

FIRST AID

IN THE WORKPLACE



GUIDE 2001

WorkCover NSW Health and Safety Guide

First aid in the Workplace

Why do you need first aid?

- OHS Regulation 2001 sets out specific first aid requirements for certain types of workplaces. However every workplace has a legal responsibility for ensuring adequate first aid provisions.
- First aid provides the initial and immediate attention to a person suffering an injury or illness.
- In extreme cases, a quick first aid response could mean the difference between life and death.
- In many cases, first aid can reduce the severity of the injury or illness.
- A quick and competent first aid response also calms the injured person, reducing unnecessary stress and anxiety.



Employers have legal responsibilities for ensuring adequate first aid provisions for employees. In addition, Section 8 (2) of the OHS Act requires that all persons in a workplace other than employees are not exposed to risks.

It is recommended that access to first aid personnel is available wherever there are more than 25 persons at a workplace, regardless of whether or not those persons are employees (e.g. schools).

How to use this information

- **What is this booklet about?**
This booklet provides an overview of how to set up a first aid system suitable for your workplace. If you follow the advice set out in this booklet, you will be well on the way to complying with first aid responsibilities outlined in occupational health and safety laws. This guidance should be read in conjunction with OHS Regulation 2001.
- **Who is this booklet for?**
This booklet is for managers, OHS representatives, OHS committee members, employees, unions and employer organisations who need to know about first aid in the workplace.
- **When to use the information?**
Use this guide to assess your first aid arrangements - are they adequate and effective? If you have not looked at your first aid plan in the past six months, then check it now. If you are setting up a new business, this booklet should be your step-by-step guide to setting up a first aid program.



The information in this booklet should be used when consulting with employees about first aid. The OHS Act 2000 requires employers to consult with employees and take into account their views when making decisions that affect their health, safety and welfare. Involving your employees in identifying hazards and solving health and safety problems is an essential step in making your workplace safe and healthy.

What do the symbols mean in the booklet?



Assess the risks in your workplace



Legal obligations that you must follow



Consult and communicate with employees



Questions you (or others) might ask to clarify issues



Tools that can help you work out your plan



The process of finding things that cause harm, working out how big a problem they are and then fixing them

How to establish the special needs of your workplace

OHS Regulation 2001 sets out certain minimum standards for first aid, however no two workplaces are exactly the same. The factors that will determine your best first aid plan depend upon the industry you operate in and the specific activities in your workplace. The method you must use to look at your situation has three basic steps:

- 1. Look for the hazards in your workplace** - the things that can cause harm (e.g. chemicals, machinery, falling from heights). OHS Regulation 2001 calls this *identifying hazards*.
- 2. Work out how serious your health and safety problems might be** - decide who might be in danger (e.g. you, employees, customers), the factors contributing to the risk, what injuries could result (e.g. burns, amputation, fatigue), and how likely they are to occur. This is what the OHS Regulation 2001 calls *assessing risks*.
- 3. Eliminate or control risks by making changes that protect people.** For example, replace a dangerous chemical, guard machinery, develop agreed safety procedures, train employees, or - as a last resort - issue protective equipment. The OHS Regulation 2001 calls this *eliminating or controlling risks*.



You must follow these steps for every health and safety issue that requires attention. In the case of first aid, the method helps you to work out what facilities or personnel must be immediately on hand if there is an injury or illness that may arise in your workplace.

The guidance in this booklet sets out in more detail the steps you need to take.

Working out your first aid requirements



To ensure adequate first aid provisions, employers must identify their potential problems, assess their requirements and consult with employees in the process.

1. Consider the type of work performed and the nature of the hazards

The type of work performed will influence the hazards and the possible harmful consequences for employees. For example, employees in an office will have first aid requirements different from those in a manufacturing plant. Workplaces using hazardous substances may require specialised first aid facilities, such as eyewash stations and emergency showers.

Indeed, different areas within the one workplace may have different hazards, depending on the tasks being undertaken, and the equipment being used. So some areas within your workplace may have special needs for first aid facilities.

Think about the types of activities and work performed across your workplace, and try to anticipate the risks faced by employees.

