

Workplace First Aid Guide

1. READ ME FIRST

This guide is designed to help you and your colleagues to address the urgent situations that may arise in a workplace. It is not intended to be a substitute for professional medical advice or treatment. It is not intended to be used as a substitute for professional medical advice or treatment.



2. DANGER

ELECTRICITY
FLAMMABLES
TRAFFIC
MOVING MACHINERY
FALLING DEBRIS
FIRE

DANGER

Whenever you observe a potential safety hazard, take the appropriate action to avoid a situation. From top to bottom, the order of actions is: 1. If the hazard is not safe, you must immediately remove any hazard. The order will then proceed to 2 to 4 as shown.

EXAMPLE - SMOILING IN FIRM

1. Remove that you are not at the location of the hazard.
2. Turn off all power to any FUELLY APPLIANCES.
3. Notify the fire alarm to call the fire service, control the situation.
4. Move to safe zone.

3. RESPONSE

In order to respond to an emergency, it is essential that you are able to identify the hazard and take the appropriate action to avoid a situation. From top to bottom, the order of actions is: 1. If the hazard is not safe, you must immediately remove any hazard. The order will then proceed to 2 to 4 as shown.

CHECK WHETHER THE CASUALTY IS CONSCIOUS

1. Ask "Hello, are you here?" and wait five seconds.
2. If a response is given, the casualty is conscious.
3. If no response is given, the casualty is unconscious.
4. Do not shake the casualty.
5. Do not shout the casualty.



4. GETTING HELP

1. Call the emergency services on 999 or 112. 2. Give the location of the casualty. 3. Give the nature of the injury. 4. Give the name of the person who is calling. 5. Give the name of the person who is calling. 6. Give the name of the person who is calling.

BE PREPARED TO

1. Give your telephone number.
2. Give your mobile phone number.
3. Give your home address.
4. Give your work address.
5. Give your work telephone number.
6. Give your work mobile phone number.
7. Give your work email address.
8. Give your work fax number.
9. Give your work internet address.
10. Give your work social media details.

5. AIRWAY

FOR AN UNRESPONSIVE CASUALTY

1. Look at the casualty to ensure there are no obvious obstructions.
2. Open the airway by tilting the head back and lifting the chin.
3. If a tongue block is observed, use a finger to lift the tongue back.
4. If a neck block is observed, use a finger to lift the tongue back.



6. BREATHING

ASSES FOR BREATHING

1. Look for the rise and fall of the chest.
2. Listen for the sound of breathing.
3. Feel for air on your cheek.
4. Take the count up to 10 seconds.



7. CIRCULATION

DO COMMENCE CPR

FOR AN UNRESPONSIVE CASUALTY

1. Check the casualty is not breathing.
2. Check the casualty is not breathing.
3. Check the casualty is not breathing.
4. Check the casualty is not breathing.
5. Check the casualty is not breathing.
6. Check the casualty is not breathing.
7. Check the casualty is not breathing.
8. Check the casualty is not breathing.
9. Check the casualty is not breathing.
10. Check the casualty is not breathing.



8. UNCONSCIOUS

FOR AN UNCONSCIOUS CASUALTY

1. Check for any other obvious injuries.
2. Remove any loose objects from the casualty.
3. Turn the casualty onto their recovery position.
4. Place the upper arm at a right angle to the body.
5. Place the lower arm across the chest and place the hand at the level of the shoulder.
6. Place the feet back while you raise the bottom leg by spreading the top of the knee.
7. Roll the body up on the back so that the casualty's head is on the ground.
8. The casualty should be fully on their back.
9. Roll back the airway.
10. Roll the body up on the back so that the casualty's head is on the ground.
11. Roll the body up on the back so that the casualty's head is on the ground.
12. Roll the body up on the back so that the casualty's head is on the ground.



9. BLEEDING

FOR AN UNCONSCIOUS CASUALTY

1. Place your hands one on top of the other to the base of the casualty's neck.
2. Apply firm pressure to the wound.
3. If the bleeding does not stop, apply a sterile dressing to the wound.
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10. FRACTURES

FOR AN UNCONSCIOUS CASUALTY

1. Do not attempt to move the affected part.
2. Immobilise the injury by any means available.
3. If a limb is protruding from the injury, do not push it back in.
4. If the casualty is in pain, immobilise the part and wait for help.
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11. BURNS

FOR AN UNCONSCIOUS CASUALTY

1. Remove the casualty from the source of the burn.
2. Cool the burn with running water for 10-20 minutes.
3. Do not use ice, butter, oil, or any other substance.
4. Do not break blisters.
5. Do not remove clothing unless it is stuck to the burn.
6. Cover the burn with a sterile dressing.
7. Do not use adhesive tape.
8. Do not use cotton wool.
9. Do not use ointments or creams.
10. Do not use home remedies.
11. Do not use alcohol.
12. Do not use aspirin.
13. Do not use ibuprofen.
14. Do not use paracetamol.
15. Do not use any other medication.

