



First Aid Procedure

SEQ-PR-022

Document Revision Control

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Table of Contents:

1	Scope.....	3
2	Application	3
3	Definitions.....	3
4	Reference	3
5	Legal Requirements	3
6	Procedure	4
6.1	Policy.....	4
6.2	Emergency Management Plan	4
6.3	First Aid Kits and Facilities	4
6.4	First Aid Attendants.....	4
6.5	Mental Health First Aid.....	5
7	Training.....	5
8	Relevant Templates, Forms and Checklists	5



First Aid Procedure

HASLIN
SEQ-PR-022

1 Scope

The first aid procedure describes the first aid arrangements for Haslin Constructions projects and office to meet legislative requirements and to administer first aid.

2 Application

This procedure applies to all Haslin sites and offices.

3 Definitions

First Aid – the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

Mental Health First Aid (MHFA): Immediate assistance provided to someone experiencing a mental health crisis or concern until professional help is obtained or the situation is resolved.

4 Reference

Queensland Legislation and Guidelines:

- Work Health and Safety Act 2011 (QLD)
- Work Health and Safety Regulation 2011 (QLD): Division 3, Clause 42 – Duty to Provide First Aid
- QLD First Aid Code of Practice 2021
- Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022 (QLD)
- Workers' Compensation and Rehabilitation Act 2003

New South Wales Legislation and Guidelines:

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW): Division 3, Clause 42 – Duty to Provide First Aid
- NSW First Aid Code of Practice 2014
- Workplace Injury Management and Workers Compensation Act 1998

Other References:

- Mental Health First Aid Australia Guidelines

5 Legal Requirements

WHS Regulation sets out specific first aid requirements for certain types of workplaces and every workplace has a legal responsibility for ensuring adequate first aid provisions and trained first aiders.

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6 Procedure

6.1 Policy

Haslin Constructions' policy is to:

- Provide sufficient numbers of trained first aiders and mental health first aiders (MHFAs) across all work areas.
- Ensure access to adequately stocked first aid kits, including mental health resources such as Employee Assistance Program (EAP) contact details.
- Ensure first aiders and MHFAs have access to ongoing training and PPE for their roles.

6.2 Emergency Management Plan

Haslin sets out requirements for first aid facilities, first aid kits and first aid personnel through a risk assessment, emergency plan checklist and emergency management plan. The Emergency Management Plan includes the following information

- Emergency Assembly Point;
- Number of first aiders and their contact details;
- Number of Mental Health First Aiders and their contact details;
- Response procedures;
- First aid facilities requirements and management;
- First aid recording and reporting system in accordance with section 63 of the *Workplace Injury Management and Workers Compensation Act 1998*, an injury register must be maintained (Procore);
- Important contact numbers.

The Emergency Management Plan and information contained within is communicated using a combination of the following:

- Posters of the plan in the workplace;
- Information sessions or prestart meetings;
- Induction training.

6.3 First Aid Kits and Facilities

Haslin Constructions maintains first aid kits and facilities in accordance with the QLD First Aid Code of Practice 2021 and NSW First Aid in the workplace Code of Practice 2020.

Haslin shall maintain appropriate first aid facilities, first aid kit(s) and trained first aid providers on site at all times. The location of the first aid kit(s) will be indicated by signs, and names and contact numbers of the first aid providers will be communicated to all employees, sub-contractors and visitors as part of the Site Safety Induction. Names and contact numbers of the first aid providers shall also be posted on the Site Safety Notice Board and in lunchrooms.

Kits are inspected regularly using the First Aid Kit Assessment (SEQ-CL-043) and recorded on the First Aid Kit Register (SEQ-TP-063). Safety Coordinators shall ensure that first aid kits are restocked after use.

An **Incident Register (Procore/SEQ-TP-007)** shall be maintained to record details of every first aid injury, injured person, first aid treatment and first aid provider.

Type A or B first aid kits are held within each of the offices and delegated site areas and pending on site elements a defibrillator may be required.

6.4 First Aid Attendants

Current qualified first aiders are identified on the Emergency Management Plan, Site Safety Rules and in the Site Specific Induction. First aiders are provided with ongoing training and must hold a current first aid certificate.

All first aiders must be offered the opportunity to participate in the Hepatitis vaccination program. Participation is voluntary; however, any refusal must be documented. PPE, particularly disposable gloves, must be available at all times.

Safety Coordinator Responsibilities:

- Be aware of relevant Codes of Practice, regulations and company requirements;



First Aid Procedure

- Know how to access emergency contact numbers;
- Ensure First Aid Kits are restocked according to contents list;
- Ensure defibrillators are checked monthly;

First Aiders Authority and Responsibilities:

- Be aware of relevant Codes of Practice, regulations and company requirements;
- Know how to access emergency contact numbers;
- Familiarise yourself with emergency resources;
- Be aware of specific hazards in work area;
- Ensure a copy of current first aid certificate is recorded on HammerTech;
- Attend training when your certificate is due for renewal;

Project Managers must ensure that at least 1 qualified First Aider is available during works on site.

6.5 Mental Health First Aid

Each project should aim to have at least one trained Mental Health First Aider (MHFA) available to support workers and promote mental wellbeing on site. The nominated MHFA is to be identified and their details included in the site induction materials, emergency management plan, and relevant noticeboards to ensure all personnel are aware of who they can approach for confidential support and assistance. Where practicable, the MHFA should be readily accessible to workers throughout the duration of the project.

7 Training

First aid training is provided to all first aiders in accordance with the below.

<u>Unit of Competency</u>	<u>Training Frequency</u>
HLTAID011 Provide First Aid	Every 3 years
HLTAID014 Provide Advanced First Aid	Every 3 years
UETDRMP010 Provide first aid in an ESI environment	Every 12 months
HLTAID009 Provide cardiopulmonary resuscitation	Every 12 months
MHFA Training	Every 3 years

8 Relevant Templates, Forms and Checklists

SEQ-TP-007	Incident Register (Procore)
SEQ-TP-037	Emergency Management Plan
SEQ-TP-063	First Aid Kit Register
SEQ-CL-043	First Aid Kit Assessment