and Safety Services Courses', 2006, Unit of Competency HLTF301B 'Apply First Aid'</p> <p><a href="#">First Aid Code of Practice 2021</a>, Department of Justice and Attorney General</p> <p><a href="#">Work Health &amp; Safety Act 2011</a>, Office of the Queensland Parliamentary Counsel</p> <p><a href="#">Work Health &amp; Safety Regulation 2011</a>, Office of the Queensland Parliamentary Counsel</p> <p><a href="#">Standards Australia 1994</a>, Safety Signs for the Occupational Environment, AS1319-1994, Standards Australia, Sydney</p>

<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Related forms, publications and websites</b>	
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	
<b>Record No</b>	13/327PL