



MICA CREEK PROCEDURE FOR
**MICA CREEK POWER STATION (MCPS) INJURY
PROCEDURES
MCPS-HS&E-0014**

Responsible Officer: ALL MCPS PERSONNEL

Approved : Title

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1. Purpose

To provide procedures to be used to minimise the impact of an injury at MCPS.

2. Scope

This procedure outlines the processes to be used to treat a person who suffers an injury at Mica Creek Power Station, including permanent and contract workers and visitors. The procedure outlines off-site and on-site treatment requirements for both minor and serious injuries.

This procedure does not include:

- requirements for management of a person suffering an electric shock (refer to CS Energy Corporate Management Of Injuries Resulting In Electric Shock Procedure.
- Worker's Compensation and rehabilitation processes to be used.

3. Actions

3.1 Injury – Minor and More Serious Injury

The management of an injured person is paramount to their making a full recovery. The application of the St Johns First Aid method incorporating **Danger Response Airway Breathing Circulation (DRABC) should be applied at all times.**

For Minor Injury:

During Normal Hours and Overhauls, the injured person should proceed immediately to the First Aid Station where the Security First Aid Officer (SFAO) will administer First Aid treatment.

See Appendix 1 for details.

Outside of these hours, the injured person should proceed immediately to the “A” Station Control Room where the duty Shift Charge Engineer (SCE) or another member of the Operations Group will administer First Aid treatment.

See Appendix 2 for details.

For More Serious Injury:

This situation should be treated as an EMERGENCY.

(See SAF - 007 for details on the MCPS Emergency Procedure).

There are more specific instructions in dealing with Serious Injury.

See Appendix 3 for details.

3.2 MCPS Emergency Telephone Number and Emergency Telephones

(See MCPS-HS&E-O011 for details on the location, use and testing of the MCPS Emergency Telephone Number and the Emergency Telephones).

3.3 Emergency First Aid Kits

(See MCPS-HS&E-O007 for details on the location and operation of the Emergency First Aid Kits).

3.4 First Aid Station

(See MCPS-HS&E-O013 for details on the operation of the First Aid Station).

3.5 Krause Health and Safety

Krause Health and Safety (KH&S), located at 83 Miles Street have been contracted to provide Outpatient Services, Rehabilitation Case Management, Site Safety Advisory Services, Attendance at Site Safety Meetings and Inductions. KH&S personnel including a Registered Nurse, will be available as listed below.

Normal Hours	Monday - Friday	0700 - 1700
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KH&S will comment on the Incident Report forms as NWO’s Safety Adviser as well as maintain medical records. KH&S telephone number is **(47433504)**.

3.6 Cleaning the MCPS Emergency Vehicle

If a work related injury requires redressing at the start of your shift, you should report to KH&S for treatment on your way to work. If more convenient due to your home address, you can travel to MCPS first and use the MCPS Emergency Vehicle to travel to KH&S. This vehicle should be shared if more than one person requires treatment at the same time.

It is your responsibility to notify your Supervisor before your normal shift starting time, of your whereabouts.

Your name, arrival and departure times and date will be recorded on the KH&S Treatment Report form by the person attending to you. You must bring this form with you and present it to your Supervisor.

3.7 Professional Help

You must advise the Doctor that alternate duties are available to you at MCPS if you are unable to complete your normal duties due to your injury whether Industrial or Domestic.

The Doctor will issue you with an appropriate Medical Certificate if you are partially or totally incapacitated for work.

3.8 Medical Certificates / Return to Work

For a Domestic Injury,

The Doctor will issue you with a copy of their own Medical Certificate. The certificate will state when you are able to return to work and any recommendations or restrictions that may apply.

Limited duties requirements will be handled as per the CS Energy Corporate Worker's Compensation and Rehabilitation Procedure.

For a Work Related Injury,

Worker's compensation processes are to be managed as per the CS Energy Corporate Worker's Compensation and Rehabilitation Procedure.

3.9 Emergency Procedure Form

(See SAF - 007 for details on the MCPS Emergency Procedure form).

3.10 Incident Report Form

An Incident Report form must be completed for all incidents (Personal Injury, Near Miss, Environmental and Equipment / Property Damage), which occur at or to and from work at MCPS.

(See MCPS-HS&E-0015 for details on the MCPS Incident Report form).

