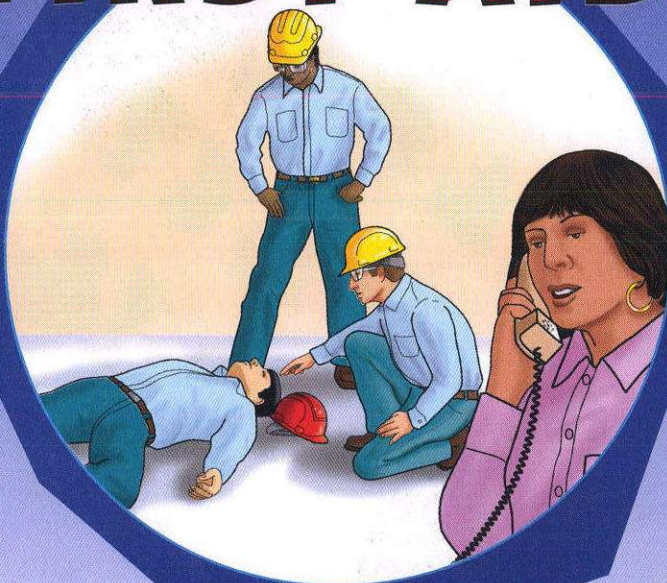


WHAT **YOU SHOULD** **KNOW ABOUT** **FIRST AID**

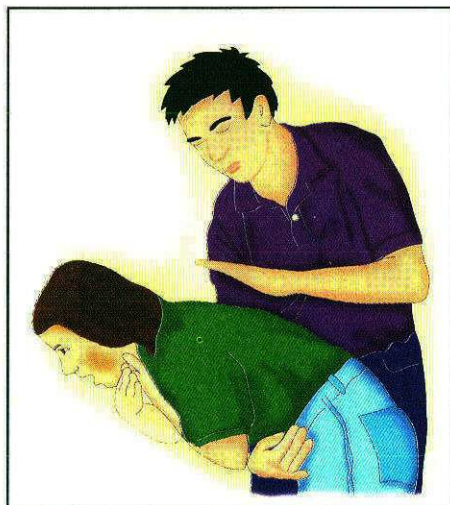
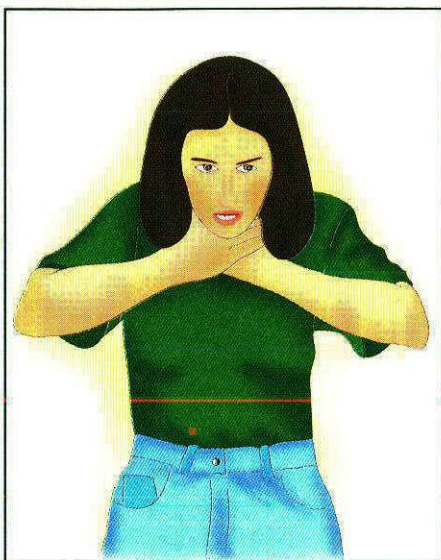


Act fast with choking

A person can choke to death in a couple of minutes. The fastest way to find out if someone is choking is to ask in a loud voice—**are you choking?** If the person can cough or talk, leave him or her alone!

IF THE PERSON CAN'T TALK OR YOU RECEIVE NO RESPONSE

- Try and help the victim to cough in a controlled way, this may dislodge the obstruction.

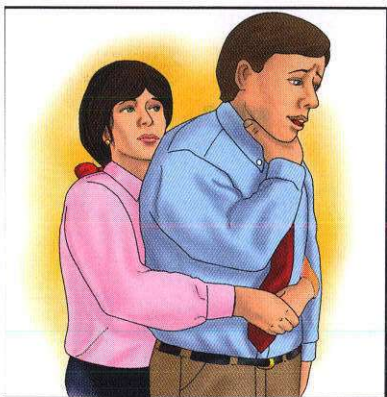


- Stand to the side of the victim, lean the victim forward slap their back between the shoulder blades up to 5 times. Check their mouth.
- Repeat if necessary until emergency help arrives.

Abdominal thrusts saves lives



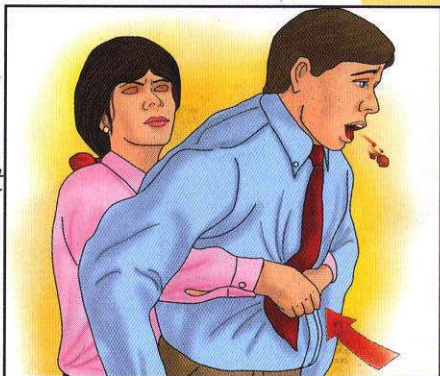
IF THE PERSON CAN'T TALK
OR YOU RECEIVE NO RESPONSE,
TRY THE ABDOMINAL THRUSTS:



If the back slapping procedure doesn't work and the victim is still struggling with breathing try . . .

