

# Good Practices

## First-aid Facilities and Practice

Every enterprise has to be prepared for accidents to happen. Proper preventive measures will never entirely prevent accidents from occurring. Providing first-aid facilities is an essential step in making your factory a safer place to work.

### Good practices for first-aid

- Provide first-aid training to all employees with first aid responsibilities (Figure 1).
- Make sure that first-aid boxes are always adequately stocked and easily accessible (Figure 2).
- Provide posters next to the first-aid box, setting out how to proceed in case of an accident, also include names of qualified first-aiders, and the telephone number of a near-by hospital (Figure 2).
- First-aid boxes should be clearly marked and readily accessible (Figure 2).
- Make qualified first-aid attendants recognizable with the use of a badge (Figure 3).
- Establish an arrangement with a near-by hospital for fast transport in case of emergencies.



Figure 1



Figure 2



Figure 3

### Benefits:

- ✓ Increases safety on the work floor
- ✓ When employees feel safer, they are more motivated and produce more
- ✓ The factory develops a reputation of taking good care of the well-being of its employees

### How:

- ✓ Purchase and properly locate first-aid boxes throughout the factory
- ✓ Make sure that all first-aid boxes are clearly marked and easy accessible
- ✓ Control the stock of the first-aid boxes weekly. Make sure there is always sufficient stock
- ✓ Hire a doctor or an external agency to provide first-aid training to all employees that have first aid responsibilities
- ✓ Develop posters on emergency procedures and display them throughout the factory

### Cost:

**\$ - \$\$**

**\$** Low cost

**\$\$** Moderate cost

**\$\$\$** High cost