

## Health and Safety (First Aid) Policy

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### Introduction

1. U3A Cardinia recognises that the health and safety of its members and volunteers is important and that first aid is an important aspect of health and safety. U3A Cardinia is committed to making first aid materials available at our premises to enable members and volunteers to administer basic first aid treatment.

### Purpose

2. The purpose of this policy is to document the standard for establishing and maintaining first aid provisions at U3A Cardinia premises and to provide an overview of first aid arrangements for members and volunteers.

### Policy

3. U3A Cardinia is committed to providing a safe and healthy environment for members, volunteers and visitors.
4. **'First aid'** is the provision of emergency treatment for a person suffering injury or illness. **'First aid facilities'** refers to the first aid kit.
5. The Committee will appoint a volunteer **'Health and Safety Officer'**, who may be a member of the Committee to:
  - oversee administration of health and safety issues, policies and procedures
  - determine where and when first aid facilities are to be installed and to maintain those facilities
  - report to the committee from time to time on health and safety issues.
6. The Health and Safety Officer is not responsible for administering first aid treatment.
7. U3A Cardinia will endeavour to provide appropriate and adequate first aid facilities in the event of a person sustaining a minor injury or illness while attending its premises. Where first aid facilities are deemed necessary and appropriate by the Health and Safety Officer, they will be:
  - stored at our premises in a readily accessible location
  - identified with a sign placed directly above. The sign will contain a white cross on a green background and be compliant with Australian Standard 1319 (AS1319).
8. The contents of the first aid kit will be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container will be easily recognisable by a white cross on a green background prominently displayed on the outside and be unlocked at all times.
9. The first aid kit will be inspected and replenished by the Health and Safety Officer in the first week of each term. The first aid facilities checklist at **Schedule 1** will be completed as part of the inspection and filed by the Health and Safety Officer in the organisation's records management system.

### Procedures

10. The first aid kit will contain the items listed in **Schedule 1**, as a minimum.

11. Where a member suffers a *minor* injury the member may access the first aid kit to treat the injury. Where necessary another member may assist the injured person to access and apply the contents of the first aid kit.
12. Where an injury/illness is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, persons present will, in consultation with the injured person (where possible):
  - determine whether ambulance transport and/or emergency para-medical treatment is required and if judged necessary, contact Emergency Services (telephone 000)
  - otherwise, determine the most appropriate mode of transport
  - notify the Health and Safety Officer within 48 hours.
13. The Health and Safety Officer will record details of a *serious* injury in accordance with the *Health & Safety (Serious Injury or Incident) Policy*.

## Responsibility

14. The Committee is responsible for developing, implementing, reviewing and publishing this policy.
15. It is the responsibility of the Committee to ensure that:
  - appropriate first aid facilities are provided at U3A Cardinia premises
  - first aid kits are stored, badged and maintained in accordance with this policy
  - members are made aware of this policy.
16. It is the responsibility of the Health and Safety Officer to:
  - inspect and maintain first aid facilities and records as outlined in this policy
  - maintain confidentiality with regard to information obtained in the performance of their role.
17. It is the responsibility of all members to make themselves aware of this policy and the associated procedures.

## Authorisation

18. This policy was adopted by the Committee of U3A Cardinia, and minuted as such, on 10/08/2016
19. This policy will be published by the Committee of U3A Cardinia on its website within four weeks of the date of this authorisation.

## Related Policies

- Health and Safety Policies
- Information Privacy Policy
- Risk Management Policy
- List related policies

## Schedule 1: First Aid Kit Contents Inspection Checklist

First Aid Kit Number:

First Aid Kit Location:

First Aid Kit Item	Starting No.	No. Remaining	No. Used
Adhesive Dressings – individually wrapped (Band-Aid type)			
Adhesive Tape (1.25cm wide roll)			
Alcohol Swabs			
Crepe Bandage			
Elastic Bandage			
Eye Pads - Sterile			
Eyewash Solution – Sterile & Single Use Size			
First Aid Booklet or Guide Notes			
Gloves - Disposable Latex			
Hand Towels – Disposable			
Approved resuscitation face mask fitted with a 1-way valve			
Safety Pins			
Scissors			
Wound Dressings: Sterile & Unmedicated (large)			
Wound Dressings: Sterile & Unmedicated (medium)			
Wound Dressings: Sterile & Unmedicated (small)			
Triangular Bandage (sling)			
Tweezers			

Are Emergency Services telephone numbers posted next to the first aid kit

Yes ☐ No ☐

Inspection completed by  
Health & Safety Officer:

Name

Signature

Date