



Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation

Date of last amendment : 22/11/2022

First aid policy

This policy is aimed to provide relevant information and instruction on first aid in the workplace in accordance to the compliance code under the

QLD - Work Health and Safety Act 2011

First aid officer:

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has multiple first aid officers, view the Organisational Chart via Happy HR for details.

First aid officers - qualifications:

The designated first aid officer at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation holds a First Aid Qualification (if applicable), as required by the

QLD - Work Health and Safety Act 2011

First aid kit:

An approved first aid kit with first aid supplies is located Front Reception, Kitchen and Activity Space.

Use of first aid supplies:

The first aid supplies may be used as required by employees in consultation with the designated first aid officer.

All illnesses and injuries should be reported to the first aid officer if they involve using the first aid supplies.

Misuse of the supplies provided would be considered a breach of the policy and the employer's good will and may result in disciplinary action depending upon the severity of the misuse.

First aid supplies low:

Every 3 months the first aid kit is audited. If the first aid supplies are low, this should be reported to the designated first aid officer so an order can be placed and supplies re-stocked.

Workplace injuries:

All injuries that occur in the workplace should be reported to the designated first aid officer. Treatment can then be provided if required. The first aid officer may also maintain a database of injuries that have occurred to assist in Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's strategy for managing workplace injuries.

This log is to be kept in the first aid box located Front Reception, Kitchen and Activity Space. All treatment and first aid processes are subject to the requirements of your state's occupational health and safety act.

Incident reporting and record-keeping:

All employees are required to report and record incidents as soon as possible after the event, no matter how minor the injury or illness may initially seem. Employees must complete the incident report form located in the Happy HR Compliance module under the Safety tab. This form can be completed directly by the employee or in conjunction with the employee's direct manager.

Disciplinary Action:

Management of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has the responsibility of overseeing this policy. Supervisors and managers will ensure employees are compliant with all areas of this policy, including any disciplinary action resulting from non-compliance.