



First Aid Officer

What is the role of a First Aid Officer (FAO)?

A First Aid Officer (FAO) is responsible for monitoring and maintaining first aid facilities in their office, administering first aid and assisting the WHS Site Officer (where the WHS Site Officer is not also the FAO), in monitoring and reporting WHS risks and incidents.

Which locations need a FAO?

Parliamentarians are required to nominate a FAO for each electorate, Ministerial and capital city office located outside Parliament House. Parliamentarians are not required to nominate a FAO for their office in Parliament House as there are existing First Aid arrangements in place.

Who can be nominated as a FAO?

The nominated FAO Aid Officer must:

- have completed, or be prepared to complete First Aid training to the level of 'Provide First Aid' delivered by a Registered Training Organisation (RTO)
- spend most of their working hours on site at the workplace for which they are nominated
- be capable of performing the inherent requirements of the role
- agree to undertake the role and fulfil the duties and responsibilities as outlined below.

It is preferable, but not essential, that the employee has existing skills, training, experience and interest in carrying out FAO duties.

How and when do I nominate a FAO?

A parliamentarian can nominate a MOP(S) Act employee by completing a [Corporate Responsibility Roles Nomination form](#). They must nominate a FAO when the position in their office becomes vacant.

What are the responsibilities of a FAO?

While responsibilities of the appointed FAO will vary slightly depending on the nature of the office in which they work, each FAO must:

- maintain their First Aid accreditation to the level of 'Provide First Aid' through an RTO
- complete cardiopulmonary resuscitation (CPR) refresher training every 12 months
- provide first aid within their office to all persons when required
- familiarise themselves with medical resources in the local area, for example, where to access a defibrillator, epipen or emergency medical assistance if required
- undertake regular checks of the office first aid kit to ensure that it is compliant with the [WHS and first aid supply list](#). This includes disposing of expired items safely and in a manner which prevents their use by any other person

- assist the WHS Site Officer (where the WHS Site Officer is not also the FAO) to carry out site inspections and respond to WHS enquiries
- assist with any incident investigations and unresolved issues connected with the use of first aid supplies, or action by the WHS Site Officer at the office
- promote good WHS practice within the office.

First Aid Kit Content Checklist

Items on the [first aid kit supply list](#) should be ordered directly through the [contracted stationery provider](#), with the assistance of the nominated ordering officer in your office.

What training is available to FAOs?

All First Aid Officers will receive ongoing training to assist them to fulfil the requirements of the role and meet eligibility requirements for corporate responsibility allowance. This includes training to obtain and maintain accreditation to the level of 'Provide First Aid', and annual CPR refresher training.

Options for completing the training include attending:

- the blended training offered by the Red Cross through the PWSS Academy
- face-to-face training with a local provider.

Corporate Responsibility Allowance

FAOs will receive payment of corporate responsibility allowance (CRA) in accordance with the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) once they have completed their 'Provide First Aid' training.

The continued payment of CRA requires FAOs to:

- fulfil the duties as outlined in the responsibilities of a FAO
- undertake refresher training to maintain a current 'Provide First Aid' qualification
- undertake CPR refresher training every 12 months.

If a parliamentarian nominates a new FAO, payment of CRA to the existing FAO will cease from the date that the new FAO completes their First Aid training.