

FIRST AID POLICY

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| Policy number | | Version | 000 |
| Drafted by | Nathalie Maconachie | Approved by Board on | TBC |
| Responsible person | PI Board | Scheduled review date | TBC |

INTRODUCTION

First aid is an important aspect of Occupational Health and Safety. In recognition of this, Project Independence (PI) is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

This policy applies to all employees, contractors, volunteers, residents, carers and contractors of and visitors to PI.

PURPOSE

The purpose of this document is to provide an overview for PI to establish first aid facilities and services for the organisation.

DEFINITIONS

First aid is the provision of emergency treatment for people suffering injury or illness at a PI house or at a PI workplace..

First aid facilities refers to the first aid kit and/or first aid room.

POLICY

PI is committed to providing a safe and healthy work environment for employees, volunteers, contractors and visitors as well as a safe and healthy home environment for residents, carers and staff at our PI houses. PI will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness within a PI workplace or house.

PI will systematically identify causes of injury and illness and assess the risk of such injuries and illness occurring within a PI workplace or house. The appropriate first aid facilities and training will be determined, evaluated and provided.

PI will meet first aid legislative requirements as a minimum standard.

PI will give all designated First Aid Officers the opportunity to be vaccinated against Hepatitis B.

First aid facilities will be maintained on a regular basis.

AUTHORISATION

<Signature of Board Chair>

<Date of approval by the Board>

Project Independence