



# Basic First Aid and Incident Reporting

## Safety Meeting



# Basic First Aid

- One time treatment or follow-up visit
- Does not require extended medical care



# Basic First Aid

Basic first aid for recording purposes

- Using a nonprescription medication at nonprescription strength
- Administering tetanus immunizations
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings
- Using hot or cold therapy
- Using any non-rigid means of support
- Using temporary immobilization devices while transporting a victim

# Basic First Aid

## Basic first aid for recording purposes

- Drilling of a fingernail or toenail to relieve pressure or fluid
- Using eye patches
- Removing foreign bodies from the eye
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Using finger guards
- Using massages
- Drinking fluids for relief of heat stress



# Basic First Aid

- Assist only to the level of your training
- Be first aid and cardiopulmonary resuscitation (CPR) certified
- Protect yourself when treating a victim
- Be familiar with first aid station locations
- Know site specific first aid procedures
- Alert someone before beginning treatment

# Basic First Aid

Procedures to follow in case of a serious or life threatening incident

- Notify
- Assess the scene
- Stabilize
- Transport



# Notify

- Report all incidents and exposures immediately
- Sound an alarm or report the incident
- Know the location of emergency contact numbers
- Call 911
- Trained medical workers should be available for advice or consultation

# Assess the Scene

## Assess for hazards

- Prior to assessing the patient's condition
- Prior to stabilizing
- Prior to performing first aid or CPR





# Stabilize

- Do not move someone with a possible head or back injury unless it is absolutely necessary
- Facilities should be equipped with adequate first aid equipment
- Facilities should be equipped with emergency showers and eyewash stations if chemicals are present



# Stabilize

## Automated external defibrillator (AED)

- Only use an AED if you have been properly trained
- Know the location of AEDs
- Do not use tourniquets to control bleeding
  - Can cause circulation issues



# Transport

- Contact emergency services
  - Communicate facility location
  - Communicate route of vehicle transporting victim
- Victim exposed to hazardous chemicals
  - Send the relevant MSDS to assist doctors



# Incident Reporting

- An incident is an unplanned event that could have or did cause occupational illness, personal injury or property damage due to unexpected reactions from workers, equipment, materials or the environment.



# Incident Reporting

- Primary goal is to prevent future incidents
- Be aware of your duty to report any accident or illness no matter how small
- After first aid care has been provided and injured workers are sent for medical treatment



# Incident Investigation

- The purpose of an incident investigation is to prevent injuries by finding the root cause of the incident so it does not happen again
- OSHA requires incident investigation information for accidents and near miss incidents



# Incident Reporting

- OSHA requires that workers report
  - Work related illness, injuries and first aid cases
  - Near misses and hazardous working conditions
  - Motor vehicle accidents
  - Property damage
  - Substance and chemical releases



# Incident Investigation

## Incident categories

- Death/fatality
- Days away from work
- Restricted work/job transfer
- Medical treatment beyond first aid
- Near miss incident





# Incident Investigation

- It is important to keep the accident site in its original state
- Six key questions to answer during incident investigation
  - Who?
  - What?
  - When?
  - Where?
  - Why?
  - How?



# Incident Investigation

- Interview everyone involved
- Use insight and experience to address concerns about hazardous conditions
- Use results to initiate corrective action



# Industry Benefits Department

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# **IPEC** Safety Meetings

## Basic First Aid and Incident Reporting

Student Name:	Quiz Date:

Student Instructions: Sign and date this quiz sheet. Circle the letter representing the correct answer to each quiz question below.

1. Basic first aid is ongoing treatments that require a trained healthcare provider to perform extensive procedures.  
A) True      B) False
2. You should never assist past your level of training.  
A) True      B) False
3. Basic procedures to follow in a serious or life threatening first aid incident are to notify, assess the scene, \_\_\_\_\_ and transport.  
A) Faint  
B) Panic  
C) Stabilize  
D) Walk away
4. You should wait approximately 24 hours before reporting incidents or exposures.  
A) True    B) False
5. Facilities should be equipped with adequate \_\_\_\_\_ equipment for use.  
A) Exercise  
B) Paranormal investigating  
C) Sparring  
D) First Aid
6. AED stands for \_\_\_\_\_.  
A) Automated external defibrillator  
B) Air externalization de-composition  
C) Alloy electric development  
D) Air, exposure and decomposition
7. A fire drill is an unplanned event that could have or did cause occupational illness, personal injury or property damage due to unexpected reactions from workers, equipment, materials or the environment.  
A) True      B) False
8. The purpose of incident investigation is to prevent injuries by finding the root cause of the incident so it does not happen again.  
A) True      B) False
9. Incidents will fall into all of the following categories, except \_\_\_\_\_.  
A) Near miss incident  
B) Days away from work  
C) Personal day  
D) Death/fatality
10. It is not important to keep an accident site in its original state.  
A) True B) False

## Quiz-Answer Key

Below is the answer key for the above quiz. Do not print this page when printing the quiz for the students.

1. B
2. A
3. C
4. B
5. D
6. A
7. B
8. A
9. C
10. B

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## Sign-In Sheet for Safe Operations Meeting

Date:	Conducted By:
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Means to Verify Understanding:     Quiz     Q & A - Group Discussion     Hands On Demo

Safety Topic(s) Covered: **Basic First Aid and Incident Reporting**

	Name (p r I n t)	Signature	Employee # or Last 4 digits of SS #
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