

IMPORTANT INFORMATION

To be read in conjunction with the *Approved Code of Practice for Occupational Health and First Aid in the Workplace*

SAFE USE OF PARACETAMOL

In Appendix 1 of the *Approved Code of Practice for Occupational Health and First Aid in the Workplace* (the Code), paracetamol is listed as an item to be included in Occupational First Aid Kits.

Paracetamol, like many drugs, can be dangerous if not taken in accordance with the manufacturer's instructions and/or advice from a doctor or pharmacist. It should be noted that:

- Paracetamol is not listed as a requirement for Basic First Aid Kits (see Appendix 1 of the Code).
- Occupational First Aid Kits should be in the care of appropriately trained first aid personnel (see 4.7 and Appendix 2 of the Code), and only trained first aid personnel should issue paracetamol.

To view the Department of Health and Ageing Therapeutic Goods Administration's fact sheet on the safe use of paracetamol, click on the link below.

<http://www.tga.gov.au/docs/html/paracetco.htm>

For more information on this matter please contact a pharmacist or doctor.

REFERENCES TO THE SA OCCUPATIONAL HEALTH AND SAFETY COMMISSION

References in this Code to the SA Occupational Health and Safety Commission (which no longer exists), should be taken as being a reference to SafeWork SA.

FIRST AID LEAFLETS

The Code refers to the following leaflets previously issued by the SA Occupational Health and Safety Commission:

- First Aid Instructions
- First Aid - Eye Injuries
- First Aid - Burns
- First Aid - Remote areas.

These leaflets have been replaced by SafeWork SA's publication called *Use of your First Aid Kit*. To obtain a copy of this publication visit:

- SafeWork SA's website http://www.safework.sa.gov.au/uploaded_files/firstaidkit.pdf

or

- SafeWork SA's bookshop, located at 100 Waymouth Street, Adelaide, or telephone (08) 8204 8881 or (08) 8204 8882. Alternatively you can email the bookshop at bookshop@safework.sa.gov.au

REVISED CODE

The Code is currently under review and it is anticipated that the revised code will be released for public comment in late 2007.

FURTHER INFORMATION

For more information contact SafeWork SA on 1300 365 255 or (08) 8303 0400 for mobile and interstate callers.

CODE OF PRACTICE FOR OCCUPATIONAL HEALTH AND FIRST AID IN THE WORKPLACE

OCCUPATIONAL HEALTH, SAFETY AND WELFARE ACT, 1986

Notice of Approval of a Code of Practice

Notice is hereby given that pursuant to subsection 63 (1) of the Occupational Health Safety and Welfare Act, 1986, the following Code of Practice for Occupational Health and First Aid in the Workplace is an approved code of practice. The code of practice shall have effect from 1 November 1991.

SOUTH AUSTRALIAN GOVERNMENT

CODE OF PRACTICE

FOR

OCCUPATIONAL HEALTH AND FIRST AID

IN THE WORKPLACE



FOREWORD

This is an approved code of practice.

The term approved code of practice has a particular meaning under the South Australian Occupational Health, Safety and Welfare Act, 1986.

An approved code of practice provides minimum standards of health and safety and is designed to be used in addition to the Act and regulations. In proceedings for an offence against the Act where it is proved that a person failed to comply with a provision of a relevant approved code of practice, the person shall be taken to have failed to exercise the required standard of care, in the absence of proof to the contrary (Section 63a of the Act).

Thus, a code of practice provides practical guidance on how a particular standard of health and safety can be achieved. It describes the preferred methods or courses of action for achieving this standard of health and safety.

However, an approved code of practice allows the flexibility to show that an equivalent or better standard of health and safety is achieved by alternative action. An approved code of practice is therefore different from a regulation where the responsible person must meet the specific requirement of the regulation.

In summary, an approved code of practice:

- provides practical guidance;
- should be followed unless there is another solution which achieves the same or a better standard of health and safety;
- can be used to support prosecution.

This approved code of practice also includes some references to obligations imposed by an Act of Parliament or regulation. These obligations are preceded by the word "shall". Failure to observe these obligations is an offence against the Act or regulation.

Preferred methods or courses of action are preceded by the word "should". There is an obligation to follow the preferred method or course of action unless there is another solution which achieves the same or a better standard of health and safety.

A code of practice approved by the Minister comes into operation on the day on which the notice of approval is published in the *South Australian Government Gazette*, or on such later day as may be specified in the notice.

Codes of practice are approved by the Minister, following a recommendation from the South Australian Occupational Health and Safety Commission. This commission is made up of employer, union, expert and government representatives who jointly consider proposals for codes of practice taking into account public comment on the draft code.

