



**Subject: First Aid Tool Box Talk No.: 005**

The priorities of first aid are to: save life, prevent the casualty’s condition from getting worse and to evacuate to medical help as soon as possible.

If you know basic first aid, you could save a life.

Ensure you know where the first-aid kit is kept and how to contact a first aid person

If in any doubt always call the emergency services on 999.

When first aid is required:

- Call for medical help, e.g. first-aider.
  - Ensure your own safety as you approach the casualty.
  - Remove the hazard from the casualty if safe to do so.
  - Send someone to phone for an ambulance if necessary.
  - Don’t move the casualty, unless in immediate danger.
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- On finding a casualty:
  - Remain with them and give reassurance
  - Make them as comfortable as possible but don’t give drinks or food to casualty, moisten lips only.
  - Don’t allow them to smoke.

The first aid arrangements for this worksite are:

**PERSON GIVING TALK TO PROVIDE DETAILS**

**RECORD DETAILS HERE FOR RECORD**

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REMEMBER IF YOU KNOW FIRST AID YOU COULD SAVE A LIFE.



### TOOL BOX TALK RECORD SHEET

COMPANY: \_\_\_\_\_

SUBJECT OF TOOLBOX TALK: \_\_\_\_\_

NAME OF PERSON DELIVERING TOOLBOX TALK: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NOTE ANY QUESTIONS ASKED BY STAFF DURING TOOL BOX TALK:

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**YOU SHOULD ONLY SIGN THIS SHEET IF YOU HAVE UNDERSTOOD THE INFORMATION PROVIDED. IF YOU ARE IN ANY DOUBT OR UNSURE ABOUT ANYTHING COVERED BY THIS TOOL BOX TALK PLEASE ASKED THE PERSON DELIVERING THE TALK TO EXPLAIN MORE FULLY.**

PLEASE PRINT YOUR NAME	JOB DESCRIPTION	SIGNATURE

SIGNATURE OF PERSON DELIVERING TOOL BOX TALK: \_\_\_\_\_

