

FIRST AID TIPS

- A COMPREHENSIVE RESOURCE

Quality, Health & Safety Department

CPR – or Cardiopulmonary Resuscitation – is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest

An **AED, or Automated External Defibrillator**, is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

"Take some time to learn first aid and CPR. It saves lives, and it works." -Bobby Sherman



Did You Know?

- A blocked airway can kill someone in three to four minutes, but it can take more than eight minutes for an ambulance to arrive. So, a simple procedure such as opening someone's airway can save their life whilst waiting for emergency help to arrive.
- During CPR, you should push on the chest at a rate of 100 to 120 compressions per minute.



BEFORE ADMINISTERING CARE TO AN ILL OR INJURED PERSON, CHECK THE SCENE AND THE PERSON. SIZE UP THE SCENE AND FORM AN INITIAL IMPRESSION.

Pause and look at the scene and the person before responding. Answer the following questions:

- Is the scene safe to enter?
- What happened?
- How many people are involved?
- What is my initial impression about the nature of the person's illness or injury?
- Does the person have any life-threatening conditions, such as severe, life-threatening bleeding?
- Is anyone else available to help?

If the person is awake and responsive and there is no severe life-threatening bleeding:

- **Obtain consent:** Tell the person your name, describe type and level of training, state what you think is wrong and what you plan to do and ask permission to provide care.
- **Tell a bystander to get the AED and first aid kit:** Point to a bystander and speak out loud.
- **Use appropriate PPE:** Put on gloves, if available.
- **Interview the person:** Use SAMPLE questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident.
- **Conduct a head-to-toe check:** Check head and neck, shoulders, chest and abdomen, hips, legs and feet, arms and hands for signs of injury. Make sure there are no obstructions of your visibility.
- **Provide care consistent** with knowledge and training according to the conditions you find.

If the person appears unresponsive:

- **Shout to get** the person's attention, using the person's name if it is known.
 - If there is no response, tap the person's shoulder (if the person is an adult or child) or the bottom of the person's foot (if the person is an infant) and shout again, while checking for normal breathing.
 - Check for Responsiveness and breathing for no more than 5-10 seconds

If the person is breathing:

- **Send** someone to call 193 (the emergency number for an ambulance) and obtain an AED and first aid kit.
- **Proceed** with gathering information from bystanders using the SAMPLE questions
- **Conduct** a head-to-toe check.
- **Roll** the person onto his or her side into a recovery position if there are no obvious signs of injury.

If the person is not breathing:

- **Send** someone to call 193 number and obtain an AED and first aid kit.
- **Ensure** that the person is face-up on a firm, flat surface such as the floor or ground.
- **Begin** CPR (starting with compressions) or use an AED if one is immediately available. Only if you are trained in giving CPR and using an AED.
- **Continue** administering CPR until the person exhibits signs of life, such as breathing, an AED becomes available, or trained medical responders arrive on scene.

Note: End CPR if the scene becomes unsafe or you cannot continue due to exhaustion.

Source: Atlantic Online

GEARING UP FOR SAFETY

Quality, Health & Safety Department

The airport environment has its own unique hazards and safety challenges that we have to contend with every day. Safety in aviation is a permanent requirement and as such, is our number one priority.

Personal Protective Equipment (P.P.E.) is there for the protection of the individual and to minimize the danger that an airport environment can bring.

Depending on your normal areas of work, will depend on which items of P.P.E are relevant to you as an individual. Items of P.P.E are designed to protect you from the hazards of your normal working environment, and as such, shall be worn when necessary.

Whilst the Company has a duty to provide you with P.P.E, so you have a duty to ensure that you use the equipment provided and remain safe at all times.

“Being personally safe is your first responsibility in the ensuring of the safety of others and the environment” - Unknown

1



- **Always wear appropriate clothing and shoes** respective to your job.

2



- **Fire extinguishers** must be available and readily attainable. Know where they are positioned.

3



- **First aid kits** must be available and readily accessible.

4



- **Never remove or tamper** with safety devices.

5



- **Wear gloves** if you are handling sharp objects or toxic substances.

6



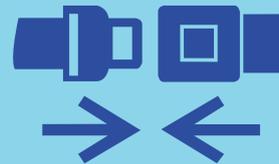
- **Wear goggles** if your work poses a hazard to your eyes.

7



- **Wear safety footwear:**
 - If your workspace involves slippery surfaces
 - If you are lifting heavy items
 - If you working in the safety critical areas

8



- **Wear the protective equipment that is intended and recommended for your particular task.**
 - Seat belts
 - Safety glasses or goggles
 - Protective clothing, headgear, and/or footwear



MANUAL HANDLING

Written by **Abraham A. Afotey**
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Manual Handling is an everyday part of our lives. Shopping, painting, gardening, cleaning, lifting the children are things we do regularly but very often take for granted.

As seen, Manual handling risks can be found in our everyday lives but also in all kinds of industry and work areas.

The Aviation industry is no exception and covers a vast array of job functions; Security Services, Customer Services, Terminal Operations, Baggage Handling, Aircraft Janitorial Services, Aircraft Loading and Offloading activities, Cargo handling, Equipment Operations, Offices, Cargo Warehouses to name but a few. Each of these work areas have their own levels of risk

So, What Is Manual Handling?

Manual Handling is defined as:

"... any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force".

So, What Is A Load?

A load is a moveable object, and can be a box or package, a person or an animal, or something being pushed or pulled, such as a roll cage or pallet truck. There are several risk factors involved in manual handling activities.



Manual handling injuries are part of a wider group of musculoskeletal disorders (MSDs) and account for the loss of thousands of man hours of work. The term 'musculoskeletal disorders' include injuries and conditions that can cause pain to the back, joints and limbs.

