

FIRST AID ASSESSMENT FORMS

April 2011

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1. GUIDELINES FOR COMPLETING FIRST AID ASSESSMENTS

1.1. GUIDELINES TO DETERMINE THE NUMBER OF FIRST AIDERS REQUIRED (ON-CAMPUS ACTIVITIES)

1.1.1. Low risk (*office based areas*)

Incidence of injury/illness: rare

No of employees	Level 2	Total
1 – 100	X 2	2
101 – 200	+1	3
201 –300	+1	4

(Plus an additional first aider every additional 100 employees)

1.1.2. Medium risk (*laboratories containing chemicals/hazardous materials or workshops with machinery/equipment*)

Incidence of injury/illness: 1-2 incidents per month

No of employees	Level 2	Total
1 – 50	X 2	2
51 – 100	+ 1	3
101 –150	+ 1	4

(Plus an additional first aider for every additional 50 employees)

1.1.3. High risk (*laboratories containing chemicals/hazardous materials or workshops with machinery/equipment, Kitchens, medical research facilities*)

Incidence of injury/illness: 1 or more incidents per week

No of employees	Level 2	Total
1 – 20	X 2	2
21 – 40	+1	3
41 – 60	+ 1	4

(Plus an additional first aider for every additional 25 employees)

1.2. GUIDELINES TO DETERMINE THE MINIMUM NUMBER OF FIRST AIDERS REQUIRED (FIELD ACTIVITIES)

1.2.1. Field activities in *urban areas*

Low risk: at least one level 2 first aider

High risk: as per field activities in rural areas

1.2.2. Field activities in *rural areas* (Refer also to 6.3.1 & 6.3.3 Procedures for First Aid)

No of persons	Level 2	Total
1 – 15	X 1-2	1 – 2
16– 29	X 2	2
30 – 39	+ 1	3

(Plus an additional person trained in Level 2 First Aid or higher, for every additional 10 people or part thereof.

1.2.3. Field activities in *remote areas*

No of persons	Level 2	Remote area	Total
1 – 15	N/A	X 2	2
16 – 30	+ 1	X 2	3
31 – 40	+2	X 2	4

(Plus an additional person trained in Level 2 First Aid or higher, for every additional 10 people or part thereof).

- It may be necessary to alter the number and level of qualification of the first aiders required, dependent on the outcome of the first aid assessment.
- Whenever practical, first aiders should not travel in the same vehicle.
- It is recommended that a least one person trained in mental health first aid or an equivalent course attends rural/remote field activities. Information about mental health first aid courses is provided on the [SDU website](#)

1.3. OTHER FACTORS TO BE TAKEN INTO CONSIDERATION

FACTORS WHICH COULD INCREASE THE NUMBERS OF FIRST AIDERS REQUIRED	FACTORS WHICH COULD DECREASE THE NUMBERS OF FIRST AIDERS REQUIRED
<p>No of incidents (past year) Increased number of incidents may indicate need for more first aiders or a change in risk category level. (Check hazard & incident reports)</p>	Decrease in number of incidents.
<p>Number of persons routinely present in workplace Consider staff, students, contractors, visitors, members of public. Open days/conferences may need extra first aid cover (contact OH&S).</p>	
<p>Spread of hours Look at work/study after hours/at night/at weekends. Plan to cover all times.</p>	Security staff are also trained first aiders.
<p>Layout of building(s) Look at the time it takes to get a first aider to a casualty. It is often a good idea to mark up a floor plan with the location of the first aider and look for gaps. High risk multistory buildings may need a first aider on every floor. Scattered work buildings may need a first aider in each building.</p>	Low risk office buildings may only need a first aider on every second floor.
<p>Hazards/health concerns First aiders should be located where there is a significant risk of injury/illness. Where a workplace stores or uses highly toxic chemicals, etc additional first aid facilities may be required.</p>	
<p>Time to medical aid</p>	

As the length of time increases to get medical aid e.g. doctor or hospital, look at increasing the number and level of training of the first aider.	If you have immediate access to a medical clinic or hospital emergency room, the number of first aiders may be able to be reduced. The hours that the service is available should be taken into account when first aid requirements are being calculated.
Availability of first aiders Extra numbers of first aiders may be required when staff are part-time or not always located on a campus. Allowance must also be made for absences due to leave or other reasons.	

