

16.7 FIRST AID

16.7.1 INTRODUCTION

The Diocese recognises the importance of having appropriate first aid facilities for all sites. This is to ensure all workers, visitors and parishioners are able to receive immediate first aid treatment, if required.

16.7.2 PURPOSE

The Diocese aims, so far as reasonably practicable, to provide appropriate first aid facilities and treatment for all workers, visitors and parishioners. As the location of work and activities undertaken by the Diocese is varied, it is important that appropriate first aid facilities are provided relative to the risk of injury at these sites.

16.7.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice First Aid in the Workplace

16.7.4 PROCEDURE

Stage 1 Assessing first aid requirements

Step 1 Assess potential injuries that may occur within the Diocese

A general risk assessment has been conducted and the following potential injuries have been assessed based on the parishes and work activities:

- Cuts, scratches, puncture wounds, grazes and splinters
- Muscular sprains and strains
- Minor burns
- Major bleeding wounds
- Broken bones, and eye injuries
- Heart attack, stroke, collapse
- Slips, trips and falls

Stage 2 Assessing first aider requirements

Step 2 Assess whether first aiders are required, and if so, the number of first aiders per site/parish.

It is generally recommended that there be one first aider for every 50 workers. For parishes with less than 50 workers a first aid kit is a legal requirement.

Parishes must assess the number of workers on site, performing work activities, at any given time and determine if it is necessary to have a trained first aider.

For parishes where it may not be practicable to have a first aider available at all times, workers must be able to access first aid assistance, for example, by ensuring they are provided with:

- A first aid kit located in an accessible area
- An effective means of contacting emergency services or first aiders
- Information, instruction and training on how to respond if a serious injury or illness occurs.

Stage 3 Implementing first aid arrangements

Step 3 First aid requirements have been reviewed by the Diocese across a section of parishes. The following outlines the general first aid requirements for all parishes. Each individual building or structure within a parish shall have the following first aid arrangements

- First aid kit 'standard' – as per 16.7.5 Appendix
- Kit to be clearly marked and located in a visible area
- Kit to be inspected quarterly

- All workers to be advised of first aid kit location and first aid officers during induction
- Restocking/reordering to be completed by first aider or Parish Council Safety Delegate
- First aider to undergo refresher training regularly. This will be monitored by the Diocesan Office Administrative Team.

Individual parishes may tailor this further to meet their needs, if required. Parishes should consult with their Parish Council Safety Delegate and workers regarding their individual first aid needs. For example, parishes that have workers performing outdoor work and there is a risk of insect/plant stings or snake bites, the first aid arrangements should include:

- A heavy duty crepe bandage
- Sting relief cream, gel or spray
- Repellent

NOTE:

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions.

The supply of these medications may also be controlled by drugs and poisons laws.

Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

Stage 4 Review first aid arrangements

Step 4 Each parish shall review their first aid arrangements in consultation with workers and their Parish Council Safety Delegate to ensure they remain adequate and effective. An initial and ongoing audit is to be conducted by external competent provider.

First aid requirements should be reviewed following any injury.

16.7.5 BASIC FIRST AID KIT

Item	Kit contents
	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1