



Australian Government

PMAWHS221 Maintain first aid resources and records

Release: 1

PMAWHS221 Maintain first aid resources and records

Modification History

Release 1. Supersedes and is equivalent to PMAOHS221B Maintain First Aid supplies and records

Application

This unit of competency covers the skills and knowledge required to maintain first aid resources and related records.

This unit of competency applies to operators who are required to check availability and condition of supplies and equipment, obtain resources, clean equipment, dispose of waste, store resources and manage related records.

Depending on the workplace organisational structure the person might be responsible for ordering and purchasing equipment/resources or might obtain resources once they have been purchased.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members.

This unit of competency applies in a plant, remote facility or similar where there are first aid stations that require monitoring and re-supply.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Work health and safety

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 **Maintain resources**

1.1 Ensure and secure availability of adequate and relevant resources in accordance with workplace procedures

1.2 Identify and obtain non-consumables required by

- workplace to maintain adequate readiness of supplies
- 1.3 Identify and obtain consumables required by workplace to maintain adequate readiness of supplies
 - 1.4 Check stock, and regularly carry out inspection of equipment, for condition and currency
 - 1.5 Recover and clean equipment and dispose of waste safely according to legislative and site procedures
 - 1.6 Maintain resources in operational readiness in accordance with workplace procedures
 - 1.7 Store resources in correct manner to ensure their future operation and serviceability
- 2 **Record and manage records**
- 2.1 Complete relevant forms, as required, according to legislation and site procedures
 - 2.2 Store forms in accordance with legislative and site procedures
 - 2.3 Send relevant forms to appropriate bodies, file records appropriately, and undertake security of records according to workplace and legislative requirements
 - 2.4 Maintain confidentiality of records and information in accordance with privacy principles and statutory and/or organisational policies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following:

- directives and/or guidelines from:
 - Australian Resuscitation Council (ARC)
 - National Health and Medical Research Council (NHMRC)
 - Australian Standards
 - Worksafe Australia
- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

First aid resources

- First aid resources include:
 - non-consumables, including one or more of the following:
 - machines
 - books
 - reference materials
 - safety data sheet (SDS) resources, including Work Health and Safety

(WHS) Act

- legislative regulations
- stretchers
- communication systems
- relevant texts
- equipment
- consumables, including one or more of the following:
 - first aid kits (bandages, tape, scissors, splinter removers, antiseptic, eye management, disinfectants, and emergency numbers and contacts)
- dressings
- ointments
- cold packs
- analgesics
- splints
- sharps disposal
- biohazardous waste
- medical grade oxygen
- bandages
- medication
- personal protection equipment
- eye wash
- disinfectants
- broncho-dilators
- cervical collars

Forms

Relevant forms include one or more of the following:

- incident/injury forms
- 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

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMAOHS221B Maintain First Aid supplies and records

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>