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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **EMERGENCIES AND ACCIDENTS** | Doc: SH-012 |
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**First Aid**

Report any use of first aid equipment or consumables. Use consumables responsibly. Return equipment to the first aid area (e.g. scissors).

**Accident Procedure**bd07116_

Posters are displayed. All staff will be trained on accident response.

**Reporting Incidents & Accidents**

Report all injuries, illness and incidents to your supervisor immediately or before the end of shift. A near miss is an incident and must be reported.

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**Damage to Property or Equipment**

Report any damage to your supervisor so that other workers will not be injured when they try to operate damaged machinery or equipment.

**pe02100_Fire, Fire Fighting & Flammable Substances**

Selected staff will be trained on use of fire fighting equipment and managing fire events. All staff will be trained in emergency evacuation.

Staff are not to carry or use matches or gas lighters. Staff whose work involves heat sources will be given specific training on fire prevention and emergency management.

bd06725_**Emergency Evacuation Procedure**

All staff will be trained in emergency evacuation.

An Evacuation Drill is conducted annually.

Posters, procedures are displayed, including notices advising details of our *Safety Wardens*.

You will be shown and familiarised with:

* Emergency Floor Plans
* Exit systems including fire doors, door systems, exit signs, lifts and stairways
* Emergency detection systems and equipment including smoke detectors, sprinklers, emergency power, back-up lighting, fire extinguishers and hoses and fire blankets
* Alarm and PA systems
* Safe assembly points.