

# ATTENDING TO AN INJURED PERSON



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Company Name:	SOP Number:
Address Details:	
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## INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

## RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

## REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery.

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### POTENTIAL HAZARDS:

Refer to Risk Assessment on OHSONline

### RISK ASSESSMENT CONTROL MEASURES:

Refer to Risk Assessment on OHSONline

### REQUIRED PERSONAL PROTECTIVE EQUIPMENT:



**HAND PROTECTION  
MUST BE WORN**

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## DETERMINE SEVERITY OF INJURY:

- Take control of the situation
- Determine the severity of the injury; if necessary, contact the emergency services.
- Keep the injured person calm and do not move him / her.
- Assess all the injured people and prioritise the most severe patients.
- Start with the most severe injured person, work fast, instruct other people to stay with the other injured persons and request them to keep the other injured persons' calm.
- Injured persons should never be left alone.
- Ensure that there is enough space to work in and to enable the patients to breath. (Do not allow curious onlookers to crowd around the injured person)
- Ensure that you use surgical gloves when working on patient to prevent contact with the patient's bodily fluids.
- Should people assisting you start panicking immediately ask them to leave and get somebody else to help. (Never shout at anybody it leads to panic. Give your orders in a loud stable voice)
- Ensure to replenish all fist aid boxes content that have been used as soon as possible.

## HOUSEKEEPING REQUIREMENTS:

- Always discard used first aid items appropriately.

## REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

## TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

## INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

