

Definition - First Aid

Is the emergency care and treatment of a sick or injured person before more advanced medical assistance, in the form of the emergency medical services assistance (EMS) arrives?

Responsibilities of a first aider:

- Preserve life and provide initial emergency care and treatment to sick or injured people
- Protect the unconscious
- Prevent a casualty's condition from becoming worse
- Promote the recovery of the casualty.

Policy

- First Aid will be provided to employees in accordance with the requirements of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016.
- First Aid Equipment will always be readily accessible to employees in the workplace
 - The kitchen located on level one at our office
 - The technicians room on the ground floor of our office
 - All company motor vehicles
 - Customer work sites (where possible)
- Trained First Aid personnel will always be available
 - Refer to First Aiders list in the level one kitchen and the Health & Safety Noticeboard outside the technicians' room on the ground floor.
 - The first Aider on client sites will either be the company site lead (senior technician) or an identified first aider of the customer.
 - First Aiders will be trained and qualified by St. John.
 - First Aiders will attend refresher first aid training at St. John when required.
- Determining the First Aid requirements will always take into consideration the size and nature of the workplace to ensure:-
 - An adequate number of trained First Aiders are available.
 - First Aid equipment needs assessment will also take into account any equipment required relevant to our office/building hazards and the hazards identified on job sites.

- Employees must not misuse or damage First Aid equipment
- Employees must report any deficiencies with the First Aid equipment and advise the company if replenishment is required.
- First Aid equipment will be inspected on a regular basis by way of the following methods.
 - By the company at the monthly technician meetings and/or
 - By the company at the monthly meetings with the Directors and/or
 - By the employees who are required to undertake regular PPE self-checks.
 - By the company and/or its clients when undertaking Health & Safety Inspections at job sites.
- The First Aid policy applies to employees/workers of sub-contractors who carry out work on behalf of our company

Applicable Worksafe NZ Documentation to be used:-

- First Aid Register Template
- Trained First Aiders Register
- Workplace First Aid needs Assessment checklist
- Hazards First Aid Assessment Register