

Your complete guide to  
**Workplace First Aid  
Compliance for Education**



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# THE ISSUE:

## Workplaces are not prepared



45%

of Australian Households do not have a first aid kit

Sourced from Australian Bureau of Statistics Website



87%

of Australian Business are not first aid prepared

A staggering statistic. That's why we're passionate about making first aid fast and easy for everybody!

## Who is responsible for suitable Workplace first aid equipment?

“A person conducting a business or undertaking [PCBU] has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.”

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia





# First Aid regulations explained

## What is 'WHS'?

The 'Work Health & Safety Act' (WHS) is the agreed harmonisation of each state and territory's OHS legislation to develop a new national code of practice by Safe Work Australia.

## Is 'WHS' good for me?

Yes, WHS simplifies 8 old regulations into 1 new national code of practice. This overcomes confusion and entitles all Australian workers to the same work health and safety standards regardless of where they work.

## Who regulates and enforces the new 'WHS' laws?

Safe Work Australia does not regulate compliance and enforcement of the 'WHS' code of practice. It is conducted by each state or territory's body such as WorkCover, WorkSafe or SafeWork etc.

## Have all states and territories implemented the 'WHS' first aid code?

Yes all apart from WA and VIC. Both are committed to or support the principle of national harmonisation. FastAid manufactures first aid kits to cover the existing VIC and WA regulations as well as the new WHS code.

## What does 'WHS' mean for me?

Essentially, the WHS change means you are or will soon be required to replace or update your current first aid kits.

## Do I only need to cover workers/employed staff, or do I need to consider for students and others?

The WHS code of practice specifies 'When considering the size of your workforce, you should include contractors, subcontractors and volunteers you engage.' It also states 'You should also consider... [for] students in schools and education facilities'. Further on in this guide we will explain a guide on how to 'consider' for students and others at your place of education.

## What other first aid related needs do I need to consider?

The WHS code of practice specifies 'You should also consider... [for] the particular needs of workers who have a disability or a known health concern for example asthma or allergies'.

## Where should my first aid kits be located?

The WHS code of practice specifies ‘First aid kits should be located close to areas where there is a higher risk of injury or illness. For example, a school with a science laboratory or carpentry workshop should have first aid kits located in these areas.’ Further on in this guide we also explore considerations for multiple buildings or storeys.

## What ACECQA requirements are there for early childhood education and care?

Specific information can be obtained from

[https://www.acecqa.gov.au/sites/default/files/2021-08/](https://www.acecqa.gov.au/sites/default/files/2021-08/AdministrationFirstAidGuidelines.pdf)

[AdministrationFirstAidGuidelines.pdf](https://www.acecqa.gov.au/sites/default/files/2021-08/AdministrationFirstAidGuidelines.pdf) however key points are; supporting educators to maintain their current ACECQA-approved first aid qualifications, ensuring rosters are designed so that a first aid trained educator, staff member or nominated supervisor is in attendance at all times, ensuring that the suitably equipped first aid kit is fully stocked, with no expired products, and that it is checked regularly, determining the number of first aid kits to be kept, considering the number of children in attendance, as well as the proximity of rooms to each other and the distances from outdoor spaces to the nearest first aid kit, and including a first aid kit and qualified first aiders at both the service and excursions, ensuring correct and suitable placement and recognisability of first aid kits.



### 1. Number of Persons

Maximum total number of persons in the work area at any one time. Consideration for volunteers and students.



### 2. Other Risks

Consider for other risks such as burns in science labs and kitchens, sharps and biohazard clean up kits etc

