



**Australian Government**

**HLTAID016 Manage first aid services and  
resources**

**DRAFT**

**Release:**

# HLTAID016 Manage first aid services and resources

## Modification History

Not applicable.

## Application

This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

The unit applies to workers in nominated occupational first aid or management roles.

*Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.*

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

*Elements describe the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

1. Determine workplace first aid requirements.

- 1.1. Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements.
- 1.2. Identify first aid equipment, resources and personnel required to address workplace requirements.
- 1.3. Develop first aid action plans in consultation with relevant parties.
- 1.4. Provide information to minimise risk and enable access to first aid facilities.

2. Establish and maintain workplace first aid facilities.

- 2.1. Monitor and maintain availability of first aid equipment and personnel to support workplace first aid response.
- 2.2. Conduct inspections of first aid stock and equipment to ensure currency and operational readiness in line with workplace requirements.
- 2.3. Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures.
- 2.4. Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturers'/suppliers' instructions.
- 2.5. Deploy appropriate equipment and personnel to ensure timely and effective first aid response in line with workplace requirements.

3. Maintain workplace first aid records.
  - 3.1. Ensure documentation is completed in line with legislation and workplace procedures.
  - 3.2. Maintain first aid records in line with legislative requirements and workplace security practices.
  - 3.3. Send relevant documents to appropriate bodies in line with workplace and legislative requirements.
  - 3.4. Maintain privacy and confidentiality of records and information in line with privacy legislation and organisational policies.
4. Review the provision of first aid in the workplace.
  - 4.1. Participate in incident debriefing/evaluation to improve future operations and address individual needs
  - 4.2. Evaluate management of workplace first aid incidents in relation to required equipment, personnel, current organisational procedures and individual first aid action plans.
  - 4.3. Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision.

## Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to HLTAID008 Manage first aid services and resources

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>