



## FIRST AID POLICY

### E-Dry Carpet Cleaning 2016

#### POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that first aid facilities are provided in all workplaces, and persons are trained in how to administer first aid in the workplace.

#### AIMS AND OBJECTIVES

We will ensure all company work places, operations and activities are assessed to ensure that appropriate first aid facilities and trained first aid attendants are provided so that a person who is injured at work is able to receive appropriate immediate treatment. We will also develop procedures for workers who work alone, or in isolated or remote workplaces, or in work vehicles to ensure that they are provided with appropriate first aid facilities.

#### RESPONSIBILITIES

Management and supervisors are to identify workplaces (including vehicles) and work groups where first aid kits are required, and to assess the type of first aid kit required. First aid kits will conform to specifications contained in the *Code of Practice: First Aid in the Workplace* or other relevant code or standard for a particular type of workplace or work location.

At least one first aid kit will be provided for each workplace, and where required, sufficient kits provided to ensure that a person working at a workplace at any time has access to a first aid kit, where work is or is likely to be, carried out at other than normal working hours.

Sufficient first aiders will be trained to cover the needs of all shifts, and to cover absences due to sickness, leave, etc. Where this is not practical, procedures will be implemented to ensure that workers have access to first aid treatment on all shifts.

Workers will be provided with information on the location of first aid kits and facilities, and the identity and contact details of trained first aiders in their work areas, together with details of emergency contacts (ambulance, medical centre, etc).

A trained first aid attendant or other responsible person will be nominated to identify date-expired items, and ensure that first aid kits are replenished, and capable of meeting the needs of the workplace. A system will be implemented to ensure that portable first aid kits are checked and replenished, and fit for use at all times.

#### AUTHORISED BY

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

General Manager

Date: 2/6/16