FIRST AID POLICY

Purpose
At Education Centre of Australia Pty Ltd (“ECA”) we consider the occupational health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this Policy is to provide a framework for the effective use of first aid facilities.

Commencement of Policy
This Policy will commence on and from 2/01/2012. It replaces all other ECA First Aid Policies (whether written or not).

Application of this Policy
This Policy applies to employees, agents and contractors (including sub-contractors and temporary contractors) of ECA, collectively referred to in this Policy as “workplace participants”. This Policy does not form part of any employee’s contract of employment, nor does it form any other workplace participant’s contract for service.

First Aid Officers
ECA first aid officers are:

Angela Leota, Student Welfare, 0292833601
Sonic Guo, VU Admin, Level 3

First Aid Supplies
Use of First Aid Supplies
The first aid supplies may be used as required by workplace participants in consultation with a designated first aid officer.
All illnesses and injuries should be reported to a first aid officer if they involve using the first aid supplies or the first aid room. Employees should also fill out the register of injuries if they are injured at work.
Misuse of the first aid supplies will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

First Aid Supplies Low
If it is noticed that the first aid supplies are low, this should be reported to a designated first aid officer so an order can be placed and supplies re-stocked.

Misuse of the first aid equipment will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.
Workplace Injuries
All injuries that occur in the workplace should be reported to one of the designated first aid officers.
This enables treatment to be provided if required and enables ECA to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

Variations
ECA reserves the right to vary, replace or terminate this policy from time to time.