



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Management Procedure – First Aid

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1. Description

This element of the LCSMP describes prevention and response planning for medical emergencies and guidance for providing routine first aid for minor workplace injuries or illnesses. This element does not address medical emergency response planning, which is addressed in [LUS-HSE-WG3-446-011](#), Emergency Planning and Response. This element does not address incident reporting or investigation, which are addressed in the [LUS-HSE-WG3-446-004](#), Incident Reporting & Investigation.

The guidelines in this element apply to all Lusail personnel, Contractors, Developers, Consultants and subcontractors working on the Lusail projects.

2. Definitions

Term	Description
Site Medical Personnel	A physician, registered nurse, or designated employee who is trained and certified in first aid.

3. Responsibilities

The Contractor is fully responsible for the pre-planning, development of Method Statements, Job Hazard Analysis, overall safe work planning and implementation. The Contractor's Project Management is responsible for the assurance that all work is planned and conducted according to the pre-planning document, Contractor and Lusail Health Safety & Environment (HSE) procedures and the Qatar Construction Specifications 2010. Should a conflict occur between procedures/standards or requirements the more stringent will apply.

Role	Responsibility
Corporate Health and Safety	<ul style="list-style-type: none"> ○ Reinforce the need to comply with requirements. ○ Provide structure and training for safety programs.
Project Manager	<ul style="list-style-type: none"> ○ Responsible for onsite approval of procedures. ○ Designate teams to lead first aid efforts in an emergency situation.
Records Custodian	<ul style="list-style-type: none"> ○ Document employee first aid training and maintain training documentation.
Project Human Resources (HR) Manager	<ul style="list-style-type: none"> ○ Document applicable employee medical records. ○ Provide support for employees with questions about Lusail policy concerning first aid.
Superintendent	<ul style="list-style-type: none"> ○ Enforce compliance with this element on the jobsite.
HSE Representative	<ul style="list-style-type: none"> ○ Supervise the operation of the first aid facility. ○ Maintain injury records and checklist of first aid box. ○ Demonstrate close out of corrective action according to checklist. ○ Maintain first aid log and first aid list. ○ Oversee designated personnel in implementing first aid response plans and providing minor medical service. ○ Maintain project records and archive at project close. ○ Review and approve subcontractor first aid response plans. ○ Enforce implementation of subcontractor first aid service.
Foreman/Supervisor	<ul style="list-style-type: none"> ○ Facilitate first aid element plan on the jobsite.
Designated First Responder	<ul style="list-style-type: none"> ○ Provide first aid care promptly during an emergency situation or in response to a minor injury on the jobsite. ○ Keep certificate current and report for re-fresher courses.
All Employees	<ul style="list-style-type: none"> ○ Comply with Contractor first aid response plan, which includes yielding to designated first responders on the jobsite.

Subcontractors	<ul style="list-style-type: none"> ○ Comply with all Contractor policies. ○ Develop, implement, and submit subcontractor first aid response plan. ○ Train subcontractor employees.
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4. First Aid Policy

Contractor provides first aid and emergency transportation arrangement to employees who sustain injuries or illnesses on the Lusail Construction site.

Before work can begin, the HSE Representative performs a complete evaluation of first aid and medical requirements on any given job site. Size of the project and distance nearest offsite medical care must be considered before determining the specific needs of the project.

Regardless of size and scope of the project, the following elements must be in place:

The HSE Representative identify nearby hospitals and clinics to receive emergency cases in accordance with [LUS-HSE-WG3-446-001](#), Medical Qualification and Surveillance.

The HSE Representative notifies the Lusail Control room to arrange ambulance services and emergency helicopter services in accordance with [LUS-HSE-WG3-446-011](#), Emergency Procedures.

The medical site personnel shall identify situations that are beyond first aid treatment and that require a physician's or site nurse attention.

Employees requesting advice on personal medical problems must be referred to their family physician.

Subcontractors must provide required first aid for their employees. Contractor will assist subcontractors in emergencies unless other requirements are in place. Contractor will be held harmless for any injury or illness that may occur as a result of the administration of first aid.

5. Designated First Aid Responder

First aid personnel are designated by the HSE Representative.

A minimum of one (1) first aider shall be provided and at least one additional first aider for every 25 employees thereafter shall be available.

Individuals who are required to work alone in remote areas must be trained in first aid and provided with an effective means of communication to call for assistance in an emergency.

A registered nurse (RN), and a certificated emergency medical technician (EMT), must be assigned on a full-time basis to each Medical Facility. (For staffing requirement refer to Project General Health Conditions.)

Adequate and appropriate emergency response equipment shall be available to medical personnel.

A responsible person shall be designated by the HSE manager to inspect and restock first aid boxes monthly.

Designated first responders address immediate first aid needs. First responders may consist of an on-site medical personnel or a person certified in first aid.

All employees must yield to first aid providers in an emergency situation. Untrained employees will avoid providing assistance when a first aid certified employee is present. An untrained employee may assist in an emergency when directed by a supervisor trained in first aid.

Only first-aid-trained personnel respond to emergency situations that involve potential exposure to bloodborne pathogens. The guidelines for response to emergencies involving sewage, blood or other potentially infectious materials (OPIMs) are detailed in [LUS-HSE-WG3-446-039](#), Bloodborne Pathogens.

First Aider certificates shall be current and a copy kept for audit in the site office.