• **Abdominal Thrusts.**
Stand behind the victim and wrap your arms around the waist, bending them forward slightly.

- *Make a fist with one hand. Place your fist thumb-side in, against the victim's stomach; above the navel but just below the ribs. Grab your fist with the other hand.*
- *Pull in and up sharply five times, check mouth - repeat if necessary.*



If you've relieved the choking, but the person is still unconscious, make sure the person is breathing (page 3). If not, clear the mouth and air passage and give mouth-to-mouth resuscitation (if trained to do so) - until emergency help arrives.



Check for breathing



When a person isn't breathing, seconds count. Irreversible brain damage occurs within three minutes—you must act fast.

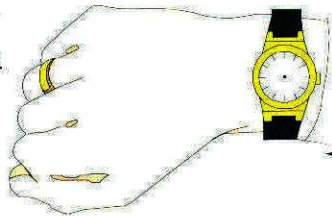
IF THE VICTIM IS UNCONSCIOUS AND NOT BREATHING:

- Lay the person on a firm surface.
- Loosen the clothes around the neck.
- Make sure nothing is blocking the mouth or throat.
- Open the airway by tilting the head slightly and lifting under the chin. Do not move the victim's head if you suspect a neck injury.
- Look for chest movement, listen and feel to check for signs of breathing.
- Pinch the nose and cover the person's mouth with yours.
- Breathe two slow breaths into the person's mouth—enough to make

the chest rise and fall. Check the neck to see if a pulse is present. Continue with one breath every six seconds.* If breathing returns put the victim in the recovery position.

* Do not stop until the person begins breathing or emergency help arrives.

* Once every three seconds for a child

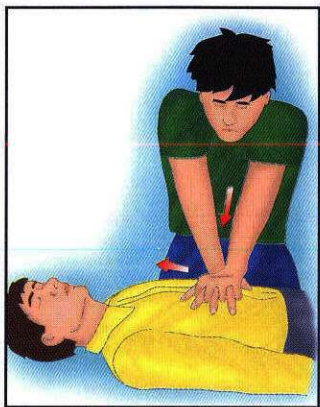


Correct action can save lives



If the victim has no sign of a pulse and is not breathing, it means the heart has stopped beating - immediately begin.

CARDIO-PULMONARY-RESPIRATION CPR



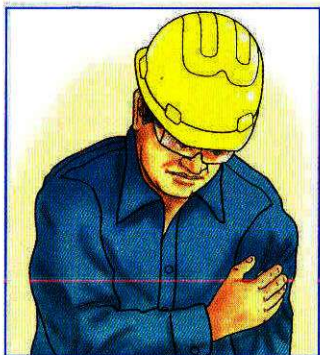
- Kneel to the side of the victim.
- Locate using your index and middle finger the lower ribs where it meets the breastbone.
- Sliding the heel of your other hand down until it meets your index finger. Place the heel of your first hand on the top and interlock your fingers.
- Lean over the victim, locking your elbows press down on the breastbone (4-5cm).
- Release the pressure, but not your hands.
- Repeat 15 times, as a rate of approximately 100 per minute.
- Continue with the compressions combining it with 2 artificial ventilations until emergency help arrives.



Know the signs of a heart attack

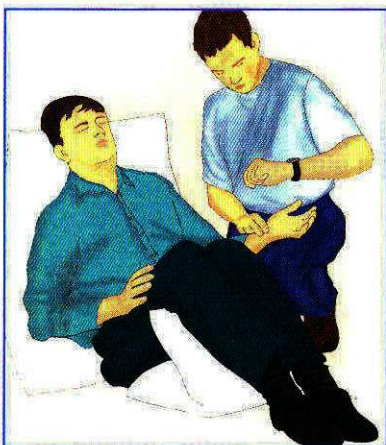


SIGNS OF A HEART ATTACK ARE:



- *Shortness of breath or difficulty breathing*
- *Anxiety*
- *Crushing pain in the chest, under breastbone, radiating down left arm, or in the jaw*
- *Ashen colour to skin*
- *Perspiration, nausea, or vomiting*

THE BEST WAY TO HELP THE VICTIM IS:



- *Clear the area of onlookers.*
- *Place the victim in a comfortable sitting position well supported with knees bent.*
- *Loosen tight clothing at waist and neck.*
- *Talk to them - reassuring them that help is on the way.*
- *You may help the victim to administer his/her medication if they are capable to do so.*

Be careful with breaks



THE RULE OF THUMB IS:

Don't move a person who may have broken bones unless absolutely necessary (Fire, Flood, dangerous fumes or a life-threatening situation).

