

## *First Aid in the Workplace Guide*



*Our specialty is ensuring your compliance obligations are fulfilled and making  
First Aid in your workplace simple and easy.*

# First Aid In The Workplace



## Do you have a duty to provide first aid?

Under the Work Health and Safety Regulations (WHS) a person conducting a business or undertaking at a workplace (PCBU) must ensure the workplace is well equipped with first aid equipment and facility for administering first aid that is easily accessible to each worker. It is also essential that workplaces have adequate number of workers that are trained to administer first aid or workers having access to trained first aid officers.

## What first aid is required for my workplace?

Deciding what first aid arrangement needs to be provided in the workplace is determined by legislative requirements and through a risk assessment taking into account the type of work performed, workplace size and location, as well as the number of people on site.

Identifying all reasonably foreseeable hazards and understanding the level of risk associated with those hazards will help you decide what first aid equipment, facilities and services you need. This process is known as risk management\* and involves the following four steps:

1. Identifying hazards that could result in work-related injury or illness
2. Assessing the type, severity and likelihood of injuries and illness
3. Providing the appropriate first aid facilities and training, and
4. Reviewing your first aid requirements on a regular basis or as circumstances change.

\*Source: First Aid in the Workplace Model Code of Practice July 2012



### Scheduled Maintenance

Accidental can schedule regular visits to your site to maintain and restock your First Aid Kit so you are always prepared in the event of an emergency and you are meeting your requirements for regular maintenance and review as outlined in the Code of Practice. Visits can be as often as every month, quarterly or half yearly.

For further information regarding the Work Health and Safety Regulations and Code of Practice, please contact your State or Territory, work health and safety authorities. For news updates please visit [ahsworksafety.com.au](http://ahsworksafety.com.au).

## Our Accidental Health and Safety First Aid Kits

At Accidental, we make it easy for you to decide which First Aid Kit is required for your site. Our Workplace First Aid Kits modules are available for a wide variety of industries – making First Aid compliance easier for your workplace. Our Industrial First Aid Kits feature a Treatment Rating system that allows our users or First Aider's to quickly identify which products to use in an emergency.

*Accidental's First Aid kits are designed with our users on mind, making applying First Aid easy, simple and effective!*



## Risk Guide Legend

To assist you in selecting a first aid kit suitable for your workplace, we have designed a risk guide legend to help you identify the kit suited to your level of workplace risk.

**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. For example, factories, construction sites, mobile plant, motor vehicle workshops and forestry operations.

## RISK GUIDE



Kit contents may vary from photos shown in this catalogue depending on model selected and component availability at time of manufacture.

Visit our website at [www.accidental.com.au](http://www.accidental.com.au)

# First Aid Kits Low Risk



## Code of Practice First Aid Kit

This kit is designed to assist with a self assessed workplace rating of "Low Risk" under the Safe Work Australia First Aid Code of Practice.\*

- Colour coded first aid supplies for ease of use
- Cases large enough to add first aid modules to suit your workplace application
- Ideal for small workplaces and low risk environments

Our National Workplace First Aid Kits are suitable for a wide variety of industries. This range makes First Aid compliance easier for your workplace, simply choose the kit style that best suits your workplace needs - ABS Wall Mountable and Poly Portable.



101461 W360 x H470 x D185mm



101463 W400 x H140 x D200mm

### RISK GUIDE



CODE	PRODUCT DESCRIPTION
101461	Code of Practice ABS Wallmount First Aid Kit
101463	Code of Practice Poly Portable First Aid Kit t
101465	Code of Practice Refill

## Tradies Work Vehicle First Aid Kit

This kit is designed to assist with a self assessed workplace rating of "Low Risk" under the Safe Work Australia First Aid Code of Practice.\*

All workplaces are required by law to have first aid facilities, including tradies vehicles and mobile plant. Our Tradies Kit makes first aid convenient and accessible on the job. Both kits have a slim design ideal for stowing in work vehicle cabins and behind seats. The durable poly kit comes complete with wall mount brackets.



