Fire

Injured/Ill Person

Raise alarm contact w/bridge who shall contact emergency services.

Inform manager or person in charge.

Arrange for someone to meet emergency services at main entrance, ensure the route is clear.

Fight fire only if safe to do so.

Enter details in Accident Book.

Contact first aider.

Attend injured person.

Contact emergency services.

Inform manager or person in charge.

Carry out roll call.

Inform Site Manager and Safety, Health and Environment advisor.

The aim of these procedures is to ensure that in the event of a fire, explosion, major gas leak or personal injury, personnel can quickly and effectively call on the emergency services and direct them onto site with the minimum of delay.

**Fire**

If you discover a fire you must:

* Extinguish but only if it is safe to do so and you are trained.
* Escape to a safe area.

The person discovering the fire should contact the weighbridge via the radio, state clearly the FIRE services are required and where in the works the fire is situated.

The weighbridge personnel shall contact the emergency services giving the address of the site.

The weighbridge staff after contacting the emergency services, should inform the site manager, who will arrange for someone to meet the emergency services at the main gate and direct them to where the fire is situated. The site manager will ensure that the route to be taken is kept free from obstruction.

All persons must promptly proceed to the designated assembly point (opposite the weighbridge). A roll call will be held to account for all personnel on site, if anyone is missing the emergency services shall be informed.

If the site manager is unavailable, then the weighbridge staff shall be responsible for arranging for someone to meet the emergency services if this occurs out of hours the nominated person for the site may also be required to unlock the main gate to allow access. As soon as practicable he should contact the site manager at home.

In larger offices specific evacuation instructions exist:

The general precautions for fire are:

* Know your means of escape.
* Know where fire points and extinguishers use.
* Know the type of extinguisher and how to use them.
* Know where the nearest telephone is.

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| Colour of Red | Content Label | Use on |
| RED | WATER | WOOD, PAPER, CLOTH |
| RED | FOAM | FLAMMABLE LIQUIDS |
| RED | DRY POWDER | GENERAL USE |
| RED | CO2 | ELECTRICAL |
| RED | HALON | FLAMMABLE LIQUID, ELECTRICAL |

* On site we use the following:
* Foam
* Dry powder
* Co2

Always remember if you are dealing with a fire:

* Never use water on electrical or flammable liquid fires.
* Never use foam on electrical fires.
* Remember to arrange for used extinguishers to be replaced.
* Removed used or partly used extinguishers from service.

**Serious Injury**

The principal concern following a serious injury is the welfare of the injured person.

The application of quick and effective first aid can be critical in ensuring the survival of accident victims. It should be noted that if there may have been to the victims back or neck, no attempt should be made to move the victim until trained medical assistance is available unless there is imminent danger of further injury from unsafe conditions.

On reaching the scene of an accident, an attempt should be made to contact the victim to establish the extent of injury and reassure them that assistance is coming. The person discovering a casualty shall contact the first aider.

The first aider shall treat the casualty and he/she will decide if hospital treatment or an ambulance is required.

If an ambulance is required, the manager or person in charge will ensure someone is positioned at the main gate to direct the ambulance to the casualty.

In some cases, it may be necessary for the casualty to attend hospital.

In serious cases the site manager and director shall be informed as soon as possible.

All accidents, incidents and near misses should be reported to the site manager.

**All Accidents**

In the event of injury caused at work, you should always seek the attention of a qualified first aider.

Know who your first aiders are and their normal place of work.

Respect all first aid facilities including first aid boxes and equipment.

In the event of an accident requiring first aid:

* Inform the nearest first aider who will take charge.
* Return to the casualty with the first aider.
* Call outside help if asked to do so – call 999 and give address of the site ad any message from the first aider.
* Make sure someone is at the entrance to guide the ambulance.
* Do not touch anything at the scene of the accident except to help the patient.

**Accident Reporting**

The company must record all accidents causing injury and must send notification of all reportable accidents to the enforcing authorities.

All accidents must be reported to the manager. This includes those which:

* Cause injury.
* Cause damage.
* Cause neither injury or damage but which could have had serious consequences.

If injured no matter how minor, seek the attention of a qualified first aider and record the circumstances in the accident book.

Do not touch or move anything at the scene of an accident unless directed to do so by the site manager, HSE inspector, Police or Fire Officer. Employees are obliged by law to fully co-operate with any investigation of an accident.

Report hazards and unsafe practices immediately to the supervisor or manager, this may stop an unsafe practice turning into an accident.