



This form is to be used in conjunction with the Environment Health and Safety Manual.

## Size and layout of the workplace

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Single Story/Multi-Story Complex: \_\_\_\_\_ Layout: \_\_\_\_\_

## Number and Distribution of Employees

No. Staff/Students/Visitors: \_\_\_\_\_ No. of Staff/Student working After Hours: \_\_\_\_\_

## Nature of Hazards and Severity of Risk

Known Hazards refer to Generic Risk Assessments below

Identified Hazard	Risk Rating
<a href="#">Manual Handling</a>	High
<a href="#">Slips, Trips and Falls</a>	Medium
<a href="#">Chemical Exposure Fumes/Splash</a>	Medium
<a href="#">Animal related injuries e.g. Bites and Scratches</a>	Low
<a href="#">Chemical, Cold and Heat Burns</a>	Low
<a href="#">Workshop</a>	Low
<a href="#">Cuts and Needle Stick Injuries</a>	Low – Medium - Low
Fieldwork - Refer 11.1.New. Travel & Off Campus Risk	
Other	

Do MSDS and Product Labels specify any first aid requirements: \_\_\_\_\_

## Known Occurrences of Incidents

Do you have any other incidents not in the table above, if so, please complete risk assessment. Also refer to the last 12 months of incident data

\_\_\_\_\_

Near Misses

\_\_\_\_\_

## Location of the Workplace:

Nearest Hospital: \_\_\_\_\_

Nearest Medical Service: \_\_\_\_\_

Time to Medical Service: \_\_\_\_\_

## Level of First Aid Required

Proximity to Hospital Risk Rating	At Hospital	Less than a 1km from hospital	More than 1km from hospital
H	Level 2 first aid	Level 2 first aid	Level 2 first aid (Emergency plan in place)
M	Level 1 first aid	Level 2 first aid	Level 2 first aid (Emergency plan in place)
L	Level 1 first aid	Level 1 first aid	Level 2 first aid

Note: Above is the minimum level of first aid requirement. A First Aid Certificate is not required for practising nurses RN or SEN, Emergency Medical Technicians or Doctors.



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## Number of First Aiders Required

Risk Rating	Level of First Aid	Number of First Aiders
High	Level 2	1 per 25
Medium	Level 2	1 per 50
Low	Level 1	*1 per 50

\* If in a hospital you do not need your own first aiders if the hospital provides emergency service.

## Outcomes of Assessment

Contents of the First Aid Kit: \_\_\_\_\_

Number and Location of Kits (at least 1 kit per first aider): \_\_\_\_\_

Competencies Required of First Aiders: \_\_\_\_\_

Number of First Aiders Required: \_\_\_\_\_

Review Date (3 Years): \_\_\_\_\_

First Aid Officers posted on EHS Noticeboards

Security available 24/7 for after hours first aid treatment