

FIRST AID GUIDE

WORKPLACE FIRST AID

1 Evaluate Potential Dangers

Before approaching a victim make sure surroundings are safe for you.

1. Check for:
 - Electrical lines and devices
 - Hazardous fumes and gases
 - Vehicular traffic and machinery
 - Fire
 - Chemical spills
2. Do not approach the victim until the area is safe.

2 Check the Level of Response

1. When able to reach victim, check for a response to see if they are conscious.
2. Call out to victim and ask if they can open their eyes or hear you.
3. Give their shoulders a firm squeeze and ask them to squeeze your hand.
4. Do not move the victim unless there is a hazard that could cause further injury.

3 Call for Help '000'

1. You should call emergency services immediately.
2. Ask someone with you, or a bystander, to call for help while you respond to victim. If you are alone, stay with victim and call emergency services yourself.
3. Be ready to provide information regarding your location and incident.
4. Do not hang up unless directed to by emergency services.

4 Unconscious and NOT Breathing

1. Check for breathing by placing one hand on victim's stomach and checking for movement. Place side of your face next to victim's nose and listen/feel for breathing.
2. If not breathing, commence CPR.
3. Place your hands, one atop the other, on victim's sternum (centre of chest). Compress chest 1/3 depth, at a rate of approx. 100 - 120 compressions per minute.
4. After 30 compressions open victim's mouth and tilt head back to open airway.
5. Use face shield/pocket mask and blow in victim's mouth. Look if chest rises. Stop and repeat for 2nd breath.
6. Continue cycle of 30 compressions to two breaths (30:2)
7. Call for a defibrillator.
8. If unable to perform rescue breaths, perform continuous chest compression CPR only, until help arrives.
9. Continue performing CPR until: help arrives, victim shows signs of response, AED says so, you cannot continue due to exhaustion, or, there is danger.

Breathing but Unconscious

1. If victim is breathing, place into recovery position.
2. Check airway again to ensure they are still breathing.
3. Monitor and reassure the victim. Document incident.

5 Defibrillation (AED)

1. Use an AED (Automated External Defibrillator) if it is available in your facility. Follow the instructions provided.



6 Dealing with Fractures

1. Keep victim calm and still.
2. Do not move affected area.
3. Treat open, bleeding wounds first.
4. If bone is protruding from affected area do not touch it. Apply dressing **around** bone if bleeding is continual.
5. Help victim find the most comfortable position and support injured area.
6. Call emergency services.



7 Dealing with Bleeding

1. **Wear gloves.**
2. Introduce yourself to the victim and sit them on the ground.
3. Carefully expose wound and check for foreign objects (do not remove).
4. Minimise bleeding by placing dressing over wound and applying firm, direct pressure. Immobilise and elevate.
5. Treat for shock and call emergency services.
6. Lie the victim down and conserve body heat. Reassure victim and document incident.



8 Dealing with Burns

1. Neutralise hazards before attending to victim.
2. Cool affected area with cool running water for up to 20 minutes. Remove clothing unless sticking to skin.
3. Get medical assistance, call emergency services.
4. Apply non-adhesive, non-fluffy (wet) dressing to affected area.
5. Treat the victim for shock and document the incident.



 **DISCLAIMER: The information in this poster is not a substitute for proper first aid training.**

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