



INTEGRATED MANAGEMENT SYSTEM

GUIDELINES

ACCIDENT IN WORKPLACE

DEPARTMENT	DOC. NO	EFFECTIVE DATE	REV. NO.	PAGE NO.
HEALTH & SAFETY	EHS-SFT-GUI-013	28 Jun 2016	00	1 of 4

REVISION HISTORY

Rev. No.	Effective Date	Details of Revision
00	28 Jun 2016	Initial Release

1.0 POLICY

- It is a policy of Eagle Cement Corporation that there will be at least one trained first aider per shift in the plant. Trained first aiders shall undergo basic and specialized trainings such as:
 - Basic First Aid
 - Basic Life Support
- First aiders shall undergo refresher courses to ensure continuous readiness and competence on first aid.
- This guideline covers preparedness, response and first aid procedures in case of accidents at workplace including other emergency cases.

2.0 DEFINITION

- **Emergency** – an unforeseen combination or circumstances or the resulting state that calls for immediate action; a pressing need.
- **Crisis** – a critical or crucial time or state of affairs whose outcome will make a decisive difference for better or worse.

3.0 GUIDELINES

3.1 General Instructions in Giving First Aid

- 3.1.1 Survey the scene if the place is safe for you to give first aid.
- 3.1.2 Call for help or send someone to call and tell the following:
 - 3.1.2.1 The nature and extend of injury
 - 3.1.2.2 Inform them if first aid is given and
 - 3.1.2.3 Exact location of the accident and the telephone number
- 3.1.3 Keep the person lying down and keep his/ her head level to the ground.



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3.1.4 Check the victim and give first aid for his/ her priority needs.

- 3.1.4.1 Open blocked airway
- 3.1.4.2 Restore breathing and circulation
- 3.1.4.3 Control bleeding
- 3.1.4.4 Immobilize fracture

3.1.5 Keep the injured person warm and guarded against chilling.

3.1.6 Wait for the help to come.

3.2 Transporting an Injured Person

3.2.1 Give the necessary first aid then loosen any tight clothing or article. If possible, controls bleeding, maintain breathing, and splint all suspected fractures sites before moving.

3.2.2 Do not move an injured person before a physician or experienced ambulances crew arrives unless there is a real danger of his receiving further injury by being at the accident site.

3.2.3 Use suitable method of transportation depending on the type and extent of injury:

- 3.2.3.1 Seriously injured person shall be transported on a stretcher or carried in a lying position.
- 3.2.3.2 For serious injury to the back of the head, the victim shall be laid on his back.

3.2.4 In carrying the injured person to an area where stretcher can be manipulated, use either one, two, or three-man carry method, depending on the type and severity of the injury, the available help, and the physical surroundings (stairs, walls, narrow passages, etc.).

3.2.4.1 The one and two-man systems are ideal for transporting a person who is unconscious from asphyxiation or drowning, but are unsuited for carrying a person suspected of having fractures or other severe injuries.

3.2.4.2 For victims with fracture or other severe injuries, use the three-man carry method. An effective stretcher can be made by buttoning two shirts or a coat over two sturdy branches, or by wrapping a blanket in thirds about the branches or poles.

3.2.5 Inside the ambulance or any vehicle, the victim shall be placed on a flat surface while being transported to the hospital.

3.2.6 The company nurse or direct supervisor of the victim should send and accompany him/her to the hospital.



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3.3 Fractures

- 3.3.1 Fractures Simple fracture - does not pierce through the skin. If it is not cared properly, it could become a compound fracture.
 - 3.3.1.1 Check for swelling around the affected area; there may be discoloration of the doctor immediately.
 - 3.3.1.2 Splint or sling the injury in the position where you found it.
- 3.3.2 Compound fracture - pierces through the skin. Serious bleeding may occur with this kind of wound.
 - 3.3.2.1 Do not apply pressure to compound fracture to stop bleeding. Cover the injured part with sterile pad.
 - 3.3.2.2 Apply a splint to keep the bone from causing further injury to the surrounding tissues. Wait for medical help.
 - 3.3.2.3 Avoid moving the victim, but keep the victim warm, comfortable and reassured.

3.4 Cuts and Abrasions

- 3.4.1 Cleanse area thoroughly with soap and warm water, carefully washing away any dirt.
- 3.4.2 Apply direct pressure to wound until bleeding stops.
- 3.4.3 Put sterile bandage on wound. If cut is deep, get to a doctor as quickly as possible.

3.5 Thermal Burns

- 3.5.1 Remove the victim from the heat source carefully.
- 3.5.2 Never put butter or greasy ointments on a burn. They seal heat into the wound and may cause infection.
- 3.5.3 Always seek medical attention if burn covers more than one body part; burn is located on any sensitive area of the body (hands, face, feet, etc.); burn is third degree; and burn is caused by chemicals.
- 3.5.4 For first-degree burns which damage the outer layer of the skin and characterized by redness, mild pain, and swelling, immediately submerge the effected part in cold water. Hold it under cold running water, or place cold, wet clothes on it until the pain decreases.
- 3.5.5 Cover with clean, dry gauge dressing for protection.



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3.6 Electric Shock

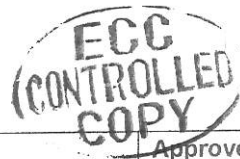
- 3.6.1 Remove the victim from the source of electricity before you touch him. Either turn off the master switch to disconnect the power, or use a non-metal, dry object such as stick to pull the wire or electrical source away from the victim's body.
- 3.6.2 If the victim is not breathing, begin rescue breathing immediately; a victim whose heart has stopped breathing needs CPR.
- 3.6.3 If the person is unconscious, but is breathing and has a heartbeat, you should place him in a recovery position and monitor his breathing and breathing and hearth rate until medical help arrives.

4.0 RECORDS

- Incident Reports

5.0 REFERENCES

- Occupational Health and Safety Standards



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