

<b>Name of Policy</b>	<b>First Aid Policy</b>
<b>Description of Policy</b>	This Policy outlines the University's commitment to providing a welcoming, safe and healthy working and learning environment.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide  <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> )  <input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input checked="" type="checkbox"/> Staff and Students
<b>Policy Status</b>	New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	Minor administrative changes to nomenclature and updated references to legislature.

<b>Approval Authority</b>	Vice-Chancellor
<b>Governing Authority</b>	Chief Operating Officer
<b>Responsible Officer</b>	Director, Human Resources

<b>Approval Date</b>	22 December 2016 (Minor revision approved by Associate Director Workforce Operations)
<b>Effective Date</b>	22 December 2016
<b>Date of Last Revision</b>	June 2008
<b>Date of Policy Review*</b>	

\* Unless otherwise indicated, this policy will still apply beyond the review date.

<b>Related Legislation, Policies, Procedures, Guidelines and Local Protocols</b>	<i>Model Work Health and Safety Act 2010</i> <i>ACT Work Health and Safety Act 2011</i> <i>NSW Work Health and Safety Act 2011</i> <i>Qld Work Health and Safety Act 2011</i> <i>SA Work Health and Safety Act 2012</i> <i>VIC Occupational Health and Safety Act 2004</i> ACU WHS & W Policy ACU Risk Management Procedure ACU Critical Incident Management Policy ACU First Aid Procedure
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## 1. Background

Australian Catholic University is a multi-State/Territory institution. A University-wide National First Aid Policy assists the University in achieving standardisation and application of first aid across each campus.

## 2. Policy Statement

The provision of first aid is a further step by the University in providing for a safe and healthy workplace for staff, students, contractors and visitors. To achieve this, the University undertakes the following measures:

- allocation of appropriate support to the provision of First Aid;
- provision of first aid to injured/ill staff members, students, contractors and visitors by a qualified person, but not beyond that for which the First Aid Officer is qualified and competent;
- seeing that first aid is administered as soon as reasonably possible following an injury or illness and in accordance with the training undertaken by a qualified First Aid Officer;
- reducing wherever possible the severity of the injury/illness by providing appropriate first aid treatment;
- appropriately recording incidents and maintaining appropriate statistics on incidents for each campus and at a national level;
- appropriately investigating incidents subsequent to them occurring;
- informing and educating staff, students, contractors and visitors of their responsibility in relation to first aid; and
- regularly reviewing the first aid policy and procedures.

The University aspires to ensure that all staff, students, contractors and visitors act responsibly and comply with statutory requirements and all safety policies, standards and guidelines.

## 3. Policy Review

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

## 4. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).