



FIRST AID POLICY

This policy aims to ensure that Mike Carney Toyota has an effective, prompt and coordinated approach to the provision of First Aid. It is Mike Carney Toyota's policy to ensure that there first aid facilities and assistance is available to help employees who may need them.

First Aid Officers

Mike Carney Toyota has appointed First Aid Officers.

The following employees are the designated First Aid Officers at Mike Carney Toyota:

1. Ted Radford

First Aid Officers are available to provide initial care for employees suffering from an injury or an illness at work. The care provided should be consistent with the skills and knowledge acquired from the First Aid Officers training. If in doubt the First Aid Officer should make the recommendation that the employee seek medical advice or arrange for assistance from emergency services. First Aid Officers are not responsible for ongoing care.

First Aid Officers – Qualifications

All First Aid Officers of Mike Carney Toyota must hold suitable qualifications (e.g. Senior First Aid).

Mike Carney Toyota is prepared to pay for employees to attend such courses, if they have been designated as a First Aid Officer, and are therefore gaining the qualifications to hold a position as a First Aid Officer at Mike Carney Toyota.

Payment of First Aid Allowance

Designated First Aid Officers are paid an allowance in accordance with *The Vehicle Industry- Repair, Service and Retail Award- 2002*.

Workplace Injuries

All injuries that occur in the workplace should be reported to one of the designated First Aid Officers. Treatment can then be provided if required, and the First Aid Officers can also complete the First Aid Record. First Aid Record Forms are found in each First Aid Kit. An Incident, Injury and Hazard Report Form must also be completed, if possible, by the injured worker, and a copy of the First Aid Record must be attached to the form.

Precautions for First Aid Officers

Care must be taken before and during the administration of first aid, to ensure the health and safety of the First Aid Officer.

First Aid Supplies

First aid supplies are to be used by employees with an injury or illness. All illnesses and injuries should be reported to the First Aid Officer if it requires first aid supplies.

First aid kits are to be clearly marked with the words "First Aid", and with a white cross on a green background. First aid kits are not to be locked.

If it is noticed that the first aid kits are low in supplies, this should be reported to a designated First Aid Officer so an order can be placed, and the kits can be re-stocked. It is the responsibility of the First Aid Officers to ensure that the first aid kits are adequately always stocked.

Misuse of the supplies provided would be considered a breach of the policy and the [Mike Carney Toyota's good will and may result in disciplinary action depending upon the severity of the misuse.