Neck and back injuries are especially risky, and the **wrong move could cause paralysis or death**. Instead, instruct the victim not to move, do not let the victim eat or drink and wait for expert help.



HOW DO YOU KNOW IF IT'S BROKEN?

Look ...

for swelling and deformity.

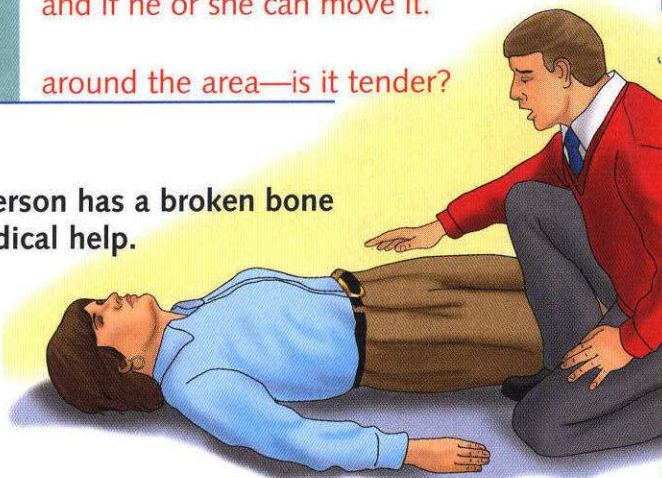
Ask ...

the victim to rate the pain, how it happened, and if he or she can move it.

Feel ...

around the area—is it tender?

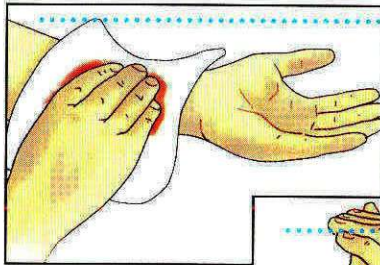
If the person has a broken bone seek medical help.



Stop the bleeding ASAP

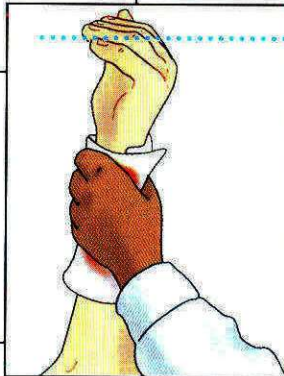


Hheavy bleeding can kill quickly—you must be prepared to stop the flow until medical help arrives. Wear protective gloves, if possible, and always cover any open wound you might have.

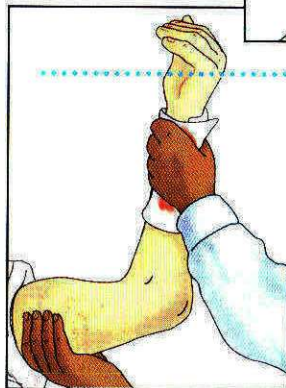


1. **Foreign objects**—Firstly check for any foreign objects. Never remove them, apply pressure either side of the wounds

2. **Direct pressure** will stop most bleeding. Put a clean cloth, or even your hands, over the wound and press.



2. Deeper cuts can be controlled by direct pressure and **elevation**—raise the wound above heart level.



3. **Severe cuts** may require you to press on **pressure points**, located on the inside of the upper arm and the crease of the groin area, while continuing direct pressure and elevation. This must be released after 10 minutes to allow fresh blood to the limb.

If a limb has been amputated—place it in a plastic bag with ice (wrap it so it doesn't touch the ice) and rush it to the hospital with the victim.

Watch for shock—it can kill!



Serious injuries usually lead to shock—that's what happens when any body part is deprived of blood.

Here's what to do:

- Lay the person down
- Lightly cover him or her
- Raise the feet above heart level, unless the victim has a head or chest injury



WORK CALMLY, CHECK BREATHING, AND DON'T GIVE THE VICTIM ANY THING TO DRINK.

Anaphylactic shock is a severe allergic reaction to an insect bite, sting or certain foods. The symptoms to watch out for include:

- Difficulty with breathing
- Breaking out in hives
- Overall weakness
- Swelling of the throat



Anaphylactic shock can be deadly, so call for help fast! You may need to start artificial respiration. Ask if the person has medication. Only administer medication if you have been trained. You may help the victim administer his/her medication if they are capable of doing so.

