

GUIDANCE NOTES

ON PROVIDING

First aid equipment, facilities and training

TO MEET THE REQUIREMENTS OF THE HEALTH AND SAFETY IN EMPLOYMENT ACT 1992 AND REGULATIONS 1995



DEPARTMENT OF
LABOUR
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ACT.

General Duties of Employers

6. Employers to ensure safety of employees —

Every employer shall take all practicable steps to ensure the safety of employees while at work; and in particular shall take all practicable steps to—

.....

(b) Provide and maintain for employees while they are at work facilities for their safety and health; and

.....

(e) Develop procedures for dealing with emergencies that may arise while employees are at work.

.....

12. Information for employees generally —

Every employer shall ensure that every employee who does work of any kind, or uses plant of any kind, or deals with a substance of any kind, in a place of work has been given, in such a form and manner that the employee is reasonably likely to understand it, information about—

(a) What to do if an emergency arises while the employee is doing work of that kind, using plant of that kind, or dealing with substances of that kind, in that place; and

.....

(d) Where all necessary safety clothing, devices, equipment and materials are kept.

.....

14. Employers to involve employees in development of health and safety procedures

— Every employer shall ensure that all employees have the opportunity to be fully involved in the development of procedures developed for the purpose of—

.....

(b) Dealing with or reacting to emergencies or imminent dangers.

.....

REGULATIONS.

4. Duties in respect of facilities at every place of work — (1) Every employer shall take all practicable steps to ensure —

(a) That facilities of the kinds described in subclause

(2) of this regulation are provided at every place of work under the control of that employer; and

(b) That any such facilities are suitable for the purpose for which they are to be used; and

(c) That any such facilities are provided in sufficient numbers; and

(d) That any such facilities are maintained in good order and condition; and

(e) That all employees have access to any such facilities in a way that is convenient to them.

(2) The facilities referred to in subclause (1) of this regulation are—

...

(d) First-aid facilities:

.....

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Introduction

1. Purpose

1.1 These guidance notes provide a framework within which every place of work can test its application in developing effective first aid arrangements to meet the requirements of the Health and Safety in Employment Act 1992:

- section 6 (b) and (e),
- section 12 (a) (d),
- section 14 (b),
- and the Health and Safety in Employment Regulations, regulation 4 (2) (d).

1.2 The guidance notes have been developed following consultation with representatives from the New Zealand Employers' Federation, the New Zealand Council of Trade Unions, the Occupational Safety and Health Service of the Department of Labour, and a number of organisations involved with first aid and first aid training for places of work.

1.3 “All practicable steps”, which is defined in the Act, should be taken by employers (and others) to provide suitably qualified first aid personnel and properly maintained first aid equipment and facilities.

2. Scope

These guidance notes are intended for the use of:

- (a) Anyone responsible for first aid in places of work;
- (b) Employers who need to have trained first aid personnel in places of work they are responsible for;
- (c) First aid personnel in places of work;
- (d) Persons responsible for the maintenance of first aid equipment and facilities in places of work;
- (e) Organisations and instructors involved in the training of first aid personnel; and
- (f) Individuals and organisations wishing to become first aid trainers.

3. Interpretation

Should and **may** imply that the recommendation be adopted where practicable to comply with the requirement to take “all practicable steps” as required by the HSE Act and Regulations.

Shall denotes a mandatory requirement.

4. Definitions

4.1 Act means the Health and Safety in Employment Act 1992.

4.2 All practicable steps has the same meaning as the definition provided in section 2 of the Health and Safety in Employment Act 1992.

4.3 Ambulance officer means an ambulance officer registered to the grade of proficiency or higher with the New Zealand Ambulance Board.

4.5 First aid certificate means a certificate issued by a first aid trainer.

4.4 First aid is the immediate and temporary care given to a victim of an accident or sudden illness before a physician or other qualified health personnel attends to provide treatment.

4.5 First aid personnel means persons (or a person) in a place of work who holds a valid first aid certificate, which has been awarded by a trainer or instructor operating under the supervision of an organisation accredited by the New Zealand Qualifications Authority. First aid personnel will have been credited with Unit Standard 6400 (minimum) and/or undertaken a refresher course no less than every two years.

4.6 First aid kit is a box or cabinet used to contain first aid items. It may be static or mobile.

4.7 First aid trainer means a trainer or instructor engaged by a provider who is accredited by the New Zealand Qualifications Authority to assess first aid unit Standards.