3.11 MCPS Emergency Vehicle

The MCPS Emergency Vehicle is to be used only for the transport of injured personnel from MCPS to KH&S, the MIBH or a Private Doctor for treatment and for MCPS Employees requiring redressing of a Work Related Injury. The person driving the vehicle, unless injured, should return the vehicle to MCPS **ASAP**. The Vehicle is not to be used for any other purpose and should only be driven by MCPS Employees.

There are two (2) sets of keys for the vehicle. One (1) set located in First Aid Station and the other set located in the "A" Station Control Room. The vehicle usage must be recorded in the MCPS Emergency Vehicle log book provided in each location. When not being used, the vehicle is to be parked in the specially marked bay near the First Aid Station.

On Thursday of each week, the day shift maintenance crew is responsible for cleaning and carrying out checks of the vehicle to maintain its reliability and availability as per the standard checklist.

3.12 In Case of Flooding of the Road to MCPS

Should an accident occur during flooding, anyone sustaining injuries can be transferred to town via the railway bridge over Silverlena Creek. The MCPS Emergency Vehicle can be used to transport the injured person to the bridge via the dirt track beside the Mt Isa and District Pony Club. The person can then be carried (if necessary) across the bridge to an ambulance vehicle waiting at the western end of Southdown Avenue.

Staff at the Mt Isa Railway Station should be advised by telephone (**47441202 or 47443423**) as early as possible after a decision to use this procedure, has been made.

Any person likely to be involved in these procedures should be familiar with the location of the dirt track and railway bridge.

NB: *There is a map in the glove box of the MCPS Emergency Vehicle and the First Aid Station.*

4. Definitions

None.

5. Reference Documentation

Standing Instructions and Guidelines Manuals are located in the:

Administration Building Filing Room.

Technical Services Office.

Services Building (Room 2).

"A" Station Control Room Library.

Maintenance Services Office.

Main Store.

Training and Procedures Co-ordinator's Office.

6. Attachments

Appendix 1 – Minor Injury

Appendix 2 – Minor Injury

Appendix 3 – More Serious Injury

7. Document History

Issue Date	Nature of Changes
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	Original Issue

(Appendix 1)
MINOR INJURY

- 1.0** The Security First Aid Officer (SFAO) will:
- Administer First Aid treatment at all times.
 - Record details on the MCPS First Aid Treatment form.
 - Complete the relevant details on an MCPS Incident Report form.
 - Advise the person's MCPS Supervisor of the person's injury and that they have returned to work
 - Send the Incident Report form to the MCPS Clerk.
- 2.0** If a higher level of treatment is required, the SFAO will:
- Contact Krause Health and Safety (KH&S) on **(47433504)**
 - Advise the person's MCPS Supervisor / Superintendent to arrange transport to KH&S.
- NB:** *The MCPS Emergency Vehicle should be used in this case. If the Emergency Vehicle is unavailable, another MCPS vehicle, a Private Car or Taxi **(47432333)** can be used for this purpose.*
- 2.1** The injured person will be transported to KH&S who will:
- Administer the appropriate treatment.
 - Liaise with the person's MCPS Superintendent with regard to any Rehabilitation or Modified / Alternative duties required for a Return To Work.
 - Record details of the treatment applied.
- 2.2** If KH&S determine that further assistance is required, they will:
- Refer the person to the Mount Isa Base Hospital (MIBH) or a Private Doctor.
 - Arrange transport to the MIBH or the Private Doctor.
 - Provide the means for the Injured person to contact their Next of Kin.
 - Advise the person's MCPS Superintendent of the situation.
- 2.3** The injured person will be transported to MIBH or a Private Doctor who will:
- Administer the appropriate treatment.
 - Issue the injured person with the appropriate Medical Certificate if required.
- NB:** *This is the only level where a Medical Certificate can be issued. For details on the procedure for a return to work, refer to the Section on Medical Certificates / Return to Work.*
- 3.0** If KH&S are unavailable the SFAO will:
- Advise the person's MCPS Supervisor / Superintendent to arrange transport to the MIBH or a Private Doctor.
- 3.1** The injured person's Supervisor / Superintendent will contact the MCPS Human Resources Manager on **(702 w)**, **(47435891 h)** or **(0419721363 m)** who will advise the Next of Kin. *If the Human Resources Manager is unavailable, the injured person's Superintendent will advise the Next of Kin.*
- 3.2** The injured person will be transported to MIBH or a Private Doctor who will administer treatment as in step 2.3. above.
- 4.0** If the SFAO determines that Professional help is required or that the injury is or has become more serious ie. (EMERGENCY) then they will:
- Ring the duty SCE on **(777)** to report the EMERGENCY and request immediate help.
- 4.1** The duty SCE will:
- Send immediate First Aid Assistance if possible
 - Contact Emergency Services on **(0 - 000)** and ask for Queensland Ambulance Service (QAS).
 - Open the MCPS Main Vehicle Gates to allow access for the Emergency Vehicle/s.
 - Advise the General Manager of the situation.
 - Advise the Human Resources Manager of the situation and that the injured will be transported to the MIBH.

