

SPIRE SAFETY



FIRST AID PROCEDURE

SS-WHS-PRO-000

DOCUMENT HISTORY

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1 Purpose

The purpose of this First Aid Procedure is to ensure that all workers have access to immediate and effective first aid in the event of an injury or illness at the workplace.

2 Scope

This procedure applies to all employees, contractors, and any individuals who may be involved in our work.

3 Management Responsibilities

To ensure effectiveness of response to injuries, management must:

- Ensure that first aid kits are available and fully stocked at all times, with periodic checks on first aid kits,
- Ensure the appropriate number of first aid trained personnel are available (1 in 50 for low-risk areas, 1 in 25 for high-risk areas),
- Maintain records of all first aid training and first aid treatments administered, and
- Ensure this procedure is communicated to staff and available as required.

4 Worker Responsibilities

To ensure effectiveness of response to injuries, workers must:

- Familiarise themselves with the location of first aid kits and trained first aid personnel,
- Report any incidents or hazards that could result in injury or illness immediately to their supervisor, and
- Use first aid supplies only for their intended purposes.

5 First Aid Procedure

5.1 Injury or Illness Response

When an injury or illness occurs, workers are required to immediately inform a trained first aider as well as their supervisor of the situation. In cases where the injury or illness is severe or life-threatening, the priority is to contact emergency services without delay.

5.2 Administration of First Aid

Upon notification of an injury or illness, trained first aiders are expected to swiftly attend to the affected individual and administer first aid in line with their training. It is important to note that only those with appropriate first aid training are authorised to carry out more advanced first aid procedures beyond basic care.

5.3 First Aid Kits

Management is responsible for ensuring that first aid kits are strategically placed throughout the workplace, clearly marked, and readily accessible. It is the duty of all workers to maintain clear access to these kits and not to interfere with their placement or availability.

5.4 Reporting and Recording

It is mandatory for all incidents, regardless of their nature, to be reported to management promptly. Following the administration of first aid, the first aider is responsible for completing a first aid treatment record and submitting this documentation to management.

5.5 Review and Replenishment

Management will conduct regular reviews of all first aid kits to ensure they are fully stocked and will replenish supplies as necessary. Workers are obliged to report to management if they find that first aid supplies are running low or if there are any items missing from the kits.

5.6 Training

Management commits to providing adequate first aid training to a select number of workers, ensuring that there is always a trained first aider on hand. Those workers who are appointed as first aiders are required to participate in scheduled training sessions to keep their skills up to date and maintain their certification.

6 Reference Documents

The following documents are referenced within this procedure:

- NA.