2. Identifying potential injuries/illnesses, and likely causes

The next step in developing your first aid plan is to identify the likely injuries and illnesses that might occur in your workplace, and their potential causes. For example, injuries might include cuts, burns, sprains/strains, crush injuries or chemical poisoning. It is generally these injuries that require first aid treatment.

Don't forget to consider common medical conditions that could occur in any workplace, such as asthma, epilepsy, heart attack or hypoglycaemia (in a person with diabetes).

See what injuries have occurred, or could occur, using a combination of the following methods:

- Review of accident, injury, incident and near miss data.
- Consultation with employees.
- Walk-through hazard survey of your workplace.
- Review of information on Material Safety Data Sheets and product labels.
- Review of health and safety information relevant to your business - from OHS specialists, industry associations, unions and government.
- Review findings from audits and incident investigations.

List the types of injury and illness which could occur in your workplace - and their potential causes. Use the COMMON HAZARD TOOL on page 5 to make sure you have considered typical problems.



COMMON HAZARD TOOL

HAZARD	TYPICAL PROBLEMS	TYPICAL INJURY/ ILLNESS REQUIRING FIRST AID
Manual handling	Overexertion/Repetitive movement	Sprains, strains, fractures
Falls	Falls from heights, slips and trips on uneven surfaces	Fractures, bruises, cuts, dislocations, concussion
Electricity	Contact with electrical current	Shock, burns, loss of consciousness, cardiac arrest
Plant	Being hit by projectiles, striking objects, being caught in machinery, overturning vehicles	Cuts, bruises, dislocations, fractures, amputation, eye damage
Hazardous substances	Exposure to chemicals, e.g. solvents, acids, hydrocarbons	Dizziness, vomiting, dermatitis, respiratory problems, burns to skin or eyes
Temperature, UV radiation	Effects of heat or cold from weather or work environment	Sunburn, frostbite, heat stress, heat stroke, hypothermia
Biological	Allergens, needle stick, exposure to infectious agents	Severe allergic reaction, injuries, skin rash, infection
Occupational violence	Intimidation, conflict, physical assault	Nausea, shock, collapse, physical injuries

This Tool is not a comprehensive guide to workplace hazards. It provides examples of typical problems created by workplace hazards, and some of the resultant injuries and illnesses. You may have hazards other than those listed here.

Your own list of potential injuries and illnesses, and their likely causes, will be developed from information specific to your workplace and the type of work performed. Use this Tool as a starting point, to provide a framework for collecting the information you need.

After identifying the hazards in your workplace you need to assess how serious a problem they are likely to be. Consider:

- how often employees are exposed to the identified causes of injury/illness - the hazards of your workplace;
- how long employees are exposed to hazards while at work;
- the potential severity of the outcome of any injury/illness - ranging from minor cuts or bruises to long-term injuries or death.



Where possible, introduce preventive measures to eliminate the risk, if this is not possible the employer must control the risk to reduce employee exposure to these hazards. Prevention is far better than cure.



Working out your first aid requirements – continued

3. Number and distribution of employees and others

- The number of trained first aiders you need is linked to the number of employees in your workplace.

If you employ more than 25 people at a workplace you need at least one person trained in first aid.

“Trained first aid personnel” means either:

- a person who holds a current first aid certificate issued after successful completion of a WorkCover-approved first aid course; or
- a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover-approved occupational first aid course; or
- a registered nurse; or
- a level 3 or greater New South Wales ambulance officer; or
- a medical practitioner.



- Where employees work across separate work areas, the first aid facilities provided may need to be located centrally, with the provision of portable first aid kits in each work area.
- Where employees work away from the workplace, or in situations where the work performed is not in a building (e.g. vehicles, roadworks), factors to be considered include:
 - the type of work performed;
 - access to communications (e.g. telephone); and
 - whether the employees work alone or in groups.

In these circumstances portable first aid kits must be provided.

- Where overtime or shiftwork is undertaken, adequate first aid facilities need to be provided at all times.
- If you have any employees with disabilities or special needs, then their requirements for first aid will need to be taken into account.
- In workplaces where members of the public may be present (e.g. schools, libraries, shopping centres), additional first aid services may need to be provided.

4. Size and layout of the workplace

- Consider:
 - the type of work being performed in different work areas; and
 - the distance to be travelled, and time required, to transport an injured person to first aid.
- First aid must be provided. It should be easily accessible by employees, and preferably available within minutes. So in a very large workplace, or one spanning multiple floors, first aid may need to be available in more than one area.
- Ideally, first aid should be located close to all work areas where there is a likely risk of an injury occurring.

