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Document Title	First Aid Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to providing appropriate first aid resources and response arrangements to minimise the consequences of workplace injuries and illnesses.

This procedure establishes the requirements for the provision of first aid, emergency response and treatment of injured or ill persons and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and visitors who may be injured or become ill during Brendan McKenna Earthmoving operations.

Responsibilities

Role	Responsibilities
Director	Ensure appropriate first aid resources, equipment and arrangements are available.
Operations Manager	Coordinate first aid arrangements, emergency response activities and incident reporting requirements.
Supervisors	Ensure first aid equipment is available, maintained and accessible at workplaces under their control.
Employees / Contractors	Report injuries and illnesses immediately and seek or provide assistance where trained and competent to do so.
Health & Safety Representative (HSR)	Assist with monitoring first aid arrangements and raise concerns regarding first aid resources or workplace health and safety matters.

Procedure

Brendan McKenna Earthmoving shall ensure appropriate first aid arrangements are available to support the treatment of workplace injuries and illnesses. The following requirements shall be implemented where first aid assistance is required.

1. Provide First Aid Resources

Appropriate first aid resources shall be provided and maintained to support workplace activities.

This shall include:

- Maintaining first aid kits in vehicles, workshops and designated work areas.
- Ensuring first aid kits remain accessible and adequately stocked.
- Replacing used, expired or damaged first aid supplies promptly.
- Providing trained first aid personnel where reasonably practicable.
- Conducting inspections of first aid equipment where required.

2. Respond to Injuries and Illnesses

All injuries and illnesses shall be responded to promptly and appropriately.

This shall include:

- Assessing the situation and ensuring the area is safe.
- Providing first aid within the limits of training and competency.

- Requesting assistance where required.
- Monitoring the injured or ill person until further help is available.
- Prioritising personal safety during emergency response activities.

3. Contact Emergency Services

Emergency services shall be contacted where injuries, illnesses or circumstances require external assistance.

This shall include:

- Calling 000 where immediate medical assistance is required.
- Providing accurate location details and information regarding the incident.
- Arranging site access for emergency responders where required.
- Implementing site emergency communication arrangements where mobile coverage or emergency access may be limited.
- Notifying Supervisors and Management as soon as practicable.
- Following directions provided by emergency services personnel.

4. Move Injured Persons Only When Necessary

Injured persons shall only be moved where it is necessary to remove them from immediate danger or where movement is directed by emergency services personnel.

This shall include:

- Avoiding unnecessary movement of injured persons.
- Using appropriate patient movement techniques where required.
- Maintaining body alignment where spinal injuries are suspected.
- Seeking assistance before moving injured persons where practicable.
- Prioritising patient safety throughout the movement process.

5. Report and Review Incidents

All workplace injuries, illnesses and first aid treatments shall be reported and reviewed in accordance with company requirements.

This shall include:

- Reporting incidents to the Supervisor or Operations Manager.
- Completing required incident reports.
- Recording treatment provided where applicable.
- Recording first aid treatment within the First Aid Register where applicable.
- Investigating incidents where required.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

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

Record	Responsibility	Retention Location
First Aid Treatment Records	Employees / Supervisors	Incident Records
Incident Reports	Employees / Supervisors	Incident Records
First Aid Kit Inspection Records	HSR / Supervisor	Training & Competency Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-012 First Aid Kit Procedure
- IMS-MP-001 Emergency Management Plan
- HS-PR-005 Incident Investigation & Reporting Procedure
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)