

MANAGE FIRST AID SERVICES AND RESOURCES



:: course summary sheet FA13 ::

ALL BUSINESSES IN AUSTRALIA HAVE TO PROVIDE A SAFE WORKPLACE FOR ALL EMPLOYEES, VISITORS & CONTRACTORS. IT IS IDEAL FOR FIRST AIDERS THAT MANAGE A FIRST AID ROOM, FIRST AID KIT AND RESOURCES, REQUIRING A HIGHER LEVEL OF PREPAREDNESS IN ORDER TO ADEQUATELY HANDLE A WORKPLACE EMERGENCY BEFORE, DURING AND AFTER EMERGENCY SERVICES ARRIVE.

Course Code:	HLTAID008
Course Title:	Manage first aid services and resources
Course Currency Status:	Current
Certification issued:	Statement of Attainment: HLTAID008 Manage first aid services and resources
Certificate valid:	3 years. This is specified by the Code of Practice – First Aid in the Workplace.
Mode of Delivery:	Blended learning: Face-to-face in classroom environment and pre-learning
Duration:	One day for face-to-face (approximately 2 to 4 hours, including meal break) Estimated time to complete pre-learning: 2 to 4 hours depending on student skill level. Workbook exercises and theory component of the assessment makes up the pre-course homework that is required to be completed prior to attending.
Assessments:	Written, practical and scenario-based assessments.
Who should attend:	This course covers skills and knowledge required to perform an emergency first aid response in a work setting in line with the ARC (Australian Resuscitation Council) guidelines. All businesses in Australia have to provide a safe workplace for all employees, visitors and contractors. It is ideal for first aiders requiring a higher level of preparedness in order to adequately handle a workplace emergency before, during and after emergency services arrive. Further first aid training, such as HLTAID006 Provide advanced first aid, HLTAID007 Provide advanced resuscitation, (HLTSS00027 – Occupational First Aid Skill Set) may be required to meet those obligations in case of an accident and or injury to anyone on your premises.

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Prerequisites:

Although there are no prerequisites for undertaking this course, please note that all pre-course homework **must** be completed prior to attending.

Note that the Learner will need to meet the required ACSF levels and Foundation Skills requirements to successfully complete the course.

Elements:

Determine Workplace First Aid Requirements;

- Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements
- Identify first aid equipment, resources and personnel required to address workplace requirements
- Develop first aid action plans in consultation with relevant parties
- Provide information to encourage risk minimization and enable access to first aid facilities

Establish and Maintain Workplace First Aid Facilities;

- Monitor and maintain availability of first aid equipment, resources and personnel to support workplace first aid response
- Conduct regular inspections of stock and equipment to ensure currency and operational readiness in line with workplace requirements
- Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures
- Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturer's/supplier's instructions
- Deploy appropriate equipment, resources and personnel to ensure timely and effective first aid response in line with workplace requirements

Maintain Workplace First Aid Records;

- Ensure documentation is completed as required according to legislation and workplace procedures
- Maintain first aid records in line with legislative requirements and workplace security practices
- Send relevant documents to appropriate bodies in line with workplace and legislative requirements
- Maintain confidentiality of records and information in line with statutory and/or organisational policies

Review the Provision of First Aid in the Workplace;

- Participate in debriefing/evaluation to improve future operations and address individual needs
- Evaluate management of workplace first aid incidents in relation to required resources, personnel, current organisational procedures and individual first aid action plans
- Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision

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