Codes of practice developed by other organisations, such as the National Occupational Health and Safety Commission or the Standards Association of Australia, are not approved codes of practice within the meaning of the South Australian Occupational Health, Safety and Welfare Act, 1986, unless they have been approved and gazetted in accordance with the Act. While they do not have the particular status of an approved code of practice, they do provide explanation and advice about the prevention of hazards and may be taken into account in prosecution, for the purpose of determining what action was reasonably practicable. They should therefore be considered as an important source of information and guidance.

This code of practice is modelled on the Victorian "First Aid in the Workplace Code of Practice, 1988". Their code of practice was developed by a tripartite committee over a period of time. Some of the clauses are identical. However "Occupational Health and First Aid in the Workplace" reflects the amalgamation of previous regulations which existed in South Australia since 1975, into one new code of practice.

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1. INTRODUCTION

TITLE

- 1.1 This code of practice may be cited as the Approved Code of Practice for Occupational Health and First Aid in the Workplace.

AUTHORITY

- 1.2 This code of practice is approved pursuant to Section 63 of the Occupational Health, Safety and Welfare Act 1986 (the Act) and shall have effect from 1 November 1991.
- 1.3 Under the general duty of care, Section 19(1) of the Act requires the employer to "provide and maintain so far as it is reasonably practicable, a safe working environment" and "adequate facilities of a prescribed kind for the welfare of employees at any workplace ...". Under the Occupational Health, Safety and Welfare (Health and First Aid) Regulations, 1991, for the purposes of Section 19 (1) (b) of the Act, occupational health and first aid facilities are prescribed facilities.

PURPOSE

The purpose of this code of practice is to provide practical guidelines for the provision of occupational health and first aid services in the workplace.

2. DEFINITIONS AND INTERPRETATION

2.1 In this approved code of practice:

"First aid personnel" means those holding current approved first aid qualifications.

"First aid service" means a service which has as its main objectives the provision of emergency and appropriate treatment for persons suffering illness or injury at work.

"Occupational health nurse" means a registered general nurse.

"Occupational health service" means a service that has essentially preventive functions and is responsible for:

- (a) advising on the requirements for establishing and maintaining a safe and healthy working environment which will facilitate optimal physical and mental health in relation to work;
- (b) promoting the adaptation of work to the capabilities of workers in the light of their physical and mental health;
- (c) providing vocational rehabilitation, health surveillance and first aid or emergency treatment.

TYPE OF WORKPLACE

2.2 In this code of practice some workplaces, "group A", have lesser requirements in regard to the provision of occupational health and first aid services than "other workplaces". The "group A workplaces" are workplaces where the principal activity is:

- (a) consultancy, clerical, counselling or related work;
- (b) retail sale (including auction), or the hiring or leasing of goods;
- (c) storing or display of goods; or
- (d) provision of food, drinks or accommodation.

2.3 These workplaces include but are not limited to offices, banks, libraries, community health centres, retail shops, restaurants and hotels.

2.4 The "other workplaces" are all the workplaces which are not "group A". They include but are not limited to construction sites, universities, mines or quarries, hospitals, schools and factories.

3. ESTABLISHING WHAT IS APPROPRIATE

3.1 The facilities and personnel appropriate for the provision of the relevant service should be determined having regard to the:

- (a) size and layout of the workplace;
- (b) location of the workplace;
- (c) number and distribution of employees, including shift work arrangements;
- (d) nature and hazards of the work;
- (e) known occurrences of accidents or illnesses;
- (f) distance from the workplace to the nearest available and appropriate medical or occupational health services.

3.2 Having regard to each of the points outlined in 3.1, decisions to be made include:

- (a) the content of first aid kits;
- (b) the number and location of first aid kits;
- (c) suitable means of communication;
- (d) suitable transport for the sick or injured;
- (e) employee training and advice on availability of first aid assistance;
- (f) the number and training of first aid personnel;
- (g) first aid rooms and their contents;
- (h) occupational health centres and staff;
- (i) the languages in which information should be provided.

3.3 First aid facilities appropriate to the hazards of the operations conducted should be readily available. Facilities should be determined following consultation with occupational health, safety and first aid personnel, employees, and their elected health and safety representatives. Refer to Appendix 9 for a Checklist.

3.4 In those workplaces where there are occupational health services able to provide rapid response, depending on the nature of hazards and the degree of risk, it may not be necessary to provide first aid kits on site. Flexibility is provided for employers who have a fulltime occupational health centre in the charge of a medical practitioner or an occupational health nurse. In these cases it is expected that the first aid arrangements will be made by the doctor or occupational health nurse in charge.

3.5 Appropriate white on green safety signs should be provided to identify and locate first aid facilities. Refer to Appendix 1.

