First aid and emergency toolbox talk

People and emergencies · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

Building sites are often far from a hospital, and an ambulance can take time to find a new address with no street number. What the crew does in the first few minutes, keeping the scene safe, calling for help with clear directions and getting the first aider there, can make the difference in a serious injury.

SAY THIS

Know your people and your box

Look at the notice on the site office. It tells you where the first aid box is kept and the name of the person in charge of it. Our trained first aider is the person you call first. The box is for treating injured people only, so do not borrow plasters for blisters and leave it empty. If you use something from it, tell the first aider so it can be refilled.

First, make it safe

If someone is hurt, stop and look before you rush in. Is the machine still running? Is the cable still live? Is the trench about to collapse again? Is there gas or smoke? Switch off and make the area safe if you can do so without danger. If you get hurt too, there are now two patients and one less helper.

Call for help

Shout for the first aider and your supervisor. For an ambulance, call 10177, or 112 from a cell phone, or the local number on our site board. Tell them where you are, with the street name, the nearest corner and landmarks, what happened, how many people are hurt, and whether they are awake and breathing. Give your name and number and keep that phone free. Send someone to the gate or the road to meet the ambulance.

Until help arrives

Leave the treatment to the first aider. Do not move an injured person unless they are in danger where they are. Keep them still and calm, and talk to them. Wear the gloves from the first aid box before you touch blood. Keep the crowd back so the first aider and the ambulance team can work.

Every injury counts

Even small cuts, burns and eye injuries should be treated and written down. Cement, dirt and rust can make a small wound go bad. If you get hurt, tell your supervisor before the end of the shift. After a serious incident, leave the scene as it is once the injured person has been helped, because it may need to be investigated.

CHECK ON SITE TODAY

- ☐ Find the first aid box and check it is stocked, clean and easy to reach.
- ☐ Check the notice showing where the box is and the name of the first aider.
- ☐ Make sure every shift has a trained first aider on site today.
- ☐ Check the site address, nearest corner, landmarks and our local emergency numbers (ambulance, fire, police) are written on the notice board.
- ☐ Agree who will meet an ambulance at the gate and how the vehicle will get in.
- ☐ Show the crew the assembly point.

ASK THE CREW

- ? Who is our first aider today, and where are they working?
- ? If you had to phone an ambulance now, what would you tell them about where we are?
- ? What could go wrong on this site this week that would need an ambulance?
- ? Have you ever helped at an injury on site? What would you do differently?

PROTECTIVE EQUIPMENT FOR THIS JOB

Disposable gloves from the first aid box before touching blood or wounds

THE LAW

General Safety Regulations, 1986, regulation 3: First aid, emergency equipment and procedures; General Safety Regulations, 1986, Annexure: Minimum contents of a first aid box; Occupational Health and Safety Act 85 of 1993, section 24: Report to inspectors regarding certain incidents; Occupational Health and Safety Act 85 of 1993, section 14: General duties of employees at work. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/first-aid-and-emergencies/

Toolbox talk attendance register

TOPIC

First aid and emergencies

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.