



TITLE: Medical Services & Management

STANDARD: 300

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Definitions (in relation to this Standard)

First Aid Emergency treatment administered to an injured or ill person before professional medical care can be administered

References

- Saudi Arabian Labor Regulation Article 134
- Ministerial Decision 404
- Special Condition 21
- Procedure 001 – Accident Notification & Investigation

Procedure

1. Contractor shall comply with Ministerial Decision 404 and Saudi Arabian Labor Regulation Article 134 issued by the Ministry of Health, copies of which are to be held in the First Aid Facility.
2. Medical staff qualifications to be displayed including but not limited to (up to date):
 - CPR certification
 - First Aid certification
3. Contractor is responsible for providing primary on-site first aid and emergency medical treatment for injured employees, and shall provide an ambulance based at First Aid Room during all working hours, for any off-site medical treatment required and associated costs. A dedicated ambulance driver is to be provided and available at all times on site. Ambulance to be fully stocked with medical equipment and consumables, oxygen cylinders and breathing apparatus. Gurney/stretchers to be provided inside the ambulance.
4. Contractor's medical staff are to maintain accurate first aid treatment registers which shall be available for inspection by Royal Commission at any time. All injuries requiring First Aid must be reported on a monthly basis to Royal Commission as per Special Condition 21 and Procedure 001 – Accident Notification & Investigation. Contractor safety manager shall check the logbook on a daily basis and initial against each entry in the logbook.
5. Contractor shall assign one or more certified medical staff to be responsible for administering First Aid at all times during working hours.
6. Oxygen cylinders and breathing apparatus to be available in the first aid room.
7. Contractor is responsible to ensure that all employees, including contractors, sub-contractors and rental employees have suitable medical insurance.
8. All Medical staff shall be properly trained and qualified as per Contract Special Condition 9 – Key Personnel – Medical Staff.

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9. Contractor who employs less than 50 persons shall provide on-site a certified First Aider and a first aid kit containing:
 - a. Not less than 12 sterile small size finger dressings
 - b. Not less than 6 sterile medium size hand dressings
 - c. Not less than 6 sterile large size dressings
 - d. Not less than 200g of cotton wool in 25g packages
 - e. Not less than 2 x 500g cotton wool
 - f. Not less than 12 gauze bandages 7cm width
 - g. Not less than 12 gauze bandages 11cm width
 - h. Not less than 4yds of 1cm wide adhesive tape in rolls
 - i. Not less than 100g of mercurochrome in aqueous solution
 - j. 2 x 10g shakers of sulfa powder
 - k. 100g of aromatic ammonia solution in a glass bottle with stopper
 - l. Medium sized Thomas thigh splint
 - m. Wooden posterior leg splint
 - n. Wooden elbow splint
 - o. Wooden Carr forearm splint
 - p. Wooden palm splint
 - q. Not less than 6 triangular bandages
 - r. 12 safety pins
 - s. Ointment for burns containing disinfectant and analgesic
 - t. Not less than 10 70 x 70 burn bandages
 - u. 1 pair of blunt end scissors
 - v. Not less than 1 stretcher
10. A separate first aid kit shall be supplied if work is carried out at different locations more than 300m apart. A certified First Aider must also be available at each location.
11. A Contractor that employs more than 50 persons shall provide a First Aid Room, qualified male nurse and First Aid materials and supplies that are no less than detailed in Paragraph 6.
12. First Aid room shall be of adequate size and have finished interiors, covered floors, toilet, hot and cold water, refrigeration, air-conditioning and adequate lighting. The facility should enable medical staff to function professionally and should be easily accessible to employees and emergency transportation. An examination table must be provided, cover with a disposable paper over sheet. Ramp to be provided for gurney/stretcher access & egress. No smoking is permitted in the First Aid room.
13. Supplies of any item in the first aid kits and rooms shall be replenished whenever they fall below levels specified, or when items reach their sell-by-date.
14. Contractor's medical staff is to maintain an accurate inventory of all medical supplies.
15. Bio-hazard bin to be provided for blood waste and dispose by the authorized third party bio-hazard waste disposal company or bring to nearest hospital for proper disposal.
16. No antibiotics are permitted on site unless prescribed by a physician, and only when they are kept in a sealed bag with the patients name on it and accompanied by a copy of the attending physician's prescription.

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17. No sharps permitted on site, including but not limited to: syringes, blood sugar testing kits etc...
18. First aid room and ambulance cleaning roster to be displayed and updated on daily basis.
19. All medical staff, including First Aiders, must be certified to provide Cardio Pulmonary Resuscitation (CPR).

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