

 <p>Dubbo Baptist Church</p>	Policy No: 3.3	Version No: 001
	Policy & Procedures Manual	Release Date: 16/12/2021
	First Aid	Revision Date: 12/2022 Authorised by: Elders

INTRODUCTION

First aid is an important aspect of Work, Health and Safety. In recognition of this the Church is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

This policy applies to all employees, volunteers, regular church attendees, visitors and contractors of Dubbo Baptist Church.

PURPOSE

The purpose of this document is to provide an overview for the Church to establish first aid facilities and services for the organisation.

Definitions

First aid is the provision of emergency treatment for people suffering injury or illness at work.

First aid facilities refers to the first aid kit.

POLICY

The Church is committed to providing a safe and healthy environment for all. The Church will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.

The Church will systematically identify causes of injury and illness and assess the risk of injuries and illness occurring. The appropriate first aid facilities and training will be determined, evaluated and provided.

The Church will meet first aid legislative requirements as a minimum standard (refer to Appendix A below).

First aid facilities will be maintained on a regular basis.

RESPONSIBILITIES

It is the responsibility of the Work Health & Safety Team (WH&S Team) to ensure that:

- adequate and appropriate first aid facilities are provided;

It is the responsibility of the Church Secretary to ensure that:

- appropriate and adequate training is arranged for First Aid Officers;
- First Aid Officers' training is up to date and their certificates current;
- Maintain first aid records as outlined in this procedure;
- Inspect first aid kits and restock.

It is the responsibility of First Aid Officers to:

- in the case of an injury or illness, assess if medical assistance is required;
- administer appropriate first aid in accordance with their training;
- maintain confidentiality with regard to information obtained as part of their role;
- complete records as outlined in this procedure.

PROCEDURES

The WH&S Team are to determine the number of First Aid Officers required. This should be done through what legislative requirements exist.

First aid emergency drills should be included as part of the emergency evacuation drill process.

First Aid Officers

All employees are to be trained as a First Aid Officer.

The Church Secretary will arrange training for First Aid Officers where required.

A copy of the First Aid Officers' qualifications are to be kept on the churches' file.

The name and photograph of all First Aid Officers (AID-002) is to be located next to the first aid facilities.

First aid facilities

First aid facilities must be identified with a sign hung directly above. The sign must have a white cross on a green background. The sign must be Australian Standard Compliant (AS1319).

First aid kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The following items should be included, as a minimum, in a basic first aid kit:

- emergency services telephone numbers and addresses;
- name, photograph and telephone number of First Aid Officers (should be displayed on the outside of kit);
- basic first aid notes;
- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- triangular bandages;
- safety pins;
- small, medium and large sterile un-medicated wound dressing;
- adhesive tape;
- elastic or crepe bandages;
- scissors;
- disposable latex gloves;
- approved resuscitation face mask fitted with a 1-way valve;
- eye wash (once-only use container) & guidance notes;
- disposable face masks;
- protective eye glasses;
- disposal bags marked "Caution – Biological Hazard".

The first aid kit must be inspected by the Church Secretary every six months. *The First Aid Kit Inspection Checklist (AID-001)* must be completed and filed following each inspection.

The Church Secretary will purchase and replenish any stock required.

First aid treatment

If a person requires first aid treatment the nearest First Aid Officer must be contacted to administer such treatment.

It is recommended that there be a First Aid Officer in attendance at all church related activities, including off-site activities.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer together with the Ministry Team Leader will determine the appropriate transport.

First aid records

The First Aid Officer and/or Ministry Team Leader/volunteer must record details of the incident and all injuries by completing an *Incident/Accident Report Form (INC-001)*.

The form is to be given to the church secretary who will file and complete the details in the *Incident Report Register (INC-002)*.

The register is to be kept in the Church Office. The following details must be entered into the register:

- date and time;
- name of injured person;
- task being performed at time of incident;
- nature of injury/illness;
- treatment provided;
- name of attending First Aid Officer.

RELATED DOCUMENTS

- Incident/Accident report form (INC-001)
- Incident Report Register (INC-002)
- First Aid Kit Inspection Checklist (AID-001)
- First Aid Officers (Aid-002)

APPENDIX A

LEGISLATIVE REVIEW OF FIRST AID REQUIREMENTS

Caution: please check for updates

STATE	APPLICABLE STATE LEGISLATION, REGULATION OR CODE OF PRACTICE	GENERAL REQUIREMENT IN RELATION TO FIRST AID OFFICERS / QUALIFICATIONS	
		Section	Description
NSW	OH&S Act 2000	Regulation 20 (2)	An employer must provide at each place of work: (a) first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work, and (b) if more than 25 persons are employed at a place of work trained first aid personnel
VIC	Occupational Health and Safety Act 2004	See: First Aid in the Workplace – Compliance Code (Victorian WorkCover Authority)	Provides guidance on the establishment of appropriate requirements, facilities and training and suggests factors to consider in an assessment (workplace size, layout; location, number and distribution of employees including shift work arrangements; nature of work hazards; known occurrences of accidents or illnesses; and the distance from the workplace to the nearest available and appropriate medical / occupational health / ambulance service.
QLD	Work Health & Safety Act 2011	First Aid in the Workplace – Code of Practice 2014	The WHS Regulations place specific obligations on a person conducting a business or undertaking in relation to first aid, including requirements to: <ul style="list-style-type: none"> • provide first aid equipment and ensure each worker at the workplace has access to the equipment • ensure access to facilities for the administration of first aid • ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.
SA	Work Health & Safety Act 2012	Code of Practice for First Aid in the Workplace	Requires a person conducting a business or undertaking to ensure the workplace provides workers and anyone else attending your workplace with access to appropriate first aid equipment A person in the workplace, usually a qualified first aider, should be nominated to maintain the first aid kit.
WA	Occupational Safety & Health Act 1984	Code of Practice – First Aid Facilities and Services 2002 **** note: Public comment on the Work Health and Safety Bill 2014 (WHS Bill) draft legislation closed on 30 January 2015. The state government is reviewing comments made and considering the best legislation for Western Australian workplaces.	The Occupational Health and Safety Regulations 1996 require an employer to provide first aid facilities. Through consultation with workers the employer must identify all hazards in the work environment which could lead to injury or harm of people at the workplace.