



Australian Government

HLTAID008 Manage first aid services and resources

Release: 1

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Modification History

| Release | Comments |
|-----------|---|
| Release 1 | <p>This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the New Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria, changes to scope of unit.</p> <p>Removal of all embedded material from HLTF404C and HLTF412A. New evidence requirements for assessment. Removal of prerequisite unit</p> |

Application

This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

The unit applies to workers in nominated occupational first aid or management roles.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Determine workplace first aid requirements

- 1.1 Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements
- 1.2 Identify first aid equipment, resources and personnel required to address workplace requirements
- 1.3 Develop first aid action plans in consultation with relevant parties
- 1.4 Provide information to encourage risk minimisation and enable access to first aid facilities

2. Establish and maintain workplace first aid facilities

- 2.1 Monitor and maintain availability of first aid equipment, resources and personnel to support workplace first aid response
- 2.2 Conduct regular inspections of stock and equipment to ensure currency and operational readiness in line with workplace requirements
- 2.3 Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures
- 2.4 Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturer's/supplier's instructions
- 2.5 Deploy appropriate equipment, resources and personnel to ensure timely and effective first aid response in line with workplace requirements

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

3. Maintain workplace first aid records

- 3.1 Ensure documentation is completed as required according to legislation and workplace procedures
- 3.2 Maintain first aid records in line with legislative requirements and workplace security practices
- 3.3 Send relevant documents to appropriate bodies in line with workplace and legislative requirements
- 3.4 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisational policies

4. Review the provision of first aid in the workplace

- 4.1 Participate in debriefing/evaluation to improve future operations and address individual needs
- 4.2 Evaluate management of workplace first aid incidents in relation to required resources, personnel, current organisational procedures and individual first aid action plans
- 4.3 Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision

Foundation Skills

The Foundation Skills described those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

No equivalent unit

Links

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