



SAFETY POLICY

RELATED POLICIES

Orientation and Enrolment Policy, Confidentiality Policy, Audition Policy

RATIONALE

This policy is in place to achieve a safe working and learning environment by for all staff and students.

This ensures students and staff understand what to do in the event of an emergency situation and that all personal can evacuate quickly and safety to avoid injury.

This policy provides guidance for Administrative Personnel, Trainers, Directors and C.E.O's to implement a process that will provide timely access to first aid for activities undertaken during the course of work or study at APAN.

POLICY

OCCUPATIONAL HEALTH AND SAFETY

APAN will maintain and monitor the premises and equipment to ensure that a safe working and learning environment is sustained. APAN has procedures to ensure the environment is kept in accordance to the Occupational Health and Safety Regulations of Western Australia legislation (1996)

APAN management (specifically the Executive Production Director overseeing) will:

- Provide safe and working equipment and systems
- Provide sufficient information and training to ensure staff and students are safe from injury and risks to health

All other APAN Staff and students training at APAN will:

- Cooperate with management and adhere to instructions on safe learning practices
- Take care of the health and safety of others
- Report any hazards through the appropriate channels

MAINTAINING OCCUPATIONAL HEALTH AND SAFETY STANDARDS

- Risk Manager Checklist- completed quarterly by the EPD
- Risk Maintenance- completed by external contractors every twelve months
- Work Hazard Request- a way of communicating with the EPD when an employee feels or observes a risk or hazard has developed on premises.



EMERGENCY

APAN ensures all students and staff are made aware of evacuation procedures in the event of an emergency.

APAN will make emergency exits from the building clear and appropriate signage will be displayed around the premises at all times.

APAN will ensure that all fire extinguishers are kept in sound working order at all times and are monitored to ensure compliance.

PRIORITIES DURING AN EMERGENCY IN A BUILDING

FIRST PRIORITY: Protection of Life

- Ensure all people who may be in danger are warned,
- Action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard

SECOND PRIORITY: Prevent Spread of Hazard

- Control the extent of the hazard within the building and minimising its release into the environment.

THIRD PRIORITY: Assets

- Save Assets in the affected Area.

FOURTH PRIORITY: Eliminate the Hazard.

- Eliminate hazards

EVACUATION DRILLS

Evacuation drills are a pertinent part of staff and student training associated with emergency evacuation procedures.

Evacuation drills, including complete campus evacuation, will be carried out at least once every six months.

1. Co-ordinate the timing of the drill with
 - C.E.O
 - E.P.D
 - Trainers that will be on site at the time of drill
2. Send out advance notice of the drill (including date and approximate time) to all trainers to assist their understanding and co-operation
3. Ensure that all staff recognizes the relevant procedures, exit routes, and assembly area.
4. Administration should superintend the drill, record the time required to complete the evacuation, and note any problems and deficiencies.
5. After each drill a meeting with C.E.O and E.P.D should be conducted to evaluate the success of the drill and to solve any problems that may have arisen.



FIRST AID

- There will be a first aid officer in person at all times
- There will be First Aid kits with sufficient supplies on the premises
- There will be clear First Aid Emergency Numbers in clear sight

RESPONSIBILITIES

The E.P.D is required to:

- Ensure a first aid assessment as per the Code of Practice for First aid in the Workplace 1995 is undertaken
- Appoint and train designated first aiders
- Ensure first aid kits are provided and maintained
- Provide employees with practical instructions in the nature of first aid facilities, the locating of first aid kits, the names and work locations of trained first aiders and the procedures to be followed when first aid is required.

First Aid Officer

- The provision of a service for emergency treatment, of injury or illness within their competencies
- Arranging prompt and appropriate referral for patients who require further treatment.
- The maintenance of first aid facilities, including first aid equipment and checking and restocking first aid kits.
- The recognition and reporting of deficiencies in the first aid service to the E.P.D.

QUALIFICATIONS

- First aiders undertake the initial treatment of people suffering injury and illness.
- The treatment provided by first aiders should be consistent with their training and competency.
- When in doubt, a first aider should seek medical advice immediately.
- A first aider will not be responsible for ongoing care.

First Aid training must be undertaken by an approved State Training Board provider and must cover the following:

- Principles of First Aid, Aims of first aid and priorities of care,
- Primary assessment DRABC
- Expired Air Resuscitation EAR,
- Cardio Pulmonary resuscitation CPR,
- Hygiene, infection control and medical waste removal.
- Reports and legalities First Aid kits. Practical decision making.
- Function of respiratory and circulatory systems
- Cardiac emergencies.
- Secondary assessment & altered conscious state



- Burns Fractures, theory and practical Soft Tissue Injury, theory and practical Head Injuries, Spinal Injuries
- Eye Injuries,
- Respiratory emergencies, Asthma, hyperventilation
- Diabetes, Stroke, Epilepsy
- Allergic reactions
- Poisoning moving a patient
- Material Safety Data Sheets and how to read them.

A first aid in the workplace certificate will last three years if an annual Cardio Pulmonary Resuscitation (CPR) training session is undertaken. When renewal of certificates falls due, first aiders should be free to relinquish their first aid appointment, if they so desire, as personal commitment is essential

The cost of attending a training course will be met by APAN.

FIRST AID KITS

The E.P.D shall be responsible for maintaining the first aid kit.

The Container:

The first aid kit container should be prominently displayed and easily recognisable. It should be easily accessible and the contents protected against dust and damage. The first aid kit should not be locked.

First aid kits should include the following items but not be limited to,

- Emergency services telephone numbers and addresses,
- Names and contact numbers of first aiders
- Basic first aid notes
- Pen and note pad.
- Resuscitation masks.
- Individually wrapped sterile adhesive dressings (Band-Aids).
- Sterile eye pads
- Sterile covering for serious wounds.
- Triangular bandages.
- Safety Pins
- Small sterile non-medicated wound dressings.
- Medium sterile non medicated wound dressings.
- Large sterile non-medicated wound dressings.
- Adhesive tape
- Crepe bandages.
- Disposable gloves.
- Scissors.

FIRST AID PROCEDURES

First Aid Officers must follow procedures learnt in First Aid Courses and Certifications.



RECORDING AND REPORTING FIRST AID INCIDENTS

First aiders must record all first aid treatments on the First Aid record. Supplies of these forms are to be kept with the first aid box. The original copy of the first aid record must be stored in the OH/S file. A photocopy must be kept in students individual's file involved in the First Aid Incident. The form is easily completed.

MEDICAL CONDITIONS AND CONFIDENTIALITY

If first aiders have been advised that persons on the premises have medical conditions, they are required to treat such information in the utmost confidence as in accordance to Confidentiality Procedures. Such information may only be revealed to the appropriate personnel, should a medical emergency occur.

INDEMNITY AND INSURANCE

APAN first aiders are covered under the faculty's liability and professional insurance policies for claims arising from negligence in carrying out first aid treatment undertaken in connection with APAN activities, if that treatment falls within the scope and competence of the first aider's level of training and is not a deliberate or wilful act with the intent to cause the person harm or injury.

TERMINOLOGY

First Aid

First aid in the workforce is the provision of emergency treatment and life support for people suffering injury or illness at work.

First Aider

A person who has undertaken a certificate first aid training course to provide initial first aid care to the ill or injured.

Code of Practice

Practical guidelines on meeting the requirements of the Occupational Health and Safety Act. Section 21 (2) (d)

RELATED DOCUMENTS

- Evacuation Emergency Drill Review

