**FQM LIMITED**

**XXX-OP-030**

**First Aid Procedure**

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| **Revision History** | | | | |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this procedure is to define the responsibilities in the event of a person sustaining an injury.

1. **Scope**

This procedure reflects all employees of Hydrus and applies when working onsite, offshore and remotely.

1. **Relevant Documentation**

First Aid Checklist/Rota

First Aid Poster

xxxx Incident Investigation and Reporting Procedure

xxxx Emergency Response Procedure

1. **Definition**

n/a

1. **Responsibilities**

Individuals are responsible for reporting all incidents/accidents.

First Aider is responsible for administering first aid and accompanying any injured parties to doctor/hospital as required. First Aiders should report incidents/accidents and first aid provided to QHSE and where necessary any refusal of First Aid.

First Aider is responsible for ensuring that all first aid kits are fully stocked at all times.

1. **Assessment**

Both workshops are deemed “higher-hazard” due to the nature of the business, including (this list not exhaustive) welding, fabrications, pressure testing and the use of dangerous machinery and equipment

The number of incidents in each facility will in turn review the requirements of additional first aid capacity.

1. **Procedures**

It is important to remind everyone, that only trained First Aiders within Hydrus should administer First Aid and use Defibrillators.

* 1. **First Aiders**

All photographs of first aiders are displayed on noticeboards throughout the facilities, along with a brief procedure informing employees what to do in an emergency.

All first aiders must hold a valid certificate, which should be provided to QHSE for updating of Training and Development Plans.

* 1. **First Aid Kits**

First Aid Kits are available within the Workshop Canteen and Office, with clear indication of their location(s).

First Aiders are responsible for following a rota to ensure that the First Aid Kits remain fully stocked and in date.

Defibrillator is available within the Production office and should be regularly checked to ensure the battery is still within date and the defibrillator is still working, this can be done by switching it on and checking the battery status.

* 1. **Company Vehicles**

All company owned vehicles will be equipped with travelling first-aid kits, the person in control of vehicle(s) will be responsible for the maintenance and security of the kit provided.