

FIRST AID RESOURCES GUIDELINE**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**

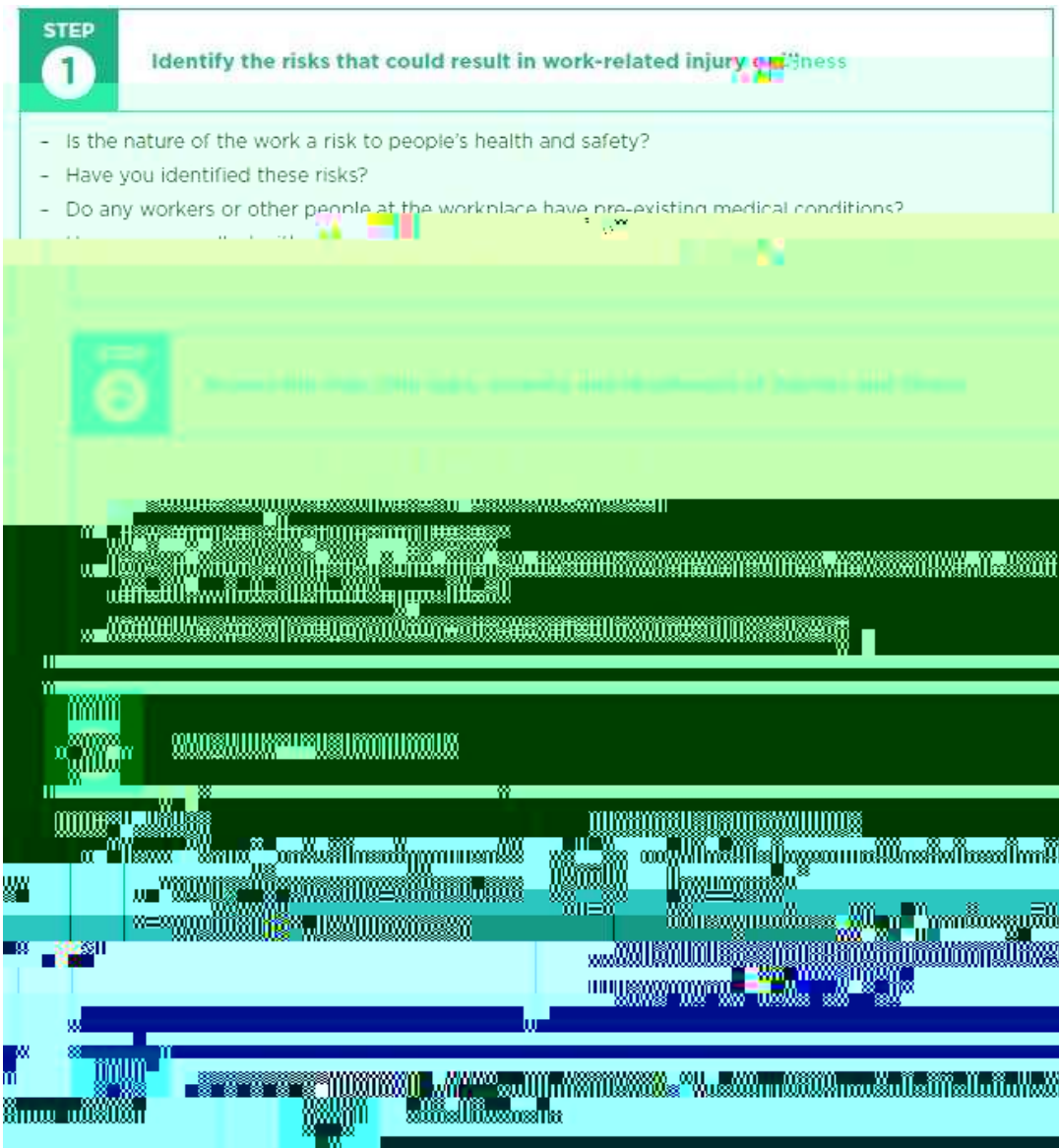
First aid is the immediate basic care given to an injured or sick person before a doctor, other health professional or emergency services take over their treatment. It focuses on preserving life and minimising serious injury.

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

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.



Source: WorkSafe

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.

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.

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.

- 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 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 Unise freely accessi

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:

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