



Guild First Aid class

This class is **NOT** about in-depth first aid, typically EMS response to the shop is within 4 minutes. Rather, this class is intended to provide training as to the response as an Shop Attendant (SA) in any on-premise accident or health related event. Most especially your response until EMS arrival in any serious medical situation.

SAs, as Guild shop supervisors have the authority **AND** responsibility to take actions necessary to protect and treat injured persons until EMS reaches the scene.

Definitions:

Medical emergency-Any life threatening injury or health event

Medical evaluation-An injury or event that should be seen by medical personnel. Not necessarily EMS. An urgent care clinic might be appropriate.

Minor incident-An injury or health event in which neither an emergency response nor medical evaluation is necessary.

A Guild incident report should be written if it involves medical attention other than a bandaid or splinter removal, or if it involves equipment damage or violation of Guild rules.

The most likely Guild shop medical incidents are:

1. Minor injuries needing band aids
2. Splinter removal

Band aids-

Are appropriate for cuts or abrasions with minor bleeding. If a cut is longer than 1" or deeper than ¼" it should be evaluated by medical personnel for requiring stitches. If an abrasion is more than 1-1½ sq. in. in area. it should be evaluated by medical personnel.

Use of band aid-

1. Rinse and clean the wound area, removing any debris. If debris is too deeply embedded for easy removal, it should be seen by medical personnel
2. Dry the area gently.
3. An antibacterial ointment, such as Neosporin, can be applied.
4. Apply a band aid sufficient in size to cover the wound, being careful not to make the band aid too tight.
5. Keep the wound covered, exposure to open air increases the chance for infection.



These wounds are appropriate to treat with band aids after cleaning.



This injury needs medical evaluation.



Splinter removal-

If the splinter is larger than 1/8" or embedded more than a short distance under the skin, or if in or near an eye, it requires medical evaluation.

1. Wash the area and gently pat dry.
2. Inspect the splinter.
3. If part of the splinter is protruding, use tweezers with the tips sterilized in rubbing alcohol to remove in the direction it entered.
4. If embedded under the skin, use a small needle to remove it, sterilizing the needle in rubbing alcohol.
5. Clean with soap and water and apply a band aid.



This would be straightforward to remove with tweezers or forceps. Clean and apply band aid afterward.



Because of the depth of penetration, medical personnel should evaluate. Ambulance not necessary.

If there is significant difficulty in removing a splinter, leave it for medical personnel.



In all cases of an injury or health event:

- **Have ALL users stop working**
- **Shut off power to all machines**

Criteria for calling 911–

1. Copious blood flow/Amputation/Impaled object
2. Unresponsiveness/Disorientation/Fainting/Collapse
3. Medical emergency–e.g. heart attack, stroke, sudden severe pain or disability, ...
4. Fall of more than 2'
5. Traumatic impact to body
6. Burns covering more than a small area
7. Any injury to the eyes, face or genital area
8. Severe anaphylactic reaction to ingestion of substance or to an insect sting
9. Choking emergency
10. Electric shock causing burn or loss of consciousness. If there is any doubt, the victim should be medically evaluated. Severe electric shock can cause severe internal injury and present little external evidence.

If an injury could not be treated with a Band-Aid, OR if there is significant bleeding, trauma or abnormal behavior, **call 911**.

Actions in requesting 911-

In ALL cases

1. Call 911, providing or confirming the address. This is posted in multiple locations in the shop, and adjacent to every first aid box/kit. If another person is available and capable, have them call 911. If you call on the Guild landline, the address will appear on the 911 dispatcher's screen.
2. Have all other users stop working.
3. If another person is available have them go to the street to direct EMS in.
4. Shut off power to all machines as soon as practicable to do so.

Dialog with 911

- Dispatch will ask "Do you need Police, Fire, or Medical?"
- Respond "Medical"
- If they have the address, the dispatcher will want to confirm it. If called in on a cell phone, they may ask for it.
- They will ask for a description of the situation. EMS will have been dispatched but they want more info enroute.
 - Identify–(for each victim, if multiple)
 - Sex



- Approximate age
 - Symptoms
 - Mechanism of injury (if injury related) otherwise a description of behavior
- Depending on the situation, they may direct specific actions. This can include CPR instruction.



Amputation by table saw



Stabilizing an impaled object



Kickback trauma



Ring avulsion/degloving



Stabilization not needed, and no copious bleeding. Sterile dressing should cover to minimize infection risk.



