

# First Aid Policy



GSS Group  
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**Date:** 03/02/2026  
**Review:** 01/02/2027

## 1. Background

GSS Group considers the occupational health and safety of all persons in the workplace to be of absolute 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.

## 2. The Company's Responsibilities

As part of the Company's commitment to the effective provision of first aid, the Company aims to:

- (a) provide adequate resources for the supply and replenishment of first aid kits and equipment;
- (b) ensure that each worker at the workplace has access to a first aid kit and has access to facilities for administering first aid;
- (c) appoint first aid officer(s) who have received the relevant training and who will report to management on all matters pertaining to first aid; and
- (d) ensure that there is at least one first aid officer rostered on for all hours of work.

## 3. Duties of Management

Managers, supervisors and akin position holders are required:

- (a) to keep up-to-date on all matters pertaining to first aid;
- (b) ensure that workers are informed of the location of first aid kits, facilities and first aid officer(s) as well as how to contact them in the workplace;
- (c) consult employees on first aid matters to give them the opportunity and training to be involved in matters affecting work health and safety; and
- (d) where appropriate, make or facilitate arrangements for an injured person who requires further off-site medical attention to be escorted to this site (e.g. a hospital).

## 4. Duties of employees

Employees are required to:

- (a) take reasonable care for their own health and safety;
- (b) take reasonable care that their actions do not adversely affect the health and

- safety of other people;
- (c) report and record all workplace injuries to the relevant first aid officer, manager or HR representative, in accordance with this policy;
- (d) not disrupt the administration of first aid; and
- (e) comply with this policy, first aid procedure and any associated reasonable instruction.

## **5. Duties of visitors and non-employees**

If a person is not an employee, but attends the Company's premises (for example, visitors), they must:

- (a) take reasonable care of their own health and safety;
- (b) take reasonable care that their actions or omissions do not adversely affect the health and safety of others; and
- (c) comply, so far as they are reasonably able, with any instructions that may be given by the Company regarding first aid.

## **6. First Aid Officer**

The responsibilities and duties of a first aid officer include, but are not limited to:

- (a) hold a current accredited first aid training qualification;
- (b) administer first aid treatment to ill or injured persons as required and within the limits of their first aid competencies;
- (c) if appropriate, recommend that the ill or injured person seeks the assistance of a medical practitioner if the illness or injury exceeds the limit of their first aid competence;
- (d) record all first aid matters, which are inclusive of injuries, treatments and rejections of first aid and alert management of the matter;
- (e) where appropriate and with approval, make arrangements for an ill or injured person to be escorted off-site to receive medical treatment (e.g. call an ambulance and ensure access for the ambulance); and
- (f) maintain the first aid kit(s) and ensure that they are appropriately stocked. Notify management of any deficiencies in the first aid kit(s) so they can organise a replenishment.

## **7. First Aid Equipment**

All employees must be able to access a first aid kit. This will require at least one first aid kit to be provided at their workplace in a readily accessible location.

The first aid kit should provide basic equipment for administering first aid for injuries including, but not limited to; bleeding wounds, burns, eye injuries and muscular injuries. However, the contents of the first aid kit(s) should be based on a risk assessment of the

workplace.

The use of first aid kit should be monitored, and its supply levels should be observed and replenished when reasonably necessary.

## **8. First Aid Procedure**

In the event that a person suffers injury or illness in the workplace, the following procedure should apply:

- (a) the injured worker or another colleague notifies a manager/supervisor or first aid officer of the incident;
- (b) the first aid officer must immediately attend to the injured worker;
- (c) the first aid officer must the administer first aid within their competencies;
- (d) if appropriate, the first aid officer should notify and coordinate ambulance or other medical assistance for the injured worker; and
- (e) after first aid has been administered or the injured worker has received other medical assistance, the first aid officer should prepare a report of the incident and management should be alerted. If necessary or appropriate, third parties should also be notified.

## **9. Record Keeping**

A record of administered first aid treatment should be kept by the first aid officer(s) and reported to managers on a regular basis.

It is important that the first aid officer(s) ensure that the record accurately reports all attendances and treatment provided to injured workers at the workplace.

Accurate recording of attendances and treatment provided by first aid officers are extremely important.

All documentation must:

- (a) be accurate and legible;
- (b) record the facts as stated by the person treated where possible;
- (c) be written in ink and never erased and in the event of an error, draw a line through the error and write 'wrong entry' and sign it; and
- (d) never use white out or correction fluid on records.

All medical records are kept strictly confidential. Medical records can only be accessed and used by those individuals who are required to access and use the information for the purposes of performing their functions as part of their role. Further, medical records may be released if required by law or by consent of the person in question.

Endorsed by:

**Imran Mukhtar**

*Managing Director* February 2026

A handwritten signature in black ink, appearing to be 'Imran Mukhtar', written over a horizontal line.