


<b>STANDARD OPERATING INSTRUCTION</b>	<b>SOI-GVW-318</b>
<b>Workplace First Aid</b>	

## 1.0 Purpose

These procedures prescribe the first aid arrangements and facilities across Goulburn Valley Water to ensure that emergency treatment is provided for persons suffering injury or illness at work. They also cover the first aid treatment of non employees who may visit the workplace.

## 2.0 References

- OHS Act 1985, Section 21(2)(d)
- Code of Practice for First Aid in the Workplace

## 3.0 Definitions

First Aid Facilities - includes first aid kits and contents, first aid rooms and equipment

## 4.0 Responsibilities and Authorities

### Senior Management Group

- Provide feedback and endorsement of the First Aid Assessment

### District Manager / Manager

- Ensure first aid kit and first aid facilities are maintained and checked each 6 months
- Contribute to the completion of Goulburn Valley Water's first aid assessment every 5 years or when workplace changes identify provision of first aid requires review.
- Identify the minimum number of first aiders for the work team
- Identify the location of static first aid kits in consultation with employees and the H&S Representative

### Work Coordinator / Supervisor

- Arrange for the maintenance and checking of first aid kits each 6 months

### OH&S Coordinator & H&S Committee

- Review this procedure each two years and where required put forward changes to the senior management group.

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- Provide advice on the number and location of first aid kits
- Assist to complete Goulburn Valley Water first aid assessment

## 5.0 OHS Hazards and Controls

Nil

## 6.0 Procedure

### 6.1 FIRST AID ASSESSMENT

- 6.1.1 A first aid assessment is completed for all designated work groups (DWG) throughout the Authority every 5 years or whenever there is a significant change to the structure and operation of the Authority that impacts upon the delivery of first aid facilities.
- 6.1.2 The first aid assessment includes the following key areas for each designated work group:
- Current Number and Location of First Aid kits and facilities
  - Current number of qualified First Aiders
  - Identification of hazards / potential incidents requiring first aid
  - Records of Incidents requiring first aid
  - Location of nearest medical centre / hospital
- 6.1.3 The OH&S Coordinator in consultation with management and the Health and Safety Representative from each DWG shall complete the first aid assessment.
- 6.1.4 The first aid assessment shall be reviewed and endorsed by the Senior Management Group.
- 6.1.5 A copy of the current first aid assessment is attached as Appendix A.

### 6.2 PROVISION OF FIRST AID KITS

- 6.2.1 Two types of kits are provided at Goulburn Valley Water locations:
- Site or Location First Aid Kits
  - Motor Vehicle or Mobile Plant Kits.

#### 6.2.2 Site or Location First Aid Kits

- 6.2.2.1 The following generic locations are installed with site first aid kits:
- Major water treatment plants
  - Major waste water management facilities
  - Depots
  - Fryers Street Office (first aid room)
- 6.2.2.2 The location of site First Aid Kits is determined by the relevant manager in consultation with the Health and Safety Representative employees of the work team and OH&S Coordinator. Locations shall be chosen based upon the following criteria:
- type of facility

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- number, frequency and duration of personnel working at location

6.2.2.3 A list of site kits is provided in Appendix C.

**6.2.3 Motor Vehicle or Mobile Plant Kits**

6.2.3.1 All vehicles used for operational purposes shall be fitted with a first aid kit which is located in an appropriate location which may include: inside a vehicle glove box, behind the driver’s seat of the vehicle, inside a toolbox (away from tools). A First Aid label / decal (green first aid symbol) shall be provided where possible to indicate the location of the First Aid Kit on the vehicle

6.2.3.2 The following mobile plant items contain first aid kits:

- Front End Loaders / Backhoes
- Trucks
- Excavators
- Tractors (with cabins)
- Vans

**6.3 CONTENTS OF FIRST AID KITS**

6.3.1 The contents of first aid kits shall generally be as per the attached lists in Appendix B. From time to time there may be slight differences in the contents of some kits based upon the potential use of the kit and any unique hazards identified.

