

# FIRST AID

## Emergency Contact Numbers

University Security	46666
Emergency Services (Ambulance, Police, Fire Brigade)	0 000
If calling from a mobile phone	000/112
Student Health (8:45am-5:00pm, 138-146 Cardigan St)	46904/46905
Royal Melbourne Hospital (Switchboard)	0 9342 7000
Eye and Ear Hospital (Emergency	0 9929 8666
Dental Hospital (Switchboard)	0 9341 1000
Poisons Information Line	0 131 126

The following staff members hold a current **St John Level 2** First Aid Certificate.

	<i>phone extension</i>	<i>expiry</i>	<i>location</i>
Theo PHAM	<b>46605</b>	July 2009	G58, Ground Floor
Glynn MATTHEWS	<b>44614</b>	June 2009	G57, Ground Floor
Owen JONES	<b>46412</b>	July 2010	Room 221, Second Floor
Sandy CLARKE	<b>49762</b>	July 2010	Room 206, Second Floor

## **First Aid Information**

Section 8.4.2 of the University's Environment Health and Safety Manual outlines the University's requirements for the provision of First Aid facilities.

All treatment given by First Aiders must be recorded in the First Aid Treatment Register, located in First Aid Kits. All incidents/accidents/near misses must be reported. This procedure is documented at the below web location.

First aid is the first assistance given to an injured person. You will be of the greatest assistance if you stay calm. Get help by contacting a person trained in first aid (see **EHS Personnel**) and, for serious injuries, call for an AMBULANCE (Tel. 0-000). The General Office, Staff Tea Room and the Library (located on the Ground Floor) each have a first aid kit; you should familiarise yourself with the contents. Wash your hands before treating burns, wounds or eye injuries.

**The University of Melbourne Environment, Health and Safety Manual - Provision of First Aid Treatment:** <http://www.unimelb.edu.au/ehsm/8.html#8.4.3>.