

First Aid Policy

Policy Statement

Cycling Southland has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required in the workplace.

Scope

This policy applies to all Cycling Southland staff.

Definitions

- 'Staff' – All employees, contractors, volunteers and visitors to the workplace.
- 'Employee' – All wage and salary earners including loaned employees and people doing on-the-job training or gaining work experience
- 'Visitor' - Includes non-employees legally in the workplace. Volunteers are included in some circumstances.
- 'First aid incident' is an incident that occurs that requires basic first aid treatment such as ice or sticking plasters and does not involve further medical treatment or the need for an ambulance.
- 'Workplace accident' is an accident/incident that requires more than basic first aid or where an ambulance is required.

Responsibilities

The General Manager is responsible for:

- Ensuring appropriate first aid supplies are provided at the Cycling Southland office.
- Ensuring that first aid supplies are accessible to staff in the office.
- Holding an appropriate first aid certificate or other equivalent qualification.
- Communicating this policy to coaches and club members.
- Ensuring a CS Workplace Incident Report Form is completed for a workplace accident.
- Reporting any first aid incidents to ILT Stadium Southland management that involve plant or building.

Every staff member is responsible for:

- Ensuring they know where first aid supplies are available.
- Reporting any first aid incidents that involve plant or building to the General Manager.

However, staff cannot be in the office during all the sessions the organisation runs. A first aid kit is provided in the large plastic box in the ramp-end 'D'.

In addition:

The organisation's landlord (ILT Stadium Southland) has a policy that states it will:

- Ensure that whenever the building is open to the public that there will be at least one trained workplace first aider on-site.
- Have a list of trained first aid staff available from stadium reception.
- Have first kits available at:
 - Stadium reception

Date approved: Sept 2016
Date last reviewed: May 2018
Next review date: May 2019

- Stadium medical room
- Stadium first response trolley
- Manage and maintain AEDs (automate external defibrillator).

Events

Track

During a major track event, Cycling Southland will endeavour to have a doctor and/or nurse present. A dedicated medical area, with a first aid kit, beds and a stretcher will be set up near the top of the ramp and staffed where possible.

At least one Cycling Southland staff member attending a cycling event will have an appropriate first aid certificate and have access to a first aid kit.

An AED unit is located on the wall near the Cycling Southland office. All staff are aware of its location and those with first aid certificates will have had training in its use as part of the course. During an event briefing, its location is pointed out to team managers.

In the event of a serious accident, first aid assistance should be sought from the Cycling Southland office or in the case of it being closed then the front desk of the Stadium.

Road

Cycling Southland vehicles will have a basic first aid kit, while participants and their supporters encouraged to have a first aid kit in their car. The fragmented nature of cycle racing means it is impossible to have an official with every bunch so those attending are encouraged to be prepared.

Procedures

When an injury occurs that requires first aid, a staff member should be notified and basic first aid rendered. There is no form to be filled out for a minor incident requiring basic first aid.

However, if the incident is more serious and the person requires more intensive medical attention, a decision must be made whether hospital treatment is required. **If there is any doubt about their condition call 111.**

If someone is taken to hospital, the General Manager must be notified immediately.

If the injury is such that they are able to be driven somewhere for medical attention then that decision can be made by the person providing first aid.

For a more serious accident, refer to the Accident Management Policy. At the very least the General Manager must be notified and a CS Workplace Incident Report Form completed. If there is any doubt as to whether a form is required, just fill it out.

If the accident involved any ILT Stadium Southland building equipment or facilities, then contact stadium staff to fill out their Accident/Near Miss Form.