

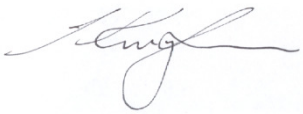
# The Paraplegic and Quadriplegic Association of SA Inc



## WHS&E – First Aid Policy

### STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (The Association) is committed to providing all employees, Support Workers, contractors, volunteers, collectors and visitors, so far as is reasonably practicable, with a healthy and safe environment. The First Aid Policy has been developed in order to meet the requirements of subsection 2.11.1 (1) of the Occupational Health Safety and Welfare Regulation, 2010.

Approved by: 	Date: September 2010
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***The Paraplegic and Quadriplegic Association of SA Inc.(PQSA) is incorporated under the Association Incorporation Act 1985 (SA) and conducts its business through operating Divisions, namely Support Services and HomeCare+.***

## **SCOPE**

The policy on First Aid is to address the first aid requirements and needs of The Association's employees, contractors and visitors.

## **DEFINITIONS**

**Employees** - for the purpose of this policy an employee is any staff member full-time, part-time or contracted for employment, also casual Support Workers, collectors and volunteers.

**First Aid** - is emergency treatment and life support provided to employees.

**First Aid Officer** - means those nominated employees holding a current approved first aid qualifications or qualified health professional

**Group A Workplace** – are where the principle activity is:

- ◆ Consultancy, clerical, counselling or related work;
- ◆ Retail sales (including auctions), or the hiring or leasing of goods;
- ◆ Storing or display of goods;

**Remote Workplace** – a work place that is more than a 20 minute drive away from:

- a) An SA ambulance station that is staffed by paid paramedics, or
- b) An occupational health service capable of mounting an emergency response, or
- c) A hospital or medical centre capable of mounting an emergency response.

**Risk Assessment** - is assessing the probability of exposure to a particular work hazard, assessing the duration an employee would be exposed to a potential hazard and to assess the potential severity of outcome if an incident occurred.

## **POLICY**

The Association's policy on first aid is to specify minimum requirements for the provision of first aid services, including first aid officers and their training and first aid equipment. Legislation demands that a minimum standard of first aid services and equipment be provided. This policy is to provide practical procedures for the provision of Occupational Health and First Aid in the workplace.

## ***RESPONSIBILITIES***

**Managers are responsible for:**

- ◆ **Ensuring appropriate first aid kits (refer Appendix B) supplies and equipment are provided in compliance with a Group A workplace.**
- ◆ **Ensuring the release of nominated staff to attend first aid training courses.**

**Supervisors are responsible for:**

- ◆ Ensuring adequate personnel and first aid kits are available
- ◆ Annual check of individual – Personal First Aid Kits and car First Aid Kits supplied to employees to ensure they are being maintained as per legislative requirements (refer Appendix C.)
- ◆ Monitoring the effectiveness of first aid services.

**Nominated First Aid Officers are responsible for:**

- ◆ Attending and passing a prescribed first aid training course or being a health professional such as:
  - ◆ An appropriately qualified paramedic recognized by the SA Ambulance Service.
  - ◆ A doctor registered with the Medical Board of SA.
  - ◆ An occupational health nurse or registered nurse who has current registration with the appropriate professional body.
- ◆ Giving basic first aid treatments to ill and injured persons as required.
- ◆ Arranging prompt and appropriate referral to Emergency Services (e.g. Ambulance) or medical professionals in cases where the need assessment exceeds the First Aid Officer's treatment.
- ◆ Recording all first aid treatments to ill and injured persons on an Incident and Injury Report form (refer Appendix A) and forwarding it immediately to the Manager, Human Resources.

