Communicate the biggest hazards that you may encounter at your work site. Go over any general procedures you have should an accident occur, such as having employees work near each other so that they can respond quickly to an accident. Discuss this with your employees each time you begin work at a new site. Go over the contents of your first aid kit and where it is located at each work site. Make sure it includes items suited to the hazards your employees may encounter on the job. Read the following scenario aloud to your employees:

Kevin was working on an extension ladder to remove debris from the gutters of a building that his company was renovating. He would toss the debris to his co-worker on the ground before reaching further and further to his right to grab more debris. The base of the ladder slid as Kevin was leaning right to throw more debris, and he fell to the ground.

What should Kevin’s co-worker do after the fall?

• Assess the degree of the injury – is Kevin unresponsive, experiencing difficulty breathing, bleeding profusely and/or showing other signs of a severe injury?
• Call 9-1-1 if the injury is severe (or if there is any doubt).
• Provide or seek immediate first aid if the injury requires it.
• Stay with Kevin and make him comfortable. If he is unresponsive or has a possible head, neck or back injury, his co-worker should not move him unless he is in imminent danger.
• Communicate the injury to the supervisor.

Review your policy for emergency response, considering the following points:

• When workers should call 9-1-1
• How to protect workers from injury while giving first aid
• How to communicate an injury to co-workers and supervisors (i.e., having push-to-talk phones available)
• Who, on staff, is trained in basic first aid

If you have Spanish-speaking employees but cannot speak Spanish yourself, consider using a bilingual employee to interpret if he/she is comfortable with that, or even having that person lead a separate discussion if he/she is capable. Regardless of the translation mode, it is important to determine that the employee is literate in his/her native language if written materials are used.

VOCABULARY

Accident – Accidente [ahk-see-DAIN-tay]
First aid – Primeros auxilios [pree-MAY-rohs awk-SEE-lee-ohs]
Help – Ayuda [ah-YOO-dah]
Injury – Lesión [lay-SEE-OWN]

USEFUL EXPRESSIONS

Are you okay? – ¿Se siente bien? [say SYEN-tay byen]
Call 911 – Llame al 911 [YAH-may ahl NWAY-vay OWN-say]
Don’t move him/her – No lo/la mueva [no lo/la MWAY-vah]

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Apply Pressure

Prepare yourself and your workers to perform basic first aid when a co-worker is bleeding by reviewing the following recommendations from MedlinePlus and Chesapeake Employers’ safety professionals.

In your training session:

1. Ask your employees how they should respond if they suffer a superficial laceration or a puncture wound.
   Explain that superficial wounds affect the top layers of skin and cause minimal bleeding.
   - Clean the wound gently with soap and warm water and cover it with a sterile bandage.
   - Seek medical attention to properly treat puncture wounds, as they are especially prone to infection.

2. Describe the following accident scenario, asking your employees how they would respond:
   While operating a circular saw, Andrew experiences kickback and loses control of the tool. The saw falls and cuts his arm, causing blood to flow freely from a large gash.
   - First unplug or turn off the tool to prevent further injury.
   - Calm Andrew and have him lie down.
   - Put on latex-free medical gloves if Andrew is incapable of caring for the wound by himself. Otherwise, have Andrew care for his injury by:
     - Elevating his injured arm slightly to slow the bleeding (only if the arm is not broken)
     - Removing dirt and debris from the wound if possible
     - Using a sterile bandage or cloth to apply pressure to the gash, adding cloths on top if blood soaks through
     - Maintaining pressure until the bleeding stops, at which time he should wrap the wound firmly with adhesive tape or clean clothing
     - Seek medical attention if the injury is severe or needs stitches (see #5).

3. Ask your employees what steps they should take to protect themselves and the injured worker while providing first aid.
   Explain that several diseases are transmitted by blood, including HIV and viral hepatitis.
   Dirty hands can also infect an open wound.
   - Have the injured worker administer care to his/her own wound if possible.
   - If the victim is incapable of caring for his/her injury, a first aid provider should:
     - wash his/her hands before and after providing first aid, using antiseptic wipes if necessary to save time.
     - wear latex-free medical gloves while providing first aid
     - Have the injured worker administer care to his/her own wound if possible.
     - If you suspect a head, neck, back or leg fracture.
   - Do NOT remove objects that are lodged in a wound, such as nails, as this may cause more bleeding. Apply pressure around the wound.
   - Do NOT apply direct pressure to a fracture.
   - Use tourniquets only as a last resort, and only if you are trained to do so.
   - In a wound, such as nails, as this may cause more bleeding. Apply pressure around the wound.
   - Do NOT apply direct pressure to a fracture.
   - Use tourniquets only as a last resort, and only if you are trained to do so.

4. Discuss the following points with your employees:
   - If you suspect a head, neck, back or leg injury, do NOT move the victim unless he/she is in imminent danger.
   - Do NOT remove objects that are lodged in a wound, such as nails, as this may cause more bleeding. Apply pressure around the wound.
   - Do NOT apply direct pressure to a fracture.
   - Use tourniquets only as a last resort, and only if you are trained to do so.

5. Ask your employees when they should seek immediate medical help:
   - If the bleeding is severe or uncontrolled
   - If the worker is diabetic or has any other serious medical conditions
   - If the worker has not had a tetanus shot in the past 5-10 years
   - If there is a risk of infection
   - If stitches may be necessary
   - If the wound is located on the chest or abdomen
   - If there is a gaping facial wound

Call 911 in any medical emergency. If there is any question about an emergency, calling 911 is reasonable.

