

FIRST AID ASSESSMENT TEMPLATE

ASSESSMENT DETAILS			
University of Adelaide – First Aid Assessment			Date of Assessment
Campus/Site			
Faculty/Division			
Assessor(s)	Name(s):	Contact no(s)	

STEP 1: ASSESS THE NATURE OF THE WORKPLACE		
Criteria to be Assessed	Answers	
<p>Are there workplaces in the Faculty/Division which are defined as “high risk”?</p> <p>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. Examples of workplaces that may be considered high risk are ones in which workers:</p> <ul style="list-style-type: none"> use hazardous machinery (e.g. mobile plant, chainsaws, power presses and lathes) use hazardous substances (e.g. chemical manufacture, laboratories, horticulture) are at risk of falls that could result in serious injury (e.g. construction and stevedoring) carry out hazardous forms of work (e.g. working in confined spaces, welding, demolition, electrical work and abrasive blasting) are exposed to the risk of physical violence (e.g. working alone at night, cash handling or having customers who are frequently physically aggressive) work in or around extreme heat or cold (e.g. prolonged outdoor work in extreme temperatures). <p>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.</p> <p>[Note: Low risk workplaces are where workers are less likely to be exposed to hazards that could result in serious injury or illness (for example offices). Work-related injuries and illnesses requiring first aid are likely to be minor in nature.]</p> <p>Where there is a combination of high and low risk workplaces in the Faculty/Division, <u>determine if:</u></p> <ol style="list-style-type: none"> high risk workplaces will be assessed separately using this template; or the first aid requirements for high risk workplaces or low risk workplaces will apply across the <u>entire</u> Faculty/Division. 	<p>Yes High risk</p> <p><input type="checkbox"/></p> <p><u>List location(s)</u></p> <ul style="list-style-type: none"> <p>Assessed as entirely High risk</p> <p><input type="checkbox"/></p>	<p>No Low risk</p> <p><input type="checkbox"/></p> <p>Assessed as entirely Low risk</p> <p><input type="checkbox"/></p>

STEP 2: ASSESS IF THE NATURE OF THE WORKPLACE AND IF A FIRST AID POINT(S) IS APPROPRIATE

Criteria to be Assessed		Answers	
Has a first aid point/hub(s) been nominated for the Faculty/Division/area which is shared by all occupants of a building or buildings. If Yes – List location(s) of first aid point/hub below		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building	Exact location (e.g. floor, room number etc)		

STEP 3: DETERMINE THE NUMBER OF FIRST AID PERSONNEL AND COMPETENCIES REQUIRED

Using the results from Step 1 and 2, use table 1 below to determine the appropriate number and type of first aiders required. 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.

Note: It may not be practicable to have a first aider available at all times at the workplace.

However, these workers must be able to access first aid assistance, for example by ensuring they are provided with

- an effective means of accessing the emergency services or first aiders; and
- information, instruction and training on how to respond if a serious injury or illness occurs.

WORKPLACE PERSONNEL

Total workers at the Campus/site (headcount)	High Risk	Low Risk
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

TABLE 1

High Risk (see definitions)		Low Risk	
No of workers	Minimum number of First Aiders	No of workers	Min. number of First Aiders
For each 25 workers	At least 1 First Aider	For each 50 workers	At least 1 First Aider

FIRST AID PERSONNEL (Note – The names and locations are available from the University’s [First Aid Register](#))

When considering how many additional First Aiders you need, ensure you have contingency arrangements in place to cover for absences. Ensure if you have a nominated First Aid Point(s)/hub(s) that there are a sufficient number of First Aiders to provide assistance during normal working hours.

How many First Aiders do you currently have?	How many First Aiders are required to meet the Code? (See table 1 above)	How many additional First Aiders do you need?	Level of training required to administer first aid in the workplace. (This will be based on the risks you have identified in your workplace.) Types of First Aiders and training requirements (Refer to Appendix D for guidance.)
			Provide First Aid (Covers the skills and knowledge required to provide a first aid response in a range of situations and workplace settings.)
			Other type(s) of trained first aiders – Please specify
			Totals

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STEP 4: 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?	Burns Module? Is there risk of receiving burns? (e.g. heat, chemical, ultraviolet light)
<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/emergency equipment (list in the table below if applicable)

(This may also include emergency spill kits and antidotes (e.g. calcium gluconate gel for hydrofluoric acid (HF) exposure or contact) that are specified on Safety Data Sheets for specific hazardous chemicals.

Also ensure additional first aid equipment (e.g. emergency eye wash and shower equipment) is accessible to workers.)

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Other items (List in the table below if applicable)

In addition to first aid kits, you should consider whether other first aid equipment is necessary to treat the injuries or illnesses that could occur as a result of a hazard at your workplace. Refer to the [Code of Practice for First Aid in the Workplace Section 3.3](#) and **Appendix E** for guidance and examples.

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Other comments

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Refer to the local [HSW Team](#) for assistance/advice if required.

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