

Red Shed Inc. First Aid Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to providing a safe environment for all employees, members, and visitors. This First Aid Policy outlines the procedures for administering first aid in the event of injury or illness at the facility, including the gym, rowing areas, and wellness hub, in compliance with Work Health and Safety (WHS) laws in the Australian Capital Territory (ACT).

Scope:

This policy applies to all employees, members, visitors, contractors, and anyone present at Red Shed Inc. premises.

Policy Statement:

Red Shed Inc. will ensure that adequate first aid resources, training, and facilities are provided to respond promptly to injuries or illnesses. First aid is a vital part of our health and safety commitment to prevent serious harm, stabilize health conditions, and ensure the well-being of everyone at Red Shed.

1. Responsibilities

1.1 Management Responsibilities:

- Ensure that there are appropriately always trained first aiders on site when the facility is operational.
- Provide adequate first aid kits, equipment, and facilities that are easily accessible and regularly maintained.
- Conduct regular risk assessments to determine the required number of first aiders, the location of first aid kits, and other resources based on the activities carried out at Red Shed.
- Maintain records of all first aid incidents in the First Aid Register, in accordance with privacy and WHS regulations.

1.2 First Aider Responsibilities:

- Provide immediate and appropriate first aid treatment when needed, within their level of training and competence.
- Maintain the cleanliness and readiness of first aid kits and supplies, ensuring they are fully stocked at all times.
- Complete First Aid Incident Reports for every incident they attend and submit them to management.
- Participate in regular refresher courses to maintain first aid certifications.

1.3 Employee Responsibilities:

- Know the location of first aid kits and the identity of the designated first aiders.
 - Report any injuries or illnesses immediately to a first aider or a member of the management team.
 - Follow safety procedures and protocols to minimize the risk of injury.
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2. First Aid Resources and Facilities

2.1 First Aid Kits:

- First aid kits are located throughout the facility, including in the gym, boat storage areas, front office, and kitchen.
- Kits will be regularly inspected and restocked by designated first aiders or management to ensure they are fully equipped, with items replaced before expiry.
- Each kit will include supplies appropriate for the nature of risks present at Red Shed, such as sports-related injuries, minor cuts, and sprains.

2.2 First Aid Room/Station:

- A designated first aid station will be maintained at the front office or at the green room providing a quiet and clean environment for first aid treatment.
 - The station will be equipped with basic first aid supplies, communication tools, and comfortable seating or a bed for those requiring rest or further care.
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3. First Aid Training

- **First Aid Personnel:** Red Shed Inc. will ensure that a sufficient number of employees are trained in first aid, including CPR (Cardiopulmonary Resuscitation), in line with WHS regulations.
 - **Training and Certification:** First aiders will be trained by a registered training organization, and their certification will be renewed every three years, or as required by law.
 - **CPR Training:** CPR certification must be renewed annually.
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4. First Aid Procedures

4.1 Response to Injuries/Illnesses:

- In the event of injury or illness, the nearest first aider should be contacted immediately, and the person requiring assistance should not be moved unless absolutely necessary.



- The first aider will assess the situation and administer first aid according to their training, ensuring the individual is stable until further medical assistance arrives, if required.
- For serious injuries or medical emergencies, emergency services (000) will be contacted immediately.

4.2 Incident Reporting:

- All first aid incidents, no matter how minor, must be recorded in the First Aid Register.
- The report should include the nature of the injury, the treatment provided, the date and time, and the name of the injured person and first aider.
- If the injury is a notifiable incident (as defined by WHS legislation), Red Shed will immediately notify WorkSafe ACT.

5. Emergency Preparedness

5.1 Communication:

- Emergency contact numbers, including local hospitals and ambulance services, will be clearly displayed near first aid stations, in the front office, and around the facility.
- First aiders will carry or have access to mobile phones or landlines in case they need to call emergency services.

5.2 Defibrillator (AED):

- An Automated External Defibrillator (AED) is located at kitchen deliveries and at the end of boat bay 4 near the external door. Staff will receive training on how to operate the AED, and it will be regularly checked for functionality.

6. Review and Maintenance of Policy

- This First Aid Policy will be reviewed annually or following any significant changes to the facility, equipment, or WHS legislation.
- Feedback from employees and first aiders on the effectiveness of the policy and procedures will be considered during each review.

This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.