

FIRST AID POLICY

1. PURPOSE

- 1.1 At Dark Knight Engineering Group ('DKE Group') we consider the workplace health and safety of all persons in the workplace to be of utmost importance. This includes the provision of first aid personnel, supplies and facilities. The purpose of this Policy is to provide a framework for the effective use of first aid facilities.

2. COMMENCEMENT OF POLICY

- 2.1 This policy will commence on and from 16/01/2023. It replaces all other DKE Group First Aid Policies (whether written or not).

3. APPLICATION OF THIS POLICY

- 3.1 This Policy applies to employees, agents, volunteers or work experience student and contractors (including sub-contractors and temporary contractors) of DKE Group, collectively referred to in this policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment, nor does it form any other workplace participant's contract for service.

4. FIRST AID OFFICERS

- 4.1 DKE Group First Aid Officers are varied from workers to all Supervisors and Project Managers.
- 4.2 The company maintains ongoing training to ensure there are enough First Aid Officers available for their allocated working environments.
- 4.3 First Aid Officers can be recognised through a first aid trained sticker on their hard hat along with signposting when on site. This is communicated to employees daily in toolbox talk meetings.
- 4.4 The factory officers are your Workshop Manager and WHS Manager.

5. DUTIES

- 5.1 All workplace participants have a duty to take 'reasonable care' for their own safety as well as the safety of others while performing their work.
- 5.2 All workplace participants have the following duties:
- a) take reasonable care for their own health and safety;
 - b) take reasonable care not to adversely affect the health and safety of others;
 - c) comply with any reasonable instructions given by DKE Group to allow DKE Group to comply with its duties; and
 - d) co-operate with any reasonable Policy or procedure relating to health and safety at the workplace.

6. FIRST AID SUPPLIES

Use of First Aid Supplies

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- 6.1 The first aid supplies may be used as required by workplace participants in consultation with a designated First Aid Officer.
- 6.2 First Aid supplies will be provided in alignment with risks of job requirements i.e., Construction Industry Kits.
- 6.3 All illnesses and injuries should be reported to a First Aid Officer if they involve using the first aid supplies or the first aid room. Workplace participants are also required to complete the incident report register if they are injured at work. This can be found alongside the first aid kit or by reporting to Megan McDonald in the office.
- 6.4 Misuse of the first aid supplies will be considered to be a breach of this Policy and may result in disciplinary action being taken against the workplace participant.

First Aid Supplies Low

- 6.5 If a workplace participant notices that the first aid supplies are low, this should be reported to a designated First Aid Officer so an order can be placed and supplies re-stocked.
- 6.6 A nominated person is allocated to monitor supplies to ensure good working order, replenishment and annual audits.

7. FIRST AID ROOM

Use of First Aid Room

- 7.1 The first aid room is provided by DKE Group for the use of workplace participants who are ill or injured. If a workplace participant becomes ill or is injured whilst at the workplace, then the first aid room is available for that purpose.
- 7.2 The first aid room is to be kept locked at all times except when an ill or injured workplace participant is using the room. This reduces the likelihood of theft of or tampering with medications, first aid supplies and equipment.
- 7.3 The designated First Aid Officer(s) keep keys to the first aid room. If a workplace participant needs to use the room, then they should inform a First Aid Officer who can allow access to the room and monitor the workplace participant's condition whilst at the workplace.
- 7.4 Misuse of the first aid room and/or first aid equipment will be considered to be a breach of this policy and may result in disciplinary action being taken against the workplace participant.

8. WORKPLACE INJURIES

- 8.1 All injuries that occur in the workplace should be reported to one of the designated First Aid Officers or to Megan McDonald in the office.
- 8.2 This enables treatment to be provided if required and enables DKE Group to maintain a database of injuries that have occurred to assist in identifying hazards and managing workplace injuries and meet its reporting obligations to various bodies.

Variations

DKE Group reserves the right to vary, replace or terminate this Policy from time to time.

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