4.8 Guidance notes are recommended work practices or arrangements which have been developed by consultation and represent the agreed best practice to be followed in defined circumstances, to comply with the HSE Act.

4.9 Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and “hazardous” has a corresponding meaning.

4.10 Medical practitioner means a doctor registered with the New Zealand Medical Council.

4.11 Place of work means the same as the definition provided in section 2 of the Health and Safety in Employment Act 1992.

4.11 Registered nurse means a nurse registered with the Nursing Council of NZ.

4.12 Regulations refers to the Health and Safety in Employment Regulations 1995. In relation to a particular set of circumstances, they specify what must be done to comply with the Act.

4.13 Risk means the likelihood that a hazard will cause harm.

Application

5 Application of the guidance notes

5.1 The nature of the workplace

Certain work environments have greater risks of injury and illness, due to the nature of the work being performed. This is an important criterion for deciding first aid requirements, as different first aid facilities may be required for different activities. For example, offices and libraries may require different first aid facilities to factories.

Where highly toxic or corrosive chemicals are stored or used, additional first aid facilities should be provided, particularly if specified in the relevant Material Safety Data Sheet (MSDS). Facilities may need to include emergency showers and eyewash stations. Additional first aid training in the treatment of injuries specific to a workplace may also need to be provided.

Additional items may need to be added to a basic first aid kit and first aid room for treating specific injuries and illnesses, such as burns, eye injuries and poisoning. The suggested contents of a basic first aid kit are listed in appendix 4.

5.2 Certain processes

Where a unique hazard exists in a place of work, the employer should ensure that first aid personnel undertake the necessary additional training referred to in appendix 3, to enable them to deal effectively with any situation arising from exposure to such hazards.

5.3 Numbers of first aid personnel

In determining the total number of qualified first aid personnel in a place of work, account should be taken of all the relevant factors. A risk assessment process will include consideration of the following factors:

- The number of employees at work;
- The nature of the work undertaken;
- The degree of risk;
- The extent to which employees are working in scattered locations within the site;
- The size and location of the place of work;
- People other than employees;
- The distribution of employees;
- Whether or not staff work in shifts; and
- The distance from outside medical services.

It is therefore not practical to lay down any precise ratio which can be adopted in all workplaces. The following recommendations provide guidance on the numbers of first aid personnel considered necessary.

(a) Provision for first aid should be made available in every place of work while work is in progress.

(b) Where timely and convenient access to appropriate medical or ambulance services is restricted due to distance or remote location — at least two first aid personnel should be provided for up to each 10 employees.

(c) In offices and retail shops — at least two first aid personnel should be provided where there are up to 50 employees. Where there are more than 50 employees, an additional first aid person should be provided for each additional 50 employees or part thereof.

(d) In all other places of work — at least two first aid personnel should be provided where there are up to 25 employees. Where there are more than 25 employees an additional first aid personnel should be provided for each additional 25 employees or part thereof.

(e) Arrangements should be made to ensure that first aid services are available to cover all hours of operation. This may require additional trained persons to ensure continuous coverage during shift work, intermittent work hours or during the weekends.

5.4 Employees working away from the usual place of work or headquarters

Where employees are sent to work away from their usual place of work, the employer should ensure adequate and appropriate first aid provision is made for them. The arrangements will vary according to the nature of the work activity, associated hazards and whether the employees work alone or in small or large groups.

5.5 Employees of more than one employer working together

Where employees of more than one employer are working together and the employers concerned wish to avoid duplication of provision, they may arrange to share provisions; (e.g., on construction sites). The employers involved might agree that all necessary first aid provisions will be made by the employer who has the largest number of employees on site.

The agreement should be in writing and a copy kept by each employer concerned.

Where such an agreement is made, each employer should ensure his or her own employees understand the arrangements for first aid.

5.6 Provisions for people who are not employees

Employers should take into account their duties to people other than employees e.g. members of the public, as required by section 15 of the Act, and in so doing, may establish additional first aid provisions.

5.7 Reassessment of first aid provision

Employers shall review their first aid needs on a regular basis, and particularly after any operating changes, or introduction of new equipment or procedures, to ensure that the provision for first aid remains appropriate.

5.8 Occupational health services

Where an employer provides a full-time occupational health service, the first aid arrangements for the place of work should be made by the employer in consultation with the medical practitioner or registered nurse in charge of the service.

The occupational health service need not be staffed continuously by the medical practitioner or registered nurse provided they arrange suitable coverage for all employees in their absence, during working hours. This coverage should be provided by qualified first aid personnel.

