



FIRST AID DUTY CARD

- 1. STAY CALM – ensure 000 is called if required**
 - 2. Check for danger (do not put yourself in harms way)**
 - 3. Assess the injured person/s, take notice of the scene of the incident (if applicable)**
 - 4. Apply first aid, if safe to do so**
 - 5. If necessary ensure you have support from workers in the area or another First Aid Officer.**
- First Aiders should ensure they use the appropriate PPE while treating the injured, such as rubber gloves, facemask for CPR, etc.
 - If the incident is of a serious nature, ensure the scene of the incident is preserved for investigation purposes.
 - Brief the relevant management regarding the events, if necessary they will contact the emergency contacts for the injured.
 - Ensure an incident report is completed and any witnesses provide statements (if appropriate).
 - If a medical emergency occurs in a confined space DO NOT enter if not properly trained to identify dangers in these areas.
 - Do not talk to the media.
 - Ensure the First Aid Kit is restocked if required.