Poly: W250 x H185 x D90mm

Metal: W355 x H250 x D70mm

### RISK GUIDE



CODE	PRODUCT DESCRIPTION
100403	Trade Vehicle Kit - Poly
100404	Trade Vehicle Kit - Metal

## Workplace Vehicle First Aid Kit

This kit is designed to assist with a self assessed workplace rating of "Low Risk" under the Safe Work Australia First Aid Code of Practice.\*

- Double zip closure
- Easy accessibility
- Fold-out storage

Features durable 600D/PVC fabric construction. Includes quality first aid products and is a perfect first aid kit when you need a comprehensive range of products on hand for any emergency.



W265 x H200 x D75mm

### RISK GUIDE



CODE	PRODUCT DESCRIPTION
100402	Workplace Vehicle First Aid Kit

Kit contents may vary from photos shown in this catalogue depending on model selected and component availability at time of manufacture.

\*\*As of 1st Jan 2013 only ACT, NT, TAS and SA have approved the Safe Work Australia First Aid in the Workplace Code of Practice. The onus for assessing each workplace rests with all Australian individual workplaces and sites managing their own risk profile. Accidental Health & Safety makes no representation as to verifying the compliance rating of each workplace / site in respect of the Safe Work Australia First Aid Code of Practice\*



# First Aid Kits High Risk

## National Workplace First Aid Kit

This kit is designed to assist with a self assessed workplace rating of “High Risk” under the Safe Work Australia First Aid Code of Practice.\*

- Colour coded first aid supplies for ease of use
- First aid kit containers large enough to add first aid modules to customise your first aid kit to your individual workplace requirements
- Ideal for high risk environments

Our National Workplace First Aid Kits are suitable for a wide variety of industries. This range makes First Aid compliance easier for your workplace, simply choose the kit style that best suits your workplace needs - Metal Wall Mountable, ABS Wall Mountable, Soft Pack Portable and Poly Portable.



101462 W350 x H450 x D150mm



101466 W360x H470 x D185mm



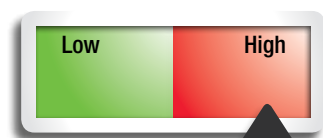
101464 W355 x H355 x H200mm



101468 W475 x H260 x D255mm

CODE	PRODUCT DESCRIPTION
101462	National Workplace Metal Wall Mounted First Aid Kit
101464	National Workplace Softbag Portable First Aid Kit
101466	National Workplace ABS Wall Mounted First Aid Kit
101468	National Workplace Poly Portable First Aid Kit
101470	National Workplace Refill

### RISK GUIDE



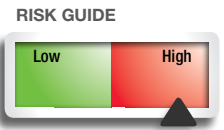
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Contact your local Distributor on 1300 362 327

# Add-On First Aid Modules

First aid requirements will vary from one workplace to the next, depending on the nature of the work, the type of hazards, the workplace size and location, as well as the number of people at the workplace. These factors must be taken into account when deciding what first aid arrangements need to be provided. Add-On First Aid Modules to meet your workplace requirements.



## Eye Injury Module

- Effectively treat eye injuries until emergency assistance arrives
- Ideal addition for first aid kits where there is risk of eye injuries



**CODE** 100347 **PRODUCT DESCRIPTION** Eye Injury Module

## Burns Risk Module

- Meets and exceeds the Code of Practice for First Aid In The Workplace contents for first aid modules nationally
- Ideal addition for first aid kits where there is risk of serious burns



**CODE** 100346B **PRODUCT DESCRIPTION** Burns Risk Module

## Wound Care Module

- Contains various dressings for all sorts of cuts and injuries
- Ideal addition for first aid kits where there is high risk of cuts



**CODE** 101487 **PRODUCT DESCRIPTION** Wound Care Module

## Food Preparation Module

- Range of visually detectable first aid supplies
- Ideal addition for first aid kits in kitchens or food prep areas