5. Location of the workplace

- The proximity of the workplace to medical centres, hospitals or ambulance should be included in your plan, but this is not a substitute for appropriate on-site immediate response.
- Workplaces in remote areas will require special first aid arrangements.



In summary, to assess first aid requirements, you must consider the type of work performed, potential injuries and illnesses, number and distribution of employees, mobility and capability of employees, size and layout of the workplace, and the location of the workplace.



Putting your information into action

Having identified your potential injuries and illnesses, and assessed your first aid requirements, you are now ready to develop your first aid plan.

How many trained first aiders are required, and which areas/shifts do they cover?

- The first aid plan must ensure that all employees and other persons on-site are provided with first aid services adequate for the immediate treatment of injuries and illnesses that arise in a workplace.
- In many workplaces, this will mean providing a number of trained first aiders: the number must be determined with reference to the assessment factors we have just looked at.
- A plan as to which areas and shifts the first aiders will cover is essential.



If there are more than 25 persons at a workplace, you need at least one trained first aider. The need for additional first aiders or the provision of first aid facilities will be determined by the outcomes of the first aid assessment. The employer must provide adequate first aid facilities and personnel for the workplace.

What are the limits of the first aider's role?

- It is the job of the trained first aider to provide initial treatment to injured or ill employees: which is consistent with first aider's level of training and competence. Where the treatment required is beyond a first aider's level of competence, they should recommend that the employee seek medical assistance. For example, a local medical clinic may become the preferred medical provider for a workplace. Medical staff from the clinic may be encouraged to become familiar with identified workplace hazards, and special arrangements and communication procedures agreed upon for providing emergency assistance.
- In certain high risk situations, and particularly in large workplaces (e.g. over 200 employees), the first aid assessment may indicate the need to provide access to first aid professional staff, such as an Occupational Health Nurse.

What are the training requirements for your first aiders?

- Trained first aid personnel means:
 - (a) a person who holds a current first aid certificate issued after successful completion of a WorkCover-approved first aid course; or
 - (b) a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover-approved occupational first aid course; or
 - (c) a level 3 or greater New South Wales ambulance officer; or
 - (d) a registered nurse; or
 - (e) a medical practitioner.
- Additional training as appropriate for the number of employees, location of work and type of work being carried out may also be necessary.
- The nominal duration of the first aid (senior) certificate is 15 hours.



First aid personnel must be appropriately trained.

- The skills and competencies of trained first aiders should be maintained at a level appropriate to the identified likely injuries/illnesses in a workplace. For example, first aiders in foundries must be particularly skilled in treating burns, whereas first aiders in the construction industry must be skilled in monitoring symptoms of employees that may be injured due to falls or laceration.
- The need for further training may be necessary whenever a change within the workplace is likely to alter the hazards and, therefore, the types of potential work-related injury or illness.
- Refresher first aid training must be scheduled to ensure that general skills are kept up to date.

What is your response procedure following an accident requiring first aid?

You must know who will do what - and in what sequence before an accident occurs. People need to understand their specific role, and how it fits in to the overall plan.

For example: Employee notifies supervisor and first aider of accident → supervisor alerts management → first aider attends to injured person → supervisor manages employees in the vicinity of the accident → first aider or a designated person notifies and co-ordinates ambulance or medical assistance.

Do you need a first aid room, and how should it be managed?

Sick or injured employees may need to be taken to a first aid room (or suitable alternative) while recovering from an incident, waiting for medical attention to arrive or undergoing treatment of less serious injuries. The need for a first aid room will depend on the outcomes of your first aid assessment and size of workplace.



A first aid room must be provided and maintained at any construction site at which more than 100 persons work or at any other workplace at which more than 200 persons work.

Other workplaces not covered by this provision of the Regulation may still have circumstances that require a first aid room.

