

HS906**First aid assessment**
UNSW
 AUSTRALIA

Faculty/Division:		School/ Divisional Unit:		
Document number	Initial Issue date	Current version	Current version date	Next review date

Complete this where necessary to determine first aid requirements; refer to HS905 First Aid Procedure.
 Adjust where necessary to suit your situation.

NAME OF AREA:**ASSESSMENT COMPLETED BY:**

A. The size and location of the workplace			
Description of workplace	Describe the workplace where first aid may be needed		
Number of floors	Insert the number of floors in your building/area		
Access between floors/around workplace	E.G. Lifts and stairs, swipe access arrangements. Consider whether it would be easy to reach a first aider on another floor?, Would it be easy for a first aider to travel to all areas where they may be needed if called to attend an emergency		
Nearest hospital	? km & name; if life-threatening incident could occur and timely access to a hospital cannot be assured advanced training and kit may be necessary		
Nearest medical or occupational health service	? km & name; if life-threatening incident could occur and timely access to a medical centre cannot be assured advanced training and kit may be necessary		
Maximum time to medical service	? minutes; if persons are in a remote/poor access area then specialist evacuation may need to be considered (e.g. aerial)		
B. The number and composition of the workers and other persons at the workplace			
Number of workers	Insert number of workers for the building/area you are assessing, including visiting workers		
Number of other persons	Insert the number of other persons who would be on site on a regular basis (e.g. students, contractors, members of the public). Consider the maximum number at a typical time of year		
Shifts	Is there any shift-work requiring additional first aid?		
After hours worked	Yes – Often by many / Yes – Rarely by few / No		
Remote or isolated workers	If yes, describe additional first aid arrangements for them e.g. individual first aid kit		
C. Injuries, illnesses and incidents			
History of injuries and illnesses in the last 12 months'	E.g. 25 incidents, 10 requiring first aid, 2 requiring hospital referral.		
Other	Include any other information relevant to the first aid needs e.g. if there are persons with disability or known health concern.		
D. Hazards at the workplace that influence first aid requirements			
Hazards	How the hazard could cause harm	Likelihood of occurrence and degree of harm	First aid requirements
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Do safety data sheets, labels, other hazard documentation specify a first aid response?		If so, outline any specialist response not already addressed by a standard first aid kit or training etc. For example, sodium gluconate, sting spray, snake bandage.	

Required first aid	
Number of first aiders needed	<p><i>Based on the information above and the general ratios in the HS905 First aid procedure, outline the number of first aiders required.</i></p> <p><i>The following ratios are recommended:</i></p> <ul style="list-style-type: none"> <i>low risk workplaces – one first aider for every 50 workers</i> <i>high risk workplaces – one first aider for every 25 workers.</i>
Training and competencies for first aiders	<p>Provide First Aid training, offered by UNSW</p> <p><i>Add in any other additional training required (e.g. Anaphylactic Management).</i></p>
Number and location of kits	<i>Based on the assessment above outline the number and locations of first aid kits required for your building/area.</i>
Contents of first aid kits and modules	Standard workplace kit + <i>Add in anything else that is required, based on the assessment above</i>
Who is responsible for maintaining kit(s)	<i>Name who is responsible for maintaining kit(s) in your building/area</i>