Australian Government

Department of Education, Employment and Workplace Relations

HLTFA403C Manage first aid in the workplace

Release: 1

INDUSTRY SKILLS COUNCILS
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HLTFA403C Manage first aid in the workplace

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTFA403B Manage first aid in the workplace	HLTFA403C Manage first aid in the workplace	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. Updated unit codes to First Aid references.

Unit Descriptor

Descriptor	This unit addresses the establishment and maintenance of facilities to enable or facilitate the provision of appropriate first aid in the workplace

Application of the Unit

Application	The skills and knowledge described in this competency unit are suitable for those in nominated workplace first aider roles
	Training Package users should ensure implementation is consistent with any specific workplace and/or relevant legislative requirements in relation to WHS and provision of first aid
	Application of these skills and knowledge should be contextualised as required to address specific industry, enterprise or workplace requirements and to address specific risks and hazards and associated injuries

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills	This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.	The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Establish a workplace first aid facility	1.1 Plan a *first aid facility* in the workplace to address *workplace and legislative requirements*
	1.2 Identify potential *workplace hazards* and assess *associated risks* as a basis for determining *first aid resource* requirements
	1.3 Identify and prepare first aid equipment and resources required to address identified workplace requirements
	1.4 Identify personnel requirements in line with legislative and workplace requirements
	1.5 Establish and maintain links with relevant *first aid bodies and professional organisations* to maintain currency in the field and for referral purposes
	1.6 Access and provide information in the workplace to encourage risk minimisation and facilitate access to first aid facilities as appropriate

ELEMENT	PERFORMANCE CRITERIA
2. *Manage* a workplace first aid facility	2.1 Monitor and maintain availability of adequate resources 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 Contribute to the review of risks in the workplace and validation of organisation policies and procedures relating to the provision of first aid
	2.6 Contribute to planning for response to major workplace incidents
	2.7 Deploy appropriate equipment, resources and personnel to ensure timely and effective first aid response in line with workplace requirements
	2.8 Use safe manual handling techniques
3. Manage 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 organisation policies

ELEMENT	PERFORMANCE CRITERIA
4. Evaluate the provision of first aid in the workplace	4.1 Evaluate management of workplace incidents and develop an action plan in consultation with relevant parties to improve first aid response in the workplace if required
	4.2 Participate in debriefing/evaluation in order to improve future operations and address individual needs
	4.3 Ensure first aid response is provided in a culturally aware, sensitive and respectful manner
	4.4 Implement and evaluate workplace management procedures in accordance with risk assessment
	4.5 Formulate and review contingency planning to identify and select alternative management principles and procedures as required

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Working knowledge of:
  - Australian Resuscitation Council (ARC) Guidelines relating to provision of first aid
  - company/organisation standard operating procedures (SOPS)
  - first aid risk assessment practices and procedures
  - first aiders' skills and limitations in relation to first aid response in the workplace
  - how to gain access to and interpret Safety Data Sheets (SDS)
  - legal responsibilities and duty of care
  - occupational health and safety requirements in the provision of first aid
  - priorities of management in first aid
  - procedures for dealing with major and minor accidents in the workplace
  - safe storage and handling of medication in the workplace
- First aid equipment and resources to manage injuries and illnesses addressed in HLTFA311A: Apply first aid and HLTFA412A: Apply advanced first aid
- First aid management procedures for conditions identified in the Range Statement
- Infection control principles and procedures, including using standard precautions
- State/territory regulations, legislation and policies relating to:
  - currency of first aid skills and knowledge
  - first aid training
  - occupational health and safety requirements in the provision of first aid
  - workplace first aid provision
- Stress management techniques and available support
- Social issues, with particular reference to workplace culture, issues and resources and associated organisation requirements:
  - importance of first aid response to be culturally aware, sensitive and respectful
  - debriefing counselling procedures
  - consent and confidentiality
  - own skills and limitations

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REQUIRED SKILLS AND KNOWLEDGE

Essential skills:

