



AFP National Guideline on first aid in the workplace

Metadata	
Caption	First aid in the workplace
Document Identifier	HN00048
Description	This guideline outlines the first aid arrangements provided for in all AFP workplaces
Governance Function	Human Resources
Owned by	National Manager Human Resources
Date First Approved	1/08/2002 12:00 AM
Contact Person	Coordinator Health, Safety and Rehabilitation
Date Published	5/03/2007 12:00 AM
Date Modified	6/7/2011
Date Last Reviewed	24/06/2011 12:00 AM
Authorised by	National Manager Human Resources
Date of Next Review	24/06/2013 12:00 AM
Review Notification	'GovernanceHR@afp.gov.au'
Instrument Type	National Guideline
Replaces	HN00048-002
Stakeholders	
Instrument Classification	UNCLASSIFIED

1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

AFP	Australian Federal Police
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3. Definitions

Appointee - is defined in s. 4 of the [Australian Federal Police Act 1979](#)(Cth).

First aid officer - is any employee who has received first aid training in accordance with an AFP first aid risk assessment.

4. Guideline authority

This guideline was issued by National Manager Human Resources using power under s. 37(1) of the [Australian Federal Police Act 1979](#) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This guideline outlines the first aid arrangements provided for in all AFP workplaces, which include:

- an adequate number of competently trained first aid officers
- appropriately resourced and maintained first aid kits, first aid rooms and facilities.

6. Roles and responsibilities

6.1 National Managers/Office Managers

National Managers/Office Managers are responsible for overseeing the integration of risk management practices within their functional and geographical areas. The provision of appropriate first aid arrangements is an extension of this program and part of the [consultative process](#).

National Managers and Office Managers must ensure that:

- risk assessments are conducted for all work areas under their control
- their personnel are provided with appropriate first aid services
- adequate numbers of their personnel are trained and their skill levels are maintained/enhanced as required
- appropriately resourced first aid kits, equipment and facilities are provided in accordance

with the risk assessment findings and workplace consultative processes.

6.2 Managers/Coordinators/team leaders

Managers, Coordinators and team leaders are responsible for initiating a risk assessment of their work areas to determine the required first aid arrangements. They must ensure that:

- an appropriate number of competently trained first aid officers are appointed for work areas under their control
- first aid officers are only appointed once they are trained to the level identified in the relevant risk assessment
- team members are not tasked without appropriate first aid support
- arrangements are undertaken to meet the assessment needs for:
 - first aid officers and training
 - first aid kits, rooms and medical services
 - employee awareness programs
 - guidance on infection control measures and withdrawal of analgesics
 - first aid services for third parties.

6.3 First aid officers

First aid officers must:

- provide first aid to sick and injured AFP appointees, visitors and those owed a duty of care in accordance with the level of the first aid qualification held
- not administer first aid services beyond the level of their training
- avoid risk to themselves and others through adherence to safe procedures in all treatment situations
- remain with a person who is receiving first aid treatment until no further treatment or assistance is required, or until the responsibility for treatment is assumed by professional medical staff (i.e. registered medical practitioner, ambulance service officer, etc.)
- ensure appointees in their area are aware of procedures for obtaining first aid, and the role of the first aid officer
- maintain the currency of their qualification
- maintain and replace first aid equipment and supplies for which they have responsibility
- record treatment details on a '[Record of First Aid Treatment](#)' form and retain as Medical-in-Confidence
- provide details of treatment actions to their area Occupational Health and Safety Coordinator, as required, to assist with data collection for the ongoing risk assessment process.

6.4 All appointees

All appointees must:

- ensure that they do not knowingly cause or increase a risk to the health and safety of themselves or others
- report any situation which is identified as a health and safety risk to their supervisor.

6.5 Occupational health and safety advisers

Occupational health and safety advisers must:

- monitor the implementation of this National Guideline
- provide advice on the National Guideline
- order first aid supplies
- maintain a list of first aid officers and qualifications
- arrange first aid courses
- collate first aid treatment details and provide information to their respective first aid working group(s) to assist with the ongoing risk assessment process.

7. Shift work environments

Where shift work is being performed, appropriate first aid arrangements must be available for the number of persons working each shift, as determined by the relevant risk assessment.

8. Prohibition on analgesics

The AFP will not provide analgesics to appointees and first aid kits **must not** be stocked with analgesics of any kind. This is due to their potential to cause adverse health effects in some people and/or interaction with other prescribed medications.

9. Record keeping

First aid officers must retain a written record of any first aid treatment they provide in the workplace (see s. 6.5 above).

First aid officers must remind appointees of their obligations to advise their team leader of any injury or illness arising from a workplace incident so that a workplace incident report can be completed via *Insight!*

10. Further advice

Any queries relevant to the content of this guideline should be referred to the Coordinator Health, Safety and Rehabilitation.

11. References

- [Australian Federal Police Act 1979](#)