

Department	Environmental, Health and Safety	Document no	EHS-075		
Title	First Aid Procedure				
Prepared by:		Date:		Supersedes:	
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Approved by:		Date:		Review Date:	

1.0 AFFECTED PARTIES

All Environment, Health and Safety personnel

2.0 PURPOSE

The purpose of this document is to define the first-aid procedure for the GMP site. The first-aid procedure shall encompass the responsibilities and actions required for first-aid treatment. The first-aid procedure promotes the site philosophy for an early intervention program.

3.0 SCOPE

This procedure covers all accidents and incidents, requiring First Aid treatment, that occur to employees, contractors or visitors while on site.

4.0 RESPONSIBILITY / BUSINESS RULES

All persons shall act in accordance with this procedure.

4.1 Managers and Supervisors shall ensure that all personnel are familiar with these procedures.

4.2 First Aid Personnel, appointed by the company, shall be responsible for controlling any situation requiring first-aid treatment.

4.3 The First Aid Coordinator shall be responsible to equip and maintain the First Aid Room.

4.4 The First Aid Personnel shall be responsible for maintaining the equipment in the First Aid kits.

5.0 PROCEDURE

5.1 First Aid Kits

5.1.1 First Aid Kits shall be kept stocked by First Aid Personnel, appointed by the company.

5.1.2 First Aid Kits shall be constructed of impervious material and capable of being locked.

5.1.3 Each First Aid Kit shall be clearly marked in compliance with local national standard.

5.1.4 First-aid kit shall comply with all relevant requirements set out in the local Occupational Health and Safety Regulations.

5.2 First Aid Room

5.2.1 The First Aid Room shall be readily accessible, during working hours, to all everyone on site.

5.2.2 The First Aid Room entrance shall be clearly marked in compliance with local national standard.

5.2.3 The First Aid Room shall only be used for first-aid purposes and only contain equipment for first-aid purposes.