

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 1 of 4
	First Aid Management Procedure			Document Ref: PD-S-PRO-03

Purpose:	To provide timely, competent and adequately equipped first aid for injury or sudden illness and ensure appropriate escalation, reporting and replenishment.
Scope:	This procedure applies to employees, contractors and visitors at project sites, offices, workshops, stores and temporary workplaces under Company control.
Duties & Responsibilities	(1) <u>Project Manager (PM)</u> : Provides first-aid resources and emergency coordination. (2) <u>Safety and Health Officer (SHO)</u> : Determines needs and verifies compliance and effectiveness. (3) <u>Site Safety Supervisor (SSS)</u> : Maintains daily site arrangements, registers and inspections. (4) <u>Safety Coordinator (SC)</u> : Coordinates trained first aiders, equipment and treatment records. (5) <u>Certified First Aiders</u> : Provide care within competency and arrange escalation. (6) <u>Project Supervisor (PS)</u> : Raise alarms, protect the scene and facilitate access. (7) <u>Workers</u> : Report injuries promptly and cooperate with treatment and follow-up.
ISO Reference:	MS ISO 45001:2018 Clause 8.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 8.2

Abbreviation & Definition	
AED	Automated External Defibrillator
DOSH	Department of Occupational Safety and Health
ERP	Emergency Response Plan
FA	First Aid
FAK	First Aid Kit
OHS	Occupational Health and Safety
PIC	Person in Charge
PM	Project Manager
SHO	Safety and Health Officer
SSS	Site Safety Supervisor

Step	Activity	PIC	Reference
1	<u>First Aid Needs Assessment</u> 1.1 Risk Basis Assess workforce size, shifts, work locations, remoteness, travel time, hazards, substances, heat, confined spaces, electrical work and foreseeable casualty types.	PM / SHO / SSS	DOSH First Aid Guidelines; OCS-S-PRO-02

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 2 of 4
	First Aid Management Procedure			Document Ref: PD-S-PRO-03

Step	Activity	PIC	Reference
	1.2 Coverage Provide sufficient trained first aiders for each shift, work area and foreseeable absence. 1.3 Review Review arrangements after workforce, location, risk, incident or emergency-plan changes.		
2	<u>Appointment and Competence</u> 2.1 First Aiders Appoint persons holding suitable current training from a recognised provider. 2.2 Competence Maintenance Monitor certificate validity, refresher needs and practical readiness. 2.3 Information Display current first-aid names, contacts and locations at accessible points. 2.4 Limits First aiders shall work within training and shall not delay professional medical assistance.	PM / HR / SHO / SC	OHSMS-07M; HRA-S-PRO-02
3	<u>First Aid Facilities and Equipment</u> 3.1 Kits and Stations Provide readily accessible, signed and protected first-aid kits/stations appropriate to assessed needs. 3.2 Additional Equipment Provide eyewash, safety shower, burns supplies, stretcher, AED or specialised equipment where justified by risk. 3.3 Accessibility Keep access unobstructed and provide mobile kits for remote or travelling teams. 3.4 Medicines Do not stock or administer medication unless specifically authorised under competent medical arrangements.	PM / SSS / SC	DOSH First Aid Guidelines; Project ERP
4	<u>Inspection, Stock and Hygiene Control</u> 4.1 Inspection Inspect kits at least monthly and after use for quantity, expiry, cleanliness, seal and accessibility.	SSS / SC / Store Keeper	First Aid Kit Checklist

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 3 of 4
	First Aid Management Procedure			Document Ref: PD-S-PRO-03

Step	Activity	PIC	Reference
	4.2 Replenishment Replace used, damaged or expired contents promptly. 4.3 Infection Control Provide gloves, resuscitation barriers and safe disposal arrangements; clean reusable equipment according to instructions. 4.4 Record Maintain inspection and replenishment records.		
5	<u>Emergency Response and Treatment</u> 5.1 Scene Safety Do not enter or treat until hazards such as electricity, fire, gas, traffic or structural instability are controlled. 5.2 Assessment Raise alarm, assess casualty, provide first aid and call 999 or site emergency response when required. 5.3 Access and Handover Send a guide, keep access clear and provide relevant event and treatment information to medical responders. 5.4 No Unauthorised Transport Use suitable ambulance or approved transport according to casualty condition; do not move suspected spinal or serious trauma unless necessary for immediate safety.	SC / PS	PD-S-PRO-10; Site ERP
6	<u>Recording, Confidentiality and Reporting</u> 6.1 Treatment Record Record date, time, location, casualty, condition, treatment, first aider and referral. 6.2 Incident Reporting First-aid treatment does not replace incident reporting and investigation. 6.3 Confidentiality Restrict medical and personal data to authorised persons and retain it securely. 6.4 Notification Escalate and notify management, client or authorities where applicable.	First Aider / SHO / SSS / PM	PD-S-PRO-11; OHSMS-10V

	PROJECT DEPARTMENT	Revision No.: 0	Document Effective Date: 01 Sept 2026	Page 4 of 4
	First Aid Management Procedure			Document Ref: PD-S-PRO-03

Step	Activity	PIC	Reference
7	<u>Follow-up and Effectiveness Review</u> 7.1 Follow-up Confirm professional care, work restrictions and return-to-work arrangements through authorised channels. 7.2 Review Review response time, resources, communication and treatment after significant cases and drills. 7.3 Improvement Update needs assessment, equipment, training or ERP based on lessons learned. 7.4 Records Retain competency, inspection, treatment, drill and review records under documented-information controls.	PM / SHO / HR / SC	OHSMS-09S; OHSMS-10W; OHSMS-07O

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026
--	--

End