

FIRST AID ASSESSMENT TOOL

GUIDE TO DETERMINE THE NUMBER OF FIRST AIDERS REQUIRED FOR ON-CAMPUS ACTIVITIES

Low risk (*office-based areas*)

Incidence of injury/illness: rare

No of employees	No of First Aiders	Total No of First Aiders
1 – 100	2	2
101 – 200	+1	3
201 – 300*	+1	4

*Thereafter, one additional First Aider is required for every additional 100 employees

Medium risk (*laboratories containing chemicals/hazardous materials or workshops with machinery/equipment*)

Incidence of injury/illness: 1-2 incidents per month

No of employees	No of First Aiders	Total No of First Aiders
1 – 50	2	2
51 – 100	+1	3
101 – 150*	+1	4

*Thereafter, one additional First Aider is required for every additional 50 employees

High risk (*laboratories containing chemicals/hazardous materials or workshops with machinery/equipment, kitchens, medical research facilities*)

Incidence of injury/illness: 1 or more incidents per week

No of employees	No of First Aiders	Total No of First Aiders
1 – 25	2	2
26 – 50	+1	3
51 – 75*	+1	4

*Thereafter, one additional First Aider is required for every additional 25 employees

GUIDE TO DETERMINE THE MINIMUM NUMBER OF FIRST AIDERS REQUIRED FOR OFF-CAMPUS ACTIVITIES

Off-campus activities in *urban areas*

Low risk: at least one Level 2 First Aider

High risk: as per 'Off-campus activities in rural areas' (below)

Off-campus activities in *rural areas*

No of employees	No of First Aiders	Total No of First Aiders
1 – 15	1 – 2	1 – 2
16 – 29	2	2
30 – 39*	+1	3

*Thereafter, one additional First Aider (trained in HLTAID003 or higher) is required for up to every additional 10 people

Off-campus activities in *remote areas*

No of employees	No of First Aiders	Total No of Remote Area First Aiders	Total No of First Aiders	Recommended No of Mental Health First Aiders
1 – 15	N/A	2	2	1
16 – 30	+1	2	3	1
31 – 40*	+2	2	4	1 or more

*Thereafter, one additional First Aider (trained in HLTAID003 or higher) is required for up to every additional 10 people

- The outcome of the First Aid Assessment may alter the number and level of qualification of the First Aiders.
- Whenever practicable, First Aiders should not travel in the same vehicle.
- It is recommended that at least one person trained in Mental Health First Aid (or an equivalent course) attends rural/remote off-campus activities. Information about Mental Health First Aid courses is provided on the [TLD website](#).

WHAT IS A FIRST AIDER?

A First Aider (formerly Level 2 First Aider) is a person who has successfully undertaken training in HLTAID003 *Provide First Aid*, whose qualification is renewed every three years and whose CPR certification (HLTAID001) is renewed annually in line with the Australian Resuscitation Council Guidelines. A First Aider is trained to recognise, assess and prioritise the need for first aid, can provide care by using appropriate competencies and can recognise limitations and seek additional care when needed. At Monash University, First Aiders are all trained in HLTAID003 *Provide First Aid* or higher and are required to have hepatitis B immunisation.

WHAT IS A REMOTE AREA FIRST AIDER?

A Remote Area First Aider is a person who has successfully undertaken training in HLTAID005 *Provide First Aid in Remote Situations*, whose qualification is renewed every annually in line with the Australian Resuscitation Council Guidelines. A Remote Area First Aider is trained in HLTAID003 *Provide First Aid* and receives additional training to administer first aid in extreme or harsh environments, in remote and/or isolated areas and for extended periods of time.

WHAT IS A MENTAL HEALTH FIRST AIDER?

A Mental Health First Aider is a person trained to help someone developing a mental health problem or in a mental health crisis until professional help is available.

OTHER FACTORS TO BE TAKEN INTO CONSIDERATION

FACTORS WHICH MAY INCREASE THE NUMBERS OF FIRST AIDERS REQUIRED	FACTORS WHICH MAY DECREASE THE NUMBERS OF FIRST AIDERS REQUIRED
NUMBER OF INCIDENTS (PAST YEAR)	
<ul style="list-style-type: none"> An increased number of incidents may indicate need for more First Aiders or a change in risk category level (check Hazard & Incident reports) 	<ul style="list-style-type: none"> Decrease in number of incidents Decrease in severity of potential injury/illness
NUMBER OF PERSONS ROUTINELY PRESENT IN THE WORKPLACE	
<ul style="list-style-type: none"> Consider staff, students, contractors, visitors, members of public Open days/conferences may need extra First Aid cover (contact OH&S) 	<ul style="list-style-type: none"> If the activity is off-campus, take into account the availability of First Aid provision and equipment at the site (e.g. some museums/galleries are equipped with a defibrillator)
SPREAD OF HOURS	
<ul style="list-style-type: none"> Consider hours of operation for work and/or study (including after-hours – nights and weekends) Plan to cover all times that facility 	<ul style="list-style-type: none"> Security staff are also trained First Aiders
LAYOUT OF BUILDING(S)	
<ul style="list-style-type: none"> Consider the amount of time it would take a First Aider to reach a casualty. It may be beneficial to mark up a floor plan with the location of the staff groups and their proximity to First Aiders High risk, multi-story buildings may require a First Aider on every floor Work areas farther distanced from each other may require a First Aider in each building/site 	<ul style="list-style-type: none"> Low risk office buildings may only require a First Aider on every second floor
HAZARDS/HEALTH CONCERNS	
<ul style="list-style-type: none"> First Aiders should be available where there is a significant risk of injury/illness. Where a workplace stores or uses highly toxic chemicals, additional First Aid facilities may be required 	
TIME TO MEDICAL AID	
<ul style="list-style-type: none"> As the length of time increases to get medical aid (e.g. medical clinic/hospital or emergency ambulance/MICA), look at increasing the number of First Aiders and their level of training Take into account the operating hours of the medical service 	<ul style="list-style-type: none"> If there is immediate access to a medical clinic or hospital emergency room, the required number of First Aiders may decrease
AVAILABILITY OF FIRST AIDERS	
<ul style="list-style-type: none"> Extra First Aiders may be required if staff are part-time or not always located on campus Allowances must also be made for absences due to leave or other reasons 	