If a first aid room is deemed necessary, the following factors should be considered in determining its location, layout and management:

- **Location** - the room must be readily accessible during working hours, and situated at a convenient distance from toilets, sink or wash basin equipped with suitable drainage and a supply of hot and cold running water, and a means of boiling water. It should also be close to motor vehicle access.
- **Workspace** - the room should be large enough to accommodate equipment and furniture, leaving enough space for people to administer first aid. Entrances and corridors must be wide enough to allow transport of injured persons supported by a stretcher.
- **Work environment** - the room should have a suitable floor covering so that it is easy to clean and maintain. It must also be well-lit and ventilated. It should have suitable heating and cooling.
- **Signs** - the room should be clearly identified with a recognisable first aid sign (white cross on a green background). A notice on the door should identify the person in charge, the person on duty, locations and phone numbers of the nearest first aiders and an emergency after-hours telephone number.

A person appointed to be in charge of a first aid room must be:

- (a) a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover-approved occupational first aid course; or
- (b) a level 3 or greater New South Wales ambulance officer; or
- (c) a registered nurse; or
- (d) a medical practitioner.



- **Management** - the room must be managed by appropriately trained first aid personnel. This person will be responsible for assessing requirements, maintaining facilities and equipment and ensuring the room is immediately accessible.

A list of suggested first aid room contents can be found in *Appendix 1*.

What are the training requirements for persons appointed to be in charge of first aid rooms?

- A person who holds only a current first aid certificate is not sufficiently trained to be in charge of a first aid room.
- The nominal duration of the occupational first aid certificate is 30 hours.
- The need for further training may be necessary whenever a change within the workplace is likely to alter the hazards and, therefore, the types of potential work-related injury or illness.
- Refresher first aid training as appropriate for a person appointed to be in charge of first aid room must be scheduled to ensure that skills are kept up to date.

What are your requirements for first aid kits?

The following factors should be considered in relation to the provision of appropriate first aid kits:

- **Contents** - this will depend on your workplace hazards, and the types of injury/illness likely to occur. A list of prescribed first aid kit contents for different workplaces can be found in *Appendix 2*. It is important to note that this list represents minimum requirements, and additional contents may be needed depending on the hazards.
- **Number of kits** - at least one first aid kit must be provided for each workplace. Many workplaces will require multiple kits but this will be determined by your assessment. A 'central' first aid kit with smaller portable kits may be required in some cases.
- **Location of kits** - first aid kits should be located close to areas where there is a likely risk of injury/illness occurring. They should be clearly visible and easily accessible. First aid kits must be provided for persons working in remote areas or in vehicles where access to accident and emergency services may be limited.
- **Signs** - the first aid kit should be clearly identifiable, with a white cross on a green background prominently displayed on the outside.
- **Information** - a list of contents should be provided with the kit. Names and locations of trained first aiders should also be displayed, along with relevant telephone numbers, including 000.
- **Management** - The first aid kit should be managed by a trained first aider. This person should be responsible for assessing kit requirements, checking and replenishing contents, and ensuring kits are available and not locked whenever employees are at work.



All workplaces must have at least one first aid kit, appropriate for the site or place of work. Construction sites have specific requirements that are set out in *Appendix 2*.

What is your system for maintaining first aid records?

Personal information about the health of an employee is confidential. Development of a recording and reporting system for first aid must keep this in mind.

Such a system should be integrated with other incident and accident reporting systems in the workplace, in particular with the register of injuries required by workers compensation laws. This could be co-ordinated by a management representative.

The first aid report form should be filled out by the trained first aider and include information on:

- date, name, time;
- description of symptoms;
- the treatment provided;
- any referral arrangements (e.g. ambulance, hospital, medical service).

Forms should be located at, or close to, first aid stations. The original copy of the first aid record should be retained in a secure location within the workplace. If a person is transferred to a hospital or medical service, a copy of the first aid record should accompany them. Employees should be given a copy of their first aid record, and must have access to it on request.

In summary, the first aid plan should state:

- Number of first aiders needed to cover all areas and shifts; including names and contact details.
- Specific training requirements for first aiders.
- Response procedures.
- First aid facilities requirements and management (including first aid room and kits).
- First aid recording and reporting system.
- Important contact numbers e.g. 000, Poisons Information Centre, local hospitals/clinics.



In accordance with Section 63 of the Workplace Injury Management and Workers Compensation Act 1998, an injury register must be maintained. Confidentiality of employee information should be ensured.



Who needs to know about your first aid plan?

