



TOGETHER FOR  
SUSTAINABILITY

TfS Supplier Academy – Fact Sheet #5

# FIRST AID



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# FIRST AID

Injuries can occur any time. Ensuring immediate and proper first aid in case of an incident is an essential safety measure beside minimizing hazards of injuries and accidents.

First aid measures can protect health and even save life of an injured person.

### KEY EXPECTATIONS

- ✓ Occupational health check-ups on employees are performed by a physician, including specific testing for the specific jobs carried out or chemicals handled.
- ✓ Safety showers and eye wash equipment are installed and easily accessible from work stations involving hazardous chemicals handling.
- ✓ In case of emergency, medical care for employees is provided.
- ✓ Well-stocked and maintained first aid boxes are provided and available in relevant areas (e.g. production site, offices, warehouses).
- ✓ Further medical facilities / doctor's room are provided on-site.

### WHY IS THIS IMPORTANT?

- To provide immediate and appropriate first aid to employees who are injured on the company's premises is one of the most important duties of the factory management.
- A well-organized first aid system ensures quick medical attention for employees and can prevent the loss of many working days.

### MAIN COMPONENTS OF FIRST AID



#### **First aid room**

A separate room for medical care of an injured person.



#### **First aid equipment**

A set of material and tools for emergency treatment of injured persons.



#### **Medical services / first aiders**

A trained person to provide immediate medical help in an emergency, before the arrival of further medical help.

### FIRST AID ROOM

#### PROPERTIES OF A FIRST AID ROOM

##### The first aid room must

- be located in an easily accessible location for workers and clearly identifiable by signs,
- be clean and designated only for medical treatment,
- have screens / curtains available to provide appropriate privacy,
- have all medicines locked and only accessible by a doctor or qualified personnel,
- be effectively ventilated, heated, lighted, and maintained, and
- have a notice at the door of the room clearly showing the names and locations of the nearest first aiders.

##### Inventory of a first aid room:

- First aid kit
- Cupboard for storage of medical requirements
- Couch/bed with blankets and pillow
- Water basin with hot and cold water supplies
- Sufficient supply of soap and disposable towels, trays, gloves, and bowls
- Container for safe disposal of needles or other sharp implements
- Examination table
- Suitable seating
- Telephone
- Names and contact numbers of the first aiders and external emergency / hospital
- First aid instructions available in both English and the local language
- Lockable filing cabinet for storage of records



### FIRST AID EQUIPMENT

#### FIRST AID EQUIPMENT: FIRST AID BOXES

- A sufficient number of first aid boxes is available and unlocked at all times; recommendation: 1 box for approx. 100 workers.
- First aid boxes contain sufficient first aid materials (see below), all within the expiration dates.
- First aid boxes are easily accessible, marked and clearly visible to everyone.
- First aid boxes are kept in sealed containers that provide protection from dirt and water.
- First aid boxes are inspected monthly for their availability and expiration date and restocked after each use or as required over time.

#### **The first aid boxes should contain at least the following materials:**

- Scissors, tweezers, and safety pins
- Adhesive tape
- Disposable latex gloves
- Burn treatment applications (spray / cream)
- Antiseptic applications
- Sterile eye coverings
- Large individually wrapped sterile triangular bandages
- Individually wrapped sterile adhesive bandages (>20#) of assorted sizes
- Small-sized individually wrapped sterile unmedicated wound dressings (absorbent compress) (>6#, ~12 cm x 12 cm in size)
- Medium-sized individually wrapped sterile unmedicated wound dressings (adsorbent compress) (>2#, ~18 cm x 18 cm in size)



### FIRST AID EQUIPMENT

#### FIRST AID EQUIPMENT: EYE WASH STATIONS

- Workers handling chemicals must have immediate access (within 10 seconds; immediate action is critical to avoid long-term damage) to an eyewash station that can be operated without the use of hands.
- Once an eyewash station is turned on, it continues to flow without requiring a worker to operate it with his / her hands. Thus, workers have both hands free to hold open their eyes if the eyes require flushing.



#### FIRST AID EQUIPMENT: SAFETY SHOWERS

- A safety shower is required at fixed work areas or stations when substantial areas of the worker's body may be exposed to large quantities of materials that are highly corrosive or highly toxic by skin absorption.
- Workers handling chemicals have immediate access (within 10 seconds) to a safety shower.
- A sufficient supply of clean water is available (water must flow for at least 15 min.).
- Workers are trained in the proper use of an emergency shower.



### MEDICAL SERVICES & FIRST AIDERS

#### MEDICAL SERVICES

##### APPOINTMENT

- Appointment of qualified medical personnel / doctor at the facility.
- Appointment of external medical organizations to be contacted in case of an emergency.

##### EMERGENCY NUMBERS & COMMUNICATION

- All emergency numbers are available and clearly communicated to all employees.
- All employees know about the medical services personnel and the first aid room.

##### REGULAR HEALTH CHECK-UPS

- All employees have access to regular health check-ups, provided by the facility's medical services.

#### FIRST AIDERS

##### TRAINING & COMMUNICATION

- A sufficient number of first aiders is trained by professional personnel on an annual basis.
- It is clearly communicated to all employees who the first aiders are and how they can be reached.