

**Injury and First Aid Management**

 **Procedure**



**Prepared By :**

**15A Higgins Hill Drive**

**Maiden Gully 3551**

**Ph: 0407519351**

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# Injury and First Aid Management Procedure

## Purpose:

To ensure the provision of First Aid services and facilities that enable prompt and effective emergency and initial first aid treatments to any employee who has sustained an injury in the workplace.

## Scope:

This procedure applies to first aid facilities and injury management at all work areas and should also be adopted for treatment provided to third parties e.g., customers, visitors, contractors injured at the premises.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Risk Assessment | A first aid assessment should be done to determine the resources required to manage first aid and injuries effectively. This assessment should consider. * proximity of medical treatment - the quicker medical treatment can be accessed the better.
* number of workers - the more workers. the greater the risk of injury.
* degree of hazard of equipment and work tasks - the more hazardous the equipment and work tasks the greater the chance of severe injury

Use the results of this assessment to determine the resources that should be provided such as first aid kit contents and first aid training | * Notes
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| Provision of resources | Required numbers of staff will be trained in first aid at appropriate levels. Unless otherwise determined, for large operations with more than 20 staff on during a shift, there should be one permanent member of staff with level 2 First Aid training. | * Employee Training and Induction Record.
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| An appropriately equipped first aid kit will be available at the premises and located in a suitable area e.g., office. Refer to the First Aid Kit Contents list for suggested contents.  | * First Aid Kit Contents
* Visual Check.
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| Check kits regularly to ensure they are adequately stocked, and items are in date. | * Health and Safety Planner.
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| First aid assistance provided should be commensurate with training. Injuries requiring more specialist knowledge must be referred to a medical practitioner or emergency department of a hospital.  | * Injury Report.
* Accident/Incident Report.
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| Emergency Services | If emergency treatment is required notify the ambulance service (000). | * Injury Report.
* Accident/Incident Report.
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| Reporting | Injuries requiring medical treatment or having the potential to cause ongoing health problems e.g., back injury, major joint injury, cuts that are at risk of infection, are recorded on the Injury Report. | * Injury Report
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