

Appendix B: Example of a first aid assessment

This assessment of first aid requirements is an example only.

XYZ COMPANY - MANUFACTURING OFFICE/FACTORY

1. Size and location of workplace

Number of floors	2
Access between floors	Lifts and stairs
Nearest hospital	6km
Nearest medical centre or occupational health service	2km
Maximum time to medical service	15 minutes

2. Number and composition of workers and others at workplace

Number of workers	80 (15 office/65 factory) per shift
Number of other people	2 to 5 visitors each day
Shifts	3
Overtime worked	Yes, regularly
Remote or isolated workers	None

3. Injuries, illnesses and incidents

Last 12 months claims data	5 x abrasions; 3 x falls
Incidents not resulting in injury	Incident where a trolley carrying disinfectants overturned
Other	Worker handling a solvent reported symptoms of breathing difficulty, eye irritation and dizziness

NATURE OF WORK BEING CARRIED OUT AND HAZARDS AT WORKPLACE

Hazard	How hazard could cause harm	Likelihood of harm occurring and degree of harm	First aid equipment
Hazardous chemicals: solvents, disinfectants	Respiratory illnesses (for example, asthma emergency, cancers and dermatitis)	Possible risk of daily exposure to hazardous chemicals for two cleaners. Good ventilation provided. Protective equipment like gloves and aprons used by workers.	Safety data sheets and labels instruct to rinse cautiously with water for several minutes. Eyewash equipment required.
Noise	Hearing damage	Possible risk of daily exposure to noise for 65 factory workers. Low noise emitting machines have been purchased. Protective equipment like ear plugs used by workers.	N/A
Manual handling	Soft tissue strain	Low risk of daily exposure to manual handling risks. Mechanical aids, workstation alterations and systems of work significantly eliminate and minimise risk.	Possible strains and sprains requiring ice packs, slings and compression bandages.

REQUIRED FIRST AID

Number of first aiders needed	Nine – at least three per shift, including one for the office and two for the factory.
First aiders need to be trained to:	<ul style="list-style-type: none">- Recognise and respond to common life-threatening injuries or illnesses using cardiopulmonary resuscitation (CPR) and other first aid procedures.- Provide appropriate first aid for a range of injuries and illnesses.
Number and location of kits	Five kits – one on the office floor and four on the factory floor.
Contents of first aid kits	Standard work first aid kit.
Kit maintenance	Five first aiders will look after one kit each.
Additional equipment	Emergency eyewash equipment.