Training requirements

6 Approval of trainers

6.1 Provision of first aid training

Training of first aid personnel in places of work must be carried out by individuals who are working for an organisation accredited by the New Zealand Qualifications Authority (NZQA) to assess first aid unit Standards.

6.2 Entry criteria for eligibility to become a trainer

6.2.1 Such trainers may be:

- (a) Registered medical practitioners; registered general or comprehensive nurses, or registered enrolled nurses, who hold a current practising certificate; or ambulance officers, who have a current first aid and CPR qualifications as well as knowledge and experience of first aid in places of work and modern teaching and learning methods; or
- (b) Qualified teachers/graduate lecturers who hold a current first aid certificate issued by an organisation whose training and qualifications for first aid trainers are quality assured by NZQA, and who have knowledge of occupational safety and health, hazards, risks and the application of first aid in places of work; or
- (c) Lay persons who hold a current first aid and CPR certificate issued by an organisation which is quality assured by NZQA, and which shows that they have a high level of practical and theoretical knowledge of first aid in the workplace and they are competent to teach.

Note: All trainers must not only qualify under points (a), (b), or (c), but must also hold a current Instructor's Certificate for CPR issued by the New Zealand Resuscitation Council or equivalent. This certificate should be subject to at least annual review.

6.2.2 All trainers should have been active in first aid in places of work and/or employed as an occupational health and safety professional within the last 3 years and be competent to teach.

6.2.3 People qualified and approved as trainers will be subject to the accreditation and moderation action plan (AMAP) approved by NZQA. In cases where the standards are not maintained, the non-compliance procedure as specified in the AMAP will be followed.

7 Training courses

7.1 Training courses may be conducted either centrally, away from the place of work or, where suitable training facilities exist, at the place of work.

7.2 Courses will be monitored by NZQA through moderation of assessment according to the moderation plan.

7.3 The duration and content of a workplace first aid course should take account of:

- Class sizes;
- Capabilities of the individuals being trained;
- The identified hazards and risks associated with the workplace they will be engaged in; and
- Should cover the outcomes listed in appendix 2. (Unit Standard 6400)

Taking account of this, courses should be a minimum of 12-16 hours duration, which meets the minimum requirements of Unit Standard 6400. The training course, including performance-based practical assessments, may be provided in 2 full days (6-8 contact hours per day) or the equivalent of 12-16 hours over a longer period. The whole course should be completed within 3 months.

7.4 The subject modules in the course syllabus should be such that they meet all the learning outcomes as listed in appendix 2.

These are the minimum requirements for both the initial and refresher courses.

8 Certificates

8.1 First aid unit standards are issued by the NZQA and are lifetime awards. The first aid certificate issued by a trainer is evidence that the holder has the qualification and is trained to the required standard. For the purposes of workplace first aid emergency management, employers must ensure that their first aid personnel maintain competency.

8.2 First aid certificates should be issued by the trainer and be valid for a period of up to 2 years following qualification.

An 8-hour refresher course will be required every 2 years to maintain the certificates as current for workplaces under the provisions of the Health and Safety in Employment Act 1992. This can be carried out over two consecutive days.

8.3 Where a certificate has lapsed for more than three calendar months from the anniversary date of issue, it will be necessary for the first aid personnel to complete a full first aid course.

8.4 Instructor's certificate

Persons seeking to become first aid instructors should hold Unit Standard 6400 and a current first aid certificate issued by an organisation registered with and accredited by NZQA. They should have held such a first aid certificate for at least 3 years or, alternatively,

attended a structured full-time course in first aid instruction for a minimum of 13 weeks (520 hours). Provided that where OSH has approved trainers in the past, that approval shall be valid until the date of expiry. During this transition period the training provider will be required to seek and obtain registration and accreditation with NZQA.

Certified trainers in places of work need to instruct first aid on a yearly minimum of 112 hours (e.g. 7 courses) to maintain their level of competency.

First aid equipment and facilities

When the assessment of first aid requirements has been completed, the employer should provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first aid equipment is suitably marked and easily accessible, i.e. available in all places where working conditions require it.

9 First aid kits

9.1 First aid kits should be made of suitable material and designed to protect the contents from damp and dust. Kits should be clearly identified as first aid containers; the marking used should be a white cross on a green background.

