

	Title: <b>Procedure for the auditing and re-stocking of first aid kit supplies</b>
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**1. Relevant CSU Policy**

The following procedure has been developed to ensure compliance with relevant aspects of the Charles Sturt University (CSU) Work Health & Safety Policy

**2. Relevant to**

This procedure is relevant to all CSU Senior First Aid Officers, Occupational First Aid Officers and First Aid Officers, appointed by Human Resources and responsible for workplace first aid kits or first aid rooms.

**3. Introduction**

The Division of Human Resources has introduced processes to assist and automate the way in which CSU first aid supplies are managed. These processes include:

1. Processes for auditing first aid kit supplies;
2. Processes for ordering first aid supplies; and
3. Procedures for the delivery of first aid supplies to First Aid personnel for placement in kits.

**4. Procedures for checking/auditing first aid kits**

*NB – the following applies to First Aid Kits only. Separate procedures and checklists will be developed for First Aid Rooms.*

**4.1. First Aid Kit Contents**

A generic list of first aid items recommended for CSU First Aid kits has been developed with reference to legislation and relevant code of practice. The recommended list of first aid items is available at attachment 1. This list was designed to be a generic list of first aid items, to which additional items could be added **dependent on the outcomes of a risk assessment that consider local hazards, the likely injury types that could result from these hazards and there first aid items necessary to treat this injuries. Additional items should be discussed with and approved by the Manager, WHS prior to be included in kits (see item 6 below for further information).**

**4.2. First Aid Kit Checklist**

An updated first aid kit checklist and order form has been developed based on the generic list of first aid items and is available at attachment 1.

**4.3. First Aid Checks/Audits**

Any First Aid Personnel (including Senior First Aiders, Occupational First Aiders and First Aid Officers) with responsibility for maintaining first aid kits must maintain each kit under their control as properly stocked and in accordance with the approved kit contents.

To ensure kits are maintained, first aid personnel will:

- Complete quarterly checks/audits of all first aid kits under their control using the *CSU First Aid Kit Checklist and Order Form (attachment 1)*. Quarterly checks are to be completed according to the following schedule:

Check/Audit #	Schedule
Check #1	To be completed between January - March
Check #2	To be completed between April – June
Check #3	To be completed between July – September
Check #4	To be completed between October - December

A copy of the completed CSU First Aid Kit Checklist and Order Form should be maintained locally by the first aider for audit purposes.

#### **5. Procedures for ordering first aid supplies**

Following the completion of a quarterly check, if stock is to be ordered so as to maintain first aid supplies at the required minimum level(s):

- 5.1. The completed First Aid Kit Checklist and Order Form must be forwarded to the person nominated by the First Aider as being the person who will order first aid supplies on behalf of the first aid officer using the CSU nominated supplier (this is typically the person who also orders general office supplies)
- 5.2. The nominated person will have been authorised to order first aid items against the relevant first aid cost code (please contact the Manager, WHS if you do not know who your nominated person is or your nominated person requires authorisation).
- 5.3. Once the items are ordered and have arrived at the workplace, the nominated person will notify the First Aid Officer, who can collect the items and restock their kit(s) as per their last First Aid Kit Checklist and Order Form.

If no items of first aid are required, the completed First Aid Kit Checklist and Order Form is filed locally by the First Aid Officer as evidence of the checks having been completed. No further action is required.

#### **6. Procedures for the addition of and ordering of non-standard first aid items**

The Division of Human Resources policy is to supply and maintain basic first aid in accordance with relevant legislation and/or code of practice (COP).

That said however, relevant legislation and/or COP states that an employer must provide at each place of work first aid facilities that are adequate for the immediate treatment of injuries and illnesses **that may arise at the place of work.**

Therefore, if a First Aid Officer (or workplace manager) feels that additional non-standard first aid items are required in their kits/workplace(s) to address specific injury/illness types that could arise given the nature of work performed in their workplace, this needs to be first confirmed based on the outcomes of a risk assessment.

The risk assessment to identify the specific need will consider the types of activities being undertaken in the workplace and therefore what injury types might be reasonably expected to occur. Based on the likely injury types, consideration will be given to whether the basic (standard) first aid kit items are sufficient for the immediate treatment of those injuries and illnesses or whether additional 'non-standard' items will need to be stocked.

If a need for non-standard first aid items is confirmed following a risk assessment then the Division of Human Resources will supply and fund those additional first aid items (following approval by the Manager, WHS). If however no need is established through a risk assessment and yet the workplace still wishes to stock those items, then it is the responsibility of the relevant workplace manager to supply, maintain and fund those items.

On approval by the Manager WHS, to stock non-standard items, approved items can be added to the workplaces [CSU First Aid Kit Order Form](#) located under the 'Quicklinks' section of the [First Aid Officers Website](#).

To initiate a risk assessment with a view to stocking non-standard first aid items please contact the Manager, WHS.