6.3.2 For ease of maintenance and checking each kit shall include a list of the contents (either inside the kit or nearby).

**6.4 MAINTENANCE OF FIRST AID KITS**

6.4.1 All First Aid Kits are required to be checked each 6 months by a member of the designated work group who has been delegated this responsibility by the relevant manager.

6.4.2 A record in the form of a label is used to record the last time a first aid kit has been checked.

6.4.3 Restocking of contents shall be done through the relevant delegated person or the central purchasing officer.

**6.5 FIRST AID TRAINING**

6.5.1 The minimum number of personnel from each designated work group trained in First Aid to the equivalent of Level 2 shall be determined by the relevant manager in consultation with the Health and Safety Representative for that Designated Work Group.

- The number of personnel shall be based on the following factors:
  - Number of employees
  - Potential incidents
  - Distance to nearest medical provider

6.5.2 In general all Operations personnel shall eventually be trained in First Aid (equivalent of level 2) along with members of Work Teams that visit remote sites regularly this may include employees from:

- Development
- Strategic Operations
- Major Projects
- Environment, Meter readers

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## APPENDIX A - First Aid Assessment Summary as at September 2004

District/Area	Major Projects	Development	Northern	Central WWT (Daldy Road)	South West (Seymour)	Admin (Fryers St)	Central WTP (Welsford St)	South East	Cent. O&M (ODR)
No. of Staff	9	13	9	11	18	46	10	8	29
No. Staff working off site	7	5	8	9	14		10	6	14
No. Staff working in isolation	4	5	8		7		8	1	5
Furthest distance from medical attention		50km	40km		25km		45km	100km	25km
Furthest dist from hosp. emergency ward		50km	40km		25km	1km	70km	100km	50km
Hazards that may require first aid									
• Snake bite	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Dog bite		✓			✓	✓		✓	✓
• Other bites/stings	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Blisters		✓	✓	✓	✓	✓	✓		✓
• Broken bone	✓	✓		✓	✓	✓	✓	✓	✓
• Blow to head	✓			✓	✓			✓	✓
• Minor crushing injury	✓	✓		✓	✓	✓	✓	✓	✓
• Minor cuts & abrasions	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Major cuts & abrasions	✓	✓		✓	✓				✓
• Electric Shock				✓	✓	✓	✓		✓
• Minor strains / sprains	✓	✓		✓	✓	✓	✓	✓	✓
• Burns				✓	✓	✓	✓	✓	✓
• Eye injuries	✓	✓	✓	✓	✓	✓	✓	✓	✓
• Motor Vehicle Accident	✓	✓		✓	✓	✓			✓
• Plant Rollover					✓				✓
No. First Aid Qualified Staff Members									✓
• Level One	Nil	Nil	Nine		Nil	Nil	Nil	Nil	Nil
• Level Two	Nil	One	Three		Four	Four	One	Two	14
• Sports Medicine Level 2	One	Nil	Nil				Nil	CPR 8	
No./Location of First Aid Kits									
• Motor Vehicle Kits	Nil	Nil	All	6 Ute/car	17	9	6	9	6
• Mobile Plant Kits	Nil	Nil	Nil	3 tractor	2		0	0	8
• Work Site Kits	Fryers St	Fryers St	Cobram WTP Cobram WWTP Nathalia WTP Numurkah WTP	Office Workshop Shearing Shed Locker Room Actiflo Plant Mooroopna Lab Kyabram Lab	Nagambie WTP Broadford WTP Seymour Office Sey W' shop Euroa WMF Wallis Hill PS Seymour WTP Kilmore WTP Pyalong WTP Seymour WMF Broadford WMF Sey River PS	Admin Kitchen	Welsford St 3 Tatura WTP Kyabram WTP R' worth WTP Murch WTP Tongala WTP Kat West WTP ODR Storage	Alex Depot Mansf. Depot Mansf. WTP Alex WTP Yea WTP Alex DAFF	ODR Changeroom ODR Workshop
Kits currently checked (if Yes, by who: )	No	No	Yes Peter French	Yes OH&S Rep	Yes Admin Assistant	Yes OH&S Rep	Yes Brenniston	Yes OH&S Rep	Yes Brenniston
Record of Checks Kept	No	No	No	Yes	Yes	Yes	Yes	No	Yes
Location of Records (Hansen or Local)				Local File	Local File	Local File	Local File		Hansen
Frequency of Checks									
• 3 Months									
• 6 Months			✓	✓	✓	✓	✓		✓
• 12 Months								✓	
• No Checks	✓	✓							

