



Standard Operating Procedure First Aid



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1. PURPOSE

The purpose of this procedure is to describe requirements and to ensure that effective first aid is provided to personnel at the Vulcan Mine.

This procedure has been developed to ensure compliance with section 38 of the CMSHR.

2. SCOPE

This procedure is applicable to all persons at the Vulcan Mine including employees, contractors and visitors. The controls within this procedure are mandatory.

3. DEFINITIONS

AED	Automated External Defibrillator.
Authorised Person	A person who has the required competencies and who has been authorised by the Site Senior Executive to carry out a designated scope of duties.
CMSHA	Queensland Coal Mining Safety and Health Act (1999).
CMSHR	Queensland Coal Mining Safety and Health Regulation (2017).
CMW	Coal Mine Worker.
Competent Person	A person with the ability to demonstrate the skill and knowledge required to carry out the task to a standard necessary for the safety and health of persons.
CPR	Cardiopulmonary Resuscitation.
DRSABCD	Danger, Response, Send for Help, Airway, Breathing, CPR, Defibrillator.
ECG	Electrocardiogram.
JHA	Job Hazard Analysis.
SHMS	Safety and Health Management System.
SOP	Standard Operating Procedure.
Take 5	Personal Risk Assessment.

4. PROCEDURE

4.1. Process Definitions

First Aid	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	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.

4.2. Risk Management

The risk management process shall be used to decide on the appropriate first aid response (equipment, facilities and first aid personnel).

The provision of first aid shall ensure:

- Adequate first aid supplies and equipment are readily available;
- First aid equipment complies with the relevant Australian Standard;
- First aid equipment is periodically checked and inspected;
- Appropriate signage of first aid supplies and equipment which meets relevant Australian Standards; and
- Risk assessments are used to determine the first aid response and equipment requirements for specific activities or work areas.



4.3. First Aid Response

In the event of an emergency situation associated with a first aid incident, the emergency alert should be activated immediately as per the VUL-PLN-035-Emergency Planning and Response.

Basic first aid competencies are included in the Standard 11 induction. Anyone who holds this basic first aid competency may be required to provide initial first aid response in the field as detailed below:

- Using appropriate first aid kits;
- Within their scope of training;
- If it is safe to do so; and
- Until relieved by more advanced personnel.

4.4. First Aid Training

First aid training shall be provided including refresher training to CMWs. All CMWs shall complete RIIERR205D - Apply initial response First Aid (included in S11) prior to attending site.

A minimum of two persons per shift shall have completed first aid training to HLTAID006 - Provide Advanced First Aid.

4.5. Electrical shock

CMWs receiving an electrical shock must be attended to by a medical practitioner for a medical assessment (inclusive of 12 lead ECG) and the incident reported immediately to the EEM.

Releasing a person from energised LV conductors must only be carried out by CMW trained in LVR and CPR.

Any CMW who rescues a person due to an incident involving electricity, must be medically assessed for gas inhalation, burns, and trauma effects due to the rescue.

Burns water/gel or a burns blanket must be available, taking into consideration the type of work and the nature of potential burns.

4.6. First Aid Facilities

Risk Assessment VUL-RSK-038 First Aid identifies the specific requirements for the location of first aid facilities. Generally, the following first aid facilities and equipment shall be maintained at Vulcan Mine:

- First aid equipment such as first aid kits in sufficient numbers and locations, to ensure workers have easy access to this equipment.
- As a minimum, first aid kits shall be available in all light vehicles and communal facilities (e.g. office, crib rooms and areas where there is a higher risk of injury).
- A suitably fitted out first aid room;
- Emergency showers and eye wash stations wherever hazardous substances are used;
- AED in the First Aid Room and OCE's vehicle as a minimum;
- First aid signage and notices.
- Emergency floor plans / evacuation diagrams shall be displayed in the site offices and crib rooms, and shall include the location of first aid kits and defibrillators.

The location of First aid facilities is clearly identified through appropriate signage and is communicated through the induction process.

First aid facilities shall be maintained by the HSET superintendent.

4.6.1. First Aid Room

The First Aid Room shall have the following items provided:

- First aid kit appropriate for the workplace;
- Hygienic hand cleanser and disposable paper towels;
- Examination bed with waterproof surface and disposable sheets;
- Examination lamp with magnifier;
- Lockable cupboard for storage;
- Container with disposable lining for soiled/contaminated waste;
- Container for the safe disposal of sharps;
- Bowl or bucket (minimum two litres capacity);



- Electric power points;
- Chair and a table or desk;
- Telephone and/or emergency call system; and
- Names and contact details of first aiders and emergency organisations.

In addition, the first aid room should:

- Be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities;
- Offer privacy via screening or a door, and be easily accessible to emergency services (minimum door width of one metre for stretcher access);
- Be well lit and ventilated;
- Have an appropriate floor area (14 square metres as a guide); and
- Have an entrance that is clearly marked with first aid signage.

