

# Timaru Bridge Club

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## ACCIDENTS – INJURY PREVENTION PROCEDURE

### **RATIONALE:**

The Timaru Bridge Club will accurately record accidents involving staff, members and visitors and continually investigate ways to reduce accidents occurring.

### **PROCEDURES:**

Staff will update their First Aid training every two years if required, with costs met by the Timaru Bridge Club. All staff to be trained to:

1. Carry out any first aid treatment required.
2. Use surgical gloves must be worn for self-protection for those administering first aid.
3. Accident Register to be completed for all injuries including minor first aid
4. In the event of a major injury ie something that staff aren't qualified to handle, designated person will arrange transport to the nearest Medical Centre and /or contact St John's Ambulance Service.

**Review Responsibility: Health and Safety Personnel:**

**Date Confirmed:**

**President:**