



## **ACE WINDOWS NE**

### **FIRST AID POLICY**

Ace Windows NE recognises that in accordance with Occupational Safety and Health Legislation it has a responsibility to provide first aid assistance to staff that sustain an injury while working on site for Ace Windows NE or on their premises. To achieve these responsibilities, Ace Windows NE shall, as far as is reasonably practicable, provide services such as:

- Trained and certificated first aiders.
- First aid supplies.
- Emergency/evacuation procedures.
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All workers will be provided with practical instruction about the following:

First aid facilities in the workplace

- The location of the first aid kit
- The names and work locations of trained first aiders
- Procedures to be followed when first aid is required

#### **First Aid Kits**

Two First Aid Kits with eye irrigation bottles are kept in the office and in the fabrication unit.

One First aid Kit is situated on every vehicle to ensure that first aid facilities are available to Ace Windows Employees off site

The appointed First Aider is responsible for ensuring it remains stocked and up to date. Kit contents must be replenished as soon as possible after use. Monthly inventory checks should be made and recorded to determine if the contents are as listed and have not deteriorated.

All first aid injuries and treatments must be recorded and reported immediately to the OH & S Representative.