

WHS010 First Aid and Infection Control

Legal Application: WHS Regulation 2017 s.42 contains details in relation to the duty to provide first aid.

Reference Documents:

- First Aid in the Workplace – Code of Practice

Purpose

To ensure that there are adequate infection controls standards and that injuries to individuals are properly treated and there are sufficient adequately trained workers available.

Scope

This procedure encompasses all infection control and first aid requirements.

Responsibilities

Management have responsibility to:

- ensure there are adequate infection control standards in place.
- ensure that there are enough workers trained in First Aid at the workplace and on site at any one time.
- ensure there are adequate resources / kits available to address any foreseeable issues.

Workers have the responsibility to:

- Ensure they adhere to the infection control standards.
- Know what to do in the event of a possible infection.
- Know the location of the First Aid Kit/s and who to contact in the event of injury.

Procedure

First Aid Kits

- First Aid Kits will be provided in accordance with the requirements of the WHS Regulation and following a risk assessment in accordance with the Code of Practice on First Aid.
- The contents will be assessed for the workplace, or be of a standard shown in Appendix B of the Code of Practice.
- The container for the contents will be marked with a white cross on a green background prominently displayed on the outside.
- First Aid Kits will be checked at least quarterly.

First Aid Training

- Trained First Aid workers or officer will attend a refresher course every three years.
- Workers will be made aware of the First Aiders and names will be displayed on notice boards.

First Aid Treatment

First Aid treatment should be administered by a trained First Aid Officer. All incidents requiring first aid will be recorded on the Hazard and Incident Report module (ie first aid register) in HHSafe or manually in the incidents register in the WHS manual above the bar, and the bar supervisor will be advised.

Infection Control

The infection control standards required will be assessed and implemented for catering workers and for cleaning rooms, bathrooms and bodily fluids. As a minimum, the following will be provided:

- Adequate facilities to wash and disinfect hands.
- Adequate personal protective equipment such as disposable gloves, aprons and face masks.
- ~~Designated bodily fluids spill kit.~~
- ~~Adequate sharps containers.~~
- Workers training in infection control techniques and standards.

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.

- Counselling service has been identified for possible use in the event of needle stick injury or exposure to infection.

Catering and Bar Workers will adhere to food hygiene procedures with regards to personal hygiene, washing hands and reporting to their Manager if they are suffering from sickness and/or diarrhoea.

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