Trained first aiders need:

- Written procedures (in the form of a first aid plan) to ensure they understand their specific first aid responsibilities, and area/times of coverage.
- Regular first aid in-services to update knowledge, and discuss aspects of the first aid plan.

Employees

Information about the first aid plan must be provided to employees during their induction, and at regular intervals (at least annually). Language and literacy requirements of employees must be taken into account.

Employees must understand:

- *who to approach* for first aid assistance;
- *what* role they have in the first aid plan (e.g. reporting accidents and incidents to supervisors);
- *where to go* for first aid assistance.

This information may be communicated using a combination of:

- posters or signs in the workplace;
- information sessions or team meetings;
- newsletters, emails or memos;
- induction training.

Up-to-date telephone numbers of first aiders and external emergency organisations (e.g. ambulance, medical clinics, hospitals) should be clearly displayed on notice boards and close to central telephone or communication points.

Managers and supervisors

Managers and supervisors must be familiar with first aid arrangements, and must understand their accountabilities under the first aid plan. They will also play an important part in making sure first aid information is provided to all employees.

Contractors and visitors

Where practicable all people entering the workplace should be provided with essential information about first aid arrangements.



Checking that your first aid arrangements are working

You may already have worked on developing your first aid arrangements. It is important that you know whether or not they continue to meet your expectations – preferably *before* an incident occurs which may find them wanting.

- Build in a periodic review of all of your first aid arrangements, involving the people who have accountabilities under your first aid plan.
- If work practices are modified, or new work practices introduced, review the first aid plan against the assessment factors to ensure it is still adequate.
- Organise a mock first aid emergency to check that your first aid plan works. Check that kits and first aid rooms are accessible and not locked.
- If an incident requiring first aid does occur, evaluate the effectiveness of the first aid provided, and make changes to your first aid plan if necessary.
- If new information is obtained about a previously unidentified hazard, review your first aid provision.



Some frequently asked questions

Q: Can I lock the first aid room/kit?

Rooms and kits must be accessible during working hours although you should establish measures to ensure rooms are not misused and kits are not subject to abuse or pilfering. It is an offence under S21. of the OHS Act to abuse first aid facilities.

Q: Do the provisions in the OHS Regulation 2001 relate mainly to construction sites?

No. The requirements for first aid apply to all workplaces. Construction sites are examples where there might be a high risk environment. A small chemical company, a farm or a saw mill could also have high risk situations requiring specific first aid arrangements.

Q: Are there any Australian Standards I need to be aware of?

Yes. *Australian Standard AS 1319 - Safety Signs for the Occupational Environment* will help you make sure everyone knows where first aid facilities are. *Australian Standard AS 2486 – Resuscitators, Resuscitation Containers and Resuscitation Kits* may also be relevant.

Q: Are first aiders legally liable for the initial treatment they provide?

No. First aiders have no more responsibility than is set out in the employee duties under the OHS Act. If any person hinders the provision of first aid to an injured person at work or refuses a reasonable request for such aid they may be guilty of an offence under the OHS Act.

Q: Should paracetamol and other Scheduled or over-the-counter medications be included in any Workplace Kit or Module?

These are drugs requiring appropriate medical supervision and, despite their ready availability, should only be dispensed by persons with training in the administration of non-prescription medications. Employees should be responsible for carrying and dispensing their own prescribed or over-the-counter medications. These drugs have been shown to be the major source of abuse and pilfering of first aid kits. Accordingly, analgesics should be included in first aid kits only after consultation with employees and when an appropriate management plan is in place.



The most likely questions a WorkCover Inspector will ask about your first aid set-up

- Tell me what sort of injuries or illnesses you have had in your workplace over the last 5 years?
- What kinds of hazards are there in the workplace and what are you doing to protect employees?
- Is anybody trained to administer first aid?
- Where is your first aid kit, and what's in it?
- How many people work on this site, and can they get access to first aid quickly?
- Who is responsible for keeping your first aid arrangements up to date?
- What have you documented in regard to your first aid set-up?
- How do employees (or customers, contractors or visitors) know what to do if there is an injury or illness requiring immediate first aid?



