



UOW SAFE@WORK

FIRST AID NEEDS ASSESSMENT

This form is to be periodically completed by the WHS Unit to assess the first aid needs of each Campus.

Campus: _____ **Date:** _____

Conducted by: _____

1. Assessment Factors – Hazard and Injury Profile	
Nature of hazards and severity of risk	
Known hazards <ul style="list-style-type: none"> * Manual tasks * Slips, trips and falls * Noise * Radiation/ Lasers * Biological/animals * Electricity * Plant and equipment * Extreme temperatures 	<ul style="list-style-type: none"> * Hazardous substances & dangerous goods * Cuts and abrasions * Psychological illness * Outdoor environment e.g. sun, insects * Vehicles, driving and moving plant * Working at heights * Workplace violence * Other:
Known occurrences of injuries, illnesses and incidents	
Previous 12 months claims data (number of claims): Insignificant: Medical treatment: Lost time injury: Commuting/recess: Total number of claims:	Mechanism of Injury (number of claims): Manual Handling: Slips trips and falls: Hit by object: Agency of Injury (number of claims): Non powered hand tools and equipment: Powered hand tools and equipment: Human, animal or other agencies:
Nature of injury (number of claims): Sprains and strains: Lacerations: Fractures: Contusion:	Significant near misses in previous 12 months:
Workplace demographics	
Number of buildings: Number of staff: Number of students and visitors: Usual operating hours:	Access to medical services Nearest hospital: Nearest medical or occupational health service: Maximum time to medical service:

2. Assessment Outcomes

First aid facilities required

First aid officers and availability:	<p>Core operating hours:</p> <ul style="list-style-type: none"> * Refer to Nominated First Aid Officers Contact list <p>After hours requirement:</p> <ul style="list-style-type: none"> * University Security available 24hrs – 7 days per week
Training and competencies required of first aid officers:	<p>Provide First Aid training (every 3 years)</p> <ul style="list-style-type: none"> * Nominated First Aid Officers * Security Officers <p>CPR refresher including defibrillator (every 12 months)</p> <ul style="list-style-type: none"> * Security Officers
Number and location of kits:	Refer to attached first aid kit location register. Number of kits will be determined as required. The statistics in this form will be used to determine if current arrangements are sufficient for the University's needs.
Type and contents of first aid kits:	<p>Standard first aid kit requirements:</p> <ul style="list-style-type: none"> * Standard First Aid Kit <ul style="list-style-type: none"> ○ as per Appendix C of First Aid in the Workplace Code of Practice ○ plus additional items as denoted in the First Aid Equipment Order Form (high risk kit) * University Vehicle Kit <ul style="list-style-type: none"> ○ as per First Aid Equipment Order Form (low risk kit) <p>Laboratory kit requirements:</p> <ul style="list-style-type: none"> * Standard first aid kit + steri strips <p>Field activity kit</p> <ul style="list-style-type: none"> * Standard first aid kit + snake bite kit (if need identified) <p>Diving first aid requirements:</p> <ul style="list-style-type: none"> * Standard first aid kit + Oxy-viva
First aid kit replenishment:	<p>All first aid kits will be inspected biannually as coordinated by the WHS Unit.</p> <p>Ad-hoc replenishment via First Aid Equipment Order Form.</p>
First aid room:	The First Aid room is provided in accordance with the First Aid in the Workplace Code of Practice .
Other:	N/A
Language requirement:	English