



NEW SOUTH  
WALES



AUSTRALIAN LIFESAVING  
**ACADEMY**  
NEW SOUTH WALES



## HLTSS00027 - Occupational First Aid Skill Set

### Course Description

This skill set provides a set of skills to establish, maintain and facilitate the provision of appropriate first aid in a workplace environment, including the skills to provide an emergency first aid response in the event of an emergency.

This skill set meets industry requirements to perform the role and responsibilities required of an Occupational First Aider.

### Course Content

- State/Federal legislation documentation
- Legal responsibilities and duty of care
- Occupational First Aider responsibilities
- First aid rooms and kits requirements
- Safety hazards
- Maintaining workplace first aid records
- Work health and safety guidelines and requirements in the provision of first aid
- Priorities of management in first aid
- Procedures for dealing with major and minor accidents in the workplace
- Safe storage and handling of medication in the workplace
- Basic life support and CPR, including safe manual handling skills
- Basic anatomy and physiology
- Assessment of casualties and development of management plan
- Basic triage for multiple casualties
- Check resuscitation and defibrillation equipment
- Maintain an airway by using suction & oropharyngeal airways (OP airways)
- Resuscitate a casualty using oxygen
- Use oxygen to provide therapy
- Recover and restore oxygen and defibrillation equipment

### Accreditation

Upon successful completion of this course participants will receive the nationally recognised Statement of Attainment for the following skill set and units of competency:

- HLTSS00027 Occupational First Aid Skill Set
- HLTAID001 - Provide cardiopulmonary resuscitation
- HLTAID003 - Provide first aid
- HLTAID006 - Provide advanced first aid
- HLTAID007 - Provide advanced resuscitation
- HLTAID008 - Manage first aid services and resources

### Duration

The duration of the course is 3 days. Plus pre-course workbooks to be completed for HLTAID003, HLTAID006 and/or HLTAID007 if the participant does not hold a current certificate in the relevant unit of competency.



**Surf Life Saving NSW**

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RTO ID: 90394



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## Entry Requirements

- Participants must be a minimum of 15 years of age on the date of final assessment.
- Participants must hold the following unit of competency:
  - HLTAID003 Provide First Aid or equivalent

## Assessment

This course is assessed through demonstration, presentation and application of all elements of competency in the workplace. Participants will be required to complete activities that may include role-plays, oral and written questioning, practical demonstrations and performing scenarios.

## Validity

HLTAID006 & HLTAID008: Three (3) years from date of course.

HLTAID007: To ensure your skills and knowledge remain current re-certification must occur annually from date of course. The Australian Resuscitation Council and the First Aid in the Workplace Code of Practice recommend the CPR component, should be updated every twelve months from the date of assessment in order to maintain skills currency.

## Course Fee

- **Please contact an Academy Business Officer (02) 9471 8000**

\*Onsite training is available throughout NSW and the ACT for a minimum of 6 participants. Group discounts may apply.



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