



POLICY & PROCEDURE

EQUIPMENT MAINTENANCE

STATEMENT

First Aid Training Equipment will be checked, maintained and cleaned according to manufacturer's recommendations and set standards according to this policy to ensure a state of readiness and kept hygienic at all times.

PURPOSE

This policy serves to provide direction to First Aid Instructor with regards the checking, maintenance and cleaning of First Aid Equipment which is used on a daily basis.

SCOPE

The policy applies to DCAS licensed First Aid trainers which are employed or contracted by First Responder Training to provide professional training at any of its activities.

RESPONSIBILITIES

1. Ensure equipment check as per the manufacturer.
2. Immediately report any damaged or faulty equipment and withdraw the items from operations.
3. Ensure the first aid equipment is cleaned and disinfected prior to each student utilising the equipment as well as before and after each session.
4. Ensure that every student has their own disposable mouth pieces and PPE when handling the manikins.
5. Ensure that the Wall Hand Sanitizer are in working order and filled at all times. Each person entering the room will be instructed to use the Hand Sanitizer.

POLICY

Medical Equipment will be checked for readiness and serviceability on a monthly basis or in situations where it has been used. First Aid Training equipment will be checked before each training session. Such checks will be documented on the appropriate checklist. Designated medical equipment will be submitted to the approved agency for periodic maintenance as per the manufactures recommendations. Measuring equipment such as BP monitors, etc. will be submitted to the approved agent for annual calibration as per the requirements of the Calibration of Measuring Equipment Policy.

PROCEDURE

1. Daily/Monthly Checks
2. First Aid Training Equipment will be checked before and after trainings.
3. Training Equipment will be thoroughly inspected and parts replace as needed on a monthly basis.
4. The outcome of the checks will be documented on the appropriate checklist
5. Maintenance
6. Medical and First Aid Equipment will be submitted to the approved agency / vendor for periodic maintenance as recommended by the manufacturer
7. Records of such maintenance will be retained for a period of 2 years
8. Calibration
9. Measuring equipment will be submitted to the approved agency annual for calibration
10. The calibration certificate will be retained for the period valid.

TRAINING REQUIREMENTS

All employees will be trained how to properly complete the checklist for equipment that requires repairs or servicing.

REFERENCE

First Aid Equipment Checklist

Equipment Repair Checklist

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V1-29/9/24