

A number of factors should be taken into account by a person conducting a business or undertaking (PCBU) in deciding what first aid arrangements need to be provided.

## First aid

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An employer must ensure:

- provision of and access to first aid equipment and facilities
- that an adequate number of workers (or other persons) have been trained to administer first aid.

First aid requirements may vary from one workplace to the next depending on:

- the nature of the work
- the types of hazards present
- the size, location, number and composition of people at the workplace

All of these factors should be taken into account by a PCBU in deciding what first aid arrangements need to be provided, including the number of trained first aiders who should be available to administer first aid at the workplace.

Keep emergency phone numbers handy for the following services:

- fire service
- doctor and ambulance
- Poisons Information Centre (13 11 26).

Further advice can be found in the [First Aid in the Workplace Code of Practice 2014](#) (PDF, 613.93 KB).

## Emergency plans

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You must also have plans in place to deal with workplace emergencies. This emergency plan must provide:

- emergency procedures, which include:
  - an effective response to an emergency
  - evacuation procedures
  - notifying emergency service organisations at the earliest opportunity
  - medical treatment and assistance
  - effective communication between the authorised person coordinating the emergency response and all persons at the workplace
- testing of the emergency procedures, including the frequency of testing
- information, training and instruction to relevant workers in relation to implementing the emergency procedures.

All workers should be familiar with emergency procedures for the workplace, such as:

- who to report to in an emergency
- emergency telephone numbers
- evacuation procedures and the designated meeting place
- the type of fire extinguisher to use for different fires.

Note: This emergency plan is in addition to the requirement for a fire and evacuation plan under the [Building Fire Safety Regulation 2008](#) . Both of these plans can be combined into one plan for the workplace.

Further information about emergency plans can be found in the [Emergency plans fact sheet](#) (Safe Work Australia).