



## **SARMA GUIDELINE**

**SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL &  
QUALITY STANDARD**

**FIRST AID TRAINING**

**Document Number**

SHE5.15-F01

**Revision Number**

00

**Page Number**


1 of 4

# **FIRST AID TRAINING**

**(SARMA Audit document January 2017 version 1 reference number:**


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

Section B, Element 17, Item 17.4)

	<b>SARMA GUIDELINE</b>		<b>Document Number</b>
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD		SHE5.15-F01
	FIRST AID TRAINING		<b>Revision Number</b>
			00
		<b>Page Number</b>	1 of 4

## Table of Contents

ENTRY NUMBER	DESCRIPTION	PAGE NUMBER
1	PURPOSE.....	3
2	SCOPE.....	3
3	RESPONSIBILITY AND ACCOUNTABILITY.....	3
4	DEFINITIONS AND ABBREVIATIONS.....	3
5	LEGAL AND OTHER REQUIREMENTS	
5.1	General.....	3
5.2	Legal Reference.....	4
5.3	Other Requirements.....	4
6	RECORDS.....	4
7	PROCEDURE.....	4
8	ASSOCIATED DOCUMENTATION.....	4

	<b>SARMA GUIDELINE</b>		<b>Document Number</b>
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD		SHE5.15-F01
			<b>Revision Number</b>
	FIRST AID TRAINING		00
			<b>Page Number</b>
1 of 4			

## 1. PURPOSE

- 1.1. To ensure that selected individuals are competent to minimise injury severity and impact at the facility. To further ensure that the EMPLOYER complies with legislation and that an adequate number of effective and trained first aides are available to assist in emergency situations.

## 2. SCOPE

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

## 3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1. The Facility Manager will ensure that adequate First Aiders are trained and Appointed.

## 4. DEFINITION AND OTHER REQUIREMENTS

### 4.1. FIRST AIDER

Is a person with a valid certificate of competency in first aid issued to him or her, by a person / organization approved by the Chief Inspector.

- 4.2. See manuals one to five.

## 5. LEGAL AND OTHER REQUIREMENTS

### 5.1 General

No.	Document Number	Description
5.1.1.	<b>SHE5.03-F01</b>	GSR 3

### 5.2 Legal Reference

- 5.2.1. Legal Register.


### 5.3 Other Requirements

## 6. RECORDS

Rec. Nr.	Reference Nr.	Description	Storage Space	Retention Time
6.1.		First Aid Certificates		
6.2.		First Aid Training Record		

## 7. PROCEDURES

### 7.1. RESPONSIBILITY

	<b>SARMA GUIDELINE</b>		<b>Document Number</b>
	SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD		SHE5.15-F01
			<b>Revision Number</b>
	FIRST AID TRAINING		00
			<b>Page Number</b>
1 of 4			

- 7.1.1. It is the responsibility of Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) to arrange and co-ordinate first aid and refresher training annually. The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will assist management to address the requirements of the standard.

## 7.2. IMPLEMENTATION

- 7.2.1. The SHE Rep [\[SHE5.11-F02-8\]](#) in liaison with Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will ensure that annual training of the required first aides are scheduled and the training done. Only Department of Labour approved training institutions will be used to do the training and
- 7.2.2. Security and fire team members must receive preferential in the annual training, and must all be in possession of a valid first aid certificate and

## 7.3. RECORDS

- 7.3.1. The first aides will receive a first aid training certificate, which is valid for three years. A copy will be placed on the employee's personal file and a copy in first aid boxes, where applicable.

## 8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Certificate First Aider	<a href="#">[SHE5.16-F02]</a>
8.2.	Certificate First Aid Training Organisation	<a href="#">[SHE5.16-F03]</a>