



First Aid Policy

1. Purpose

- 1.1 At Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') we consider the workplace health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this Policy is to provide a framework for the effective use of first aid facilities.

2. Commencement of Policy

- 2.1 This Policy will commence on and from 01 December 2022. It replaces all other RS First Aid Policies (whether written or not).

3. Application of this Policy

- 3.1 This Policy applies to employees, agents and contractors (including sub-contractors and temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants'. This policy does not form part of any employee's contract of employment, nor does it form any other workplace participant's contract for service.

4. Duties

- 4.1 All workplace participants have a duty to take 'reasonable care' for their own safety as well as the safety of others while performing their work.
- 4.2 All workplace participants have the following duties:
- a) take reasonable care for their own health and safety;
 - b) take reasonable care not to adversely affect the health and safety of others;
 - c) comply with any reasonable instructions given by RS to allow it to comply with its duties; and
 - d) co-operate with any reasonable policy or procedure relating to health and safety at the workplace.
- 4.3 RS will make sure that there are qualified and trained first aid officers who are able to assist with first aid and emergencies.
- 4.4 Only qualified and trained first aid officers are permitted to help in first aid related emergencies in the workplace.

5. First Aid Supplies

Use of First Aid Supplies

- 5.1 The first aid supplies may be used as required by workplace participants in consultation with a qualified first aider.



- 5.2 All illnesses and injuries should be reported to a qualified first aider if they involve using the first aid supplies. Employees should also complete an incident report.
- 5.3 Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

First Aid Supplies Low

- 5.4 If it is noticed that the first aid supplies are low, this should be reported to a qualified first aider so an order can be placed and supplies re-stocked.

6. Workplace injuries

- 6.1 All injuries that occur in the workplace should be reported to a qualified first aider and an incident report completed by the injured person and a witness (if applicable)
- 6.2 This enables treatment to be provided if required and enables RS to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed.....

Dated 28/10/2022

Residential Scaffold Australia & RoofSafe Solutions