

FIRST AID RESOURCES GUIDELINE

Section	Health & Safety
Contact	Occupational Health, Safety & Wellbeing Director
Last Review	6 March 2023
Next Review	6 March 2026
Approval	Occupational Health, Safety & Wellbeing Director
Effective Date	6 March 2023

Purpose:

This document outlines the guidelines for Massey University to meet its legislative requirements and provides guidance for first aid facilities, equipment and access to first aiders.

Guidelines:

First Aid

First aid is the immediate basic care given to an injured or sick person before a doctor, other health professional or emergency services take over their treatment. It focuses on preserving life and minimising serious injury.

Appointing First Aiders & Coverage

Managers must complete a First Aid Needs Assessment and ensure they have appointed staff to fulfil the role of first aider within their areas of responsibility. The assessment assists with identifying the number and availability of first aiders, and appropriate first aid equipment required for the nature of activities being undertaken. Please refer to the First Aid Needs Assessment template below, the assessment should be reviewed annually.

In some buildings there are multiple business units, so having at least one first aider per department is good practice. In these situations, Managers must liaise with other departments in their immediate area to ensure full coverage.

Line Managers/Academic Supervisors are responsible for ensuring that there is at least one first aider available at all times when their department or building is available for students and staff. This means taking into account staff leave, breaks and sickness.

People responsible for organising an event are responsible for completing the First Aid Needs Assessment to identify and ensure there is first aid coverage for all on and offsite events, field work assignments and day trips.

Managers must consult with workers in the area and take in to account their views as well as consider:

- The number of workers at the workplace at any given time
- The needs of workers with a disability or known health concerns
- The nature of the work they do and its risks.
- The likelihood of people being hurt and how serious the injuries might be.
- The physical size of the workplace and whether workers are scattered across different parts of it.
- The location of the workplace and its distance from ambulance services, medical centres and hospitals
- Whether other people (e.g., students or members of the public) visit the workplace.

First Aid and the Risk Management Process

STEP 1	Identify the risks that could result in work-related injury or illness	
<ul style="list-style-type: none"> - Is the nature of the work a risk to people's health and safety? - Have you identified these risks? - Do any workers or other people at the workplace have pre-existing medical conditions? - Have you consulted with workers and their health and safety representatives about first aid requirements? 		
STEP 2	Assess the risks (the type, severity and likelihood) of injuries and illness	
<ul style="list-style-type: none"> - How often does each risk have the potential to cause harm? - What types of injuries or illnesses would the risks cause? - How serious are the injuries or illnesses? - Does the number of workers and other people at the workplace, and the type of work carried out, affect how first aid should be provided? - Could the size or location of your workplace affect how first aid is provided? 		
STEP 3	What first aid is required?	
<p>First aiders</p> <ul style="list-style-type: none"> - How many first aiders do you need? - What do they need to be able to do? - What training do they need? 	<div style="border: 1px solid #008080; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> and </div>	<p>First aid kits and facilities</p> <ul style="list-style-type: none"> - What kits do you need and where should they be located? - Do you need any other aid equipment? - Who will be responsible for maintaining the kits? - Do you need a first aid room?
STEP 4	Review first aid requirements regularly or as circumstances change to ensure effectiveness	

Source: WorkSafe

Training

Training is provided by Red Cross (NZQA Accredited) and can be booked via MyHR Development Calendar. Training is paid for by your business unit.

The initial course is Comprehensive First Aid training (12hrs over 1.5 days) for a 2-year certification. A revalidation course (6hrs) is required before the expiry of the Comprehensive First Aid certificate to refresh and maintain skills. In addition, specialty first aid courses for specific roles (e.g., Electrical Service Technicians) are also organized through the University.

All training records are held by People & Culture, and it is a manager's responsibility to review and confirm their first aid resource details are correct and current every 6 months.

First Aider Responsibilities

The first aider is responsible for administering basic acute treatment in the case of an injury. They must familiarise themselves with the first aid equipment on site and the contents of the first aid kits.

