

FIRST AID POLICY

1. PURPOSE

1.1 At Macquarie Grove Homes ('MGH') we consider the workplace health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this policy is to provide a framework for the effective use of first aid facilities.

2. COMMENCEMENT OF POLICY

2.1 This policy will commence on and from 15/11/2021. It replaces all other MGH First Aid Policies (whether written or not).

3. APPLICATION OF THIS POLICY

3.1 This policy applies to employees, agents, volunteers or work experience student and contractors (including sub-contractors and temporary contractors) of MGH, collectively referred to in this policy as '**workplace participants**'. This policy does not form part of any employee's contract of employment, nor does it form any other workplace participant's contract for service.

4. FIRST AID OFFICERS

4.1 MGH first aid officers are:

- Carina Ferguson

5. DUTIES

5.1 All workplace participants have a duty to take 'reasonable care' for their own safety as well as the safety of others while performing their work.

5.2 All workplace participants have the following duties:

- a) take reasonable care for their own health and safety;
- b) take reasonable care not to adversely affect the health and safety of others;
- c) comply with any reasonable instructions given by MGH to allow MGH to comply with its duties; and
- d) co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

6. FIRST AID SUPPLIES

Use of First Aid Supplies

6.1 The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer.

Document Title: First Aid Policy			Authorised by: Carina Ferguson	
Document #: POL011	Version #: 1	Issue Date: 15/11/2021	Revision Date: 15/11/2022	Page 1 of 2

6.2 All illnesses and injuries should be reported to a first aid officer if they involve using the first aid supplies or the first aid room. Employees should also fill out the register of injuries if they are injured at work.

6.3 Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

First Aid Supplies Low

6.4 If a workplace participant notices that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

7. FIRST AID ROOM

Use of First Aid Room

7.1 The first aid room is provided by MGH for the use of workplace participants who are ill or injured. If a workplace participant becomes ill or is injured whilst at the workplace then the first aid room is available for that purpose.

7.2 The first aid room is to be kept locked at all times except when an ill or injured workplace participant is using the room. This reduces the likelihood of theft of or tampering with medications, first aid supplies and equipment.

7.3 The designated first aid officer(s) keep keys to the first aid room. If a workplace participant needs to use the room then they should inform a first aid officer who can allow access to the room and monitor the workplace participant's condition whilst at the workplace.

7.4 Misuse of the first aid room and/or first aid equipment will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

8. WORKPLACE INJURIES

8.1 All injuries that occur in the workplace should be reported to one of the designated first aid officers.

8.2 This enables treatment to be provided if required and enables MGH to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

Variations

MGH reserves the right to vary, replace or terminate this Policy from time to time.

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