Why the Focus on Manual Handling?

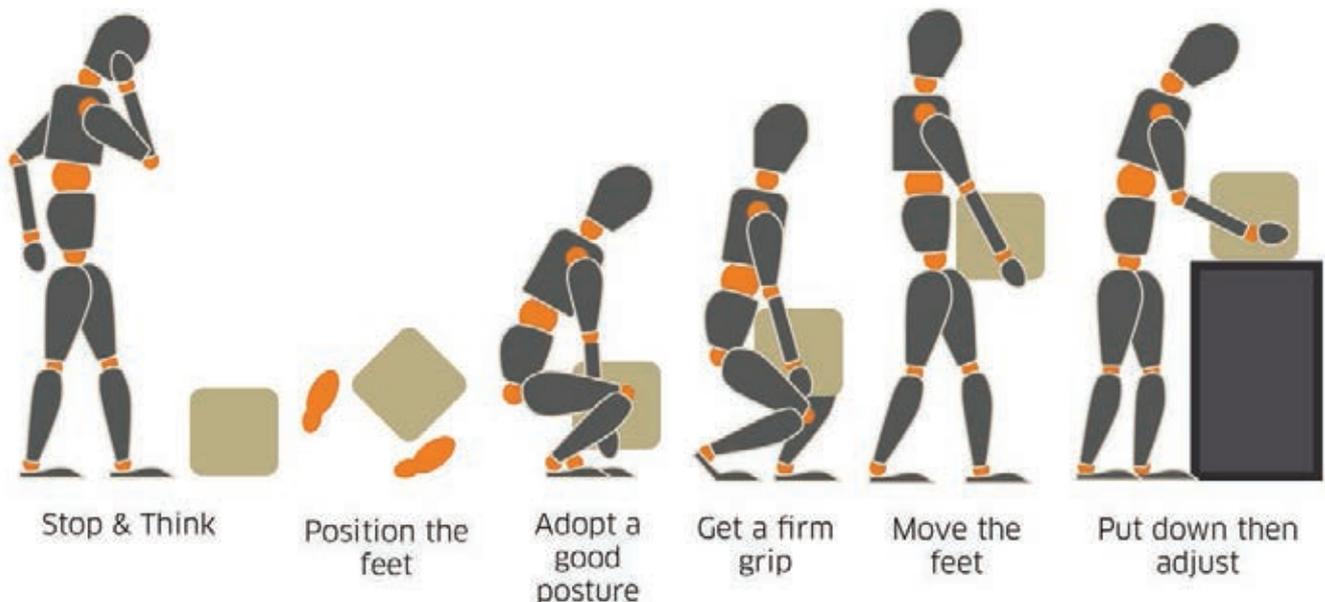
Manual handling is one of the main causes/contributing factors in the development of musculoskeletal disorders, particularly back pain.

Heavy manual labour, repetitive handling, awkward postures and previous or existing injuries or conditions are all risk factors for developing MSDs. The type of work you do may also contribute to making an existing injury worse e.g. a sports injury. Poor manual handling could also result in a hernia or trip and fall hazards, which present a whole range of different risks.

Good Manual Handling Techniques

We need to consider the long-term ill effects of manual handling on persons involved in repetitive manual handling activities. As a result, we must practice and adhere to the outlined good manual handling techniques to reduce the possible ill-impacts on the individual.

1. When lifting, let your legs take the strain - bend your back, knees and hips slightly but do not hunch or squat
2. Tighten your stomach muscles to pull your pelvis in
3. Don't straighten your legs before lifting as you may strain your back on the way up
4. Stand firm – your feet should be apart with one leg slightly in front to hold your balance
5. Try not to lean to the side or twist your body
6. If you need to change direction then let your feet do the work



Measures for Controlling the Risk from Manual Handling (Risk Assessment)

Decide on the action required (push, pull and lift) and make sure you know the intended location. To assess the load, push gently using your foot, or hands/arms.

If manual handling cannot be avoided, certain procedures need to be adopted to reduce the risk of a manual handling injury. The assessment looks at the **task, individual, load and environment**, easily remembered by the acronym **TILE**.

Task – Consider if the activity involves any twisting, stooping, bending, travelling, pushing, pulling, any possible sudden movement of the load, team handling or seated work.

Individual - Individuals have varied physical capacity, and this should be considered in your assessment. It is important to look at each individual's physical capability before carrying out a task.

Load - Consider if the load is heavy, difficult to grasp, sharp, hot or cold or if the contents are likely to move or shift.

Environment - You need to think about the working environment as this may increase the risk related to the task. Consider floor conditions, variations on floor levels, space constraints, poor lighting or ventilation.

Taking the action described above will help prevent injuries and ill health, but may not necessarily prevent all MSDs.

Workers are encouraged to report any signs and symptoms to their supervisors or the Quality Health and Safety (QHS) team at an early stage, before they become more serious, so steps can be taken to reduce the risk.

This hierarchy of measures should be followed to prevent and manage the risks from manual handling:

- Follow the systems and procedures in place at your area of work.
- Always use any equipment provided for the purposes of your health and safety, in the correct manner;
- Cooperate with your supervisors and/or Managers on health and safety matters;
- Inform QHS and/or your supervisors if you identify any hazardous handling activities in your day-to-day operations;
- Make sure the activities do not put others at risk. Consult and involve other colleagues on tasks you find difficult performing alone.

ALWAYS REMEMBER:

If the load is too heavy get help or use a mechanical aid such as a trolley.



REMEMBER - SAFETY IS IN YOUR HANDS - APPLY IT RESPONSIBLY