1.4. GUIDELINES TO DETERMINE THE NUMBER OF FIRST AID KITS

There must be at least one kit on each alternate level of a multi-level building; and at least one kit on each floor of a high risk multi-level building.

1.4.1. Low risk

Employees	First aid kits
1 – 50	X 1
51 – 100	X 2
101 – 150	X 3
150 – 200	X4
201 – 300	X5

(plus one additional kit for every additional 100 employees)

1.4.2. Medium Risk

Employees	First Aid Kits
1 – 40	X 1
41 – 80	X 2
81 – 120	X 3
121 – 180	X 4
181 – 250	x 5

(plus one additional kit for every additional 80 employees)

1.4.3. High Risk

Employees	First Aid kits
1 – 25	X 1
26 – 50	X2
51 – 100	X3
101 – 150	X4
151 – 200	X5
201 – 250	X6

(plus one additional kit for every 50 employees)

1.4.4. Remote Area

No of persons	First Aid kits
1 – 25 employees	X1 kit *

* Number of first aid kits will also depend on first aid assessment

2. FIRST AID ASSESSMENT FORMS

2.1. ON CAMPUS ACTIVITIES

FIRST AID ASSESSMENT - ON-CAMPUS ACTIVITIES

1. ASSESSMENT FACTORS

Department/School/Unit/Entity:			
Date	Campus	Building No	Floor level(s)
Assessor/s			
NATURE OF HAZARDS			
Hazards:		Describe the hazard:	
KNOWN OCCURANCES OF INJURIES, ILLNESSES AND INCIDENTS			
Nature of incidents resulting in injury, illness: <i>Attach summary incident reports for past 12 months.</i>			
LOCATION, SIZE AND LAYOUT OF THE WORKPLACE			
No of floors:	Access between floors:	Maximum distance to first aid kit:	
Nearest medical service:	Address:		
Time to get to the service:	Walking:	By car:	
Nearest major hospital:	Address:		
Time to get to hospital:	Walking:	By car:	
NUMBER AND DISTRIBUTION OF EMPLOYEES			
Number of persons working in the area <i>(include employees, contractors, students and provide an estimate when more people may be working the area)</i>			
Approx numbers of general public present in the workplace			
Is work required after hours, at night or at weekends? If so provide details.	Refer to OHS procedures for work & study during times when emergency response is limited		

2. OUTCOME OF ASSESSMENT

OUTCOME	
No. of persons potentially exposed	
Potential Injuries/illnesses	
Level of risk. <i>Refer to section 19 Procedures for First Aid</i>	
Risk controls	

3. FIRST AID FACILITIES REQUIRED

(Refer to section 19 Procedures for First Aid)

FACILITIES, RESOURCES	DETAIL
Number of Level 2 first aiders required	
First Aid Kits <i>(number and location)</i>	
Type of kit <i>(e.g. office, high hazard)</i>	
Other first aid modules <i>(eg burns, asthma, cyanide for which additional training is required)</i>	
Location of nearest defibrillator	
Medical oxygen <i>(location, names of first aiders trained)</i>	

4. OUTSTANDING RESOURCES

(If any of the above resources in Item 3 are not in place, please state below the timeframe and person responsible for implementation)

5. SIGN OFF

Signed	
Name (Assessor)	
Signed	
Name (Assessor)	
Date Copy Sent to OHS	

Please ensure you keep a copy for your own records.

