

# FIRST AID CHECKLIST

As a trained first aider, your primary responsibility is to provide immediate care to workers who become ill or injured. Your role in helping others also puts you at high risk of exposure to potentially infectious materials, such as blood and other body fluids. When providing first aid, keep in mind the following safety considerations, and always wear the appropriate personal protective equipment.

	<b>COMPLETED</b>	<b>NOT COMPLETED</b>
When assisting an injured employee, always wear safety glasses, protective gloves and a barrier mask (available in the first-aid kit) to limit your exposure.	<input type="checkbox"/>	<input type="checkbox"/>
Conduct an assessment of the scene to determine if it is safe to enter and provide care. If the scene is safe, assess the injuries.	<input type="checkbox"/>	<input type="checkbox"/>
If there are any immediate life-threatening injuries, administer the appropriate emergency life support, such as administering CPR and controlling haemorrhages.	<input type="checkbox"/>	<input type="checkbox"/>
If there are no immediate life-threatening injuries, administer first aid such as bandaging wounds and stabilising injured extremities.	<input type="checkbox"/>	<input type="checkbox"/>

Request additional medical assistance as needed.	<input type="checkbox"/>	<input type="checkbox"/>
Relay information about the injuries to the oncoming ambulance.	<input type="checkbox"/>	<input type="checkbox"/>
Remain with the patient and provide on-going care as well as reassurance of his/her recovery.	<input type="checkbox"/>	<input type="checkbox"/>
Hand patient over to emergency personnel as soon as they arrive and assist as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
If you have an exposure incident, wash/flush area with water or sanitiser and report it to your supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
Record emergency medical care given to the patient for diagnostic purposes.	<input type="checkbox"/>	<input type="checkbox"/>
After each emergency call, restock and replace supplies used.	<input type="checkbox"/>	<input type="checkbox"/>
Clean up the accident area by wiping all affected surfaces with a sanitising cleaning agent and appropriately bagging soiled first-aid materials.	<input type="checkbox"/>	<input type="checkbox"/>
Fill in a Report of Injury or Illness Form to log accident details.	<input type="checkbox"/>	<input type="checkbox"/>

Attend all required first-aid training as required by .	<input type="checkbox"/>	<input type="checkbox"/>
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Presented by Robison & Co Ltd

*This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2013-2015 Zywave, Inc. All rights reserved.*