



**PUBLIC SAFETY
TRAINING &
RESPONSE GROUP**

HLTAID016

Manage first aid services and resources





Manage first aid services and resources - HLTAID016

About This Course

This course provides the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.

It includes the wide range of skills required to identify the first aid service needs of the workplace, including monitoring supplies and equipment, drafting action plans, risk mitigation, understanding appropriate legislation, maintaining currency of certifications, safety planning and incident evaluation and more.

The unit applies to workers in nominated occupational first aid or management roles.



Training Standards

Public Safety Training & Response Group adheres to high standards, including:

- Professional face-to-face training delivered by experienced trainers, many with ex-military and ex-emergency services experience,

- Training in all relevant legislation, Australian Standards, the most up-to-date techniques, as well as real-life examples and helpful anecdotes from the trainers' own career experience,
- Practical guided hands-on training with modern equipment.

Qualifications

Upon successful completion of the Manage first aid services and resources HLTAID016 course, Public Safety Training & Response Group will issue participants with a Statement of Attainment under the Australian Qualifications Framework for the following accredited units:

- HLTAID016 - Manage first aid services and resources

Public Safety Training & Response Group also provides reminders to participants when their refresher courses are due to ensure skills and formal qualifications remain current.

Participant Requirements

Participants require a Unique Student Identifier (USI), a number required under government legislation for anyone undertaking accredited Vocational Education and Training (VET). Obtaining a USI is free. To apply for a USI, visit: <https://www.usi.gov.au/>

Participants require general literacy and numeracy skills, and a moderate level of fitness.

Participants at face-to-face learning should wear in comfortable clothing, nothing too loose, long pants and enclosed shoes.



For online learning, internet and computer access is required, along with general computer skills. The computer must be able to play audio.

Where applicable, participants must have completed any required pre-course online learning and assessment prior to attending face-to-face training.

Participants must be aged 15.

If a participant is suffering any transmittable illness (flu, common cold, Covid, etc), please do not attend the training to avoid impacting other participants.

Course Formats

The course is required for those who don't hold a current Statement of Attainment.

Course Delivery

Courses are predominantly delivered on a face-to-face basis at our training rooms at Oxley, south-west Brisbane, which can cater for up to 30 participants.

Where applicable, there may be some pre-reading and learning required, or units of online learning. Learner guides are provided.

By prearrangement, training can be conducted offsite at your business premises, educational facility, community hall, or government office. Please contact us to discuss.

This course includes:

- 6 hours face-to-face theory and 1 hour assessment.

Our training facilities (Oxley) include plenty of free off-street parking.

For bookings outside our regular schedule or at your location, please contact us to discuss.

Learner Support

Our trainers are professional, flexible and approachable. They provide support and feedback as required to assist all course participants.

If you have any concerns and questions about the course or delivery schedule, please raise it with the trainer.



Assessment

The course includes assessments of practical skills and a written questionnaire.

Recognition of Prior Learning (RPL) is not offered for this course due to the need to learn up-to-date methodologies and demonstrate competencies to ensure high level upskilling.

Course Outcomes

The Manage first aid services and resources HLTAID016 course teaches a wide range of instruction on providing First Aid to a greater number of medical conditions and illnesses.

Each candidate will demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Course topics include:



Determine workplace first aid requirements.

- Identify workplace hazards and assess associated risks as a basis for determining first aid resource requirements.
- Identify first aid equipment, resources and personnel required to address workplace requirements.
- Develop first aid action plans in consultation with relevant parties.
- Provide information to minimise risk and enable access to first aid facilities.

Establish and maintain workplace first aid facilities

- Monitor and maintain availability of first aid equipment and personnel to support workplace first aid response.
- Conduct inspections of first aid stock and equipment to ensure currency and operational readiness in line with workplace requirements.
- Ensure equipment is recovered and reprocessed and that waste is disposed of safely according to legislative and workplace procedures.
- Ensure equipment and resources are stored and maintained in line with relevant legislation and manufacturers or suppliers' instructions.
- Deploy appropriate equipment and personnel to ensure timely and effective first aid response in line with workplace requirements.

Maintain workplace first aid records

- Ensure documentation is completed in line with legislation and workplace procedures.
- Maintain first aid records in line with legislative requirements and workplace security practices.
- Send relevant documents to appropriate bodies in line with workplace and legislative requirements.
- Maintain privacy and confidentiality of records and information in line with privacy legislation and organisational policies.

Review the provision of first aid in the workplace

- Participate in incident debriefing or evaluation to improve future operations and address individual needs.
- Evaluate management of workplace first aid incidents in relation to required equipment, personnel, current organisational procedures and individual first aid action plans.
- Contribute to the review of workplace policies and procedures in accordance with risk assessment and evaluation of first aid provision.



Costs

Please refer to the Public Safety Training & Response Group website for costs:

<https://www.pstrgroup.com/>

Discounts apply to group training. Please contact us for a quote.

Public Safety Training & Response Group provides high-value training with leading instructors with considerable industry and real-life experience. That said, please feel free to contact us regarding price-matching those who are offering comparable services at a lower cost.

If a training session cannot be attended, we will work to reschedule the training.

For queries regarding refunds, please refer to the student handbook.

Be Prepared – Enrol Now

Enrol today.

Participants who complete this course gain valuable work and life skills, empowering them to make a genuine positive difference in their workplaces, communities and homes.

Attaining these qualifications may assist your workplace in meeting its legal and safety requirements.

Public Safety Training & Response Group also delivers additional courses. Consider continuing your upskilling by enrolling today in further learning.

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Enrol Now!



Public Safety Training & Response
Group is about saving lives and giving
people the knowledge to save their own.

Always be prepared

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