2.2. FIELD ACTIVITIES

FIRST AID ASSESSMENT - FIELD ACTIVITIES

1. ASSESSMENT FACTORS

Department/School/Unit/Entity:			
Date	Campus	Specific Location	Duration
Assessor/s			
Off campus activity* (Please circle)	URBAN RURAL REMOTE	low risk	high risk
Date of Activity;			
*Refer definition section 4 - Procedures for First Aid			
NATURE OF HAZARDS			
Hazards:		Describe the hazard:	
KNOWN OCCURANCES OF INJURIES, ILLNESSES AND INCIDENTS			
Nature of incidents resulting in injury, illness. <i>Attach summary incident reports for past 12 months.</i>			
AVAILABILITY OF EMERGENCY ASSISTANCE			
What is the access for emergency evacuation		Maximum distance to first aid kit:	
Nearest medical service	Address:		
Time to get to the service	Walking:	By car:	Kms. (approx)
Nearest hospital with 24 accident and emergency service	Address:		
Time to get to hospital	Walking:	By car:	Kms. (approx)
NUMBER AND DISTRIBUTION OF PERSONS PARTICIPATING			
Number of persons participating in the activity			
Numbers of general public present in the area			
Will participants be working in isolation? If so describe.			

2. OUTCOME OF ASSESSMENT

OUTCOME	
No. of persons potentially exposed	
Potential injuries/illnesses	
Level of risk	
Risk Controls	(Refer to the field trip risk assessment and previous similar trips)

3. FIRST AID FACILITIES REQUIRED

(Refer to sections 6.2 – 6.4 and 7 Procedures for First Aid)

FACILITIES, RESOURCES	DETAIL
Number of first aiders required	
Level of training (e.g. level 2 /Remote)	
First Aid Kits (number and location)	
Can all first aid equipment be transported to the area	
Type of kit (e.g. vehicle, field)	
Other first aid modules (eg burns, asthma, cyanide for which additional training is required)	

4. OUTSTANDING RESOURCES

(If any of the above resources in Item 3 are not in place, please state below the timeframe and person responsible for implementation)

5. SIGN OFF

Signed	
Name (Assessor)	
Signed	
Name (Assessor)	
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3. EXAMPLES OF COMPLETED FIRST AID ASSESSMENTS

3.1. OFFICE BASED AREA

FIRST AID ASSESSMENT - ON-CAMPUS ACTIVITIES

1. ASSESSMENT FACTORS

Department/School/Unit/Entity:			
Date 20/07/2010	Campus Clayton	Building No 100	Floor level(s) 2
Assessor/s Mark Church/Betty Bingham			
NATURE OF HAZARDS			
Hazards:		Describe the hazard:	
Manual handling Stairs		Lifting stationary Trips	
KNOWN OCCURANCES OF INJURIES, ILLNESSES AND INCIDENTS			
Nature of incidents resulting in injury, illness: <i>Attach summary incident reports for past 12 months.</i>			
Sprains & strains x 3 Slips, trips x 2			
LOCATION, SIZE AND LAYOUT OF THE WORKPLACE			
No of floors: 2	Access between floors: Stairs	Maximum distance to first aid kit: 50m	
Nearest medical service	Address: University Health Service on Clayton campus		
Time to get to the service	Walking: 5 min	By car: N/A	
Nearest major hospital	Address: Monash Medical Centre 246 Clayton Rd Clayton		
Time to get to hospital	Walking: N/A	By car: 15 min	
NUMBER AND DISTRIBUTION OF EMPLOYEES			
Number of persons working in the area <i>(include employees, contractors, students and provide an estimate when more people may be working the area.)</i>	170 all staff		
Numbers of general public present in the workplace	10		
Is work required after hours, at night or at weekends? If so provide details.	Refer to OHS procedures for work & study during times when emergency response is limited N/A		

2. OUTCOME OF ASSESSMENT

OUTCOME	
No of persons potentially exposed	All office staff
Injuries/illnesses that may occur	Strains & sprains. Slips/trips
Level of risk. <i>Refer to section 19 Procedures for First Aid</i>	Low risk
Risk controls	Manual handling risk assessments training. Signage

