



WHS- 49 First Aid Management

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1 Purpose

The purpose of this procedure is to outline the first aid management requirements for Territory Generation maintained sites including:

- *First Aid Facilities*
- *First aid equipment* – including maintenance/servicing and restocking
- First aid treated incident reporting
- Administration of *first aid*, and
- Training.

2 Scope

This procedure applies to all Territory Generation maintained sites.

3 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : <ul style="list-style-type: none"> • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: <ul style="list-style-type: none"> • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> • Contractors under their control are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> • This procedure is followed personally and by contractors/visitors under their control, where applicable • Contribute to procedure reviews
Document Owner	<ul style="list-style-type: none"> • The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> • The position responsible for the approval and use of this document

4 Definitions

First aid	Means the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First aider	Means a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid
First aid equipment	Means first aid kits and other equipment used to treat injuries and illnesses
First aid facilities	Means first aid rooms, health centres, clean water supplies and other facilities needed for administering first aid
High risk workplace	Means a workplace where workers may be exposed to hazards that could result in serious injury or illness that would require first aid. For the purpose of this procedure this term is applied to operational sites e.g. power station sites.
Low risk workplace	Means a workplace where workers are not exposed to hazards that could result in serious injury or illness such as offices. For the purpose of this procedure this term is applied to non- operational sites e.g. head office.
Shall	Means a Mandatory requirement
Should	Means an Advisory requirement

5 References

- NT Work Health and Safety (National Uniform Legislation) Act Jan 2012
- NT Work Health and Safety (National Uniform Legislation) Regulations June 2013
- NT Code of Practice First Aid in the Workplace
- NT Code of Practice Managing the Work Environment and Facilities
- AS 4775-2007 Emergency Eyewash and Shower Equipment
- AS 1319 Safety Signs for the Occupational Environment
- *WHS-56 Incident Reporting and Investigation Procedure* BDOC2014/247
- Territory Generation site emergency plans – Medical emergency section
- *WHS-15 Hepatitis Vaccination Procedure* BDOC2013/108

6 Records

- All events requiring first aid *shall* be reported into the GRACE system in accordance with *WHS-56 Incident Reporting and Investigation Procedure* (BDOC2014/247)

7 General Requirements

- 7.1 *First Aid Facilities* and First Aid Stations shall be accessible to all workers at all times.
- 7.2 Where applicable, First Aid Facilities, wall fixed First Aid Stations, mobile first aid kits and burns treatment kits *shall* be checked as part of the site workplace inspection program (see G-WHS-03 Territory Generation Workplace Inspection Procedure)
- 7.3 It is the responsibility of the Manager North or South to ensure that *First aid facilities are* included in all site cleaning contracts and that they are cleaned and inspected regularly to ensure they are maintained in a hygienic state at all times.
- 7.4 Signage with details of First Aid Officers and Floor Wardens *shall* be displayed at all sites at key locations.

8 Location and type of First Aid equipment and facilities

- 8.1 *First Aid equipment* and facilities *shall* be available at all Territory Generation maintained sites.
- 8.2 The type of *First Aid facilities* and equipment made available is dependent on the:
- Work being carried out,
 - Risks associated with the work,
 - Types of injuries that could occur,
 - Distance to emergency services, and
 - First Aid* skills of those carrying out the work.
- 8.3 The *First Aid facilities* and equipment available at Territory Generation sites are:

<i>First Aid Facilities</i>	Available at the following sites: CIPS – workshop and administration building OSPS – Security gatehouse
First Aid Station (large metal wall fixed cabinet)	Available at all sites
Mobile first aid kits (large, soft case)	Available at all sites
Mobile first aid kits (small or medium, soft case)	Available in all operational vehicles
Burns treatment kits (Burn Shield)	Available at all sites
Defibrillation Units	Available at all sites
Medical Oxygen including Adult bag and mask	Available at the following sites: CIPS – Security gatehouse
Eye wash stations (portable and fixed)	Available at all sites
Emergency shower stations	Available at all sites
Emergency portable stretcher	Available at all sites

- 8.4 The requirement for any additional *First Aid facilities* and/or *equipment shall* be made using risk management approach by the relevant Manager Territory Generation North or South in consultation with Health and Safety Committees, Work Health and Safety Representatives representing a workgroup; Health & Safety Specialist and any other relevant stakeholders.
- 8.5 *First aid* requirements *shall* be reviewed on a regular basis and when circumstances change to ensure that equipment and facility provisions remain appropriate.

