

Appendix 4. STFC First Aider letter of appointment

Dear <appointee>

FIRST AIDER APPOINTMENT

I am writing to invite you to accept the position of STFC First Aider and would like to invite you to join the <Site Name> First Aid Team.

Prior to agreeing to undertake this role you must read and understand STFC's SHE Code No 36: Management and Provision of First Aid, in addition please read the terms of reference below before signing and dating this document.

For staff, payment of the First Aid Allowance will be triggered when HR receive a copy of this signed authorisation letter and your First Aid at Work certificate. These documents will be sent to HR by OH and the allowance will commence on the date of your training certificate. This allowance is currently 1% of Band C MPP annual rate and will be paid monthly.

You are respectfully reminded that failure to comply with the terms set out in the STFC's Safety Code No 36 'Management and Provision of First Aid' could result in the withdrawal of this allowance.

You may be responsible for at least one first aid box on site. The location of these will be notified to you separately.

STFC indemnifies first aiders who are authorised by SHE Group against liability when acting in the role of first aider on any of our sites.

Your appointment will continue until further notice.

Finally, I would like to take this opportunity to thank you on behalf of STFC for agreeing to provide this extremely valuable role.

Please return a signed copy of this letter to me indicating your acceptance of the appointment. If there are any aspects of the role which you would like to discuss before doing so, please contact me.

Yours sincerely

Graeme Finlan
Head of Safety, Health and Environment

Enc: Terms of Reference Form

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<Site Name> FIRST AID TEAM

Terms of Reference

As a qualified First Aider on the [Site Name], you will be responsible for complying both with legal requirements (Health and Safety (First Aid) Regulations 1981) and STFC 'Policy and Procedures' as set out in the STFC Safety Code No 36 'Management and Provision of First Aid'.

SHE Group will pay for all First Aid training but this does not include expenses incurred during training off site, e.g. meals and car hire. Training should be attended either in the workplace or within the same distance as your daily commute.

As a First Aider you are required to provide at least one month's notice of your intention to leave the First Aid Team.

Should you fail to attend training courses or fail to respond to 'med-aid' alerts without apparent reason, cause or justification then your authorisation may be withdrawn.

Should any of the following happen then you must notify Occupational Health without delay:

- Prolonged absence from site (i.e. anything over 4 weeks);
- Any illness that impacts on your ability to be a First Aider;
- Any change to your physical health that impacts on your ability to be a First Aider, e.g. unable to kneel or run.

SHE Group will continue to review the numbers and locations of First Aiders on our sites to ensure a balanced coverage and may withdraw individual appointments as required.

I have read and agree to abide by the terms of reference above.

Signature

Print name

Date