First Aider must be identifiable, by wearing a distinguishing device.

All HSE Representatives shall be trained in first aid.

Once the patient is receiving first aid, the HSE Representative or supervisor on the scene takes the following action:

Phone the Lusail Emergency Number 44977 666

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- Alerts emergency medical personnel
 - Accompanies the injured person to the medical care facility, if it's safe to do so and on advice from the site medical personnel
 - If the patient is being treated at work site, directs medical personnel to the injured person
 - Documents the incident in the medical log

6. First Aid Facilities

As a minimum, a first aid station is required on all projects, activities, installations, or contracts on which more than 99 and less than 300 persons are employed (greatest total number of employees per shift) at the site of the work. In accordance with QCS 2010, the need for such a room cannot be decided purely on the numbers of persons employed, but should be assessed on the type of work being carried out and whether hospital A&E or other emergency facilities are close to hand.

Where tunnels are being excavated, a first aid station and transportation facilities must be provided so that treatment is available within five (5) minutes of the occurrence of an injury.

All first aid stations must be clearly marked and easily accessible to employees. A first aid attendant must be on duty on all shifts.

First aid stations will provide the following amenities:

- Reasonable expectation of privacy
- First aid box (list of content – attached)
- Cold running water
- Safety officer on duty – contact details
- Safe drinking water
- Adequate lighting
- Patient log
- Air conditioned
- Clean and finished interior
- Direct phone lines with posted information to help direct emergency response
- Office equipment
- Two-way radio

ALL CASES SHALL BE REPORTED IMMEDIATELY TO THE CONTRACTOR HSE REPRESENTATIVE ON DUTY and RECORDED IN THE PATIENT LOG.

The HSE Representative shall inform the responsible person to check monthly and re-stock content as soon as reasonably possible.

A medical facility is required on all projects, activities, installations, or contracts for which a nurse, doctor or emergency technician has been employed.

Medical aid amenities shall comply with Qatar Supreme Council of Health Standards.

7. Equipment

7.1 First Aid Kits

First aid kits must be readily accessible in strategic locations, including work vehicles of HSE Representatives.

First aid kits must be easily portable. A first aid content list must provide a record of first aid supplies that must be maintained on jobsites. The assigned responsible person inspects the first aid supplies, including any portable kits, at least once a month. This inspection must be documented on the First Aid Box Inspection Checklist (Attachment [LUS-HSE-FM4-446-004](#)). All wound dressings which have exceeded their intended service life shall be discarded.

A first aid box location map must be available in the site office and be available to the person(s) responsible for inspection of these boxes.

Subcontractors are responsible for ensuring that a first aid kit is readily available to all their employees.

7.2 Automatic External Defibrillators (AEDS)

Medical Facilities must be equipped with an AED.

- Doctor/nurse or EMT oversight and assessment.
- Appropriate training and certification of identified operators
- Procedures for emergency medical services (EMS) activation and outcome oversight
- Maintenance

7.3 Other Provisions

Emergency eyewash stations are accessible within 10 seconds and/or 50 feet from where eye exposure to corrosives, strong irritants, or toxic chemicals is possible. Portable eyewash stations may be used. Eyewash stations are inspected at monthly and after each use to ensure an adequate supply of clean water.

Emergency showers are accessible within 10 seconds and/or 50 feet from where full-body exposure to corrosives, strong irritants, or toxic chemicals is possible. Portable showers may be used, if necessary. Showers are inspected monthly and after each use to ensure an adequate supply of clean water.

8. Medical Transport

The HSE Representative arranges a designated service for medical transport.

- If ambulance service is more than approximately twenty (20) minutes away, or more than the time period required by local or state statute, additional dedicated transport for medical personnel must be considered for the jobsite.
- A medical helicopter may be necessary in an emergency. Life flight providers are contacted by Lusail to establish the necessary steps to implement emergency service. Lusail will designate landing site and make arrangement for life flight assistance.

When a Contractor employee is sent to an outside medical facility, a Contractor staff member must accompany that employee to the facility and stay with the employee until the attending physician has determined the patient's condition. The HSE Representative must be notified immediately of all such cases.

9. Outside Medical Treatment

Any employee who has been treated by an outside medical provider for an alleged workplace injury or illness must inform the site medical staff and the HSE Representative no later than the first business day following the treatment. The employee must also produce a medical report. Failure to do so may result in disciplinary actions.

10. Training

Contractor trains its employees in procedures for response to an injury or illness. Subcontractors must train their own employees.

The HSE Representative arranges first aid/CPR training by a certified trainer for designated employees. The HSE Representative also arranges AED training, when necessary.

Supervisors are responsible for identifying additional employee training needs during risk mitigation planning. Training can be organized and presented to groups or on a work area by work area basis, depending on the operation.

Refresher training shall be provided as prescribed by authorized trainers to ensure retention of information.

11. Documentation

The records custodian documents all instruction and training. The HSE Representative maintains project records at the site for the duration of the project and archives them at project close.

Employee exposure and medical records must be archived and maintained for a minimum thirty (30) years following the close of the project.

12. References

Qatar Construction Specifications 2010 Section 1 Part 10.4 "First Aid"

EM 385-1-1, Safety – Safety and Health Requirements, Section 3, Medical and First-Aid Requirements

13. Attachment

[LUS-HSE-FM4-446-004](#)

First Aid Box Inspection Checklist