

Name of Policy	ACU First Aid Policy Statement	
Description of Policy		
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
Description of Revision		

Human Resources Directorate

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1. Preamble

Australian Catholic University is a multi-State/Territory institution. A University-wide National First Aid Policy assists the University in achieving standardisation and application of first aid across each campus. The national first aid policy is established to meet State and Territory OH&S requirements, and comes under the umbrella of the National Occupational Health and Safety policy.

2. Policy Statement

The provision of first aid is a further step by the University in providing for a safe and healthy workplace for staff, student and visitors. To achieve this, the University undertakes the following measures:

- allocation of appropriate support to the provision of First Aid;
- provision of first aid to injured/ill staff members, students and visitors by a qualified person, but not beyond that for which the First Aid Officer is qualified and competent;
- seeing that first aid is administered as soon as reasonably possible following an injury or illness and in accordance with the training undertaken by a qualified First Aid Officer;
- reducing wherever possible the severity of the injury/illness by providing appropriate first aid treatment;
- appropriately recording accidents/incidents and maintaining appropriate statistics on accidents/incidents for each campus and at a national level;
- appropriately investigating accidents/incidents subsequent to them occurring;
- informing and educating staff, students and visitors of their responsibility in relation to first aid; and,
- regularly reviewing the first aid policy and procedures.

The University aspires to ensure that all staff, students, contractors and visitors act responsibly and comply with statutory requirements and all safety policies, standards and guidelines.

3. Standards

This First Aid policy and procedure has been developed to meet the following statutory requirements:

Australian Capital Territory:

Occupational Health and Safety Act 1989
Code of Practice First Aid in the Workplace (1997)

New South Wales:

Occupational Health and Safety Act 2000
Occupational Health and Safety (First Aid) Regulation (2001)

Queensland:

Workplace Health and Safety Act 1995
Workplace Health and Safety (First Aid) Advisory Standard (1999)

Victoria:

Occupational Health and Safety Act 1985
Code of Practice First Aid in the Workplace (1995)

4. Policy Review

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

5. Further Assistance

Any staff member who requires assistance in understanding this policy should consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, she/he should contact the Human Resources Consultant responsible for their campus.