



DOCUMENT NUMBER

**ALASALA CO.
-16 A- HSE-07**

DOCUMENT TITLE

H.S.E

MEDICAL TREATMENT & FIRST AID PROCEDURES

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1.0 PURPOSE

The purpose of this Procedure is to provide guidelines for First Aid and Medical Facilities at the ALASALA Co. H.S.E Department.

2.0 SCOPE

The Procedure is applicable to all situations where the H.S.E Department Management Team is responsible for the implementation of HSE Management System at site.

3.0 RESPONSIBILITIES

The Administration Manager is responsible for its authorization and implementation.

4.0 APPROACH

ALASALA Co. shall supply an adequately equipped and sanitary facility for treatment of minor injuries and primary care of seriously injured personnel. A site ambulance is also supplied for transfer purposes to the nearest Hospital, when the need arise.

Supplies stocked and medications kept in these facilities shall be dealt with and recorded, in accordance with the local laws, at the discretion of site Doctor/medical staff.

ALASALA Co. shall provide a qualified Doctor on site. This person shall be responsible for providing first aid and/or emergency treatment.

4.1 Medical Treatment

Coordination with the relevant authorities to establish professional medical services such as Doctors, Nurses and Emergency Medical Services (ambulance etc.) for the Projects has taken place and the Names and Phone Numbers of these facilities are available at the Medical Department.

Treatment of injuries on the job site shall only be by Qualified and Competent First Aiders or Site Medical personnel.

Qualified personnel shall not exceed the level of their training in the treatment of job related injuries. On job sites where first aid may be rendered, a First Aid Register shall be maintained, and the Medical Department will hold records of all First Aid Cases. Anyone found not reporting first aid cases to the Clinic, will be liable for disciplinary action. A copy of the First Aid Register Form is attached.

4.2 Handling of Injury Cases

When an employee is injured on the job site that professional medical treatment is needed but an ambulance is not required, the Site Supervisor shall ensure the following steps to be taken:

- Have the injured employee taken to the Site Clinic.
- Be sure the injured employee is accompanied to the Clinic by another employee. Preferably known to the employee or the Site HSE Technician.
- The Site Doctor shall make verbal notification of all Injuries and Occupational Health Cases to the Project HSE Manager on the day they occur or on the day of notification of the case. Also, he shall submit a fully report to Project HSE Manager.
- As soon as practical, an accident investigation and preparation of associated reports relating to said Doctor's actions shall be initiated and immediately hand delivered to the Project HSE Manager.



All supplemental reports should be completed by the Site Doctor upon occurrence of a change of employee's status (e.g., employee returns to work, a no lost time becomes a lost time).

- The Site Doctor shall keep the Project HSE Manager informed at all times.
- Medical treatment weekly report should be submitted to the Project HSE Manager at the end of each Week, copy of which shall also be sent to the Assistant General Manager (Project Fabrication).

When an employee is injured and that an ambulance is required, the following steps shall be taken:

- Have a person call the site Doctor as per the Emergency Preparedness Plan established at the Project. This person must remain in contact with the Doctor until he fully understands the location of the injured person and the type of injury suspected.
- First aid should be rendered within the restrictions of the qualifications of persons available at the accident site. The injured person should never be moved unless further injury is not possible.
- In cases where additional ambulances are required a person should be sent to the entrance of the project to direct the emergency vehicle, to the accident site, without delay.
- If at all possible, a Medical or HSE Representative should accompany the injured employee in the ambulance.
- The "Injury Treatment Notification Report Form," noted above and notification requirements shall be fully complied with, and by the Injured person Supervisor and the Site Doctor.

5.0 SITE MEDICAL FACILITIES

There will be a clinic on site manned 24 hours a day by a qualified Doctor. Signs will be erected to ensure all employees and visitors to the site understand its location.

6.0 ASSOCIATED HSE DOCUMENTS

PTJ-600M-SAF-004, EMERGENCY PREPAREDNESS PLAN

7.0 ATTACHMENTS

Periodic medical examination



PERIODIC MEDICAL EXAMINATION

Date :
Worker's Name :
Number :
Occupation :
Branch :
Location :
Date of 1st Ex. :
Date of last Ex. :
Date of Next Ex. :

Medical Ex.

General Ex. - Pulse
- Bp
- Temp

Acuity of Vision : Lt. Eye - Rt. Eye
Heart :
Chest :
Abdomen :
Surgical Ex. :
Orthopedic Ex. :

Recommendation :
Doctor's Name :
Sign :

Copy Handed to
- Head of Medical Sector
- Administrative Dept.

	Prepared by	Reviewed by	Authorized by	Approved by
Job Title				
Signature				
Date				