- ◆ Ensure all first aid supplies used for injuries and illness are recorded in the First Aid Register (Refer Appendix B) located in the first aid box.
- ◆ Ensuring a Type A (refer Appendix C) first aid kit is regularly checked on a quarterly basis (January, April, July and October) against the Checklist supplied, (refer Appendix D) ensuring the kits are stocked with sufficient supplies.
- ◆ Nominated WHS Committee members are responsible for:
  - ◆ Ensuring that a quarterly (January, April, July and September) check of first aid kits in their nominated area of control are fully serviceable and stocked in accordance with the Contents Checklist supplied (refer Appendix E).
  - ◆ Organising the replenishment of the first aid supplies by liaising with their appropriate manager/supervisor.
  - ◆ Ensuring the list of first aid personnel and emergency numbers is up to date and legible.
- ◆ **Human Resource Manager and/or nominee is responsible for:**
  - ◆ Liaising with Divisional Managers to nominate appropriate personnel who are willing and available in normal working hours to be trained as First Aid Officers.
  - ◆ Coordinating the initial and refresher training for First Aid Officers.
  - ◆ Maintaining a record of current First Aid Officers and expiry dates of certificates.
  - ◆ Maintaining a central register of all first aid incidents reported.
  - ◆ Review all reported first aid incidents and report on a regular basis to the Occupational Health, Safety and Welfare committee.
  - ◆ Audit divisional first aid facilities and resources/signage to ensure compliance with regulations.
- ◆ **Human Resource Manager - Risk Management**
  - ◆ Identify and assess the type of potential first aid incidents taking into account the nature of work performed and the hours worked.
  - ◆ Coordinate the implementation of The Association's First Aid Policy.
  - ◆ Develop and update policy and procedures on first aid.
  - ◆ Ensure first aid system complies with current legislation.
  - ◆ Provide information to First Aid Officers and other relevant personnel on legislative changes and related first aid.
- ◆ **Individual Employees are responsible for:**
  - ◆ Reporting all work place injuries and illnesses to their direct manager/supervisor immediately.
  - ◆ Completing an Incident/Injury Report form, forwarding the form to the Manager, Human Resources within 24 hours of a first aid related injury occurring.
  - ◆ Ensuring all first aid supplies used for injuries and illness are recorded in the First Aid Register (refer Appendix E) located in the first aid box.
  - ◆ Ensuring, where appropriate, that individual Personal first aid kits or car first aid kits are maintained and appropriately stocked.
  - ◆ Advising their First Aid Officer, nominated WHS representative or manager/supervisor of any insufficiencies on first aid in the workplace.
  - ◆ In the case of Casual Support Workers due to the remote/isolated nature of their work, they must hold a current Senior First Certificate, in accordance with Employee Agreement 2011.

**Contractors are responsible for:**

- ◆ Providing first aid facilities and aid sufficient for their contract employees' needs, in line with SafeWork SA standards and the WHS&E Act and Regulations.

**PROCEDURE**

The following procedures are to be followed in the case of an Injury or illness at work:

- ◆ When an employee becomes ill or sustains an injury while working, they should seek assistance from a First Aid Officer or their supervisor, who will decide upon the appropriate care required in accordance with their training. (If the situation requires attention by a qualified medical practitioner, the employees should be advised to urgently contact their own General Practitioner.)

- ◆ If the First Aid Officer or supervisor deems the injury/illness to be serious an ambulance must be immediately called on 000.
- ◆ The injury or illness is to be immediately reported in writing on an Incident/Injury Report to the Manager, Human Resources.
- ◆ An employee working alone who suffers an illness or injury while at work or in a remote workplace should immediately notify their manager/supervisor. If the manager/supervisor deems the illness or injury serious they should arrange either transportation or an ambulance to convey the employee to a General Practitioner or Emergency Centre.
- ◆ All First Aid Officers or an employee administering first aid to an injury/illness shall record all first aid incidents or illness on an Incident/Injury Report.
- ◆ The Incident/Injury Report Form is to be forwarded to the HR Manager within 24 hours of the Injury/Illness occurring.
- ◆ On completion of any treatment the First Aid Officer/Employee must make note in the First Aid Register (Appendix D) as to the stock used and type of treatment provided.

## **FIRST AID EQUIPMENT**

The SA Government Code of Practice for Workplace, Health, Safety and First Aid in the Workplace specifies the number, type and location of first aid kits.

To comply with this Code of Practice and the risk assessment of employee duties to be performed three criteria need to be taken into account for the provision of first aid equipment.

### First Aid Kit Types

The first criterion is the employee numbers working in a building or work site that determines the type of first aid kit Type A (Workplace First Aid Kit) – s4.4(b) in a Group A workplace at least one first aid kit is provided for each 100 employees or part thereof.

- ◆ Type B (Basic First Aid Kit) – s4.4(c) at least one first aid kit is provided where there are 25 or less employees.
- ◆ Type C (Car or Personal First Aid Kit) – s4.4 (a) at least one kit is provided where an employee or a group of employees do not have timely access to occupational health services, due to distance, location, casual or shift work.

