

Workplace First Aid Guidance



Danger

When you approach an incident, confirm it's safe for you to do so.

Be aware of:

- Gas / electricity
- Fighting drivers
- Running machinery
- Traffic

If it is unsafe, deal with the hazards, only moving the casualty if there is no chance of making the help of others in the vicinity and from their assistance.

Be aware of the extent and if severe of:

- The nature of the incident
- The number of casualties and how seriously they are injured

1

Summoning Aid

Where possible wait further assistance. Try to get the attention of witnesses who may help. If you remain alone, do not leave the casualty but move them to where they can be easily found.

Emergency Assistance:

1. Dial 999
2. Request an ambulance
3. Give a clear, concise, precise summary of the incident, including the phone number and location

2



Responsiveness

They may be unresponsive. You should make a timely assessment of the casualty's condition.

The first step is to confirm the injured person is responsive:

1. Ask them to open their eyes and hear their name (if possible)
2. Try to tilt the casualty to gently shaking shoulders if other possible injuries

Do not move the casualty unless there is an immediate risk to them or yourself.

3



Airways

Where the casualty is unresponsive:

1. Check the mouth for obstructions to breathing and remove them
2. Tilt the head to open the airway by gently tilting the head back and lifting the chin up.

4



Breathing

Check the casualty is breathing:

1. Look for the rise and fall of the chest or listen close to the mouth to hear the sounds of breathing.

If the casualty is breathing:

1. Do not touch the airway and follow the "Unconscious & Breathing" guidance.

If the casualty is NOT breathing:

- Call the emergency services or have someone nearby do this.
- Follow the "Unconscious & Not Breathing" guidance.

Confirm that a pulse is present by checking the pulse point at the carotid neck, pressing with your first two fingers.

5



Unconscious & Breathing

If the casualty is breathing but unconscious, check the area is safe before placing them into the recovery position.

Recovery position:

1. Check for any injuries
2. Remove sharp objects from their pockets or vicinity
3. Turn them onto their side, away from the danger if possible
4. Bend the upper arm so the hand is placed under the face or in front
5. Move what will be the upper knee by pulling it over, leaving it bent, pointing away from the body
6. The casualty should be lying on their side, head tilted slightly down, in a stable position
7. Check airway, breathing and circulation
8. Send someone or have the casualty, in order to call the emergency services or 999 if the help has not already been there

6

Unconscious & Not Breathing

Do not perform chest compressions on a casualty with a pulse. If the casualty does not have a pulse, commence CPR.

CPR:

1. Lay the casualty on a firm surface
2. Place your hands on the sternum at the base of the other and fingers interlocked
3. Sharply compress and release the chest at a point 2 finger widths above the bottom of the breastbone to a depth of up to 5 cm. Repeat the 30 times taking approx. 15 seconds
4. Following 30 compressions, gently lift the head back, open the mouth and look for the pulse
5. Breathe into the mouth, ensuring a good seal, until you see the chest rise
6. Move from the casualty's mouth and watch the chest rise again, then repeat the breathing sequence again
7. Continue the cycle of 30 compressions, 2 breaths until medical help arrives. The casualty begins to breathe on their own or some signs of possible heart beat you are danger

7

Defibrillators

If a defibrillator is available this may be used on appropriate casualty requiring resuscitation. The instructions and prompts the machine offers will ensure that the correct rhythm is given to the casualty.



Bleeding

1. Wear protective gloves
2. Tie the casualty down
3. Remove the injury and elevate the affected area
4. Remove objects and cover. Do not remove them just you bleeding around them
5. Apply pressure to the bleeding stop the bleeding
6. Place a dressing over the wound and secure it
7. Apply a further dressing if blood seeps through. If the dressing soaks, remove both and use a fresh dressing
8. Be aware that the casualty may exhibit signs of shock if they have lost considerable amounts of blood
9. Lay the casualty down, elevate their legs and close their eyes
10. Reassure them as best you can

8



Fractures

1. Tell the casualty to lie still and support the injured area, being careful not to move it
2. If swelling or bruising occurs, apply the first
3. If a splint is available, do not move it. If this is coupled with blood loss, dress around the limb but not on it
4. Tell the casualty to rest the most comfortable position
5. Reassure, warm the casualty
6. By stabilising the injury, you prevent further injury
7. Send someone for help

9



Burns

Exposure to electricity can cause burns to the skin or internal organs.

