FIRST AID

POLICY NUMBER: NDIS WHS 6

INTENT

Real Living Options Association Inc. endeavors to ensure that as far as practicable the safety and security of all Employees, Volunteers, and visitors of Real Living Options Association Inc. is maintained at all times. These services shall be provided in accordance with the provisions of the Work Health and Safety Act 2011(Qld) and the Work Health and Safety Regulation 2011 (Qld)

DEFINITION

First aid: *is 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.*

POLICY STATEMENTS

- Real Living Options Association Inc. accepts responsibility for ensuring as far as practicable the health and safety of their Employees, Volunteers, Contractors and visitors while working in an authorised workplace.
- **An Authorised workplace** refers to the place where the employee is based to perform work at the direction of the Real Living Options Association Inc.
- The Service has an obligation to ensure the workplace health and safety of all employees and others under their control by preventing or minimising their exposure to risk.
- All Employees have an obligation to comply with Real Living Options Association Inc.'s Workplace Health and Safety Policy and Procedures, instructions and any relevant legislative requirements to ensure a safe workplace.
- Real Living Options Association Inc. will provide access to trained first aid personnel who will undertake initial management of work caused injuries or illnesses. If ongoing medical care or special medical assistance, for example trauma counselling, is required, the first aid personnel will recommend that the worker seek further assistance.
- First Aid signs will be placed in the office of Real Living Options Association Inc. so that all workers can easily locate the First Aid Kit if it is required.
- A First Aid recording system will be maintained at the workplace and a copy of the first aid record will accompany the ill or injured person if the person is transferred to a medical service or hospital.

PROCEDURES

- The risk management process will be used to decide what first aid equipment, facilities and people are required in each workplace to respond to illness or injury, including the risk of exposure to biological hazards, blood and body substances.

- Real Living Options Association Inc. will:
  - Provide access to a person with a current Senior First Aid qualification (or a higher qualification)
  - Provide information about available first aid facilities and services.
  - Ensure as far as practicable that its Employees and Volunteers are provided with appropriate Personal Protective Equipment (PPE) for the tasks they are required to perform.
  - Ensure as far as practicable that authorised Participants homes/workplaces and systems of work are safe and consistent with legislation.
  - Ensure as far as practicable that Employees, Volunteers and contractors that have been engaged By Real Living Options who are working from Participants homes are provided with information and training to enable them to perform their work safely and that all incidents, accidents and near misses are investigated, hazards are reported and practical control measures are implemented.
  - Ensure as far as practicable that personal information about the health of Employees, Volunteers and Contractors will be kept confidential as appropriate, including details of medical conditions, treatment provided and results of tests. Disclosure of information without this person's consent could be considered illegal.

DELEGATIONS

Management Committee

- Ensure as far as practicable that Real Living Options Association Inc. complies with the Work Health and Safety Act 2011(Qld), the Work Health and Safety Regulation 2011 (Qld), First Aid in the Workplace Code of Practice 2014 and all applicable standards and policies.
- Approve the appropriate first aid equipment, facilities, services (including trained people) to address the injuries or illnesses that may occur.
- Ensure as far as reasonably practicable that the chosen first aid equipment facilities and services to effectively manage the injuries and illnesses are implemented.

Service Manager

- Be the first point of contact for Employees and others with workplace health and safety concerns.
- Be familiar with legislative requirements, and ensure Employees, Volunteers, Contractors and others are operating within these requirements.
- Include health and safety information in all employee and other inductions.
- Ensure as far as practicable that all required information and instruction has been provided and that all necessary training has been undertaken.
- Ensure as far as practicable that risk assessments, using the appropriate checklists, are undertaken within the authorised place of work.
- Ensure as far as practicable that all work-related hazards and incidents are reported.
- Investigate the circumstances surrounding all incidents and take corrective action.
- Monitor and review first aid equipment facilities and services to ensure they continue to meet requirements.

- Seek assistance in the resolution of health and safety issues from the Management Committee of Real Living Options Association Inc.

Support Manager

- Ensure that workplace health and safety information is included in the induction process.
- Be familiar with legislative requirements and ensure as far as practicable that Employees and others are operating within these requirements.
- Ensure as far as practicable that all required information and instruction has been provided and that all necessary training has been undertaken.
- Ensure as far as practicable that risk assessments, using the appropriate checklists, are undertaken within the authorised place of work.
- Ensure as far as practicable that all work-related hazards and incidents are reported.
- Ensure the First Aid kit is checked annually, and contents are replaced as required with a current date life.

Employees/Volunteers

- Comply with Work Health and Safety instructions.
- Take corrective action to eliminate hazards within their authorised work area or report those hazards which cannot be immediately corrected.
- Seek appropriate first aid or treatment for injuries and illnesses and report using the appropriate forms.
- Use any personal protective equipment provided by Real Living Options Association Inc;
- Not willfully or recklessly interfere with or misuse any health and safety equipment.
- Not willfully place at risk the health and safety of anyone at the workplace; and not willfully injure themselves.

RELATED DOCUMENTATION

Policy WHS 1 Work Health and Safety
RLO Office First Aid Kit Replacement Form
Incident Report Form
First Aid Treatment Log/Register

REFERENCES

Work Health and Safety Act 2011Qld)
Work Health & Safety Regulation 2011(QLD)
First Aid Code of Practice 2014 (Qld)

AMENDMENTS/REVIEWS

Amended 20.01.11, Amended 07.06.12, Amended 13.06.13, Amended 27.11.14, Amended 22.03.18, Amended 25.02.21