

EXPRESSION OF INTEREST – FIRST AID OFFICER

You are invited to express your interest in becoming a staff First Aid Officer (FAO). First aiders provide first aid to staff, students, visitors, volunteers and contractors.

Role Description: Staff First Aid Officers

Staff First Aid Officers:

- Are 'on call' during business hours to perform the duties of a FAO;
- Are available on campus for at least three days per week;
- Develop expertise in this specialisation by attending training in:
 - Provide first aid (HLTAID011) usually over one working day, and
 - Provide cardiopulmonary resuscitation (CPR) (HLTAID009) an annual refresher course.
- Support people who receive first aid assistance to log an incident report on [Riskware](#) (using their network User ID and password).

Every staff FAO qualifies for the First Aid Allowance (centrally funded) once they obtain the Provide First Aid Certificate (training cost centrally funded) and have been endorsed to perform this role by both their nominated supervisor and the Safety and Wellbeing unit.

Please note: the CPR course is incorporated into the Provide First Aid course, so it does not need to be completed separately in the first year. Please do not submit this EOI form for the annual CPR refresher.

To express your interest in becoming an FAO, please complete the form below and gain the endorsement of your nominated supervisor.

Application and Appointment Process

Expression of Interest – First Aid Officer

- ✓ I want to increase my contribution to my campus community and are expressing my interest in being an 'on-call' staff First Aid Officer. I have read the [ACU First Aid Policy](#) and [Procedure](#) and understand what is expected of me as an FAO.

Name		Staff ID	
Organisational Unit			
Campus Location			
Days on Campus			
Type of Staff Member	<input type="checkbox"/> Academic <input type="checkbox"/> Professional <input type="checkbox"/> Full Time <input type="checkbox"/> Fractional/Sessional Number of hours typically worked per week: ____		
Signature		Date	

Nominated Supervisor's Endorsement

- ✓ I am endorsing this nomination. My staff member will be an 'on-call', First Aid Officer and will attend the *Provide First Aid* training course (normally conducted over one business day).

Name			
Position Title			
Signature		Date	

Please submit a copy of this completed form via the Request First Aid Services form on [Service Central](#).