

EMERGENCY MEDICAL PROCEDURES

All injuries and near misses must be reported to the Production Manager and Health and Safety coordinator, who will determine if the accident investigation report is to be completed.

Minor injury or illness

- Unless you are a registered First Aid Attendant do not attempt First Aid.
- Contact the First Aid Attendant immediately or have someone else contact him/her.
- Follow the First Aid Attendants instructions and provide as much information as possible.
- Ensure that the Production Manager and Safety Coordinator have been informed of the incident.

The First Aid Attendant will:

- Administer First Aid as required. In all cases gloves must be worn.
- Arrange for transportation to a medical facility if required.
- Ensure the injured employee takes a return to work form to the medical centre for the physician to complete.
- Ensure that the Production Manager and Safety Coordinator have been informed of the incident and the First Aid log has been completed.

Collapse or serious injury

The person closest to the injured person will:

- Ensure the accident scene is safe and that no further danger exists.
- Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so.
- Keep calm and do not leave the injured worker unattended.
- Unless you are a registered First Aid Attendant do not attempt First Aid.
- Contact or have someone else contact the First Aid Attendant immediately, reporting the exact location of the patient and the patients condition.
- Be prepared to assist when directed by the First Aid Attendant.

The First Aid Attendant will:

- Administer First Aid as required. In all cases gloves must be worn.
- Call an ambulance if required.
- Designate someone to meet the ambulance.
- Arrange for transportation to a medical facility if required.
- Ensure the injured employee takes a return to work form to the medical centre for the physician to complete.
- Ensure that the Production Manager and Safety Coordinator have been informed of the incident and the First Aid log has been completed.