First aid planning checklist

Working out your first aid requirements

- ✓ 1. What type of work is performed? List your work activities that may cause injury.
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- ✓ 2. List the types of injury or illness likely to be sustained. Refer to the Common Hazards Tool for guidance (see page 5).
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- ✓ 3. How many employees or other persons are generally on-site? What is their distribution?
Do any employees have special needs?
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- ✓ 4. How big is your workplace and what is its layout?
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Documenting your first aid plan

- ✓ First aiders – number required to cover all shifts/areas; roster for shifts/areas; contact numbers.

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- ✓ Specific training requirements for first aiders.

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- ✓ Response procedures following an accident - who does what, and in what sequence?

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- ✓ First aid room – requirements, location, who is responsible?

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- ✓ First aid kits – requirements, location, who is responsible?

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- ✓ First aid records – what forms are used, who fills them out, where are they stored?

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- ✓ Communicating your first aid plan – to first aiders, supervisors/managers, employees, contractors/visitors. Consider procedures, induction, signs.

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- ✓ Important contact numbers – 000, medical clinic, hospital, Poisons Information Centre, emergency services.

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Checking that your first aid plan is working


- ✓ Consider when the checks are made, how it is done and who does it.

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First aid planning checklist (Sample)



This is not an exhaustive checklist and is designed to illustrate the approach to planning for first aid.

ASSESSMENT OF FIRST AID REQUIREMENTS	FIRST AID PLAN (CONTROLS)
<p>Type of work performed.</p> <ul style="list-style-type: none"> e.g. Light engineering. Work using drill press, planners and router most risky. <p>Types of injury/illness likely to be sustained.</p> <ul style="list-style-type: none"> e.g. Common hazards are chemicals and machinery. Injuries such as burns and lacerations recorded in last 12 months. <p>Number and distribution of employees.</p> <ul style="list-style-type: none"> e.g. 85 working normal day shift, including 25 working off-site on projects. <p>Size & layout of workplace.</p> <ul style="list-style-type: none"> e.g. 2400 sq metres, single storey. 2 minutes maximum to nearest first aid kit. Off-site workers carry portable kit. <p>Location of workplace.</p> <ul style="list-style-type: none"> e.g. Nearest medical centre 2 kilometres or 5 minutes, nearest hospital 8 kilometres or 15 minutes. 	<p>Number of first aiders needed to cover all areas and shifts within the workplace.</p> <ul style="list-style-type: none"> e.g. Begin with one first aider because you employ more than 25 people as a starting point, and adjust according to assessment. Special arrangements for off-site employees need to be considered. <p>Specific training requirements for first aiders.</p> <ul style="list-style-type: none"> e.g. May need special skills on burns. <p>Response procedures.</p> <ul style="list-style-type: none"> e.g. Nearest worker alerts first aider & management; first aider provides treatment and co-ordinates medical assistance/ambulance. Field staff are to carry first aid kits in cars/trucks. <p>First aid room requirements and management.</p> <ul style="list-style-type: none"> e.g. Decide on need from information in assessment. <p>First aid kit requirements and management.</p> <ul style="list-style-type: none"> Location and number of kits. e.g. Use <i>Appendix 2</i> as a starting point, minimum kit for all off-site employees, type A or B kits for construction plus burns module. <p>First aid recording & reporting system.</p> <ul style="list-style-type: none"> e.g. Forms used, who manages the system. <p>Communicating the first aid plan.</p> <ul style="list-style-type: none"> e.g. Induction, signs, procedures. <p>Important contact numbers.</p> <ul style="list-style-type: none"> e.g. Medical clinic, hospital, Poisons Information Centre, 000.

Appendix 1: Suggested first aid room contents

This is not an exhaustive checklist and is designed to illustrate the approach to planning for first aid. Refer OHS Regulation 2001 for first aid room minimum requirements for certain workplaces.

Furniture & fittings

- Wash basin with hot and cold water supplies.
- Cupboards for storage of medical requirements, dressings and linen.
- Desk, work bench or dressing trolley.
- Telephone.
- Electric power points.
- Lockable filing cabinet for storage of records.
- Suitable seating.
- Couch (waterproof surface) with blankets and pillows.
- Moveable screen, suspended curtain, or a door that can close for privacy needs.

