

South Bank Corporation Procedure

Business Services

SUBJECT: Workplace Health and Safety First Aid and Equipment
DATE CREATED: February 2009
REVIEW DATE: February 2010

Policy

To ensure first aid is available to all employees and visitors to South bank, and that safe first aid procedures are followed. First aid equipment is provided and maintained, and that adequate supplies are available for use within the South bank corporation.

Scope

This procedure shall apply to South Bank Corporation in all its activities and procedures including all:

- Employees; and
- All labour directly supervised and managed by South bank corporation in terms of daily work direction and/or manner in which the tasks are performed.

References

Workplace Health and Safety Regulation 2008 Qld - (WHS Regs)
Workplace Health and Safety Act 1995 – (WHS Act)
First aid code of practice 2004
SOP – Incident investigation and reporting
SOP – Storage of life saving equipment
SOP – Exposure to blood or bodily fluids (SS208)

Definitions/Abbreviations –

for the procedures below are located at the end of the document.

Accountability

The *Workplace Health and Safety Regulation 2008* describes how to prevent or minimise a risk at your workplace you **must** do what the regulation says. If there is a code of practice that describes how to prevent or minimise a risk at your workplace you **must** do what the code says or adopt and follow another way that gives the same level of protection against the risk.

All SLSQ Life guards and MSS security personnel hold current senior first aid qualifications as a minimum.

Persons possessing a current Senior First Aid qualification are able to:

- Undertake the initial management of injuries and illnesses occurring at South bank and Record details of first aid given

Immediate Response to First Aid Incident

Employees or others who witness an first aid incident are to:

- Check for danger to yourself before assisting the casualty;
- If able, apply basic first aid; and
- Notify Security Control via Radio (**Channel 1**) or by telephone on **3867-2045**.
- Stay Calm and speak clearly.
- Provide necessary information to Security Control:
- Your name.

- Location of the incident.
- Description of the incident.
- Injuries or fatalities.
- Extent of damage.
- Type of assistance/response required (First Aid, Security, and Emergency Services).
- Await further instructions from Security Control.
- Gather any other information that may be useful for the emergency assistance and provide when required.

First Aid Procedures

- Attend to injured person and conduct first aid treatment.
- First aider is to obtain initial history and inform security guard/s on hand if Lifeguard, QAS or other assistance is required
- Treatment is to be applied and full details obtained and recorded in incident report form.
- Security Guard/s are able to give first aid and general assistance, provide crowd control and escort QAS vehicle on site. (if required)
- First aiders are to ensure to obtain: Name, DOB, phone number, address, names of next of kin and/or bystanders
- Transfer of patient (if applicable), monitor vital signs and prepare for changeover with QAS (if applicable)
- Clean up area, restock First Aid kit, replace oxygen cylinders and masks etc if necessary
- Ensure security has called Duty Manager – (only if possible media attention or further repercussions can occur)
- Ensure Lifeguard Supervisor (or Senior Lifeguard if Supervisor unavailable) is contacted
- Complete all log books and reports
- Conduct debrief (if applicable)
- Resume normal duties

Note – An incident report form is required to be completed for all first aid incidents. (except negligible first aid occurrences)

Please note that the injured person's contact details must be recorded on that form.

Security assistance with first aid

Surf Lifesaving QLD are contracted to act as lifeguards on the pools and administer First Aid in the area and as such are to be the first preference for conducting first aid tasks. However there are times the lifeguards are extremely busy with the crowds in the pools and should not leave the area to attend minor first aid cases, as the risks at the pool are deemed greater. The following are guidelines to be used to assist lifeguards maintain the safety in the pools and be able to respond to serious incidents appropriately.

- Always check the situation at the pools with the lifeguards before calling them away for minor ailments.
- When a person requires First Aid, determine the type and severity of the injury.
- If it can be simply dealt with have the SBVC or available security officer treat the patient.
- If SLSQ are required, advise them of the situation and the lifeguard will determine the best course of action.
- If SLSQ are required to treat a patient during busy periods or on SLSQ request, security is to assist at the pools with lifeguard duties.
- The South Bank Visitors Centre has a First Aid kit and will assist with minor injuries where possible.
- Security have a First Aid kit in the control room, carry First Aid pouches and can administer First Aid after hours and during busy periods at the pools as required.
- The First Aid room is available to security and SBVC staff to treat minor injuries when SLSQ are required to stay at the pools.



Hazards of First Aid

Biological hazards

First aid personnel and workers may be at risk of exposure to infectious diseases or biological hazards if they receive:

- a skin penetrating injury such as a needle stick injury
- if blood or body substances come into contact with broken skin, open wounds, eyes or mouth
- Contaminated first aid equipment or materials are used.

