

Policy – First Aid

Purpose

The Academy of Entrepreneurs is committed to ensuring that all employees, and other relevant parties, are aware of the provision of First Aid. The First Aid Policy complies with the Academy of Entrepreneurs Work Health & Safety Policy and relevant Work Health and Safety legislation (the Legislation).

Scope

This policy applies to all employees, consultants, contractors, volunteers, visitors and suppliers when at an Academy of Entrepreneurs work place.

Policy

The Legislation requires that employees be informed and, where required, trained, in relation to first aid situations. This policy sets out the required actions to be taken by all employees of the Academy of Entrepreneurs.

Definitions

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

First aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.

Content

For all employees:

- Ensure you know where the first aid equipment is located
- Immediately tell your Manager and/or a First Aid Officer if you are injured at work
- Seek immediate treatment (if necessary) if you are injured at work, from the First Aid Officer, nearest health facility or your family Doctor
- Inform your Manager, if you become aware that a work colleague or other person has been injured or is ill at work

Location of First Aid Kit:

Ground Level, 53 Murray St, Pyrmont

On Shelf

Near Kitchen entrance

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	