



## **Guideline for the Payment of First Aid Allowances**

### **1. Background**

The University of Queensland recognises its responsibility to provide trained personnel, first aid equipment, information, facilities, and services for all employees, students and visitors under *The Work Health and Safety Act 2011*.

The University of Queensland First Aid Guideline specifies that schools and sections should have qualified first aid staff on site in any workplace or where work involves:

- high risk injury (e.g. laboratories and workshops)
- the potential for injuries which are likely to require immediate attention
- is at a remote location (e.g. farms and field trips)
- where work is carried out after hours or at weekends.

### **2. Risk Assessment**

Heads of Schools and Sections are required to undertake a risk assessment in order to determine the number of qualified first aid staff required per School /Section, appropriate locations for first aid staff, and the level of first aid training needed, i.e. Senior First Aid Certificate or Occupational First Aid Certificate.

The Queensland Government [Code of Practice for First Aid in the Workplace \(2004\)](#) and the University of Queensland First Aid Guideline provide practical guidance for the risk assessment process.

### **3. Appointment of First Aid Officer**

Where the need for trained first aid staff is identified, the Head of School /Section then appoints a First Aid Officer to render first aid services, maintain first aid facilities, injury records and current first aid qualifications. While more than one person in a functional area may have first aid qualifications, it would normally be necessary to appoint one "paid" First Aid Officer unless the distribution of hours of work or work sites is such as to justify the appointment of more.

The appointed/designated "paid" First Aid Officer will have additional responsibility, as described above, whilst qualified first aid persons are in a position to undertake the initial treatment of persons suffering injury and illness at the University in a manner which is consistent with their level of training and competence.

Clause 6 of part (a) of the schedule to the University Employee General Staff Award which has been incorporated into the Award structure provides for the payment of First Aid allowances and states:

*"First-aid allowances - an employee who holds a current qualification in first-aid issued by the St John Ambulance Brigade or another approved first-aid qualification and who is appointed in writing by an Employer to be responsible for first aid facilities, to keep injury records and to render first aid to other employees shall be paid, in addition to his ordinary rate of pay, an allowance at the rate of \$28.67 per fortnight; provided that for the purposes of this clause, any such qualification is current only for a period for three years from the date of its issue."*

It is the responsibility of the School/Section to make payment of the first aid allowance to the appointed First Aid Officer from School funds.

Following completion of the risk assessment and identification of the requirements for First Aid Officers, the Head of School/Section is required to complete the "[Nomination for Appointment as a First Aid Officer](#)" form, and forward this to the Occupational Health and Safety Division, together with a **copy of the first aid certificate**. Occupational Health and Safety Division staff will review the nominations for appointment of First Aid Officers prior to forwarding the completed form to Human Resources Division for action.

If any matters requiring clarification are raised by the Occupational Health and Safety Division staff, they will contact the relevant Head School /Section accordingly. On receipt of appropriately completed forms, Human Resources Division will forward a letter to the relevant staff member confirming appointment as a First Aid Officer, and will advise the Salaries section to commence payment.

#### **4. Conditions of appointment as First Aid Officer**

To be appointed as a First Aid Officer the following conditions are applicable:

- Appointees must hold and continue to hold current First Aid qualifications (including annual CPR Training) for the period of appointment as First Aid Officer
- Appointment as a First Aid Officer will be for a maximum period of three years, subject to the above.
- The Head of School/Section is responsible for undertaking a further Risk Assessment at the end of a First Aid Officer's appointment prior to recommending reappointment, or prior to the initial appointment of a new First Aid Officer.

It is the responsibility of the Head of School/Section to hold copies of the nominated First Aid Officer's qualifications, and to ensure they are current for the period of the appointment.