

## G14J First Aid

### 1. Policy

- 1.1. Suitably trained, certificated first aiders will be appointed for each site or establishment where the company conducts its business. First aid 'Appointed Persons' should only be used in support of fully trained first aiders.
- 1.2. Sufficient first aid cover must be available during all times people are at work, based on assessment of risk and number of workers.
- 1.3. When a first aid trained person is not on the site or establishment, due to sickness or holiday, alternative emergency cover must be agreed.

### 2. First Aid Definitions

#### 2.1. Appointed Person / Emergency First Aiders

Within CENVE, Appointed Persons would normally be required to have completed a First Aid Training from a reputable 3rd party training institution and hold a certificate thus making them Emergency First Aiders and enabling them to give basic emergency first aid to someone who is injured or ill at work, but should never attempt to give first aid for which they are untrained. They would also:

- a. Take charge when someone is severely injured or falls ill, including calling an ambulance if required.
- b. Assist the first aider and look after the first aid equipment e.g. restocking the first aid box.

#### 2.2. First Aiders

- a. A First Aider is formally appointed after attending a First Aid Training from a reputable 3rd party training institution and holds a certificate for the said training. This allows them to apply first aid to a range of specific injuries and illnesses and is the minimum requirement for first aiders on sites or manufacturing areas.
- b. An identified Lead First Aider will be responsible for monitoring the adequacy of first aid provision on their site, office or establishment. This includes the care, maintenance and re ordering of first aid equipment, ensuring the accident book or records are securely maintained and monitoring the condition of any first aid room. These duties may be delegated to Appointed Persons or Emergency First Aiders.

### 3. First Aid Definitions

- a. It is highly recommended that CENVE staff are trained in First Aid from a reputable 3rd party training institution and certified. This enables us to provide a consistently higher standard of cover required in higher risk construction activities.
- b. The first aid training of construction managers and supervisors should particularly be encouraged, as these staff members are frequently among the first on site at contract commencement.

#### 4. Recommended First Aid Cover

The guidance below is derived from QCS 2010. Special circumstances, such as remoteness from emergency services, shift work, or dispersed sites may require additional First Aid cover over that stated below.

| Category of Risk  | No's employed at any Location | Suggested Number First Aid personnel   |
|---|-------------------------------|--|
| <b>Lower Hazard</b><br>e.g. Offices and shops   | 5-25                          | Trained First Aider  |
|   | 5-100                         | At least one first aider or emergency first aider per 50 employees or part thereof |
|   | More than 100                 | At least one first aider per 50 employees or part thereof                          |
| <b>Higher Hazard</b><br>e.g. most construction, light engineering and assembly work, warehousing etc. | 5-25                          | Trained First Aider  |
|   | 5-100                         | At least one first aider or emergency first aider per 50 employees or part thereof |
|   | More than 100                 | At least one first aider per 50 employees or part thereof                          |
| <b>Subcontractor First Aiders</b>   | 5-25                          | Trained First Aider  |
|   | 5-100                         | At least one first aider or emergency first aider per 50 employees or part thereof |
|   | More than 100                 | At least one first aider per 50 employees or part thereof                          |

#### 5. First Aid Boxes

Items to put in a first-aid box should at least comply with the recommended contents of first aid boxes as per QCS 2010. Supplementary items placed in the first-aid kit would normally include:

- a. Individually wrapped sterile plasters (assorted sizes), appropriate to the work type (you can provide hypoallergenic plasters, if necessary);
- b. Sterile eye pads and eyewash
- c. Individually wrapped triangular bandages, preferably sterile
- d. Safety pins and or adhesive tape
- e. Individually wrapped, sterile, unmedicated wound dressings
- f. Medium-sized, individually wrapped, sterile, unmedicated wound dressings
- g. Disposable gloves (Nitrile type)

Boxes may also include:

- a. Burns gel dressing

- b. Mouth to mouth resuscitation devices
- c. Foil emergency blankets

It is recommended that you do not keep tablets or medicines in the first-aid box.

## 6. First Aid Rooms

If risk of injury is high or the workplace is remote from accident & emergency facilities, consider providing a first aid, treatment and recovery room.

### 6.1. Standards

- a. The first aid rooms should be compliant with the requirements of the Supreme Council of Health of Qatar.
- b. First aid rooms must be looked after by a nominated first aider, and of min. area approximately 4m x 3m (12m<sup>2</sup>) and sited near other welfare facilities and access routes
- c. Rooms must be clearly marked with a standard first aid white cross, text on green background with a notice identifying names and locations of first aiders.
- d. The room must be kept open and available for immediate use, only used for first aid treatment and preferably be linked to an alarm in Managers office.
- e. The first aid room should contain the following:
  - i. Sink with hot and cold running water
  - ii. Soap, nail brush and paper towels
  - iii. Drinking Water and disposable cups
  - iv. Smooth topped working surface, preferably of a Formica type
  - v. First aid box and Eyewash station
  - vi. Suitable storage for first aid materials
  - vii. Chair and a Couch with waterproof cover, pillow and blankets
  - viii. Clean protective garments and disposable gloves for first aiders
  - ix. Foot operated bin suitable for the safe disposal of clinical waste
  - x. A suitable container for disposal of clinical waste (yellow bags)
  - xi. A record book for recording incidents when first aid has been given

### 6.2. Cleaning & Maintenance

- a. The first aid room must be kept clean, tidy, heated and well ventilated.
- b. It should be cleaned daily and after every incident.
- c. An appointed first aider to be nominated to maintain stocks of first aid room.