



First Aid - Procedure

[Company]
[Company Address]
[Company E-mail]
[Company Phone]

Doc Ref #	XYZ/IMS/HSE/P/00
Issue Date	DD-MM-YYYY
Rev #:	00
Pages	6

Prepared By	Approved By

Revision Summary

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

S/#	Date	Rev	Revision Description	Revised By & Title
1				
2				
3				
4				
5				

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

Contents

1. Introduction	3
2. Scope	3
3. Definitions	3
4. Responsibilities	3
4.1. CEO/MD/Organization Management	3
4.2. Health and Safety Officer	4
4.3. Occupational First Aiders	4
4.4. Staff/ Workers/ Daily Wagers	4
5. Procedure	5
5.1. Injury Illness	5
6. Training and Mock Drills	5
7. Procedure Review	5

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

1. Introduction

First aid and medical emergency treatment policy and procedure is developed to ensure the workers are provided with cost-effective first aid treatment according to National Medical Regulations and Worker's law. It is to ensure that every workplace under the occupation of the organization has facilities of first aid and medical treatment as per national legal requirements.

The organization is liable to provide a sufficient number of trained, experienced, and competent first aiders at workplace with fully contested first aid equipment. When providing first aid arrangements at workplace, number of people onsite, size of workplace, as well as types of hazards present at workplace should be considered.

2. Scope

The scope of the **First Aid Policy & Procedure** of [Organization Name] is applicable to all the staff members, office management, and other workers working onsite, including visitors, temporary or daily wagers etc.

3. Definitions

Term	Definition
First Aid	<p>First aid is a prompt treatment to ensure the injured worker is provided with sufficient treatment to;</p> <ul style="list-style-type: none"> - Prevent Deterioration - Promote Recovery - Safe Life <p>First aid is provided to the worker in life-threatening situations/conditions e.g., in case where worker is suffering severe bleeding due to cut or heart attack, and medical assistance is pending, first aid is provided immediately to save life.</p> <p><i>It must be remembered, first aid doesn't administrate any drug or medication, neither any Aftercare Treatment (AT) for any sort of injury.</i></p>
First Aider	<p>An occupational first-aider refers to a person who is trained, experienced, competent enough to perform First Aid procedure.</p> <p>The workplace can inherent or suddenly get unfamiliarized and unidentified hazards. These hazards can be triggered by other activities and unintentionally introduced in the workplace. In such case, the Occupational First Aider should be trained accordingly. Sometimes, the first aid requires unique training according to present hazard.</p>
Medical Facility	<p>Medical facility refers to area where first aid procedure is performed. If the worker is suffering any kind of problem, he/she shall be moved to receive the medical treatment.</p> <p>The Medical Facility should be provided with proper lighting, face wash, eye wash, shower, stretcher, medications and equipment.</p>

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

4. Responsibilities

4.1. CEO/MD/Organization Management

- Head of the organization or organization itself must ensure that the First Aid arrangements are identified, evaluated and addressed on each worksite respectively by providing competent First Aiders, and equipment.
- Head of organization or organization itself should ensure that the provision is made according to the worksite. If work is being performed in shifts, each shift workforce is provided with First Aid kits.
- All kind of vehicles engaged in operation at worksite must be furnished with a reasonable first aid kit.
- Organization Head or organization itself shall ensure every worker is trained enough to perform the first aid in case first aider is not available or casualty severity is quite big and alone first aider can't handle.
- Other factors to consider when providing first aid are listed below;
 - Workplace extent
 - Hazards types and corresponding risks
 - Number of workers on worksite
 - Work shifts frequency
 - Guidelines for first aid at workplace
 - First aid box/first aid kit contents
 - First aid facility/ first aid room/ first aid area
- With introduction of new techniques, processes, activities at workplace, the risk assessment is compulsory to reviewed by the competent person, similarly First Aid Procedure should be reviewed to ensure up-to-date arrangements are in place and implemented. It will help in determining the effectiveness of existing arrangements and if necessary further arrangements shall be adopted.

4.2. Health and Safety Officer

- Information provision and guidance to staff members, laborers, and other workers present onsite, about first aid, first aid arrangements, and first aid facility.
- Assist all departments and shift supervisors in determining the first aid arrangements, evaluate their effectiveness and selecting further arrangements.
- Ensure effective first aid training, and certification program is in implementation on regular basis.
- New inductees are trained and provided with relevant information about First Aid before job start.
- Ensure that emergency support contact numbers are available whenever needed.
- Inspect and evaluate the effectiveness of the first aid room, equipment and arrangements.
- Ensure that the first aid kit and room is furnished with relevant stocks and if anything is missing, contact with concerned person to release the replacement stock.

4.3. Occupational First Aiders

- Provide First Aid to the person on immediate basis to;
 - Prevent deterioration
 - Promote recovery
 - Preserve life
- Maintain the Kits to the approved standard and if anything is needed, inform the concerned person to deliver it.

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

- Ensure that the first aid room, first aid kit is updated to the required level and ready to provide services.
- First aid kits provided at different spots are updated to the required standard.
- Always use training when addressing any incident at the workplace or providing the first aid at first aid room.
- Keep record of the provided first aid and get supplies to replace the used items.
- Attend regular trainings arranged by the management of the organization to ensure the knowledge of first aider is updated.

4.4. Staff/ Workers/ Daily Wagers

- Ensure that the first aid policy, procedure and training is received on regular basis.
- Liaise with the head of the organization/ hse officer/ responsible person to ensure that the effective arrangements are in place and implemented at all levels of the organization.
- All incidents reporting to prevent their reoccurrence, missing stocks or if any first aid kit is missing etc.

5. Procedure

5.1. Injury Illness

- Workers shall notify the first aider/ hse officer immediately. Use of first aiders list can be conducive in this situation. The communication sources like bell, alarm, telephone, wireless can be adopted.
- First aider shall respond to the spot, or examine the casualty brought to the first aid room.
 - o Treat the casualty if minor injury or illness is observed.
 - o Refer to the medical health care if situation is beyond of first aid treatment.
 - o Inform the emergency services if proper medical is needed.
 - o Provide first aid to the casualty in the meantime to promote recovery to preserve life.
 - o Accompany the casualty when he/she is being transported to the medical center for treatment.
 - o Document all kind of first aid treatment and report it to the hse department for further investigation.
- When contacting the emergency services for transportation of the casualty, the first aider should describe the;
 - o Nature of casualty;
 - o Current condition of the patient;
 - o Accurate location of the casualty;
 - o How many people need help;
 - o Any hazard between casualty and rescue service;
- The first aid must ensure the contact between him and rescue service is maintained until they arrive at scene, and an unblocked passage is available when they depart with casualty.

6. Training and Mock Drills

Head of organization or organization itself shall provide training to the workforce, hse officers and first aiders to ensure they are trained and competent to perform the job. The record is maintained by the HSE department to ensure it is readily available when needed.

Mock drills shall be held by the management to ensure the workers and first aiders are ready to respond to any kind of the incident. Moreover, their knowledge, training, and skills are refreshed over a period of time.

Logo	First Aid – Procedure	Doc Ref #: XYZ/IMS/HSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00
	HSE Procedure	
	Organization Name	

First aid arrangements are communicated to the all-staff members, and first aiders properly in verbal and written form on regular basis.

7. Procedure Review

The document First Aid -Policy and Procedure shall be reviewed at least one time in a year. Further conditions when the document is to review are listed below;

- Incident at workplace
- New activities addition in regular work
- New equipment and tool's introduction at workplace
- Identification of new hazards
- Increase in severity of risk.