In an evacuation, first aiders must report to the Building Warden with their kit.

Where to Find a First Aider

During an emergency, designated first aiders will be carrying a first aid kit. In addition, all security staff are trained first aiders.

Managers are responsible for introducing new staff members to their local first aider during inductions.

First Aid Kits

Type & Quantity of First Aid Kits

- You must provide at least one first aid kit for each workplace and ensure workers know where it is.
- It must be clearly labelled as a 'First Aid Kit' and be easily accessible.
- It must have a list of what is in the kit.
- It must be made of material that will protect the contents from dust, moisture, and contamination.

Managers must complete a First Aid Needs Assessment to identify appropriate equipment required for the nature of activities being undertaken. Please refer to the First Aid Needs Assessment template below to determine whether your activities require basic first aid or specialized equipment, quantities and how the kits should be distributed. The assessment should be reviewed annually.

Basic kits are for most office, workshop and non-lab or hazardous environments. Choosing between a soft or hard case depends on where you are storing/mounting your kit.

First Aid Kit Maintenance

First aid kits are purchased, replenished, and maintained by the local schools and departments. They should be checked 6 monthly and restocked as needed. If your local kit is low on supplies, contact your Departments Administrator.

Kits can be purchased through our approved suppliers, [NZ Safety Blackwoods](#) or [Redcross](#).

A basic first aid kit contents list is attached below. For higher risk areas with specialised equipment, please refer to your First Aid Needs Assessment for guidance.

Checks you should make:

- **Contents:** Kits should be fully checked yearly as a minimum. If you have a notebook with the kit you should check it 6 monthly so items can be topped up as soon as possible.
- **Expiry Dates:** Items should be replaced in the year of expiry.
- **General Check:** Is the kit clean? Do the zip or clips work?
- **Spares:** It's handy to keep spares of items that run out quickly e.g. plasters. Store separately and remember the expiry dates.
- **Specialised Areas:** For labs and other specialised areas you would additionally have items that relate to the hazards, such as eye wash stations or solution. A First Aid Needs Assessment is necessary to determine needs – the HSW team can help you with this.
- **Over-the-counter Pain Relief:** Don't keep these freely accessible in kits. Massey University does not supply or provide pain relief. More information: [Worksafe's Workplace First Aid Guidance](#).
- **Notebooks:** Ensure these are used for usage of kit items so it's easy to see if anything is running low in the kit.
- **Unreported Use of Items:** If this is high, you should investigate.
- **Highly Visible Signage:** Install signage to show exactly where your kit is. If you don't have a sign, an example of a good one is a [First Aid Sign 230x300](#).

Location of First Aid Kits

Managers are responsible for sharing the location of your departments first aid kits during staff member inductions.

Schools and Departments should have their first aid kits in common areas, such as a staff kitchen and have details on the locations of the first aid kits in the emergency information notices. These are placed near the exits of their buildings.

AED Defibrillators

AED or 'Automated External Defibrillator' is a small, portable device that can deliver an electric shock to restore the hearts normal rhythm.

AEDs can be used by trained or untrained people as the machine verbally instructs the user on how to administer the device.

AEDs are located throughout the University and maintained by the Health, Safety and Wellbeing team as per manufacturer's instructions. They should be located in area's that are clearly visible, accessible and not exposed to extreme temperatures.

You can locate them, and other defibrillators throughout New Zealand, using the Massey App or [AED Locations website](#). Get to know where the nearest AED is to your workplace.

Audience:

Massey University Staff

Relevant legislation:

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Legal compliance:

Legal provision to provide first aid

Related procedures / documents:

[WorkSafe First Aid Guidance - First Aid Needs Assessment Template](#)

[WorkSafe First Aid Guidance - Basic First Aid Kit Contents List](#)

Document Management Control:

Prepared by: Health, Safety & Wellbeing
Authorised by: Occupational Health, Safety & Wellbeing Director
Approved by: Occupational Health, Safety & Wellbeing Director
Date issued: 6 March 2023
Last review: 6 March 2023
Next review: 6 March 2026