

ADVATEK SYSTEMS INC.

Section 8

FIRST AID PROCEDURES



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FIRST AID PROCEDURES

The following are the processes and procedures Advatek Systems Inc. employees will following in a first aid incident.

8.1 First Aid Personnel

Advatek Systems will maintain on staff at least 2 employee who are first aid qualified and current. These individuals will be made know to all other employees. Every first aid person will have access to a phone and all employee will be given access to there numbers.

8.2 First Aid Supplies

Advatek Systems will provide and stock first aid supplies in at least 2 locations in the office. Also Advatek Systems will supply each company vehicle with an emergency first aid kit. Employees must inform management by email when they have used there kit and what has been used to ensure that supplies are replenished.

8.3 Incident / Illness/ Accident

Advatek Systems requires that all employees report injuries as soon as possible to management. All employee who become ill due to activities related to their work must also report this to management as soon as possible. All injuries must be documented in an injury-illness report and held on file.

8.4 Emergency Transport

Advatek Systems requires that employees who suffer an injury that is deemed sufficient to go to an emergency care facility must be transported there in a safe manner. It is not permitted for an employee who has suffered a serious injury to transport them selves they must be transported by a second person who has first aid or Emergency Services must be notified to transport the individual to the Emergency Care Facility.

8.5 Notification of Next of Kin

Should an employee arrive at work or on site and for any reason need to be taken to an emergency care facility the following MUST occur immediately:

- If the employee is conscious and able they must **immediately** contact their next of kin that they have been taken to an emergency care facility, followed by notification to Advatek Management.
- If the employee is not able to contact the next of kin then this duty fall on the General Manager of Advatek Systems