

Basic First Aid Summary

Refer to sign-in sheet for attendees (note: a separate meeting should be held with all absent employees).

1. Overview:

Personnel who have received approved first aid/CPR/AED training are a key element of a site's injury response program. Receiving proper first aid/CPR can minimize the extent of injuries and even save your life.

This safety meeting will cover only basic first aid instructions. Your workplace may have a trained, designated first response team. However, by reviewing these procedures, you will be better prepared to help if one of your co-workers gets injured on the job. In severe injury or life-threatening situations or if you are unsure, always call for 911 emergency services to request emergency medical assistance.



2. What is First Aid?

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer.

First aid is provided to attend to injuries and illnesses in order to minimize injury severity and/or to stabilize and prepare the injured person prior to the arrival of external emergency medical services. First aid/CPR should be provided by properly trained site personnel. When providing first aid/CPR, universal precautions must be taken to prevent exposure to blood borne pathogens. Universal precautions are those measures such as but not limited to impermeable gloves, surgical face mask and apron which prevent contact with bodily fluids. Injury responders must always first survey the accident scene to ensure it is safe to respond. If conditions are not safe, call 911 emergency services.

3. Summary of Common First Aid Responses:

- **Minor cuts, lacerations, abrasions, or punctures (small openings/areas with minimal controllable bleeding).**
 - Wash the wound using soap and water; rinse it well.
 - Cover the wound using clean dressing.
 - If bleeding cannot be stopped seek medical attention
- **Severe cuts, lacerations, abrasions or punctures (large open wounds/areas with uncontrollable bleeding)**
 - Call for 911 emergency services
 - Apply direct pressure to the wound using a clean bandage or cloth until emergency services arrive.

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- **Broken Bones:**
 - Call for 911 emergency services
 - Do not move the victim unless it is absolutely necessary due to unsafe conditions which threaten further injury or death.
- **Burns:**
 - Thermal (Heat):
 - ✓ Flush the burned area in *tepid* water. **Do not** scrub the burn area or apply ice or ice water.
 - ✓ Dry the area by blotting and cover it using sterile gauze or a clean cloth.
 - ✓ If skin is blistered seek medical treatment or if severely damaged, call 911 emergency services.
 - Chemical:
 - ✓ Immediately flush the exposed area with tepid water for 15 to 20 minutes.
 - ✓ If skin is blistered seek medical treatment or if skin is severely damaged, call 911 emergency services.
- **Foreign Body or Chemicals in Eye:**
 - Do not rub the eye
 - For small particles in the eye, immediately irrigate the eyes and under the eyelids, with *tepid* water, for 15-30 minutes.
 - Do not remove large particles or embedded materials in the eye and/or eyelid. Call 911 emergency services or seek immediate medical attention.
 - For chemicals in the eye, immediately irrigate the eyes and under the eyelids with tepid water, for 15-30 minutes. Call 911 emergency services or seek medical attention.
- **Head, Neck and Spine Injury:**
 - If the person appears to have injured their head, neck or spine, or is unable to move their arm or leg, do not attempt to move the victim unless it is absolutely necessary due to unsafe conditions which threaten further injury or death.
 - Call for 911 emergency services.
- **Heat Exhaustion (aka heat Stress) Symptoms:**
 - Headache
 - Severe thirst
 - Nausea, vomiting, diarrhea
 - Dizziness and fainting
 - Confusion
 - Muscle or abdominal cramps
- **Actions for Heat Exhaustion:**
 - Move person to a cool or shaded area.
 - Have the person lie down with the feet raised.
 - Loosen the person's tight clothing.
 - Give the person "sips" of cool water.
 - Wipe the person down with cool rags and fan them
 - If person is confused, incoherent faints or otherwise goes unconscious or has a seizure call for 911 emergency services.
- **Loss of Consciousness or Respiratory or Cardiac Distress Symptoms:**
 - Call for 911 emergency services
 - Administer first aid/CPR/AED as necessary

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4. Discussion:

- Identify any employees who may have prior first aid and/or CPR training.
- Review burns procedure.
- Review where first aid kits are located in your shop and office.

5. RECAP/REVIEW:

- What is the first thing to do if a co-worker is suffering from heat exhaustion?
- What is the best way to stop the bleeding of a large wound?
- How should you proceed if a person appears to have a neck or spine injury?

6. Reminder:

- Safety is the responsibility of both management and employees!

Next Safety Meeting is scheduled for _____ and the topic will be _____.

For more information see: American Red Cross, www.redcross.org and National Safety Council, www.nsc.org.

Stay Alert. Stay Alive. Don't be trapped into having an accident!

Take Exam / Review Results

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