



FIRST AID POLICY

AIM

Anywhere people exist, so does the potential risk for injury. Work Structures Pty Ltd is committed to the provision of effective first aid services that comply with current legislation. First aid involves the first response treatment and stabilization of ill or injured persons.

POLICY

Work Structures Pty Ltd will ensure that it complies with current legislative requirements.
In particular:

- Risk assessments will be conducted and documented that take account of any particular hazards in the workplace.
- Suitable personnel will be trained to administer first aid.
- First aid cabinets and kits will be stocked appropriate to the type of injuries likely to occur as identified in the risk assessment. It will be kept in a prominent, accessible, clean location known to all workers.
- All First Aid incidents will have all the relevant details recorded on the First Aid Information Forms, located at reception. The details will be recorded as soon as possible (usually by the First Aid Officer) and will be kept at the work place for 7 years. They will be kept strictly confidential.