

Casa Leisure OHS Bulletin

July 2013

First Aid in the workplace

First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

Staff are required to have a current first aid certificate to work in any roles in the company, in addition to this group Fitness Instructors and Gym Instructors need to update their CPR qualifications annually. Therefore there is always a qualified first aider on duty at any time the centres are open.

Apply first Aid (previously Senior First Aid) training lasts three years and a day refresher course can be done prior to the expiry of your training. However if you let your training lapse the full 2-3 day course needs to be completed again. Casa will reimburse you for your first aid training 6 months after completing it, by providing the receipt, assuming you are still working for the company!

There are specific legal obligations a business must follow in regards to first aid.

These include:

- provide first aid equipment so that each worker has access to the equipment.
- ensure that an adequate number of workers are trained to administer first aid.

Fortunately there are not many work place accidents or first aid emergencies that occur during working hours to staff, but we do encounter many sprained ankles, twisted knees and dislocated fingers etc on the courts during various sporting matches. From time to time we have a stroke or heart attack occur somewhere in the centre and the crèche has frequent bumps and bruises occurring to children, so it is important staff are up to date with their first aid knowledge.

No matter what the incident it is really important to complete an accident report form (found at reception) so we have a record of the incident. Only recently a past St Clair user has come

back to us from an incident that occurred 7 years ago where they claim they slipped on the floor. It is much easier to remember the incident by looking at something that was documented at the time it occurred rather than relying on your memory.

Ask yourself -

- **Do you know where the first aid kits are in your centre?**
- **Are the first aid kits well maintained and well stocked?**
- **Do you know what to do in the case of an emergency?**

If you cannot answer any of the above questions or have any suggestions as to how the first aid in your centre can be improved please let your manager know.

The next OHS meeting will be held Friday 19 July at 1.30pm, held at Marion.

All staff are welcome and encouraged to come.



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