Precautions

Assume all blood body substances are infectious. Precautions include:

Hygiene - Hands should be washed using soap and water:

- before and after contact with an ill or injured person
- when there is contact with blood or body substances or contaminated items
- when protective gloves are removed

When soap and water is not available, use an alcoholic based hand wash or equivalent.

Personal protective equipment (PPE) - should be provided to protect first aid personnel and ill or injured persons from risks of exposure to infections. PPE should comply with the relevant Australian standards.

PPE is to include:

- protective gloves such as disposable PVC, latex gloves or heavy duty gloves where there is a risk of exposure to sharp objects or when cleaning blood or body substance spills
- eye protection such as goggles and safety glasses
- safety footwear to protect feet from sharp objects
- resuscitation mask to reduce the risk of exposure to blood and body substances

Immediate Response Upon Locating Sharps

For the safe removal of needles, syringes or sharps:

- Notify security via Radio (**Channel 1**) or by telephone on **3867-2045**;
- Secure the location to ensure other workers or members of the public do not come into contact with the object; and
- Do not touch the object security officers and some staff are trained to handle syringes. Only trained personnel are to handle and dispose of sharps

Sharps Disposal

Sharps are a major cause of accidents involving potential exposure to biological hazards which can pose a risk of transmission for Hepatitis B, C and HIV viruses. These include hypodermic needles, syringes (with or without the attached needle), scalpel blades, etc. If a sharp is to be disposed of the following actions are required:

- Once contacted, the Security Control Room is to dispatch a security officer with a sharps disposal kit in the container provided. The item is only to be picked up with the tongs provided, never with hands and it is to be placed inside the puncture proof container and the container is to be sealed.
- The item is to be returned to the First Aid Room and placed in the large sharps disposal unit. If the collection unit is a single use container the entire unit is to be discarded.
- Security officers should always follow hygiene precautions.

If a sharp or contaminant has been located in any of the pools or water features, the pool/feature is to be evacuated by lifeguards and security personnel, advising the public of a "maintenance issue" and advising GM operations of the problem and Pool maintenance supervisor of the issue, who will attend the location to advise on actions to be taken and control the sanitation and safe return to normal operation of the pools/water features. Once water is deemed safe by the pool maintenance supervisor, the lifeguards will then thoroughly check the pools/water features and then re-open them to the public.

Immunisation policy

Influenza vaccinations are freely available to employees who wish to have them through the Health and wellness program.

Stocktake of First Aid and Equipment

First aid kits for SLSQ use at water areas

All contents of the First Aid kits and Soft Pack are to be checked daily within the morning opening of the 'Water Area'. (Refer to Equipment Checking LGS SB 010) After the use of any First Aid equipment or stock, Lifeguards are to ensure that the First Aid kits are stocked as per SLSQ guidelines ready for use. All back-up stock can be located in the First Aid room storage key for cupboard is on key-ring 5.

The Life Guard Supervisor is responsible for the stocking of first aid kits including:

- Checking first aid kits restocked and replenishing contents as per the relevant First Aid Kit Checklist below.
- Completing the First Aid Kit Inspection Checklist below, including the date of inspection;
- All first aid kits will be restocked on a fortnightly basis.
- Company vehicles and Buggy first aid kits will be the responsibility of the person who uses items; they are to ensure that they take the kit to the lifeguards, who will replenish them. Or alternatively calling **0407152291**, to get the lifeguards to check the contents against the vehicle first aid kit check list below. All vehicle first aid kits will be checked on a 3 monthly basis.

Ordering of stock

The ordering of all First Aid stock is to be done by the Lifeguard Supervisor/Senior Lifeguard or to whom they delegate by means of a phone or fax order. The amount of stock that is ordered will vary dependant on the time of year. The ordering of stock should be conducted a minimum of once a month or as deemed necessary by the Lifeguard Supervisor/Senior Lifeguard.

Maintenance of Allgas First aid room

It is the responsibility of all Lifeguards to ensure that the first aid room is maintained in a clean and tidy state at all times.

- At the beginning and end of each shift all lifeguards should ensure that the First Aid room is in a neat and tidy state.
- No lifeguard is allowed to leave personal belongings in the first aid room
- No lifeguard is allowed to eat food in the first aid room.
- Brooms, mop, dustpan and brush are located in the First Aid room. Cloths and detergent are located in the cupboard underneath the sink.

Monitor and Review

At least annually the Operations and safety coordinator will review the most current internal and external first aid requirements (Workplace Health & Safety, First aid code of practice, etc). The South bank corporation first aid



procedure will be evaluated against new and existing requirements on an annual basis or where new requirements are adopted and updated.

