



Australian Government

HLTAID016 Manage first aid services and resources

Release: 1

HLTAID016 Manage first aid services and resources

Modification History

Not applicable.

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

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the 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 minimise risk 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 and personnel to support workplace first aid response.
- 2.2. Conduct inspections of first aid 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 manufacturers' or suppliers' instructions.
- 2.5. Deploy appropriate equipment and personnel to ensure timely and effective first aid response in line with workplace requirements.

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| 3. Maintain workplace first aid records. | 3.1. Ensure documentation is completed in line with 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 privacy and confidentiality of records and information in line with privacy legislation and organisational policies. |
| 4. Review the provision of first aid in the workplace. | 4.1. Participate in incident debriefing or evaluation to improve future operations and address individual needs. |
| | 4.2. Evaluate management of workplace first aid incidents in relation to required equipment, 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 describe those required skills (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.

Unit Mapping Information

Supersedes and is equivalent to HLTAID008 Manage first aid services and resources

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 HLTAID016 Manage first aid services and resources

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role.

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

- conducted a workplace risk assessment and evaluation of first aid provisions
- developed a first aid action plan including strategies for management of incidents and individuals needs in accordance with workplace policies and procedures
- 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 manufacturers' instructions
- used and maintained documentation required by the workplace and regulatory authorities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- 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 first aid 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 an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Assessment must ensure access to:

- first aid kit and contents checklist
- workplace injury, trauma and/or illness record, or other applicable workplace or site incident report form
- relevant State or 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 Standards for Registered Training Organisations' requirements for assessors.

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