



OPERATING PROCEDURE No. 21

Issue 1 April 2022

INJURY REPORTING

PURPOSE

This procedure defines how accidents involving injuries are to be reported. This includes any use of items from one of the First Aid Kits.

The aim is to provide an understanding of injuries that are occurring in order that ways to minimise future injuries can be considered and to ensure that the need to replenish First Aid Kits is recorded.

Depending on the nature of the incident causing the injury a further report may be needed in accordance with Operating Procedure 19 - Incident Management and Operating Procedure 22 - Incident Reporting

All members should be aware of this procedure.

PROCEDURE

Once any treatment has been administered the individual who has provided the treatment together with the skipper or other person witnessing the injury and, if available, the casualty, shall complete Form 4 - First Aid Log.

The forms are held in the Emergency Procedures box in the Shore Side Container.

Completed forms shall be placed in the folder and the OOD or Pontoon Master notified.

The Safety Manager will review the forms on a regular basis and raise any trend with the Management Team for consideration of any action that should be taken to avoid future injuries.

The Safety Manager will also arrange for First Aid Kits to be replenished.