



SARMA GUIDELINE

SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL &
QUALITY STANDARD

FIRST AID FACILITIES

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SHE5.15-F01

Revision Number

00

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FIRST AIDER & OCCUPATIONAL HEALTH SERVICE FACILITIES

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Section A, Element 6, Items 6.3, 6.3.1 & 6.3.2;

Section A, Element 8, Items 8.1.3 & 8.1.24;

Section B, Element 17.1 to 17.4;

Section C, Element 1, Items 1.1 to 1.1.9 and

Section C, Element 2, Items 2.1 to 2.5)



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1. PURPOSE

- 1.1. To ensure an effective occupational health service, as well as adequate First Aides (are available) to deal with any type of injury/disaster on duty. To further minimise the severity and impact of injuries and to ensure that legislated requirements are met.

2. SCOPE

- 2.1. This standard applies to **EMPLOYERS**.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 It is the responsibility of the relevant facility Managers, assisted by the Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) to identify suitable person(s) to be trained and appointed as first aides for the areas where first aid boxes have been posted;
- 3.2 The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to effect the appointments of the First Aides in writing [\[SHE5.11-F02-40\]](#);
- 3.3 The Facility Occupational Health Practitioner [\[SHE5.11-F02-12\]](#) will inspect all the first aid boxes on a monthly basis to ensure that boxes comply with legal requirements. Any shortages and other deviations will be corrected and reported to the Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) for investigation;
- 3.4 First aid boxes will be under the control of a qualified first aide whose name will be reflected on or near the box;
- 3.5 It is the responsibility of the Facility Health Practitioner to ensure that the health service at the depot is adequately equipped and well managed;
- 3.6 It is the responsibility of the facilities Occupational Health Practitioner [\[SHE5.11-F02-12\]](#) to manage (co-ordinate) the occupational health service at the facility within his/her scope of practice, to ensure that all legal requirements are met, and that policies/procedures/protocols are in place and adhered to and
- 3.7 It is the responsibility of the Occupational Health Practitioner [\[SHE5.11-F02-12\]](#) to implement primary prevention programs by implementing life-style education and effectively resolve disability/ill health and incapacity cases.


4. DEFINITIONS AND ABBREVIATION

- 4.1. OCCUPATIONAL HEALTH SERVICE:
Facility manned by a registered occupational health nursing practitioner and which meets operational requirements and an Accredited Occupational Hygienist.
- 4.2 FIRST AID ROOM
Room set aside and equipped for emergency medical treatment.
- 4.3. See manuals one to five.

5. LEGAL AND OTHER REQUIREMENTS

5.1 General

No.	Document Number	Description
5.1.1.	SHE5.03-F01	GSR 3

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5.1.2.	SHE5.03-F01	ERW 2(4)(iv)
5.1.3.	SHE5.03-F01	SABS 0147
5.1.4.	SHE5.03-F01	SABS 072

5.2 Legal Reference

Number	Document Number	Description
5.2.1.		Occupational Health and Safety Act No. 85 of 1993 (OHSA)
5.2.2.		General Safety Regulation 3
5.2.3.		Legal Register

5.3 Other Requirements:

Number	Document Number	Description
5.3.1.		Occupational Health Policy
5.3.2.		SABS 0147
5.3.3.		SABS 072


6. RECORDS

Rec. Nr	Reference Nr	Description	Storage Space	Retention Time
6.1.	EMPLOYERS	Personal employee files		
6.2.	EMPLOYERS	Medicine control register		
6.3.	EMPLOYERS	Medical treatment register		
6.4.	EMPLOYERS	First aid registers		
6.5.	EMPLOYERS	Appointments		

7. PROCEDURE

7.1 FIRST AIDERS AND OCCUPATIONAL HEALTH SERVICES FACILITIES

- 7.1.1. The Facility Occupational Health Practitioner **[SHE5.11-F02-12]** shall ensure that all first aid boxes comply with legislated requirements, and are inspected on a regular basis to ensure compliance to legal standards;
- 7.1.2. The Occupational Health Practitioner **[SHE5.11-F02-12]** will plan Life-style education on a scheduled basis throughout the year, in the form of newsletters, posters and awareness-campaigns;
- 7.1.3. The Occupational Health Practitioner **[SHE5.11-F02-12]** will ensure that the provision of the Rehabilitation policy (as part of disability/incapacity management) is managed and in line with existing company policies;
- 7.1.4. The Facility Occupational Health Practitioner **[SHE5.11-F02-12]** shall ensure confidentiality regarding personal medical files and all information regarding employees and staff;
- 7.1.5. The Occupational Health Practitioner **[SHE5.11-F02-12]** in charge of the **EMPLOYERS** facility shall ensure that all medicine is controlled and managed in accordance with

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Legislation, that treatment protocols are developed and that the facility health practitioner is trained accordingly;

- 7.1.6. The Facility Health Practitioner will ensure that expired stock and needles are managed in accordance with legal requirements and standards;
- 7.1.7. The practitioner will ensure that all relevant clinic equipment is calibrated and certificates are kept as required;
- 7.1.8. First aides will be responsible to administer first aid to workers. All treatment will be recorded in the first aid register [\[SHE5.15-F04\]](#), which is kept in the first aid boxes and
- 7.1.9. The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) must check all the first aid registers [\[SHE5.15-F04\]](#) at the facility on a weekly basis to enable him to gather information for injury investigations.

7.2 FIRST AID BOXES

The Facility Occupational Health Practitioner, in liaison with the Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) and the relevant SHE Rep will determine the location of first aid boxes.

- 7.2.1. All boxes shall be checked monthly and updated;
- 7.2.2. First aid boxes to be kept locked or sealed, (key shall be kept in readily accessible position);
- 7.2.3. The first aids in charge of the box will notify the medical practitioner immediately in the event of the box being used/stocks depleted and
- 7.2.4. Departments concerned shall bear the replacement costs for all missing equipment.

7.3. FIRST AIDERS

- 7.3.1 Names of first aiders for each specific area will be clearly indicated at the first aid box. The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to update first aid name boards at the facility and
- 7.3.2 Trained first aiders will be available on each shift. See Standard [SHE5.16-F01](#) for first aider training

7.4. DEMARCATION

The location of first aid boxes will be clearly indicated by symbolic signage, a First Aider name, contact details and key location board – the box will be sealed and the seal number recorded on the First Aid Register which is sealed in the box.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Register First Aid Treatment	[SHE5.15-F04]
8.2.	Appointment First Aider	[SHE5.11-F02-40]
8.3.	Certificate Competency	[SHE5.15-F03]
8.4.	Checklist First Aid Box	[SHE5.15-F05]
8.5.	Appointment First Aid Bo Inspector	[SHE5.11-F02-41]
8.6.	Certificate Competency	[SHE5.15-F03]



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