Electrical burn



Copious blood flow/Amputation/Impaled object

1. If there is copious blood flow, apply 4X4" sterile dressings or trauma dressings to the wound site and apply pressure. If the victim is conscious and responsive, have them apply pressure OR have another person in the shop do it.
2. If an object is impaled in the body, and if dressings are needed to staunch blood flow, place them gently around the site. Do NOT attempt to remove the object.
3. If a body part was amputated, wrap it in a fresh sterile dressing and place it in a plastic bag (NOT ON ICE). Give the bag to EMS.
4. If the wound bleeds thru the dressing, apply other dressings, do NOT remove the original or any added dressings.

Ring avulsion aka degloving

A ring avulsion injury occurs when a ring is forcefully pulled away from the finger causing damage to the soft tissues of the finger. Often times, the injury looks minor, perhaps little or no skin injury, but the extent of the injury may be much more severe. Most notably, the small blood vessels of the finger can become damaged causing the finger to lose its blood supply.

Typically these injuries occur as a result of working with machinery that catches on the ring, or from falling and reaching to grasp an object only to catch the ring. Comedian Jimmy Fallon recently reported an injury where he tripped on a rug and caught his ring.

Symptoms

Ring avulsion injuries don't go unnoticed; what can go unnoticed is how serious the injury can be. Typical symptoms after a fall or injury to the finger that catches the ring include:

- Swelling of the finger
- Redness or bruising around the finger
- Numbness and tingling down the finger

Sometimes the skin has damage causing bleeding or laceration, but even if the skin is in tact, it does not mean the injury is minor. Even with the skin in tact, the blood vessels underneath can be seriously damaged and require urgent treatment.

Unresponsiveness/Disorientation/Fainting/Collapse-

The person does not respond to verbal or physical stimuli (**SHAKE AND SHOUT-Are you OK?**) and/or are not sure of time/date/identity/location. They may have suffered a loss of consciousness, temporary or otherwise.

1. Protect the person. If they are unresponsive, make sure that there is nothing near that can injure them if they suddenly wake up.



2. It is possible that a person will be unresponsive but not slumped or collapsed. Possibilities include diabetic emergency or an epileptic episode.
3. Maintain the safety of the victim until EMS arrives.

Medical emergency (e.g. heart attack, stroke, etc.)

Give the symptoms and follow directions of 911 dispatcher. It is important to note that heart attack indications vary widely and victims will often deny there is anything wrong.

Stroke – there's treatment if you act FAST.



Fall of more than 2'

1. Protect the person and try to keep them from moving their head and neck
2. One way to do this is to kneel at their head and support their head with your hands or knees.
3. If they are conscious, tell them not to move.

Traumatic impact

Possibilities include saw kickback, material falling from a rack, or a fall.

1. Get the person sitting or lying down and stable.
2. If a fracture occurred, the person will "self-splint".
3. Treat any significant blood flow.

Burns

Heat related

1. Make sure the heat source is safely shut off or extinguished. For example, the branding tool used in Guild toy projects.
2. Place the injured area in cool water or pour water on a sterile dressing covering the burn.
3. If the burned area involves the face, eyes, ears, hands, feet, or genitals, it requires medical attention.
4. If the burn area is larger than the palm of your hand, it requires medical attention.

Chemical related

1. Secure the chemical and keep available for EMS to review.
2. Keep the person calm, reassure them that help is in route.



Eye or face injuries

1. If an eye is involved, do NOT attempt to examine the eye, or remove any material.
2. Keep the person from rubbing or touching the eye
3. If a facial injury, apply a sterile dressing to the wound

Anaphylactic reaction to ingestion of substance or to an insect sting

The definition of an anaphylactic reaction is swelling of body tissues. A normal reaction would be minor swelling in the area of a wasp sting, for example. This can also occur with some persons as a severe food allergy. A severe reaction which is an immediate medical emergency, is one in which the swelling goes past a joint. For example, a sting on the upper forearm in which the upper arm begins to swell. A systemic reaction involves swelling of facial tissues, lips, etc. and difficulty breathing. Either a severe or systemic reaction mandate immediate EMS response. The typical treatment is to inject epinephrine. A person who knows that they are susceptible may be carrying an EpiPen for such injection. The Guild does not stock EpiPens as they are a prescription item.

