

AP 4201 Appendix D - First Aid Drills for a Low-Risk Workplace

First Aid drills support the implementation with the following seven key points:

1. Access to Equipment and First-Aid Supplies
 2. Worker Familiarity with Calling for First Aid
 3. How Effectively a First-Aid Attendant Can Be Summoned
 4. First-Aid Attendants' Ability to Respond to Minor and Major Injuries
 5. Ease of Access to Injured Workers
 6. Ease of Transporting Injured Workers to Medical Facilities
 7. First-Aid Attendants' Familiarity with Documentation and Reporting
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1. Minor Cut or Laceration Drill

Scenario: A worker cuts their hand on office equipment (e.g., paper cutter).

Objective: Test the accessibility of supplies and ability to respond to a minor injury.

Steps:

1. Access to Equipment: Confirm that the first aid kit contains wound-cleaning materials and bandages.
 2. Worker Familiarity: Simulate the injured worker calling for help immediately.
 3. Summoning the Attendant: Ensure the designated first-aid attendant is contacted (via phone or radio).
 4. Response: First-aid attendant provides care, including wound cleaning and applying a bandage.
 5. Access to Worker: Assess if the attendant can reach the injured worker promptly without barriers.
 6. Transport (if needed): Determine if transport to a clinic is necessary (e.g., for stitches).
 7. Documentation: The first-aid attendant completes an incident report and updates the logbook.
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2. Slip and Fall Drill

Scenario: A worker slips on a wet floor and injures their ankle.

Objective: Evaluate response to a fall injury and ease of access to injured workers.

Steps:

1. Access to Equipment: Ensure ice packs, wraps, and splints are available in the first aid kit.

2. **Worker Familiarity:** Simulate another worker calling for help using the designated communication system.
 3. **Summoning the Attendant:** Confirm the attendant arrives promptly after being contacted.
 4. **Response:** The attendant evaluates the injury, applies ice, and wraps the ankle to reduce swelling.
 5. **Access to Worker:** Check if the attendant can easily reach the worker, especially if they are in a remote area.
 6. **Transport:** Assess if the worker needs transport to a clinic or hospital and test how quickly this can be arranged.
 7. **Documentation:** The incident is documented in the first aid report, including follow-up recommendations.
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3. Allergic Reaction Drill

Scenario: A worker reports swelling and itching after lunch (mild allergic reaction).

Objective: Test the team's response to allergic reactions, including transport protocols.

Steps:

1. **Access to Equipment:** Confirm antihistamines are available in the first aid kit, if allowed.
 2. **Worker Familiarity:** The worker alerts a colleague about their symptoms.
 3. **Summoning the Attendant:** Ensure the first-aid attendant is contacted and arrives quickly.
 4. **Response:** The attendant assesses symptoms, provides antihistamines, and monitors the worker for further reactions.
 5. **Access to Worker:** Confirm the worker can be reached easily, even if in a communal area like a cafeteria.
 6. **Transport:** Test if emergency transport (e.g., ambulance) can be arranged if symptoms escalate.
 7. **Documentation:** Complete the incident report with all actions taken and recommendations for future precautions.
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4. Heat Exhaustion Drill

Scenario: A worker experiences dizziness and fatigue after exposure to a warm office environment.

Objective: Assess response to heat-related illnesses and ease of transport if necessary.

Steps:

1. **Access to Equipment:** Verify that the first-aid area has water, cool packs, and a fan or cooling area available.
 2. **Worker Familiarity:** Simulate the worker informing their manager or colleague of the symptoms.
 3. **Summoning the Attendant:** Confirm the first-aid attendant can be notified immediately.
 4. **Response:** The attendant moves the worker to a cooler environment, provides water, and monitors their condition.
 5. **Access to Worker:** Assess how quickly the worker can be relocated to a safer space for treatment.
 6. **Transport:** Simulate arranging transportation to a medical clinic if symptoms do not improve.
 7. **Documentation:** Record the incident and include notes on potential environmental hazards or policy changes.
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5. Unresponsive staff member

Scenario: A worker collapses unexpectedly in a remote part of the building.

Objective: Test the speed and effectiveness of communication and response.

Steps:

1. **Access to Equipment:** Confirm that AEDs (if required) and first-aid kits are accessible near remote areas.
 2. **Worker Familiarity:** Test if nearby workers know how to call for help using radios or phones.
 3. **Summoning the Attendant:** Ensure the first-aid attendant is contacted promptly and can locate the worker.
 4. **Response:** Attendant assesses the worker's condition (unconscious or conscious) and provides necessary care (e.g., CPR or AED).
 5. **Access to Worker:** Evaluate if any physical barriers (locked doors, stairs) prevent quick access to the injured worker.
 6. **Transport:** Simulate calling EMS and preparing for safe transport to a medical facility.
 7. **Documentation:** Log the incident, including communication challenges and areas for improvement.
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6. Medical Health Emergency

Scenario: A worker experiences chest pain, requiring immediate evacuation and EMS assistance.

Objective: Evaluate evacuation protocols and coordination with emergency responders.

Steps:

1. Access to Equipment: Ensure first-aid kits, oxygen (if available), and AEDs are ready for use.
 2. Worker Familiarity: Test if co-workers can activate the emergency response system efficiently.
 3. Summoning the Attendant: Confirm the first-aid attendant arrives quickly and initiates care.
 4. Response: The attendant provides initial treatment (e.g., aspirin, if available) while preparing the worker for EMS.
 5. Access to Worker: Ensure the worker can be moved easily to the building exit or staging area.
 6. Transport: Coordinate with EMS for safe and efficient transport to a medical facility.
 7. Documentation: Record all actions, including time of EMS contact and worker outcome, in the first-aid log.
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Post-Drill Evaluation and Continuous Improvement

After each drill:

1. Debrief Participants: Review how well the team followed the 7-point assessment process.
2. Identify Gaps: Discuss any challenges with accessing supplies, summoning attendants, or transporting workers.
3. Track Performance: Document response times and any barriers encountered.
4. Update Procedures: Make necessary improvements to communication systems, equipment placement, or documentation processes.
5. Continuous Practice: Schedule regular drills to maintain preparedness and compliance.