9.2 Number and location of kits

First aid kits should be located so as to be clearly visible and accessible to all employees and be unlocked wherever possible. Sealed emergency kits should be available where it is imperative that kits are locked. Each employer shall provide at least one full basic first aid kit in each place of work. Additional supplies may be mobile first aid kits as appropriate to the situation. A first aid kit should be provided and located so as to ensure that:

- (a) It is close to a wash basin with hot and cold running water, soap, and clean towels. If, because of location, running water is not available, then saline solution can be provided instead;
- (b) It is easily seen and readily accessible to all employees;
- (c) There is immediate access to areas of particular or special hazard;
- (d) There is at least one kit on each floor of a multi-level place of work;
- (e) Where there are more than 50 employees, an additional kit should be provided, and for every further 50 employees an additional kit provided; and
- (f) Where employees work in, or travel to, scattered locations away from the main place of work, each work vehicle shall be provided with a suitable first aid kit.

9.3 Contents of kits

The minimum level of first aid equipment is a suitably stocked and properly identified first aid kit supplied with a sufficient quantity of first aid materials suitable for the particular circumstances. There is no mandatory list of items that should be included in a first aid kit. Employers should decide what to include in the first aid kit from information gathered

during their assessment of first aid needs. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be as listed in appendix 4.

Mobile first aid kits that provide additional requirements should contain, in sufficient quantities, the contents as listed in appendix 2. Where particular hazards exist, the mobile kit should be provided with additional contents. It is essential that first aid equipment be checked regularly. Employers should ensure that first aid kits are replenished as soon as possible after use in order to ensure that there is always an adequate supply of materials available. It is essential that items be replaced before the expiry date shown on the packets.

NOTHING OTHER THAN FIRST AID EQUIPMENT SHOULD BE HELD IN FIRST AID KITS.

There is considerable debate about the need to have pain relief in first aid kits. The decision on supply of commonly obtainable over-the-counter pain relief is one for the employer to make. Pain relief described as “pharmacy only medicine” should only be used on medical advice.

Special provision may need to be considered for treating allergic reactions, however, generally this should be the responsibility of the person with the allergy.

10 Supplementary equipment

10.1 Where an establishment covers a large area or is divided into a number of separate and self-contained working areas, it may be necessary to provide suitable carrying equipment for the transportation of casualties.

10.2 It is recommended that where blankets are provided, they should be stored alongside the equipment and in such a way as to keep them free from dust and damp.

10.3 Disposable plastic gloves and non-absorbent aprons and suitable protective equipment (such as face visors and non-absorbent overalls) should be provided near the first aid kit and should be properly stored and checked regularly to ensure that they remain in good condition.

11 Cleaning of wounds

11.1 Soap and water and disposable drying material should be provided for first aid purposes. Where soap and water are not available, consideration may be given to suitable alternatives, e.g. individually wrapped moist cleansing wipes which are *not* impregnated with alcohol.

NEITHER COTTON WOOL NOR ANTISEPTICS SHOULD BE USED IN THE FIRST AID TREATMENT OF WOUNDS. (Cotton wool drops fibre and sticks to wounds. Antiseptics, once opened, grow bacteria and, unless diluted correctly, can cause burns leading to the patient’s situation deteriorating.)

11.2 Disposal of waste material

Plastic disposable bags should be provided for soiled or used first aid dressings and disposable gloves. Employers should ensure that used dressings, etc. are safely disposed of in sealed bags (reducing the risk of cross-infection).

12 First aid rooms and equipment

12.1 Where there are more than 100 employees

Places of work employing more than 100 persons at any one time are required to be provided with a first aid room. This is to be used exclusively for giving first aid treatment.

12.2 Other situations where a first aid room may be required

Where there are less than 100 persons employed and the location of the workplace makes access to accident and emergency facilities difficult, or where there is dispersed working, or where the workplace presents a high risk from hazards to the employees or the public, employers should also decide whether a first aid room may be needed.

12.3 Set up of the first aid room

Where a first aid room is provided the employer should ensure:

- (a) A designated person is on hand to take responsibility for the room and its contents at all times.
- (b) The room is readily available at all times when employees are at work and should not be used for any purpose other than the provision of first aid.
- (c) The room is positioned as near as possible to a point for access and transport to hospital, taking into account the location and layout of the establishment.
- (d) The room is large enough to hold a couch or bed with space for people to walk around it, and a chair.
- (e) The entrance to the room is wide enough to accommodate a stretcher, wheelchair or carrying chair.
- (f) The room contains suitable first aid facilities and equipment, has an impervious floor covering and is effectively ventilated, heated, lit and maintained. All surfaces should be easy to clean. They should be cleaned regularly and suitable arrangements for refuse disposal provided.
- (g) The room has a wash-hand basin with hot and cold running water, soap, and clean disposable towels.
- (h) The room is fitted with cupboards for the storage of first aid supplies.

