

First Aid at Work: Employee Factsheet

What is first aid?

- Emergency treatment of employees (or anyone else) to preserve life and minimise the effects of injuries or illnesses until a medical practitioner or nurse can assist; or
- Treatment of minor injuries which would otherwise receive no treatment, or which do not require treatment by a medical practitioner or nurse.

Identify the risk:

- would you know where to find a first aider in an emergency?
- would you know where to find first aid materials?
- do you know how to get first aid if you visit a customer site, or anywhere else not managed by your employer?
- are you aware of any places, or times, when first aid cover may not be adequate?
- are your first aid materials being monitored and maintained?
- is it possible that first aid materials are used inappropriately so they may not be available in an emergency?
- do you have any specific medical needs?

Controlling the risk:

- familiarise yourself with names and locations of first aiders
- familiarise yourself with the locations of first aid materials and rooms
- consider offering your services as a first aider, but remember that your employer may not require extra cover immediately
- report to your manager any apparent shortcoming in first aid provisions
- report any inappropriate use of first aid materials, such as other employees taking materials for use at home
- ensure you have a travel first aid kit if you drive or travel for work
- never interfere with first aid kits, automated external defibrillators (AEDs) or other materials or equipment
- be aware that first aiders are not allowed to administer medicines, except when aspirin is needed for certain heart conditions
- help monitor and maintain the first aid materials

Did you know?

- It is estimated 200,000 injuries causing more than three days absence occurred at work in 2010/11 in most of these, and in many more minor accidents, people needed first aid.
- Provision of first aid by employers has been a specific legal requirement since 1981.
- There are two levels of first aid training: First Aid at Work, and Emergency First Aid at Work.
- The minimum required provision, where there are low numbers of employees and small risks is an Appointed Person to take charge of a situation and the provision of relevant first aid containers.

- ensure that any incident requiring first aid is recorded in the accident book (or other recording system used by your employer).

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