

1. Evaluate Potential Dangers

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

Check for :

- Electrical lines and devices
- Hazardous fumes and gases
- Vehicular traffic and machinery
- Fire
- Chemical spills

Note :

Do not approach the victim until the area is safe.

2. Check the Level of Response

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

3. Call for Help '000'

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

4. Unconscious and NOT Breathing

- 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.
- If not breathing, commence CPR.
- 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.
- After 30 compressions, open victim's mouth and tilt head back to open airway.
- Use face shield/pocket mask and blow in victim's mouth.
- Look if chest rises.
- Stop and repeat for 2nd breath.
- Continue cycle of 30 compressions to two breaths (30:2).
- Call for a defibrillator.
- If unable to perform rescue breaths, perform continuous chest compression CPR only, until help arrives.
- Continue performing CPR until: help arrives, victim shows signs of response, AED says so, you cannot continue due to exhaustion, or there is danger.

5. Defibrillation (AED)

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

7. Dealing with Bleeding

- Introduce yourself to the victim and apply pressure to wound.
- Use bandage or cloth (do not remove).
- Continue to apply pressure over dressing and wrap wound firmly with a second layer if pressure. Immobilise and elevate.
- Minimise bleeding and conserve body heat. Reassure the victim.
- Call emergency services.

6. Dealing with Fractures

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

8. Dealing with Burns

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

FIRST AID GUIDE

WORKPLACE FIRST AID