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| **Tool Box Talk** | **Accidents and First Aid** |

**Overview :**  The priorities of first aid are to save life, to help prevent the casualty’s condition from getting worse and to get professional medical attention as soon as possible.

# Don’t wait until first aid is needed

# Make sure you:

* Know where your nearest first aid box is located
* Know who your first aider(s) and appointed person(s) are
* Understand the procedure for calling the emergency services

Additionally:

* Know where the accident book is located and the procedures for completing a record
* Report any near miss incidents

**If first aid is needed:**

**Always check surroundings are safe before approaching the casualty**

**DO**

* Remove the hazard from the casualty (if safe to do so)
* Call for help - a first aider/appointed person
* Phone an ambulance (or get someone else to) if necessary
* Remain with the casualty and give reassurance
* Make the casualty as comfortable as possible

**DO NOT**

* Move the casualty – unless in immediate danger
* Give the casualty anything to eat or drink, moisten lips only if necessary
* Allow the casualty to smoke
* If you’re aware that there is no first aid cover across a certain shift inform your manager
* If working alone or in isolation, carry a travelling first aid kit

# Do you have any questions?

**NOTE:** Failure to comply with safety procedures and working practices may result in disciplinary action.

# Register

***By signing this register you are confirming that you attended the toolbox talk and understand the requirements of first aid.***

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| **Name** | **Date of training** | **Signature** |
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