## Actions from Assessment – September 2004

Issue	Dure date	Current Status
Identify if further GVW facility sites require F/Aid Kits	Due October 2004	Completed
Identify if all chlorine sites have First Aid Kits	Due October 2004	Completed
Provide Operations with First Aid stickers for glove box etc...	Due October 2004	Completed
Develop list of contents for first aid kits types consistent across GVW	Due November 2004	To be completed (as at June 2005)
Arrange to schedule First Aid Level 2 courses every 6 months	Ongoing	Ongoing
Identify First Aiders for Fryers Street and provide relevant training	Due October 2004	Completed
Provision of Fire Extinguishers to Fryers Street Operational Vehicles	Due October 2004	Completed
Provision of First Aid Kits to Fryers Street Operational Vehicles	Completed September 2004	Completed

## Appendix B – First Aid Kit Contents

<i>Contents - First Aid Car Kits</i>	
<b>Qty</b>	<b>Item</b>
1	Emergency Instructions
1	Notepad
1	Pencil
1	Sheet Gauze/netting
2	Sterile Gauze Swabs 10 x 10cm
2	Melolite 5 x 7.5cm
2	Sterile Gauze Swabs 7.5cm x 7.5cm
2	Triangular Bandages 110cm x 110cm x 155cm
3	Ziplock Bags
1	Disposable Adult Emergency Blanket
1	Wound Dressing Small (13)
1	Wound Dressing Medium (14)
1	Wound Dressing Large (15)
1	Elastic Gauze Bandage 5cm x 1.8m
1	Elastic Gauze Bandage 7.5cm x 1.8m
1	Elastic Gauze Bandage 10cm x 1.8m
2	Eye wash Saline (sterile)
4	rubber gloves
1	Scissors
1	roll Surgical Tape
5	Safety Pins
1	box 25 Sterile Band Aid Strips

**CONTENTS - WALL KIT**

<b>QTY</b>	<b>ITEM</b>		
3	Wound Dressings Large (No. 15)	1	Adhesive Tape 2.5cm x 5m
2	Wound Dressings Medium (No. 14)	i	Scissors
2	Wound Dressings Small (No. 13)	1	Tweezers
6	Elastic Gauze Bandage 10cm x 1.8m	25	Skin Cleansing Swabs
6	Elastic Gauze Bandage 7.5cm x 1.8m	1	Roll Surgical Tape
6	Elastic Gauze Bandage 5cm x 1.8m	1	Resus-o-mask
1	Elastic Gauze Bandage 7.5cm x 1.5m	1	Card Splinter Probes (5)
2	Boxes Band-aids (50)	1	Pencil / Notepad
15	Melolite 5cm x 7.5cm	10	Safety Pins
3	Melolite 10cm x 7.5cm	12	Ziplock Bags
5	Sterile Eye Pads		
11	Gauze Swabs 7.5cm x 7.5cm		
1	Ace Cold Compress		
1	250ml Savlon		
1	Pack Cotton Tips (100)		
1	Box Febridol (24)		
1	Basic Dressing Pack		
2	Bags Surgical Gloves		
1	Disposable Emergency Blanket		
15	Sterile Eye Wash Ampoules		
6	Triangular Bandages 110cm x 110cm x 155cm		
25	Skin Prep Wipes		
2	15ml Betadine		