

First Aid Procedure

Purpose

To provide first aid support to any employee, contractor or visitor to Craggy Range in the event of them being injured or becoming unwell.

Trained First Aiders

Craggy Range undertakes to ensure that sufficient staff have received first aid training to cover leave periods, absences for other reasons, ensuring that first aid trained staff are available at all times staff are at work.

Lists of First Aider should be displayed in each location on the Health and Safety noticeboard. Notices should be regularly checked and will be amended if for example a first aider leaves or moves location.

First Aider Training

Training will be carried out by a New Zealand Qualifications Authority (NZQA) accredited organisation.

Initial first aid training, and refresher training will be an 8 hour refresher course required every 2 years to maintain certification.

The refresher course must be completed within 3 calendar months from date of expiry; otherwise staff will be required to complete the full first aid course again.

Inductions

All new staff, contractors and visitors should be provided with information at induction on how to obtain first aid assistance. This information should cover:

- general organisation of first aid
- where to find information on first aiders
- emergency phone numbers
- where to obtain a first aid box

First Aid Equipment

WorkSafe Guidance Notes on First Aid Equipment provided the following information:

- First aid kits should be suitably marked (white cross on a green background) and readily accessible to all employees
- First aid kit should be located close to a wash basin with hot and cold water, soap and clean disposable towels
- If running water is not available, saline solution will be provided instead
- There is immediate access to first aid kits in areas of particular or special hazards/risks
- There is at least one kit on each floor of a multi-level place of work
- Where employees work in, or travel to, scattered locations away from the main place of work, each work vehicle should be provided with a suitable first aid kit.

First aid equipment must be checked regularly. At a minimum kits should be replenished every quarter (3 months), ensuring minimum stock levels are maintained. If a first aid kit is used employees should ensure the stock is replenished as soon as possible. When conducting quarterly checks of first aid kits, stock due to expire in the next 3 months (as shown on packaging) must be replenished prior to its expiry date.

Contents of First Aid Kits

There is no a mandatory list of items that should be included in a first aid kit. Managers need to assess the needs of their particular work environments. For example offices areas will require different first aid equipment to those kits based in the Vineyards.

WorkSafe recommend that a workplace first aid kit should at the very least contain the following items:

- a manual giving general guidance on first aid
- individually wrapped moist wipes or saline solution
- 20 individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers)
- two sterile eye pads
- two individually wrapped triangular bandages (sterile)
- clasps or safety pins to tie bandages
- two stretch bandages
- six medium sized, individually wrapped un-medicated wound dressings - approximately 12cm x 12 cm
- two large sterile individually wrapped un-medicated wound dressings - approximately 18cm x 18cm
- two pairs of disposable gloves
- one resuscitation mask.

It also advises that the following additional items might also be included depending on an areas specific needs:

- scissors
- adhesive strips or band aids for minor wound dressing
- non-allergic adhesive tape
- disposable aprons
- forceps or tweezers to remove foreign bodies
- individually wrapped moist wipes or saline solution
- plastic bags for waste disposal
- hand sanitiser.

If highly toxic or corrosive chemicals are in use, additional first aid equipment and facilities should be provided. Some of these additional requirements may be specified in the Material Safety Data Sheet (MSDS) relevant to the chemical.

Nothing other than first aid equipment should be held in first aid kits.