Choking emergency

While EMS needs to respond, this requires immediate action. If the person can not speak, cough or breathe, the Heimlich Maneuver needs to be given. It is possible to do so oneself, but if the victim is not doing so, you should do the following-

Back blows

1. Stand behind the person and slightly to one side. Support their chest with one hand.
2. Give up to five sharp blows between the person's shoulder blades with the heel of your hand.
3. Check if the blockage has cleared. If not, give abdominal thrusts as follows:

Abdominal thrusts

1. From behind, wrap your arms around victim's waist.
2. Make a fist and place the thumb side of your fist against victim's upper abdomen, below the ribcage, and just above the navel.
3. Grasp your fist with your other hand and press into victim's abdomen with a quick, upward pressure. Do not squeeze the ribcage; confine the force of the thrust to your hands.
4. Repeat until object is expelled.

If the maneuver is successful, EMS should still evaluate the person.



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Electric shock

1. Separate the person from the current source-**Don't touch the victim until power is off.** They could conduct the electricity to you. Turn off the main breakers.
2. When you can safely touch the person, do CPR if the person is not breathing or does not have a pulse.
3. Check for Other Injuries
 - a. If the person is bleeding, apply pressure and elevate the wound if it's in an arm or leg.
 - b. There may be a fracture if the shock caused the person to fall.
 - c. For burns, see Burns.
4. Wait for 911 to Arrive

Once EMS is on-scene, they are in charge

1. They will evaluate and make a recommendation on transport to a medical facility.
2. Fire personnel may be first, but an ambulance will also be dispatched.
3. The victim has the right to refuse transport, but EMS personnel are experienced in helping them with the appropriate decision.
4. Ask the person, if practical, if they want you to notify anyone.

Next steps

1. Start down the **Guild Shop Incident Contact List**, notifying the first person who answers. They can handle the rest.
2. Enter details in written log
3. Determine if any machine needs to be locked out for maintenance, evaluation or cleaning
4. Write an incident report (there is a fillable PDF for incident reports with an icon on the main screen)
5. Email the incident report to lead SA, shop equipment manager and safety committee email addresses
6. Email lead SA names of the users present so we can give them credit for another shift.

Guild Shop Operations Contacts List

Position	Name	Email	Phone
Lead SA	Bruce Coopender	Lead.sa@guildoforegonwoodworkers.org	(503) 708-1929
Shop Operations	Ken Hall	shop.operations@guildoforegonwoodworkers.org	(503) 702-7841
Safety Committee	Jeff Hilber	safety.chair@guildoforegonwoodworkers.org	(503) 329-4756



Guild Shop Incident Contact List

Steve Poland	2019 President	(503) 803-0606
Jeff Hilber	Safety Committee	(503) 329 4756
Bruce Coopender	Lead Shop Attendant	(503) 708-1929

Incident report

The purpose of this document is to capture details of the event, to be analyzed for prevention and training.

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| <ol style="list-style-type: none"> 1. Duty SA's name 2. Date and time 3. Was 911 called-Yes/No 4. Person(s) injured 5. Names of witnesses present 6. Tool(s) involved 7. Description of event including why the person involved thought it happened 8. Description of injuries or damage 9. EMS response and actions | <ol style="list-style-type: none"> 10. If transported, where and by whom 11. If any machine malfunction caused or affected the incident 12. If the machine were locked out 13. If any safety rules were or were not followed 14. Actions taken by SA 15. Recommendations for future preventive action 16. Notifications made (Guild, family, ...) |
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Urgent care facilities near shop

Zoom+Care

7855 SW Capital Hwy
 (503) 684-8252
 (8:00-6:00 weekdays, 9:00-6:00 weekends)

OHSU Gabriel Park

4411 SW Vermont
 (503) 494-9992
 (7:30-8:00pm weekdays, 9:00-1:00 Sat)

Legacy-Go Health

4800 SW 76th Ave
 (971) 808-0665
 (8:00-8:00 weekdays, 9:00-5:00 weekends)

Fire station locations closest to shop

- PFB Station 18—8720 SW 30th Avenue (Response time 3-4 minutes)
 PFB Station 10—451 SW Taylors Ferry Rd (Response time 4-5 minutes)
 TVR&R Station 70—8299 SW Beaverton Hillsdale Hwy (Response time 8-10 minutes)