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| Document Title  | <b>First Aid Kit Procedure</b> |
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| Approved By     | Brendan McKenna                |
| Position        | Director                       |
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## Purpose

Brendan McKenna Earthmoving is committed to providing adequate first aid resources to protect the health and safety of workers and others who may be affected by its operations.

This procedure establishes the requirements for the issue, inspection, maintenance and replenishment of workplace first aid kits to ensure first aid equipment remains available, accessible and suitable for workplace activities. This procedure supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), First Aid in the Workplace Code of Practice and Brendan McKenna Earthmoving's Integrated Management System (IMS).

## Scope

This procedure applies to all Brendan McKenna Earthmoving employees and contractors undertaking work on behalf of the company.

Individual R2 First Aid Kits are issued to truck and plant operators, while additional first aid kits are maintained in supervisor vehicles and other designated work locations.

## Responsibilities

| Role                                 | Responsibilities                                                                                                |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Director                             | Ensure adequate first aid resources are provided and maintained.                                                |
| Operations Manager                   | Monitor first aid resource requirements, inspections and replenishment activities across company operations.    |
| Supervisors                          | Ensure first aid kits remain available, accessible and adequately stocked within their areas of responsibility. |
| Health & Safety Representative (HSR) | Coordinate inspections, replenishment requirements and continual improvement of first aid arrangements.         |
| Employees / Contractors              | Use first aid kits appropriately, report usage and notify supervisors of damaged, missing or expired items.     |

## Procedure

Brendan McKenna Earthmoving shall provide and maintain suitable first aid kits to support workplace health and safety requirements. The following requirements shall be implemented to ensure first aid kits remain available, adequately stocked and fit for purpose.

### 1. Issue and Allocation of First Aid Kits

Individual R2 First Aid Kits shall be issued to truck and plant operators. Additional first aid kits shall be maintained within supervisor vehicles and other designated work locations as determined by operational requirements.

This shall include:

- Issuing first aid kits to designated workers and vehicles.
- Maintaining additional first aid kits in supervisor vehicles and designated work locations.
- Ensuring workers are aware of first aid kit locations.
- Ensuring first aid kits are appropriate for the work being undertaken.

### 2. Maintain Accessibility

First aid kits shall remain readily accessible during work activities.

This shall include:

- Ensuring plant and truck operators have access to their issued first aid kit during each shift.
- Ensuring supervisor vehicle kits remain available for workers operating within the work area.
- Maintaining clear access to first aid kits.
- Protecting first aid kits from damage, contamination and weather exposure.

### 3. Record and Report First Aid Treatment

All first aid treatment provided shall be recorded and reported in accordance with company requirements.

This shall include:

- Recording treatment details in the First Aid Register.
- Reporting treatment provided to the Supervisor where required.
- Reporting incidents in accordance with HS-PR-005 Incident Investigation & Reporting Procedure.
- Submitting completed records to the office for filing and review.

### 4. Replenish First Aid Supplies

Used, damaged, expired or missing first aid supplies shall be replaced to ensure first aid kits remain adequately stocked and serviceable.

This shall include:

- Reporting replenishment requirements to the Supervisor or Operations Manager.
- Replacing used first aid items as soon as reasonably practicable.
- Removing expired or damaged contents from service.
- Ensuring replacement contents are suitable and serviceable.

### 5. Inspect and Audit First Aid Kits

First aid kits shall be periodically inspected to verify contents are present, serviceable and within expiry dates.

This shall include:

- Conducting routine inspections of first aid kits.
- Verifying kit contents against required inventory.
- Checking expiry dates and condition of contents.
- Recording inspections within the Inspection & Audit Register.
- Implementing corrective actions where deficiencies are identified.

## Records

The following records may be retained where relevant to first aid kit management activities.

| Record                           | Responsibility                       | Retention Location                          |
|----------------------------------|--------------------------------------|---------------------------------------------|
| First Aid Register               | Employee / Supervisor                | Incident Records                            |
| First Aid Kit Inspection Records | Health & Safety Representative (HSR) | Inspection & Audit Register                 |
| Corrective Actions               | Operations Manager                   | Incident / NCR / Corrective Action Register |

## Related Information

- RG-FO-002 First Aid Register
- HS-PR-005 Incident Investigation & Reporting Procedure
- IMS-MP-001 Emergency Management Plan
- HS-PO-001 Health & Safety Policy
- Inspection & Audit Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- First Aid in the Workplace Code of Practice 2021 (Qld)