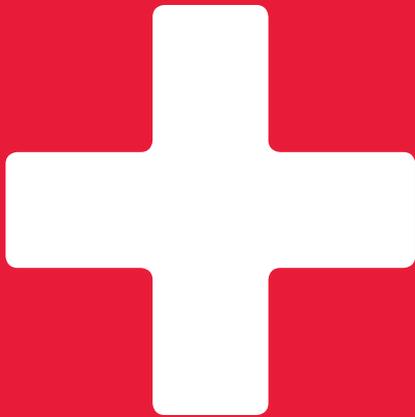


# A Guide to Workplace **First Aid Basics**



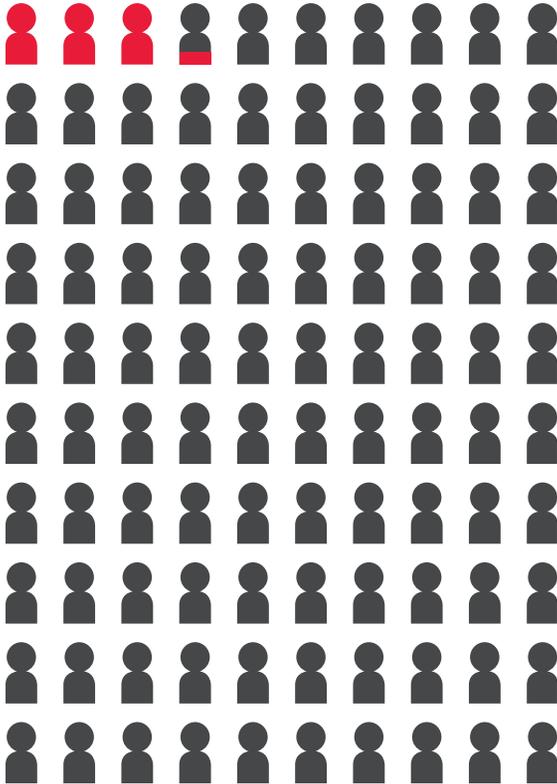
Understanding the basics of workplace first aid  
can make the difference between life and death.



**First-aid knowledge and decisive action can mean the difference between life and death.**

If someone requires emergency medical attention on the job, co-workers in the immediate vicinity should call 911 and, if trained, apply first aid while waiting for the paramedics. Although this advice is not meant to substitute formal first-aid training, even a basic knowledge of first aid could help in emergency situations.

**An average of 3.2 workers out of every 100 will have a non-fatal injury while on the job.**



The nearly 3 million non-fatal workplace injuries and illnesses reported by private industry employers in 2014 occurred at a rate of 3.2 cases per 100 equivalent full-time workers, according to estimates from the Survey of Occupational Injuries and Illnesses (SOII) conducted by the U.S. Bureau of Labor Statistics.

# When You Encounter An **EMERGENCY** in the Workplace:



If someone requires emergency medical attention on the job, co-workers in the immediate vicinity are responsible for calling **911**. Be prepared to act decisively and help save a life.

**1**

Assess the situation without putting yourself in danger.

**2**

Make the area safe.

**3**

Determine the severity of any injuries, attending to unconscious victims first.

**4**

Designate a specific person to send for help.

## When checking for a response from a possibly unconscious victim, perform these steps:



1

Lightly shake the victim's shoulders, asking loudly, "Are you alright?"



2

If you receive no response, open the victim's airway by tilting the head back.



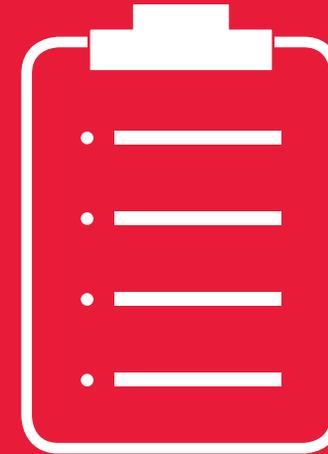
3

Check for normal breathing by listening closely to the victim's nose and mouth and looking for the rise and fall of the chest.



4

Take appropriate action, but only perform rescue breathing or CPR if you are certified.



**If you have taken any necessary first-aid or emergency response actions, always make documentation for your employer's records.**

For More Specific  
**EMERGENCIES**  
Consider the Following:



### **Severe Bleeding**

Apply direct pressure to the wound. Raise and support the injury (unless the bone is broken) while wrapping a tight dressing firmly in place.

### **Broken Bones and Spinal Injuries**

Do not move victims with a suspected spinal injury unless they are in immediate danger.

### **Burns**

Cool the burn with cold water until pain subsides. If you suspect the burn is serious, seek medical help. In the event of a chemical burn, remove all tainted clothing.

### **Eye Injuries**

Wash out the eye with water or a sterile solution to remove foreign objects. Do not attempt to remove anything embedded in the eye.

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# First Aid Basics

## When you encounter an emergency in the workplace:

1. Assess the situation without putting yourself in danger.
2. Make the area safe.
3. Determine the severity of any injuries, attending to unconscious victims first.
4. Designate a specific person to send for help.

## When checking for a response from a possibly unconscious victim, perform these steps:

1. Lightly shake the victim's shoulders, asking loudly, "Are you alright?"
2. If you receive no response, open the victim's airway by tilting the head back.
3. Check for normal breathing by listening closely to the victim's nose and mouth and looking for the rise and fall of the chest.
4. Take appropriate action, but only perform rescue breathing or CPR if you are certified.



Hang this page in the break room to remind your employees of basic first aid in the workplace.

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# More Specific Emergencies

## Severe bleeding

Apply direct pressure to the wound. Raise and support the injury (unless the bone is broken) while wrapping a tight dressing firmly in place.

## Broken bones and spinal injuries

Do not move victims with a suspected spinal injury unless they are in immediate danger.

## Burns

Cool the burn with cold water until pain subsides. If you suspect the burn is serious, seek medical help. In the event of a chemical burn, remove all tainted clothing.

## Eye injuries

Wash out the eye with water or a sterile solution to remove foreign objects. Do not attempt to remove anything embedded in the eye.

## IMPORTANT NUMBERS

**EMERGENCY: 911**

**POLICE:** \_\_\_\_\_

**FIRE:** \_\_\_\_\_

**POISON CONTROL:** \_\_\_\_\_