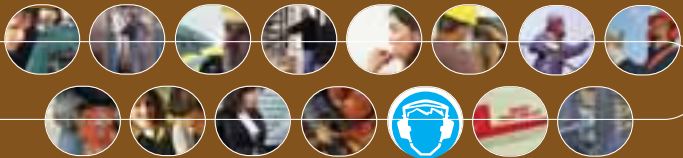


Safety Toolkit and Short Guide to General Application Regulations 2007
First-Aid Section



First-Aid

Introduction



Safety Toolkit

The objective of the Toolkit is to provide guidance on the prevention of accidents or ill health at work and to provide a practical tool towards a safer workplace. It covers requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 as amended and is aimed specifically at small and micro businesses. It is not intended as a legal interpretation of the legislation. Legal advice should be sought where required.

Checklists provided are non-exhaustive and in no particular order

How do I use the Toolkit?

The Toolkit is intended to assist you to monitor and improve standards of safety, health and welfare. It will assist you towards complying with the law.

1. Use the checklists to monitor how you're doing.
2. Make any required improvements.
3. If necessary, investigate further to find out what you need to do and set a timescale for achieving it.
4. Use the Action Date column to show when action taken.

Checklists provided are non-exhaustive and in no particular order.

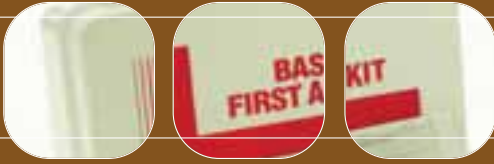
At the end of each point in the check list reference is made to the corresponding part of the Regulations, for example (r51) indicates Regulation 51.

Where can I get further advice?

The Health and Safety Authority's website www.hsa.ie contains a large amount of additional information. Most of the information on the website can be accessed free-of-charge. The website has detailed guides on each section of these Regulations. Each guide contains advice on where to find further information.

The Health and Safety Authority's Workplace Contact Unit (WCU) is a helpdesk resource for employers, employees and the public. You can contact the WCU through

- ▲ Locall: 1890 289 389 (Monday to Friday, 9am to 5pm)
- ▲ Fax: 01 614 7125
- ▲ Email: wcu@hsa.ie
- ▲ Write to: Workplace Contact Unit, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1



First-Aid

What does this section deal with?

This section deals with the requirement to provide first-aid equipment at all places of work where working conditions require it. Depending on the size and/ or specific hazards of the place of work, trained occupational first-aiders must also be provided.

Apart from some exceptions first-aid rooms must be provided where appropriate.

Information must be provided to employees or safety representatives (or both) as regards the first-aid facilities and arrangements in place.

Does this section apply to all places of work?

The requirements for first-aid rooms do not apply to:

- ▲ means of transport outside undertaking or a place inside a means of transport
- ▲ a fishing boat
- ▲ a field, wood or agricultural or forestry land away from the undertaking's buildings

Some Important Points

- ▲ Adequate and appropriate first-aid equipment must be provided
- ▲ Emergency services telephone numbers must be displayed

A white first aid kit with a red handle and a red graphic on the side. The text "BASIC FIRST AID KIT" is printed in red on the white surface.

**BASIC
FIRST AID KIT**

First-Aid Checklist

Interpretation	Yes	No	N/A	Action Date
<p><i>"First-aid"</i> and <i>"occupational first-aider"</i> defined (r163)</p> <p>Regulation 166 (provision of first-aid rooms) does not apply to:</p>				
▲ means of transport outside undertaking or a place inside a means of transport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a fishing boat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
▲ a field, wood or agricultural or forestry land away from the undertaking's buildings (r164)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Requirement	Yes	No	N/A	Action Date
Provide and maintain suitably marked and easily accessible first-aid equipment (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Designate number of occupational first-aiders necessary (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Number of occupational first-aiders, their training and equipment available adequate (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements for first-aid, including names of first-aiders and location of first-aid rooms included in safety statement (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
names, addresses and telephone numbers of local emergency services clearly displayed (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Where provided first-aider absent in exceptional circumstances, designate person to take charge of injured/ill person (r165)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provide first-aid room(s) at every place of work where undertaking size, type and scale of activity and the frequency of accidents so require (r166)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Every first-aid room fitted with essential first-aid equipment and facilities and is easily accessible for stretchers (r166)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

This is a guidance document and using the checklist should help you comply with the Regulations. The checklists are non-exhaustive and in no particular order. Further guidance can be found at www.hsa.ie