9 First Aid Rooms

9.1 First Aid Rooms are only required at Occupied Facilities staffed with more than 20 employees where the response of emergency service will not be timely due to distance, and/or there is a need to provide a safe and clean environment to treat minor injuries.

9.2 Where *first aid rooms* are provided they should contain, as a minimum;

- A stocked *first aid* cabinet
- An examination couch or bed
- Seating
- Sharps container
- An examination lamp
- A sink with hot and cold running water
- Hand wash
- Disposable gloves
- A *First Aid* manual, and
- Refuse containers.

10 First Aid kits:

10.1 For most workplaces, a standard first aid kit *should* include the following items:

Standard Kit contents	Quantity
Instructions for providing first aid – including CPR flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or if unavailable 3.5 gm sachets hydro gel	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

10.2 Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people

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including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

- 10.3 If work is performed outside and there is a risk of insect or plant stings or snake bites, the following items should also be included in the first aid kit:
- A heavy duty crepe bandage
 - Sting relief cream, gel or spray.
- 10.4 If workers are at risk of receiving burns, the following items should also be included:
- Burn treatment instructions
 - Hydro gel (8 × 3.5 gram sachets)
 - Hydro gel dressings
 - Clean polythene sheets (small, medium and large)
 - 7.5cm cotton conforming bandage.

11 Identification of First Aid facilities and equipment

- 11.1 *First Aid facilities shall be marked with the symbolic First Aid sign. (White cross on green background)*



- 11.2 *First Aid Facilities and First Aid Cabinets shall have the symbolic First Aid sign and an English text sign (White lettering on Green Background) reading "First Aid" attached on the door.*



- 11.3 In large complexes, the location of *First Aid Facilities* and First Aid Cabinets *shall be sign posted at various locations to indicate the closest First Aid Station.*



- 11.4 Sign size *shall be large enough to be easily visible and clearly identified. (as per AS 1319 Safety signs for the Occupational Environment)*

12 Inspection of First Aid equipment/supplies

- 12.1 A site register *shall be developed for all First Aid Kit/Cabinets/burns treatment kits at all Territory Generation maintained sites with each kit being issued with an identification (ID) number. The register shall identify kit type and location. Each kit shall be clearly marked with the corresponding ID number.*
- 12.2 *First Aid equipment shall be regularly inspected as part of routine workplace, site and vehicle inspection programs.*

- 12.3 First Aid Kits *shall be checked for;*

- Condition of the container,
- Condition of the contents (all items present and useable)

12.4 Tamper tags *shall* be placed on all mobile first aid kits and burns treatment kits to indicate that the contents are intact.

12.5 The placement of tamper tags on wall mounted first aid cabinets is optional.

13 Re-stocking of first aid kits

13.1 A Contracted First Aid Supplier *shall*:

a) Attend all sites to conduct restocking every 6 months as per contract requirements and *shall* check all fixed and mobile kit contents on site registers, to ensure that all items are:

- Present,
- Use by dates have not expired, and
- Condition of contents is acceptable and useable.

b) Clearly label or tag all inspected kits with the date the inspection/restock was undertaken as per the site first aid kit register.

c) Following inspection, replace tamper tags on all mobile kits including burn modules.

13.2 Where first aid kits (fixed or mobile) or any other *first aid equipment* are found by site personnel to be used/removed/out of date/damaged etc. the person conducting the inspection/finding the issue; *shall* report it immediately to their Line Manager/Supervisor.

