

First Aid Policy

Controlled Document – refer to Intranet for latest version

Category: Health and Safety

Date Created: April 2005

Responsibility: Health and Safety Manager

Date Last Reviewed: December 2017

Approval: Chief Executive

Version: 17.1

Purpose

The purpose of this policy is to ensure UCOL follows the first aid requirements within the workplace and meets the requirements of The Health and Safety at Work (General Risk and Workplace Management) Regulation 2016 and WorkSafe’s Guidelines – First Aid for Workplaces – A Good Practice.

Scope

This policy applies to all UCOL staff and students including all sites and vehicles. It covers basic first aid provision, and Automatic External Defibrillators (AEDs).

Responsibility

The Health and Safety Manager has overall responsibility for overseeing the implementation of this policy.

Managers are responsible for managing first aid provisions within their areas and ensure the workplaces they occupy have sufficient coverage as outlined in this policy.

- **Managers or a delegated person will be responsible for keeping their first aid kit stocked according to the checklist within the First Aid Kits. Products can be ordered through the Health and Safety Team’s Portal page.**

Facilities Management staff will

- Ensure all fleet vehicles have a basic first aid kit.
- Establish a checking/replacement process for kits in fleet vehicles.

The Health and Safety Advisor will:

- Manage first aid kit location information and keep this updated on the Health and Safety Team’s Portal page.
- Fulfil any first aid orders which are submitted.
- Ensure Health and Safety Representatives check AED’s in their location once a month and reported back to H & S Advisor.
- Request from St Johns for AED replacement items as required.
- Maintain the list of first aiders on the intranet for staff access, and the H&S Management System to monitor renewals.
- Register staff on first aid courses, when a training form has been completed.

Policy Statements

1. Basic First Aid Kits, stocked with items as recommended by WorkSafe NZ, will be provided from the Health and Safety budget. Some programmes or sections may require more comprehensive items dependent on the nature of the risks in their workplaces. Additional items and their replacements can be ordered through OfficeMax and payment for the extra items is the responsibility of the Faculty or area.
2. UCOL managers and H&S Representatives will:
 - Determine the placement of Basic First Aid Kits to ensure all workers in the workplace have access to them if and when required;
 - All staff should take responsibility to check the first aid kits in their area and maintain supplies in each kit.
 - H & S Representatives to audit First Aid Kits as part of their audit program.
4. UCOL managers will ensure adequate number of workers are trained and available to administer first aid at each workplace. They will provide a list of the names of trained people to the Health and Safety Advisor to be displayed on UCOL's Intranet under Health and Safety – First Aid.
5. To comply with the requirements of 2 and 3 above, managers and health and safety representatives need to have regard to:
 - the nature of the work being carried out at the workplace; and
 - the nature of the hazards at the workplace; and
 - the size and location of the workplace; and
 - the number and composition of the workforce at the workplace.
6. AEDs are provided at:
 - Palmerston North campus HUB Central, wall of Block 6 left of student resource centre.
 - Palmerston North campus Block 10, staff studio.
 - Palmerston North campus Block 9, staff studio.
 - Palmerston North campus Gymnasium Block 6.
 - Whanganui campus Atrium Cafe end
 - Whanganui Student 3rd floor E Block, Science Lab end outside lift.
 - Wairarapa campus Block A, staff administration office.

The AED's will be checked once a month by the Health and Safety Representative for that area who will update the Health and Safety Advisor via e-mail. H & S Advisor will then update spreadsheet to reflect this action.

Relevant Legislation and Guidelines

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- WorkSafe NZ Guidance Notes on providing First Aid Equipment, Facilities and Training

Related Links

[First Aid Kit Standard Content Order Form](#)