

## Policy

<b>Policy Name:</b>	First Aid Policy
<b>Policy Date:</b>	March 2020
<b>Endorsed By:</b>	Directors
<b>Policy Code:</b>	POL024

### 01. POLICY

The First Aid policy clarifies the guidelines that RJA has for employees who may be require First Aid during the course of their employment.

### 02. PURPOSE

At RJA we consider the workplace health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this policy is to provide a framework for the effective use of first aid facilities.

### 03. APPLICATION

This policy applies to employees, agents, volunteers or work experience student and contractors (including sub-contractors and temporary contractors) of RJA, collectively referred to in this policy as 'workplace participants'. This policy does not form part of any employee's contract of employment, nor does it form any other workplace participant's contract for service.

### 04. FIRST AID OFFICERS

RJA first aid officers are:

- Tony Manfre	- Ethan Locock
- Lauren O'Grady	- Jordan Castle
- Jamie Cristofaro	- Kayla Gilchrist
- Ryley Angles-Corke	- Luke Smith
- Tony Cristofaro	-
- Tino Manfre	-
- Matt Cotte	-
- Sam De Oliveira	-

## 05. DUTIES

All workplace participants have a duty to take 'reasonable care' for their own safety as well as the safety of others while performing their work.

All workplace participants have the following duties:

- take reasonable care for their own health and safety;
- take reasonable care not to adversely affect the health and safety of others;
- comply with any reasonable instructions given by RJA to allow RJA to comply with its duties; and
- co-operate with any reasonable policy or procedure relating to health and safety at the workplace.

## 06. FIRST AID SUPPLIES

### *Use of First Aid Supplies*

The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer.

All illnesses and injuries should be reported to a first aid officer if they involve using the first aid supplies or the first aid room. Employees should also fill out the register of injuries if they are injured at work.

Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

### *First Aid Supplies Low*

If a workplace participant notices that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked. Orders can be undertaken by the Office Manager.

## 07. WORKPLACE INJURIES

All injuries that occur in the workplace should be reported to one of the designated first aid officers.

This enables treatment to be provided if required and enables RJA to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

## 08. INCIDENT FORM

Employees who are injured at work **MUST** complete an incident/accident form and return to your Manager and the WHS Manager within 24 hours of the incident/accident occurring.

### **Contact & Further Information**

For further assistance please contact your direct manager.

### **Policy Owner**

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the guidelines for staff to access First Aid in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.