13.3 The Line Manager/Supervisor, on being reported that a *first aid equipment* requires review/restocking *shall* assess the situation and where appropriate call the Contracted First Aid Supplier (St Johns Phone 89 35 2504) to conduct an additional restock (outside of the 6 monthly scheduled restocks).

13.4 In the event that a piece of *first aid equipment* is unable to be used/damaged it *shall* be reported immediately to the relevant Line Manager/Supervisor and tagged out of service until it can be repaired or replaced.

14 Administering First Aid

14.1 Trained First Aid officers are responsible for the provision of initial first aid in the workplace at all Territory Generation maintained sites.

14.2 Sites with contracted Security personnel (Channel Island, Weddell and Owen Springs) can utilise these personnel as first aid responders. Current contract requirements for Security include that all Security personnel hold an advanced first aid qualification.

14.3 All first aiders should be aware that information about a workers health must be kept confidential and will only be provided to first aiders with the workers consent e.g. information of pre-existing medical conditions such as severe allergies, diabetes etc.

14.4 All first aiders shall have access to debriefing and counselling services following any serious workplace incident.

14.5 First aiders shall not exceed their training and expertise in the application of first aid and shall only act according to their level of qualification and competence.

15 First Aid Training

15.1 All Territory Generation operational personnel and Territory Generation administration personnel based at operational sites (high risk workplaces) *shall* be *first aid* trained.

15.2 Administrative personnel based in non-operational sites (low risk workplace) i.e. head office, shall have at a minimum at least one trained first aid officer appointed

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- 15.3 The minimum level of first aid training required for relevant Territory Generation personnel is:
- Apply First Aid (HLTFA311A) 1 day course – once every 3 years, and
 - Perform CPR (HLTCPR211A) ½ day course – every 12 months (except the year that first aid HLTFA311A is attended as this course also updates their CPR)

16 Recording of First Aid Treatment

- 16.1 It is the responsibility of all workers to ensure that first aid treated injuries or illnesses are reported to their Line Manager/Supervisor.
- 16.2 It is the responsibility of Line Managers/Supervisors to ensure all First Aid Treated injuries or illnesses are recorded in GRACE in accordance with the G-WHS-56 Territory Generation Incident Reporting and Investigation Procedure.

17 Use, maintenance and servicing of other first aid equipment

17.1 Defibrillator units, medical oxygen and bag/mask kits

Heart Smart Defibrillators	Medical Oxygen Cylinder & Fittings	Adult Bag/Mask Kits
<ul style="list-style-type: none"> - Automatic defibrillators are designed to be used by trained or untrained person. - They <i>should</i> be located in an area that is clearly visible, accessible and not exposed to extreme temperatures - They <i>should</i> be clearly signed - All maintenance shall be conducted as per manufacturer's requirements - These units conduct their own self tests. - Requires periodic check that the green light is flashing. Manufacturer recommends battery shelf life at 4 years 	<ul style="list-style-type: none"> - Medical oxygen equipment <i>should</i> be used by advanced first aid trained persons only - They <i>should</i> be located in an area that is clearly visible, accessible and not exposed to extreme temperatures - Periodic leak testing recommended by manufacturer - 12-month regulating seat performance, flow accuracy and pressure relief valve seating recommended by Manufacturer. Testing to be undertaken by supplier (BOC). - 6/12 Review all perishables i.e. oxygen tubing/masks every 12 months and replace as required. 	<ul style="list-style-type: none"> - Adult bag and mask equipment <i>should</i> be used by advanced first aid trained persons only - They <i>should</i> be located in an area that is clearly visible, accessible and not exposed to extreme temperatures - No maintenance required - 6/12 review and replace perishables at 12 months, if required

- 17.2 It is the responsibility of the Manager North or South to ensure that processes and (where applicable) work orders; are in place for the servicing and maintenance of first aid equipment on the sites of their responsibility.

