

# WORKPLACE FIRST AID RESPONSE CHECKLIST

QCTO Skills Programme SP-230801 | NQF Level 2

A practical printable checklist for safer workplace emergency response before professional help arrives. Place it near first aid boxes, safety files, induction packs and supervisor stations.

## 6-Step Workplace Response Flow

### 1 SECURE THE SCENE

Check danger. Use PPE. Do not become the next casualty.

### 2 RAISE THE ALARM

Call first aider, supervisor and emergency services.

### 3 CHECK CASUALTY

Responsive? Breathing? Bleeding? Choking? Shock?

### 4 GIVE FIRST AID

Act only within training. Prioritise life threats.

### 5 MONITOR + HANDOVER

Reassess, record changes and brief responders.

### 6 AFTER INCIDENT

Report, restock, review and close corrective actions.

## Print. Place. Train.

Use this PDF as a workplace quick-reference support tool. It does not replace certified first aid training, medical advice or emergency services.



SCAN TO BOOK

TRAIN YOUR TEAM WITH QCTO FIRST AID TRAINING - FROM R928 PER LEARNER

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## 1 SECURE THE SCENE

- Stop and check for danger: traffic, electricity, fire, gas, chemicals, machinery or violence.
- Put on gloves or PPE if available.
- Keep yourself, the casualty and bystanders safe.
- Do not move the casualty unless danger remains or movement is essential.

## 2 RAISE THE ALARM

- Call the designated workplace first aider or supervisor.
- Activate the workplace emergency procedure.
- Call emergency services: 112 from mobile or 10177 ambulance/fire where appropriate.
- Send someone to meet responders at the entrance or gate.

## 3 CHECK THE CASUALTY

- Check if the person is responsive or unresponsive.
- Check if they are breathing normally.
- Look for severe bleeding, choking, burns, fractures, seizure, shock or collapse.
- Prioritise life-threatening conditions first.

## 4 GIVE IMMEDIATE FIRST AID

- Open the airway and provide CPR/AED response if trained and required.
- Control serious bleeding with direct pressure.
- Cool burns with clean running water where available.
- Support suspected fractures and avoid unnecessary movement.

## 5 MONITOR AND HANDOVER

- Reassure the casualty and keep them under observation.
- Recheck breathing, responsiveness and condition changes.
- Record time, observations and first aid actions taken.
- Hand over clearly to EMS, clinic staff or the appointed supervisor.

## 6 AFTER THE INCIDENT

- Complete the incident report and preserve key information.
- Restock the first aid box and replace used PPE.
- Review causes, gaps and corrective actions.
- Update the training matrix and emergency contact list if required.

## WORKPLACE EMERGENCY CONTACTS

Site / department: \_\_\_\_\_

Emergency number: \_\_\_\_\_

First aider: \_\_\_\_\_

Nearest clinic / hospital: \_\_\_\_\_

Backup first aider: \_\_\_\_\_

Physical address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

All prices are FROM prices and are subject to written quotation, group size, venue, delivery method and current programme confirmation.

## COURSE 1

### QCTO First Aid Training

From R928

#### Basic Emergency First Aid Responder - SP-230801

Best for: Workplace first-aiders readiness, scene safety, emergency assessment, handover and reporting.



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## COURSE 2

### Fire Fighting Training

From R528

#### Initial fire response and extinguisher skills

Best for: Employees who need practical fire-response awareness and safer first actions before escalation.



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## COURSE 3

### Working at Heights Training

From R928

#### Fall protection and rescue-planning awareness

Best for: Contractors, maintenance teams, facilities staff, roof work and elevated-work environments.



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## COURSE 4

### Confined Spaces Training

From R928

#### Entry hazards, controls and emergency awareness

Best for: Workers and supervisors exposed to tanks, vessels, pits, chambers or restricted-access spaces.



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## COURSE 5

### Basic Health & Safety Training

From R988

#### Core workplace safety awareness

Best for: Teams needing hazard awareness, safer work behaviour and foundational OHS understanding.



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## COURSE 6

### OHS / SHE Compliance Training

From R928

#### Workplace compliance and supervisor awareness

Best for: Employers, supervisors and safety teams building stronger OHS systems and compliance records.



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## COURSE 7

### Scaffold Erector Training

From R988

#### Scaffold erection, alteration and dismantling awareness

Best for: Construction and access teams involved in scaffold assembly or site preparation.



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## COURSE 8

### Scaffold Inspector Training

From R1,028

#### Scaffold safety inspection and handover support

Best for: Supervisors and appointed persons responsible for scaffold inspection and site safety records.



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## BOOK SAFETY TRAINING WITH SWIFT SKILLS ACADEMY

### Swift Skills Academy (Pty) Ltd

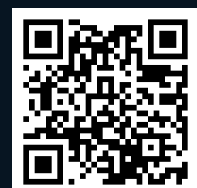
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SCAN WEBSITE

Download. Print. Train. Review. Keep your workplace emergency response visible.