

CITY OF TSHWANE

OCCUPATIONAL HEALTH

FIRST AID

POLICY

1. INTRODUCTION

The provision of First Aid in the workplace is required in terms of General Safety Regulation 3 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993): 3 (1) "*An employer shall take all reasonable steps that are necessary under the circumstances, to ensure that persons at work receive prompt first aid treatment in case of injury or emergency.*"

Regulation 3(2), 3(3) and 3(4) provide guidelines regarding the number of first-aid boxes that should be available per workplace.

2. LEGAL FRAMEWORK

- Occupational Health and Safety Act, 1993 (Act 85 of 1993) and the General Safety Regulations and Hazardous Biological Agents Regulations
- The Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993)

3. AIMS

The aims of this policy are to make provision for –

- supplying first-aid stock to the City of Tshwane's employees who, in execution of their normal duties, sustain minor injuries that require first aid; and
- hepatitis B immunisation for first-aiders.

4. SCOPE

- This policy is applicable to all departments of the City of Tshwane and applies to all officially appointed first-aiders.

5. DEPARTMENTAL FIRST-AID COORDINATOR

- Each department should appoint a coordinator who will be responsible to ensure that first-aiders are selected, trained and appointed.
- The Occupational Health and Safety Representative of the area is responsible to ensure that all first-aid boxes are checked and adequately stocked every month.

6. APPOINTMENT AND TRAINING OF FIRST-AIDERS

- Refer to the "Guidelines for the management of first-aiders in the City of Tshwane" provided by the Occupational Safety Section.

7. FUNCTIONS OF FIRST-AIDERS

- Providing first aid to injured employees
- Keeping a record of injuries treated and stock used
- Requesting stock replacement
- Reporting theft of stock
- Cleaning blood spills

8. PURCHASING FIRST-AID BOX AND STOCK

- Purchasing first-aid boxes is the responsibility of each department.
- Initial stock for first-aid boxes and subsequent stock replacement are done free of charge by the Occupational Health Subsection.
- Any stock not reported as stolen or used, must be replaced by the first-aider or the department.

CITY OF TSHWANE

REPLACEMENT OF FIRST-AID STOCK

PROCEDURE TO BE FOLLOWED BY DEPARTMENTS

1. FIRST-AID BOX

- First-aid boxes can be any container with a volume of 2 ℓ to 5 ℓ, eg a professional first-aid box, an ice-cream container or small school suitcase.
- The box should be lockable or locked away with the keys kept by the first-aider.
- Only appointed first-aiders should have access to the first-aid box, because they are responsible for it.
- First-aid boxes must be kept clean.
- Emergency numbers and guide to CPR (annexure 6) should be kept in the first-aid box.

2. CONTENTS OF FIRST-AID BOX

- Categories of first-aid boxes:
 - ✓ Offices
 - ✓ Workshops
 - ✓ Vehicles(See annexures 1, 2 and 3.)
- No items, especially medicine, may be added to the first-aid box without permission from the Occupational Health Subsection.

3. REPLACEMENT OF FIRST-AID STOCK

- The First-Aid Treatment Form (annexure 5) should be completed in full by the first-aider for every injury treated.
- When stock needs to be replenished, the relevant First-Aid Stock Request Form must be completed. See annexures 1, 2 or 3.
- The First-Aid Treatment Forms and the First-Aid Stock Request Form must be sent or delivered to the appointed OH clinic.
- The Occupational Nurse Practitioner (ONP) will confirm stock usage, sign the form and give it back.
- The ONP issues the stock of which correct usage can be proved, indicates it on the First-Aid Stock Request Form and makes a copy for the first-aider. The original is kept by the Occupational Health Subsection.
- If the form is not completed as required, or stock requirement is not in line with the treatment given, no stock will be provided.
- Stock loss due to theft will only be replaced if a notification of the theft of the City of Tshwane's property accompanies the request for stock replacement.
- Stock not mentioned as stolen or used must be replaced by the first-aider or the department.
- First-aiders must provide photocopies of the necessary forms.

4. CONTROL MEASURES

- The responsibility for periodic checking of first-aid stock remains with the department. The department must determine the time frames for completion of the control sheet, eg monthly or quarterly. See annexure 7.
- The elected departmental first-aid coordinator or health and safety representative will be responsible for ensuring that all first-aid boxes have been checked and must hand completed control sheets to the chairperson of the departmental Occupational Health and Safety meetings.
- Copies of the first-aid treatment and stock request forms should be kept for five years because these are legally required documents.

5. CLEANING BLOOD SPILLS

For cleaning of blood and other body-fluid spills refer to Circular 82 of 2005 or Procedure 3 of the Prevention and Management of Occupation-related HIV and hepatitis B.

7. HEPATITIS B IMMUNISATION

Officially appointed first-aiders will receive hepatitis B immunisation free of charge. Refer to the policy and procedure on hepatitis B immunisation.

