

## 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 that in 2016/2017 there were 52,000 injuries at work causing more than seven days absence and 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 three standards of first aid training: First Aid at Work, Emergency First Aid at Work and Appointed Person.
- 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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