### Location of First Aid Kits, First Aid Kits for vehicle and Casual Support Workers

The second criteria is the distance to the nearest first aid kit in a building. The Code of Practice states for employees with a regular workplace, the maximum distance between the employee's usual work station and the nearest kit is 100 meters and at least one kit is provided on each alternate level of a multi level workplace.

Under the Code of Practice it is a requirement to supply a first aid kit for all workplace vehicles; they must be accessible, serviceable and ready for use.

### **Determining Additional Requirements according to Level of Risk.**

The third criterion is determining the level of potential risk. As per the workplace Risk Assessment 2007 in compliance with the Code of Practice, all Casual Support Workers are to have a Type C - Personal First Aid Kit that is kept in a prominent and accessible location while they are performing their duties with clients.

### **First Aid Container**

All first aid containers should:

- ◆ Be constructed of impervious material, be dustproof and of sufficient size to adequately house the contents as prescribed.
- ◆ Be capable of being sealed and be fitted with a carrying handle: it should *never* be locked.
- ◆ Have a list of contents visible either on the front cover or inside the lid.
- ◆ Be clearly marked "First Aid"
- ◆ Be kept clean.

## **Location**

It is essential that a first aid kit is located where it is readily accessible with adequate signage. Signs must comply with Australian Standard *AS1319 – Safety signs for occupational environment*.

## **FIRST AID OFFICER REQUIREMENTS**

With reference to the Code of Practice s6.4 (d) in a Group A Workplace at least one First Aid Officer is provided where there are more than 50 employees. To ensure the health and safety of all of The Association's workplaces and will have a minimum of one employee with a current Senior First Aid Certificate.

## **INDEMNITY**

The Association shall support all designated/qualified First Aid Officers providing assistance in accordance with their current First Aid Certificate. However, The Association prohibits a designated/qualified First Aid Officer providing first aid treatment that is outside the scope of their training.

## **AVAILABILITY OF FIRST AID KITS**

A First Aid Kit will be provided in all offices, shops, vehicles and sites managed by The Association in accordance with the Code of Practice for Occupational Health and First Aid in the Workplace. All HOMECARE PLUS employees employed on a casual basis are to be supplied with a Type C – Personal First Aid kit upon commencement of their Induction Training.

## **First Aid Kit Audits**

All First Aid Kits provided by The Association for use in offices, shops, and sites shall be checked by the WHS&E committee on a quarterly basis as part of their WHS&E Premises Audits. All First Aid Kits provided by The Association for use in corporate vehicles will be checked by the driver of the vehicle on a quarterly basis. It is the sole responsibility of HOMECARE PLUS casual Support Workers supplied with a Type C – Personal First Aid kit to ensure their kits are checked regularly and maintained.

## **First Aid Kit Supplies**

After the First Aid Kit Audits have been conducted the list of required supplies is to be forwarded to the Manager/Team Leader in regional centers and the Personal Assistant in the Adelaide Metropolitan area. The supplies are to be procured and issued to the relevant responsible person re-stock the kits and sign off that the kits are serviceable and ready for use.

## **RELATED LEGISLATION**

- ◆ Occupational Health, Safety and Welfare Act 1986
- ◆ Occupational Health, Safety and Welfare Regulations 2010
- ◆ SA Government Approved Code of Practice for First Aid in the Workplace (2009).
- ◆ Australian Standards AS1319 – Safety Signs for Occupational Environment.

## **SUPPORTING PQA DOCUMENTATION**

- ◆ Employee Agreement 2011
- ◆ Occupational Health Safety and Welfare Policy
- ◆ Working in Isolation Policy and Procedure

## **BREACHES OF THIS POLICY**

Ignorance of these procedures will not generally be accepted as an excuse for non-compliance. Only in extreme circumstances and where such ignorance can be demonstrated to have occurred through no fault of the individual concerned will PQA accept such an argument.

## **DISTRIBUTION AND REVIEW**

The Association will ensure all persons engaged to provide services either paid or unpaid will be aware of this policy and will have easy access to it in an appropriate format. All policies are to be reviewed on a bi-annual basis or when legislation or Government Policy determines.