Where special first aid equipment is needed, this equipment may also be stored in the first aid room.

12.4 Signage and information

The first aid room shall have the recognised first aid sign (white cross on green background) prominently displayed, e.g. on the outside of the door.

A notice should be displayed on the outside of the door advising of the names, locations and, if appropriate, telephone extensions of first aid personnel, and how to contact them — as well as information about emergency services (ambulance, hospital, and doctor, etc.).

13 Employee awareness

13.1 All employees should be provided with practical instruction in the nature of first aid facilities in the workplace, the location of first aid kits, the names and location of first aid personnel, and procedures to be followed when first aid is required. This instruction should occur:

- (a) When an employee is first employed;
- (b) When there is a change in the nature/location of the duties performed; and
- (c) Thereafter at regular intervals.

Appendix 1:

Training courses for first aid trainers or instructors

Training courses for candidate trainers should satisfy the following criteria:

- (a) The minimum duration of training courses should be 30 contact hours, including time taken for final assessment of each candidate's suitability to hold an instructor's certificate;
- (b) Training should be carried out by lecturers/tutors who are experienced in teaching methods and have a good knowledge and experience of first aid in the workplace;
- (c) One lecturer/tutor should be identified as the person responsible for all course arrangements;
- (d) The syllabus of training should include the rationale behind the application of first aid treatments; instruction and practice in teaching methods and the use of audio-visual aids as well as teaching of practical demonstration methods and practical training in answering questions posed by class members.

Appendix 2:

Course syllabus for first aid in the workplace

For candidate first aid personnel and refresher first aid personnel

Subject modules should be designed to meet the following learning outcomes.

At the end of the course, participants will be able to:

- (a) Describe the hazardous situations in the first aid personnel's place of work and the emergencies that may arise;
- (b) Assess an emergency situation and describe the priorities of emergency planning;
- (c) Describe a method of systematic patient assessment, recognition of sudden illness and priorities of first aid management;
- (d) Describe the correct procedure to summon assistance, including ambulance transport;
- (e) Demonstrate a basic understanding of anatomy and physiology sufficient to reason actions during management of an emergency;
- (f) Demonstrate personal hygiene (in treating wounds), applying the universal precautions for prevention of cross infection from Hepatitis B and C, and HIV;
- (g) Demonstrate knowledge and practice of the New Zealand Resuscitation Council Guidelines for Resuscitation Level 2.
- (h) Demonstrate management of the unconscious patient;
- (i) Describe and demonstrate the methods used to control external bleeding;
- (j) Describe the causes, signs, symptoms and management of a patient in shock;
- (k) Describe and demonstrate the management of soft tissue injury (joints and muscles);
- (l) Demonstrate the management of injuries to bones, especially spinal;
- (m) Demonstrate the management of burns and scalds;
- (n) Demonstrate the management of chest injuries;
- (o) Describe the causes and management of heat exhaustion, heat stroke and hypothermia;
- (p) Describe the signs, symptoms and management of sudden poisoning and anaphylactic reactions;
- (q) Demonstrate the management of eye injuries and the procedures for eye irrigation;

- (r) Demonstrate simple record keeping of first aid treatments and recording of accidents/ incidents in an accident register;
- (s) Demonstrate the ability to manage an obstructed airway to the current edition of the New Zealand Resuscitation Council Guidelines for Resuscitation Level 2, published by the Resuscitation Council.
- (t) Demonstrate the ability to stabilize a first aid situation by using improvisation techniques (e.g. no first aid kit available); and
- (u) Demonstrate the management of common medical emergencies e.g., diabetes, asthma, etc.

Appendix 3:

Additional course modules for first aid personnel

Specialist modules are additional to the basic first aid training course and apply to workplaces where the employer identifies the need for additional skills. The modules should be designed to meet the following learning outcomes relative to a specific hazard.

At the end of the module(s) the first aid personnel will be able to:

- (a) Describe the nature of the hazard and methods of preventing its effect;
- (b) Describe the signs, symptoms and treatment of conditions produced by exposure to the hazard;
- (c) Describe the action of antidotes (if any), the procedure for administering, and any risks associated with administration to unaffected casualties;
- (d) Demonstrate the use of appropriate specialist equipment and methods of applying first aid treatment;
- (e) Demonstrate the maintenance of detailed records of incidents where additional methods of first aid treatment are used.

