

## TOOL BOX TALKS

### No. 4 First Aid and Accident Reporting

**Prepare:** Location? Distractions? Talk aids?

**Reason:** The priorities of first aid are to: save life, prevent the casualty's condition from getting worse and to evacuate to medical help A.S.A.P

**Why:** If you know basic first aid you could save a life.

**Outline:** This talk will cover: before first aid, when first aid is required, basic first aid and accident reporting.

#### **Before first Aid is Required**

1. Ensure you know where the first-aid kit is kept.
2. Know who the first-aider and appointed persons are.
3. If you use anything from the first-aid box, replace it.
4. You must have a small travelling first-aid kit if you are working in a small group away from the main site or if you use potentially dangerous tools or machinery.
5. Know where the phone is and understand the procedure for calling the emergency services.

**Q: When would you need a first-aid kit of your own.**

#### **When First Aid is Required**

1. Remove the hazard from the casualty if safe to do so.
2. Call for help, e.g. first-aider.
3. Send someone to phone for an ambulance if necessary.
4. Don't move the casualty, unless in immediate danger.

**Q: On finding a casualty what is the first thing to do?**

5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to casualty, moisten lips only.
8. Don't allow the casualty to smoke.

**Q: What would you do until a first-aider arrived?**