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| | 1-SHERQ-F-F55-04-05 | Andreas B Burger (MBA) | CEO | FORM | HSE |
| | APPROVED: | | | | 1 |
|  | TITLE: | MANAGEMENT OF FIRST AID AND MEDICAL EMERGENCIES | | | |
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| | IMPLEMENTATION DATE: | FEB 2021 | REVISION DATE: | FEB 2023 | Page 1 of 1 |

1. Purpose

The purpose of this protocol is to give guidance to First aiders and other employees on acceptable practices when dealing with first aid cases, medical emergencies and managing close interaction.

2. Procedure

2.1. **First Aid and Medical emergencies**

The welfare of each employee is critical; adherence to this protocol is mandatory to minimise potential exposure to the Covid-19 virus.



All sections of the Emergency Procedure: PRO-IMS-010, and the Incident and Investigation Procedure: PRO-IMS-020, remain applicable, however, when dealing with an incident where first aid or medical treatment is needed during the period of the Covid-19 pandemic the following protocol applies.

2.1.1. **Administering First Aid or Medical treatment**

- ✓ Only competent appointed first aiders are authorised to administer first aid to an injured person;
- ✓ Ensure that the area is cleared from spectators to avoid contact;
- ✓ Before administering first aid ensure that your hands are washed with soap and warm water;
- ✓ Ensure that you use surgical gloves and that an FFPT2 facial mask and face shield is worn;
- ✓ If and when required contact medical services based on the extent of the incident. Refer to emergency contact numbers (FOR-IMS-010-01) displayed on-site notice boards and available under SHEQ file 1.

2.1.2. **Post First Aid or Medical treatment**

- ✓ Remove the surgical gloves:
 - Pinch and hold the **outside** of the glove near the wrist area;
 - Peel downwards, away from the wrist, turning the glove inside out;
 - Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**;
 - With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**;
 - Again, peel downwards, away from the wrist, turning the glove inside out; and
 - Continue to pull the glove down and over the inside-out glove being held in your gloved hand.

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- ✓ This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.
- ✓ After administering first aid, ensure your hands are washed with soap and water.
- ✓ Where reasonably practicable ensure that the injured person/treated person sanitise or wash their hands with soap and water.
- ✓ Ensure that the area where first aid and medical treatment was administered is disinfected.
- ✓ Ensure that all medical waste such as bandages, surgical gloves, plasters, gauze etc. are disposed of in the designated 'Biological Hazard' waste bin.
- ✓ Ensure that the incident is recorded and used contents of the first aid box are replaced.

Revision Recorder

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