Appendix 4:

Suggested minimum contents for workplace first aid kits

A manual giving general guidance on first aid, which can be purchased at any book shop, or from a training provider;

20 individually-wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers);

2 sterile eye pads;

2 individually-wrapped triangular bandages (preferably sterile);

6 safety pins;

6 medium-sized, individually-wrapped sterile unmedicated wound dressings — approximately 12 cm x 12 cm;

2 large sterile individually-wrapped unmedicated wound dressings — approximately 18 cm x 18 cm;

1 pair of disposable gloves; and

1 resuscitation mask.

This is a suggested contents list only; equivalent but different items will be considered acceptable. See 9.3 concerning pain relief.

Once the employer has completed their assessment of the first aid items required, a need for additional items may be identified; this could include, for example, scissors, adhesive tape, disposable aprons, individually-wrapped moist wipes or saline solution. These may be stored in the first aid kit if there is room, but they may be stored separately as long as they are available for use as required.

Appendix 5:

Suggested minimum contents for vehicle or lone worker's first aid kit

A leaflet giving general guidance on first aid, available from most training providers and bookshops;

6 individually-wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers);

2 individually-wrapped triangular bandages (preferably sterile);

2 safety pins;

1 large, sterile, individually-wrapped, unmedicated wound dressings approximately 18 cm x 18 cm;

Individually-wrapped moist cleansing wipes (not alcohol-based);

1 pair of disposable gloves; and

1 resuscitation mask.

This is a suggested contents list only; equivalent but different items will be considered acceptable. See 9.3 concerning pain relief.

This kit can be carried in individual belt pouches by people working alone. Once the employer has completed their assessment of the first aid items required, a need for additional items may be identified. This could include, for example, scissors, adhesive tape, thermal blanket, and additional individually-wrapped unmedicated sterile wound dressings. As with workplace first aid kits, the contents should be stocked from backup stock at the home site.

Appendix 6:

Checklist for the assessment of first aid needs

The minimum first aid provision for each work site is:

- A suitably stocked first aid kit (see appendices 4 and 5 for guidance);
- A person appointed to take charge of first aid arrangements; and
- Information for employees on first aid arrangements.

This checklist will help to assess whether any additional provision is needed.

Aspects to consider

1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?

If the risks are significant you may need to employ first aid personnel.

2. Are there any significant risks? e.g. working with:

- Hazardous substances;
- Dangerous tools; or
- Dangerous machinery.

You will need to consider:

- Specific training for first aiders;
- Extra first aid equipment;
- Precise siting of first aid;
- Equipment;
- Dangerous loads or animals;
- Informing emergency services;
- First aid room.

3. Are there parts of your establishment where different levels of risk can be identified?

You will probably need to make different levels of provision in different parts of the establishment (e.g. in a university, with research establishment, laboratories, etc.)

4. Are large numbers of people employed on site?

You may need to employ first aid personnel to deal with the higher probability of an accident.

5. What is your record of accidents and cases of ill health?

What type are they and where did they happen?

You may need to:

- Locate your provision in certain areas;
- Review the contents of the first aid kit.

6. Are there inexperienced workers on site, or employees with disabilities or special health problems?

You will need to consider:

- Special equipment;
- Local siting of equipment.

7. Are the premises spread out? (e.g. are there several buildings on the site or multi-floor buildings?)

You will need to consider provision in each building or on several floors.

8. Is there shift-work or out-of-hours working?

Remember that there needs to be first aid provision at all times people are at work.

9. Is your workplace remote or inaccessible to/from emergency or medical services?

You will need to:

- Inform local medical services of your location;
- Consider special arrangements with emergency services.

10. Do you have employees who travel a lot or work alone?

You will need to consider:

- Issuing personal first aid kits and training staff in their use;
- Issuing personal communicators to employees.

11. Do any of your employees work at sites occupied by other employers?

You will need to make arrangements with the other site occupiers.

12. Do you have any work experience trainees?

Remember that your first aid provision must cover them.

13. Do members of the public visit your premises?

You have no legal responsibilities for non-employees, but OSH strongly recommends you include them in your first aid provision.

14. Do you have employees with reading, hearing or language difficulties?

You will need to make special arrangements to give them first aid information.

Don't forget that first-aiders and appointed persons take leave and are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to ensure first aid personnel are available at all times people are at work.