

BASIC FIRST AID PROCEDURES

Contacts

The Company trained and appointed First Aid Officer is Shannon Doran
Poison Information Centre for advice on **13 11 26**

Background:

Anywhere people exist, so does the potential risk for injury. First aid involves the first response treatment and stabilization of ill or injured persons.

First Aid Officer:

Anyone who administers first aid needs to have the appropriate training. The level of training required depends on the risk and type of injuries that may be sustained in a particular workplace. The minimum standard is to have a valid Senior First Aid qualification. Where there is a high risk of injury or where there are a large number of Relevant Workers' consider employing someone with an Occupational First Aid qualification.

First Aid Kit:

The first aid kit will be kept in a prominent, accessible, clean location known by all workers. The first aid kit will be checked and maintained by the First Aid Officer ensuring items are replaced as necessary. The first aid kit will be appropriate for the type of injuries likely to occur. It will contain clearly labelled, mainly single use, disposable items. The contents will all be within their use by dates. The first aid kit is to contain a mask suitable for expired air resuscitation, which must be used to minimize the chances of contracting HIV or Hepatitis B. All company vehicles are fitted with a suitable first aid kit.

First Aid Records:

All First Aid incidents need to have all the relevant details recorded in the First Aid log section of the WHS diary. The details need to be recorded as soon as possible (usually by the First Aid Officer) The records must be kept at the work place for 7 years. All First Aid records will be kept strictly confidential. The Relevant Worker will get a copy of their first aid records and a copy of the records will accompany an ill or injured worker to the doctors or hospital if they require further assistance.

First Aid Room:

A First Aid room is necessary where exposure to Hazardous Chemicals may occur or on any construction site with more than 100 persons or where there are more than 200 Relevant Workers. The Building Code of Australia has set specifications for a first aid room, so please refer to them if this applies. The person in charge of the first aid room must hold a valid Occupational First Aid Certificate or other approved qualification.

Urgent Conditions:

All accidents resulting in the injury of an Relevant Worker or client on site must be attended to immediately. Chest pains and breathing difficulties are to be regarded as serious and require immediate medical intervention. There are 4 main conditions which require immediate attention:

Arterial bleeding needs to be stopped immediately by applying direct pressure.

Anyone who has stopped breathing or who has had an electric shock needs to have artificial respiration commenced immediately. In the case of electric shock ensure the power is turned off before commencing resuscitation. Resuscitation should always be performed by trained personnel.

In the case of the injured or ill worker going into shock ensure they are kept warm and that they are kept quiet and reassured.

Call for an ambulance or medical assistance.

Hygiene Standards:

Always wash your hands prior to and after performing First Aid. This prevents the transmission of infection. Cover cuts and abrasions with waterproof dressings.

Dealing with blood or other bodily substances:

Avoid needle point injuries by using disposable splinter forceps rather than needles. When dealing with blood or other bodily substances always use the appropriate PPE such as gloves, overalls or aprons and glasses where splash contact may occur. If there is blood on the floor cordon off the area so other Relevant Workers won't come in contact with it. Use paper towels to absorb the bulk of the blood. Dispose of the towels in a leak proof sealed waste bag. Using gloves then clean the area with warm water and detergent. Then use a dilution of 1:10 bleach to water to thoroughly clean the area. Consider all blood and bodily substances as being potentially infectious.

Exposure to blood and bodily substances:

Wash away blood or bodily substances with soap and water. Apply antiseptic and cover with a dressing. If the eyes have become contaminated rinse with the eyes open with water or saline. If blood has entered the mouth spit it out and rinse repeatedly with water. Follow up with a medical assessment.

Sterilization of First Aid Equipment:

Disposable first aid items must only be used once and then disposed. Non disposable items can either be cleaned by washing with water and detergent, then sterilize by boiling for 5 minutes or by chemical disinfection. Some items in larger first aid rooms may require sterilization by autoclave.

Laundry:

Use PPE when handling soiled laundry. Ensure laundry bags are labelled as soiled. To launder normal detergent can be used on the hot water cycle of the washing machine. Heavily soiled items can be soaked in a diluted bleach solution.

EMERGENCY CONTACT NUMBERS

Management

Shift Manager	Chris D'Cruz
General Manager	Chris D'Cruz

In Life Threatening Situations

Fire/Police/ Ambulance	000 112 from some mobile phones 106 for teletypewriter
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Non Life Threatening Situations

Local Fire Service	
Local Police Service	
Local Ambulance Service	
Location of Nearest Emergency dept	
Company or local doctor	
Poisons Information Centre	131126 All States
Gas	
Electricity	
Environmental Protection body	
Dial before you Dig	1100 All States
WorkCover	ACT WorkCover (02) 6205 0200
	Vic WorkSafe 1800 136 089 or in emergencies 132360
	NSW WorkCover 131050
	TAS WorkCover 1300 366 322
	QLD Workplace Health and Safety 1300 369 915
	SA WorkSafe 131855
	NT WorkSafe 1800 019 115
	WA WorkSafe 1800 678 189