Title: Document Number: MQPR 4-4
First Aid Custodian: Safety Manager

Purpose

- To describe MADEC’s management commitment to occupational health and safety
- To ensure that all staff members receive appropriate information, instruction, training and supervision regarding occupational health and safety
- To ensure that people with disadvantages are provided assistance and support enabling them to enjoy the same basic rights and opportunities generally available to all Australians
- To promote MADEC’s quality management system and encourage people with disadvantages to participate in improvement processes

Scope

- All staff members employed at MADEC

References

- Australian Quality Training Framework (July) 2007 Essential Standards for Registration
- Disability Services Act 1986
- Disability Services Standards and Key Performance Indicators 2003, Evidence Guidelines
- Disability Employment Network Services (July) 2007
- First Aid in the Workplace Code of Practice 1995
- Security Services Contract
- South Australian Occupational Health, Safety and Welfare Act 1986
- Victorian Occupational Health and Safety Act 2004

Definitions

Disease – means illness, sickness, ailment, virus, infection, disorder or syndrome

Emergency – any event resulting from internal or external sources which endangers or threatens to endanger the safety or health of any person, or which destroys or threatens to destroy or damage property

Emergency Control Team – staff members responsible for administering the warden system, and plans for the management of emergencies at MADEC

First Aid – a treatment to preserve life and minimise the consequence of injury until help from a doctor or nurse arrives

Hazard – is a source or situation with potential to cause injury, illness or damage to persons, property or the environment

Incident – is an unplanned occurrence that causes or could have caused injury and/or damage to property and or equipment. Incidents range from a near-miss to serious accidents and emergencies

Near Miss / Near Hit – is also an incident but no injury or damage to property has occurred
Occupational Health and Safety – is the condition in which persons are protected from the risk of work injury so far as is practicable in the light of current knowledge through the control of the work environment, machinery and equipment and work behaviour.

Risk – the combination of the frequency, or probability of occurrence, and consequence of a specified hazardous event.

Risk Assessment – the overall process of estimating the magnitude of risk and deciding whether it is tolerable.

Safety Audit – is a management tool to measure the occupational health and safety performance of the organisation, an objective way of determining how well MADEC is performing in occupational health and safety and or identify areas of poor performance within MADEC, analysing the entire occupational health and safety program. During safety audits a Site Hazard Checklist is used as the auditing tool.

Site Hazard Checklist – a vital management tool in recognising existing and potential hazards in the workplace that have the capacity to cause incidents, generally looking at the physical features of the workplace and MADEC’s work practices.

Visitors – include volunteers, contractors, suppliers and persons not classified as staff member or customers.

Workplace – a place, whether or not in a building or structure, where employees or self-employed persons work.

Workplace Inspection – a vital management tool in recognising existing and potential hazards in the workplace that have the capacity to cause incidents, generally looking at the physical features of the workplace and MADEC’s work practices with a view to continuous improvement.

**Acronyms**

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
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<tr>
<td>DES</td>
<td>Disability Employment Services</td>
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<td>DSS</td>
<td>Disability Services Standards</td>
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<td>SM</td>
<td>Safety Manager</td>
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<td>OHS</td>
<td>Occupational Health and Safety</td>
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**Roles and Responsibilities**

**A1** The Safety Manager shall ensure that there are First Aid Officers designated in each of MADEC’s sites and branches.

**A2** First Aid Officers shall:

- **A2.1** Be contacted in the event of an injury or accident.
- **A2.2** Be responsible for assessing the extent of the injury.
- **A2.3** Treat minor injuries with appropriate supplies from the nearest first aid kit.

**A3** First Aid Officers shall contact the Ambulance for injured parties if paramedic attention is deemed necessary.
A4 First Aid Officers shall contact the ambulance if any of the following conditions exist

A4.1 Poisoning
A4.2 Severe bleeding
A4.3 Vomiting blood or passing blood
A4.4 Breathing problems
A4.5 Unconsciousness or altered conscious rate
A4.6 Injuries to the head neck or back
A4.7 Possible broken bones
A4.8 Persistent chest or abdominal pain
A4.9 Severe headache or slurred speech
A4.10 Seizures
A4.11 Any other circumstances that has potential to result in a serious condition

A5 First Aid Officers shall contact the ambulance if

A5.1 They are faced with a crisis they are not able to deal with
A5.2 The injured person has an impaired capacity to make judgement
A5.3 The injured person persistently refuses to follow recommended actions

A6 First Aid Officers shall take steps to protect the injured person and others against possible consequences of their actions by

A6.1 Contacting emergency services against the will of the injured person
A6.2 Physical coercion in the most extreme situations to protect life

A7 First Aid Officers shall complete the Incident- Hazard Report Form (also refer MQPR 4-2) for all accidents, injuries and disease and forward copies to the Safety Manager or delegate

A8 The Safety Manager or delegate shall

A8.1 File the Incident - Hazard Report Form on the person’s file
A8.2 Forward all completed Incidents - Hazard Report Forms to the Corporate Services Manager
A8.3 The Corporate Services Manager shall forward serious reports to the Corporate Management Team to ensure corrective and preventive actions are implemented appropriately

A9 The Safety Manager or delegate is responsible for

A9.1 Informing all staff members of the location of first aid facilities and procedures
A9.2 Maintaining a current list of first aid officers and contact numbers
A9.3 Ensuring that all first aid kits have a current list of first aid officers and contact numbers
A9.4 Providing ongoing training and recruitment of first aid officers (also refer MQPR 3-6)
A9.5 Maintaining a register of all past and present first aid officers
A9.6 Ensuring that first aid kits in all sites and branches are maintained in proper condition
A9.7 Ensuring that the contents of first aid kits are replenished as necessary
A9.8 Coordinating with an independent contractor to ensure replenishment of all first aid kits

Records

Incident - Hazard Report Form
First Aid Officers Register

Associated Quality Documents

First Aid Kit Contents – Vehicles
First Aid Kit Contents – Office
First Aid Kit Contents – Industrial

Authority
Corporate Services Manager

Reviewed By
Custodian of this Procedure