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply first aid principles in the workplace
- Assess workplace first aid requirements
- Communicate effectively and assertively and show leadership in an incident
- Conduct an initial casualty assessment and prioritisation
- Conduct/review first aid risk assessment
- Demonstrate:
    - adequate infection control procedures - use of standard precautions
    - consideration of the welfare of casualties and first aiders
    - incident management skills
    - safe manual handling
    - safe storage and handling of medication in the workplace
    - safe storage and handling procedures for pressurised gases
- Implement WHS guidelines
- Interpret, use and maintain records of the range of documentation required by the workplace and regulatory authorities
- Maintain first aid equipment and resources in operational condition
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Manage a first aid response in an identified workplace context
- Plan an appropriate first aid response in line with established first aid principles, ARC Guidelines and/or State/Territory regulations, legislation and policies and respond appropriately to contingencies in line with own level of skills and knowledge
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use high level literacy and numeracy skills as required to read, interpret, address and communicate guidelines, protocols and reporting requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects of assessment:	• The individual being assessed must provide evidence of specified essential knowledge as well as skills • Consistency of performance should be demonstrated over the required range of situations relevant to the workplace • Currency of first aid knowledge and skills is to be demonstrated in line with state/territory regulations, legislation and policies, ARC and industry guidelines
Interdependence of units:	Competence in this unit may be assessed individually or with other related competency units, such as: • Occupational health and safety • Risk assessment • Emergency procedures
Access and equity considerations:	• All workers in the health industry should be aware of access and equity issues in relation to their own area of work • All workers should develop their ability to work in a culturally diverse environment • In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people • Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

EVIDENCE GUIDE

Related units:

This unit should be assessed either after or in conjunction with achievement of the following related competency unit:

- HLTFA412A Apply advanced first aid

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Workplace first aid facility may involve:	• First aid room/clinic • First aid kits suited to specific workplace needs • First aid equipment and resources • Availability of personnel trained to provide first aid
Workplace first aid management must take into account:	• Workplace policies and procedures • Industry/site specific regulations, codes • Workplace WHS requirements • State and territory workplace health and safety legislative requirements
Workplace and legislative requirements for a first aid facility include:	• State/territory regulations, legislation and policies • Specific industry requirements, regulations and/or WHS issues • Specific hazards present in the workplace • Number of employees in the workplace • Number of different workplace sites/locations • Proximity to local services, including doctors, hospital, ambulance and other emergency services

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RANGE STATEMENT

First aid resources may include but are not limited to:

Non-consumables:

- Equipment, such as:
    - oxygen resuscitation/cylinders
    - AED
    - thermometers
    - auto-injectors
    - back boards
    - stretchers
    - soft bag resuscitator
    - first aid kit
    - casualty's medication
    - analgesic inhalers
    - analgesic gas equipment
    - resuscitation mask or barrier
    - spacer device
    - cervical collars
    - Personal Protective Equipment
- Relevant texts and documentation, such as:
    - Australian Resuscitation Council Guidelines
    - first aid principles, policies and procedures
    - reference materials including SDSs, relevant Occupational Health and Safety Act and Regulations
    - first aid code of practice/compliance codes
    - workplace records and blanks
- Communication systems and equipment

RANGE STATEMENT

First aid resources may include but are not limited to:

Consumables:

- First aid kits, including bandages, tape, scissors, splinter removers, antiseptic, eye management, disinfectants, resuscitation masks, emergency numbers and contacts, etc
- Dressings
- Ointments
- Cold packs
- Analgesics
- Splints
- Sharps disposal
- Bio-hazardous waste bags/bins
- Medical grade oxygen
- Bandages
- Medication
- Personal protective equipment
- Eye wash
- Disinfectants
- Bronchodilators

Workplace hazards and risks may include:

- Hazards associated with workplace equipment, machinery, substances and processes
- Environmental risks
- Risks associated with first aid response involving:
    - first aid equipment (oxygen cylinders, AED)
    - exposure to blood and other body substances
    - risk of further injury to the casualty
    - risks associated with the proximity of other workers and bystanders

First aid bodies and professional organisations may include:

- Australian Resuscitation Council (ARC)
- Support Groups
- Registered Providers/Authorities
- Emergency services

RANGE STATEMENT

First aid management skills must include:	• Administration of analgesic gases in accordance with ARC Guidelines, state/territory regulations, legislation and policies and industry requirements • CPR • Infection control • AED (where available)
First aid management must account for:	• Location and nature of the workplace • Environmental conditions e.g. electricity, biological risks, weather, motor vehicle accidents • Location of emergency services personnel • Number of casualties and potential casualties • Use and availability of first aid equipment, resources and pharmaceuticals • Types of dangers/risks to the casualty and any others in the vicinity of the situation • Confined spaces, subject to industry need
Documentation may include:	• Incident/injury reports • Casualty history forms • Disease notification • Workcover forms • Medication registers • Workers' compensation • Day book • Pre-participation records (sport) • Medical histories • Management records • Stock records • Infection control records • Training records • First aid risk assessment

Unit Sector(s)

Not Applicable