**If a relevant requirement in the ACT or Regulations exists, you must follow the requirements. Penalties may apply if workplaces are found not to follow the Health & Safety Act or Regulations.**

**CODES OF PRACTICE & CODES OF COMPLIANCE**

The Codes provide PRACCAL GUIDANCE for persons conducting a business or undertaking on how to comply with duties under

the ACT & Regulations.

In relation to First Aid, the codes provide guidance on establishing adequate first aid facilities in the workplace. This includes information on first aid kits, procedures, facilities and training of first aiders.

Documents: **First Aid in the Workplace Code of Practice**

**First Aid in the Workplace Compliance Code (VIC)**

**HEALTH & SAFETY REGULATIONS**

The Regulations impose mandatory requirements for duty holders to comply with when

managing work health and safety.

These documents give you the HOW TO to ensure workplaces are equipped with the right First Aid and Emergency Plans.

Documents: **Work Health & Safety Regulation 2011**

**Occupational Health & Safety Regulation 2007 (VIC)**

**HEALTH**

**& SAFETY**

**ACT**

The Act provides a

balanced and nationally

consistent framework to secure

the health and safety of workers and

workplaces.

The ACT is the PRINCIPLE DOCUMENT

that is supported by a framework of legislative

instruments that prescribe duties and provide

guidance to employers and others on how to meet

the requirements of the legislation.

Documents: **Work Health & Safety Act 2011**

**Occupational Health & Safety Act 2004 (VIC)**

**An approved Code of Practice may achieve compliance with the health and safety duties of the Act & Regulation. Compliance may also be achieved by follow another method if it is proven to provide an equivalent or higher standard of health and safety than that provided by the Code.**

**HEALTH & SAFETY ACT (DIVISION 2) – PRIMARY DUTY OF CARE**

1. A person conducting a business or undertaking must ensure, so far as reasonably practicable, the health and safety of:
   1. Workers engaged, or caused to be engaged by the person; and
   2. Workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking.
2. A person conducting a business or undertaking must ensure, so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the business or undertaking

**Work Health & Safety Act 2011**

**Occupational Health & Safety Act 2004 (VIC)**

**FIRST AID IN THE WORKPLACE – CODE OF PRACTICE & CODE OF COMPLIANCE**

The Code applies to all types of work and all workplaces covered by the Health & Safety Act, including workplaces that are outdoors, mobile, and remote. The Code has been developed by Safe Work Australia under the Council of Australian Governments’ Inter-Governmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety adopted by the Commonwealth, State, and Territory Governments.

The Code provides information on using a risk management approach to tailor first aid that suits the circumstances of your workplace, while also providing guidance on the number of first aid kits, their contents, and the number of trained first aiders that are appropriate for some types of workplaces.

* High risk workplaces means a workplace where workers are exposed to hazards that could result in serious injury or illness
* Low risk workplaces means a workplace where workers are not exposed to hazards that could result in serious injury or illness

**First Aid in the Workplace Code of Practice**

**First Aid in the Workplace Compliance Code (VIC)**

**HEALTH & SAFETY REGULATIONS (42) – DUTY TOPROVIDE FIRST AID**

1. A person conducting a business or undertaking at a workplace must ensure:
   1. Provision of first aid equipment for the workplace, and
   2. Each worker at the workplace has access to the equipment, and
   3. Access to facilities for the administration of first aid

Maximum penalty: in the case of an individual ($6,000), in the case of a body corporate ($30,000)

1. A person conducting a business or undertaking must ensure that:
   1. An adequate number of workers are trained to administer first aid at the workplace, or
   2. Workers have access to an adequate number of other persons who have been trained to administer first aid.

Maximum penalty: in the case of an individual ($6,000), in the case of a body corporate ($30,000)

1. For the purposes of this clause, the person conducting the business or undertaking must have regard to all relevant matters, including the following:
   1. The nature of the work being carried out at the workplace,
   2. The nature of the hazards at the workplace
   3. The size and location of the workplace
   4. The number and composition of the workers at the workplace

**Work Health & Safety Regulation 2011**

**Occupational Health & Safety Regulation 2007 (VIC)**