Appendix A  
**INCIDENT REPORT**

*Forward Report to the Human Resource Manager within 24 hours*

**Report Number:**  
**OFFICE USE ONLY**

1. Person involved

FULL NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (WK) \_\_\_\_\_

(MOB) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CODE \_\_\_\_\_

POSITION:  **Employee**  **Volunteer**  **Contractor**  **Visitor**

2. Details of Person Submitting Report (If not Person Involved)

NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

3. Details of accident/injury or near miss

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_ (AM/PM) DAY OF WEEK: \_\_\_\_\_

WAS TIME LOST FROM WORK?  **No**  **Yes**

**Date Ceased Work:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ am / pm

**Date Returned Work;** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_\_ am / pm

REPORTED TO: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location:

**(where incident/injury occurred):** \_\_\_\_\_

Please describe the incident in detail, giving the sequence of events

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What led to the Incident or Injury occurring?

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What exactly were you doing when the Incident or Injury occurred?

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**Has an injury occurred:**  YES  NO  NEAR MISS

4. Details of Injury

PLACE OF INJURY:

OFFICE ADDRESS: \_\_\_\_\_

CLIENT HOME ADDRESS: \_\_\_\_\_

CAR PARK  PRIVATE VEHICLE  COMPANY VEHICLE

OTHER: \_\_\_\_\_

**PART OF BODY (IF APPLICABLE)**

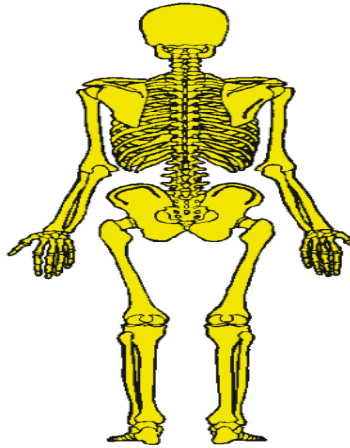
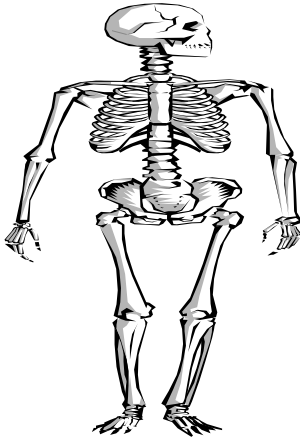
INDICATE THE PART OF BODY THAT APPEARS TO BE INJURED:

**PLEASE TICK THE APPROPRIATE BOX AND MARK WITH AN ARROW ON BODY OUTLINE.**

HEAD  NECK  ARM  WRIST  HEAD  EYE  HANDS

FINGERS  BACK  TRUNK  LEG  ANKLE  FEET  TOES

OTHER (GIVE DETAILS) \_\_\_\_\_



POSSIBLE NATURE OF INJURY: PLEASE TICK APPROPRIATE BOX

FRACTURE  DISLOCATION  SPRAIN  CONCUSSION  BRUISING

SUPERFICIAL  BURN  SCALD  LACERATION  FIT / SEIZURE

OTHER (GIVE DETAILS) \_\_\_\_\_

**ACTION TAKEN:**  First Aid  Doctor  Hospital

**DESCRIPTION OF ACTION TAKEN:** \_\_\_\_\_

**5. Details of Witnesses**

**WITNESS NAME:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**WITNESS NAME:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**PERSON INVOLVED - THIS IS A TRUE AND ACCURATE DESCRIPTION OF THE INCIDENT/INJURY**

**NAME;** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only

Name of Person Undertaking Investigation: \_\_\_\_\_

Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Investigation completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

6. Investigation of accident/incident or near miss

Risk Assessment Matrix

Likelihood	Major (eg. death/disability)	Serious (e.g. serious injury/lost time)	Minor (e.g. first aid injury)	Insignificant (e.g. incident but no injury)
<b>Very likely</b> (will almost certainly happen in the near future - days)	<b>Extreme</b>	High (2)	High (2)	Medium (3)
<b>Likely</b> (will probably happen at some time – weeks/months)	High (2)	High (2)	Medium (3)	Medium (3)
<b>Unlikely</b> (could happen at sometime – six months to a year)	High (2)	Medium (3)	Medium (3)	<b>Low (4)</b>
<b>Very Unlikely</b> (might happen only rarely – five years plus)	Medium (3)	Medium (3)	<b>Low (4)</b>	<b>Low (4)</b>

Assign Priority for Impact on Company Business

Loss Severity Potential

Probable Recurrence Rate

Major     Significant     Minor     Frequent     Occasional     Rare

WHAT ACTION, EDUCATION OR TRAINING CAN BE TAKEN TO PREVENT A RECURRENCE OF THE INCIDENT/INJURY?