If the casualty is conscious:

1. Remove any objects such as jewellery if possible and remove the burnt or scalded clothing as soon as possible
2. Cover the burn with a sterile, clean cloth or a sterile dressing that will not stick to them

If the casualty is unconscious:

1. Check they are breathing before doing resuscitation
2. Place the casualty in the recovery position
3. Place wet dressings on the burn to cool them

NOTES:

- Remove damaged clothing
- Use dressings that don't stick
- Apply dressings lightly
- Apply effective dressings
- Do not attempt to burn

10



First Aiders are:

Name	
First Aid Box location	
Speech location	
Name	
First Aid Box location	
Speech location	

This guide is intended to help you provide initial assistance until qualified help arrives at an incident.

Workplace First Aid Guide Pamphlet

Daniel J. Davis, Julie A. Davis



Workplace First Aid Guide Pamphlet:

ACEP First Aid Manual 5th Edition DK,2014-09-01 A possible life saving reference to keep around the house or in the car DK's First Aid Manual looks at more than 100 different conditions from splinters and sprained ankles to strokes and unconsciousness and shows exactly what to do with step by step photographic sequences Every condition is clearly explained outlining causes symptoms and signs and action plans The updated design makes the instructions easier to follow whether you need information on emergency first aid first aid for babies and children or tips on resuscitation This ACEP First Aid Manual is an invaluable resource to keep you and your loved ones safe and healthy The Illustrated South African First-aid Manual Linda Buys,2015-11-12 The Illustrated South African First aid Manual covers everything you need to know about how to cope with common first aid emergencies Concise instructions and step by step illustrations provide at a glance guidelines on treating wounds burns bites stings fractures choking strains and sprains bleeding amputations and eye injuries plus how to handle episodes of hypothermia heat stroke poisoning epilepsy diarrhoea and vomiting and emergency childbirth Life threatening emergencies such as cardiac arrest shock choking drowning and breathing difficulties are covered in detail along with the correct procedures for performing chest compressions rescue breathing and CPR Short introductory chapters explain what to do at an emergency scene the responsibilities of the first aider the basic provisions of the Occupational Health and Safety Act with regard to first aid what a first aid kit should contain and basic anatomy and body systems There is also a short chapter on emergency treatment for pets **Hazardous Materials Reference Book** Daniel J. Davis,Julie A. Davis,2006-01-23 This one stop reference gives firefighters and emergency response personnel immediate access to the page number where chemical data on nearly 1 000 substances can be located in 13 of the most frequently used references It speeds up research time by alphabetizing chemicals by name and with UN NA numbers *Pedretti's Occupational Therapy - E-Book* Heidi McHugh Pendleton,Winifred Schultz-Krohn,2011-12-20 Chapter on polytrauma post traumatic stress disorder and injuries related to the War on Terror teaches you how to provide OT services to this unique population Content covers new advances in prosthetics and assistive technologies and provides more up to date assessment and interventions for TBI problems related to cognitive and visual perception Full color design visually clarifies important concepts Video clips on the companion Evolve website vividly demonstrate a variety of OT interventions *A Short Manual of Industrial Hygiene* Leonard P. Lockhart,1927 **Life's Big Instruction Book** CAROL; ELWOOD MADIGAN, ANN,2009-11-29 An entertaining guide to everything from the creators of The People's Almanac and The Book of Lists answers virtually any question that might arise in these information saturated times including how to choose a bank wear a condom and buy fish The Complete Textbook of Veterinary Nursing E-Book Victoria Aspinall,2011-04-19 The Complete Textbook of Veterinary Nursing has established itself as a recommended standard text for all veterinary nurses It is designed both to satisfy the requirements of the syllabus studied by all student veterinary nurses and to provide a wide range of information for qualified nurses

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Occupational Health and Safety Management Charles D. Reese, 2018-10-08 Reflecting changes in the current health and safety landscape Occupational Health and Safety Management A Practical Approach Third Edition includes examples and tools to facilitate development and implementation of a safety and health management approach This how to book is not just an information providing text It shows you how to write a program and identify hazards as well as involve workers and attain their cooperation It emphasizes the need for better and more effective communication regarding safety and health See What s New in the Third Edition Chapters on workers compensation terrorism and Lean safety sustainability Additional coverage of flammable liquids and ventilation accident reporting and accident investigation New compliance requirements as well as expanded accident investigation environmental and risk analysis guidelines PowerPoint presentation slides for each chapter A complete and practical guide for the development and management of occupational safety and health programs in any industry setting the book supplies a management blueprint that can be used for occupational safety and health in any organization from the smallest to the largest beginning to develop or wanting to improve its safety and health approach It includes comprehensive guidelines for development of occupational health and safety programs to a variety of industries and is especially useful for start up companies The author takes a total management approach to the development of written

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