

First Aid Procedure

1 Purpose

This procedure defines the First Aid requirements in terms of personnel training record keeping and equipment, in all departments of Bin Rasheed.

2 Scope

This procedure is applicable to all Bin Rasheed sites, and the staff working there. It defines the minimum first aid requirements that are necessary on the site.

3 Definition

3.1 First aid means;

- Giving treatment for the purpose of preserving life and minimizing the consequence of injury or illness until such help is obtained from a medical practitioner or nurse,
- Treatment of minor injuries which would otherwise receive no other treatment, or which do not need treatment by a medical practitioner or nurse.

4 Requirements

4.1 Department Heads with the consultation of HSE Manager shall select & appoint the First Aiders in their areas of work. While selecting the department heads shall ensure that the First Aiders selected;

- 4.1.1 Have clean personal habits.
- 4.1.2 are able to keep calm in an emergency.
- 4.1.3 Shall be free from other duties in emergency situation.
- 4.1.4 Are available at all the times on their working sites till the people are present there.

List of first aiders are prepared and available

4.2 The HSE Manager shall arrange to circulate the list of appointed First Aiders. He will also be responsible for getting First Aiders list updated, when some change occurs.

4.3 The HSE Manager shall arrange for the First Aid training to the First Aiders through any approved agency. He will ensure that they are taken in the examination and a certificate of competency is granted for a specific period; often for three years, which will be renewed after the expiry of the specific period.

4.4 The HSE Manager shall ensure that in-company refresher courses are conducted for the First Aiders from time to time, to keep up their effectiveness.

4.5 Since there is no hard and fast rule for numbers of First Aiders to be appointed in the work groups of site, the HSE Manager shall ensure that;

4.5.1 Minimum two First Aiders are appointed in each shift, so that the cover is provided due to absence of one of the First Aiders due to any reason.

4.5.2 When because of absence, no First Aider is available, then a First Aider from another shift/group is transferred in order to provide alternate cover.

4.5.3 Following ratios of numbers of First Aiders to number of employees may be

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observed in a shift:

- Two First Aiders for more than 20 employees.
- Three First Aiders for more than 40 employees.
- Then additional 1 First Aider for every 150 employees.

4.6 The HSE Manager shall ensure that First Aid Boxes are arranged and are increased in number to put at various places of the site. List of the "First Aid Boxes" is prepared and available.

4.7 The HSE Manager shall ensure that:

- First aid boxes must contain a sufficient quantity of suitable first aid materials as suggested in Appendix- B and nothing else.
- Every First Aid Box must contain the First Aid items as required by the labor law and a "list of contents of First Aid Box" is displayed in or outside the First Aid Box.
- First Aid boxes do not include medications of any kind unless required by legislation, or if a specific antidote is required or if First Aiders have had extra training to administer certain common medications specified by a doctor.

4.8 The Area Managers shall arrange and ensure that:

- The contents of first aid boxes are replenished as soon as possible after use in order to ensure that there is always an adequate supply of all the materials. Furthermore, since some items deteriorate after a certain period of time, these will need to be replaced periodically.
- The First Aid Boxes are checked frequently by a responsible member of staff.
- A record is kept of when the box is checked and replenished by compliance team.
- First aid boxes must be sign posted and always accessible.

4.9 The Area Managers shall ensure that:

- Emergency eyewash/shower facilities are easily accessible for the purpose of washing eyes/body which has been contaminated with chemicals.
- Eyewash facilities/shower shall be clearly visible, sign posted and close to possible sources of chemical contamination.
- Eyewash fountains/shower, which are connected to the drinking water supply, are the preferred means of providing emergency aid in the event of chemical splash to the eyes/body. Water is delivered at low pressure and the supply is sufficient to provide for 20 minutes flushing with water between 65°-75°F.
- Where the cleanliness and purity of tap water is in doubt, containers of sterile water, a sterile eye preparation or normal saline is provided for eye wash. The bottles, containing at least 500 ml and a sufficient supply to allow 20 minutes of continuous flushing, are available.

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4.10 The Area Managers shall ensure the provision of emergency eye wash / showers, stretchers or carrying chairs, etc. in appropriate places around the work site for the safe transportation of injured employees to the gate, and then to an ambulance or other means of transport.

4.11 The First Aiders shall keep the record of their activities by noting the treatment administered to any person on company premises. The record must include the name and works number of the employee, description of the injury or the illness, a record of the treatment given, and a note regarding the advice given to management, if any.

5 Communication and Training

5.1 This procedure shall be communicated to all concerned managers and the First Aiders.

5.2 All the Concerned Managers, First Aiders shall be trained to comply with this procedure.

5.3 All the First Aiders shall be given training, certified by some competent authority

6 Documentation

6.1 Records of checking and replenishing the First Aid Boxes.

6.2 Records of checks of eye/emergency showers and stretchers.

6.3 Records of treatment given to injured person which will be kept for 7 years.

7 Associated Documents

7.1 U1 & U2 First aider List

7.2 Monthly inspection of First Aid Boxes at U1 & U2

7.3 First Aid Boxes Contents

Amendment History Record

Revision Number	Section	Amended Text

