

## FIRST AID

Event Industry activities can in some circumstances be hazardous. People may be injured despite controls put in place to minimise the risk of this occurring. Companies therefore must ensure that workers have access to adequate first aid facilities, first aid supplies and trained first aid personnel to treat the types of injuries and illnesses that might occur while they are at work. When deciding on the types and numbers of first aid facilities and trained first aid personnel, consideration must be given to the nature of the working environment, the type of work that they will be doing and how many people are in that work area.

For example, requirements for a set building workshop will be greater than those for an administrative environment and requirements for an outdoor event will be greater than those for an internal venue.

In the Arts and Events Industry, consideration must also be given to the number of members of the public that will be at the venue. The number of people requiring medical treatment at any event will vary considerably as will the type of treatment required. These will also vary with environmental conditions particularly in relation to outdoor events. It is essential that all major events have suitable arrangements for the treatment and support of those in need. A risk assessment should be conducted in order to determine the appropriate number of first aiders for the event.

All employees should be provided with information regarding first aid provisions at induction. Venue hirers must also be advised of the arrangements for first aid when they commence the production run at the venue.

Some considerations for the provision of First Aid services at a major project/event are:

- the size of the audience
- the nature and type of entertainment – including the use of special effects, pyrotechnics, fight sequences, weapons and animals.
- the age, experience and physical capacity of performers and crew
- the nature and type of audience – including the age range
- the location and type of venue (indoor/outdoor, standing/seated)

- seasonal weather conditions
- information from other promoters regarding experience from previous events of the same type
- the potential for misuse of alcohol and other drugs
- the range of possible major incidents that could occur. For example: structural collapse, civil disorder, explosion, fire, and food poisoning. In this respect, consideration must also be given to the proximity of local emergency services and their capacity to react to any incident.

### MEDICAL EMERGENCIES

An organisation must be prepared should a medical incident or emergency occur, during bump-in or during an event. Generally, you must have trained staff present at any scheduled event activities who are able to respond to an incident or emergency.

### INCIDENT REPORTING

A system for incident reporting must be developed: the responder should complete an incident report and submit it to the company, the venue and any other relevant stakeholders. Copies must be kept on file so that, if applicable, a Workcover claim may be submitted for which a copy of the Incident Report must be submitted.

Once the Incident Form is completed, the relevant staff should look at the circumstances surrounding the incident to determine whether any hazards present contributed to the incident and what protocols may be put in place or upgraded to reduce/eliminate the risk of the incident occurring again.

## WORKCOVER REPORTABLE INCIDENTS

Under the following circumstances, the incident must be reported to Workcover immediately.

### Health and safety incidents:

- Death;
- Employees or persons require either: medical treatment by a doctor (eg fractures, administration of a drug or medical treatment); OR immediate treatment as an in-patient at a hospital;
- Incidents involving high risk equipment of plant listed in the [Equipment \(Public Safety\) Regulations 2007](#)

### Explosives:

- Theft of explosives;
- Injuries caused by explosives

### Dangerous goods:

- Any releases of dangerous goods (eg gas leaks or spills of liquids).

If a workplace incident occurs, an employer, occupier or person in charge must:

1. Contact the WorkSafe Incident Notification Unit on 132 360
2. Ensure incident scene is not disturbed until an inspector arrives. Sites can only be disturbed to protect a person's health or safety, help someone who is injured or to make the site safe
3. Complete and send an [incident notification form](#) to WorkSafe within the following 48 hours.

To lodge an incident notification form you can either:

- Complete an [Online Incident Notification Form](#) using the reference number issued to you when you notified WorkSafe of the incident; or
- Download an Incident Notification Form and fax it to (03) 9641 1091 or mail it to:  
[Incident Notification Unit- Advisory Service](#)  
[WorkSafe Victoria](#)  
[GPO Box 4306, Melbourne 3001](#)

You must keep a record of the incident notification form for at least 5 years.

**Sample Controls**

HAZARD	Medical Condition and/or Emergency				
INHERENT RISKS	Unexpected interruption to staff duties; exacerbation of injury to staff/volunteers/general public; unexpected interruption to Event activities through illness				
INHERENT RISK RATING	4D	TOLERATION LEVEL	MEDIUM	ACCEPTABLE RISK?	NO
CONTROLS TO BE IMPLEMENTED TO REDUCE RISKS	<ul style="list-style-type: none"> <li>• Staff to give notice to the advice/information provided about a person’s medical needs, in the event of their needing assistance, by the person themselves or by the person accompanying/assisting them</li> <li>• First Aid Kits to be accessible and regularly reviewed and restocked throughout build and event periods</li> <li>• Identified First Aiders available onsite during all event operational hours</li> <li>• Instant ice packs and/or refrigerated ice packs to be readily available</li> <li>• Staff and Contractors to be inducted by sites/venues into emergency procedures and protocols (including directions/access information for emergency vehicles, and locations of venue first aid kits/first aid stations)</li> <li>• Access for Emergency Service vehicles to be maintained at all times</li> </ul>				
RESIDUAL RISK RATING	2D	TOLERATION LEVEL	LOW	ACCEPTABLE RISK?	YES
RESPONSIBILITY	<ul style="list-style-type: none"> <li>• The Event Team</li> <li>• Staff and Contractors</li> </ul>				

*This document is current as at June 2019 and provides a summary of information from planning experts, along with relevant government and statutory bodies.*

*For further information and to ensure you are working to the most relevant and recent legislation and/or guidelines, visit:*

- [Ambulance Victoria](#)
- [City of Maribyrnong](#)
- [Worksafe](#)
- [Victorian Department of Health](#)