



# First Aid Policy

## 1. Introduction

TLC Trees Pty Ltd is committed to providing a safe and healthy workplace for all employees, subcontractors, and visitors. This policy outlines the responsibilities and procedures for First Aid. Our goal is to ensure prompt and effective treatment of injuries or illnesses to reduce their severity.

## 2. Scope

This policy applies to all TLC Trees Pty Ltd worksites and workplaces under our control.

## 3. Rules

- All workers must know the location of the first aid kit and how to contact the First Aid Officer.
- All injuries must be reported to ensure treatment and proper recording in the Injury Register.

## 4. Responsibilities

Officers and Supervisors must:

- Appoint a certified First Aid Officer at every worksite.
- Clearly outline First Aid roles and responsibilities.
- Ensure that an effective First Aid system is in place for both workers and visitors.
- Provide First Aid training for appointed officers and ensure they attend refresher courses before their certification expires.
- Make sure the number of First Aid Officers and available First Aid kits is appropriate for the number of workers.
- Ensure First Aid kits are easily accessible, regularly maintained, and replenished when supplies run low.
- Consult workers on the First Aid Policy to involve them in health, safety, and welfare decisions.

First Aid Officers must:

- Provide quick and effective First Aid.
- Only perform tasks within their level of training.
- Stay with injured or ill individuals until medical help takes over or until it's safe to leave the situation.
- Maintain qualifications to keep their role as a First Aid Officer.
- Regularly check First Aid kits and ensure supplies are restocked, including checking expiry dates.

Workers must:

- Follow this First Aid policy.
- Assist with First Aid when asked.
- Attend any required First Aid training.
- Ensure their name, phone number, and work location are displayed near the First Aid kits they are responsible for.
- Carry their First Aid certification with them at all times.
- Record all injuries and illnesses in the Injury Register, which will be kept for at least seven years.

**TLC Trees Pty Ltd**



Tom Langley  
Director