First Aid Checklist

When a fellow worker suddenly becomes ill or is injured, you can make a difference in his survival and recovery if you know what to do.

Do you know how to administer first aid? The best way to learn how is to take a course in first aid and in CPR (cardio-pulmonary resuscitation.) These courses are often available through your workplace or community programs.

Do you know how to take care of an injured person? Even if you have not yet taken first aid or CPR, there are a few basic things you should do:

- Stay calm. This helps to reassure the victim, and it helps you to think straight so you can help.
- Move the victim only if his life is in danger where he is. Do not endanger your own life.
- Call for help. Call for someone who knows first aid and/or CPR and call for an ambulance. (Stay with the victim if you can, by sending another responsible person to get help.
- Keep the victim breathing.
- Stop serious bleeding.
- Keep the victim lying down and warm.
- Keep onlookers away from the victim but enlist their help. You can tell them to summon medical help, reroute traffic, direct the ambulance to the accident scene, and perform other tasks. Instruct them to report back to you after they have carried out their orders.

First aid is taking care of an injured or sick person until medical help is obtained. Remembering these basic guidelines can help you save a life. Better yet, take a course in first aid and CPR so you can save a fellow worker when seconds count.