

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

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.

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