

EMERGENCY: PRIORITIES

Always keep in mind your primary responsibilities as a Visit Leader:

1. Keep your group safe.
2. Prevent the situation getting worse.
3. Promote recovery and safe return.

It's also **important** that you:

- do not discuss fault or liability
- do not discuss details
- get witness details
- take photographs
- do not discuss

KEEP A RECORD
who, what, when, where, how

WHO TO INFORM

Call your Emergency Contact if any of the following apply:

- You need support
- The emergency contact is not available
- The emergency contact is not the correct person to contact

Tell your emergency contact:

FIRST AID

REMEMBER: The aims of First Aid are to:

1. Preserve life:
 - Casualties need to be able to breathe
 - Unconscious put them into a safe position
 - Try to find and stop any serious bleeding
2. Prevent the condition worsening:
 - Protect the casualty from the weather
 - Keep them warm and dry
 - Monitor their condition
3. Promote recovery:
 - Talk to the casualty
 - Reassure them

See National First Aid

EDUCATIONAL VISITS EMERGENCY GUIDE



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a disciplinary hearing is basically an enquiry held by the employer to determine whether an employee is guilty of an offence or not a poor work performance hearing is similar but the

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