4. FIRST AID KITS

- 4.1 The minimum contents of a first aid kit and its container are detailed in Appendix 1.
- 4.2 Additional modules should be added where specific hazards exist. (eg use of hazardous chemicals. machinery or equipment). Refer to Appendix 1 for contents of additional modules and to Appendix 9 for a Checklist. Refer also to clause 4.4 (f).
- 4.3 Where a specific hazard exists, such as cyanide or pesticides, arrangements should be made to ensure prompt access to appropriate emergency or medical services with the capacity and facilities to deal with that hazard.
- 4.4 First aid kits should be provided, maintained and located by the employer to ensure that:
- (a) at least one kit is provided where an employee or a group of employees do not have timely access to occupational health services, due to distance, location, casual or shift work;
 - (b) in group A workplaces at least one first aid kit is provided for each 100 employees, or part thereof. Where there are 50 or less employees at such a workplace the type of kit to be provided is a Basic First Aid Kit.
Where there are more than 50 employees the appropriate type of kit is an Occupational First Aid Kit. (Refer to Appendix 1, clause 6 for contents);
 - (c) in all other workplaces at least one first aid kit is to be provided for each 50 employees, or part thereof. Where there are 25 or less employees at such a workplace the type of kit to be provided is a Basic First Aid Kit.
Where there are more than 25 employees the appropriate type of kit is an Occupational First Aid Kit. (Refer to Appendix 1, clause 6 for contents);
 - (d) for employees with a regular workplace, the maximum distance between the employee's usual work station and the nearest kit is 100 metres, subject to the requirement for specific hazards in 4.4(f);
 - (e) at least one kit is provided on each alternate level of a multi level workplace, subject to the requirements in 4.4(f);
 - (f) there is immediate access to appropriate facilities in areas of specific hazard, such as:
 - chemicals-(eg. corrosives, cyanide, hydrogen fluoride, pesticides);
 - machinery or equipment-(eg. logging, mining, minerals exploration);
 - (g) all employees with variable or mobile workplaces have access to a kit. In determining reasonable access and facilities, refer to Section 3. A small personal kit may be appropriate for individuals travelling by foot or non-motorised transport. Consideration should be given to the degree of isolation of the workplace.
- 4.5 First aid kits should be located so as to be clearly accessible to employees and the location signed so as to be clearly visible to all concerned. Refer to Appendix 1.
- 4.6 Basic First Aid Kits should be in the care of a responsible person.
- 4.7 Occupational First Aid Kits should be in the care of first aid personnel. Refer to Appendix 2.
- 4.8 It is the employer's responsibility to ensure that first aid kits are regularly maintained and that replacement stocks are available.
- 4.9 The facilities provided in first aid kits should only be used for the treatment of injuries in the workplace.

5. EMPLOYEE AWARENESS

- 5.1 All employees should be provided with practical instruction in:
- (a) the nature of first aid facilities in the workplace;
 - (b) the location of first aid kits;
 - (c) the names and work locations of person/s responsible for rendering first aid;
 - (d) the procedures to be followed when first aid is required.
- 5.2 This instruction should occur when:
- (a) an employee first becomes employed;
 - (b) there is a significant change in the personnel, workplace, nature or type of duties performed.
- 5.3 Clearly legible notices should be displayed in prominent positions so that all employees are aware of:
- (a) the location of the nearest kit;
 - (b) the name/s of the person/s responsible for rendering first aid.
- 5.4 All employees should be advised and kept aware of first aid requirements in regard to specific hazards in the workplace.

6. FIRST AID SERVICES

- 6.1 In small workplaces and workplaces where there is a specific hazard a first aid service may be needed.
- 6.2 First aid services consist of first aid personnel and first aid facilities.
- 6.3 First aid personnel should be responsible for rendering first aid.
- 6.4 Employers should ensure that:
- (a) in any workplace first aid personnel are immediately available and/or on call at all times when employees are at work, **subject** to the requirements of 6.4(c) to 6.4(f) inclusive;
 - (b) in any workplace where a specific hazard exists, (eg hazardous chemicals, machinery or equipment) first aid personnel are made aware of that hazard and its possible effects, and are trained appropriately;
 - (c) for an employee or group of employees where timely access to appropriate medical or occupational health services is restricted due to casual or shift work, distance or location, at least one first aid person is provided for each group or subgroup, depending on the specific hazard. Refer to Appendix 2 for recommendations;
 - (d) in Group A workplaces (refer clause 2.2), at least one first aid person is provided where there are more than 50 employees. Where there are more than 100 employees refer to Appendix 2 for ratios of additional first aid personnel;
 - (e) in all other workplaces (see clause 2.4), where there are no specific hazards, at least one first aid person is provided where there are more than 25 employees. Where there are more than 50 employees refer to Appendix 2 for ratios of additional first aid personnel;
 - (f) records of all first aid treatments are retained for 3 years, unless other specific requirements apply under the Act.
- 6.5 Approved levels of training are detailed in Appendix 3.
- 6.6 The functions of the first aid personnel should be according to their training levels (refer Appendix 3).