CITY OF TSHWANE

REPLACEMENT OF FIRST-AID STOCK

PROCEDURE TO BE FOLLOWED BY OCCUPATIONAL HEALTH

1. STOCK CONTROL

- Monthly stock counting and completion of the relevant forms
- Ordering of stock through Pharmaceutical Services
- Buying out items per requisition form

2. REPLACEMENT OF FIRST-AID STOCK

- First-aid stock is issued according to the category of the first-aid box, namely:
 - ✓ Offices
 - ✓ Workshops
 - ✓ Vehicles

The contents of the different boxes are determined by the Occupational Nurse Practitioner according to legal requirements. See annexures 1, 2 and 3. For legally required minimum stock of a first-aid box see annexure 4.

- No items, especially medicine, are to be added to any first-aid box without permission from the deputy manager of the Occupational Health Subsection.
- When issuing stock for a new first-aid box, the relevant First-Aid Stock Request Form is completed and placed in the First-Aid file.
- The ONP confirms stock usage, signs in the column provided on the First-Aid Treatment Form and gives the form back to the first-aider. See annexure 5.
- The ONP issues the stock requested, indicates it on the First-Aid Stock Request Form and makes a copy for the first-aider. The original is kept in the First-Aid file.
- If the form is not completed as required or stock requirement is not in line with the reported stock usage, no stock is issued.
- Stock loss due to theft will only be replaced if a notification of the theft of the City of Tshwane's property accompanies the request for stock replacement.
- Departments are to provide photocopies of the necessary forms.

3. INFORMATION SESSIONS

ONPs give information to first-aiders in groups or individually about –

- the correct recording of injuries on duty, first aid given, stock usage and requests for stock replacement; and
- the necessity of hepatitis B immunisation.

4. STATISTICS

- Record stock issued on daily statistics for each department.
- Record the number of first-aid boxes restocked for each department on the monthly statistics.
- The First-Aid Stock Request Form must be kept in the First-Aid file for five years.

CITY OF TSHWANE
REPLACEMENT OF FIRST-AID STOCK

FIRST-AID STOCK REQUEST FORM

OFFICE

RESPONSIBLE PERSON:		PAY NO:	
DEPARTMENT:			
DIVISION:		TEL NO:	
SECTION:		BOX NO:	
ITEM	AMOUNT		
	IN BOX	REQUESTED	ISSUED BY OH
Wound-cleaning solution 10 ml (exp date:)	5		
Non-sterile gauze	10		
Cotton wool for padding	50 g x 2		
Sterile gauze	2 x 5		
Forceps	1 pair		
Scissors	1 pair		
Safety pins	1 set		
Triangular bandages	2		
Roller bandage 75 mm	2		
Roller bandage 100 mm	2		
Elastic adhesive roll 25 mm	1		
Non-allergenic adhesive roll 25 mm	1		
Elastic adhesive strips (10)	1 packet		
First-aid dressing 75 mm SOS 3	2		
First-aid dressing 150 mm SOS 5	2		
Splints (straight)	2		
Disposable latex gloves (medium)	4 pairs		
Disposable latex gloves (large)	4 pairs		
CPR mouthpiece	1		
Disinfectant cleaning powder for cleaning blood and body-fluid spills	3 sachets		

Requested by:

Date:

Issued by:

Date:

CITY OF TSHWANE

REPLACEMENT OF FIRST-AID STOCK

FIRST-AID STOCK REQUEST FORM

WORKSHOP

RESPONSIBLE PERSON:		PAY NO:	
DEPARTMENT:			
DIVISION:		TEL NO:	
SECTION:		BOX NO:	
BUILDING / DEPOT			
ITEM	AMOUNT		
	IN BOX	REQUESTED	ISSUED BY OH
Wound-cleaning solution 10 ml (exp date:)	10		
Cotton wool for padding	50 g x 2		
Non-sterile gauze	10		
Sterile gauze	2 x 5		
Forceps	1 pair		
Scissors	1 pair		
Safety pins	1 set		
Triangular bandages	4		
Roller bandage 75 mm	4		
Roller bandage 100 mm	4		
Elastic adhesive roll 25 mm	1		
Non-allergenic adhesive roll 25 mm	1		
Elastic adhesive strips (10)	1 packet		
First-aid dressing 75 mm SOS 3	4		
First-aid dressing 150 mm SOS 5	4		
Splints (straight)	2		
Disposable latex gloves (medium)	4 pairs		
Disposable latex gloves (large)	4 pairs		
CPR mouthpieces	2		
Disinfectant cleaning powder for blood and body-fluid spills	3 sachets		

Requested by:

Date:

Issued by:

Date:

