

## Workplace Health and Safety Queensland

## Automotive service and repair industry – First aid response

In the event that somebody may be injured in your workplace, you should be prepared to respond. A prepared first aid response and immediate notification to the relevant emergency personnel will help minimise the impact of the injury or incident.

Some things you may consider in a response plan include:

- ensuring emergency numbers are displayed near phones and at other areas.
- carrying out an assessment on the types of injuries which are most likely to occur in your workplace, so that suitable responses can deal with them. You may even invite the ambulance out to the workplace to talk about the arrangements.
- having first aid kits available in areas where they would most likely be used. The contents of the kit should (at least) contain items to treat the most common types of injuries that might occur in the workplace (an example of suggested contents of a first aid kit can be found in the First Aid Code of Practice).
- having a designated and trained first aid person and let the workers know the first aider's name is and where to locate them in the workplace.
- treating all injuries. Small injuries can develop into significant injuries if left untreated or if secondary infection sets in.
- ensuring that staff know that they are required to report all injuries or incidents to the employer.
- reporting all relevant injuries and incidents to Workplace Health and Safety Queensland (e.g. a serious bodily injury must be reported within certain timeframes and on specific forms).

For further information on general health and safety issues call 1300 369 915 or visit [www.deir.qld.gov.au](http://www.deir.qld.gov.au)

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**Workplace Health and Safety Queensland**, Department of Justice and Attorney-General

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