7. FIRST AID ROOMS

- 7.1 In large workplaces and workplaces where there is specific hazard, a first aid room may be needed.
- 7.2 The minimum size and facilities of the first aid room are detailed in Appendix 4. Additional space and equipment may be provided.
- 7.3 In Group A workplaces (refer clause 2.2), where the employer has more than 400 employees at the workplace at any one time, at least one first aid room should be provided.
- 7.4 In all other workplaces, where more than 150 employees are at the workplace at any one time, at least one first aid room should be provided.
- 7.5 Each first aid room and its contents should be the responsibility of a first aid person who holds a current, approved Occupational First Aid certificate (refer Appendix 3), except where this room is part of an occupational health centre.

8. OCCUPATIONAL HEALTH CENTRES

- 8.1 In larger workplaces, workplaces where there is a specific hazard and organisations where there is a scattered work force, an occupational health centre may be needed. Occupational health centres may be organised as a service for a single employer or as a group service common to a number of employers.
- 8.2 The minimum size and facilities of an occupational health centre are detailed in Appendix 5. Additional space and equipment may be provided.
- 8.3 In Group A workplaces (refer clause 2.2), where the employer has more than 600 employees at the workplace at any one time there should be a health centre.
- 8.4 In all other workplaces where there are more than 300 employees at the workplace at any one time at least one health centre should be provided.
- 8.5 Each health centre and its contents should be the responsibility of an occupational health nurse/s (refer Appendix 6).
- 8.6 Health centres in some workplaces should be supported by a registered medical practitioner (refer Appendix 6).
- 8.7 It is desirable for health centre professional staff to have post-graduate education (refer Appendix 6). This should be a post-registration qualification relevant to the field of employment.
- 8.8 The functions of an occupational health centre include the provision of treatment as well as preventive services, as part of the organisation's overall occupational health service (refer Appendix 7).

APPENDIX 1

FIRST AID KITS

1. With reference to clause 4.1 of the code the following are the minimum requirements for a first aid kit.

CONTAINER

2. The container should:
 - (a) be constructed of impervious material, be dustproof and of sufficient size to adequately house the contents prescribed, preferably with separate internal compartments;
 - (b) be capable of being sealed and be fitted with a carrying handle: it should never be locked;
 - (c) be marked on the outside with a sign coloured white on green with the words "FIRST AID" and/or a symbol as illustrated in Figure One;
 - (d) have attached to the inside of the lid the first aid items listed in this Appendix, emergency telephone numbers and the extension number and location of the nearest first aid personnel (including appropriate details for mobile employees);
 - (e) be kept clean.

LOCATION

3. The first aid kit should be located in a prominent and accessible position. The location should be identified with a suitable sign as illustrated in Figure One.
4. A person who is required to carry a first aid kit in a mobile workplace should ensure that the kit is safely located in the vehicle, is accessible and is ready for use.

CONTENTS

5. The contents should be replenished as soon as practicable after use and regular checks made that the contents are as listed and have not deteriorated.
6. The basic minimum requirements for first aid kits follow:

Contents	Basic First Aid Kit	Occupational First Aid Kit
Gauze pieces 75 mm x 75mm, sterile packets containing 5	5 pkts	20 pkts
BPC wound dressings No. 15	1	2
Wound dressings sterile, non-adherent, small	3	12
Wound dressings sterile, non-adherent, large	1	3
Eye pads, sterile, individually wrapped	-	4
Conforming cotton bandages, 50 mm	3	6
Conforming cotton bandages, 75 mm	3	6
Conforming cotton bandages, 100 mm	1	6
Triangular bandages (minimum width 90 mm)	2	6
Non-stretch adhesive tape, 25 mm x 2 m rolls (hypo-allergenic)	1	1
Adhesive dressing strips, independently wrapped, minimum quantity	50	100
Paracetamol tablets	-	24
Disposable wound cleaning swabs (1% Cetrimide BP)	10	25
Povidone-iodine 10% solution	15 ml	2x15 ml
Cotton-tipped applicators	-	50
Disposable latex gloves	5 prs	10 prs
Disposable eye wash (holding at least 30 ml)	-	5
Approved resuscitation face mask *	1	1
Scissors (sharp/blunt points)	1	1
Splinter forceps	-	1
Splinter probe/remover	1	1
70% alcohol swabs (ethanol or methanol) (for instrument disinfection)	10	25
Safety pins	5	10
Recording book and pencil for recording injury and illness first aid	1	1
Leaflet, <i>First Aid Instructions</i> (issued by WorkCover Corporation)	1	1

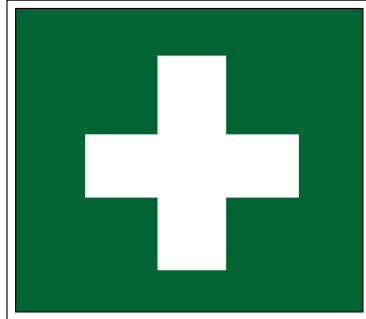
* Persons using an approved resuscitation face mask should have received recent training in its use.

