



Australian Government

HLTAID008 Manage first aid services and resources

Release: 3

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Modification History

Release	Comments
Release 3	Updated mapping information.
Release 2	Updated mapping information.
Release 1	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. Significant changes to elements and performance criteria, changes to scope of unit. Removal of all embedded material from HLTFA404C and HLTFA412A. New evidence requirements for assessment. Removal of prerequisite unit

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

ELEMENT**PERFORMANCE CRITERIA**

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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

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

ELEMENT

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PERFORMANCE CRITERIA

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

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

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTAID008 Manage first aid services and resources

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks at least once in line with State/Territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

- conducted a workplace risk assessment
- developed a first aid response plan including strategies for management of incidents
- used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance
- maintained first aid equipment and resources according to manufacturer's instructions
- used and maintained documentation required by the workplace and regulatory authorities.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- state/territory regulations, first aid codes of practice and workplace procedures including:
 - workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements
 - duty of care in relation to first aid provision

- safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals
- infection control principles and procedures, including use of standard precautions based on incident
- requirements for currency of skill and knowledge
- legal, workplace or community issues relating to the provision of CPR including:
 - awareness of potential need for stress-management techniques and available support following an emergency situation
 - consent
 - capabilities of emergency management services
 - privacy and confidentiality requirements
 - importance of debriefing.

Assessment Conditions

Skills must be demonstrated:

- in a workplace environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge.

Assessment resources must include:

- first aid equipment such as:
- first aid kit and contents checklist
- an incident report form
- relevant state/territory Work Health and Safety First Aid Code of Practice.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, including workplace resources required by the relevant state/territory Work Health and Safety Regulatory Authority.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors

Links

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