

First Aid Policy

Section 1 - Background

(1) The provision of first aid is an essential service, which is part of ACU's integrated work health and safety management system, provided to any persons who are injured or fall in the learning environment of ACU Campuses, and associated University approved off-campus activities.

Section 2 - Purpose

(2) Communicates the University's commitment to providing a consistent and effective first aid response in all ACU's working and learning environments.

Section 3 - Application

(3) The Policy applies to all staff members, students, visitors, volunteers and contractors, within the 'workplace' or participating in University-related activities.

Section 4 - Policy Statement

(4) The University provides an effective first aid response to help maintain a safe and healthy working and learning environment for staff, students, visitors, volunteers and contractors.

(5) The University:

- a. allocates appropriate resources, including equipment, to provide effective first aid responses which reduce, whenever possible, the severity of the injury/illness;
- b. applies risk management principles to identify any gaps in first aid provisions and to maintain appropriate numbers of First Aid Officers;
- c. uses qualified First Aid Officers to respond promptly to those people that are injured or require first aid;
- d. ensures that staff members, students, visitors, volunteers and contractors are aware of how and where to obtain first aid assistance;
- e. effectively records incidents and maintains statistics on injuries and illnesses; and
- f. investigates incidents and first aid responses, so that corrective actions can be applied to continuously improve first aid responses and to reduce the risk of injury.

Section 5 - Policy Review

(6) The University may make changes to this Policy from time to time. Any staff member or student who wishes to provide feedback about this Policy should forward their suggestions to People and Capability.

Section 6 - Further Assistance

(7) Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

(8) Staff wishing to become a First Aid Officer are invited to express their interest by completing the [Expression of Interest - First Aid Officer Form](#) and submitting the completed form via [Service Central](#).

Section 7 - Associated Information

(9) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	30th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer <hr/> People and Capability