## Determining First Aid Requirements



### 4. Consider other requirements

1. First aid room equipment
2. First aid signage
3. Defibrillators



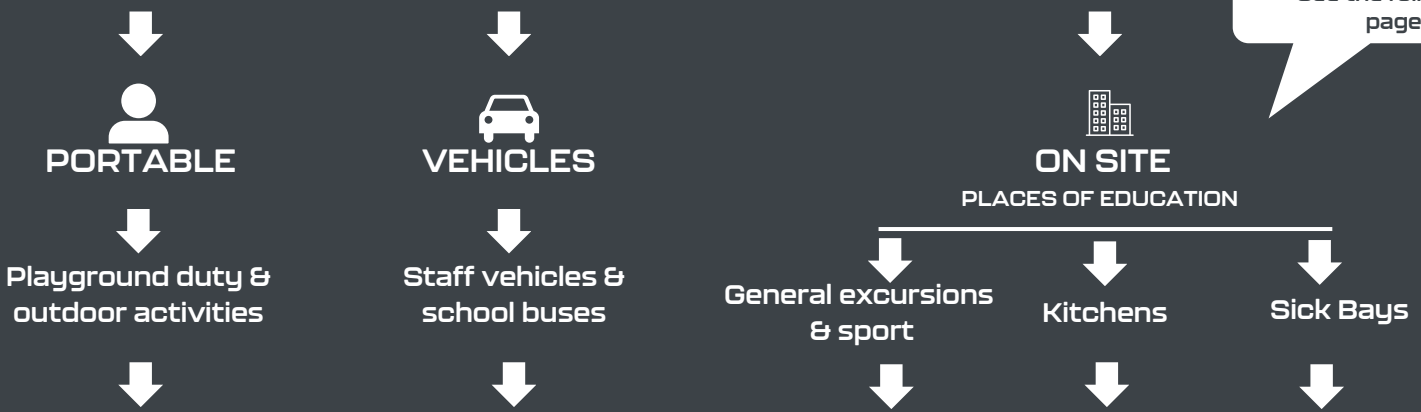
### 3. Work Areas

Number of levels / storeys  
Different Buildings Work  
Vehicles

# How to choose the right First Aid Kit

START HERE

Have you considered first aid room equipment, signage and defibs? See the following page



<b>PERSONAL</b> <input checked="" type="checkbox"/> Motorist bum-bag kit	<b>R1</b> <input checked="" type="checkbox"/> R1 Vehicle Max kit	<b>R2</b> <input checked="" type="checkbox"/> R2 Education Response OR <input checked="" type="checkbox"/> R2 Response Plus OR <input checked="" type="checkbox"/> R2 Sports Action OR <input checked="" type="checkbox"/> Easy-Refill kits	<b>R2</b> <input checked="" type="checkbox"/> R2 Foodmax Blues Kits	<b>R4</b> <input checked="" type="checkbox"/> R4 Education Medic kits OR <input checked="" type="checkbox"/> Easy-Refill kits
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### CASE OPTIONS

<b>BUM-BAG</b> Lightweight and portable bum-bag	<b>PLASTIC WALL MOUNTABLE</b> Durable wall mountable and portable plastic case.	<b>SOFT PACK</b> Durable and portable. Ideal grab and run soft case.

### CASE OPTIONS

<b>METAL CABINET</b> Durable wall mountable steel cabinet.	<b>PLASTIC TACKLE</b> Rugged and portable. Ideal for tradies.	<b>SOFT PACK</b> Durable and portable. Ideal grab and run soft case.

AT LEAST <b>1 KIT</b> PER SEPARATE LEVEL	AT LEAST <b>1 KIT</b> PER SEPARATE BUILDING	WALKING DISTANCE <b>1 MINUTE</b> TO THE CLOSEST FIRST AID KIT
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Q. Who is responsible to make sure my workplace is first aid compliant?  
 A. The PBCU (Persons Conducting a Business or Undertaking) otherwise known as the employer.

Q. What is a low risk worksite?  
 A. A workplace where workers are not exposed to hazards that could result in serious injury or illness. Examples; School's, Library, Offices

Q. What is a high risk worksite?  
 A. A workplace where workers are exposed to hazards that could result in serious injury or illness. Examples; Construction sites, tradies, manufacturing plants, mine sites

Q. What size worksite am I required to have a first aid room setup?  
 A. Low risk site = 200+ persons High risk site = 100+ persons

Q. How often should I check my first aid kit? As a recommendation:  
 A. Low risk worksite – once every 6 months High risk worksite – at least once every 3 months

Q. How many trained First Aiders do I need?  
 A. We recommend every workplace has at least one trained first aider. For larger workplaces you may need additional trained personnel.

