UNIT CODE	**HLTAID016**
UNIT TITLE	**Manage first aid services and resources**
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.*
PREREQUISITE UNIT	Nil
UNIT SECTOR	First Aid

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.	1.1 Monitor and maintain availability of first aid equipment and personnel to support workplace first aid response. 1.2 Conduct regular inspections of first aid stock and equipment to ensure currency and operational readiness in line with workplace requirements. 1.3 Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures. 1.4 Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturer's/supplier's instructions. 1.5 Deploy appropriate equipment and personnel to ensure timely and effective first aid response in line with workplace requirements.

3. Maintain workplace first aid records.	1.1 Ensure documentation is completed in line with legislation and workplace procedures. 1.2 Maintain first aid records in line with legislative requirements and workplace security practices. 1.3 Send relevant documents to appropriate bodies in line with workplace and legislative requirements. 1.4 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.	1.1 Participate in incident debriefing/evaluation to improve future operations and address individual needs 1.2 Evaluate management of workplace first aid incidents in relation to required equipment, personnel, current organisational procedures and individual first aid action plans. 1.3 Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision.

FOUNDATION SKILLS	
Foundation skills essential to performance are explicit in the performance criteria of this unit.	
UNIT MAPPING INFORMATION	No equivalent unit.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for HLTAID016 Manage first aid services and resources
PERFORMANCE EVIDENCE	Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role. There must be evidence that the candidate has completed the following tasks at least once in line with State/Territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures: - conducted a workplace risk assessment - developed a first aid response plan including strategies for management of incidents - used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance - maintained first aid equipment and resources according to manufacturer's instructions - used and maintained documentation required by the workplace and regulatory authorities.

KNOWLEDGE EVIDENCE	Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit: ■ state/territory regulations, first aid codes of practice and workplace procedures including: ○ workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements ○ duty of care in relation to first aid provision ○ safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals ○ infection control principles and procedures, including use of standard precautions based on incident ○ requirements for currency of skill and knowledge ■ legal, workplace or community issues relating to the provision of CPR including: ○ awareness of potential need for stress-management techniques and available support following an emergency situation ○ consent ○ capabilities of emergency management services ○ privacy and confidentiality requirements ○ importance of debriefing.

ASSESSMENT CONDITIONS	Skills must be demonstrated in a workplace environment that provides realistic in-depth, industry-validated scenarios and simulations to assess candidates' skills and knowledge. Assessment must ensure access to: ■ first aid equipment such as: ■ first aid kit and contents checklist ■ an incident report form ■ relevant state/territory Work Health and Safety First Aid Code of Practice. Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, including workplace resources required by the relevant state/territory Work Health and Safety Regulatory Authority. Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.
LINKS	Companion Volume Implementation Guide