

## FIRST AID ASSESSMENT TEMPLATE

You may work with adjacent areas/Schools/Branches e.g. where sharing a floor, if both areas agree.

ASSESSMENT DETAILS		
<b>University of Adelaide – First Aid Assessment</b>	<b>Date of Assessment</b>	
<b>School/Branch</b>		
<b>Location</b> (Building/Floor)		
<b>Assessor(s)</b> (Please print)	<b>Name:</b>	<b>Contact no</b>
	<b>Name:</b>	<b>Contact no</b>

STEP 1: ASSESS THE NATURE OF THE WORKPLACE		
Criteria to be Assessed	Answers	
<b>Is the workplace remote or isolated?</b>  A remote or isolated workplace is isolated from the assistance of other people because of the location, time or nature of the work being done. Assistance from other people includes rescue, medical assistance and emergency services.	<b>Is not remote or isolated</b>  <input type="checkbox"/>	<b>Is remote or isolated</b>  <input type="checkbox"/>
<b>Is the workplace “high risk”?</b>  High Risk is defined in the Code of Practice for First Aid in the Workplace, as any workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Requires ‘Advanced’ first aider(s), in some situations, as a minimum. Examples of workplaces that may be considered high risk are ones in which workers: <ul style="list-style-type: none"> <li>use hazardous machinery (e.g. mobile plant, chainsaws, power presses and lathes)</li> <li>use hazardous substances (e.g. chemical manufacture, laboratories, horticulture, petrol stations and food manufacturing)</li> <li>are at risk of falls that could result in serious injury (e.g. construction and stevedoring)</li> <li>carry out hazardous forms of work (e.g. working in confined spaces, welding, demolition, electrical work and abrasive blasting)</li> <li>are exposed to the risk of physical violence (e.g. working alone at night, cash handling or having customers who are frequently physically aggressive)</li> <li>work in or around extreme heat or cold (e.g. foundries and prolonged outdoor work in extreme temperatures).</li> </ul> Examples of workplaces that may be considered high risk in the University include: Animal house areas; Chemical storage areas; Labs – laser, radiation, medical, science, engineering – includes PC2; Machine workshops; Plant rooms; Quarantine, mortuary and dissection facilities; or any other areas identified by the Head of School/Branch.	<b>Yes High risk</b>  <input type="checkbox"/>	<b>No Low risk</b>  <input type="checkbox"/>

## Appendix A (Page 2 of 3)

Using the results from **Step 1**, use **tables 1 and 2** below to determine the appropriate number and type of first aiders required (First Aider, Advanced First Aider, Occupational First Aider, Remote First Aider).

Before finalising the number of First Aiders required at a workplace, consider if any other factors indicate the need for more than the minimum number of First Aiders e.g. proximity of other First Aiders, nature of activities conducted and the total number of workers in the area.)

**STEP 2: DETERMINE THE NUMBER OF FIRST AID PERSONNEL REQUIRED****WORKPLACE PERSONNEL**

Total workers at the workplace	Remote or Isolated	High Risk	Low Risk
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**FIRST AID PERSONNEL**

Types of First Aiders:	How many First Aiders do you currently have?	How many First Aiders are required to meet the Code? (See table 1 & 2 below)	How many additional First Aiders do you need?
<b>First Aider</b> (Training = Provide First Aid)			
<b>Advanced First Aider</b> (Training – Provide Advanced First Aid, or Health Professional)			
<b>Occupational First Aider</b> (Training = Manage First Aid in the Workplace, or Health Professional)			
<b>Remote First Aider</b> (Training = Provide First Aid in Remote situations)			

**ACTIONS** (Where there is a gap, discuss requirements with your Head of School/Branch (or delegate))

Action(s) required	Who is Responsible
Ensure all First Aiders are recorded on the University <a href="#">First Aid Register</a>	

TABLE 1

NOT REMOTE OR ISOLATED (i.e. North Tce, Waite, Roseworthy and Thebarton Campus)			
High Risk (see definitions)		Low Risk	
No of employees	Minimum number of First Aiders	No of employees	Min. number of First Aiders
For each 25 employees	At least 1 First Aider	For each 50 employees	At least 1 First Aider

TABLE 2

REMOTE OR ISOLATED (examples may include work that is isolated from assistance of other people due to the location, time or nature of the work being done - i.e. a workplace that is over a 20 minute drive from emergency response or medical centre)			
High Risk (see definitions)		Low Risk	
No of workers	Minimum number of First Aiders	No of workers	Min. number of First Aiders
For each 10 employees	At least 1 First Aider (Remote)	For each 10 employees	At least 1 First Aider (Remote)

## FIRST AID ASSESSMENT TEMPLATE

### STEP 3: DETERMINE THE NUMBER OF FIRST AID KITS AND THEIR CONTENTS

Every workplace should have prompt access to:

- at least one First Aid Kit; and
- any other additional first aid modules or items required to appropriately treat all reasonably foreseeable injuries/illnesses that could occur as a result of being at the workplace or as a result of the work performed.

Workplace		Contents (including additional modules – see below)
The number of First Aid Kits held?	The number of First Aid Kits available meets requirements?	The contents of First Aid kits for the Workplace meets requirements?
	Yes / No	Yes / No
If no, action taken		

#### ADDITIONAL MODULES

Ensure consideration is made for additional modules which may be required.

(e.g. nature of the activities conducted at the workplace location/area). Add any of the modules listed below where relevant.

Outdoor Module? Is there risk of insect/plant stings or snake bites?	Remote Module? Is work performed in remote locations?	Burns Module? Is there risk of receiving burns? (e.g. heat, chemical, ultraviolet light)	Marine Module? For boating
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Are Hazardous Chemicals stored or used at this workplace location/area?

- ☐ Yes  
☐ No

Add any additional items to your first aid kit (e.g. as stated in the Safety Data Sheet)

#### Communication – Guidance Note

There is an increased risk of serious injury when work is performed in remote locations due to potential delays in accessing emergency services. For this reason it is very important to ensure that **appropriate emergency communication equipment** is provided and the first aid kit(s) remains adequately stocked.

#### Other comments

Refer to the [First Aid Handbook Chapter](#) when completing this assessment for additional information or contact the [HSW Team](#).

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