



## FIRST AID POLICY

# F i r s t A i d

Port Lincoln Children's Centre is committed to the provision of an effective First Aid service to protect the health and safety of all employees and others who may be affected by accidents, incidents or injuries arising from the work carried out.

This will be accomplished by ensuring that all legislative requirements for the First Aid service are complied with, that particular hazards of the workplace will be taken into account when equipping and staffing the first aid service, and that adequate equipment, facilities and supplies provided as required. Suitable staff will be appointed and receive the appropriate training. A recording system will be in place which is designed with AS 1885.1, to track workplace injury and illness, and these records will also be used to develop strategies to prevent work related injury and illness.

Any accidents which involve persons other than company employees which happen on any part of our worksite, are to be reported and recorded on the appropriate forms regardless of the nature and extent of the injuries sustained. Full details of the contracting company (if a contractor) or the visitors home address must be obtained and entered on the form. Where it is a contractors employee who is injured, the details are to be made know to his/her employer on the same day by phone, fax or email.

Only trained and certified first aiders are to provide treatment to injured persons at the Centre. In exceptional circumstances where there is no qualified first aider present, and there is a serious medical emergency where immediate help is vital to prevent loss of life or to minimize acute pain, then first aid may be administered by someone who is not currently certified.

Procedures exist to ensure outside assistance (e.g. ambulance ) is called for major injuries. Phone numbers for all emergency services are displayed in all work areas.

Signed by Joanne Smith; For the PCBU : \_\_\_\_\_

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