**First Aid Basics**

**Training Short 2.0***Unfortunately, there is always the risk of an injury occurring in the workplace. However, understanding basic first aid and being prepared for an emergency can help prevent a situation from escalating. According to the U.S. Occupational Safety and Health Administration (OSHA), first aid is “Medical attention that is usually administered immediately after the injury occurs and at the location where it occurred.” First aid does not take the place of proper medical treatment if needed. Per OSHA, all workplaces not located within near proximity (3-4 minutes) of a medical facility must have trained first aid providers.*


**ESSENTIALS OF FIRST AID**

There is a risk of injury in any workplace. Remember these key points in an emergency:

* **Stay calm!**
* Emergencies can be high-stress. It is important not to panic. Use a few deep breaths and exhales to calm down. Then, take stock of the situation and make informed decisions.
* **Call 911 if needed.**
* Time is important. If you determine that emergency medical services are needed, call immediately.

*First aid care is critical in the moments following an injury. It is important to stay calm if an injury occurs and assess the situation before acting.*

* **You must be trained and certified in first aid and CPR to assist an injured person.**
* You may do more harm than good if you are not properly trained.
* **Do not move an injured person.**
* Do not try to move an injured person unless the person is in imminent danger. Improper or careless movement can increase injury severity.
* **Practice safety at the scene.**
* Wear personal protective equipment (PPE), like disposable gloves, protective clothing, and eye protection.
	+ Breathing barriers should be a part of your facility’s first aid kit for trained responders to use while administering CPR.
* Isolate the area to prevent further injury or exposure to others.
* **Know where your facility’s first aid kit is located.**
* Even if you aren’t rendering aid, you may be asked to gather supplies.
* If you notice an item is low on stock, report the deficiency to your supervisor or safety coordinator.

**TYPES OF INJURIES**

It’s important to be familiar with the types of injuries that could occur in your workplace. Below are common workplace injuries that require first aid.

* **Fractures:** Treatment of broken bones should be done only by healthcare professionals. Leave the victim in place until a medical professional arrives with the proper supplies and equipment.
* **Electrical wire contact:** If a person has connected with a live electrical wire, a properly trained individual may try to free the personif it can be done safely.
* **Chemical splash, burn, inhalation, or ingestion:** Different first aid steps will be required based on the chemical the victim was exposed to and the body part that contacted the chemical. Refer to the chemical’s safety data sheet (SDS) for required first aid procedures.
* **Minor injuries, such as burns, cuts, and scratches:**
* These are the most common injuries you will encounter.
* Minor injuries require immediate attention, as they can worsen if left untreated.
* If a chemical is not involved in the injury, clean the wound and cover it with a bandage.
* If the injury involves contact with another person’s bodily fluid, including blood, saliva, or an open wound, follow the post-exposure steps in your bloodborne pathogen exposure control plan.

*Note: This training is not a formal first aid training certification course. It is awareness level only.*

**ADDITIONAL WORKPLACE GUIDELINES**

* Report all incidents to the supervisor immediately.
* If you do not know how to handle a situation:
* Refer to your facility’s Emergency Action Plan.
* Call 911.
* Get help immediately.

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**First Aid Basics -
Training Roster**

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving training on the abovementioned subject. They understand that this training was only a general overview of the subject and that they should contact their supervisor with any questions or concerns.

**Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Trainer’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Participants:**

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