

**Company Health & Safety  
Standard Method Statements and Bibliography**

**III  
First Aid procedure**

Guidance Notes

- HSE Basic advise on First Aid at work
- HSE First Aid at work – Your questions answered.

Forms

Accident/Injury Book.

1. Employees will be able to give basic first aid in an emergency. As described in the HSE document “Basic advise on first aid at work”
2. Employees will be made familiar with the contents of the first aid material store and trained in the use of its contents.
3. Employees will be offered training to become proficient “First Aiders” able to offer more expert first aid within the company premises and when working at other company premises.
4. When first aid is given it must be reported within 24 hours to the company’s responsible person and a record made within the Accident/Injury Book.