4.6.2. First Aid Kits

First aid kits appropriate to the task shall be accessible to all CMWs and contain sufficient supplies to administer first aid for injuries including:

- cuts, scratches, punctures, grazes and splinters;
- muscular sprains and strains;
- minor burns;
- amputations and/or major bleeding wounds;
- broken bones;
- eye injuries; and
- shock.

First aid kits shall be located in:

- all light vehicles
- Remote crib facilities.

Nominated persons (usually ESOs) shall maintain the first aid kits and should:

- monitor access to the first aid kit and ensure any items used are replaced as soon as practicable after use;
- undertake regular checks (after each use or, if the kit is not used, at least once every month) to ensure the kit contains a complete set of the required items (an inventory list in the kit should be signed and dated after each check); and
- ensure that items are in good working order, have not deteriorated and are within their expiry dates, and that sterile products are sealed and have not been tampered with.

Refer to Table 1 below for a list of minimum contents for First Aid kits.



Table 1: Minimum Contents for First Aid Kits

Item	No. in Vehicle	No. in Fixed
Adhesive dressings, sterile individually wrapped	50	50
Antiseptic/Wound Care - saline, sterile, 30ml	-	2
Bandage shears, 19cm stainless steel	1	1
Combine dressing, sterile, 10cm x 20cm	-	1
Conforming bandage, 7.5cm x 1.8m unstretched	-	3
Conforming bandage, 5cm x 1.8m unstretched	-	3
Cotton gauze swabs - individual (3 per pack), sterile, 7.5cm x 7.5cm	2	5
CPR Card	1	1
Emergency blanket, 2.1m x 1.6m in zip lock bag	1	1
Eye pads, sterile	2	4
Fever scan strip	1	3
First Aid Booklet	1	1
Hydro gel, sterile 3.5ml sachets	5	5
Hypo allergenic adhesive tape, 25mm	1	1
Nitrile gloves (1 pair in CPR KIT)	2	5
Hypo allergenic adhesive tape, 25mm wide roll	-	1
Ice Pack (instant). One use only.	-	1
Non-adherent wound dressing, sterile, 5cm x 5cm	3	6
Non-adherent wound dressing, sterile, 7.5cm x 10cm	1	3
Note pad (located at the back of the First Aid Booklet) & pencil	1	1
Plastic bags (3 sizes)	3	3
Pressure bandage - 1 SMART Bandage, heavy duty, 10cm x 2m; 1 medium weight, 10cm x 1.8m	2	2
Resuscitation face mask, disposable, incl 1 pair gloves & skin cleaning wipe (in CPR KIT)	1	1
Safety pins	6	6
Saline, sterile 30ml	2	4
Skin cleaning wipes, with cetrimide (1 in CPR KIT)	4	10
Splinter probes, individual, (5 per pack), sterile	1	2
Triangular bandage, 96cm x 96cm x 136cm	1	2
Tweezers, rust resistant with tip guard, stainless steel	1	1
Wound closures (3 per pack), sterile	1	3
Wound dressings, No 14 medium, sterile	1	1
Wound dressings, No 15 large, sterile	-	1



5. ROLES AND RESPONSIBILITIES

SSE	Shall review and approve this procedure.
HST Manager	Shall ensure that all provisions of this procedure are implemented, and that compliance is achieved.
Managers/Superintendents	Shall be responsible for their area of operations and the implementation and application of this procedure; Provide adequate training, information, structure and supervision to ensure that this procedure is implemented; Carry-out a periodic review of activities to ensure the appropriate application and understanding of this procedure; and Ensure immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from these activities.
Supervisors	Ensure all CMWs are familiar with, have access to and comply with the requirements set out in this procedure.
All CMWs (including visitors and contactor)	Shall comply with the requirements of this procedure.

6. REFERENCES

- AS 1319-1994 (R2018) Safety signs for the occupational environment
- AS 4775-2007 Emergency eyewash and shower equipment
- Coal Mining Safety and Health Act 1999 (Qld)
- Coal Mining Safety and Health Regulation 2017 (Qld)
- Safety Bulletin 52 [First aid and medical treatment for the injured](#)
- Safety Bulletin 139 [Managing High Pressure Fluids and Gases](#)
- Safety Bulletin 196 [Mine Worker Suffers Chemical Burns to Eyes](#)
- SafeWork Australia Code of Practice, [First Aid in the Workplace July 2019](#)
- VUL-RSK-038-First Aid
- VUL-PLN-035-Emergency Planning and Response

7. REVIEW

This document shall be reviewed minimum two yearly, or as follows:

- when there is a change of method and/or technology and/or legal or other requirement that may affect the accuracy of this document;
- when operational changes occur that effect the currency of the document;
- when there has been a significant event to which this document was relevant; and
- as a result of relevant audit findings.

8. DOCUMENT CONTROL

Version	Date	Description	Document Controller
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