**CODE** 101488B **PRODUCT DESCRIPTION** Food Preparation Module

## Sprains & Strains Module

- R.I.C.E treatment
- Ideal inclusion for first aid kits where there is high risk of sprains and strains in the workplace such as in the Warehouse, Gym, Sporting, and more



**CODE** 100349B **PRODUCT DESCRIPTION** Sprains and Strains Module

## Outdoor Module

- Meets and exceeds the Code of Practice for First Aid In The Workplace contents for first aid modules nationally
- Ideal for workers that work in or around extreme heat or cold or open to the risk of snake bites



**CODE** 101489B **PRODUCT DESCRIPTION** Outdoor Module

## Trauma Module

- Essential for controlling bleeds in an emergency
- Ideal inclusion for portable first aid for treating shock and trauma



**CODE** 101490B **PRODUCT DESCRIPTION** Trauma Module

## Remote Module

- Meets and exceeds the Code of Practice for First Aid In The Workplace contents for first aid modules nationally
- Recommended for workers working remotely or away from first aid facilities



**CODE** 101491B **PRODUCT DESCRIPTION** Remote Module

# Industry First Aid Kits

All Industry Kits meet and exceed the Code of Practice for First Aid in the Workplace contents for first aid kits nationally. At Accidental, we make it easy for you to decide which First Aid Kit is required for your workplace. Our Industry Specific First Aid Kits have had modules added to treat injuries common to your industry. Making First Aid compliance easy.

## RISK GUIDE



### FOOD PREPARATION FIRST AID KIT

Designed for large commercial kitchens and food manufacturing facilities, our Food Preparation First Aid Kit provides effective treatment for common food preparation injuries.

W360 x H470 x D185mm

CODE	PRODUCT DESCRIPTION
101480	Food Preparation First Aid Kit



### CATERING FIRST AID KIT

In a fast moving kitchen environment, accidents can happen anywhere, be prepared with our portable Catering Run Kit. Ideal for mobile catering vehicles, cafe's, and small commercial kitchens.

W400 x H140 x D200mm

CODE	PRODUCT DESCRIPTION
101481	Catering First Aid Kit



### CONSTRUCTION FIRST AID KIT

Ensure your work site is adequately equipped with our comprehensive Construction Kit. It is built to meet the Workplace Codes of Practice and includes quality first aid products to treat a range of minor and serious worksite injuries.

W460 x H730 x D155mm

CODE	PRODUCT DESCRIPTION
101482	Construction First Aid Kit



### CHILDCARE/SCHOOLS FIRST AID KIT

Ensure your school/childcare centre is compliant and prepared for any accidents or injuries may occur. This kit is built to meet the current Code of Practice for Workplaces and includes first aid products to treat most common schoolyard/playground injuries. Includes sun protection, snake and insect bite instructions and treatment.

W500 x H320 x D285mm

CODE	PRODUCT DESCRIPTION
101485	Childcare/Schools First Aid Kit



### SPORTS/TRAINERS FIRST AID KIT

Our Sports/Trainer First Aid Kit includes all of the essential items required for the complete care of a sporting team. The easy to carry zip storage bag protects the content from the mud and the elements. Includes sports strapping tape, instant heat and ice packs.

W500 x H320 x D285mm

CODE	PRODUCT DESCRIPTION
101486	Sports/Trainers First Aid Kit



### REMOTE FIRST AID KIT

Designed specifically for those working in remote or isolated areas, this first aid kit contains comprehensive treatment options for injuries when help is not just around the corner. Includes splints, first aid manual, RICE Treatment Card and much more.

W500 x H320 x D285mm

CODE	PRODUCT DESCRIPTION
101492	Remote First Aid Kit



### ELECTRICAL CONTRACTORS FIRST AID KIT

Ideal for electrical contractors working in high risk environments. This comprehensive first aid kit includes treatment for major and minor burns, electric shocks, as well as snake and insect bites.