7. In workplaces where there are specific hazards additional equipment may be required.

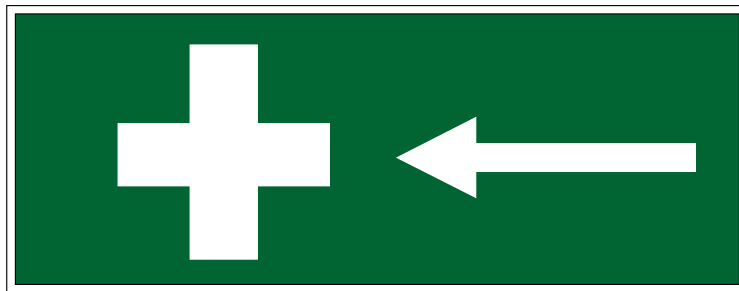
Figure One

Examples of suitable first aid signs.

Symbolic First Aid Sign - white cross on green background



Symbolic First Aid Sign to indicate direction to First Aid — white cross and arrow on green background



English text

First Aid Sign



Note: Signs may be constructed to suit individual requirements. All signs should comply with Australian Standard AS 1319— *Safety Signs for the Occupational Environment*.

ADDITIONAL MODULES

8. Additional modules should be provided where specific hazards exist in the workplace.

9. Eye Module

This module should be added to all first aid kits, and to first aid rooms in any workplace where:

- (a) chemicals (corrosives) are handled (solids, liquids and gases);
- (b) spraying, hosing or abrasive blasting operations are carried out;
- (c) there is any possibility of flying particles;
- (d) welding, cutting or machining operations are conducted;
- (e) the wearing of eye protection is recommended.

Contents	Quantity
Leaflet, <i>First Aid - Eye Injuries</i> (issued by WorkCover Corporation)	1 set
Disposal eye wash (holding at least 30 mls)	4
Surgical Spears (Strolls Wedges) on applicator sticks (disposal packets of 2)	4 packets
Sterile eye pads (individually wrapped)	4
Non-stretch adhesive tape - (hypo-allergenic- 1.25 cm wide)	1 roll
Absorbent tissues	Travel pack of 10

Remarks

- This module provides improved facilities for treating eye injuries. It does not replace the need for general eye wash facilities in a workplace where specific hazards exist.

10. Burns Module

Module This module should be added to all first aid kits and first aid rooms in any workplace where there is a possibility of a person sustaining a burn. Such places include those where the specific hazards are:

- (a) heat;
- (b) flammable liquids;
- (c) chemicals (corrosives-solids and liquids); and
- (d) non-ionizing radiation (eg ultraviolet light, microwaves and laser beams).

Contents	Quantity
Leaflet, <i>First aid - Burns</i> (issued by WorkCover Corporation)	1 set
Assorted size burns dressings (according to the specific hazards of the workplace)	6

Remarks

- Cold water and clean sheeting should be available.
- Whole body burns dressings may be appropriate.
- This module provides improved facilities for treating burns. It does not replace the provision of drench showers where these are requirements under other regulations or codes.

11. Remote Area Module

This module should be additional to all first aid kits or first aid rooms, where a workplace is remote from available medical services.

Contents	Quantity
Leaflet, <i>First aid - Remote areas</i> (issued by WorkCover Corporation)	1 set
Sunblock cream/Lotion SPF15+	1
Independently wrapped antiseptic impregnated gauze dressings	6
Disposable eye wash (holding at least 30 ml)	6
Heavy duty crepe bandages 7.5 cm	3
Disposable wound cleaning swabs (1% Cetrimide BP)	12
Triangular bandages (minimum width 90 mm)	4
Independently wrapped combine dressings (20 cm x 20cm)	2
BPC wound dressings (No.15)	2
Aluminium sulphate 20% (eg. Stingose) gel or other packs	2
Disposable latex gloves	4-6 prs

Remarks

- These are the minimum quantities recommended. Additional amounts may be added depending on the circumstances, isolation or frequency of use.
- Optional extras are:
 - water purification tablets;
 - anti-diarrhoea tablets/mixture;
 - an approved resuscitation face mask (persons using an approved resuscitation face mask should have received recent training in its use).

APPENDIX 2

FIRST AID PERSONNEL

1. With reference to clause 6.4, the minimum numbers and ratios of additional first aid personnel to employees should be:

No. of employees present at the workplace at any one time	1-25	26-50	51-100	101-150	151-200	<i>More than 200 employees</i>
Group A workplaces (refer Clause 2.5.1)	0	0	1	2	2	1 additional first aid person on basis of ratio 1:100
All other workplaces	0	1	2	3	4	1 additional first aid person on basis of ratio 1:50

2. These numbers of personnel may need to be increased, depending on:
- the size and layout of the workplace;
 - the location of the workplace;
 - the number and distribution of employees including casual and shift work arrangements;
 - the nature and specific hazards of the work;
 - known occurrences of accidents or illnesses;
 - the distance from the workplace to the nearest available and appropriate occupational health or medical services.