Medical requirements

- Examination table.
- Examination lamp.
- Stretcher, lifting frame or similar device for transporting patients.
- A suitable container for safe disposal of needles or other sharp implements.
- A suitable container fitted with disposable bag or liner for soiled dressings and gloves.
- First aid kit appropriate to the workplace.
- Sufficient supply of soap and disposable towels, trays, gloves and bowls.

Information

- Details of the first aid plan.
- Names and contact numbers for first aiders, and external emergency organisations (e.g. 000, hospitals, Poisons Information Centre, local medical service).
- Current edition of an occupational first aid handbook approved by WorkCover.

Additional items or equipment may also be required, depending on the outcomes of the first aid assessment.

Appendix 2: Prescribed kits (Refer OHS Regulation 2001)

FIRST AID KITS DESCRIPTION OF APPLIANCE OR REQUISITE	CONTENTS FIRST AID KIT		
	A	B	C
Adhesive plastic dressing strips, sterile, packets of 50	2	1	1
Adhesive dressing tape, 2.5cm x 5cm	1	1	-
Bags, plastic, for amputated parts: small	2	1	1
medium	2	1	1
large	2	1	-
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	2	-
Eye pads, sterile	5	2	-
Gauze bandages 5cm	3	1	1
10cm	3	1	-
Gloves, disposable, single	10	4	2
Rescue blanket, silver space	1	1	-
Safety pins, packets	1	1	1
Scissors, blunt/short-nosed, minimum length 12.5cm	1	1	-
Splinter forceps	1	1	-
Sterile eyewash solution, 10ml single use ampules or sachets	12	6	-
Swabs, pre-packed, antiseptic, packs of 10	1	1	-
Triangular bandages, minimum 90cm	8	4	1
Wound dressings, sterile, non-medicated, large	10	3	1
First aid pamphlet (as approved by WorkCover)	1	1	1

First aid kit A - For construction sites at which 25 or more persons work and for other places of work at which 100 or more persons work.

First aid kit B - For construction sites at which less than 25 persons work and for other places of work at which less than 100 and more than 10 persons work.

First aid kit C - For any place of work, other than a construction site, at which 10 or less persons work.

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Fax: (02) 4472 5060

Blacktown

125 Main Street
BLACKTOWN 2148
Phone: (02) 9671 8701
Fax: (02) 9831 8246

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Fax: (02) 6884 2808

Central Coast

3/13 Anzac Road
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Fax: (02) 4353 2373

Goulburn

21-23 Clifford Street
GOULBURN 2580
Phone: (02) 4822 1243
Fax: (02) 4822 1242

Grafton

NSW Government Offices
49 - 51 Victoria Street
GRAFTON 2460
Phone: (02) 6641 5111
Fax: (02) 6641 5100

Griffith

NSW Government Offices
104 - 110 Banna Avenue
GRIFFITH 2680
Phone: (02) 6964 2027
Fax: (02) 6964 1738

Hurstville

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HURSTVILLE 2220
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Fax: (02) 9585 0261

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345 Pacific Hwy
LINDFIELD 2070
Phone: (02) 9936 3000
Fax: (02) 9936 3030

Lismore

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Manchester Unity Building
29 Molesworth Street
LISMORE 2480
Phone: (02) 6622 0088
Fax: (02) 6622 0090

Liverpool

Suite 4, Ground Floor
157 - 161 George Street
LIVERPOOL 2170
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Fax: (02) 9827 8690

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Fax: (02) 6792 3532

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NEWCASTLE WEST 2302
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Orange

74 McNamara Street
ORANGE 2800
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Fax: (02) 6362 8820

Parramatta

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PARRAMATTA 2150
Phone: (02) 9841 8550
Fax: (02) 9841 8490

Port Macquarie

Shops 1 & 2,
Raine & Horne House
145 Horton Street
PORT MACQUARIE 2444
Phone: (02) 6584 1188
Fax: (02) 6584 1788

Shellharbour

134 - 134A Lamerton House
Shellharbour Square
BLACKBUTT 2529
Phone: (02) 4297 3796
Fax: (02) 4296 8914

Tamworth

Shop 20, 341 Peel Street
TAMWORTH 2340
Phone: (02) 6766 2490
Fax: (02) 6766 4972

Lake Macquarie

Shop 2, 33 The Boulevard
TORONTO 2283
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Tweed Heads

Suite 5, 1 Sands Street
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