



St Philip's O'Connor — First Aid Management Procedure

1. Purpose

This procedure outlines how first aid is managed at St Philip's O'Connor in accordance with the *Work Health and Safety Act 2011 (ACT)*, the ACT First Aid Code of Practice, and the Anglican Diocese of Canberra and Goulburn Ministry Unit First Aid Guidelines.

It ensures that workers, volunteers, parishioners, and visitors have timely access to appropriate first aid assistance.

2. Scope

This procedure applies to:

- The Rector
- All volunteers (considered workers under the WHS Act)
- Parishioners and visitors

3. Context and Risk Level

St Philip's is a low-risk workplace (general church tasks, kitchen work, gardening, Pandora's Op Shop). No designated First Aid Officer is required. Qualified parishioners may assist if present, but anyone must call 000 in an emergency.

4. First Aid Resources

First Aid Kits

- Church Foyer – near Vestry door
- Lamerton Centre – cupboard above microwave

AED

Located at back of church near Vestry exit/office exit.

4.3 Maintenance

Kits checked annually and after use. Notify Alison (0429 124 356) if used.

5. Access to Assistance

Any person may call 000 immediately. Trained parishioners may assist but are not First Aid Officers.

6. Responsibilities

Lone workers must carry a phone. Workers and volunteers must report incidents and follow emergency procedures.

7. Response to Injuries or Illness

Call 000 if urgent, give first aid within training limits, stay with person, record incidents. Rector provides debriefing after serious incidents.

8. Information and Training

Workers and volunteers receive training on first aid, emergency procedures, and reporting.