

WESTERN SYDNEY UNIVERSITY



Work Health & Safety Unit

Dear First Aider,

Congratulations on successfully completing the recent First Aid course. Your certificate is enclosed.

If you wish to continue or commence in the role of designated First Aid Officer, this form needs to be signed and returned to WHS@westernsydney.edu.au (or WHS, Building AA, Werrington North). Any current First Aid allowance will cease if this form is not submitted.

Please disregard this form if you are not required to, or do not wish to become a University First Aid Officer.

The decision to appoint staff as First Aid Officers lies with the Management of each Office/Department and is based on strategic decisions and perceived requirements.

Payment of the First Aid Allowance means the First Aid Officer assumes the following responsibilities:

- Provide First Aid as required;
- Arrange prompt referral to Security, external Emergency Services (e.g. Ambulance) or medical professionals in cases where the patient or situation requires further attention, and ensure relevant information is promptly conveyed to them.
- Conduct monthly checks on First Aid Kits/Rooms in your area of control to ensure they are fully serviceable and stocked. This includes checking expiry dates on perishable items and ensuring that no unauthorised items (i.e. medications, headache preparations, creams, lotions) are stored in the kit/room.
- Request resupply of required First Aid stock from the WHS Office via email or web-based form. Replacement items will be supplied through the internal mail.
- Ensure any instance of First Aid treatment being applied, and/or First Aid supplies being accessed is recorded on an Accident/Injury Notification form (available on the WHS website) and submitted to WHS.

The First Aid Allowance is only payable while:

- The staff member is available to provide first aid services. Payment of the allowance will be suspended during periods of extended leave, in excess of 12 consecutive weeks
- The staff member possesses a current WorkCover accredited first aid qualification. It is the responsibility of the first aid officer to ensure that recertification training is undertaken prior to the expiration of their first aid qualification

Please sign below indicating your acceptance of the above responsibilities:

	Responsibilities Accepted By First Aider	Fortnightly Allowance Approved by Manager/Supervisor
Name		
Staff No.		
Signature		
Date		