



FIRST AID POLICY & PROCEDURE

SCOPE:

Hungry Jack's is committed to providing a Safe and Healthy Environment for its Workers and all others invited to enter our Restaurants and Workplaces.

First Aid is defined as *"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"* (reference Safe Work Australia 'First Aid in the Workplace' Code of Practice / July 2012)

Facilities, Equipment and Training

- **First Aid Kits** – All stores are to have in place at least one First Aid Kit that is well maintained and provides basic equipment for administering first aid. These Kits are to be located in a prominent and easily accessible location – **NOTE:** These First Aid Kits are to comply with the Code of Practice mentioned above and if additional kits are required, Risk Assessments are to be completed and communicated with HR / Health & Safety department for action.
- **First Aid Officers** – All Managers must complete a Senior First Aid course provided by an accredited RTO and be accredited (be passed as competent) in being able to provide/administer First Aid. All Certificates must be current with copies available at store level. The names of accredited First-Aiders are to be posted in an appropriate area with the information available to all workers.
- **First Aid Kit Access and Maintenance** – Only Managers can access or give permission for the use of contents of the First Aid Kit. The contents of the First Aid Kit are checked as part of the quarterly Health & Safety Team meeting – they are checked for adequate contents and all contents not passed used by dates.
- **First Aid Register** – A Register of Injuries is kept as part of the First Aid Kit and must be fully completed when any First Aid is administered and contents of the kit are used.
- **Emergency Evacuation Plans** – These must be in every store, posted in an appropriate area with the information readily available to all workers. They are and be developed in accordance with and comply with AS 3745 / 2009.
- **Nearest Hospital Route** – Every store must have a diagram that indicates the safest and quickest direction to the closest hospital that can deal with any emergency.
- **Important and Emergency contacts** – Every store is to have an 'Important Phone Numbers' document readily available in the office area with names and numbers to contact in the event of an emergency.

Emergency Situations, Injuries or Illness that may require First Aid to be provided

- **Minor injuries** – This would include but is not limited to burns, cuts, sprains, strains, contusions, bruising, bleeding.
- **Heat Illness** – This would include but is not limited to any persons suffering from 'Heat Exhaustion' or 'Heat Stroke'.
- **Electrical sourced injuries** – Electric Shock (suspected or confirmed).
- **Needle Stick injuries** – This would include any individual that suffers an injury from a hypodermic needle or similar.
- **Inhalation / Ingestion of a foreign substance** – This includes any gas, chemical or powder that is authorised for use or not.
- **Conflict situations** – This could include acts of violence such as armed robbery and assault.

NOTE: Comprehensive explanations of each of the above Emergency Situations can be found in other specific Safety Policies or Online Training Modules.

PROVIDING FIRST AID (MINOR INJURIES / ILLNESS)

If an incident or accident occurs that requires First Aid to be administered notify the First Aid Officer immediately. They will take control of the situation and if they consider the injury to be of a 'SERIOUS' nature they will involve Ambulance or other external medical assistance as mentioned below. 'SERIOUS' could be defined as out of the scope (skill, training and experience) of the person providing First Aid.

AMBULANCE / MEDICAL ASSISTANCE (SERIOUS INJURIES / ILLNESS)

Ambulance assistance should be immediately sought and should be the first port of call for any injury or illness that is deemed as 'SERIOUS' – This would include but is not limited to any of the above named injuries, illnesses or situations; a second or third degree burn (deeper than the first layer of skin), a cut that requires stitches or is excessively bleeding, loss of consciousness (concussion), electric shock, bone fractures, heart complaints, moderate or severe breathing difficulty, impaled objects and any other potentially life threatening situation.

Authorised and endorsed by:

Chris Green

CEO Hungry Jack's Australia Pty Ltd