Training

Information and training should be provided to first aid personnel and others on the following issues:

- the risk of exposure to biological hazards
- infection control practises and procedures
- correct use of Personal protective equipment (PPE)
- management of blood or body substance exposure and spills
- Specify the 'response' procedures to be followed in an incident situation. In accordance with this SOP.
- detail the location of first aid equipment and facilities at the workplace including details of personnel responsible for the equipment and facilities

Information about first aid facilities and the first aid and incident investigation procedures should be given to workers at the start of their employment, through the WHS induction. When starting work, workers should also be aware of the availability of first aid equipment, facilities and services and infection control procedures.

Records

Incident report forms
First aid note books
First aid checklists
Vehicle first aid checklists

Definitions/Abbreviations

Biological hazards mean substances which consist of, or which may contain micro-organisms or non-viable products of living matter, which can create a risk to health.

Examples:

- Blood is a biological hazard because it may contain hepatitis B and C or HIV viruses.
- Mouldy hay is a biological hazard because it may contain organisms which can cause respiratory sensitisation if inhaled.
- Particles of animal skin, feathers and hair found, for instance, in poultry sheds and other animal housing are biological hazards which are nonviable products of living matter. These particles can cause respiratory sensitisation if inhaled.

First aid - means the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

Negligible first aid treatment – very minor first aid / self aid, i.e. bandaid application, simple splinter removal, draining fluid from a blister.

First aid equipment - includes all first aid devices including first aid kits and contents.

First aid facilities - a first aid room.

First aid qualification means:

- A current Senior First Aid or Occupational First Aid qualification.
- Qualifications which provide for equivalent competencies.

Sharps - means pointed or cutting implements that are capable of inflicting a penetrating injury.



First Aid Kit Checklist

No.	Item Description	CODE	QTY
1	Adhesive Strips Band-Aids	7524	20
2	Adhesive Dressing Tape 25mm	1522	1
3	Adhesive Paper Tape Non allergenic 1.25cm	15300	1
4	Antiseptic Wipes eg Alcohol Hibitene	5196	10
5	Burn aid Pad 10cm x 10cm	807	1
6	Combine Dressing 10cm x 20 cm	804	6
7	Conforming Gauze 5cm	5112	2
8	Cotton Buds small pack 100	4079	25
9	Crepe Bandage 7.5cm Medium or Heavy	4112	2
10	Crepe Bandage 15cm Medium or Heavy	4114	2
11	Dressing Pack Trays	808	1
12	Eye Pads single use Packs 5	414	4
13	Fabric Dressing Strip 7.2cm x 1m Box	4003	1
14	Forceps / Tweezers Stainless Steel	181	1
15	Gauze Squares Single Pack (5)	5683	10
16	Gloves Disposable Pack 10 Latex	664	10
17	Gel Antiseptic Hand Wash Tube	99848	1
18	Kidney Dish	9957	1
19	Non Adherent Dressings 10cm x 10cm	4941	4
20	Non Adherent Dressings 5cm x 5cm	4940	4
21	Splint Arm or Approved SLSA Splints	458	1
22	Notepad and Pencil	199	1
23	Plastic Bags (sm/med/lge) pack of 12	99113	1
24	Primopore — 7.5cm x 5cm	71341	2
25	Primopore — 8.3cm x 6cm	71351	2
26	Primopore — 10cm x 8cm	71361	2
27	Emergency Blanket	99811	1
28	Safety Pins (pack of 12)	9954	1
29	Sharps Container 125ml	99125	1
30	Saline 30ml Ampoules	435	4
31	Splinter Probes (Strip of 5)	99223	2
32	Sunscreen Tube — Hamiltons 125ml 30+	721	1
33	Triangular Bandages Fabric or	111111	6
34	Vaseline 100g	99158	1
36	Wound Closures (Steri-strips) 6mm x 38mm	15421	1
37	Wound Dressing #15	7888	1
38	Safety Goggles (pair)	99105	1
39	Empty Container	1872E	1

Vehicle First Aid Kit Checklist

Re-stock as used (alternatively call 0407152291 to have kit checked)

1	Band aids		20
2	adhesive paper tape non allergenic 1.25cm		1
3	Anti-septic wipes		10
4	10cm gauze squares		20
5	10cm crepe bandage		10
6	Tweezers		1
7	Scissors		1
8	Gloves		10
9	5X5 melolin		2
10	Safety pins		12
11	15ml saline ampules		5
12	Splinter probes (strip of 5)		2
13	Triangular bandage		1
14	Steri strips (packet)		1

FIRST AID KIT INSPECTION CHECKLIST:

No.	DATE CHECKED	FIRST AID PERSONNEL SIGNATURE	ITEMS RESTOCKED	Initial
1.				
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