**WORK INSTRUCTIONS FOR\_** **INSTRUCTIONS TO ADMINISTER MEDICATED OXYGEN AS FIRST AID**

**Responsibility**: Control room Engineer/First aider

**Identified Hazards:**

1. Ignorance about proper procedure
2. Fall of cylinder
3. Mix-up of Cylinders/ Gas cylinder of different substance

1. Ensure person to be administered MO2 is in rest position.
2. Ensure face mask is kept clean.
3. Using the cylinder wrench or round handle directly on top of cylinder, slowly turn the valve **anti-clockwise direction** all the way.
4. Put the nose mask over the patient and tighten the rubber band.
5. Adjust the flow control knob (flow meter) until the flow indicator is at prescribed flow rate of 8~10 liters per minute.
6. Ensure the patient is comfortably breathing.
7. Call the ambulance and shift the patient to the dispensary.
8. To turn OFF the oxygen when NOT IN USE, close the cylinder by turning the cylinder hand wheel **clockwise direction** all the way.
9. Ensure flow adjustment knob is kept OFF.
10. Ensure cylinder pressure is checked at least once in a week.
11. Ensure cylinder is replaced, if the pressure is below 20kg/cm2.
12. Ensure MO2 cylinder color code i.e**., black color for the cylinder and white color** on the dome of the cylinder.
13. Ensure cylinder is kept vertical and secured properly with link chain.
14. Ensure cylinder key is available on top of the cylinder.

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| **Prepared By:**  Head – Production PID I | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Pig Iron Division |
| **Signature:** | **Signature:** | **Signature:** |
| **Date: 15.07.2022** | **Date: 15.07.2022** | **Date: 15.07.2022** |

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| **Amendment Record** | | | |
| **Revision date** | **Manual Section ref. and para** | **Brief details of revision** | **New Revision No.** |
| 15.07.2022 | Procedure to administer Medicated Oxygen as first aid | Change in format | 02 |