

# **FIRST AID POLICY**

**October 2002**

## **1. BACKGROUND**

Prompt and accurate administration of first aid and Cardiopulmonary Resuscitation (CPR) should save/improve the lives of employees in the department, especially those who are exposed to injuries or health hazards on duty. The need for first aid and CPR trained employees is greater in order to improve / enhance the lives of all employees in the department.

The basic skills of first aid can be used almost every day. Accidents, fires, and sudden illness occur frequently, and knowing the steps to take during an accident can keep dangerous situations under control. The department of Public Works is committed in ensuring that health or risky health hazards are attended to by the provision of first aid service to all employees.

## **2. PURPOSE**

- ◆ To ensure that a minimum of 5% of employees are trained in first aid and that an adequate number of effective and trained first aiders are available to assist in emergency situations.
- ◆ To set for minimum requirements for first aid kit.
- ◆ To provide for the procedural guideline in attending first aid issues.

For more information on first aid, please refer to the departmental Occupational Health and Safety Policy.

## **3. DEFINITIONS**

### **First Aider**

A person in possession of a current certificate of competency in first aid issued by one of the following institutions:

- ◆ The S.A Red Cross Society,
- ◆ St. Johns Ambulance,
- ◆ S.A. First Aid League or
- ◆ A person/organisation approved by the Chief Inspector, Department of Labour.

## **4. REQUIREMENTS**

### **4.1 Responsibilities**

It is the responsibility of the Occupational Health and Safety (OHS) section to arrange and co-ordinate first aid and refresher training;  
The (OHS) section is responsible for the replenishing of all first aid kits.

### **4.2 First Aider**

The names of the first aiders for a specific area will be clearly indicated at the first aid box.  
Trained first aiders must be available on each shift or team.

### **4.3 Demarcation**

The location of first aid boxes should be clearly indicated by symbolic signs and it should be accessible at all times.

### **4.4 Minimum Requirements For A First Aid Kit**

(as per general safety regulations)

Item 1:	Wound cleaner / antiseptic (100ml)
Item 2:	Swabs for cleaning wounds
Item 3:	Cotton wool for padding
Item 4:	Sterile gauze (minimum quantity 10)
Item 5:	1 Pair of forceps (for splinters)
Item 6:	1 Pair of scissors (minimum 100 mm)
Item 7:	1 Set of safety pins
Item 8:	4 Triangular bandages
Item 9:	4 Roller bandages (75mm x 5m)
Item 10:	4 Roller bandages (100mm x 5m)
Item 11:	1 Roll of elastic adhesive (25mm x 3m)
Item 12:	1 Non-allergenic adhesive strip (25mm x 3m)
Item 13:	1 Packet of adhesive dressing strip (minimum quantities, 10 assorted sizes)
Item 14:	4 First aid dressings (75mm x 100mm)
Item 15:	4 First aid dressings (150mm x 200mm)
Item 16:	2 Straight splints
Item 17:	2 Pairs large and 2 pairs medium disposable gloves
Item 18:	2 CPR mouthpieces or similar devices
Item 19:	1 Plastic bag (Disposable)
Item 20:	1 Packet of soap
Item 21:	1 Bottle of bleach (750ml)
Item 22:	1 Leak proof container

- Item 23: 1 Box of paper towel
- Item 24: 2 bottles of eye wash solution
- Item 25: Insect sting wipes

## 5. UNIVERSAL BLOOD PRECAUTIONS:

Universal blood precautions are designed to protect persons from being exposed to HIV/AIDS and other infective agents, which may be present in blood.

### 5.1 Important:

- ◆ Handle all persons as if they are HIV positive.
- ◆ Adequate precautions must be taken to avoid direct contact with blood or body fluids from any person.

### 5.2 Procedure:

*Wear gloves in the following situations:*

- ◆ When touching blood and body fluids, mucous membranes or person with broken skin.
- ◆ When handling items or surfaces soiled with blood or body fluids.
- ◆ Change gloves after contact with each person.
- ◆ Wash your hands and other skin surfaces immediately and thoroughly if they become contaminated with blood or body fluids, wash with soap and water.
- ◆ Place all blood and body fluid specimen in sturdy, leak proof containers with a secure lid. Avoid contaminating the outside of the container, if contaminated clean with bleach.

*Blood spills:*

- ◆ Wear disposable gloves
- ◆ Wipe the area using paper towel and remove as much blood as possible. Discard the paper towel into a plastic bag. Wipe the area with bleach solution.

.....  
**SENIOR MANAGER: POLICY AND HRM**

.....  
**DATE**

.....  
**HEAD OF DEPARTMENT**

.....  
**DATE**