MINOR INJURY

- 1.0** The duty Shift Charge Engineer (SCE) or another member of the Operations Group will:
- Administer First Aid treatment at all times.
 - Record details on the MCPS First Aid Treatment form.
 - Complete the relevant details on an MCPS Incident Report form.
 - Advise the person's MCPS Supervisor of the person's injury and that they have returned to work.
 - Send the Incident Report form to the MCPS Clerk.
- 2.0** If a higher level of treatment is required, the duty SCE or another member of the Operations Group will:
- Arrange transport to the Mount Isa Base Hospital (MIBH) or a Private Doctor.
 - Contact the MCPS Human Resources Manager on **(702 w)**, **(47435891 h)** or **(0419721363 m)** who will advise the Next of Kin. *If the Human Resources Manager is unavailable, contact the injured person's Superintendent who will advise the Next of Kin.*
- NB:** *The MCPS Emergency Vehicle should be used in this case. If the Emergency Vehicle is unavailable, another MCPS vehicle, a Private Car or Taxi **(47432333)** can be used for this purpose.*
- 2.1** The injured person will be transported to MIBH or a Private Doctor who will:
- Administer the appropriate treatment.
 - Issue the injured person with the appropriate Medical Certificate if required.
- NB:** *This is the only level where a Medical Certificate can be issued. For details on the procedure for a return to work, refer to the Section on Medical Certificates / Return to Work.*
- 3.0** If the duty SCE or another member of the Operations Group determines that Professional help is required or that the injury is or has become more serious ie. (EMERGENCY) then they will:
- Contact Emergency Services on **(0 - 000)** and ask for Queensland Ambulance Service (QAS).
 - While answering QAS questions Record relevant information on the MCPS Emergency Procedure form.
 - Arrange for a Guide to meet the Emergency Vehicle/s at the relevant Guide Pick-up Point.
 - Open the MCPS Main Vehicle Gates to allow access for the Emergency Vehicle/s.
 - Advise the General Manager of the situation.
 - Advise the Human Resources Manager of the situation and that the injured will be transported to the MIBH.

MORE SERIOUS INJURY

This situation should be treated as an EMERGENCY.

For all Emergency Situations:

RING (777)

1. The injured person or a witness should contact the duty SCE or another member of the Operations Group on the MCPS Emergency Telephone number **(777)**. The Person who answers will follow the instructions on the MCPS Emergency Procedures form including:
 - Advise the **Caller** not to hang up.
 - Record relevant information on the MCPS Emergency Procedure form.
 - Send immediate First Aid assistance if possible.
 - Initiate an Emergency Evacuation of the MCPS complex if required.
 - Call Emergency Services on **(0 - 000)** and ask for Queensland Ambulance Service (QAS).
 - Advise the **Caller** of the response, that help is on the way and that they can hang up.
 - Arrange for a Guide to meet the Emergency Vehicle at the relevant Guide Pick-Up Point.
 - Open the MCPS Main Vehicle Gates if required, to allow access for the Emergency Vehicle.
 - Advise the General Manager of the situation.
 - Advise the Human Resources Manager of the situation and that the injured will be transported to the MIBH.
 - Complete the relevant details on an MCPS Incident Report form.
 - Send the Incident Report form to the MCPS Clerk.
2. The injured person will be transported by QAS to the MIBH who will:
 - Administer the appropriate treatment.
 - Issue the injured person with the appropriate Medical Certificate if required.

NB: *This is the only level where a Medical Certificate can be issued. For details on the procedure for a return to work, refer to the Section on Medical Certificates / Return to Work.*