# Purpose

The purpose of this standard is to provide a Wannon Water framework for the provision and management of First Aid and Personal Protective Equipment (PPE), to control the risks to our employees, contractors, and visitors, as far as reasonably practicable, and to ensure compliance with regulatory obligations.

We undertake a variety of activities involving hazards which could require us to provide initial health care and support to people suffering injury or illness. We have chosen the ‘Prescribed[[1]](#footnote-2)’ approach for First Aid in the workplace to ensure it, and PPE, are managed effectively; to prevent adverse impacts on our Strategic Direction and support our Zero Harm ambition.

# Scope

This framework applies to:

* Any employee or contractor engaged in our activities.
* Management of first aid requirements across all sites/assets and facilities.

**Out of Scope**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it’s the responsibility of the principal contractor to comply with the relevant First Aid and PPE regulations, and to consult with our Engaging Officer to determine if their activities pose a risk to us.

# Standard requirements

**FIRST AID**

| **Requirements** | **Responsibility[[2]](#footnote-3)** | **Accountability[[3]](#footnote-4)** |
| --- | --- | --- |
| Employees and Health and Safety Representatives (HSRs) must be consulted with respect to the selection, location, and procedures associated with First Aid. | **Executive People & Resilience** | GM People & Business Services |
| First Aid facilities required by legislation/suitable for risks associated with our activities must be available at all sites/assets/facilities where work is being performed (e.g., basic First Aid kits, added modules – e.g., bites/burns/stings, eye wash stations, safety shower for chemical work). | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| Automated External Defibrillators provided must meet Australian Standards and be used as per the manufacturer’s guidelines. It must be communicated that these devices are available for any person to use. | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| First Aid equipment/facilities must be easily accessible, and clearly identifiable (e.g., signage/maps for first aid room/kits, names of first aid officers). | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| First Aid procedures/documentation must be developed communicated and maintained to ensure there is a clear understanding of First Aid arrangements in the workplace (e.g., names of First Aid Officers and how to find/communicate with them). | **Executive People & Resilience** | GM People & Business Services |
| First Aid arrangements must be communicated as part of the induction/onboarding process. | **Executive People & Resilience** | GM People & Business Services |
| First Aid facilities/arrangements in response to incidents and emergency events must be identified /communicated (e.g., documented via our intranet, WATERshed, the individual sites **Emergency Information Books (EIB’s), Emergency Management Plans,** specific procedures and/or **SDS’s.** Identified as part of **Task Risk Assessment (JSA)** completion). | **Executive People & Resilience** | GM People & Business Services |
| First Aid Officers must be present at sites/assets/facilities where work is being performed - as defined in the **First Aid and PPE Procedure**. | **Executive People & Resilience**  BM Corporate Services  BM Asset Creation  BM Operations  BM Maintenance | GM People & Business Services |
| First Aid Officers must be trained and hold current First Aid qualifications – as defined in the **First Aid and PPE Procedure.** | **Executive People & Resilience** | GM People & Business Services |
| First Aid Officers must be provided the option to receive immunisations to fight against applicable diseases outlined in the **Department of Health Australian Immunisation Handbook.** | **Executive People & Resilience** | GM People & Business Services |
| First Aid facilities and equipment must be stored/maintained to ensure they are fit for use and operating correctly (e.g., replacement of items nearing expiry, servicing arrangements, safety shower checks). | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| Risks associated with bites and stings at our sites must be mitigated through the hierarchy of control:   * Elimination (e.g., removing the source/habitats for pests - waste management practices, sealing ends of pipes) * Substitution (e.g., using alternative substances and materials that deter pests, slashing long grass) * Engineering. (e.g., creating physical controls – hydrant units over fire plugs) * Administrative (e.g., **First Aid and PPE Procedure –** pest control program, contact numbers of pest control contractors) * PPE (e.g., wearing gloves, long-sleeved clothing, insect repellent). | **Executive People & Resilience**  BM Asset Creation  BM Operations  BM Maintenance  BM Corporate Services | GM People & Business Services |
| A **Hazard Report** must be raised for any First Aid issue, treatment or process which has the potential or is suspected to be harmful to human health. | **Executive People & Resilience** | GM People & Business Services |
| An **Incident Report** must be raised for any incident involving first aid. | **Executive People & Resilience** | GM People & Business Services |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

