



First Aid Officer

Background

What is the role of a First Aid Officer?

A First Aid Officer is responsible for monitoring and maintaining first aid facilities in their office, administering first aid and assisting the WHS Site Officer (where the WHS Site Officer is not also the First Aid Officer), in monitoring and reporting WHS risks and incidents.

Which locations need a First Aid Officer ?

Senators and Members are required to nominate a First Aid Officer for each electorate, Ministerial and capital city office located outside Parliament House. Senators and Members are not required to nominate a First Aid Officer for their office in Parliament House, as there are existing First Aid arrangements in place. Employees are on duty when on official travel overseas although the official itinerary may include rest periods or stopovers. Where an employee departs from the official itinerary for personal travel or other reasons not approved, except as a result of personal illness, the employee will be considered to be on annual leave for that period. Where an employee is unable to work due to personal illness when on official travel overseas, the employee should apply for personal leave.

Who should be nominated as a First Aid Officer ?

The nominated First Aid Officer must:

- have completed, or be prepared to complete First Aid training to the level of 'Provide First Aid' issued by a Registered Training Organisation
- spend the vast majority of their working hours on site at the workplace for which they are nominated
- be capable of performing the inherent requirements of the role
- agree to undertake the role and fulfil the duties and responsibilities as outlined below.

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It is preferable, but not essential, that the employee has existing skills, training, experience and interest in carrying out First Aid Officer duties.

How and when do I nominate a First Aid Officer ?

A Senator or Member nominates a MOP(S) Act employee by completing a Work Health and Safety (WHS) Roles Nomination form.

- Form 144 - Work Health and Safety (WHS) Roles Nomination

A Senator or Member must nominate a First Aid Officer when the position becomes vacant in their office.

What are the responsibilities of a First Aid Officer

The responsibilities of the appointed First Aid Officer will vary slightly depending on the nature of the office in which they work. However, irrespective of their office's individual circumstances, each First Aid Officer must:

- maintain their First Aid accreditation to the level of 'Provide First Aid' by a Registered Training Organisation
- consistent with the First Aid Code of Practice complete CPR refresher training every 12 months
- provide first aid within their office to all persons when required
- familiarise themselves with medical resources in the local area, for example, where to access a defibrillator, epipen or emergency medical assistance if required
- undertake quarterly checks of the office first aid kit to ensure it is compliant with the checklist issued by MaPS, including disposing of expired items safely and in a manner which prevents their use by any other person
- assist the WHS Site Officer (where the WHS Site Officer is not also the First Aid Officer) to carry out quarterly site inspections and respond to WHS enquiries
- assist with any incident investigations and unresolved issues connected with the use of first aid supplies, or action by the WHS Site Officer at the site
- promote good WHS practice within the site.

First Aid Kit Content Checklist

- First Aid Kit Content List

Items on the first aid kit content list should be ordered directly through the contracted Office Requisites and Stationery provider, with the assistance of the nominated ordering officer in your office.

What training is available to First Aid Officers

All First Aid Officers will receive ongoing training to assist them to fulfil the requirements of the role, and meet eligibility requirements for corporate responsibility allowance.

This includes training to obtain and maintain accreditation to the level of 'Provide First Aid', and annual CPR refresher training.

- First Aid Officers Training

Corporate Responsibility Allowance

First Aid Officers will receive payment of corporate responsibility allowance (CRA) once they have completed their 'Provide First Aid' training.

The continued payment of CRA requires First Aid Officers to:

- fulfil the duties as outlined in the responsibilities of a First Aid Officer
- undertake refresher training in order to maintain a current 'Provide First Aid' qualification
- undertake CPR refresher training every 12 months.

If a Senator or Member nominates a new First Aid Officer, payment of CRA to the existing First Aid Officer will cease from the date that the new First Aid Officer completes his or her First Aid training

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