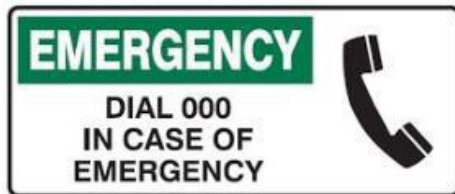


First Aid Awareness

On completion of this training, the learner is able to understand how to identify First Aid locations and First Aid officers. Further, this training provides a basic understanding of First Aid Kit Contents and incident response techniques.

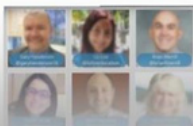


Knowing how to **call triple zero (000) in an emergency** can be the difference between life and death. The 000 service is the quickest way to get the right emergency service to help you. It should be used to contact Police, Fire or Ambulance services in life threatening or emergency situations. Calls to **000** are free and can be made from mobile, home and work telephones.



It is critical that all ASC Cleaners are aware of the **locations of the First Aid Kits and First Aid Room** (if available on-site). Based on on-site availability, ASC cleaning team working after hours can refer on-site security team to administrate First Aid. Ensure the injurers are reported to your supervisor and Client Relationship Manager.

FIRST AID OFFICERS



Identify **First Aid Officers** on Site (Refer First Aid Officer List On Site)

First aid kit

A first aid kit is an essential item for the home, workplace and vehicles. Check the contents of your kit regularly, and ensure that:

- items have been cleaned
- packets are properly sealed
- items have not exceeded expiry dates
- previously used items have been replaced



Quick Guide to help you during an emergency.

Burns and Scalds

Wash your hands if possible. Do not remove clothing sticking to the burns or scalds or burst blisters. All burns and scalds are to be treated with cold water for at least 10 minutes. When the burn is comfortable, a sterile dressing should be applied and the individual should be referred to hospital.

Chemical Burns

Avoid contaminating yourself with the chemical. Flush with plenty of clean cold water for at least 20 minutes. Remove any contaminating clothing which is stuck to the skin. Apply a sterile dressing to exposed, damaged skin and send to hospital.

Choking

Recognise choking. This may be mild or severe. For a mild obstruction, encourage the individual to cough to help relieve the obstruction. If the individual is responsive with a severe obstruction alternate with 5 back blows and 5 abdominal thrusts (chest thrusts in infants) until relieved. If the individual becomes unresponsive begin CPR at the chest compression stage.

Electric Shock

Do not touch the individual until the current is isolated. If the individual is not breathing normally, start resuscitation and continue until individual starts to breathe normally and then treat any burn until the Emergency Services arrives.

Quick Guide to help you during an emergency.

Eye Injuries

Wash hands if possible. If it is a hazardous chemical in the eye, flush your eye with water, open eye continuously with clean water for as long as possible (minimum 15 minutes). If you are provided with a First Aid Kit with a Saline solution - Rinse your eye with the saline solution right away for at least 15 minutes. Loose foreign bodies in the eye should be washed out with clean cold water. Should the foreign bodies still remain, cover the eye with a pad.

Heat Related Injuries

Remove the individual to a cooler environment and place them in a position of comfort. Give small amounts of cool water or isotonic drinks if the individual is responsive. Sponge with luke warm water. If the individual does not respond to rest and fluids or you suspect heat stroke, call the emergency services. Remove as much of the individual's clothing as possible and wrap them in a wet sheet. Fan them vigorously and use cool packs under the arms and around the neck. Hose with cool water or immerse in cool water. Place in the recovery position if the individual becomes unresponsive and continue to cool until the emergency services arrive.

Minor Injuries

Individuals with minor injuries of a sort they would attend to themselves. They may wash their hands and apply a small sterilized dressing from the first aid box.

Quick Guide to help you during an emergency.

Seizures

Protect the individual from injury but do not agitate or restrain them. Protect the head and move objects away that may cause harm. DO NOT put anything in the individual's mouth. After the seizure place the individual in the recovery position. Reassure the individual and allow them to rest and keep them clam whilst waiting for the emergency services to arrive.

Severe Bleeding

Control by direct pressure (using fingers and thumbs) on the bleeding point. Apply a dressing. Raising the bleeding limb (unless it is broken) will help to reduce the flow of blood. It is advisable to wear protective gloves when applying first aid to a bleeding individual.

Shock

Help the individual into a lying position and loosen constricting clothing. Raise the individual's legs if no injuries are present. Allow individuals with breathing or heart problems to sit up in to a position of comfort. Do not allow individuals to smoke, drink or eat. Suspected spinal injuries or fractures to the lower limbs should be treated in the position found.

Special Hazards

Use suitable protective equipment. Move individual to fresh air. If breathing has stopped, start resuscitation and continue until individual starts to breath by themselves or until Emergency Services arrives. If poisons or gases are involved send details of the substance with the individual.

Suspected Broken Bones or Spinal Injuries

Donot move the individualunlesstheyarein a position which exposes them to immediate danger. Obtain expert help, call for an ambulance