3. FIRST AID FACILITIES REQUIRED

(Refer to section 19 Procedures for First Aid)

FACILITIES, RESOURCES	DETAIL
Number of Level 2 first aiders required	3 (currently x 2 Level 2 + x 1 Level 1)
First Aid Kits <i>(number and location)</i>	4 Ground floor Reception x 1 Tea Room x 1 First floor Tea Room x 1 Room 42 x 1
Type of kit <i>(e.g. office, high hazard)</i>	Office
Other first aid modules <i>(eg burns, asthma, cyanide for which additional training is required)</i>	N/A
Location of nearest defibrillator	Reception Building 99
Medical oxygen <i>(location, names of first aiders trained)</i>	Nil

4. OUTSTANDING RESOURCES

(If any of the above resources in Item 3 are not in place, please state below the timeframe and person responsible for implementation)

One of the first aiders needs to be trained up to Level 2 within the next month.
Person responsible- to organize this- Mark Church

5. SIGN OFF

Signed	
Name (Assessor)	
Signed	
Name (Assessor)	
Date Copy Sent to OHS	

Please ensure you keep a copy for your own records.

3.2. LABORATORY BASED AREA

FIRST AID ASSESSMENT - ON-CAMPUS ACTIVITIES

1. ASSESSMENT FACTORS

Department/School/Unit/Entity: Science			
Date 20/07/2010	Campus Clayton	Building No 102	Floor level(s) 4
Assessor/s Jane Black/Bill Green			
NATURE OF HAZARDS			
Hazards:		Describe the hazard:	
Chemicals Burns Sharps		Phenol HF, alcohols. Acids Steam Needles, scalpel blades	
KNOWN OCCURANCES OF INJURIES, ILLNESSES AND INCIDENTS			
Nature of incidents resulting in injury, illness: <i>Attach summary incident reports for past 12 months.</i>			
Sprains and strains x 8 Burns x 10 Cuts lacerations x 17 Foreign bodies x 5 Animal bites x 5 Needle stick injuries x 8			
LOCATION, SIZE AND LAYOUT OF THE WORKPLACE			
No of floors: 4	Access between floors: lifts/stairs	Maximum distance to first aid kit: 50m	
Nearest medical service	Address: University health service. Clayton campus		
Time to get to the service	Walking: 5 min	By car: N/A	
Nearest major hospital	Address: Monash Medical Centre. 246 Clayton Rd Clayton		
Time to get to hospital	Walking: N/A	By car: 15 min	
NUMBER AND DISTRIBUTION OF EMPLOYEES			
Number of persons working in the area <i>(include employees, contractors, students and provide an estimate when more people may be working the area)</i>	360 (max in semester)		
Approx numbers of general public present in the workplace	0		
Is work required after hours, at night or at weekends? If so provide details.	Refer to OHS procedures for work & study during times when emergency response is limited No		

2. OUTCOME OF ASSESSMENT

OUTCOME	
No of persons potentially exposed	360
Injuries/illnesses that may occur	Burns (Phenol & HF) needle stick, strains/sprains bites cuts, foreign body
Level of risk. <i>Refer to section 19 Procedures for First aid</i>	High risk
Risk controls	Risk assessments, signage, training, MSDS

3. FIRST AID FACILITIES REQUIRED

(Refer to section 19 Procedures for First Aid)

FACILITIES, RESOURCES	DETAIL
Number of Level 2 first aiders required	No of first aiders =16
First Aid Kits <i>(number and location)</i>	X 9 X1 at reception, ground floor X2 on floors 1-4 (Lab areas)
Type of kit <i>(e.g. office, high hazard)</i>	High hazard in lab areas x 1 office kit in reception area
Other first aid modules <i>(eg burns, asthma, cyanide for which additional training is required)</i>	Phenol and HF modules
Location of nearest defibrillator	In reception on ground floor
Medical oxygen <i>(location, names of first aiders trained)</i>	Yes x 1 located near first aid kit in reception Gd floor x 4 first aiders trained- see attached certificates.

