

OVERVIEW

This procedure describes the responsibilities, actions, methodologies and support necessary to ensure that all workers have access to appropriate First Aid inline with Work Health and Safety legislation and Code of Practice: First Aid, Workplace Amenities and Personal Protective Equipment (PPE).

RESPONSIBILITIES

Site Manager / Senior Office Representative	Ensures adequate first aid facilities and trained personnel are available, supports implementation of first aid procedures, and ensures injuries are reported, recorded, and managed appropriately.
HSE Team	Supports determination of first aid requirements, conducts monthly checks of first aid kits, and ensures compliance with legislative and system requirements.
First Aiders	Provide immediate treatment within competence, determine escalation needs (including ambulance if required), and record all treatment provided.
Supervisors	Ensure injured or unwell workers are directed to first aid promptly and assist with reporting and follow-up actions.
All Workers & Visitors	Report all injuries or illness immediately and seek treatment from first aid personnel when required.

1. GENERAL

Procedure:

All workers who sustain any injury or illness, no matter how minor or insignificant are to ensure the Senior Office Representative or Site Manager is notified immediately and seeks treatment from the appropriate First Aid Attendant.

The First Aid Attendant will determine if the injured person requires further treatment from a doctor. If the First Aid Attendant believes that the person cannot be moved because of their injury or illness an ambulance is to be called.

Each site or office is to adapt this procedure to suit their local environment. First Aid requirements shall be determined based on the nature and size of workplace in accordance with legislative requirements.

All first aid boxes will be checked for contents and suitability for site needs, by the HSE Team or Site Manager, at a minimum on a monthly basis. Stock will be replenished where required.

First Aid Personnel are to record all treatment given in accordance with statutory requirements and promptly report to the Senior Office Representative or Site Manager at least by the end of shift.

2. FIRST AID FACILITIES

Procedure:

First aid kits will be located in the Site Office for project work and kitchen areas for Perkins Builders main office areas.

As a minimum the first aid facilities shall meet the following requirements:

- All first aid boxes are to be in close proximity to clean running water.
- All first aid boxes are to be dustproof and kept clean and tidy.
- [First Aid Box Checklist \(Form 937\)](#) details minimum required contents for each First Aid Box. Additional First Aid Equipment may be required due to project requirements, and this will be assessed during site mobilisation.
- The names of First Aid Attendants are to be listed on or near the first aid boxes.
- All boxes are to be readily accessible during working hours.
- First aid instructions should be included in all boxes.

3. EMPLOYEE AWARENESS

Procedure:

Personnel are to be advised of the location of first aid facilities at their induction session. Additionally, the names of first aid trained personnel and emergency contact numbers shall be posted on notice boards.

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4. REPORTING AND RECORDING SYSTEMS

Procedure:

All first aid treatments administered by the first aid attendant or other site representatives, will be recorded in the First Aid Register ([Hammertech](#)) or on Incident [Investigation Form \(Form 912\)](#) / Hammertech) for more serious first aid injuries.

5. TRAINING

Procedure:

Personnel providing first aid treatment will be trained to a minimum standard of Senior First Aid. The requirement to undertake First Aid Training shall be identified by the [Mandatory Training Requirements \(Form 811\)](#). Records of training for all Perkins Personnel shall be maintained by the HR dept.

LINK TO SUPPORTING DOCUMENTS

- [First Aid Box Checklist \(Form 937\)](#)
- [Investigation Form \(Form 912\)](#)
- [Mandatory Training Requirements \(Form 811\)](#).

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022
- Code of Practice: First Aid, Workplace Amenities and Personal Protective Equipment.