

✔ States the Department's commitment to the provision of first aid systems and procedures, and training and instruction with a periodic review of systems for consistency with corporate objectives.

## 1.Objectives - Policy statement

### 1.1

The Department of Education and Training is committed to providing first aid to injured or ill staff, students, visitors, volunteers and contractors in accordance with statutory and regulatory obligations.

### 1.2

The Department will ensure it has systems and procedures for the provision of first aid in all workplaces and for authorised departmental activities outside of the workplace.

### 1.3

The Department will ensure training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy.

### 1.4

The Department will review its systems and procedures periodically to ensure the content remains relevant and consistent with corporate objectives.

## 2.Audience and applicability

### 2.1

This policy applies to employees of the Department of Education and Training and TAFE NSW, students, visitors, volunteers and contractors while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

## 3.Context

### 3.1

First aid provides the initial and immediate attention to a person suffering an injury or illness (WorkCover *First Aid in the Workplace Guide 2001*)

### 3.2

Provisions for first aid for all workplace activities are in

 edit

## Implementation Date

1 December 2005

## Reference No.

PD/2005/0247/V01

## Implementation documents

[Injury Management, Health and](#)

[Wellbeing Management Guidelines and](#)

[Support Tools](#)

accordance with legislation, departmental procedures and local requirements and include:

- First aid plans incorporating local procedures
- First aid kit(s) stocked in accordance with the OHS Regulation and the needs of the workplace
- Appropriate personnel to provide first aid including an approved staff member who has a current WorkCover approved first aid certificate
- A first aid room in workplaces with 200 or more employees under the control of an Occupational First Aid Officer, stocked in accordance with legislation. Schools are required to have an area set aside for use as a sick bay which must be kept clean and appropriate supervision provided
- Signage in accordance with legislation.

### 3.3

This policy is in accordance with the *Occupational Health and Safety Act 2000*, the *Occupational Health and Safety Regulation 2001*, particularly Clause 20 and the *First Aid Code of Practice*.

### 3.4

In accordance with Section 24(2)(a) of the *Occupational Health and Safety Act 2000* a person at a place of work must not, without reasonable excuse, refuse any reasonable request for assistance in the giving or receiving of aid in respect of the illness or injury of a person at work at that place of work.

### 3.5

This policy is consistent with relevant departmental policy and procedures including the *Occupational Health and Safety Policy*, *Safety Values* and *Safety Management System*.

### 3.6

Where relevant, this policy should be read in conjunction with other related Department policies including *Infection Control*, *Emergency Planning and Response*, *Student Health in NSW Government Schools: A summary and consolidation of policy; Excursions* and *Guidelines for the Safe Conduct of Sport and Physical Activity*.

### 3.7

#### Document history and details

## 4. Responsibilities and delegations

### 4.1

The Director-General of Education and Training and Managing Director of TAFE NSW will ensure that systems are in place for the provision of first aid in accordance with statutory and regulatory obligations.

## 4.2

Senior executive and workplace managers are required to:

- Ensure this policy is implemented within their area of control
- Ensure that local procedures are developed relevant to the workplace and communicated and prominently displayed
- Review local procedures at regular intervals (at least annually) to assess requirements for first aid in the workplace
- Ensure requirements regarding incident recording, reporting and investigation including the maintenance of the *Register of Injuries* are implemented
- In joint occupancy working environments, ensure that common procedures are developed and coordinated across areas and communicated and displayed.

## 4.3

First aid officers are required to:

- Provide first aid and maintain first aid kits in accordance with workplace procedures and their training
- Use infection control procedures during the provision of first aid services and the disposal of first aid waste
- Participate in the development of first aid procedures in accordance with local needs, policy and guidelines
- Maintain first aid records according to local procedures.

## 4.4

Employees are required to:

- Administer aid as required, commensurate with their level of training and experience
- Follow local first aid procedures including maintaining first aid records.

## 4.5

All students, visitors, volunteers and contractors are expected to follow local first aid procedures while visiting or conducting business on departmental workplaces or participating in authorised departmental activities outside of departmental workplaces.

## 5. Monitoring, evaluation and reporting requirements

### 5.1

The Director of Occupational Health and Safety is responsible for monitoring and evaluating the implementation and effectiveness of the policy.

## 6. Contact

Manager, Occupational Health & Safety Strategic Policy and Programs,  
phone (02) 9266 8968.

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