W355 x H355 x H200mm

CODE	PRODUCT DESCRIPTION
101494	Electrical Contractors First Aid Kit



Kit contents may vary from photos shown in this catalogue depending on model selected and component availability at time of manufacture.

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# Personal/Vehicle First Aid Kits



## Handy Personal Kit

This basic first aid kit is compact and easy to use. The soft pouch allows for easy storage in your car or home.



W240 x D40 x H160mm

CODE	PRODUCT DESCRIPTION
100407	Handy Personal Kit



## Personal Travel Kit

This kit comes in soft case and includes basic first aid supplies, handy for every worker on the road.



CODE	PRODUCT DESCRIPTION
101585	Personal Travel Kit

## Personal Outdoor Kit

A go anywhere "bum bag" first aid kit ideal to for outdoor adventures.



W230 x D100 x H100mm

CODE	PRODUCT DESCRIPTION
19042	Personal Outdoor Kit

## All Purpose First Aid Kit

The All Purpose First Aid Kit offers a broad range of first aid products in a quality ABS plastic case. Its popular compact design is suitable for your car, truck or anywhere basic first aid is required.



W220 x H145 x D55mm

CODE	PRODUCT DESCRIPTION
100400	All Purpose First Aid Kit



## Deluxe Personal First Aid Kit

The Deluxe Personal First Aid Kit is made from a robust 600D/PVC fabric providing water resistance along with a quality look. The deluxe softpack is a popular first aid kit featuring a quality range of first aid inclusions ready for many emergencies.



W230 x H170 x D65mm

CODE	PRODUCT DESCRIPTION
100401	Deluxe Personal First Aid Kit



## Trauma First Aid Kit

Be prepared with our Trauma kit specifically designed for high risk environments. Ideal for immediate care of severe injuries such as major bleeding and trauma.



W355 x H355 x D200mm

CODE	PRODUCT DESCRIPTION
101483	Trauma First Aid Kit



## Outdoor/4WD First Aid Kit

This is a comprehensive first aid kit ideal for the great outdoors and outdoor workplace environments. Includes treatment for snake and insect bites, sprains and strains.



W355 x H355 x D200mm

CODE	PRODUCT DESCRIPTION
100410	Outdoor/4WD First Aid Kit



## First Response First Aid Kit

Exceeding workplace standards, this kit has been designed as a first responder first aid kit. Ideal for Work Health & Safety Officers, security & emergency evacuation.



W500 x H320 x D285mm

CODE	PRODUCT DESCRIPTION
101484	First Response First Aid Kit

## Bites & Stings First Aid Kit

Ideal for anyone working outdoors, especially in remote areas, work sheds, workplace shrubs or gardens.



W140 x H195 x D80mm

CODE	PRODUCT DESCRIPTION
101588	Bites & Stings First Aid Kit

Kit contents may vary from photos shown in this catalogue depending on model selected and component availability at time of manufacture.

Visit our website at [www.accidental.com.au](http://www.accidental.com.au)

# Workplace First Aid Check List

## Step 1 – Identify potential causes of workplace injury and illness

Certain work environments have greater risks of injury and illness due to the nature of work being carried out and the nature of the hazards at the workplace (see examples right).

### Low Risk Workplace

(Minor Injuries or Illness)

- Offices    Shops  
 Libraries    Other

### High Risk Workplace

(Serious Injuries or Illness)

- Factories    Electrical Work    Construction  
 Mining    Workshops    Security  
 Outdoor Work    Food Prep.

