



## **EMERGENCY MEDICAL PROCEDURES**

All injuries and near misses must be reported to the Production Manager and Health and Safety coordinator. In all cases 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.