

Date: 19th October 2022

Medical Emergencies

1.0 Purpose

The purpose of this toolbox talk is to inform you all on the procedure and plan in the event of an emergency in Circet, while considering management of resources, processes and equipment that apply to work activities involving employees and/or other persons for and on behalf of the Company.

2.0 Scope

This information within this toolbox talk stipulates the arrangements made within the Company to ensure that all areas of work are suitably prepared to manage a potential emergency with both legislative and company requirements. To that end, subsidiary companies, franchisees, contractors and those working for and on behalf of the company must adopt as a minimum standard. The scope of this toolbox talk includes:

- Vehicle accidents
- First aid and CPR
- Dealing with aggressive behaviour
- Incident Reporting & Investigation

3.0 Roles and Responsibilities

3.1 Line Managers

Line Managers shall ensure that a suitable and Safe System of Work is developed or provided, implemented, utilised effectively and personnel have the required competencies. The Line Manager has overall accountability for the management of the activities and personnel under their control. They must ensure that all work activity is conducted in accordance with the requirements of this Procedure.

3.2 Supervisors / PICW

Supervisors must ensure that personnel under their control are competent to undertake their duties and have a clear understanding on safe practices required during the task. They must ensure their personnel understand what the procedure is if an emergency occurs.

3.3 HSEQ Team

The HSEQ department must co-ordinate, implement and review the emergency plan procedure. They must liaise with the emergency services in to ensure emergency preparedness.

3.4 Employees/Operatives

Employees/operatives have a duty of care for their own health and safety and for that of others who may be affected by their acts and omissions. Where unplanned hazards or defects arise work will cease, and employees/operatives shall report to their supervisor or line manager.

4.0 Medical Emergencies

Although medical emergencies are rare in the workplace, it is important to be prepared for them should they occur. Potential medical emergencies include:

Vehicle Accidents

Head Injury

Fall from Height

Heart Attack

Cardiac Arrest

Seizure

Vehicle Accidents

Priority -Protect the safety of employees who drive for work and that of other road users and pedestrians that may be affected by an employee's activities whilst driving for work.

There are basic steps to be taken in the event of a road traffic collision Do not panic.

1. Assess casualties if any
 - Assess the scene for casualties as well as yourself.
 - If exiting the vehicle, wear a high visibility jacket or vest
 - Do not move any injured parties unless they are in immediate danger.
 - Call the emergency services on 999 and provide them with as much detail as possible about the collision.
2. Decide if the vehicle needs to be moved
 - If it is a serious motor collision do not move the vehicles
 - Use warning triangles, place them 20 meters behind the nearest oncoming traffic or if on a bend either side of the bend.
 - If it is a minor accident pull over as far as possible to prevent an obstruction to oncoming traffic.
 - If carrying passengers, ensure they exit the car from the left and stay as far left on the roadside as possible.
3. Exchange motor details Take note of all information in relation to the third party including:
 - Name, address and phone no
 - Driving licence numbers
 - Make, model and registration no of third-party vehicle
 - Third party insurance details
 - Identify who the vehicle belongs to
4. Photograph the scene
 - Take photos of the damage even if minor
 - Ascertain if there was any damage to the vehicle prior to the accident
 - Take photos of the road and road position of the vehicles
 - If the Police are called, note the name and number of the attending officer.
 - Report the incident to your supervisor or manager as soon as possible Record the details of the collision on the incident investigation information form and witness statement

Head Injury

Most head injuries are not serious and usually do not require hospital treatment. For minor head injuries contact the site first aider. However, the injured person should attend the emergency department if they have:

- been knocked out, but have now woken up
- been vomiting since the injury
- a headache that does not go away with painkillers
- a change in behaviour, or problems with memory
- a blood clotting disorder (like haemophilia) or take blood-thinners (like warfarin)
- had brain surgery in the past.