APPENDIX 3

FIRST AID TRAINING

1. With reference to clauses 6.3, 6.6 and 7.5, approved levels of first aid training are:
 - (a) **Senior First Aid Certificate** - for persons designated as responsible for rendering first aid. Refer Appendix 2.
 - (b) **Occupational First Aid Certificate** - for persons responsible for a first aid room.

TRAINING CRITERIA

2. First aid training courses should be provided by authorities approved Department for Administrative and Information Services - Workplace Services.
3. The course objectives should be in accordance with the accepted and recommended practices of the Australian Resuscitation Council where appropriate.
4. Training instructors should hold current accreditation issued by approved national authorities.
5. Both the approved authorities and the training instructors should be subject to periodic review every 3 years.
6. Courses may be conducted either centrally, or on site where suitable training facilities exist.
7. Senior First Aid certificates and Occupational First Aid certificates are valid for a period of three years. After three years an additional refresher course is required to maintain the certificates as current. Annual refresher courses in cardio-pulmonary resuscitation are desirable in accordance with Australian Resuscitation Council Policy Statements 9.1 and 5.3.3.
8. The subject areas listed in the Course Objectives section for each level of training are the minimum requirements for both initial and refresher courses. Refresher courses may be shorter, provided the course objectives are achieved. Additional subjects may be included where appropriate.
9. Consideration should be given to partially literate participants, or those for whom English is not the first language, eg., an oral examination or translated examination paper, provided that there is no compromise of course standards. Similar consideration may be necessary for a person with a physical disability.

SENIOR FIRST AID CERTIFICATE

10. **Prerequisites**
None required.
11. **Duration**
18 hours minimum.
12. **Summary of Objectives**

At the completion of the course, participants will be able to:

- (a) assess any emergency situation;
- (b) assess and determine the priorities of first aid management;
- (c) describe the correct procedure to summon appropriate assistance including ambulance transport;
- (d) demonstrate a method of systematic assessment of a sick or injured person, plus appropriate referral procedures;
- (e) demonstrate the requirements for maintenance of records of all first aid treatments given;
- (f) demonstrate the appropriate use of the contents of the approved first aid kits detailed in Appendix I;
- (g) demonstrate the reduction of cross-infection risks;
- (h) demonstrate efficient cardio-pulmonary resuscitation procedures in accordance with the Australian Resuscitation Council Policy Statements 9.1 and 5.3.3;
- (i) describe the recognition and initial first aid management of a range of workplace illnesses and injuries.

OCCUPATIONAL FIRST AID CERTIFICATE

13. Prerequisites

Current Approved Senior First Aid Certificate.

14. Duration

30 hours minimum.

15. Summary of Objectives

At the completion of the course, participants will be able to:

- (a) demonstrate adequate knowledge, skills and attitudes necessary to provide competent emergency care for the victim of illness or injury at work;
- (b) outline the recognition, first aid assessment steps and referral options for a range of symptoms and signs which warrant medical assessment;
- (c) describe, and where possible, demonstrate an efficient system for assessing recognising and managing a range of major injuries;
- (d) demonstrate efficient cardio-pulmonary resuscitation procedures in accordance with the Australian Resuscitation Council policies, including the use of:
 - an approved resuscitation face mask;
 - bag and mask units;
 - oxygen cylinders, regulators and flow-meters;
 - approved positive pressure resuscitation equipment;
- (e) describe and demonstrate the principles of safe manual handling and lifting techniques;
- (f) describe the characteristics, first aid and referral measures for major and minor wounds;

- (g) explain and demonstrate the basic concepts of asepsis and antisepsis, including the use of disposable gloves;
- (h) demonstrate the preparation and application of appropriate dressings to wounds, including referral to medical aid;
- (i) identify sources of State legislation, regulations, standards and codes of practice relevant to occupational first aid;
- (j) identify and describe the legal and ethical aspects of confidentiality of records or other issues for occupational first aid personnel.

APPENDIX 4

FIRST AID ROOMS

1. With reference to clause 7.2, the following represents the minimum requirements for a first aid room. In workplaces where there are specific hazards additional space and emergency equipment may be provided.

FIRST AID ROOM REQUIREMENTS

2. A first aid room should:
 - (a) be suitably located and have convenient access for transportation of those ill/injured;
 - (b) be well lit and ventilated;
 - (c) be readily accessible to toilet accommodation;
 - (d) have a minimum floor area of 14 square metres; and
 - (e) have an entrance clearly marked "FIRST AID".

