



## FIRST AID AND DEFIBRILLATOR ACCESS

**Purpose:** To ensure all lost property within the Universal Athlete Centre (UAC) is managed securely, efficiently, and transparently, maintaining member trust and operational integrity.

### Scope:

To ensure all UAC facilities maintain a safe and compliant environment through accessible first aid equipment, a functioning defibrillator (AED), and up-to-date staff certifications in First Aid and CPR.

### Objectives

- Ensure First Aid and Defibrillator (AED) equipment is always accessible and functional.
- Maintain trained and certified First Aid officers on-site.
- Guarantee compliance with local council safety regulations and Australian Standards (AS 3745–2010) for workplace health and safety.

### Responsibilities

- Centre Manager: Ensure all first aid kits and AED units are maintained, accessible, and regularly checked.
- Fire & Safety Officer / Designated First Aider: Conduct monthly inspections, ensure supplies are stocked, and record findings in the Safety Logbook.
- Franchise Support Officer: Audit compliance annually and verify staff certifications.
- All staff: Report injuries, incidents, or equipment faults immediately to the Centre Manager.

### Equipment Location & Access

- First Aid Kit:
  - Located at Reception (primary) and Gym Floor/Staff Room (secondary).
  - Clearly labeled with green “First Aid” signage.
- Defibrillator (AED):
  - Mounted near Reception or main gym entrance for easy access.
  - Equipped with visual instructions and voice prompts.
  - Must remain visible and unobstructed at all times.

### Maintenance & Inspection Procedures

#### Monthly Checks

Performed by the Safety Officer or Centre Manager:

- Check expiry dates of all consumables (bandages, antiseptic, gloves, etc.)
- Ensure AED battery and pads are within expiry and unit indicator light is green.
- Record findings in the First Aid & AED Inspection Logbook.
- Replace or restock immediately if supplies are missing or expired.

#### Annual Checks

- Engage a qualified technician (via supplier or local service provider) for AED diagnostics.
- Update signage if moved or relocated.
- Verify staff First Aid and CPR certificates are current and logged.

# CLUB OPERATIONS STANDARDS

## First Aid & CPR Training

- All Centre Managers and at least one staff member per shift must hold valid First Aid and CPR certification.
- Certification must be renewed annually in line with Australian Resuscitation Council (ARC) Guidelines.
- Training Provider:
  - Local Council (Melbourne) or other approved RTOs such as St John Ambulance or Red Cross.
- UAC HQ will send annual training reminders to ensure renewals before expiry.

## Incident Response & Reporting

1. Assess the Situation:
  - Ensure area is safe before approaching.
  - Provide immediate assistance using First Aid kit or AED if required.
2. Call Emergency Services:
  - Dial 000 for ambulance assistance if life-threatening.
3. Use AED (if needed):
  - Follow voice instructions on the defibrillator until emergency responders arrive.
4. Incident Report:
  - Complete the UAC Incident & Injury Report Form within 24 hours.
  - Submit report to Centre Manager and Franchise Support Officer.
5. Debrief:
  - Conduct a short review with staff involved to discuss response effectiveness and improvements.

## Signage & Communication

- Clearly display:
  - “First Aid” and “AED” signage near units.
  - Emergency contact list (000, local police, nearest hospital).
- Communicate first aid locations and procedures during:
  - New staff induction
  - Annual safety refresher

## Documentation

- First Aid & AED Inspection Logbook
- Staff First Aid & CPR Certification Record
- Incident & Injury Report Form
- Annual Training Record (maintained by HR/FSO)

## Compliance

- Audited annually by Franchise Support Officer (FSO).
- Non-compliance (expired supplies, missing signage, or lapsed training) must be rectified within 7 working days.

## Review

This SOP will be reviewed annually or after any major incident or legislative change.