Eye injuries are serious



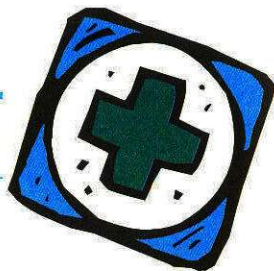
Get treatment immediately. Many at work eye injuries are caused by chemical splashes. The best treatment for a splash is to immediately flush with water for at least 20 minutes.

Once an eye injury has been rinsed, ask the victim to close both eyes. Then cover the effected eye with a clean cloth and get the victim to a medical professional—bring the chemical with you so doctors will know how to treat the injury.

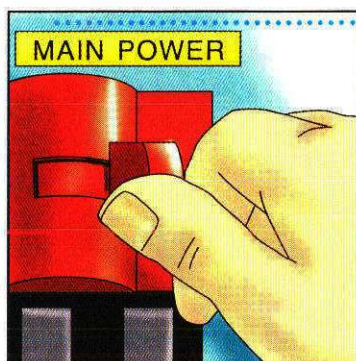
If something gets stuck in the eye, keep the victim calm and wait for medical help. **Do not attempt to remove the object!** **Do not** let the victim drive him/herself to hospital with eye covered.



Electricity can kill

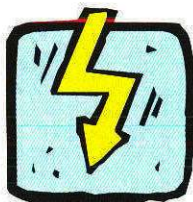


Don't touch a person who is in contact with a live electrical current, or you'll become a victim too.



1. Turn off the electricity

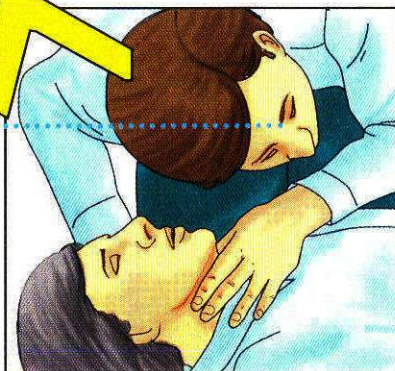
quickly by pulling the main switch or fuse if there is one available. Or, get an electrician to turn off the power.



2. If you have to remove a person from a live wire, be very careful.

Stand on something dry (rubber dry wood or paper), and use a dry stick or board to push the person away from the wire. Don't use anything metal, wet, or damp.

3. Once the person has been removed from the electrical source, check for heartbeat and breathing. Administer artificial respiration or CPR, if required and trained to do so.



Burn treatment depends on degrees

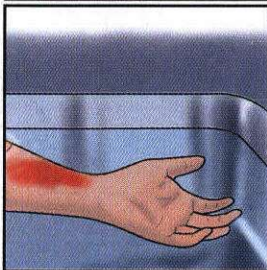
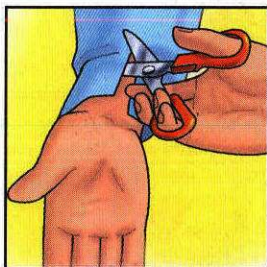


BURNS ARE CLASSIFIED IN ONE OF THE FOLLOWING WAYS:

First degree	Second degree	Third degree
<ul style="list-style-type: none">• reddened skin	<ul style="list-style-type: none">• reddened skin• blisters	<ul style="list-style-type: none">• skin destroyed• tissues damaged• charring

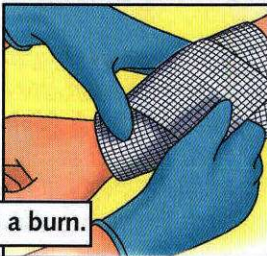
TO TREAT BURNS:

- Remove jewellery rings watches etc. Cut away loose clothing but don't remove clothing that is stuck to a burn.
- First- and second-degree burns may be immersed in cold water for relief of pain.
- Avoid rubbing the body. Do not break blisters.
- If the burn is from a chemical splash, flush with water for 20 minutes.



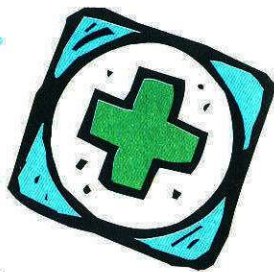
AFTER SOAKING:

- Cover the burned skin with a moist sterile dressing.
- Immobilize and then elevate severely burned limbs.



Do not use ice, lotion, ointment or burn sprays on a burn.

