Lesson The Company provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.	Notes
If you have a work related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.	
FIRST AID PROCEDURES AND INSTRUCTIONS In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.	
Minor First Aid Treatment Minor First Aid Treatment	
 First aid kits are stored in the job trailer. If you sustain an injury or are involved in an accident requiring minor first aid treatment: Inform your supervisor. Administer first aid treatment to the injury or wound. If a first aid kit is used, indicate usage on the accident investigation report. Access to a first aid kit is not intended to be a substitute for medical attention. Provide details for the completion of the accident report. 	
Non-Emergency Medical Treatment	
For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:	
 Inform your supervisor. Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary. Provide details for the completion of the accident report. 	

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

If an employee is severely injured, unconscious, bleeding severely, or has a bad fracture, immediate first aid can reduce the possibility of shock, unnecessary loss of blood, aggravation of injury, and may even save a worker's life. Proper first aid must be given quickly and effectively or the victim's condition may become more serious by the time further help arrives.

Medical Emergencies

In the excitement of an emergency, it is important to stop for a moment and clear your head and think before you act. When responding to an emergency situation, remain calm and apply the three emergency action principles.

- · Survey the area. Try to figure out what happened, so it won't happen to you if you attempt to help. For example, if someone was electrocuted, make sure it is safe for you to enter the area and help.
- · Survey the victim. Try to find out what is wrong, so you can relay it to the emergency personnel. Do not try to perform first aid unless you are properly protected and trained.
- · Call for help. Depending on the extent of the emergency, you may be required to call the local emergency medical provider.

The name and phone number of the emergency contact personnel is posted in accessible areas throughout the Company. Specifically, the emergency numbers are posted next to the nearest telephone.

What is first aid? It is simply those things you can do for the victim before medical help arrives. The most common and important procedures are described next.

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Control Bleeding With Pressure

Bleeding is the most visible result of an injury. Each of us has between five and six quarts of blood in our body. Most people can lose a small amount of blood with no problem, but if a quart or more is quickly lost, it could lead to shock and/or death. One of the best ways to treat bleeding is to place a clean cloth on the wound and apply pressure with the palm of your hand until bleeding stops. You should also elevate the wound above the victim's heart, if possible, to slow the blood flow at the wound site. Continue to add cloth to blood saturated dressing (leave blood saturated dressing on the wound) until bleeding stops. Once bleeding stops, do not remove the cloth that is against the wound (the wound could start bleeding). If the bleeding is very serious, apply pressure to the nearest major pressure point, located either or the inside of the upper arm between the shoulder and elbow, or in the groin area where the leg joins the body.. Never use a tourniquet except in response to an extreme emergency, such as a severed arm or leg. Tourniquets can damage nerves and blood vessels and can cause the victim to lose an arm or leg.

Heimlich Maneuver on Choking Victims

Ask the victim to cough, speak, or breathe. If the victim can not do these things, stand behind the victim and locate the bottom rib with your hand. Move your hand across the abdomen to the area above the navel. Make a fist and place your thumb side on the stomach. Place your other hand over your first and press into the victim's stomach with a quick, upward thrust until the food is dislodged

Heat Exhaustion or Heat Stroke- Cool Treatment

Heat Exhaustion and Heat Stroke are two different things: Heat Exhaustion can occur anywhere there is poor air circulation, such as around heavy machinery. Heat exhaustion occurs due to the loss of body fluids and salts. The symptoms are usually excessive fatigue, dizziness and disorientation, normal skin temperature but a damp and clammy feeling. To treat Heat Exhaustion, move the victim to a cool spot and encourage drinking cool water and resting

Heat Stroke is much more serious and occurs when the body's sweat glands have shut down. Some symptoms of Heat Stroke are mental confusion, collapse, unconciousness, fever with dry, mottled skin. A Heat Stroke victim will die quickly, so don't wait for medical help to arrive—assist immediately.

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Heat Stroke (continued)-The first thing to do is to move the victim to a cool place out of the sun and begin pouring cool water over the victim. Fan the victim to provide good air circulation until medical help arrives.

Treat Physical Shock Quickly

Shock can threaten the life of the victim of an injury if it is not treated quickly. Even if the injury doesn't directly cause death, the victim can go into shock and die. Shock occurs when the body's important functions are threatened by not getting enough blood or when major organs and tissues don't get enough oxygen. Some symptoms of shock are a pale or bluish skin color that is cold to the touch, vomiting, dull and sunken eyes, and unusual thirst. Shock requires medical treatment to be reversed, so all you can do is prevent it from getting worse. You can maintain an open airway for breathing, control any obvious bleeding and elevate the legs @ 12 inches (unless an injury makes it impossible). Don't give the victim anything to eat or drink because this may cause vomiting. Generally, keep the victim laying flat on the back. A victim that is unconscious or bleeding from the mouth should lie on one side so breathing is easier. Stay with the victim until help arrives

Flush Burns Immediately With Cold Water

For thermal, chemical or contact burns, the first step is to run cold water over the burn for a minimum of 30 minutes. If the burn is small enough, keep it completely under water. Flushing the burn takes priority over calling for help. Flush the burn FIRST. If the victim's clothing is stuck to the burn, don't try to remove it. Remove clothing that is not stuck to the burn by cutting and tearing it free. Cover the burn with a clean, cotton material. If you do not have clean cotton material, do not cover the wound with anything. Do not scrub the burn, and do not apply any soap, ointment, or home remedy. Don't offer the burn victim anything to eat or drink, but keep the victim covered with a blanket to maintain normal body temperature until medical help arrives.

