

POLICY:-	
Policy Title:	First Aid
File reference:	F10/618
Date Policy was adopted by Council initially:	26/10/2006
Resolution Number:	323/06
Other Review Dates:	17/12/2009
Resolution Number:	517/09
Current Policy adopted by Council:	18 October 2012
Resolution Number:	XXX/12
Next Policy Review Date:	2014

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	WH&S Coordinator
Committee/s (if any) consulted in the development of this policy::	WHS Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	General Manager

Policy Statement

The ULSC is committed to promote a safe and healthy work environment for all workers (this includes skill hired workers, contractors and business partners) and provide timely first aid in the event of illness or injury at any ULSC work place. Workers will have ready access to first aid facilities and/or a trained first aid attendant until regular medical aid can be obtained.

Scope and Coverage

This policy covers all workers being:

- Permanent, temporary and casual staff
- Skill hire and professional services contractors
- Volunteers

Purpose and Intended Outcomes

To establish the requirements for providing timely first aid in the event of illness or injury at any ULSC work place.

Note: This policy should be used in conjunction with the '*First Aid Procedure*'

It is intended that the outcome of this policy is to ensure that workers have ready access to first aid facilities and a first aid attendant.

The extent of first aid site requirements will need to be assessed by managers and will depend of various factors such as:

- The nature of the work being carried out at the workplace;
- The nature of the hazards at the workplace;
- The size and location of the workplace;
- The number and composition of the workers and other persons at the workplace.

Background or Summary

The Work Health and Safety Act 2011 (NSW), the WHS Regulations 2011 (NSW) and the First Aid in the Workplace Code of Practice 2011 (NSW) set out the obligations of the ULSC with regard to providing first aid facilities and personnel.

Responsibilities

All ULSC workers are responsible for ensuring that breaches of this policy do not occur. Specific responsibilities in relation to this policy are included in the '*First Aid Procedure*'.

Evaluation

The performance of this policy will be evaluated by the following means:

- Consultation with the Workplace Health and Safety Committee;
- Analysis of reported failures in providing first aid at work undertaken by the ULSC;
- Outcome of incident investigations;
- Review of this policy every two years or when deemed necessary.

Definitions

An explanation of all keywords and terms used in this policy are detailed in the 'First Aid Procedure'.

Related Information

- NSW Government (2011) – Work Health and Safety Regulation 2011
- Safe Work Australia – First Aid in the Workplace Code of Practice 2011
- ULSC – WHS Incident / Accident Procedure

Variation

Council reserves the right to review, vary or revoke this policy.