4. OUTSTANDING RESOURCES

(If any of the above resources in Item 3 are not in place, please state below the timeframe and person responsible for implementation)

- Train an additional 3 (level 2) first aiders currently there are only 13 trained.(training organised for 2 weeks time)
- Update Phenol & HF modules –to be updated within one week.(x 4 staff already trained to use these modules)
- Responsible person- Michael Moore Mgr

5. SIGN OFF

Signed	
Name (Assessor)	
Signed	
Name (Assessor)	
Date Copy Sent to OHS	

Please ensure you keep a copy for your own records.

3.3. FIELD ACTIVITIES

FIRST AID ASSESSMENT - FIELD ACTIVITIES

1. ASSESSMENT FACTORS

Department/School/Unit/Entity: Geological Sciences			
Date 22/07/2010	Campus Clayton	Specific Location xxx Gippsland	Duration 2 Nights, 3 days
Assessor/s Jo Brown, Mary Murphy			
Off campus activity* (Please circle)	URBAN RURAL Yes REMOTE	low risk	high risk
Date of Activity: 01/09/2010			
*Refer definition section 4 - Procedures for first aid			
NATURE OF HAZARDS			
Hazards:		Describe the hazard:	
Hilly area Temperature hot 30c average		Bush walking Activity in Summer	
KNOWN OCCURANCES OF INJURIES, ILLNESSES AND INCIDENTS			
Nature of incidents resulting in injury, illness. Attach summary incident reports for past 12 months.			
Sprains/strains x 2 - twisted ankle rough ground Cuts bruises x 2 - knife cut preparing food Dog bite x 1 - dog bite			
AVAILABILITY OF EMERGENCY ASSISTANCE			
What is the access for emergency evacuation	Main Rd to Hospital next to base camp	Maximum distance to first aid kit 65m approx Base camp where all staff are located has field kit	
Nearest medical service	Address: East Gippsland Clinic. Brown St		
Time to get to the service	Walking: N/A	By car: 65 min.	Kms. (approx) 90
Nearest hospital with 24 accident and emergency service	Address: Gippsland Hospital. Main St		
Time to get to hospital	Walking: N/A	By car: 70 min.	Kms.(approx) 92
NUMBER AND DISTRIBUTION OF PERSONS PARTICIPATING			
Number of persons participating in the activity	27		
Numbers of general public present in the area	N/A		
Will participants be working in isolation? If so describe	All will work in groups of 3		

2. OUTCOME OF ASSESSMENT

OUTCOME	
No. of persons potentially exposed	27
Potential injuries/illnesses	Sun burn, sprain/strain, cuts/abrasions, dog bite
Level of risk	Medium risk
Risk Controls	(Refer to the field trip risk assessment and previous similar trips) Risk assessments, training, supervision

3. FIRST AID FACILITIES REQUIRED

(Refer to sections 6.2 – 6.4 and 7 Procedures for First Aid)

FACILITIES, RESOURCES	DETAIL
Number of first aiders required	X 2 (minimum)
Level of training (e.g. level 2 /Remote)	Level 2
First Aid Kits (number and location)	Vehicle kit in each vehicle x 4 Field kit inc burns module x 1 for base camp
Can all first aid equipment be transported to the area	Yes
Type of kit (e.g. vehicle, field)	See above
Other first aid modules (eg burns, asthma, cyanide for which additional training is required)	

4. OUTSTANDING RESOURCES

(If any of the above resources in Item 3 are not in place, please state below the timeframe and person responsible for implementation)

Field trip organizer Jo Brown will ensure that first aiders CPR update has taken place before end August 2010

A mental health trained(level 2) first aider will also be included in the group.

5. SIGN OFF

Signed	
Name (Assessor)	
Signed	
Name (Assessor)	
Date Copy Sent to OHS	

Please ensure you keep a copy for your own records.