

First Aid *policy & procedure*

1. Purpose

- 1.1 At Subee Pty Ltd ('Subee') 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. Application of this Policy

- 2.1 This policy applies to employees, agents, volunteers or work experience student and contractors (including sub-contractors and temporary contractors) of Subee, 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.

3. First Aid Officers

- 3.1 Subee first aid officers are:
- Subee Registered Nurse Coffs Harbour office & Newlake Registered Nurse Newlake office

4. Duties

- 4.1 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.
- 4.2 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 Subee to allow Subee to comply with its duties; and
- d) co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

5. First Aid Supplies

Use of First Aid Supplies

- 5.1 The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer.
- 5.2 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.
- 5.3 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

- 5.4 If nurses notices that the first aid supplies are low, this should be reported to team leaders so an order can be placed and supplies re-stocked.
- Expiry dates should be checked when using any first aid equipment

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6. First Aid Room

Use of First Aid Room

- 6.1 The first aid room is provided by Subee 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.
- 6.2 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.

7. Workplace injuries

- 7.1 All injuries that occur in the workplace should be reported to one of the designated first aid officers.
- 7.2 This enables treatment to be provided if required and enables Subee 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.

Associated Documents

- Work Place Health and Safety Policy
- Clinical Governance Framework Policy

Workplace participant acknowledgement *I acknowledge:*

- *receiving the Subee Policy;*
- *that I will comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Your
name:

Signed:

Date:

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