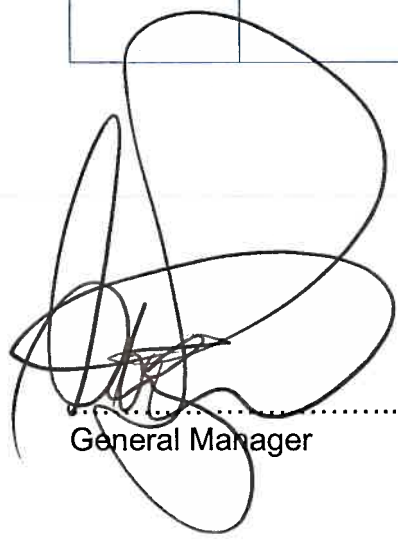




First Aid Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		WORK HEALTH AND SAFETY COORDINATOR			
REVIEWED BY:		MANEX, Work Health and Safety Consultative Group, Staff Consultative Committee			
REVIEW DUE DATE:		November 2024			
VERSION NUMBER:		7			
DOCUMENT NUMBER:		WHS:POL:007			
VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	APPROVED /ADOPTED BY:
7	25/11/2021	21.11/21	Document updated to current format. Definitions section included. Department titles updated. Purpose, roles, and responsibilities expanded. List of supporting policies and procedures expanded.	WHS Coordinator	Council
6	23/04/2020	7.04/20	Updated in line with revised First Aid Code of Practice	WHS Coordinator	Council
5	22/09/2016	20.09/16	Reference / version numbers updated, and review period increased from two to three years.	WHS Coordinator	Council



.....
General Manager

3/12/21
.....
Date

ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

PURPOSE

To have a comprehensive First Aid Policy, based on industry guidelines, which facilitates access to first aid treatment and first aid equipment at all Council worksites.

APPLICABILITY

This policy applies to all Glen Innes Severn Council worksites and workers.

OUTCOMES

To ensure:

- A minimum standard of first aid facilities and services at all Council worksites is provided, as required by relevant legislation and codes of practice;
- First aid personnel and other relevant staff within Council's workforce understand their responsibilities and are adequately trained; and
- All staff members are encouraged to become qualified first aiders through the provision of appropriate assistance with training.

ROLES AND RESPONSIBILITIES

Council is responsible for providing first aid facilities and services for staff, volunteers, contractors and visitors as required by Clause 42 of the *Work Health and Safety Regulation 2017*, and *Safe Work Australia Code of Practice First Aid in the Workplace 2020*, *SafeWork NSW Guidelines 2019* and *Local Government (State) Award 2020*.

It is Council's policy to provide suitably maintained first aid equipment and facilities and first aid training for its staff.

It is the responsibility of worksite supervisors to ensure that first aid equipment and resources within their respective areas of control are used appropriately and are maintained in accordance with this Policy and relevant first aid procedures. Worksites include both permanent and temporary sites such as construction sites.

It is the responsibility of the Stores staff to maintain a record of first aid kits that are received, issued, or held in stock, to maintain appropriate control over the kits that are held in the Store, and to arrange for the restocking and general maintenance of the kits by coordinating maintenance with the vendor engaged for this purpose.

It is the responsibility of Council's **Work Health and Safety Coordinator (WHSC)** to periodically review this Policy and first aid requirements across all worksites, using a formal risk management approach to determine requirements. Such approach may include consideration of workplaces' size, demographics, location and access to services.

The WHSC will also audit the first aid functions across all worksites as part of Council's regular internal WHS audits, to ensure that compliance standards are met.

DEFINITIONS

First aid: the first and immediate assistance given to any person suffering from either a minor or serious illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery.

POLICY STATEMENT

To meet its obligations under this Policy and relevant legislation, Council will provide first aid facilities and services at its worksites in accordance with the *Glen Innes Severn Council First Aid Procedures and Guidelines*.

In addition to meeting its general safety obligations, Council will promote first aid skills within its workforce and the general community by making it a requirement for all employees who occupy high risk positions to be first aid trained, and encouraging and assisting all other employees to undertake first aid training.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Legislation, Regulations and Industry Standards include:

- *Work Health and Safety Act 2011 (NSW);*
- *Work Health and Safety Regulation 2017 (NSW);*
- *NSW Work Health and Safety (Mines and Petroleum Sites) Act 2013;*
- *NSW Work Health and Safety (Mines and Petroleum Sites) Regulation 2014;*
- *Local Government (State) Award 2020; and*
- *Code of Practice First Aid in the Workplace - January 2020.*

Relevant Council Policies and Procedures include:

- *Glen Innes Severn Council - First Aid Procedures and Guidelines;*
 - *Glen Innes Severn Council - Human Resources Policy Register;*
 - *Glen Innes Severn Council - Glen Innes Aggregates Safety Management System;*
 - *Glen Innes Severn Council - WHS Health Monitoring Procedure;*
 - *Glen Innes Severn Council - Working from Home Agreement;*
 - *Glen Innes Severn Council - Emergency Preparedness Plan;*
 - *Glen Innes Severn Council - Work Health and Safety Management Plan;*
 - *Glen Innes Severn Council - Family Youth and Children's Services Policies;*
 - *Glen Innes Severn Council - Life Choices - Support Services Procedure Manual;*
and
 - *Glen Innes Severn Council - Volunteer Handbook.*
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VARIATION AND REVIEW

The First Aid Policy shall be reviewed every three (3) of years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A**Document Control Continued**

VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
4	18/12/2014	8.12/14	Reference / version numbers updated.	WHS Coordinator	Council
3	20/12/2012	10.12/12	Reference / version numbers updated.	WHS Coordinator	Council
2	25/02/2010	14.02/10	Acts and Regulations updated.	WHS Coordinator	Council
1	22/11/2007	28.11/07	New Policy	WHS Coordinator	Council