

First Aid Policy

VicRoads will ensure that:

- At every VicRoads workplace appropriate first aid facilities and a suitable number of appropriately trained First Aid Officers (FAO) will be available to render immediate treatment of persons suffering injury or illness
- All employees are made aware of the first aid facilities for the workplace during their initial induction training and subsequently at regular intervals of time
- A record of first aid certification/ qualifications and a schedule of update/re-certification training is maintained and available
- Consultation with employees on a range of matters that directly affect (or are likely to affect) their health and safety, so far as is reasonably practicable.

Definition of Workplace First Aid

- The provision of initial health care and basic life support for people suffering an injury or illness at work.

Business Area Manager Responsibilities

- Ensuring a First Aid Assessment (available in the Safety Management System) at each workplace is undertaken
- Ensuring that an appropriate number of trained FAOs are appointed in accordance with the First Aid in the workplace Compliance Code
- If a First Aid Allowance is payable, the Payroll Form, 'First Aid Allowance' (excluding the Kew complex) is to be used
- Providing and maintaining first aid kits in line with the First Aid Assessment and this policy

- Ensuring compliance with the First aid in the workplace Compliance Code
- Ensuring all employees in their area of responsibility are made aware of first aid arrangements for the workplace, for example via workplace inductions
- Ensuring the names, locations and telephone numbers of first aiders are prominently displayed in the workplace
- Ensuring that a record of first aid treatment given, is maintained; and
- Where an Automated External Defibrillator (AED) is provided, ensuring that the requirements of this policy are met.

First Aid Officer (FAO) Responsibilities

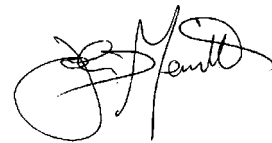
- Providing initial first aid treatment in accordance with their training
- Accurately recording all information relating to the treatment of injuries or illnesses in the First Aid Treatment Record in a timely manner
- Maintaining the first aid kit/s in their business area on an as-needed or at least on a quarterly basis
- Undertaking an approved first aid course every three (3) years
- Undertaking an approved CPR and AED refresher course every twelve (12) months
- Submitting to Payroll Services, first aid and refresher course certificates.

Work Health, Safety and Welfare Group Responsibilities

- Ensuring this policy is incorporated in the Safety Management System; and
- Reviewing the policy every three years.

Automated External Defibrillator (AED)

- VicRoads will provide AED when a First Aid Assessment identifies the need for an on-site first aid room in accordance with low risk workplaces with more than two hundred (200) workers or high risk workplaces with more than one hundred (100) workers
- AEDs are located in a clearly visible location with clear signage
- AEDs are accessible to all employees and other parties in the building
- AEDs must be maintained in accordance with the manufacturer's requirements by an appropriate service provider.



John Merritt
Chief Executive

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