

**A. MANAGEMENT SYSTEMS STANDARDS**

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**A4. MEDICAL AND FIRST AID TREATMENT**

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**1.0 Scope**

This Standard covers the provision of facilities, equipment and services for the prompt and effective treatment of injuries and illnesses, whether to employees, contractors or visitors, occurring on a site, and the transfer to other facilities for ongoing treatment where required.

Many sites have more extensive services, for instance those providing medical treatment for the local communities. The general principles given below must also be applied to these services.

**2.0 Organisation**

2.1 The arrangements for the provision of appropriate treatment services must be risk based and documented. These can include local off-site provisions, where they are adequate. The risk assessment must consider:

- (a) The health and injury risks of the site and numbers and types of treatments experienced;
- (b) Special situations such as underground, remote, expatriate and lone workers;
- (c) Provisions for treatments throughout a 24-hour day and at weekends;
- (d) The location and adequacy of local, non-company treatment facilities; and
- (e) Transport arrangements for emergency evacuation when required.

2.2 Adequate levels of staff, equipment and facilities must be provided. The minimum acceptable standard is:

- (a) A person appointed to take charge of first-aid / medical arrangements;
- (b) A qualified medical practitioner to act as the medical adviser (can also be the 'appointed' person and may be contracted);
- (c) Ready access to a suitably qualified person to provide medical treatment;
- (d) One trained and certified first aider per 50 employees on every shift, or the provision of full time emergency services or paramedic support onsite. More first aiders may be required in underground or remote locations;
- (e) Suitably stocked first-aid boxes or equivalent provision, located such that they are readily available;
- (f) For permanent facilities, a first aid or 'sick' room that provides privacy for injured or sick employees during their wait for medical treatment or recuperation;
- (g) An emergency vehicle, suitable for conveying injured or sick persons to a local treatment centre or 'pick-up point', where a local ambulance service is deemed inadequate; and
- (h) Basic diagnostic capabilities for local diseases, where the site is 'established' and remote.

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- 2.3 The site medical and first aid treatment system must be integrated into the site emergency procedures and safety reporting system. There must be an established and documented emergency communication system.
- 2.4 The selected 'appointed' person and first aiders must be trained in first aid according to accredited standards.
- 2.5 All employees must be informed of the first aid / medical arrangements and the procedure for activating the emergency procedure. Notices indicating contact details for first aiders or appointed persons, the emergency contact number / radio frequency, and where the first-aid box is, must be posted about the site. Special arrangements may be required to give first-aid information to employees with reading or language difficulties.

### **3.0 First-aid Boxes**

The contents of the first aid box must be determined in consultation with local medical opinion, and must be appropriate to the number of employees and risks associated with the area. Adequate availability of the contents must be assured.