- EQUIPMENT REPAIR/REPLACEMENT                       IMPROVE PERSONAL PROTECTION
- IMPROVE CLEAN UP/CONGESTION                       REGULAR PRE-JOB INSTRUCTION
- RE-TRAINING OF STAFF/VOLUNTEERS (SPECIFY TYPE OF TRAINING)
- INSTALL SAFETY DEVICES                                       IMPROVE HEALTH AND SAFETY INSPECTION
- NOTE IN CLIENT COMMUNICATION BOOK     REFERRAL TO COUNSELLING AGENCY
- REMEDIAL ACTION IS BEING UNDERTAKEN AND FURTHER INFORMATION WILL FOLLOW.

OTHER, SPECIFY:

\_\_\_\_\_

\_\_\_\_\_



## Appendix b

# First Aid Register

(To be located by First Aid Kit)

**Name Of Injured:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Nature Of Injury	Cause of Injury	First Aid Treatment	**Further Treatment	First Aider

**Name Of Injured:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Nature Of Injury	Cause of Injury	First Aid Treatment	**Further Treatment	First Aider

**Name Of Injured:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Nature Of Injury	Cause of Injury	First Aid Treatment	**Further Treatment	First Aider

**Name Of Injured:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Nature Of Injury	Cause of Injury	First Aid Treatment	**Further Treatment	First Aider

**\*\*Further Treatment**

- 1) None Required
- 2) Referred to a Doctor
- 3) Ambulance Called
- 4) Other, please specify

## Appendix C

### Type A - Occupational First Aid Kit

Gauze Pieces 75mm x 75mm, Sterile Packets Containing 5	20pkts
BPC wound dressings No. 15	2
Wound dressings sterile, non-adherent, small	12
Wound dressings sterile, non-adherent, Large	3
Conforming cotton bandages, 50mm	6
Conforming cotton bandages, 75mm	6
Conforming cotton bandages, 100mm	6
Triangular bandages (minimum width 90mm)	6
Non-stretch adhesive tape, 25mm x 2m rolls (hypo allergenic)	1
Adhesive dressing strips, independently wrapped, minimum quantity	100
Disposable wound cleaning swabs (1% cetrimide BP)	25
Povidone-iodine 10% solution	2x15ml
Cotton Tipped Applicators	50
Disposable latex gloves	10prs
Disposable eye wash (holding at least 30ml)	5
Approved resuscitation face mask	1
Scissors (sharp/blunt points)	1
Splinter Forceps	1
Splinter probe/remover	1
70% Alcohol swabs ( ethanol or methanol)(for instrument disinfection)	25
Safety pins	10
Recording book and pencil for recording injury and illness first aid	1
Leaflet, <i>First Aid Instructions</i> (issued by WorkCover Corporation)	1

### Type B - Basic First Aid Kit

Gauze Pieces 75mm x 75mm, Sterile Packets Containing 5	5pkts
BPC wound dressings No. 15	1
Wound dressings sterile, non-adherent, small	3
Wound dressings sterile, non-adherent, Large	1
Conforming cotton bandages, 50mm	3
Conforming cotton bandages, 75mm	3
Conforming cotton bandages, 100mm	1
Triangular bandages (minimum width 90mm)	2
Non-stretch adhesive tape, 25mm x 2m rolls (hypo allergenic)	1
Adhesive dressing strips, independently wrapped, minimum quantity	50
Disposable wound cleaning swabs (1% cetrimide BP)	10
Povidone-iodine 10% solution	15ml
Disposable latex gloves	5prs
Approved resuscitation face mask	1
Scissors (sharp/blunt points)	1
Splinter probe/remover	1
70% Alcohol swabs ( ethanol or methanol)(for instrument disinfection)	10
Safety pins	5
Recording book and pencil for recording injury and illness first aid	1
Leaflet, <i>First Aid Instructions</i> (issued by WorkCover Corporation)	1

