

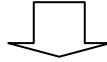
Paramedical Injury Procedures

Injury *has to be*

Work related and during work hours

If you have an injury

Step 1: Report to your supervisor or the nearest person to you if supervisor is not available.



Step 2: Supervisor will assess the injury and either call Paramedical on 9826 9000 or Emergency Services on 000

When to call Paramedical or 000.

CALL: 9826 9000 Paramedical Services	CALL: 000 Emergency
If your employee has: Acute back pain/strain Amputations – fingers or toes Broken Bones Facial or Eye Injuries Knee or leg injuries Shoulder or arm injuries Lacerations	If your employee has: Lost consciousness Head injuries Amputations – leg or arm Poisoning Suspected heart attacked Electrocutation (<i>under no circumstances should you touch the patient</i>) Severe burns Major Trauma Spinal fractures



Step 3: Depending on severity of the injury, first aid will be administered by the onsite first aid person or paramedical will attend site and transport injured worker to appropriate facility.



Step 4: All injuries **MUST** be documented and reported to SCO Recruitment **IMMEDIATELY**. Details must be sent to the WHS Manager immediately on 02 9821 1991



Step 5: Where a suitable duties certificate is received. SCO will provide appropriate duties.

No injury is too small. All injuries must be reported to SCO Recruitment before leaving work that day. Do NOT put it off.

Call us on 1300 RECRUIT (9824 3279) and ask for Paul Reed WHS Manager

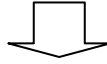
ALWAYS BE CAREFUL AT WORK AND WEAR REQUIRED PPE

“It is a criminal offence to make a fraudulent workers compensation claim. All fraudulent claims will be investigated and reported to the authorities.”

Injury, Incident, Near Miss Procedure Flow

Injury Incident, Near Miss or Hazard Identification *has to be*
Work related

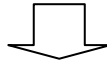
Step 1: Incident, Injury, Near miss has occurred. Or hazard identified.



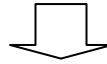
Step 2: Notify your Supervisor, where it is safe to do so, take appropriate immediate action to minimise the risk of further injury or damage (for example, first aid, firefighting, contain spills, contact emergency services, apply hierarchy of controls).

Your Supervisor will assess the situation and where applicable either call Paramedical on 9826 9000 or Emergency Services on 000 or minimise the risk through the hierarchy of controls.

In case of a notifiable incident cordon off area to reduce contamination and contact SCO WHS Manager immediately 02 8738 0100 or 0400 836 650

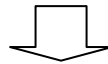


Step 3: Supervisor/ SCO Employee to complete onsite (Client) Injury/ Hazard Report

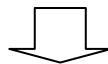


Step 4: Notify your Account Manager and forward a copy of the Injury/ Hazard report via email to your Account Manager.

All injuries **MUST** be documented and reported to SCO Recruitment **IMMEDIATELY**. Details must be sent to the WHS Manager immediately on 02 9821 1991 or email preed@scorecruitment.com.au



Step 5: When Injury/ Hazard Report has been received the WHS Manager will input details into the SCO Injury/ Hazard Register. WHS Manager will investigate incident recommend measures to prevent it in the future.



Step 6: Employee to forward relevant Certificate of capacity paper work to 02 9821 1991. This paperwork **MUST** be received within 24 hours to ensure correct information is given to the Insurance Company.

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