



## FIRST AID RESPONSE BY SECURITY PROCEDURE

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## FIRST AID RESPONSE BY SECURITY PROCEDURE

The purpose of this document is to establish general guidelines and leading instructions to follow by Security guards at posts for provision and implementation of First Aid Response.

In general, the scope of your job in context of First Aid Response is:

- making your and others' workplace safe and without risks to health;
- ensuring that safe systems of work are followed;
- ensuring articles and substances are moved, stored and used safely;
- be aware of adequate welfare facilities available;
- change which may substantially affect your health and safety at work.

### Security Guard's First Aid Response to an incident

- Security Guard must leave their post at short notice without compromising operational activity or safety and fulfill their FA responsibilities without conflict with other emergency duties.
- All emergency cases related to the health of **Employee or Visitor within company premises** must be reported immediately to the **Medic Club** by the following numbers (city line **497 09 11**; **Emergency Mobile 050 225 59 11**; mob 050 220 48 11; 050 220 47 43) **if injured person is National** and
- To **ISOS clinic** (city line 493 73 54; Emergency Mobile: **050 212 69 21**) **if injured person is Expatriate**)
- After informing appropriate medical centers/providers Security must inform BP **IMT on duty Medical Case Manager on mobile 050 221 4877**; and Security Management in the form of written report.

### Orders

1. Security Guard shall know the exact locations of First Aid Room, First Aid boxes and carry-bags.
2. Security Shift Supervisor shall ensure First Aid room key is available at the reception area and every user is recorded in the log book.
3. Security Shift Supervisor shall ensure the check of First Aid room after each use to ensure that no unauthorized items left in First Aid Room by users.
4. All items used from First Aid boxes at receptions will be registered in a special form and signed by Reception/Post Security.

### Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
23 November 2009e>>	Country Security Manager - E.Nurizada	Security Adviser Abdulla Alakbarov	Initial issue in dK Documentum
28 July 2010	Country Security Manager - E.Nurizada	Security Adviser Abdulla Alakbarov	<ul style="list-style-type: none"><li>• Formatting</li><li>• Check, update of and reflect additional Azercell contact numbers</li><li>• Check and update of ISOS contact number</li></ul>