

WORKPLACE INCIDENT AND FIRST AID POLICY

We are committed to the health and safety of our employees and clients.

An incident is an event or series of events that results in harm to people, damage to property or to the environment or loss of process or product.

Incident types are:

- Spills - any loss of primary containment of product including product contained within bund (with zero tolerance on volume).
- Vehicle accident - any car, truck or folk lift accident that occurs whilst carrying out work-related activities.
- Injuries - The consequence of an instantaneous event causing harm to person (e.g. broken limb, cut requiring stitches, burn from hot surface).
- Fatalities.

All incidents are to be recorded in the Incident/accident log of the HSE diary so necessary policy changes can be made and as a safety record. Drug and alcohol testing may be required of all persons involved dependant on situation and jurisdiction, or medical examination in cases of electrical shock.

First aid involves first response treatment and stabilization of injured persons. In the lunch room is situated a basic response first aid kit. Any serious injuries should always be referred to the ambulance. Chest pains and breathing difficulties are included as serious injuries and should be treated as URGENT.

There are 4 main conditions which require immediate intervention:

1. Arterial bleeding needs to be stopped immediately by applying direct pressure.
2. Anyone who has stopped breathing or who has had an electric shock needs to have artificial respiration commenced immediately. In the case of electric shock ensure the power is turned off before commencing resuscitation.
3. In the case of the injured or ill worker going into shock ensure they are kept warm and that they are kept quiet and reassured.
4. In the case of poisoning call the Poison Information Centre for advice on 13 1126.

Any First Aid incidents are to be recorded in the First Aid log section of the HSE diary. The relevant details need to be recorded within 3 days of any member of the company becoming aware of the event. The records must be kept at the work place for 12 months and if a notifiable incident, for five years from the date notified to WHSQ. Refer Workplace Incident Procedure.

Any accident resulting in the injury of a worker or client on site must be attended to immediately. Use materials from the first aid kit to help avoid wound infection and possible complications.

The First Aid kit will be checked and maintained by the first aid officer ensuring items are replaced as necessary. The first aid kit is to contain a mask suitable for expired air resuscitation, which must be used to minimize the chances of contracting HIV or Hepatitis B.

Reporting requirements are as follows:

Description	Reporting lines and deadlines
Major Incident - Fatal injury, injury which involves multiple serious injuries. Loss or damage of more than \$2,000,000. Bomb threat. Other event with serious impact on the company's reputation.	Notify the appropriate emergency services and then your Manager by voice contact immediately. Complete incident report and provide a copy to Manager within four hours.
Medium Incident - Injury involving loss of consciousness or inability to do normal work. Armed hold up. Customer illness caused by product. Loss or damage between \$5,000 and \$2,000,000.	Notify the appropriate emergency services and then your Manager as soon as it is safe to do so. Complete incident report and provide copy to Manager within 4 hours.
Minor Incident - Minor injury Loss or damage up to \$5,000.	Incident report to Manager within 4 hours
Near Miss	Complete report, mark as "Near Miss" and give a copy to the Manager within one working week of the near miss.

Policy reviewed by Jennifer Hall 20.5.2016