

## First Aid & Accident Policy

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident/Incident Reporting.

### Manager Responsibilities

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note (1).
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note (1).
4. You are responsible for providing means for the Accident/Incident to be recorded and to check that the details are a full and correct account of the Accident/Incident. See Note (1).
5. You are responsible for following up Accidents/Incidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre is notified where appropriate using the HSE form F2508.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

### Employee Responsibilities

1. You are responsible for advising management of all Accidents/Incidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an Accident/Incident does occur report it to your Manager immediately.

#### Note (1)

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found on the summary of First Aid Provision Sheet which should be read in conjunction with this Policy.

#### Note (2)

An Incident that would need reporting is one that had the potential to cause significant injury to persons or damage to property to meet the needs of the company and generate the collateral for the needed sales growth.



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