| **Requirements** | **Responsibility2** | **Accountability3** |
| --- | --- | --- |
| Employees and Health and Safety Representatives (HSRs) must be consulted with respect to the selection, procurement, and procedures associated with PPE. | **Executive People & Resilience** | GM People & Business Services |
| PPE required by legislation/suitable for risks associated with our activities must be available for any employee performing the activity (e.g., P2 respirator for asbestos cement pipe removal, fall arrest harness).  **Note:** This includes mandatory requirements when working on sites not owned by Wannon Water (e.g., rail reserves). | **Executive People & Resilience**  BM Corporate Services  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| Where required by legislation, PPE must be selected by an authorised[[4]](#footnote-5) person using approved methods where required by legislation (e.g., selection of respiratory protection using exposure monitoring data, fit checks). | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| When considering the use of PPE, other higher levels of control must be implemented where practicable in accordance with the hierarchy of control (e.g., use of fall prevention equipment instead of fall arrest equipment). | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| PPE must comply with Australian Standards and be assessed by a suitably authorised4 person to ensure it meets regulatory requirements and is fit for use. | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| Employees must only use PPE approved and provided within our processes and procedures (e.g., select from stock of approved face protection for High Pressure Water jetting). | **Executive People & Resilience**  Every BM | GM People & Business Services |
| PPE must be provided to employees for their exclusive use where practicable or cleaning procedures must be established where there are other risks associated with its use (e.g., contracting a respiratory illness from face mask). | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| PPE must be worn by all persons on our sites as stated/required by our processes, procedures, or equivalent systems. | **Executive People & Resilience**  Every BM | GM People & Business Services |
| PPE arrangements must be communicated as part of the induction/onboarding process. | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| PPE must be inspected prior to its’ use and must be used and maintained in accordance with manufacturer’s instructions (e.g., fit tests, inspection, cleaning replacement of components).  PPE that is damaged, worn or out of date **MUST NOT** be used. | **Executive People & Resilience**  Every BM | GM People & Business Services |
| Information, training, and instruction on when and how to use/maintain PPE must be provided to employees performing activities and people visiting our sites/assets/facilities (e.g., inductions, signage indicating where PPE is to be worn/used, procedures/work instructions for selection/fitting/use/cleaning/storage/disposal, Safety Data Sheets). | **Executive People & Resilience** | GM People & Business Services |
| PPE that has become obsolete and/or no longer required must be returned. It must be stored securely and disposed of in accordance with our **Waste Management Standard** (e.g., disposable coveralls used for asbestos removal). | BM Corporate Services  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| A **Hazard Report** must be raised for issues related to PPE that is suspected to be ineffective, harmful to human health or may impact the environment or the community. | **Executive People & Resilience** | GM People & Business Services |
| An **Incident Report** for any event involving failure of PPE or an injury because of ineffective PPE must be raised. | **Executive People & Resilience** | GM People & Business Services |

# Training, Competence and Awareness

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| **Requirements** | **Responsibility2** | **Accountability3** |
| All managers with responsibilities & accountabilities within this document must be made aware of this standard. | Executive People & Resilience | GM People & Business Services |

# Monitoring

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| --- | --- | --- |
| **Requirements** | **Responsibility2** | **Accountability3** |
| Compliance with and effectiveness of this standard  must be verified at least every four years by including,  periodic audits in the **Audit Program**. | Executive People & Resilience | GM People & Business Services |
| All records required by this standard must be maintained in our records management system –**Content Manager (CM)**. | Information Services Manager | Chief Information Officer |

# Definitions

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| Term | **Means** |
| Automated External Defibrillators (AEDs) | A defibrillator is an electronic device that reads the heart rhythm and can give an electronic shock to the heart to re-establish normal heart rhythms when it registers it is required – such as in the case of a suspected heart attack. |
| First Aid | First Aid is the provision of immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. |
| Personal Protective Equipment (PPE) | Personal Protective Equipment, including Personal Protective Clothing is anything a worker uses or wears to keep them healthy and safe. |

# Governance

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| --- | --- |
| **Parent policy / standard** | * Zero Harm Policy |
| **Associated procedures / standards** | * Personal Protective Equipment (PPE) & Field Uniform Procedure * Incident Reporting & Response Procedure * Safety Shower Testing Procedure |
| **Legislation mandating compliance** | * [Dangerous Goods (Storage and Handling) Regulations 2012](https://www.legislation.vic.gov.au/in-force/statutory-rules/dangerous-goods-storage-and-handling-regulations-2012/) [Occupational Health and Safety Regulations 2017](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017/) * WorkSafe, First Aid in the Workplace, Compliance Code. * Standards Australia * ISO45001 * Department of Health Australian Immunisation Handbook. |
| **Approval** | Executive Committee |
| **Owner** | GM People & Business Services |
| **Content enquiries** | Safety Field Officer |

# Document version history

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| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |
| 2 | * Re-worded Section 2 Out of scope: from “has taken legal ownership of a site” to “has been granted formal possession of a site”. * Minor administrative changes. |

1. Prescribed approach as defined in the WorkSafe Compliance Code: First aid in the workplace. [↑](#footnote-ref-2)
2. The nominated sponsor who is responsible for ensuring there is the system in place to meet a requirement (title in bold) or delivering a task to an acceptable level of performance. [↑](#footnote-ref-3)
3. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the standard. [↑](#footnote-ref-4)
4. A technical expert where the organisation doesn’t have the required knowledge, to assess the PPE suitability for our tasks and/or regulatory implications. [↑](#footnote-ref-5)