You should call 999 immediately if the injured person has:

- been knocked out and hasn't woken up
- difficulty staying awake, difficulty keeping their eyes open or problems with their vision
- a fit (seizure)
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head in a serious accident, such as a car crash.

Fall from a Height

Falling from a height can result in major medical trauma and, in certain instances, death. Should someone fall from a height their injuries may not be immediately apparent. You should:

- Prevent overcrowding around the injured person; Make space so that they can breathe better.
- Do not move them unless there are life-threatening hazards; they may have suffered a neck or spinal injury from the fall.
- Tell the injured person not to move their head and to remain still.
- Continue to monitor them; If at any time they stop breathing, begin CPR.

Heart Attack

A heart attack is a serious medical emergency where the supply of blood to the heart is suddenly blocked. This is usually caused by a blood clot.

Important - If you suspect the symptoms of a heart attack, dial 999 immediately

Don't worry if you have doubts. Paramedics would rather be called out to find an honest mistake than be too late to save a person's life.

Symptoms of a heart attack can include:

- chest pain – a sensation of pressure, tightness or squeezing in the centre of your chest
- pain in other parts of the body – it can feel as if the pain is travelling from your chest to your arms, jaw, neck, back and belly. Usually, the left arm is affected but it can affect both arms.
- feeling lightheaded or dizzy
- sweating
- shortness of breath, coughing or wheezing
- feeling sick (nausea) or being sick (vomiting)
- an overwhelming sense of anxiety (like having a panic attack).

Although the chest pain is often severe, some people may only experience minor pain. This can feel like indigestion. In some cases, there may not be any chest pain at all.

Cardiac Arrest

Sometimes a complication called ventricular arrhythmia can cause the heart to stop beating. This is known as sudden cardiac arrest. Signs and symptoms suggesting a person is in cardiac arrest include:

- they appear not to be breathing
- they're not moving
- they don't respond to any stimulation, such as being touched or spoken to.

Important - If you suspect the symptoms of a cardiac arrest, dial 999 immediately

If you have access to a device called an automated external defibrillator (AED), use it. If you don't have access to an AED, you should call 999 immediately and perform CPR.

Seizure

At the start of the seizure the person may cry out, usually stiffens and then falls. Their arms and legs may jerk or twitch. You will not be able to rouse them (and do not try). Seizures mostly last a few minutes but can sometimes go on for much longer. During this seizure the person will often go blue in the face. There is nothing you can do about this until the seizure is over. In the event of a convulsive seizure:

- Stay calm and time the seizure
- Let the seizure run its course, don't restrain them - unless they are in danger
- Put nothing in their mouth (but do wipe away saliva)
- Protect the head if necessary
- Turn them on their side after the seizure stops
- Stay with them until they recover and respond fully.

Call an ambulance if:

- it is the first known seizure
- the seizure lasts over 5 minutes
- more seizures follow without recovery
- the person is injured, pregnant, has another medical condition or you are in any doubt.

5.0 Recovery Position

- If the person is unconscious but is breathing and has no further life-threatening conditions, they should be placed in the recovery position as can be seen in the image below.



5.0 Incident Reporting & Investigation

In the event of an accident/incident occurring, the following procedure must be adhered to:

- The accident or near miss regardless of how small it seems, must be reported immediately to the FLM, who will subsequently inform the OTL and the HSEQ team as soon as possible.

The FLM shall immediately take control of the situation by:

- Depending on the seriousness of the accident/incident, have the casualty removed to hospital by ambulance or summon competent first aid appointed personnel to administer first aid. A statement will be taken from the injured person as soon as possible to establish what has happened. The Main Contractors Foreman must also be notified.
- Preserve the scene of the accident and any tools involved in the incident.
- Take statements as soon as possible from witnesses. Take photos of the scene prior to any tidy up taking place.
- Inform the company's HSEQ team who will then initiate a full investigation to establish the root causes of the accident.
- The HSEQ team must comprehensively investigate the accident/Incident as soon as possible and report to appropriate authorities if necessary.

