First aid procedure – quick check

Use this checklist in conjunction with the first aid procedure to ensure your workplace is appropriately equipped to deal with incidents resulting in first aid.

The following table lists the tasks that require completion to effectively implement first aid requirements. While overall responsibility lies with the principal/manager, tasks may be delegated for action.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Actions required** | **Principal/manager or delegated officer** | **Action date** |
| Hazard identification (local and specific to workplace) | □ Identify hazards and other information that will inform a first aid  risk assessment. |  |  |
| First aid risk assessment | * □ Complete a [first aid risk assessment](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/first-aid-risk-assessment-template.docx). |  |  |
| Determine first aid controls | * □ Determine the number of first aid officers required. * □ Determine training needs of first aid officers. * □ Schedule training into HSW activities planner.   □ Identify and develop processes/protocols that will assist the workplace to effectively manage its first aid requirements. |  |  |
| Implement first aid controls | □ Identify personnel who are prepared to undertake the first aid officer role.   * □ Record outcomes on the HSW training register.   □ Communicate processes to all staff as part of local induction and regular ongoing training.  □ Allocate first aid resources, responsibilities and communicate these across the workplace.  □ Display contact information – e.g. on the HSW notice board/near first aid kits/and locations identified by the risk assessment process. |  |  |
| Review and improve | □ Determine when inspections of kits, equipment and posters will occur.  □ Include scheduling of first aid inspections onto the HSW activities planner.  □ Review first aid practices in the workplace e.g. after an incident or event and modify as required to ensure relevance and effectiveness.  □ Ensure all first aid kits and facilities are complete, in-date and ready for use. Review of first aid protocols as part of emergency drills or planning to assess effectiveness. Use the [first aid review template](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/first-aid-review-template.doc)  □ Conduct a needs assessment to determine if further training is required  information or resources will assist staff with their duties.  □ Conduct ongoing evaluations of school/workplace first aid management performance and action outcomes accordingly. |  |  |

Where all requirements are yet to be fully implemented, prioritise and:

□ Manage immediately; and/or

□ Assign incomplete tasks to your Management team or HSW Committee/forum; and/or

□ Incorporate actions into your annual safety assessment action plan.

Last review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_