17.3 Emergency eye wash and shower equipment

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- a) Eye wash equipment *shall* be provided where there is a risk of hazardous chemicals or other materials/substances causing eye injury
- b) Emergency shower equipment *shall* be provided where there is a risk of exposure to hazardous chemicals or serious burns.
- c) All eye wash and shower facilities *shall* be maintained and serviced as per manufacturers requirements
- d) Work orders *shall* be established to meet maintenance and servicing requirements including testing of such equipment where this is required by the manufacturer as per Australian Standard 4775-2007 *Emergency Eyewash and Shower Equipment*
- e) The following is a summary of general compliance requirements for plumbed and self-contained emergency eyewash and shower units:
 - Unit *shall* be placed in a well-lit area and identified with a clearly visible sign complying with AS 1319.
 - Units require weekly activation for a period long enough to verify operation and ensure that flushing fluid is available. This weekly activation may be varied on the basis of a documented risk assessment. (Note: the intent is to ensure that there is a flushing fluid supply at the outlet of the device, to clear the supply line of any sediment build-up that could prevent fluid from being delivered and to minimize microbial contamination due to sitting water.)
 - Units require an annual inspection to ensure ongoing conformance to Standard. A permanent compliance tag must be attached to the unit to record the annual inspection had been attended.
 - Consideration to be given to the installation of an alarm system to indicate shower/eyewash activation, particularly if the unit is located in a remote area.
 - Water temperature control: Units located in direct sunlight may have water temperatures exceeding 38 degrees C which have proven to be harmful to the eyes and can enhance chemical interaction with the eyes and skin. Units are required to deliver tepid flushing water. Controls should be implemented where practicable such as relocation of units to shade, provision of shade structures, insulation of exposed pipes, arranging timed flushing's and installation of tempering units.

18 Medical emergency

18.1 See CODE BLUE medical emergency section of site emergency plans for:

- Information on initial medical emergency response requirements
- Information on the process of assessment required when determining how to transport an injured or unwell person to medical services

19 Standard precautions for infection control

19.1 First aiders shall take standard precautions to avoid becoming ill and exposing others to illness when handling blood or body substances.

19.2 Standard precautions are work practices that are applied to all patients and their blood and body substances, regardless of their infectious status, to ensure a basic level of infection prevention and control.

19.3 Standard precautions include hand hygiene, use of personal protective equipment, appropriate handling and disposal of sharps and waste, cleaning techniques and managing spills of blood and body substances.

19.4 First aiders shall:

- Wash their hands with soap and water or apply alcohol-based hand rub before and after administering *first aid*
- Wear disposable gloves to prevent contact with blood and body substances. If splashes of blood or body substances may occur, additional protective equipment such as eye protection, plastic aprons and masks *should* be worn.
- Wear disposable gloves if cleaning up bodily fluid spills or other contaminated materials
- Place any waste including used gloves, contaminated dressing materials etc. into a sealed securely tied plastic bag for safe disposal
- Use disposable resuscitation masks if applying cardiopulmonary resuscitation
- Arrange for *first aid facility* surfaces to be cleaned if contaminated Surfaces that have been contaminated with blood or body substances should be wiped with paper towelling and cleaned with warm soapy water.
- Dispose of any sharps such as splinter removers, needles, heavily contaminated scissors/tweezers etc. into supplied rigid-walled, puncture resistant sharps containers
- If a *first aider* sustains a sharps injury or thinks they are at risk of infection from blood or bodily fluid contamination, they *should* seek prompt medical advice.
- Hepatitis B virus vaccination is available to all personnel who may be at risk of exposure if working in environments or job tasks that have potential contact with sewerage, human tissue, blood or bodily fluids or needles and syringes. The requirement to undertake immunisation is voluntary. For more information see [WHS-15 Hepatitis Vaccination procedure](#).