

#15498

**ERL MAINTENANCE SUPPORT SDN BHD**

(Company No. 498574-T)



*Effective Railway Operations; Reliable System Maintenance*





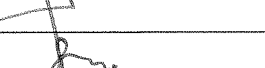
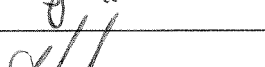
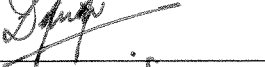









**SAFETY & SECURITY  
DEPARTMENT**

**FIRST AID KIT PROCEDURE**

Ref. No. G00.OMZ.M14100.QP.0001.C

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**Release**

<b>Released:</b>	Thomas Baake	Chief Executive Officer	20/02/14	
<b>Checked:</b>	Ham Mow Wai	Maintenance	7/2/14	
<b>Checked:</b>	James Boudville	Operations	13.2.14	
<b>Checked:</b>	Nor Hashimah Basri	Human Resource	19.2.14	
<b>Checked:</b>	Gan Lee Hong	Procurement	17.2.14	
<b>Checked:</b>	Anthony Arokianathan	Signaling	7.2.14	
<b>Checked:</b>	Mohd Jamil Alias	Rolling Stock	07.02.14	
<b>Checked:</b>	Jayaraj Savarimuthu	Electrification	7.2.14	
<b>Checked:</b>	Norhandee Nordin	Transportation	13.02.14	
<b>Checked:</b>	Omar Zakir	Operations Control Centre	17.02.14	
<b>Checked:</b>	Alex Tan Kok Fatt	Information Technology	19.02.14	
<b>Checked:</b>	Nauwalah Amat Mustakim	Finance	11.2.14	
<b>Checked:</b>	Mahalatchmy Paidathally	Material Management/ Administration	10.02.14	
<b>Checked:</b>	David Thiagarajan	Quality, Environment & Documentation	6.02.14	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	05/02/14	
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	<b>Name</b>	<b>Department</b>	<b>Date</b>	<b>Signature</b>

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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**Change Record and Configuration Control**

C	02.01.2014	Revise Inspection Schedule, distribution and responsibility of all personnel	Faiz
B	6 April 2006	Revised Entire Document	Sukhbir Singh
A	29.11.2002	New	MdFahmi
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

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## **1 Purpose**

The purpose of this procedure is to ensure that first aid kit appliances provided in our system are;

- Utilized properly.
- Items taken from the kits are recorded.
- Misuse is prevented.

## **2 Scope, Distribution & Access**

This procedure shall be read by all E-MAS personnel and will therefore be distributed company wide. Access in Electronic Document Management System (EDMS) and E-MAS portal are available to all users.

## **3 Procedure**

All first aid kits provided in E-MAS is protected with an easily detachable seal to prevent misuse. The following shall be applied when any first aid kit is utilized;

- The end user must immediately notify Safety & Security Department whenever the first aid kit is utilized.
- Upon receiving notification, Safety & Security Department will inspect, replenish and reseal the first aid kit.
- All first aid kits will be inspected by Safety & Security Department once in 2 months.
- The person responding to a first aid treatment at stabling yard will have to use the first aid kit provided in the trains.
- In the event where there is no train available at the stabling yard, first responder shall utilize the first aid kit available from the main workshop.

### **3.1 Location Of First Aid Kits**

- All stations and all buildings have been provided with first aid kits.
- Each train is provided with a total of two sets of first aid kits in each drivers cab

### **3.2 Responsibility Of All Personnel**

- All personnel are responsible for their own safety.
- The first aid kit provided is strictly for providing first aid treatment to an injured person.
- Any item utilized from the first aid kit for any other purpose is considered as misuse of company property.

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### **3.3 Always Remember**

- In the event of an emergency, do not panic, push or rush.
- Remain calm and be confident when providing first aid treatment to the injured.
- By remaining calm and being confident, the injured will be in a more relax and confident position when receiving first aid.
- Seek assistance from others if you are not sure of what you are doing.