

DOB ENTERPRISES PTY LTD

DOB First Aid Policy
IMS-520-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



DOB ENTERPRISES PTY LTD
 ABN 20112 866001
 Level 1 49 Horton Street
 Port Macquarie NSW 2444
 Ph: 1 300 854 622
 Fax: 02 6583 8468

Revision

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DOB has a responsibility to ensure the health & safety of all workers and visitors to its premises and is committed to upholding Work Health & Safety practices in the workplace.

DOB management has an obligation under the First Aid in the Workplace Code of Practice to ensure:

- The workplace health and safety of their workers and any other persons is not affected by the conduct of the relevant person's business or undertaking
- Their own workplace health and safety.

DOB is committed to providing a first aid service to all workers as per the Work Health & Safety guidelines & aims to achieve this by:

- Providing an up to date First Aid kit within DOB premises and vehicles
- Providing training for workers regarding their first aid obligations
- Ensuring that all office staff are aware of who the First Aid Officer/s are for their location
- Ensuring that the First Aid Officer/s training remains up to date

First Aid kit Procedures:

- Reviewing the contents of the First Aid kit quarterly & disposing of expired first aid equipment and updating equipment as necessary
- The name & location of the First Aid Officer is displayed on all emergency evacuation maps
- The First Aid Officer/s are informed of all incidents requiring first aid
- After each use, the First Aid Officer conducts an assessment of items used & any organises the replacement of used items

The First Aid Officer/s/ WHS Manager will fill in the incident log and follow the company's Accident & Incident reporting procedures.

In the event that a worker becomes sick at work, DOB will:

- Seek medical assistance on their behalf; or
- The First Aid Officer/s will attend to them, first ensuring their own safety by assessing the environment
- Excuse them from their work / arrange transport for them to get home; or
- Contact the ambulance service, providing relevant information
- Contact the member of staff and possibly their emergency contact where this is relevant to ensure their wellbeing & safety

The purpose of the First Aid Officer/s is to;

- Preserve life & stabilise ill or injured people on or around the work premises
- Where possible, be aware of any urgent medical assistance which may be needed by workers (e.g. lollies or something sweet for diabetic people, Epi-pen for people with severe allergic reactions, Ventolin for asthmatic patient etc)
- Ensure that any emergency medication is kept in a safe place in the First Aid box where possible
- Contact paramedics or medical services
- Assist the ill / injured person to find any medication which they urgently require (locker, handbag, etc)
- Place ill or injured people in a position of comfort or the recovery position if unconscious until paramedics arrive
- Ensure that the area is safe, and that people are in no further danger



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Whilst DOB accepts its responsibility to ensure that a First Aid Officer and supplies are available, all workers are responsible for:

- Ensuring their own health & safety in the workplace by following the Work Health & Safety policy & taking measures where possible to ensure their own health
- Contacting the First Aid Officer/s if a colleague or visitor becomes ill
- Contacting the ambulance service by calling 000 in any kind of an emergency & relaying relevant information if a first aid officer is not available or instructs the employee to do so
- Following reasonable instructions from DOB
- Making DOB aware of incidents, hazards, risks, and near-misses as soon as possible



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