

# First Aid toolbox talk

A simple, 5 minute outline of what to cover in a toolbox talk on First Aid.

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A simple, 5-minute outline of what to cover in a toolbox talk on first aid in the workplace.

Regardless of how many safety procedures are put into place in a workplace, it is almost certain that, at some point, an accident will occur. When accidents happen, you must understand basic first aid policies so that help can be given to the injured worker safely and effectively.

In this toolbox talk, we will discuss what you need to know about first aid in the workplace and what to do when first aid is required to be given to a worker on site. Working together, we can ensure a much safer workplace.

## Why Run a First Aid Toolbox Talk?

- We want you to be prepared in the event of an accident that requires first aid to be administered to an injured person.
- We want you to know the proper procedures when accidents occur in the workplace.
- In many cases, the faster first aid can be administered, the less harm will be caused to the person who is injured.

## What You Need to Know About First Aid

Every staff member on the worksite should be aware of first aid basics, even if they are not a designated first aid provider.

At a minimum, you need to understand these first aid basics:

- You must know the procedure if you come across an injured co-worker on the worksite (you will need to discuss your company's specific policy).
- Be aware of what actions you should take if you have injured yourself. This isn't just in the event of an accident with minor injuries that requires first aid or more serious medical attention—every accident needs to be reported.
- Be aware of who to contact in the event of accidents if you require first aid. There should be multiple people responsible for on-site first aid in case the first contact is unavailable.
- Know where first aid kits are located on the worksite.
- You need to be able to accurately give your location in the event of an accident so that emergency services can be deployed promptly.

## Be Prepared for Accidents

If an emergency occurs on the worksite, you need to know what to do. This way, we can all help to keep each other safe and avoid small accidents turning into larger, more severe emergencies. The best way to be prepared is to adopt a “safety first” mindset when on the worksite.

Here are some good tips:

- Ensure you understand the hazards when carrying out your job—especially the ones most likely to lead to accidents and workplace injuries. Once you are aware of the hazards, you can ensure you are doing everything you can to eliminate those risks.
- Pay close attention during safety training, briefings, and toolbox talks. Training helps you to be prepared, and this means you will be better prepared to help yourself or your co-workers if an unfortunate accident occurs.
- Make sure you read all safety materials supplied and the safety materials that are posted on the worksite—including safety materials for specific tools and machines. Safety materials are updated frequently and distributed to every staff member.
- If you are unsure of anything, make sure you ask a supervisor or your safety representative. When it comes to safety, no question is stupid!

## Key Takeaways

- *You need to know what to do if you or a co-worker require first aid. Make sure you understand the company's first aid policy/procedure.*

- *Know which staff members have first aid training so you can contact them in the event of an accident or injury to yourself or a co-worker.*
- *Develop a “safety-first” mentality when working. This involves always being aware of your surroundings and the potential hazards so that you can minimize the risk of injuries.*
- *Know where first aid kits are located on the worksite.*
- *Make sure you undertake all health and safety training and read all safety materials.*
- *Don't be afraid to ask questions if you have them.*

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