

Toolbox Talk Details

Title	B02 - First aid
Reason	Every site should have procedures in place for first aid. A trained first aider could save a life.
Outline	This talk explains what you should know, basic first aid and when it is required.

Before first aid is required

1. Ensure you know where the first-aid kit is kept.
2. Know who the first aider, emergency first aiders and appointed persons are.
3. 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.
4. Familiarise yourself with the procedure for contacting the emergency services.

Discovering a casualty

1. If you are with someone else, send them to call the emergency services and to bring additional help.
2. Assess the situation and ensure your own safety as you approach the casualty.
3. Remove any hazards from around the casualty if it is safe to do so.
4. Go to the casualty and find out what is wrong. Do not move the casualty, unless they are in immediate danger.
5. If you are alone, call for help – if no-one comes, explain to the casualty that you are going to find help and call the emergency services.
6. Return and stay with the casualty until help arrives.
7. Do not give drinks or food to the casualty. Only moisten their lips and do not allow them to smoke.

Employer's responsibilities

1. Complete a first aid needs assessment.
2. Ensure that there is either an appointed person to take charge of first-aid arrangements or that there are appropriate numbers of suitably trained first aiders or emergency first aiders.
3. Ensure that there are adequate facilities and suitably stocked first-aid kits.
4. Appoint somebody to check and restock the first-aid kits.
5. Ensure the first-aid equipment provided is appropriate for the nature of the work environment and the number of workers.
6. Ensure that first-aid cover includes, for example, shift work and holiday cover.
7. Ensure first aiders are easy to identify – usually by a sticker on their safety helmet.
8. Provide you with information about the first-aid arrangements, emergency contact numbers and local hospital details.

Revision Date	Assessed By	Signature
January 2021	Michael Reddan	