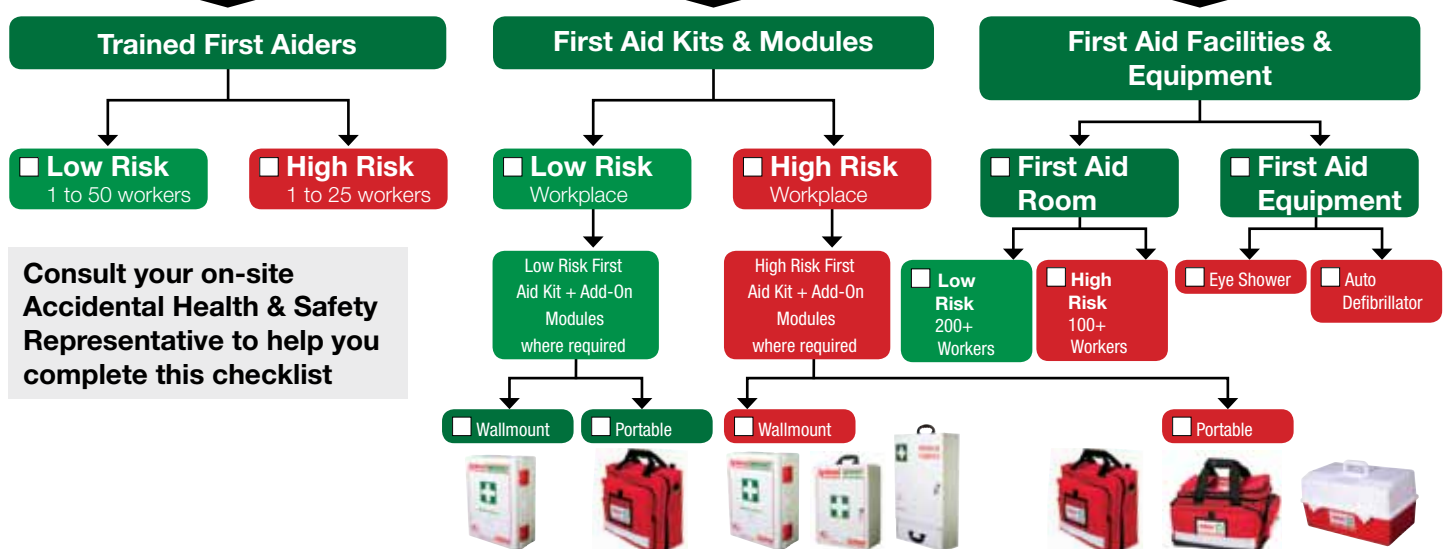
## Step 2 – Assess the risk of workplace injury and illness

Examples of Injuries associated with common workplace hazards that may require first aid		Not Likely (Low Risk)	Likely (High Risk)	Module
Manual tasks	Overexertion can cause muscular strain.	<input type="checkbox"/>	<input type="checkbox"/>	100349B Sprains & Strains
Working at heights	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Electricity	Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module
Machinery and equipment	Being hit by moving vehicles, being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Hazardous chemicals	Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 100347 Eye Module
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 101489B Outdoor Module
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 100347 Eye Module
Violence	Behaviours including intimidation and physical assault can cause nausea, shock and physical injuries.	<input type="checkbox"/>	<input type="checkbox"/>	101487 Wound Care 101490B Trauma Module
Biological	Infection, allergic reactions.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Animals	Bites, stings, kicks, scratches.	<input type="checkbox"/>	<input type="checkbox"/>	101489B Outdoor Module
Remote Locations	For workers working remotely or away from first aid facilities.	<input type="checkbox"/>	<input type="checkbox"/>	101491B Remote Module
Food Preparation	Cuts and lacerations in areas requiring detectable first aid products to meet Food Standards recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	101488B Food Prep Module
Outdoor Work	If work is performed outside and there is a risk of insect or plant stings or snake bites.	<input type="checkbox"/>	<input type="checkbox"/>	101489B Outdoor Module

### Always Consider

- The size of your workforce and workplace to determine quantity of first aid kits.    The location of your workplace: relevant to local medical centres    Workplace incident and injury data including near misses.    Regular consultation with workers and their Work Health & Safety Representative.

## Step 3 – What first aid is required?



**Consult your on-site Accidental Health & Safety Representative to help you complete this checklist**