

Basic Injury Response

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

1. Overview:

An industrial injury requires prompt and responsible action to help the affected employees. To ensure, you are prepared, knowledge of basic injury response rules is required.

In this safety meeting immediate response requirements will be discussed. When someone in your workplace is injured, seconds counts. By knowing these injury response requirements, you will be better prepared should one of your coworkers is injured on the job.

2. Pre-Event Knowledge:

- Immediately report all injuries to your Supervisor, no matter how minor the injury may be.
- Know the trained first aid providers at your site and how to summon them when an injury has occurred.
- Know where the first aid kit(s) and AED's (Automated External Defibrillators) are located.
- Know how to dial out for 911 emergency services using the site's land telephone lines.
- Know the site's address and telephone number so you can communicate it to 911 emergency services personnel; stay on the phone until instructed to hang up.
- Know your site's procedures for transporting the injured to external medical services.

3. Basic Injury Response:

- Survey the incident scene to ensure responding doesn't place you or the responders in an unsafe condition/situation.
- Perform a quick evaluation and determine what type of response is required, i.e., site first aid personnel or 911 emergency services.
- Inform site first aid personnel and/or 911 emergency services as deemed appropriate (If unsure always contact 911 emergency Services).
- If 911 emergency services are summoned, send someone to meet 911 emergency services at the site's entrance to direct them to the incident scene.

4. Post incident Response:

As applicable, ensure first aid kits are replenished and AED's returned to service.

- Ensure a complete incident investigation is performed and documented immediately following the completion of the response to the incident.

5. Discussion:

- Discuss any questions that employees may have about injury response.
- Ask if employees they know the first aid providers at your location and how to contact them and 911 emergency services.

6. RECAP/REVIEW:

- Where are telephones located that can call for 911 emergency services?
- When should you hang up during a 911 call?
- What are the site's procedures for transporting an injured employee with non-life-threatening injuries to external medical facilities?

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7. Reminder:

- Safety is the responsibility of both management and employees!

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

Take Exam / Review Results

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