FIRST AID ROOM CONTENTS

3. The following items should be provided:
 - (a) an Occupational First Aid Kit (refer Appendix I);
 - (b) sink and wash basin with hot and cold water supply;
 - (c) soaps, nail brush and disposable paper towels;
 - (d) work bench and/or dressing trolley;
 - (e) lockable cupboard for storage of medicines;
 - (f) cupboard for storage of dressings, utensils and linen;
 - (g) soiled dressings container with disposable lining;
 - (h) electric power points;
 - (i) couch with blankets, pillows and sheets and pillow cases;
 - (j) one armchair, two upright chairs and table or desk;
 - (k) telephone and/or emergency call system;
 - (l) portable stretcher;
 - (m) official record keeping facilities.

4. **The numbers of employees to first aid rooms should be:**

<i>No. of employees present at the workplace at any one time</i>	<i>150</i>	<i>400</i>
Group A workplaces (refer clause 2.2)	0	1
All other workplaces (refer clause 2.4)	1	*

* refer Appendix 5, clause 3.

APPENDIX 5

OCCUPATIONAL HEALTH CENTRE

1. With reference to clause 8.2, the following represents the minimum requirements for a health centre. In workplaces where there are specific hazards additional space and equipment may be provided.

HEALTH CENTRE REQUIREMENTS

2. A health centre should:
- (a) be self-contained;
 - (b) be located at ground level where possible in a quiet, clean area that is a safe distance from hazardous operations;
 - (c) be located clear of any general thoroughfare;
 - (d) be conveniently accessible;
 - (e) have an entrance clearly marked "HEALTH CENTRE";
 - (f) have walls, floors and ceilings that are impervious to moisture and easy to clean;
 - (g) have surfaces within the centre that are flat and free of cracks, ledges and sharp angles;
 - (h) have sufficient area as is necessary to accommodate adequately the required facilities and equipment, depending on the needs of the organisation. Options include:
 - (i) treatment room with a floor area of at least 14 square metres. Where a treatment room is required, the health centre shall:
 - have a minimum floor area of 46 square metres,
 - contain at least the room contents specified under Appendix 4 "First Aid Rooms";
 - (ii) separate waiting room;
 - (iii) separate recovery room;
 - (iv) separate office;
 - (v) separate consulting room;
 - (vi) toilet with air lock and wash basin with hot and cold water supply;
 - (vii) store room or adequate storage cupboard.

3. **The numbers of employees to a health centre should be:**

<i>No. of employees present at the workplace at any one time</i>	<i>300</i>	<i>600</i>
Group A workplaces (refer clause 2.2)	0	1
All other workplaces (refer clause 2.4)	1	1

APPENDIX 6

STAFF - OCCUPATIONAL HEALTH CENTRES

OCCUPATIONAL HEALTH NURSES

1. With reference to clauses 8.5 and 8.6 of the code, the minimum numbers and ratios of additional occupational health nurses should be:

<i>No. of employees present at the workplace at any one time</i>	<i>300</i>	<i>600</i>	<i>1000</i>	<i>2000</i>	<i>4000</i>
Group A Workplaces - Occupational health nurse	-	1 F/T	1 F/T	2 F/T	2 F/T
All other Workplaces - Occupational health nurse	1 F/T	1 F/T	2 F/T	2 F/T	3 F/T

F/T = Full time

Refer to clause 2.2-2.4 for an explanation of the different types of workplaces.

MEDICAL PRACTITIONERS

2. With reference to clause 8.6, health centres in some workplaces should be supported by a registered medical practitioner. This applies to workplaces with more than 300 employees where the principal activity is the making, assembling, altering, repairing, testing, renovating, processing, treating, ornamenting, finishing, cleaning or adapting of any article, material, equipment, substance or other product. Factories are the major example of such workplaces.
3. The minimum numbers and ratios of registered medical practitioners to employees should be:

<i>No. of employees present at the workplace at any one time</i>	<i>300</i>	<i>2000</i>	<i>4000</i>
Registered medical practitioner	1 P/T	1 F/T	1.5 or 2 F/T

F/T = Full time

P/T = Part time

4. The numbers of personnel specified in clauses 1-3 of this Appendix may need to be increased, depending on:
 - (a) the size and layout of the workplace;
 - (b) the location of the workplace;
 - (c) the number and distribution of employees including casual and shift work arrangements;
 - (d) the nature and specific hazards of the work;
 - (e) known occurrences of accidents or illnesses.