## ADDITIONAL RISK OF BURNS, EYE OR SHARPS INJURIES?

Get compliant by adding a dedicated injury kit from our additional kits range. Ask our friendly team about stretchers, first aid room equipment & defibrillators.

## Workplace First Aid

Have you considered these?

If you are a workplace of any kind, you may be required to cater for the following.



**FIRST AID ROOM  
EQUIPMENT**



**FIRST AID  
SIGNAGE**



**DEFIBRILLATORS**

Email us at [admin@ambaguard.com.au](mailto:admin@ambaguard.com.au) to discover the full range of additional first aid equipment to ensure your workplace is compliant and prepared.

# Explaining our R-Series range

## R-SERIES Risk Rated First Aid Kits



Email us at [admin@ambaguard.com.au](mailto:admin@ambaguard.com.au) for more information about our full range of R-Series first aid kits.

<i>Personal</i>	<b>R1</b>	<b>R2</b>	<b>R3</b>	<b>R4</b>
PERSONAL	VEHICLE	WORKPLACE	WORKPLACE PRO	WORKPLACE MEDIC
Non-Regulation 1 Person	<b>Low Risk</b> 1 - 10 Person	Low Risk 1 - 25 Person	Low Risk 1 - 50 Person	Low Risk 1 - 50 Person
		High Risk 1 - 25 Person	High Risk 1 - 25 Person	High Risk 1 - 50 Person

LOW RISK workplace means a workplace where workers are not exposed to hazards that could result in serious injury or illness such as offices, shops or libraries. Potential work-related injuries and illnesses requiring first aid would be minor in nature.

HIGH RISK workplace means a workplace where workers are exposed to hazards that could result in serious injury or illness and would require first aid. Examples of workplaces that may be considered high risk are: mobile plant, manufacturing plants, construction, mining, trades, warehousing and food manufacturing.



## First Aid for other risks

### Eye wash and shower equipment

Eye wash and shower equipment may be permanently fixed or portable, depending on the workplace. Eye wash equipment should be provided where there is a risk of hazardous chemicals or infectious substances causing eye injuries.



Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia

### Burns kits

Burns kits should be provided in areas where there is risk of burns (such as kitchens, science labs etc)



### Sharps and biohazard kits

Sharps and biohazard kits should be available in first aid rooms or sick bays to enable the safe clean up and disposal of sharps and body fluid waste.



## Maintenance



### Who should re-stock first aid kits?

“Usually a first aider or a company that has experience in the first aid equipment”

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



### How often should you re-stock?

“after each use or, if the kit is not used, at least once every 12 months”

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



### What do I check for?

“ensure that items are in good working order, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.”

“...an inventory list in the kit should be signed and dated after each check

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia

# First Aid Signage Requirements

## What first aid signage is required?

Displaying well-recognised, standardised first aid signs will assist in easily locating first aid equipment and facilities. Further information on the design and use of signs is available in AS 1319 - Safety Signs for the Occupational Environment.

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



# First Aid Signage Requirements

## When does a site require a first aid room?

A first aid room should be established at the workplace if a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided.” “A first aid room is recommended for:

- Low risk workplaces with 200 workers or more
- High risk workplaces with 100 workers or more

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia

## When does a site require an AED (Automated External Defibrillator)?

Providing an automated external defibrillator can reduce the risk of fatality from cardiac arrest. It is a useful addition for workplaces where there is a risk of electrocution or where there are large numbers of members of the public.



Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



### KEY POINTS

First aid rooms for 200+ (Low risk)  
First aid rooms for 100+ (High risk)

Defibrillators are recommended for any workplace. They do save lives!



## First Aiders



### Who is a first aider?

First aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



### How many first aiders do I need on site?

A person conducting a business or undertaking must ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid

Source: FIRST AID IN THE WORKPLACE Code of Practice March 2015, SafeWork Australia



Ensure an adequate number of trained and capable first aiders are present on site to administer effective first aid promptly



## Reach out to us!

For your specific needs, please  
reach out to us!

Email

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Information supplied by FastAid



Amba  
Guard

[WWW.AMBAGUARD.COM.AU](http://WWW.AMBAGUARD.COM.AU)