

PM-Partners group

First Aid Policy

1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workplace participants are treated fairly, with dignity and respect.

This policy outlines the Company’s commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workplace participants are not subjected to any form of injury or illness as a result of being in the workplace. It also details the legal responsibilities of the Company and their workplace participants in relation to preventing injury/illness in the workplace

2. Scope

The First Aid Policy is applicable to all PM-Partners group workplace participants.

3. Definitions

- » Company – includes all subsidiaries that are owned or controlled, directly or indirectly, by PM-Partners group.
- » Workplace Participants – PM-Partners group employees including members of the Board of Directors, independent contractors, casual staff and agency staff.
- » Human Resources (HR) – for local application the HR Manager will take responsibility. For regional workplace participants the Head Of or Service Delivery Manager will take responsibility.

4. Responsibility and Authority

Role	Responsible	Accountable	Consult	Inform
Workplace Participants	✓	✓		
HR Manager	✓	✓	✓	✓
Regional Head Of	✓	✓	✓	✓
Manager/Supervisor	✓	✓	✓	✓

5. Policy

This policy covers all employees of the Company (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workplace participants”).

PM-Partners group is committed to protecting the health and safety of all workers performing tasks at this workplace or a client workplace, so far as reasonably practical.

PM-Partners group aims to achieve the highest standards and performance in WHS. In doing so, PM-Partners group has implemented safe practices and systems that will ensure the health, safety and welfare, so far as is reasonably practicable, of all workplace participants (including direct employees and other parties such as contractors, visitors and clients) who are affected by the work practices in each workplace.

Where PM-Partners group engages contractors, subcontractors and/or on hire workers they will be consulted on health and safety issues that may impact on them which arise from the conduct of the work activities. In the situation where there are shared responsibilities for health and safety, PM-Partners group will co-operate and co-ordinate activities to implement measures to minimise risks to the health and safety of workers, so far as is reasonably practicable.

Others in the workplace such as visitors, clients and customers will be consulted with as required, so far as is reasonably practicable, to ensure their health and safety while at PM-Partners group premises.

5.1. Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent injury/illness from occurring.

Under the Work Health and Safety Acts in all states, the Company has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace injuries/illness. This policy will assist the Company in complying with its legal responsibilities.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Company's workplace. They must also comply with any reasonable instruction given by the Company. Compliance with this policy will assist workers in meeting their legal responsibilities.

If workplace participants fail to adhere to the legislation this may result in Criminal proceedings. The Work Health and Safety Acts in all states indicate that if an employee is found guilty of committing discriminatory conduct, a penalty may be issued.

5.2. Definitions

First Aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

First Aider is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

First Aid equipment includes first aid kits and other equipment used to treat injuries and illnesses.

First Aid room is defined as a dedicated room for the administration of first aid.

5.3. Responsibilities

Managers are responsible for:

- » Ensuring a First Aider is available at the site at all times.
- » Ensuring first aid training is provided for employees who have been nominated as First Aiders.
- » Ensuring all workplace participants are aware who the First Aider is or how to access First Aid.

- » First Aid kits are available and adequately stocked.
- » First Aid rooms meet the requirements set out in legislation.

First Aiders are responsible for:

- » Administering First Aid within their knowledge base when required.
- » Complete the First Aid Form following administration of First Aid.
- » Maintaining the First Aid room (where applicable) to be adequately stocked and maintained.
- » Adequately maintaining and stocking First Aid kits.

Workplace participants are responsible for:

- » Immediately advising their direct supervisor or manager when injured or ill.
- » Completing the Accident/Incident Form.
- » Advising PM-Partners group as soon as they become aware of a work related injury or illness.

5.4. First Aid at PM-Partners group

First Aid requirements have been assessed and it is deemed appropriate that each site requires at least one First Aider (high risk workplace 1:25 employees and low risk workplace 1:50 employees) and one First Aid kit that is easily accessible for workplace participants

High risk tasks that may require First Aid include, but not limited to:

- » Working with dangerous goods or hazardous substances in relation to customer product distribution.
- » Working in shipping containers.
- » Sites where combined pedestrian traffic with forklift movement exists.

Low risk tasks that may require first aid include, but not limited to:

- » Office based work
- » Picking and packing goods

First Aid rooms have been assessed and are not required.

5.5. Administration of First Aid – Workplace Participants

- » Accident/incident occurs. The Manager/person in charge of the injured workplace participant or visitor determines the need for First Aid and seeks the attention of the First Aider if required.
- » In the event of First Aid, the First Aid Record Form is completed by the First Aider and the Accident/Incident Form is completed by the workplace participant/visitor and/or manager and the workplace participant or visitor remains onsite and finishes their day.
- » Should the injured workplace participant or visitor be required to go home, they are to be referred to their local doctor and obtain a workers compensation medical certificate which states work fitness if it is deemed work related (not applicable for visitors).
- » Should the workplace participant or visitor require immediate medical attention as the injury or illness is beyond the skill level of the First Aider the employee is transferred to a local hospital or sees their preferred GP and obtains a workers compensation medical certificate for any time off for a work related issue.
- » The completed Accident/Incident Form is completed and sent to the HR Manager as soon as the site is made aware of an accident/incident.

5.5 Record the Details of the Person Receiving First Aid

The First Aider will use the below form located with the First Aid kit following the administration of First Aid to an workplace participant and/or visitor.

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Date	Time AM/PM	Name	Site	Occupation	Cause of Injury	What first aid action taken	Person providing first aid

6.5 Training

Training of workplace participants in this process will occur during induction and then followed up by ongoing meetings or training sessions.

6. Breach of Policy

The Company takes very seriously its commitment to providing a safe and healthy work environment, free from injury/illness. All workplace participants are required to comply with this policy.

If a workplace participant breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Company terminated or not renewed.

7. More Information

If a workplace participant is unsure about any matter covered by this policy, or requires more information about WHS Consultation they should seek the assistance of their manager, or of Human Resources Manager Australia. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.

8. Review

This procedure will be reviewed annually, through consultation with workplace participants and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving a manual handling task.

9. Variations

The Company reserves the right to vary, replace or terminate this policy.