

Workplace First Aid Guidance



Danger

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

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 will.

Be aware of the extent of the incident

- 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 breathe freely.

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 move their arms and legs if possible.
2. Try to tell the casualty to gently shake their shoulders or 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.

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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 nearest danger
4. Bend the upper arm so the hand is placed under the face or in front of the face
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 face has already been done

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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 rescue again
7. Continue the cycle of 30 compressions, 2 breaths until medical help arrives. The casualty might become on their back or some source of possible harm puts you in danger

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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 soaks through. If the dressing stops, 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 aid
3. If a fracture is suspected, do not touch 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 can 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 burn or cold, running water for 10-15 minutes
2. Cover the burn with a sterile, clean cloth or a sterile dressing that will not stick to them

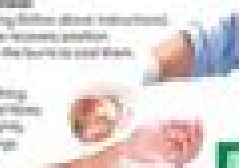
If the casualty is unconscious:

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

Charles D. Reese



Workplace First Aid Guide Pamphlet:

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