

|                          |           |
|--------------------------|-----------|
| Policy Number            | D.12      |
| Policy Name              | First Aid |
| Version                  | 002       |
| Approved by the Board on | June 2023 |
| Scheduled review date    | June 2025 |

1. Policy.

- 1.1. GBWA values the Safety of our Members, participants, volunteers and Staff.
- 1.2. GBWA is committed to having Leaders suitably trained in First Aid, together with first aid facilities to administer first aid treatment at Company meetings, State events and in the GB office.
- 1.3. GBWA is committed to providing a safe and healthy work environment for employees, volunteers, contractors and visitors.
- 1.4. GBWA will endeavor to provide appropriate and adequate first aid treatment in the event of a person sustaining a work-related injury or illness.
- 1.5. GBWA will meet first aid legislative requirements as a minimum standard.
- 1.6. GBWA will maintain the First Aid facilities at the GBWA Office and will expect Leaders in GB companies to check and if needed maintain the First Aid facilities at the venue where they meet.

2. People

2.1. It is the responsibility of the Board

- 2.1.1. To ensure regular opportunities are provided for Leaders and Staff to attend First Aid training or to encourage them to use recognised outside providers.

2.2. It is the responsibility of the RMO

- 2.2.1. to ensure this Policy and Procedures are in line with SMO guidelines and GBA Policies and Procedures.
- 2.2.2. To ensure this Policy and Procedure remains practical for GB companies in WA.
- 2.2.3. To check first aid requirements are included in all P2P.
- 2.2.4. To liaise with the nominated First Aider regarding any incidents during a GB WA event.

2.3. It is the responsibility of the Operations Manager to

- 2.3.1. Ensure the GB office First Aid kit is regularly checked and equipment replaced when used or expired.
- 2.3.2. administer appropriate first aid in accordance with their training;
- 2.3.3. maintain first aid records as outlined in this procedure;

2.3.4. maintain confidentiality with regard to information obtained as part of their role.

2.4. It is the responsibility of Captains to

2.4.1. Ensure a safe environment for GB nights and events.

2.4.2. Ensure the P2P is completed and approved, including First Aid requirements.

2.5. It is the responsibility of the event coordinator to

2.5.1. Provide a safe environment for Regional and State events

2.5.2. Ensure the P2P is completed and approved, including First Aid requirements

### 3. Procedures

3.1. Operations Manager to document all First Aid incidents at the GBWA Office on SMO unless they occur during an event, in which case the Event organiser is responsible.

3.2. All Leaders First Aid qualifications are to be recorded on SMO.

3.3. First aid facilities will be easily available in the Office and must be identified with a sign hung directly above. The sign must have a white cross on a green background. The sign must be Australian Standard Compliant (AS1319).

3.4. The RMO, in consultation with the Operations Manager, will provide a list of items to be included in the first aid kit. A list of contents will be included in the kit and the kit must be checked monthly by the Operations Manager, who is also responsible to restock as required.

3.5. The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

3.6. In the case of an incident, the following must be recorded on SMO

- name and location of person;
- type of injury, if known;
- assistance provided (as below);
- urgency of matter; and
- those assisting must only provide assistance in accordance with their training.

### 4. Papers

Date of approval by the Board \_\_\_\_\_

Signature of State Commissioner \_\_\_\_\_

The Girls' Brigade Western Australia