1. Evaluate Potential Dangers
   Before approaching a victim make sure surroundings are safe for you.
   1. Check for:
      • Electrical lines and devices
      • Hazardous fumes and gases
      • Vehicular traffic and machinery
      • Fire
   2. Do not approach the victim until hazards removed.
   3. Moving the victim should be your last option.

2. Check the Level of Response
   1. When able to reach victim, check their response (useful for responding to medical personnel).
   2. Check if they are conscious.
   3. Speak near victim’s ear and ask to open their eyes.
   4. Shake victim’s shoulders gently if unresponsive.
   5. Do not move the victim unless there is a hazard that could cause further injury.

3. Get Help
   1. First aid may be required. Call for help right away.
   2. One person should stay with victim while another calls for help. If alone, call for help immediately.
   3. When dialling emergency number, state that you need an ambulance. Provide your phone number, description of incident, condition of the victim, and exact location.

4. Unconscious and NOT Breathing
   1. Place victim on a flat, firm surface.
   2. Place your palm at centre of victim’s chest and other hand on top of first.
   3. Compress chest to a maximum of 5 cm, at a rate of 100 times per minute.
   4. After 30 compressions, open victim’s airway again.
   5. Seal victim’s nostrils shut using your fingers.
   6. Blow into victim’s mouth. Keep doing that until you see the victim’s chest rise.
   7. Let chest fall, inhale some air and then breathe into victim’s mouth again.
   8. Repeat at a rate of two breaths every five seconds.
   9. Continue performing chest compressions until medical help arrives, or victim shows signs of response.

Breathing but Unconscious
1. If victim is breathing, place into recovery position.
2. Check airway again to ensure they are still breathing.
3. Ask someone to call for help. If there is no one, leave to get help as quickly as possible.

5. Defibrillation (AED)
   1. Use an AED (Automated External Defibrillator) if it is available in your facility. Follow the instructions provided.

6. Dealing with Fractures
   1. Keep victim calm and still.
   2. Do not move affected area.
   3. Treat open, bleeding wounds first.
   4. If bone is protruding from affected area do not touch it. Apply dressing around bone if bleeding is continual.
   5. Help victim find the most comfortable position and support injured area.
   6. Call emergency services.

7. Dealing with Bleeding
   1. Wear gloves.
   2. Have the victim sit down.
   3. Carefully expose wound and check for foreign objects (do not remove).
   4. Minimise bleeding by placing dressing over the wound and applying firm, direct pressure. Keep it elevated.
   5. Victim might go into shock if lots of blood lost.
   6. Make victim lie down and conserve their body heat. Reassure them throughout.

8. Dealing with Burns
   1. Neutralise hazards before attending to victim.
   2. For chemical burns, wash affected area with water. Ensure water does not carry chemical to unaffected parts. Read chemical container.
   3. For non-chemical burns, immerse in cold, running water for 10 minutes.
   4. Apply non-adhesive, non-fluffy dressing to affected area.
   5. Get medical assistance (if required).

IMPORTANT: This is a first aid guide to help the victims of workplace accidents and incidents. Follow the steps outlined here while waiting for professional medical assistance.

DISCLAIMER: The information in this poster is not a substitute for proper first aid training.

Get Quality First Aid Kits and First Response Services from www.alsco.co.nz