



EMERGENCY PLAN

FIRST AID CASE

Record down all the details of the incident
Secure the area and ensure the area is safe.
Switch off and lockout Machinery involved.
Ensure that no injury/damage can take place.

In case of a first aid case the following people will be notified:

Immediate Supervisor:
Safety Office:
Health and Safety Representative:
Site Agent / Manager:

MEDICAL CASE

Trained First Aider to render assistance.
The injured is to be taken to the nearest hospital, doctor, or clinic for treatment.
Ensure that the cause of the injury is addressed and that the area or machinery is made safe.

In case of a first aid case the following people will be notified:

Doctor: Immediate
Supervisor:
Safety Officer:
Health and Safety Representative:
Site Agent / Manager:

REPORTABLE INJURY / INCIDENT

Trained First Aider to render assistance.
If neck or back injuries are suspected then the injured is to be stabilised while an Ambulance is called.
If an Ambulance or Emergency Services are called, ensure that measures are taken to flag them down and to direct them to the incident.
If possible the injured is to be taken to the nearest hospital, doctor, or clinic.
Do not disturb the scene of the accident unless for further rescue purposes.
Take photographs of the scene and note down names of eyewitness.

In case of a first aid case the following people will be notified:

Immediate Supervisor:
Safety Officer:
Health and Safety Representative:
Site Agent / Manager:
Regional Labour Dept who need to be notified within 7 working days.
Client or Clients's Representative:

FATAL INCIDENTS

If an Ambulance or Emergency Services are called, ensure that measures are taken to flag them down and to direct them to the incident.

Cover the body and do not disturb the scene of the incident unless for further rescue purposes or to ensure that the area is made safe.

Take photographs of the scene and note down names of eyewitness.

Do not make any statements to any media or person. Statements should only be made to the Police and Labour Departments.

In case of a first aid case the following people will be notified:

Immediate Supervisor:

Safety Officer:

Health and Safety Representative:

Site Agent / Manager:

Regional Labour Dept who need to be notified within 7 working days.

Client or Clients's Representative:



I HEREBY CONFIRM THAT THE ABOVE EMERGENCY PLAN WAS DISCUSSED WITH AND EXPLAINED TO ME, AND THAT I UNDERSTOOD THE CONTENTS.

[illegible]

Presenter Signature: _____