If the victim has received an electrical burn, treatment is a little different. Don't touch a victim unless you and the victim are clear of the power source. Once the victim is clear of the power source, your first priority is to check for any airway obstruction, and to check breathing and blood circulation. Administer CPR if necessary. Once the victim is stabilized, run cold water over the burn for 30 minutes and treat as for any burn situation as above.

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Poisoning	Notes
The first thing to do is get the victim away from the poison. Then provide treatment appropriate to the form of the poisoning. If the poison is in solid form, such as pills, remove it from the victim's mouth using a clean cloth wrapped around your finger. Don't ry this method with infants ~ it could force the poison further down the infant's throat. If the poison is a gas, you may need a respirator to protect yourself. After checking the area first for your safety, remove the victim from the area and take to fresh air. If the poison is corrosive to the skin, remove the clothing from the affected area and flush the skin with water for 30 minutes. Take the poison container with you when you call for medical help (you may need to answer questions about the poison). Remain calm and follow instructions you are given. If the poison is in contact with the eyes, flush the eyes for a minimum of 15 minutes with clean water.	
Bloodborne Pathogens (BBP)	
In the past, you could come to the rescue of a fellow worker who is bleeding without giving much thought to your own safety. However, today it's not that easy. There are deadly diseases which can stand between you and acts of heroism. Diseases like the HBV and the HIV.	
Hepatitus B Virus (HBV)	
HBV is a virus which causes liver disease which may eventually lead to cirrhosis and even death. The symptoms of HBV are similar to the flu and include fatigue, nausea, loss of appetite, stomach pain and perhaps yellowing of the skin. The symptoms can be seen within two weeks to six months following exposure. Some people are carriers of the disease and show no symptoms. Treatment before exposure or immediately after exposure may prevent infection from developing. <i>Each year as many as 300,000 people are infected with HBV</i> .	
Human Immunodeficiency Virus (HIV)	
Today, almost everyone knows that HIV eventually leads to AIDS. This disease interferes with the bodies ability to fight off other diseases. There are many people in the U.S. who are infected with HIV, but show no symptoms. These people are just as contagious as the ones who are showing signs of AIDS. Unlike HBV, there is no preventive treatment for HIV and it can not be cured.	

Transmitting the Diseases

HIV and HBV are usually transmitted, or passed on, when disease organisms enter the body through mucous membranes or through breaks in the skin. Outside of work, the two diseases are typically transmitted from:

- · Sexual contact.
- · An infected mother to her unborn child.
- · Intravenous drug users sharing needles.

At work, HIV and HBV can be spread when a worker has an open cut or sore and is in contact with infectious materials, or when a worker is not wearing proper personal protective equipment (PPE) when administering first aid or cleaning up infectious materials such as blood, human tissue or other body fluids that contain blood.

Universal Precautions

Universal Precautions

- · Avoid contacting blood/body fluids.
- · Wear PPE.
- · Wash exposed skin with soap and water.

The only way we can be sure that we are not exposed to HIV and HBV when handling infectious materials is to use Universal Precautions. That is, assume that any blood you may come in contact with contains BBP. You can't identify every person who is infected with the viruses, therefore you can't take any chances.

Personal Protective Equipment

Anyone who may be exposed to bloodborne pathogens should protect themselves by wearing personal protective equipment such as gloves, a splash gown or apron, protective goggles and a mask or face shield. At a minimum, surgical gloves and goggles should be worn whenever administering first aid or cleaning up blood residue or blood stained clothing. Any disposable items that are contaminated with blood should be placed in a special container tagged with the biohazard label and symbol. Non disposable items or other permanent surfaces which have become contaminated should be cleaned with a disinfecting agent, such as diluted bleach solution.

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Personal Hygiene

Personal hygiene practices focus on protecting the worker. If you've been exposed to blood or bodily fluid:

- · Remove your gloves and wash the effected area immediately with soap and water.
- · Use a towel to turn on the spigot so you don't contaminate others.
- · Flush your eves, nose or other mucous membranes with water if they have been exposed.

Immediately report any exposure to your supervisor so vaccinations or treatments can begin as soon as possible.

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Closure	Notes
It is very important to get immediate treatment for every injury, regardless how small you think it is. Many cases have been reported where small, unimportant injury, such as a splinter wound or a puncture wound, quickly led to infection, threatening the health and limb of an employee. Even the smallest scratch is dangerous enough to permit germs to enter, and in large bruises or deep cuts, germs come in by the millions.	
Never move an injured person unless there is a fire or when explosives are involved. The major concern with moving an injured person is making the injury worse, which is especially true with spinal cord injuries. If you must move an injured person, drag the person onto a blanket or large cloth and then drag the blanket along the floor/ground	
Recap	
 WOUNDS: Minor: Cuts, lacerations, abrasions, or punctures- Wash the wound using soap and water; rinse it well. Cover the wound using clean dressing. Major: Large, deep and bleeding Stop the bleeding by pressing directly on the wound, using a bandage or cloth. Keep pressure on the wound until medical help arrives. BROKEN BONES: Do not move the victim unless it is absolutely necessary. 	
• If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.	
BURNS: Thermal (Heat) Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth. Chemical Flush the exposed area with cool water immediately for 15 to 20 minutes.	
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Notes EYE INJURY: Small particles Do not rub your eyes. Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water. Large or stuck particles If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with bandage. Chemical Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes. **NECK AND SPINE INJURY:** If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary. **HEAT EXHAUSTION:** Loosen the victim's tight clothing. Give the victim "sips" of cool water. Make the victim lie down in a cooler place with the feet raised. What questions do you have?