

FIRST AID AND INFECTION CONTROL PROCEDURE

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Introduction

Berwick Church of Christ ("the Church") will ensure that there are always adequate and appropriate first aid arrangements in place when staff, volunteers, contractors, participants or visitors are on the premises. Providing immediate and effective first aid to anyone who has been injured or become ill at the Church may reduce the severity of the injury or illness. In some cases, it could mean the difference between life and death.

Please refer to our Scriptural References for our Safety Policies to understand the foundational principles for our policies.

Purpose

The Church is dedicated to the health, safety, and wellbeing of all staff, volunteers, contractors, participants and visitors. This procedure outlines how first aid will be provided and establishes infection control procedures to prevent the spread of illnesses and injuries.

Scope

This procedure applies to all staff, volunteers and contractors, including those working remotely or in mobile settings. It ensures that first aid resources and trained personnel are available, and that infection control measures are followed.

Definitions

Please refer to the General Definitions document.

Responsibilities

Elders:

- Provide adequate first aid resources and ensure an appropriate number of trained First Aid Officers (FAOs) are available.
- Regularly review and update first aid and infection control measures through workplace risk assessments.
- Ensure FAOs receive ongoing training and maintain their certifications.
- Provide necessary PPE and infection control resources and ensure staff and volunteers understand how to use them.
- Promote awareness of first aid procedures and infection control practices to all staff and volunteers.

Pastors:

- Familiarize themselves with the locations of first aid kits.
- Ensure volunteers know the location of first aid kits and how to contact FAOs in case of an emergency.
- Report any injuries, illnesses, or hazards to a FAO immediately and complete any required documentation.
- Follow infection control guidelines, including hand hygiene and using PPE where required.
- Participate in first aid and emergency training if required and follow instructions during incidents.

First Aid Officers (FAOs) & Ministry Support Staff:

- Ensure first aid kits are fully stocked, maintained, and accessible at all times.
- Administer first aid as per their training and in line with workplace procedures.
- Use PPE, such as gloves and masks, to protect themselves and others during first aid interventions.
- Report all first aid incidents to their direct report and Pastor responsible for oversight over their role or the Safety Contact Person and complete any required documentation.
- Attend refresher training and stay updated on the latest first aid practices.

First Aid

First Aid Kits

First aid kit locations will be clearly marked with appropriate signage and placed in accessible areas throughout the Church facilities. Portable kits will be provided for use when activities and events are held offsite and to ensure they have access to necessary supplies.

Kits will be inspected on a 6 monthly basis to ensure they are fully stocked, in good condition, and ready for use.

The Safety Contact Person will be responsible for maintaining the kits, ensuring they are restocked as necessary, and reporting any issues to the Strategic Support Forum.

The contents of first aid kits will be suitable for the risks present in the Church and may be adjusted as needed following risk assessments.

Any used or expired items will be promptly replaced to maintain the effectiveness of the kits.

First Aid Training

FAOs will complete accredited first aid training, including CPR, and will participate in refresher courses to keep their certifications current and maintain competency.

During induction, all staff and volunteers will receive information on the first aid procedures, including the locations of kits and FAOs, as well as emergency response guidelines.

Incident Reporting and Investigation

Any incident requiring first aid must be reported to their direct report and Pastor responsible for oversight over their role, and an incident report must be completed within 24 hours to document the details and treatment provided.

Pastors and/or the Safety Contact Person will review incident reports to identify any areas for improvement in first aid delivery or workplace safety and ensure ongoing refinement of procedures.

Post-Incident Support

Following a serious incident, debriefing sessions will be available for FAOs and any staff/volunteers involved to provide support for their mental and emotional wellbeing.

Confidential counselling services will be available for staff or volunteers who require additional support after an incident.

Infection Control

General Hygiene

All staff and volunteers are responsible for maintaining good hygiene practices, including regular handwashing and using hand sanitizers that are provided in the workplace.

FAOs must wash their hands or use an alcohol-based hand sanitizer before and after administering first aid to minimize the risk of infection transmission.

PPE, including gloves, masks, and aprons, will be available and must be used during first aid procedures where there is a risk of contact with blood or bodily fluids.

Handling Sharps

Sharps, such as needles or other sharp instruments, must be handled with care to prevent injury or infection. FAOs and workers should never attempt to bend, or re-cap used sharps.

Used sharps must be disposed of immediately in approved sharps disposal containers, which are puncture resistant, leak-proof, and clearly labelled.

In the event of a sharp's injury, the affected worker must wash the wound immediately with soap and water, report the incident to their direct report and Pastor responsible for oversight over their role, and seek medical advice promptly.

Infection Control During First Aid

FAOs must use appropriate PPE, such as gloves and masks, to protect themselves and others when administering first aid.

Any contaminated waste, such as used PPE or bandages, must be sealed in leak-proof bags and disposed of directly into the skip bin.

Post-Exposure Procedures

If staff or volunteer are exposed to bodily fluids or sustains a sharps injury, they must wash the affected area immediately and report the incident to their direct report and Pastor responsible for oversight over their role. Medical advice will be sought as necessary.

Raising Concerns

We encourage all staff and volunteers within the Church and our congregation to report any concerns they have about safety and wellbeing. We are committed to handling all concerns seriously, legally and in a child-focused way (if concerning children).

If you have any concerns about safety at the Church, we strongly encourage you to share your concern with one of our Pastors or the Safety Contact Person and fill in our [Reporting Concerns Form](#).

Review Statement

This procedure will be reviewed regularly as a part of the ongoing review and continuous improvement cycle of all Church policies and procedures.

If you have any feedback you would like to make about this procedure, please email policies@bcoc.com.au.

Safety Contact Person

Name:	Karen Fletcher
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Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Fridays)

Applicable Legislation, References and Other Policies

Item	Description
Occupational Health and Safety Act 2004 (OHS Act)	Compliance Code: First Aid in the workplace. www.worksafe.vic.gov.au