## Type C - Personal

CONTENTS	QTY
Sterile Plasters	10
Sterile Non Adherent Pads 50x50mm	3
Sterile Foam Plasters for Blister	2
Alcohol Swabs	4
Non-Woven sterile Plasters with Aluminium Pad for Burns 50 x72 mm	4
Sachets Burn Gel for Minor Burns & Scalds	1
Roll Adhesive Tape 1.25 x 250cm	1
Scissors	1
Tweezers	1

### Appendix D

#### Type A - Occupational First Aid Kit

Gauze Pieces 75mm x 75mm, Sterile Packets Containing 5	20pkts	
BPC wound dressings No. 15	2	
Wound dressings sterile, non-adherent, small	12	
Wound dressings sterile, non-adherent, Large	3	
Conforming cotton bandages, 50mm	6	
Conforming cotton bandages, 75mm	6	
Conforming cotton bandages, 100mm	6	
Triangular bandages (minimum width 90mm)	6	
Non-stretch adhesive tape, 25mm x 2m rolls (hypo allergenic)	1	
Adhesive dressing strips, independently wrapped, minimum quantity	100	
Disposable wound cleaning swabs (1% cetrimide BP)	25	
Povidone-iodine 10% solution	2x15ml	
Cotton Tipped Applicators	50	
Disposable latex gloves	10prs	
Disposable eye wash (holding at least 30ml)	5	
Approved resuscitation face mask	1	
Scissors (sharp/blunt points)	1	
Splinter Forceps	1	
Splinter probe/remover	1	
70% Alcohol swabs ( ethanol or methanol)(for instrument disinfection)	25	
Safety pins	10	
Recording book and pencil for recording injury and illness first aid	1	
Leaflet, <i>First Aid Instructions</i> (issued by WorkCover Corporation)	1	

**Checked By** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

In accordance with the code of Practice Occupational Health and First Aid in the workplace we require that the above levels be maintained in all First Aid Kits.

Contents are to be checked every three months. Starting in January 2008 and at the end of the following months: April, July and October. Once checked the completed and signed form should be returned to the Administrative/Personal Assistant.

First Aid kits are to be in a secure box with appropriate signage.

## Type B - Basic First Aid Kit

Gauze Pieces 75mm x 75mm, Sterile Packets Containing 5	5pkts	
BPC wound dressings No. 15	1	
Wound dressings sterile, non-adherent, small	3	
Wound dressings sterile, non-adherent, Large	1	
Conforming cotton bandages, 50mm	3	
Conforming cotton bandages, 75mm	3	
Conforming cotton bandages, 100mm	1	
Triangular bandages (minimum width 90mm)	2	
Non-stretch adhesive tape, 25mm x 2m rolls (hypo allergenic)	1	
Adhesive dressing strips, independently wrapped, minimum quantity	50	
Disposable wound cleaning swabs (1% cetrimide BP)	10	
Povidone-iodine 10% solution	15ml	
Disposable latex gloves	5prs	
Approved resuscitation face mask	1	
Scissors (sharp/blunt points)	1	
Splinter probe/remover	1	
70% Alcohol swabs ( ethanol or methanol)(for instrument disinfection)	10	
Safety pins	5	
Recording book and pencil for recording injury and illness first aid	1	
Leaflet, <i>First Aid Instructions</i> (issued by WorkCover Corporation)	1	

Checked By \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

In accordance with the code of Practice Occupational Health and First Aid in the Workplace we require that the above levels be maintained for all First Aid Kits. Contents are to be checked every three months starting in January 2008 and at the end of the following months April, July, and October. Once checked the completed and signed form should be returned to the Administrative/Personal Assistant.

First Aid kits are to be in a secure box with appropriate signage.

### Type C - Personal

CONTENTS	QTY	Signed
Sterile Plasters	10	
Sterile Non Adherent Pads 50x50mm	3	
Sterile Foam Plasters for Blister	2	
Alcohol Swabs	4	
Non-Woven sterile Plasters with Aluminium Pad for Burns 50 x72 mm	4	
Sachets Burn Gel for Minor Burns & Scalds	1	
Roll Adhesive Tape 1.25 x 250cm	1	
Scissors	1	
Tweezers	1	

Checked By \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

In accordance with the code of Practice Occupational Health and First Aid in the Workplace we require that the above levels be maintained for all First Aid Kits. Contents are to be checked every three months starting in January 2008 and at the end of the following months April, July, and October. Once checked the completed and signed form should be returned to the Administrative/Personal Assistant.

First Aid kits are to be in a secure box with appropriate signage.