5. The personnel providing occupational health services should enjoy full professional independence from employers, workers and their representatives, where they exist, in relation to the functions detailed in Appendix 7 ¹

¹Source: ILO Convention No. 161 "Occupational Health Services Convention 1985"
Article 10

APPENDIX 7

FUNCTIONS¹ - OCCUPATIONAL HEALTH SERVICES

1. An occupational health service should be multidisciplinary. The role of the service, the type of staff and their appropriate qualifications should be determined according to the functions performed. The functions should include (in accordance with ILO Convention No. 161) such of the following as are adequate and appropriate to the occupational risks involved in the work of the organisation:
 - (a) identification and assessment of the risks from hazards to health in the workplace;
 - (b) surveillance of the factors in the working environment and working practices which may affect workers' health, including sanitary installations, canteens and housing where these facilities are provided by the employer;
 - (c) advice on planning and organisation of work, including the design of workplaces, and the choice, maintenance and condition of machinery and other equipment and of substances used in work;
 - (d) participation in the development of programmes for the improvement of working practices as well as testing and evaluation of health aspects of new equipment;
 - (e) advice on occupational health, safety and hygiene and on ergonomics and individual and collective protective equipment;
 - (f) surveillance of workers' health in relation to work;
 - (g) promoting the adaptation of work to the worker;
 - (h) contribution to measures of vocational rehabilitation;
 - (i) collaboration in providing information, training and education in the field of occupational health and hygiene and ergonomics;
 - (j) organising of first aid and emergency treatment;
 - (k) participation in analysis of occupational accidents and occupational diseases.

2. The occupational health centre required in some workplaces (see section 8) should be integrated with the overall occupational health service of an organisation and undertake such of the above functions as are appropriate.

Remarks

- Some of these functions are requirements of Sections 19 and 24 of the Act.
- Refer to Division 6.3 - "**Confidentiality of Health Records**" of the Occupational Health, Safety and Welfare Regulations, 1995.

¹Source: ILO Convention No. 161 "Occupational Health Services Convention 1985" Article 5.

APPENDIX 8**ADDITIONAL INFORMATION MAY BE OBTAINED FROM:****WorkCover Corporation**

100 Waymouth Street

ADELAIDE SA 5000

*Telephone: (08) 8233 2222**Or 13 1855**Facsimile: (08) 8233 2466**Toll Free (SA Country only) 1800 188 000**www.workcover.com***Department for Administrative and Information Services**

Workplace Services

Level 3, 1 Richmond Road

KESWICK SA 5035

*Telephone: (08) 8303 0400**Facsimile: (08) 8303 0423**www.eric.sa.gov.au***Regional Offices**

Berri

Telephone

(08) 8595 2199

Facsimile

(08) 8595 2190

Mt Gambier

(08) 8735 1190

(08) 8735 1195

Port Pirie

(08) 8633 0919

(08) 8633 0155

Whyalla

(08) 8646 8151

(08) 8648 8168

Primary Industries & Resources SA (PIRSA) - Mineral Resources

191 Greenhill Road

PARKSIDE SA 5063

*Telephone: (08) 8274 7500**Facsimile: (08) 8272 3503***Australian Red Cross Society**

211 Childers Street

NORTH ADELAIDE SA 5006

*Telephone: (08) 8267 7666**Facsimile: (08) 8267 4993***St John Ambulance Australia**

216 Greenhill Road

EASTWOOD SA 5063

*Telephone: (08) 8274 0331**Facsimile: (08) 8274 0364***Australian Resuscitation Council**

Royal Australasian College of Surgeons Building

Spring Street

MELBOURNE VIC 3000

*Telephone: (03) 9249 1214**Facsimile: (03) 9249 1216***Remarks***Valuable information is contained in Material Safety Data Sheets - for which there are National Occupational Health & Safety Commission (formerly known as Worksafe Australia) guidelines - available from the chemical suppliers.*

APPENDIX 9

CHECKLIST FOR ASSESSING THE REQUIREMENTS FOR OCCUPATIONAL HEALTH AND FIRST AID SERVICES IN THE WORKPLACE

1. How many persons are employed in the workplace? **clause 4.4(b), (c)**
2. Is the workplace isolated? **clause 4.4(a), (g)**
3. What type of workplace is it? **clause 2.2-2.4, 4.4(b), (c) and (g)**
4. What specific hazards are in the workplace? **clause 4.2 or 4.4(f) or Appendix 1**
5. Do you have Material Safety Data Sheets for the particular chemicals in your workplace?
6. Do you have the first aid facilities listed on the Material Safety Data Sheets?
7. What is the distance from the workplace to the nearest available and appropriate occupational health or medical service?
8. What is the incidence of accidents or illness in the workplace?
9. How many first aid kits are needed? **clause 4.4**
10. Are extra modules needed? **clause 4.2, Appendix 1**
11. How many first aid personnel are needed? **clause 6.4, Appendix 2**
12. Is a first aid room required? **clause 7.3, 7.4**
13. Who is responsible for the first aid room? **clause 7.5**
14. Is an occupational health centre required? **clause 8.3, 8.4**
15. What are the staffing requirements for the health centre? **clause 8.5, 8.6, Appendix 6**
16. Has contact been made with the:
 - (a) ambulance service; and
 - (b) nearest available and appropriate occupational health or medical service?