

First Aid



Intent

We maintain the supplies, equipment and expertise to provide a first aid response when necessary.

Responsibilities

Management/their delegate or the health and safety committee will ensure:

- there is sufficient first aid equipment and supplies across the workplace
- kaimahi know and can access the first aid kit(s)
- at least 1 kaimahi is trained to provide first aid
- monitor compliance with this policy.

Kaimahi who are trained in first aid will:

- attend requisite refresher courses
- administer first aid as and when needed.

Requirements

First Aid training

At least one kaimahi for the worksite will be trained in First Aid. They must keep their training up-to-date. Their role will be made known to other kaimahi.

First aid kits

The first aid kit(s) will be clearly marked and placed in an accessible position on-site and in each work vehicle. The names and details of trained First Aid Officers and emergency contact details will be kept in each kit

The first aid kit(s) will be checked regularly to ensure the kit contains a complete set of necessary items. An inventory list will be kept in the kit and signed and dated after each check.

The Health and Safety delegate/officer will consult with kaimahi about the content of the first aid kit(s) to ensure we can provide first aid for the more typical or frequent injuries and illnesses in the workplace.

First aid recordkeeping

The First Aid officer(s) will keep a record of first aid treatments covering:

- date of treatment
- names of people receiving and administering first aid
- first aid supplies used.

Entries in the register and first aid issues will be discussed at team and health and safety hui.

Compliance

Social Sector Accreditation Standards Level 2, Health and safety 1.0–8.0

Health and Safety at Work Act 2015

Helpful links

[Health and safety](#)

[Incident management](#)

Review

Date: 11 January 2020

Next review: by December 2022