

9.4.1 First Aid Containers

All sites shall have at least one suitably stocked and properly identified First Aid container, larger offices will usually have several. The key point is that first aid equipment should be distributed around an office to allow first aid to be promptly administered. The container should be supplied with a sufficient quantity of first aid materials suitable for the circumstances. The contents of first aid containers should be checked frequently and should be restocked as soon as possible after use.

9.5 Incident Investigation and Reporting

All incidents are reportable and shall be investigated. The purpose of investigating incidents is to identify and correct deficiencies in working practices that led to the incident. Various studies have provided different values for the number of near misses that occur for each injury accident, but agree that there are many more near misses than accidents that result in an injury. A sample report is provided in Appendix F.

Although near misses are sometimes seen as less serious than incidents that result in an injury, it is important that they are investigated and reported.

9.6 Procedure to Control Hazards

The elimination, reduction and assessment of risks coupled with implementation of appropriate control measures form the basis of good health and safety management. The following procedures and guidance information shall be developed and implemented as a minimum:

- a) Safety management manual: maintenance procedure method statement, risk assessment.
- b) Controls for hazards and effects management.
- c) Comprehensive listings of EHSMS Standards & Procedures applicable to the project/contract.
- d) Emergency response procedures
- e) EHSMS equipment audits inspection including checklists that demonstrate the following:
 - f) Inspections carried out
 - g) Audits carried out
 - h) Toolbox Talks delivered / carried out
 - i) Training sessions carried out

9.7 Health and Safety Annual Review

There shall be an annual review of the H&S activities and prepare a comprehensive report shall be prepared for presentation to the DMAT, as the basis of a management review. The H&S review report, as a minimum, shall include information on:

- H&S management team and system
- Incident and ill health performance
- Enforcement action
- Extent and effectiveness of training
- Audit findings
- Other measurements of H&S performance, e.g. Development of H&S culture in the year
- Anticipated legislation
- Review of performance on existing objectives
- Suggested objectives for the coming year