Australian Government
Department of Education, Employment and Workplace Relations

HLTFA403A Manage first aid in the workplace

Release: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

HLTFA403A Manage first aid in the workplace

Modification History

Unit 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

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 OHS 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

Pre-Requisites

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills
The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

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

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
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
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

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

Essential knowledge:

Working knowledge of:

Legal responsibilities and duty of care

Australian Resuscitation Council (ARC) Guidelines relating to provision of first aid

Procedures for dealing with major and minor accidents in the workplace

How to gain access to and interpret material safety data sheets (MSDSs)

Company/organisation standard operating procedures (SOPS)

Priorities of management in first aid

Occupational health and safety requirements in the provision of first aid

First aiders' skills and limitations in relation to first aid response in the workplace

First aid risk assessment practices and procedures

Safe storage and handling of medication in the workplace

First aid equipment and resources to manage injuries and illnesses addressed in HLTFA301B: Apply first aid and HLTFA402B: 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:

workplace first aid provision

occupational health and safety requirements in the provision of first aid

first aid training

currency of first aid skills and knowledge

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

Essential skills:

Ability to:

Manage a first aid response in an identified workplace context

Assess workplace first aid requirements

Maintain first aid equipment and resources in operational condition

Conduct an initial casualty assessment and prioritisation

Conduct/review first aid risk assessment

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

Apply first aid principles in the workplace

Implement OHS guidelines

Demonstrate:

safe manual handling

adequate infection control procedures - use of standard precautions

consideration of the welfare of casualties and first aiders

incident management skills

safe storage and handling procedures for pressurised gases

safe storage and handling of medication in the workplace

Interpret, use and maintain records of the range of documentation required by the workplace and regulatory authorities

Communicate effectively and assertively and show leadership in an incident

Use high level literacy and numeracy skills as required to read, interpret, address and communicate guidelines, protocols and reporting requirements

Make prompt and appropriate decisions relating to managing an incident in the workplace

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:

Assessment must include demonstrated evidence of specified Essential Knowledge and Essential Skills identified in this competency unit

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

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 OHS 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 OHS 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

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 MSDSs, relevant Occupational Health and Safety Act and Regulations

first aid code of practice/compliance codes

workplace records and blanks

Communication systems and equipment

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

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

Community Services and Health Industry Skills Council

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)

Community Services and Health Industry Skills Council