VOCABULARY

First aid – Primeros auxilios [pree-MAY-rohs awk-SEE-lee-ohs]
Help – Ayuda [ah-YOO-dah]
Injury – Lesión [lay-SEE-OWN]

USEFUL EXPRESSIONS

Apply pressure – Presione la herida [pray-see-OH-nay la eh-REE-dah]
Call 911 – Llame al 911 [YAH-may ah NWAY-vay OWN-say]
Don’t move him/her – No lo/la mueva [no lo/la MWAY-vah]
He/she is bleeding – Está sangrando [ace-TAH sahn-GRAHN-doh]
Risk of infection – Riesgo de infección [ree-ACE-goh day een-faik-SEE-OWN]
Wash your hands – Lávese las manos [LA-vah-say lahs MAH-nohs]
Wear medical gloves – Lleve los guantes médicos [YAY-vay lohs GWAHN-tace MAY-dee-kohs]

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Injuries to the head, neck and back are among the most severe accidents that construction workers face on the job. Using the following discussion questions based on first aid recommendations from the Mayo Clinic and MedlinePlus, train your employees to always assume that any injury affecting these sensitive areas is potentially severe and to act accordingly.

In your training session:

1. Ask your employees to name signs that a head, neck or back injury may be serious enough to call 9-1-1. Above all, emphasize that if your employees are ever unsure, it is best to have the injured worker seen by a qualified medical care provider.

   **There could be a severe spinal injury if the victim:**
   - struck his/her head, neck or back with considerable force
   - suffers a head injury resulting in unresponsiveness
   - cannot move his/her neck
   - has his/her neck and/or back at an odd angle
   - feels strong pain around the neck and/or back
   - experiences weakness, numbness or paralysis
   - loses control of his/her limbs, bladder and/or bowels

   **There could be a severe head injury if the victim:**
   - becomes unresponsive and/or very sleepy
   - experiences severe head pain, a stiff neck or paralysis
   - begins acting strangely
   - has pupils of different sizes
   - vomits more than once

2. Ask your employees to describe what they would do if they believed a co-worker had suffered a serious neck or back injury. Go over the following steps:
   - Call 9-1-1 right away.
   - Keep the victim still by immobilizing his/her head between your hands or between 2 pieces of heavy cloth.
   - Provide first aid for other injuries without moving the victim’s head, neck or back, keeping the victim in the position in which he/she was found.

3. Ask your employees to describe what they would do if they believed a co-worker had suffered a serious head injury. Go over the following steps:
   - Call 9-1-1 right away.
   - Verify that the person is breathing. Perform CPR if he/she is not breathing if you are trained to do so.
   - If the person is breathing normally but unresponsive, follow the above steps for a spinal injury.
   - Provide first aid for any bleeding injuries – see First Aid 101: Training #2
   - If you believe the victim may have a skull fracture, do not apply direct pressure on the fracture or remove embedded objects from the wound. Simply cover the wound with sterile gauze and apply pressure around the wound.
   - Do not move the injured worker unless there is imminent danger.
   - Use an ice pack on swollen areas.

4. Explain what your employees should do if forced to move a co-worker with a possible head or spinal injury. This should only be done if the victim’s surroundings present an imminent danger. Employees should work with one other person to gently lift the victim while keeping his/her head, neck and back in the position found.

**VOCABULARY**

**Head injury** – Herida en la cabeza

**Spinal injury** – Lesión vertebral

**USEFUL EXPRESSIONS**

Call 911 – Llame al 911

Don’t move him/her – No lo/la mueva
Help train your employees to recognize the signs of someone who requires Cardiopulmonary Resuscitation (CPR) and to understand the basic steps involved in performing CPR.

This training should not take the place of a comprehensive First Aid/CPR/AED training course.

In your training session:

1. Ask your employees what CPR is and what they know about it already.
2. Read the following scenarios and ask your employees to explain why CPR is needed or not needed for each situation:
   - Billy, a man in his late fifties, collapses while working outside on a hot day. A co-worker kneels to determine if Billy's chest is moving. He concludes that Billy is not breathing and his heart has stopped. This situation DOES require CPR. Upon resuscitation, Billy's co-workers should look for signs of heat illness or shock while waiting for emergency personnel to arrive.
   - Chris falls off a ladder and hits his head. He is unconscious and breathing irregularly. This situation does NOT require CPR unless his breathing stops altogether. Co-workers should call 911, utilize an Automated External Defibrillator (AED) if available and provide first aid for head trauma.
   - Raquel finds her co-worker, David, lying on the ground. She calls his name and taps his shoulder, but David does not respond. Raquel then kneels to determine if his chest is moving and realizes that his heart has stopped. This situation DOES require CPR. However, without knowing the reason for the accident, Raquel should try not to move David beyond what is necessary in case of a spinal injury.
   - Luis collapses, unconscious, while painting the side of a house. It is unclear whether Luis needs CPR or not. Co-workers should first check if he has a pulse and is breathing. If not, he needs CPR.

All of the above scenarios warrant calling 911. Call 911 in any medical emergency. If there is any question about an emergency, calling 911 is reasonable.

3. Show the American Red Cross’ 4 minute video demonstrating “Hands Only CPR” in English and Spanish.
4. Go one better and get your employees trained in an official First Aid/CPR/AED class. Check with your Safety Management Consultant about opportunities to do this through Chesapeake Employers.

VOCABULARY
CPR – RCP [AIR-ray say pay]
Heart – Corazón [koh-rah-SOHN]
Pulse – Pulso [POOL-so]

USEFUL EXPRESSIONS
Hands-only CPR – RCP con solo compresiones [AIR-ray say pay kohn SOH-loh kohm-pray-SEE-OWE-nace]
Perform CPR when a person has no pulse – Aplique la RCP cuando la persona no tiene pulso [ah-PLEE-kay la AIR-ray say pay KWAHN-doh la pair-SO-nah no tee-YEH-nay POOL-so]