Treat chemical overexposure seriously



If the victim has inhaled or been splashed by a dangerous substance, follow these procedures:

- **Eyes**—flush with water for 20 minutes.
- **Skin**—flush with water for 20 minutes.
- **Inhalation**—If it is safe, move to fresh air. Call both Fire and Ambulance service.
- **Ingestion**—get medical assistance, and follow SDS instructions. Don't give fluids to an unconscious person.



This booklet was designed to demonstrate the importance of first aid training and is not to be used as a substitute for training. At least one person in each work area should be trained in First Aid.

Watch out for heatstroke!



Heat exhaustion often starts as just a feeling of tiredness and weakness. But if you don't act fast, it could turn into heatstroke. That's when the body gets so hot, it can't cool itself down.

SIGNS OF HEATSTROKE ARE:

- *Very dry, hot skin*
- *Extreme tiredness*
- *Confusion*



Cool down the victim as soon as possible—hose them down or fan the body. The person could die if he or she doesn't cool off.



Don't be afraid to call for help in an emergency



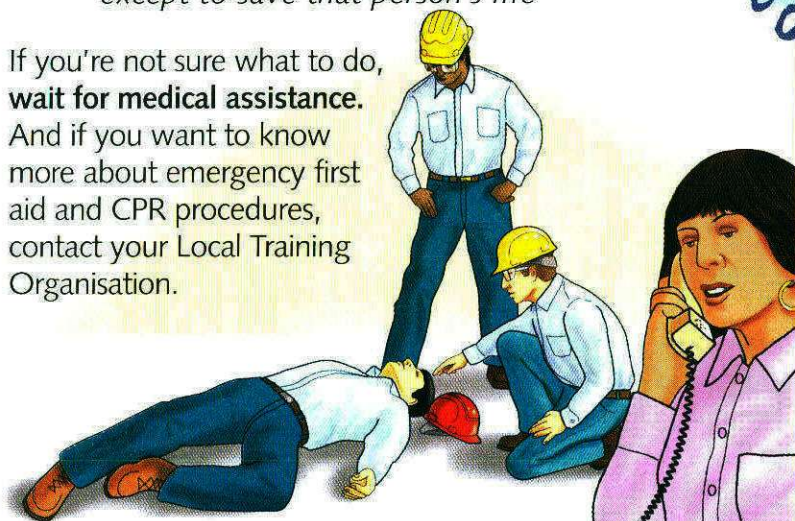
When an accident happens, call for help immediately and have the details ready. **Know:**

- What kind of injury it is
- Where the victim is
- Your phone number

REMEMBER ...

- Bring help to the victim—not the victim to help
- Check to see if the victim is breathing
- Know where your company's SDSs and first aid kits are kept
- Don't move an injured person except to save that person's life

If you're not sure what to do, **wait for medical assistance.** And if you want to know more about emergency first aid and CPR procedures, contact your Local Training Organisation.



In an emergency, your actions can save a life!

Test Your First Aid Knowledge

QUIZ

Directions: Circle **T** if the statement is true, or **F** if the statement is false.

- T F** 1. A person can choke to death in a few minutes.
- T F** 2. The first thing you should do if a person is bleeding is to apply pressure to the wound.
- T F** 3. To treat a person in shock, try to cool off the body as much as possible.
- T F** 4. If a person is unconscious and not breathing, you should try Abdominal Thrusts.
- T F** 5. Signs of a heart attack include shortness of breath, anxiety, and perspiration or vomiting.
- T F** 6. Looking for swelling and deformity is one way to detect a broken bone.
- T F** 7. If something gets stuck in a person's eye, immediately try to get it out, then call for medical assistance.
- T F** 8. If an accident victim is in contact with a live electrical wire, try to get him to safety, but be careful not to touch the wire.
- T F** 9. A first-degree burn is more serious than a third-degree burn.
- T F** 10. Tiredness, confusion and hot skin are all symptoms of heatstroke.

For the correct answers, turn this page upside down.

1. T. 2. T. 3. F—to treat shock victims, lay them down, cover them up, and raise feet above heart level. 4. F—abdominal thrusts should be used on people who are choking. 5. T. 6. T. 7. F—never try to remove a foreign object from the eye. 8. F—never touch a person in contact with an electrical wire. 9. F—first-degree burns are the mildest; third-degree burns are the most serious. 10. T

TRAINING VERIFICATION

Employee's Name _____

Signature _____ Date _____

Special Thanks to First on Scene - Croydon, for their help and advice in the production of this booklet.