CITY OF TSHWANE

REPLACEMENT OF FIRST-AID STOCK

FIRST-AID STOCK REQUEST FORM

VEHICLES

RESPONSIBLE PERSON:		PAY NO:	
DEPARTMENT:			
DIVISION:		TEL NO:	
SECTION:		BOX NO:	
BUILDING / DEPOT			
ITEM	AMOUNT		
	IN BOX	REQUESTED	ISSUED BY OH
Wound-cleaning solution 10 ml (exp date:)	3		
Non-sterile gauze	10		
Triangular bandages	2		
Elastic adhesive strips	10		
First-aid dressing 25 mm x 50 mm SOS 1	2		
First-aid dressing 50 mm x 75 mm SOS 2	2		
First-aid dressing 75 mm x 100 mm SOS 3	2		
Disposable latex gloves (medium)	2 pairs		
Disposable latex gloves (large)	2 pairs		
CPR mouthpiece	1		

Requested by:

Date:

Issued by:

Date:

Occupational Health and Safety Act, 1993
General Safety Regulations
3. First aid, emergency equipment and procedures

1632
GEN. SAFETY

ANNEXURE

(Regulation 3)

MINIMUM CONTENTS OF A FIRST AID BOX

In the case of shops and offices, the quantities stated under items 1, 8, 9, 10, 14, 15, 17 and 18 may be reduced by half.

- Item 1: Wound cleaner/antiseptic (100 ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm)
- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm x 5 m)
- Item 10: 4 Roller bandages (100 mm x 5 m)
- Item 11: 1 Roll of elastic adhesive (25 mm x 3 m)
- Item 12: 1 Non-allergenic adhesive strip (25 mm x 3 m)
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 as-sorted sizes).
- Item 14: 4 First aid dressings (75 mm x 100 mm)
- Item 15: 4 First aid dressings (150 mm x 200 mm)
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

**CITY OF TSHWANE
OCCUPATIONAL HEALTH**

FIRST-AID TREATMENT

Department:					Division:				
Section:					Area/Depot:				
First-aider (Name):				Pay no:		Tel no:		Box No:	
Injured: Name	Pay no	Date of injury	Time of injury	Date of treatment	Time of treatment	Type of injury	Treatment given – Please provide details. (eg 2 cm plaster, bandage SOS 1)	Checked by ONP	

REMINDER		CPR FOR ADULTS		REMINDER		CPR FOR ADULTS	
Report all injuries on duty to the Occupational Safety Section ☎ 012 358 0073		Check for: Safety of environment Hazards! Hello! Help!		Report all injuries on duty to the Occupational Safety Section ☎ 012 358 0073		Check for: Safety of environment Hazards! Hello! Help!	
OCCUPATIONAL HEALTH CLINIC		A Airway opened: <ul style="list-style-type: none"> ➤ Place person on their back on firm flat surface ➤ Lift chin up and tilt head back ➤ Look, listen, feel for breathing 		OCCUPATIONAL HEALTH CLINIC		A Airway opened: <ul style="list-style-type: none"> ➤ Place person on their back on firm flat surface ➤ Lift chin up and tilt head back ➤ Look, listen, feel for breathing 	
☎				☎			
EMERGENCY ☎		B If not breathing: <ul style="list-style-type: none"> ➤ Give two full breaths – chest rise ➤ Check for pulse every three to five seconds ➤ Continue one breath every three seconds, if pulse present 		EMERGENCY ☎		B If not breathing: <ul style="list-style-type: none"> ➤ Give two full breaths – chest rise ➤ Check for pulse every three to five seconds ➤ Continue one breath every three seconds, if pulse present 	
Emergency Management Services Call Centre	012 358 6300			Emergency Management Services Call Centre	012 358 6300		
Metro Police Call Centre	012 358 7095/6	C If no pulse: <ul style="list-style-type: none"> ➤ Start circulation ➤ Compress lower half of breastbone down 4,5 cm ➤ Give two breaths for every 30 compressions 		Metro Police Call Centre	012 358 7095/6	C If no pulse: <ul style="list-style-type: none"> ➤ Start circulation ➤ Compress lower half of breastbone down 4,5 cm ➤ Give two breaths for every 30 compressions 	
CTMM Ambulance	10177			CTMM Ambulance	10177		
Ambumed CC	012 542 1800 083 462 5764	<i>One or two-person CPR</i> Two breaths for every 30 compressions		Ambumed CC	012 542 1800 083 462 5764	<i>One or two-person CPR</i> Two breaths for every 30 compressions	
NetCare	082 911			NetCare	082 911		

FIRST-AID BOXES – CONTROL SHEET

DEPARTMENT:				DIVISION:				
SECTION:				AREA/DEPOT:				
First-aiders	Pay no	FA box no	Box category: Office Workshop Vehicle	Expiry date FA Certificate	Date of next training	FA box checked / refilled and in order YES / NO		Signature

CONTROLLER:

DATE: