



# **CONFECTIONARY PROCESSING**

## **Level II**

**Based on October, 2019, Version 2 Occupational standards**

**Module Title: applying first aid**

**LG Code: IND COP2 M6 LO (1 - 4) LG (17 - 20)**

**TTLM Code: IND COP2 TTLM6 1020 (V1)**

**OCT2020**



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<b>LG #17</b>	<b>LO #1- Assess the situation</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"><li>• Identifying, assessing and minimizing hazards</li><li>• Minimizing immediate risk</li><li>• Assessing casualty and identifying injuries, illnesses and conditions</li></ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"><li>• Identify, assess and minimize hazards</li><li>• Minimize immediate risk</li><li>• Assess casualty and identify injuries, illnesses and conditions</li></ul>	
<p><b>Learning Instructions:</b></p> <ol style="list-style-type: none"><li>1. Read the specific objectives of this Learning Guide.</li><li>2. Follow the instructions described below.</li><li>3. Read the information written in the information Sheets</li><li>4. Accomplish the Self-checks</li><li>5. Perform Operation Sheets</li><li>6 Do the “LAP”.</li></ol>	

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<b>Information Sheet 1</b>	<b>Identifying, assessing and minimizing hazards</b>
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### 1.1 Identifying, assessing and minimizing hazards.

First Aid is the temporary or the immediate care to a burn, wound, injury, etc that a victim has obtained from an accident. First Aid is used to ease the pain of an injury, to prevent the worsening of the injury, to stop blood from bleeding and to make the victim ready to be brought to the hospital. Sometimes, without First Aid the victim may die before reaching the hospital that is why each one of us should learn the basics of First Aid.

#### ❖ **Aims of first aid**

Preserve life – This includes the life of the casualty, bystander and rescuer:

- Protect the casualty from further harm – Ensure the scene is safe.
- Provide pain relief – This could include the use of ice packs or simply applying a sling.
- Prevent the injury or illness from becoming worse – Ensure the treatment you provide does not make the condition worse.
- Provide reassurance

#### ❖ **Benefits of first aid**

- save lives (in the case of seriously injured or ill persons);
- reduce the chance of permanent damage (for example, prompt flushing of the eyes with water after a chemical splash can prevent blindness) help prevent an injury from becoming more serious (for example, cleaning and bandaging a cut can help prevent infection and further problems);
- Minimize the length and extent of medical treatment;
- Reduce lost time from work.

#### ❖ **General Principles of First-Aid**

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- Rescue and removal of the casualty in the shortest possible time without aggravating existing health situation.
- First aid should be confined to essentials only.
- Immediate arrest of hemorrhage.
- Restoration of respiration and circulation. v. Prevention of impending shock and treatment of shock if the victim is already in such a state.
- Immobilization of simple and compound fractures and dislocations.
- Alleviation of pain by simple procedures and medication.
- Assurance of getting well quickly to the victim and moral boosting

### 1.1.1 Workplace hazards

- **Working in Confined Spaces**

A confined space is a place that is substantially (although not always entirely) enclosed where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen). Very often, injuries and deaths occur as a result of work being carried out such as welding, painting, flame cutting, use of chemicals. Places can also become confined spaces during construction work, fabrication or modification.

- **The risks of working in confined spaces**

Every year, a number of people are killed and others seriously injured working in confined spaces across a wide range of industries, from those involving complex plant to simple storage vessels. Those killed include not only people working in confined spaces but those who try to rescue them without proper training and equipment. Dangers can arise in confined spaces because of:

- Lack of oxygen
- Poisonous gas, fume or vapor
- Liquids and solids suddenly filling the confined space, or releasing gases into it when disturbed
- Fire and explosions
- Residues left behind which can give off gas, fume or vapor

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- Dust
- Hot working conditions.
- **Carbon monoxide**

Carbon Monoxide (CO) is a colorless, odorless and deadly gas produced by the incomplete burning of fossil fuels. These fuels can be natural gas, oil, kerosene, coal or wood. Carbon monoxide replaces oxygen in the blood, interfering with the transport of needed oxygen to cells in the body.

- **Sources**

Carbon monoxide is produced by all fuel burning appliances. In the home, sources can be gas or oil furnaces and wood, kerosene, or pellet stoves. In addition, water heaters, gas dryers, stoves/ovens, unvented fireplaces, gas or charcoal grills and gas-powered portable generators and equipment can produce CO. Automobile exhaust in attached garages can be another source.

- **❖ Prevention**

- Have your heating system and chimney inspected and cleaned yearly, making sure that the furnace is properly ventilated to the outside.
- Do not use alternative heating sources such as a kerosene heater inside the house or garage.
- Enough ventilation should be made in the household level.
- Leave the house immediately and call local emergency number from a cell phone or neighbors home.

### 1.1.2 Suffocation and choking

Suffocation occurs when the stoppage or disturbance of respiration, as by strangulation Chocking on food, or other exclusion of oxygenated air occurs.

Here are a few things that you can do to prevent choking and suffocation in your home:

- **❖ Suffocation**

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- Don't place an infant face down on a soft surface like a waterbed, comforter, or pillow or on a mattress that is covered in plastic.
- Keep infant's crib free of soft items like blankets, pillows, bumpers, and stuffed animals.
- Use a crib mattress that fits snugly without any spaces on the sides where your baby can get stuck. Also, make sure that the sheets fit the mattress snugly and won't get wrapped around your baby's head.
- An infant should not sleep in an adult's bed, especially if adults are in it. Infants should also not sleep in the same bed as other children.
- Make sure that crib bars are spaced so that a child cannot get his or her head stuck in-between them.
- Infants should also not sleep on couches, chairs, or other soft surfaces.
- Keep all plastic bags out of reach of children. That includes shopping bags, sandwich bags, and dry cleaning bags.
- Keep inflated balloons out of reach of young children and dispose of the pieces if they break.
- Put child resistant locks on any airtight spaces that a child could climb into like a freezer.

❖ **Choking:**

- Have kids sit and chew their food thoroughly when eating so that they are less likely to swallow food whole.
- During adult parties, make sure that nuts and other foods are quickly cleaned up and inaccessible.
- Make sure that kids under four don't have access to hard, smooth foods that can block their airway like nuts, sunflower seeds, cherries, raw carrots, popcorn, etc.. Also be careful with soft foods like cheese cubes, hot dogs, and grapes. Make sure to always cut them into small pieces.
- Regularly, get down on your hands and knees to inspect play areas for small choking hazards that are within grabbing range like pieces of toys, coins, balloons, balls, batteries, jewelry, etc.. Also check in couch cushions.

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### ❖ **Strangulation:**

- Make sure that all window treatment cords are tied down and that the ends are cut so that they do not end in a loop. Better yet, replace them with cordless designs.
- Don't put necklaces or headbands on your infant.
- Cut all drawstrings out of your child's hoods, jackets, waistbands, etc..
- Don't leave babies unattended in strollers as they can become tangled in the straps and strangle them.
- Make sure that an infant child cannot get his or her head stuck between the slats of their crib. Also make sure that mattress and bedding fits snugly.
- Never tie a pacifier around your baby's neck or otherwise attach it to their clothing.
- Don't hang things like bags or purses on a crib.
- Always remove your infant's bib after mealtimes.

### **1.1.3 Types of hazards**

#### ❖ **Physical hazards**

They Are the most normal occurrences in workplaces, they are usually easy to detect, however, very often are neglected because people are too accustomed (familiarized) to them. Another reason may be due to lack of knowledge or people do not see situations as hazards.

#### ❖ **Falling**

Here are a few things that we can do to prevent people in your home from falling:

- Put soft, protective surfaces under play equipment.
- Pay special attention to staircases. Make sure that they have handrails, are well lighted, do not have any loose carpeting, and are always clear of toys and other items.
- Use safety gates both at the top and bottom of staircases if children are in the house.

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- If there is a dark basement, installing a light on the staircase and paint your bottom step a bright color to make it more visible.
- If there is, Always clear outdoor steps of ice and snow as soon as possible.
- Look out for pets: Pets may cause fall-related injuries each year.
- Make your shower safe: use non-slip rubber mats and install extra rails or grab bars if necessary. Also, make sure that the existing rails and other supports are in good condition and can support your weight.
- Make sure that you always use (and have!) sturdy step stools when getting things in the kitchen or out of closets.
- Do not allow children under six years old to climb on bunk beds.
- If you have small children, install locks on all cabinets and drawers so that they won't be able to climb them.
- Require children who are riding skateboards or bikes on your property to always wear approved helmets.

#### ❖ Fires/burns

Here are a few things that you can do to prevent fires and burns in your home:

- Keep your water heater at a low temperature of 120 degrees.
- Use the back burners on the stove when possible. Children can't reach them and there's less of a chance of a hot pot getting knocked off of the stove.
- Keep candles and other open flames out of reach of children.
- Stay focused in the kitchen and never walks away from a pot that is in use.
- Keep a fire extinguisher in your kitchen.
- Keep clothes irons and curling irons out of reach of children and don't balance them precariously on counters or ironing boards. Teach children that irons and curling irons can remain hot even after they have been unplugged.
- Keep space heaters at least three feet away from flammable things like curtains and clothing.
- Don't cook and hold a small baby or child at the same time.

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- Don't eat or drink anything hot while a baby or small child is sitting on your lap

#### ❖ **Chemical hazards**

- **Poisoning**

A poison is a substance which, if taken in to the body in sufficient quantity, may cause temporary or permanent damage. Poisons can be swallowed, absorbed through the skin, inhaled, splashed in to the eyes, or injected. Once in the body, they may enter the bloodstream and be carried swiftly to all organs and tissues. Signs and symptoms of poisoning vary with the poison- they may develop quickly or over a number of days. Vomiting is common if it has been ingested and breathing difficulties if inhaled.

Some of the things that children are most often poisoned by:

- Household and cleaning products
- Personal care and beauty products
- Medicines
- Plants
- Lead
- Carbon monoxide

Things that you can do to prevent accidental poisonings in the home:

- Place chemicals high up on shelves rather than down low under kitchen and bathroom sinks where people commonly put them. If possible, store them out in a garden shed outside of the house.
- If you have to put chemicals in low cabinets, use baby proof locks and be sure that you can properly close the doors.
- Never put household cleaners in old drink bottles or food containers that might confuse a child.
- Get children and pets out of a room before you use pesticides or other chemicals.
- Always close the packaging on a medication or chemical if you are interrupted by the phone or the doorbell.

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- Don't trust that childproof packaging on medications will keep children safe. The best defense is to keep the medications out of children's hands in the first place.
- Don't (obviously) store medications on easy to reach tables or counter tops.
- Be aware of where all of the medications in your home are, especially if you have visitors who might leave them in an open purse or bag.
- Get rid of any old "watch" type batteries as children can easily swallow them. Consider getting rid of any toys or gadgets that use them.

❖ **Biological hazards**

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<b>Self-Check -1</b>	<b>Written Test</b>
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Name..... ID..... Date.....

**Directions:** Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

**Test I: Choose the best answer (5pts)**

1. From the following Which one is poisoning substance in a home?(1pt)
 

A. Personal care and beauty products	C. Plants	E. All
B. Medicines	D. Carbon monoxide	
2. Workplace hazards includes all of the following except (3points)
 

A. Environmental hazards	C. Hazardous substance
B. Working in confined place	D. None
3. The cause of danger in confined workplace includes (3points)
  - A. lack of oxygen
  - B. poisonous gas, fume or vapor
  - C. liquids and solids suddenly filling the confined space, or releasing gases into it when disturbed
  - D. All of the above

**Test II: Short Answer Questions (5pts)**

1. List the things that you can do to prevent: (6pts)
  - A. Poisoning -----
  - B. Fires/burns -----
  - C. Choking -----
  - D. Suffocation -----

A. What are the physical hazards to self and client health and safety in a household level.(3 pts)

Satisfactory rating≥5 unsatisfactory rating≤5

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## Information sheet 2

## Minimizing immediate risk

### 2.1. Minimizing immediate risk

Definition of terms:-

**Risk** is the possibility that somebody could be harmed by these and other hazards and the indication of how serious the harm can be.

**Risk factor** is a variable associated with an increased risk of disease or infection .Or any attribute, characteristic or exposure of an individual that increase the likelihood of developing a disease or injury.

Unfortunately our home is the place where accidents are most likely to occur. Everyone should be aware of the dangers in the home so that accidents can be avoided. The purpose of this information sheet is to raise awareness of the type of accidents that may occur in the home and what steps you can take to prevent them.

#### Risk factors

##### ❖ Fire

Fire is a process in which substances combine chemically with oxygen from the air and typically give out bright light, heat, and smoke, combustion or burn.

Fires can start suddenly and spread quickly, damaging your home and furniture and putting lives in danger.

Actions to do when in a house fire :

#### A. Get the fire extinguisher

If you hear the sound of the fire alarm in your home do not ignore it, go for your fire extinguisher as a one stop preventive measure. This singular act can help curb the fire instantly, but if your effort proves abortive after using the fire extinguisher, leave the

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scene immediately. Fire extinguishers are very important and should be installed in every house, no matter if private or commercial.



Fig: 2.1 Fire extinguisher

### **B. Raise an alarm**

Inform others in the house of the fire situation by screaming out loud; do not rely on smoke detectors and alarm to inform others, they might sometimes malfunction due to battery faults and other reasons.

### **C. Call the local emergency number**

Pick up your phone and call the fire department after leaving the property, do not stop inside the house searching for your mobile device as you could get caught up in the flames. Rush out, and ask neighbors or passer-by to help you call the fire department.

Leave Valuables behind

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When in a fire, never delay to find the best possible escape route from a burning house to find valuables. You could always notify the fire safety officers when they arrive of such valuables describing their last known location.

#### **D. Stop, drop and roll**

If your clothes catch fire, do not run, simply drop to the floor and roll over your back to extinguish the fire. Always crawl and remain close to the ground to keep you away from the high temperature, and thick smoke from the fire. Stay low, until you escape the burning house.

#### **E. Cover your nose**

Cover your nostril with a shirt or a damp towel during a house fire; this will prevent smoke from entering your lungs.

Lastly do not run into a room filled with smoke or flames, doing that means running into massive danger.

Electric - Many accidents and fatalities involve electricity - it must be treated with respect.

Heating - Safety is especially important when choosing and using heating products

#### **F Safety measures**

##### **Fire Safety measures**

Fires can start suddenly and spread quickly, damaging the home and furniture and putting lives in danger. They are caused in a variety of ways, but there are a few simple hints you can follow to prevent them starting.

- Keep all fires and heaters well guarded, especially open fires.
- Keep portable heaters and candles away from furniture and curtains. Position safely where they cannot be knocked over
- Don't dry or air clothes over or near the fire, or the cooker
- Do not smoke in bed

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- Many fires start in the kitchen, especially fat fires. Never leave a pan unattended when deep fat frying and watch for overheating.
- If there are children around, keep matches and lighters well out of reach
- Fit approved smoke detectors on each floor. Choose a smoke alarm that is mains operated or one with a long life battery
- Plan your escape route. Remember Get out, stay out and call the fire brigade **out!**

#### ❖ **Electrical Safety measures**

Many accidents and fatalities involve electricity - it must be treated with respect. Here are some tips:

- Do not use appliances with worn or damaged flexes. Don't wire flexes together.
- Keep portable mains-operated appliances out of the bathroom.
- Have electric blankets serviced and checked regularly
- If an appliance appears faulty stop using it and have it checked at once
- Consider having a RCD (residual current device) for whole house protection. These are especially valuable when power tools are used
- Look for the CE mark when you buy electrical equipment
- Never overload an electric socket.

#### ❖ **Heating safety**

Safety is especially important when choosing and using heating products.

- All fuel-burning appliances use up fresh air as they burn, and give off waste gases including the deadly carbon monoxide (CO). Never block air vents or airbricks and service appliances annually
- Be aware of symptoms of CO poisoning such as drowsiness and flu like symptoms
- If you use a chimney or flue, or bring one back into use, have it swept at least once a year, or more frequently if you burn wood

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- Never block any outside grilles or rest anything against it
- If a gas flame, which normally burns blue, burns orange this may be a built up of carbon monoxide. Have your appliance checked immediately
- Check the pilot regularly on gas cookers and water heaters to make sure it has not gone out
- If you suspect a gas leak, open the windows turn off the supply and call your gas supplier. Don't operate switches as a spark could ignite the gas
- Always keep a special watch on young children and elderly people when fires and heaters are in use.

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<b>Self-Check -2</b>	<b>Written Test</b>
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Name..... ID..... Date.....

**Directions:** Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

**Test I: Choose the best answer (2pts)**

1. Which one of the following **is not** the benefit of first aid? (2 points)

- A. Save lives
- B. Reduce the chance of permanent damage
- C. Minimize the length and extent of medical treatment
- D. None of the above

**Test II: Short Answer Question (4pts)**

2. Write the **actions to do when a fire occurs in work place?**

Note: Satisfactory Rating:  $\geq 4$  points      Unsatisfactory:  $\leq 4$  points

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<b>Information sheet 3</b>	<b>Assessing casualty and identifying injuries, illnesses and conditions</b>
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### **3.1 Assessing casualty and identifying injuries, illnesses and conditions**

#### **Abdominal injuries**

Injuries to the abdominal region require prompt medical aid. If the liver, spleen or pancreas is damaged, profuse internal bleeding can occur. Injury to the bowel can cause the contents to spill into the abdominal cavity causing infection. Shock is also a complication of these types of injuries.

#### **A. Causes:**

- Car accidents
- Bike accidents
- Hard and heavy blows or falls
- Sport Swallowing foreign objects

#### **B. Signs and Symptoms may include:**

- Pain
- Pale, cold clammy skin
- Bleeding from the anus or genitals if injured.
- Blood stained vomit or urine.
- Breathing noises
- Tenderness Bruising, and/or swelling
- Protruding Intestines

#### **C. Management**

Follow the basic first aid plan to assess the casualty:

- Assist the casualty into a comfortable position.
- Usually with the head raised slightly and the knees flexed will relieve the pressure or placed in the fetal position.

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- Cover protruding intestines with plastic wrap, a non-stick dressing or if not available, a wet dressing could be used.
- Monitor vital signs.
- Seek medical aid immediately.

### 3.1.1 wounds/injuries

- A wound is any type of injury to the skin.
- In general, wounds can be classified as closed (where the skin stays intact) or open.

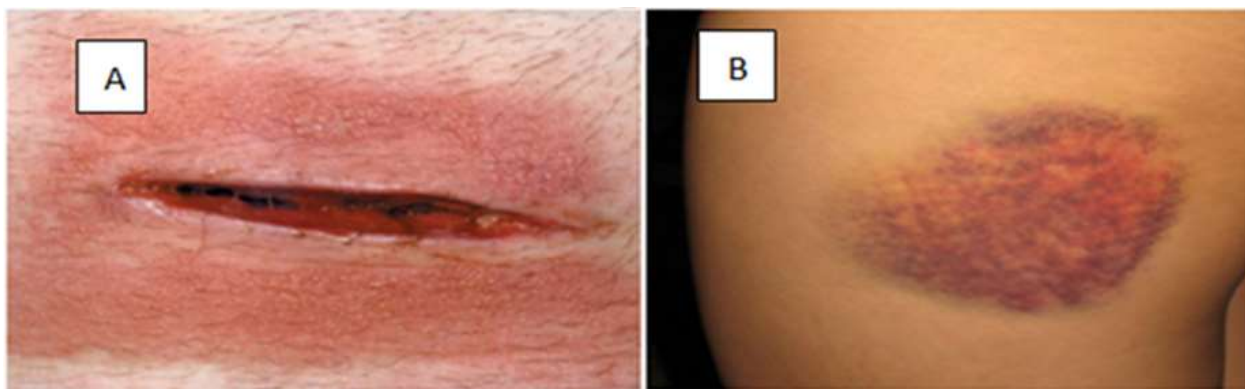


Fig: 3.1 Open wound, B. closed wound

- In open wounds, the skin is cracked open, leaving the underlying tissue exposed to the outside environment, which makes it more vulnerable to bleeding and infections.
- In closed wounds, the skin is intact and the underlying tissue is not directly exposed to the outside world. Even with the skin intact, the damage can reach down to the underlying muscle, internal organs and bones. That is why these kinds of wounds can be complicated by severe bleeding, large bruises, nerve damage, bone fractures and internal organ damage.
- Open wounds can be classified according to the object that caused the wound.
- The types of open wounds are:
  - ✓ Incisions or incised wounds, caused by a clean, sharp-edged object such as a knife, razor, or glass splinter
  - ✓ Lacerations, irregular tear-like wounds caused by some blunt trauma

- ✓ Abrasions, superficial wounds in which the topmost layer of the skin (the epidermis) is scraped off. Abrasions are often caused by a sliding fall onto a rough surface
- ✓ Avulsions, injuries in which a body structure is forcibly detached from its normal point of insertion.
- ✓ Puncture wounds, caused by an object puncturing the skin, such as a splinter, nail or needle.
- ✓ Penetrating wounds, caused by an object such as a knife entering and coming out from the skin.
- ✓ Gunshot wounds, caused by a bullet or similar projectile driving into or through the body. There may be two wounds, one at the site of entry and one at the site of exit, generally referred to as a "through-and-through."

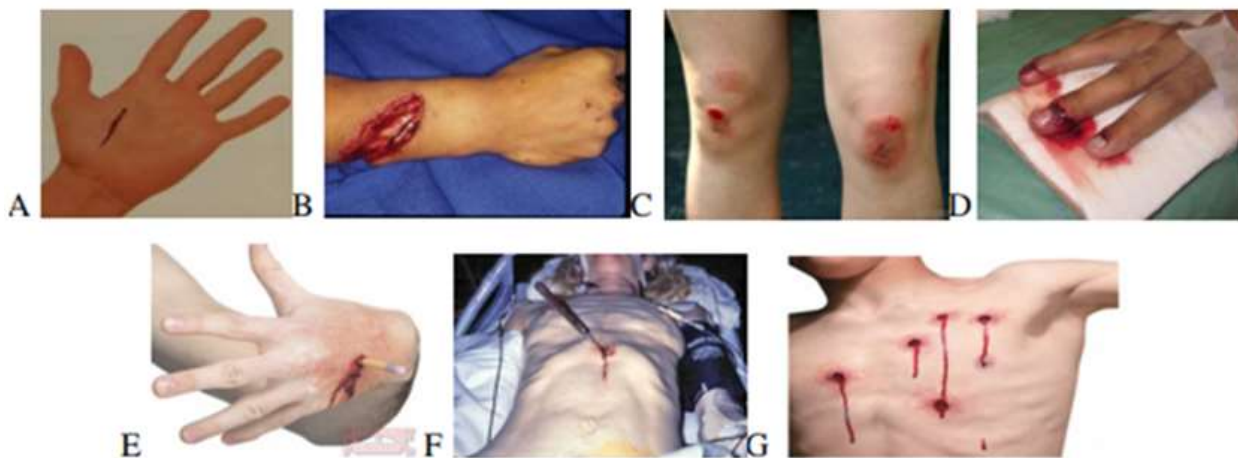


Fig: 3 .2 the types of open wounds A. incisions, B. laceration, C. abrasion, D. avulsion E. puncture wound F. penetrating wound G. gunshot wound

❖ **The types of closed wounds are:**

- **Contusions**, more commonly known as bruises, caused by a blunt force trauma those damages tissue under the skin.
- **Hematomas**, also called a blood tumor, caused by damage to a blood vessel that in turn causes blood to collect under the skin.

- **Crush injury** is an injury that occurs because of pressure from a heavy object onto a body part or from squeezing of a body part between two objects. Depending upon their severity, crush injuries can be complicated by bleeding, bruising, broken bones, open wounds or so-called compartment syndrome.



Fig: 3.1.2 the types of closed wounds A. contusion, B. hematoma C. crush injury

### 3.1.2 Cuts and Scrapes

Follow these steps to keep cuts clean and prevent infections and scars.

- **Wash your hands.** First, wash up with soap and water so you don't get bacteria into the cut and cause an infection. If you're on the go, use hand sanitizer.
- **Stop the bleeding.** Put pressure on the cut with a gauze pad or clean cloth. Keep the pressure on for a few minutes.
- **Clean the wound.** Once you've stopped the bleeding, rinse the cut under cool running water or use a saline wound wash. Clean the area around the wound with soap and a wet washcloth. Don't get soap in the cut, because it can irritate the skin. And don't use hydrogen peroxide or iodine, which could irritate the cut.
- **Remove any dirt or debris.** Use a pair of tweezers cleaned with alcohol to gently pick out any dirt, gravel, glass, or other material in the cut.

### 3.1.3 Allergic reactions

- Allergies are an overreaction of the body's natural defense system that helps fight infections (immune system).
- The immune system normally protects the body from viruses and bacteria by producing antibodies to fight them.



- In an allergic reaction, the immune system starts fighting substances that are usually harmless (such as dust mites, pollen, or a medicine) as though these substances were trying to attack the body.

### 3.1.4 Types of allergies

There are many types of allergies. Some of the more common ones include:

- Food allergies
- Medicine allergies.
- Allergies to insect venom.
- Allergies to Insect Stings.
- Allergies to animals,
- Allergies to natural rubber (latex).
- Allergies that develop from exposure to a particular inhaled substance in the workplace. These are called occupational asthma.
- Allergies to cosmetics,

These are the six key things to look for:

- Difficulty breathing (e.g. tight chest and wheezing)
- Swelling of the tongue and throat
- Itchy or puffy eyes
- An outbreak of blotchy skin
- Anxiety
- Signs of shock

### 3.1.5 Basic First Aid for Burns

**Definition:** A burn is an injury that results from heat, chemical agents, or radiation. It may vary in depth, size, and severity causing injury to the cells in the affected area.

#### A. Treating thermal burn

- The first step to treating a burn is to stop the burning process. Chemicals need to be cleaned off. Electricity needs to be turned off. Heat needs to be cooled down with running water.

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- Sunburn victims need to be covered up or go inside. No matter what caused the burns or how bad they are, stopping the burn comes before treating the burn.
- The severity of a burn is based on depth and size. For serious burns, you might need to see a doctor or call

### 3.1.6 Chemical contaminants

Chemical contaminants are chemicals toxic to plants and animals in waterways. The phrase 'chemical contamination' is used to indicate situations where chemicals are either present where they shouldn't be, or are at higher concentrations than they would naturally have occurred.

#### A. Chemical splashes to the eye

In addition to the general principles of poison management you could rinse the eye with fresh slow-running water for 15 minutes, keeping the eyelids open. Be careful that the water does not flush the chemicals into the unaffected eye.

#### B. Chemical splashes to the skin

In addition to the general principles of poison management you could carefully remove any contaminated clothing making sure not to come into contact with the poison or risk spreading it further. Immediately rinse the skin area with fresh running water. Powered chemicals should be carefully brushed off first, and then flushed with water.

#### C. Inhaled gases / toxic substances

In addition to the general principles of poison management you could:

- Remove the person to fresh air (only if safe to do so)
- Open any windows and doors — do not turn on air conditioning or fans.
- Closely monitor airway and breathing.

### 3.1.7 Dislocation

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- A dislocation is an injury in which the ends of your bones are forced from their normal positions. The cause is usually trauma resulting from a fall, an auto accident, or a collision during contact or high-speed sports.
- Dislocation usually involves the body's larger joints. In adults, the most common site of the injury is the shoulder. In children, it's the elbow. Your thumb and fingers also are vulnerable if forcibly bent the wrong way.



Fig: 3.1.3 Dislocation

### 3.1.8 Drowning

- Drowning is defined as respiratory impairment as a result of being in or under a liquid.
- Drowning typically occurs silently, with only a few people able to wave their hands or call for help. Symptoms following rescue may include breathing problems, vomiting, confusion, or unconsciousness.

### 3.1.9 Fracture

A fracture is a break or crack in the continuity of bone.

- Types of Fracture:
  - ✓ **Closed fractures:** closed (simple) fractures are those not associated with open wounds on the surface of the body
  - ✓ **Open fractures :** open (compound) fractures are those associated directly with open wounds



Fig: 3.14 Closed Fracture (A) and Open fracture (B)

### 3.1.10 Epilepsy

- Epilepsy is a central nervous system (neurological) disorder in which brain activity becomes abnormal, causing seizures or periods of unusual behavior, sensations, and sometimes loss of awareness
- First aid for a seizure is aimed at keeping the person safe until the seizure stops on its own. Most seizures last from 30 seconds to 2 minutes.

### 3.1.11 Shock

- The reaction of the body to the failure of the circulatory system to provide enough blood to all-the vital origins of the body.

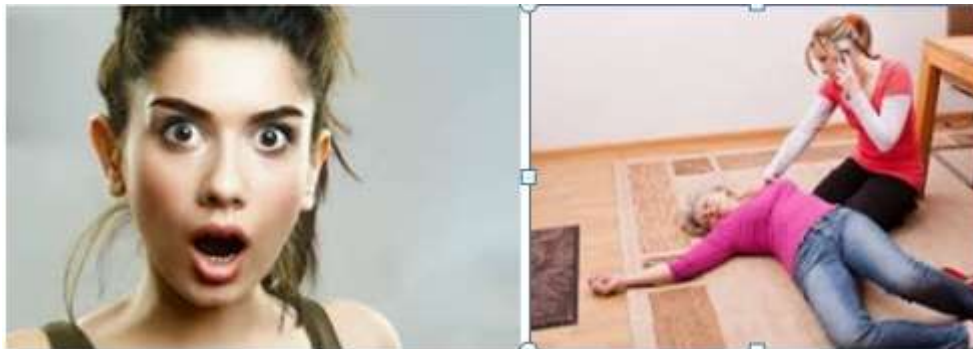


Fig: 3.15 Shocking

### Causes

- Trauma
- Heart failures
- Sever bleeding
- Loss of plasma -in burns or crushing injures
- Allergy
- Loss of body fluid- recurrent vomiting from any cause

### 3.1.13 Venomous Snake Bites

Venomous snakes found in the United States include rattlesnakes, copperheads, cottonmouths (water moccasins) and coral snakes. Prompt medical care significantly reduces the likelihood of dying from a venomous snake bite. Most deaths from venomous snake bites occur because the person had an allergic reaction to the venom or is in poor health, or because too much time passed before he or she received medical care.

#### ❖ Signs and Symptoms of Venomous Snake Bites

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Signs and symptoms of a possibly venomous snakebite include a pair of puncture wounds and localized redness, pain and swelling in the area of the bite.

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<b>Self-Check -3</b>	<b>Written Test</b>
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Name..... ID..... Date.....

**Directions:** Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

**Test I: Choose the best answer (5pts)**

1. Evisceration is an abdominal injury in which the organs are actually visible.
  - A. True
  - B. False
2. A breaking in the skin or the mucus membrane
  - A. Open wound
  - B. Open fracture
  - C. Closed wound
  - D. Closed Fracture
3. Occurs when body tissue is cut on Knife. Rough edges of metal, broken glass or other sharp objects.
  - A. Abrasion
  - B. Laceration
  - C. Incision
  - D. Avulsion
  - E. Puncture
4. Bleeding inside body cavity
  - A. Internal bleeding
  - B. External bleeding
  - C. All
5. Which one is a technique of stopping severe bleeding?
  - A. Direct pressure
  - B. Applying Tourniquet
  - C. Elevation
  - D. All

**Test II: Short Answer Questions (5pts)**

1. Write the two types of wound
  - A. ....
  - B. ....
1. Write the three classifications of Burn.
  - A. ....
  - B. ....
  - C. ....

Note: Satisfactory Rating: ≥5 points

Unsatisfactory: ≤ 5 points

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**LG #18**

**LO #2- Apply first aid procedures**

**Instruction sheet**

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- providing appropriate information
- Using available resources and equipment
- Responding to casualty
- Determining and explaining the nature of casualty's injury/condition
- Seeking consent from casualty
- Providing first aid management
- Seeking first aid assistance
- Operating first aid equipment correctly
- Using safe manual handling techniques
- Monitoring and responding casualty's condition
- Finalizing casualty management

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- provide appropriate information
- Use available resources and equipment
- Respond to casualty
- Determine and explain the nature of casualty's injury/condition
- Seek consent from casualty
- Provide first aid management
- Seek first aid assistance
- Operate first aid equipment correctly
- Use safe manual handling techniques
- Monitor and respond casualty's condition
- Finalize casualty management



### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks
5. Perform Operation Sheets
6. Do the “LAP”.TEST.

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<b>Information sheet 1</b>	<b>Providing appropriate information</b>
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### 1.1 Providing appropriate information

In order to comfort the casualty it is important to provide them with as much detail as possible about the nature of their injuries and the course of action you intend to take in treating them.

Details may be able to provide:

- The history of the incident/injury or how it happened – How
- What time it occurred and how long they have been injured – When.
- What happened to them – The nature of the injury/condition?

#### ❖ First Aid treatment procedures

For example, if the victim was involved in a car accident, tell them “You’ve had a car accident and you’ve been injured for 2 hours now”. Depending on their level of consciousness, they may or may not respond to you. Use simple terminology and language to communicate. After having confirmation that an ambulance is arriving, you could say “Don’t worry, an ambulance will be coming over soon to take you to a hospital.”

You are trying to use words to reassure the casualty and it may help to speak slowly and calmly.

Be honest with the casualty about the action you intend to take in treating them.

They may not be comfortable with particular treatment options and they need to be given the opportunity to consent to the first aid treatment before you begin.

You may be required to come up with an alternate plan of action after talking with the casualty and finding out more information.

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<b>Self-Check -1</b>	<b>Written Test</b>
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Direction....Name .....Date.....

**I Answer the following questions listed below.**

1. Write general danger signs informed to the relatives .(5pts)
2. Write the ways how to inform to the family .(5pts)

Satisfactory rating  $\geq 5$  points      unsatisfactory  $\leq 5$  points

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## Information sheet 2 Using available resources and equipment

### 2.1 Personal protective equipment

The use of personal protective equipment or PPE will vary by kit, depending on its use and anticipated risk of infection. The adjuncts to artificial respiration are covered above, but other common infection control PPE includes:

- Gloves which are single use and disposable to prevent cross infection
- Goggles or other eye protection
- Surgical mask or N95 mask to reduce possibility of airborne infection transmission (sometimes placed on patient instead of caregivers. For this purpose the mask should not have an exhale valve)
- Apron

#### 2.1.1 Instruments and equipment

- Trauma shears, for cutting clothing and general use
- Scissors are less useful but often included instead
- Tweezers
- Lighter, for sanitizing tweezers or pliers etc.
- Alcohol pads for sanitizing equipment, or unbroken skin.
- Irrigation syringe - with catheter tip for cleaning wounds with sterile water, saline solution, or a weak iodine solution. The stream of liquid flushes out particles of dirt and debris.
- Torch (also known as a flashlight)
- Instant-acting chemical cold packs
- Alcohol rub (hand sanitizer) or antiseptic hand wipes
- Thermometer
- Space blanket (lightweight plastic foil blanket, also known as "emergency blanket")
- Penlight
- Cotton swab

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### 2.1.2 First aid kit

It is a collection of supplies and equipment for use in giving first aid, and can put together for the purpose (by an individual or organization, for instance), or purchased complete.

#### ❖ Workplace first aid kit



Fig: 2.1 first aid kit

#### A. Essentials of first aid

- Adhesive bandages of various sizes
- Triple-antibiotic ointment
- Sunscreen
- Lip salve
- Antiseptic hand wipes or soap
- Moleskin for blisters
- Dimenhydrinate (Dramamine) or meclizine for nausea
- Ibuprofen or acetaminophen for pain relief
- Diphenhydramine or fexofenadine for allergies
- Moist towelettes for cleaning hands when restrooms aren't available

#### B. Added when leaving the home:

- Compression bandage of at least 5x9 inches
- Several 4x4 inch sterile bandages
- Roller gauze bandage two inches wide
- Roller gauze bandage four inches wide

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- Elastic bandage for support or swelling
- Thermometer
- Tweezers for splinters
- Scissors
- Topical pain reliever
- Chemical cold pack
- Zipped closure freezer bags
- Insect repellent

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<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Name..... Date.....

Answer the question listed below.

1. What is first aid kit? (5pts.)
- 2 What are the PPE used in first aid? (5pts.)

Note: Satisfactory Rating  $\geq 5$  points      Unsatisfactory  $\leq 5$  points

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## Information sheet 3 Responding to casualty

### 3.1 Responding to casualty

It is important that the whole process of responding to the casualty occurs quickly so that assessment and management of the situation may be carried out effectively.

The following are some guidelines for responding to the casualty's condition:

- Do not approach the casualty if it is unsafe to do so.
- Always call for help.
- If the casualty is unconscious, determine airway and breathing
- If the person is conscious but can't move or feel their arms or legs, don't move them. They may have a spinal injury.
- Manage illness and injuries with the guidance of a qualified first aider and stay with the casualty.

If you need to phone for an ambulance and give details of the situation and workplace location, make sure you know exactly where you are! You should know the following:

- address
- nearest cross street
- the building level you are on
- The best way for the ambulance to gain access to the casualty.

#### ❖ **Effective first aid principles**

First aid is the initial care of the sick or injured. First aid management is a set of established procedures and aims to:

- help promote recovery
- prevent the injury or sickness from becoming worse
- seek medical help
- promote a safe environment

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- provide comfort
- protect the unconscious casualty
- Preserve life

It is important to follow these basic first aid steps:

- do not panic
- assess the situation quickly
- make sure the area is safe to approach
- identify the injury or sickness
- call for help
- stay with the casualty
- manage the casualty
- Monitor the casualty; their situation could change at any time

The best method for assessing a casualty in an emergency situation is to perform a quick primary survey followed by a more thorough secondary survey.

A primary assessment is a quick assessment of a casualty to find and correct any life-threatening issues. This involves checking the following things:

- Danger – any hazards to yourself or bystanders?
- Response – is the casualty unconscious?
  - ✓ Shout for help – if they are unconscious, shout for further help but do not leave their side
- Airway – open the airway by tilting the head back and lifting the chin
- Breathing – check for normal breathing for up to 10 seconds
- Circulation – perform CPR and use a defibrillator if the victim isn't breathing

A primary assessment should be carried out to assess all casualties.

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Once a primary assessment has been performed, you can move onto a more thorough secondary assessment. It may not be possible to perform a secondary assessment if there are problems with the primary assessment. For example, performing CPR takes priority over performing a secondary assessment.

- ❖ **Approach to the primary assessment:**
- Focus on life threats Airway (A), breathing (B), circulation (C)
  - May vary depending on Patient's condition.
  - On the scene resources other order of A-B-C depends on initial impression of patient. Sequence will vary A-B-C if patient has signs of life C-A-B if patient appears lifeless, no pulse Immediate interventions may be needed

The secondary assessment involves:

- History: Finding out the history of the incident/illness from the casualty or bystander.
- Examination: looking for visual clues.
- Vital sign/observation: if trained, recording relevant observations.

The primary and secondary assessment provides a structure for you to assess each casualty in a logical way.

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Self-Check -3	Written Test
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Name..... ID..... Date.....

**Directions:** Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

Instruction :- Answer the following questions correctly .

1. Write aims of first aid .(7pts)
2. List the basic first aid steps .(8pts)

Note: Satisfactory Rating:  $\geq 7.5$  points    Unsatisfactory rating  $\leq 7.5$  points

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<b>Information sheet 4</b>	<b>Determining and explaining the nature of casualty's injury/condition</b>
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#### **4.1 Determining and explaining the nature of casualty's injury/condition**

The injuries are a major source of health care costs.

What cause injuries and how they are divided by cause.

Anything that can damage the body can cause an injury: blunt or sharp objects, impact at high speed, falls, animal or insect bites, fire or extreme heat, and exposure to chemicals and toxins.

According to the cause the injury can be divided into:

##### **4.1.1 Types of injury**

- Mechanical injury - injury to any portion of the body from a blow, crush, cut, or penetrating force (bullet)
- Thermal injury - injury caused by exposure to excess heat and excess cold sufficient to cause damage to the skin, and possibly deeper tissue
- Electrical injury - injuries caused by exposure to natural lightning or electricity in the home or workplace, and
- Injury produced by ionizing radiation

What are the symptoms and signs of injuries:

Injury symptoms and signs vary depending on the parts of the body involved and the type and Severity of the injury itself.

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<b>Self-check 4</b>	<b>Written Test</b>
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Direction                      Name .....                      Date.....

I Explain the following questions

1. What is injure?(5point)
2. List and define type of injure? (5point)

Satisfactory rating $\geq$ 5 unsatisfactory rating $\leq$ 5

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### 5.1 Seek consent from casualty

Before you begin applying first aid you must ask for consent (provided the casualty is conscious) to allow them the option to refuse treatment.

Before applying first aid, it's important to observe decency in regard to culture as different cultures have different practices. For example, the casualty can verbally refuse proposed treatment by the rescuer. They could be religious reasons or personal ones. It's always best to ask the casualty (if they are well enough to speak) if they are comfortable with receiving assistance. Depending on their level of consciousness, they may respond with hand gestures, body language or verbal consent.

If the casualty is unconscious and is not responding to your questions, you should proceed with first aid.

Check the casualty for medical identification tags as they can provide information such as the name of the casualty, emergency contact, medical illnesses, allergies, and even what medical treatment they would refuse inscribed on a bracelet or necklace. There are medical tags to refuse blood transfusions and resuscitation. There are USB tags that can store more details but require a computer or mobile phone with a USB port to access.

#### ❖ What should you do first?

- Anytime you see an accident or an injured person, dialing health safety center immediately is the key to getting help there as soon as possible. As you wait for help to arrive, there are some things you can do to help the injured person remain calm, while also keeping yourself safe.
- Before you go towards an accident or an injured person, make sure the area is safe to enter. You don't want to get injured or killed by rushing into an unsafe environment to help someone else. If the area is safe, proceed to the injured person and try to keep him or her calm and still:

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- ✓ Talk to them and explain what has happened.
- ✓ Let them know that they need to stay still so they don't cause further harm or injury to themselves.
- ✓ Tell them that you will be with them until help arrives.
- ✓ Always be on the lookout for safety hazards. If things change and the situation becomes unsafe, you may need to move yourself and the injured person to a safe location and wait for help to arrive.

Before giving first aid care, you must obtain **consent** (permission) from the injured or ill person (or the person's parent or guardian if the person is a minor)

To obtain consent:

- State your name
- State the type and level of training that you have (such as training in first aid or CPR).
- Explain what you think is wrong.
- Explain what you plan to do.
- Ask if you may help.

With this information, an ill or injured person can grant his or her consent for care. Someone who is unresponsive, confused or mentally impaired may not be able to grant consent. In these cases, the law assumes the person would give consent if he or she were able to do so. This is called implied consent. Implied consent also applies when a minor needs emergency medical assistance and the minor's parent or guardian is not present.

An injured or ill person may refuse care, even if he or she desperately needs it. A parent or guardian also may refuse care for a minor in his or her care. You must honor the person's wishes. Explain to the person why you believe care is necessary, but do not touch or give care to the person if care was refused. If you believe the person's condition is life threatening, call EMS personnel to evaluate the situation. If the person gives consent initially but then withdraws it, stop giving care and call for EMS personnel if you have not already done so.

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If you do not speak the same language as the injured or ill person, obtaining consent may be challenging. Find out if someone else at the scene can serve as a translator. If a translator is not available, do your best to communicate with the person by using gestures and facial expressions. When you call the designated emergency number, explain that you are having difficulty communicating with the person, and tell the dispatcher which language you believe the person speaks. The dispatcher may have someone available who can help with communication.

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Direction Name.....ID..... Date.....

**I choose the best answer from the given alternative.**

1. One of the most dangerous threats to an injured person is-----(1pt)

- A. Talking loudly                      C. Reading a book  
 B. Unnecessary movement        D. None

**II Explain the following questions**

3. Before you go towards an accident or an injured person, what would you do first ? (2pts)  
 4. What are the definitely times when the injured person needs to be moved to prevent further harm ?(2pts)

Satisfactory Rating:  $\geq 2.5$  points

Unsatisfactory: - below  $\leq 2.5$  points

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<b>Information sheet 6</b>	<b>Providing first aid management</b>
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### 6.1. Work place policy

Work place Policies and Procedures are a major part of protecting the safety, health and welfare of people engaged in work or employment.

A. **Workplace safety policies** – The workplace can be dangerous. Having effective workplace safety policies in place provides protection for both the company and the employees.

These policies cannot just mitigate the damage of lawsuits but provide guidance to employees which act as preventative measures; stopping incidents occurring in the first place.

**B. Policy:** The overall guideline. This would be the actual working document.

- This is the specifics of what needs to be done and how the employer will achieves its goal.
- Safe work practices are generally written methods that define how tasks are performed while minimizing risks to people, equipment, materials, environment, and processes.
- OHS Policies and Procedures are a major part of protecting the safety, health and welfare of people engaged in work or employment.
- Employers are required by law to provide a “safe system of work”. What that means is the employer needs a method of communicating, duplicating and implementing safe work environment. This begins with OHS Policy.
- An OHS Policy Manual would typically include;
  - ✓ Drugs and Alcohol, sexual harassment policy,
  - ✓ Environmental Policy
  - ✓ First Aid Policy
  - ✓ Manual Handling
  - ✓ Personal Protective Equipment

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- ✓ Privacy
  - ✓ Smoke Free Workplace
  - ✓ Stress and Fatigue Policy
  - ✓ Falls Prevention Policy and Procedure
  - ✓ Chemical Emergency Management Policy etc.
- Employer (institutes) can prepare this policy as part of its commitment to a safer and more supportive organizational climate and to the prevention and reduction of the incidence and effects of domestic violence, sexual violence, and stalking at the workplace.
  - Lack of OSH protection for domestic workers (care givers) the following events may occur
    - ✓ Domestic violence,
    - ✓ sexual violence, and
    - ✓ Stalking are workplace issues even if incidents occur elsewhere.
  - Domestic violence, sexual violence, and stalking cross economic, educational, cultural, age, gender, racial, and religious lines and occur in a wide variety of contexts. Therefore, the employer will take every appropriate measure to prevent and/or address such violence

### **6.1.2 First Aid Policy**

#### **A. Purpose and Scope**

- The purpose of first aid policy is to guide the provision of first aid to people suffering injury or illness.
- First aid services are an important element of work health and safety, facilitating first initial treatment for: -
  - ✓ Injuries that may occur in the workplace (including home); and
  - ✓ Acute personal sickness that may impact on staff members, consumers or others while at premises.

#### **B. Policy Implementation**

- Ensures effective implementation of first aid through: -

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- ✓ Staff having access to policies and procedures relating to first aid
- ✓ Provision of tailored training to persons with specific tasks
- ✓ Record of first aid activities, including first aid training provided and undertaken, information provided to consumers and use of PPE
- ✓ Mechanisms for monitoring compliance with first aid.

### **C. Personal Protection**

- First aiders are to assume that all blood and other body fluids are infectious and are aware of standard precautions in relation to managing blood and other body fluids, including wearing gloves when administering first aid.
- Cross infection is managed while providing first aid by wearing gloves and washing hands with soap and water:
  - ✓ before and after contact with an ill or injured person
  - ✓ after contact with blood or and/or other body fluids or contaminated items
  - ✓ when protective gloves are removed

#### **6.1.3 Work place procedures**

- Safe Work Procedures are documented procedures for performing tasks.
- The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring that employees know how to work safely when carrying out the tasks involved in their jobs.
- The following steps should be followed to ensure safe work procedure.
  - ✓ Observe the task/activities: It is important to observe the task/activity being performed the preferred way to ensure safest method is documented.
  - ✓ Review associated legislative requirements: Some task/activities are governed by legislative requirements. These must be considered when developing a safe work procedure to ensure any legal requirements are included.
  - ✓ Record the sequence of basic job steps: write down the steps that make up the task/activity.

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- ✓ Record potential hazards of each step: Next to each step identify what may have potential to cause injury or disease
- ✓ Identify ways of eliminating and controlling the hazards: list the measures that need to be put in place to eliminate or control any likely risk.
- ✓ Test the procedure: Observe staff/student following the safe work procedure
- ✓ Obtain approval: Before the safe work procedure can be used it must be approved by each approver nominated.
- ✓ Monitor and review: Make sure the activity is supervised to ensure the documented process is being followed

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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the events may occur due to lack of OSH protection for domestic workers(Home caregivers) (5)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
2. When caregivers to wear gloves and washing hands with soap and water during their activities?(5)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

Note: Satisfactory rating  $\geq 5$  points

Unsatisfactory  $\leq 5$  points



### 7.1 Seek assistance from others

If you do find yourself in a situation where the casualty needs urgent first aid or medical attention, the sooner you raise the alarm the sooner help will arrive. Do not leave the casualty. Call for help. Depending on the workplace set-up, you may be able to call for help, or you may have to use an intercom or telephone. Find out your workplace procedures regarding getting help.

In most workplaces there will be enough staff working nearby that you can quite easily raise the alarm. You may be able to call out to the person closest to you to either get the first aid kit, the supervisor or any qualified first aider, depending on whom you are working with and where the first aiders are.

- **Methods**

You can call out something like this:

'Mr. X, we need some first aid in the frozen room for Mr. Y.' or

'Mr. X, quickly bring the first aid kit to the office. Mr. Y has hurt himself.'

Remain calm but assertive.

In all first aid situations, there can be a need to call on others who are not professional medical people to help you provide the basic first aid necessary. In addition to volunteers, assistance at the scene may be sought from other staff and colleagues, members of the public, friends or family members of casualty.

When seeking first aid assistance from others, you should never be afraid to ask for help. Most people are prepared to help even if they do not know what to do. They will do what you ask them to do. A vital thing they can do is to confirm professional medical help is on the way.

- **Seek assistance from others**

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You cannot always handle the situation all by yourself, seeking assistance from others is a good idea because they can be asked to:

- Give information about causes of the incident and injury.
- Provide directions to emergency services to help them get quickly to the scene
- Contact friends or relatives of the casualty, so they can attend and perhaps provide history about the casualty
- Help move the casualty and protect the casualty from further injury
- Communicate with emergency services to provide them with updates
- Communicate with emergency services to obtain advice
- Record verbal information you give them – vital signs and condition of casualty
- Obtain first aid requisites for you including fetching bandages or slings from the first aid room/main office.

If one person refuses to help, ask someone else. Never assume just because one person has refused, everyone will refuse.

Always identify potential helpers as soon as possible when you arrive on the scene.

- **Ask questions such as:**

“Does anyone have first aid experience or qualifications?”

“Can anyone here help me if I need help?”

“Does anyone have a cell phone?”

It is best to have people ready to help and not need to use them than it is to not have identified possible helpers, and then find you do need them.

When you have identified helpers, thank them. Ask them to stand where you can communicate readily with them. Then, give them a job – get them to hold something, take notes, control the crowd or provide shade.

Obtaining assistance for others must be done in a ‘timely manner’. This means you must do it as soon as you identify a need for help from others. For example, you may be

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dealing quite competently with a casualty but suddenly find changes in the environment or condition of the casualty. As soon as this is identified, action must be taken to obtain help from others immediately. Do whatever is needed – call out, ask bystanders or use your cell phone to call for help

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<b>Self-Check 7</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below.

1. What is the importance of seeking for first aid assistance? (6 points)

Satisfactory rating  $\geq 3$  unsatisfactory rating  $\leq 3$

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### 8.1 Cardio pulmonary resuscitation (CPR) Breathing Barriers

CPR breathing barriers are used to protect from contact with saliva and other body fluids, such as blood, as you give rescue breaths. Breathing barriers also protect you from breathing the air that the person exhales. The most basic and portable type of breathing barrier is a face shield, a flat piece of thin plastic that you place over the person's face, with the opening over the person's mouth. The opening contains a filter or a valve that protects you from coming into contact with the person's body fluids and exhaled air. A pocket mask is a transparent, flexible device that creates a tight seal over the person's nose and mouth to allow you to give rescue breaths without making mouth-to-mouth contact or inhaling exhaled air. Breathing barriers sized specifically for children and infants are available. Always use equipment that is sized appropriately for the injured or ill person.



**Fig: 8.1 Cardiopulmonary resuscitation (CPR) Breathing Barriers**

There is a wide variation in the contents of first aid kits based on the knowledge and experience of those putting it together, the differing first aid requirements of the area where it may be used, and variations in legislation or regulation in a given area. The

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international standard for first aid kits is that they should be identified with the ISO graphical symbol for first aid which is an equal white cross on a green background, although many kits do not comply with this standard, either because they are put together by an individual or they predate the standards for example:

- **Format**

First aid kits can be assembled in almost any type of container and this will depend on whether they are commercially produced or assembled by an individual. Standard kits often come in durable plastic boxes, fabric pouches or in wall mounted cabinets. The type of container will vary depending on purpose, and they range in size from wallet sized through to large rucksacks. It is recommended that all kits are in a clean, waterproof container to keep the contents safe and aseptic.[2] Kits should also be checked regularly and restocked if any items are damaged or expired out of date.

- **Appearance**

The International Organization for Standardization (ISO) sets a standard for first aid kits of being green, with a white cross, in order to make them easily recognizable to anyone requiring first aid.

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<b>Information sheet 9</b>	<b>Using safe manual handling techniques</b>
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### 9.1 Using safe manual handling techniques

#### ❖ Definition of items

- **Manual handling** is an activity which requires the use of force exerted by a person to lift, lower, pull, push, move, carry, restrain or hold any object, person or even animal. It is an activity that is required of all people both at home and at work.

Manual handling covers a wide range of activities including: lifting, pushing, and pulling, holding, restraining, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, operating machinery and equipment, and handling and restraining animals. Manual handling covers a wide range of activities including: lifting, pushing, and pulling, holding, restraining, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, operating machinery and equipment, and handling and restraining animals

#### ❖ Protect your back during Manual handling

- The back is particularly vulnerable to manual handling injuries. Safety suggestions include controlling risk factors in the workplace, in addition to personal controls:
  - ✓ Lift and carry heavy loads correctly by keeping the load close to the body and lifting with the thigh muscles.
  - ✓ Never attempt to lift or carry loads if you think they are too heavy.
  - ✓ Pushing a load (using your body weight to assist) will be less stressful on your body than pulling a load.
  - ✓ Use mechanical aids or get help to lift or carry a heavy load whenever possible.



- ✓ Organize the work area to reduce the amount of bending, twisting and stretching required.
- ✓ Take frequent breaks.
- ✓ Cool down after heavy work with gentle, sustained stretches.
- Improve your fitness – exercise regularly to strengthen muscles and ligaments, and reduce excess body fat.
- Warm up cold muscles with gentle stretches before engaging in any manual work.
- Do not move an injured person unless they are in a life-threatening situation. Moving an injured person can worsen the injury. If the person has a spinal injury it can cause them to be permanently paralyzed. If the person is not in immediate, life threatening danger, call emergency responders for medical help. If you do need to move the person out of life threatening danger, it is important to do it correctly to reduce the risk to the injured person and to yourself.
- Do not move someone if you think she has a spinal injury. Moving them could increase the damage and even cause them to be paralyzed. If you are unsure if the person has a spinal injury, then you should proceed as if they do.
  - ✓ Having a head injury, particularly one that involved a blow to the head or neck.
  - ✓ Showing changes in the state of consciousness, for example, being unconscious or confused.
  - ✓ Experiencing pain in the neck or back.

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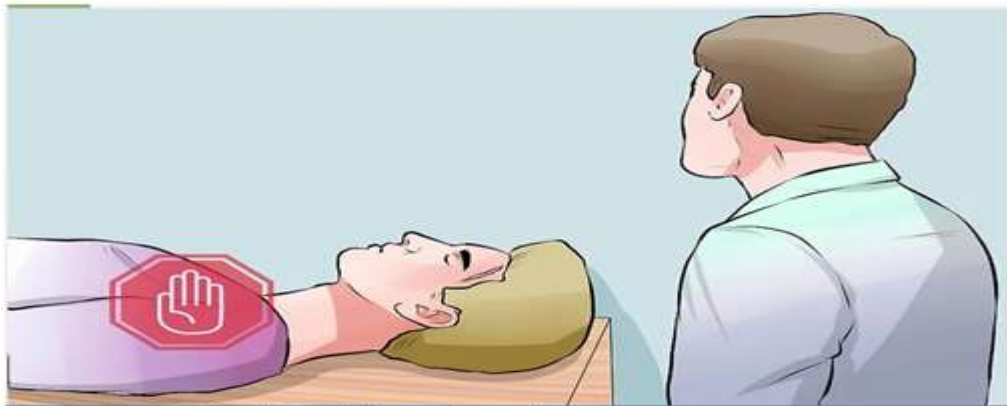


Fig: 9.1 stabilize with a spinal injury

- ❖ If the person's head or body moves, it may increase the damage to the spine. You can prevent this by:
  - ✓ Putting towels or pillows on both sides of the person's head to prevent it from rolling or slipping.
  - ✓ Providing first aid, like CPR, without moving the head. This means that you should not tilt the person's head back to open the airway. Instead, use the jaw-thrust method.
  - ✓ Not taking the person's helmet off if he was wearing one. For example if they had a bike or motorcycle helmet on, leave it so you don't move the spine



Fig: 9.2 stabilize the person with spinal injury

- ❖ This should only be done if the person is in immediate danger, for example if they are vomiting or choking on blood. Under these circumstances, you may

have to roll the person onto their side. It is important to do this with at least one other person so that you can prevent the person's body from twisting.



**Fig: 9.3 moving a person without a spinal injury**

❖ **Use the human crutch method.**

- ✓ If the person is conscious and can move their own, this method might be the most effective. It can be used if the person has an injury to only one leg.
- ✓ Crouch with your knees bent and back straight next to the injured person on the side of the injury. Have the person sit up and wrap their arm over your shoulder. Slowly stand, allowing the injured person to support them self with their good leg. You will support their weight on the side with the injury. Hold their hand around your shoulders with the hand furthest from them. Put your other hand around their waist.
- ✓ Help them balance as they hope to safety. This enables them to minimize the amount of weight that must go on the injured leg.



**Fig: 9.4 using human crunch method**

❖ **Drag the person to safety.**

- ✓ The drag method is safer than lifting the person, for both you and the injured person. Lifting increases the amount of weight that you must support and it puts the person at risk of falling. Always pull slowly and steadily, moving the person in as straight a line as possible. You want to keep the person's spine aligned so that it does not twist or bend unnaturally. Which type of drag you use will depend on injuries that the person has.<sup>1</sup>



Fig: 9.5 drag the person safely

- **Leg drag:** This method is used when the person has no leg injuries, but cannot walk
- **Arm drag:** This method is necessary when the person has leg injuries. Bend your legs and keep your back straight. This will protect your own back. Lift the person's arms above the head and grasp the person by the elbows
- **Clothing drag :** If the person has injuries on both the arms and legs, it may be necessary to drag them by their clothing

❖ **Carry a larger person like a backpack.**

- ✓ This method can be used if the person is too large for you to carry in the cradle position or the person must be carried too far for you to maintain the cradle position. It can be used for people who are unconscious.





Fig: 9.6 carry a large person a backpack

- Start with the injured person on their back. Bend their legs and stand with your feet on their toes. Pull them up by their wrists to a standing position.
- As you put the person into a standing position, rotate so that the person's chest is against your back and their arms are over your shoulders. This allows you to hold the person's arms, tip forward slightly at the waist, and carry the person like a backpack



<b>Self-Check -9</b>	Written Test
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Name ..... Date.....

**Directions:** Answer all the questions listed below (1point each)

- 1----- is an activity which requires the use of force exerted by a person to lift, lower, pull, push, move, carry, restrain or hold any object, person or even animal. (1point)
  
2. Do not move an injured person unless they are in a life-threatening situation.
  - A. True
  - B. False.

**II Explain the following questions**

1. List the cares you have to take for your back during manual handling of casualty.
2. How would you move if the causality experience unconscious, pain in back and neck.
3. How would move a casualty without spinal injury.
4. How you move children and longer persons without spinal injury.

Note: Satisfactory rating  $\geq$  3 points      Unsatisfactory  $\leq$ 3 points

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### 10.1 Monitoring and responding casualty's condition

If you think someone needs your help, these are the seven things you need to do as a first aider:

A. Assess the situation quickly and calmly:

- Safety: Are you or they in any danger? Is it safe for you to go up to them?
- Scene: What caused the accident or situation? How many casualties are there?
- Situation: What's happened? How many people are involved and how old are they? What do you think the main injuries could be?

B. Protect yourself and them from any danger:

- Always protect yourself first - never put yourself at risk
- Only move them to safety if leaving them would cause them more harm
- If you can't make an area safe, call for emergency help

C. Prevent infection between you and them:

- Wash your hands or use alcohol gel
- Wear disposable gloves
- Don't touch an open wound without gloves on
- Don't breathe, cough or sneeze over a wound or a casualty

D. Comfort and reassure:

- Stay calm and take charge of the situation
- Introduce yourself to them to help gain their trust
- Explain what's happening and why
- Say what you're going to do before you do it

E. Assess the casualty:

- If there's more than one casualty, help those with life-threatening conditions first
- Start with the Primary Survey and deal with any life-threatening conditions

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- Then, if you've dealt with these successfully, move on to the Secondary Survey

F. Give first aid treatment:

- Priorities the most life-threatening conditions
- Then move on to less serious ones
- Get help from others if possible

G. Arrange for the right kind of help:

- Call for an ambulance if you think it's serious
- Take or send them to hospital if it's a serious condition but is unlikely to get worse
- For a less serious condition call for medical advice
- Suggest they see their doctor if they're concerned about a less serious condition
- Advise them to go home to rest, but to seek help if they feel worse
- Stay with them until you can leave them in the right care.

### 10.1.1 First aid measures for open wound

Stop the bleeding:

- Minor cuts and scrapes usually stop bleeding on their own.
- If they don't, apply gentle pressure with a clean cloth or bandage.
- Hold the pressure continuously for 20 to 30 minutes and if possible elevate the wound



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Fig: 10.1 stop bleeding and B. elevating

### Clean the wound

- Rinse out the wound with clear water. Soap can irritate the wound, so try to keep it out of the actual wound.
- If dirt or debris remains in the wound after washing, use tweezers cleaned with alcohol to remove the particles.
- To clean the area around the wound, use soap and a washcloth.
- There's no need to use hydrogen peroxide, iodine or an iodine-containing cleanser.



Fig: 10.1.1 cleaning wound

- Cover the wound
- If the bleeding slows, cover the wound with a clean dressing and bandage.
- Dressings and bandages can help keep the wound clean and keep harmful bacteria out.



Fig: 10.1.2 covering a wound

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### 10.1.2 First aid measures for external bleeding:

- Wash your hands to avoid infection and put on gloves
- Lie on the injured person down and cover the person to prevent loss of body heat.
- If possible, position the person's head slightly lower than the trunk or elevate the legs and elevate the site of bleeding
- Wearing gloves, remove any obvious dirt or debris from the wound:
  - ✓ Don't remove any large or more deeply embedded objects.
  - ✓ Your principal concern is to stop the bleeding.



Fig: 10.1.3 How to prevent shock during high bleeding

- Apply pressure directly on the wound until the bleeding stops:
  - ✓ Use a sterile bandage or clean cloth and hold continuous pressure for at least 20 minutes without looking to see if the bleeding has stopped.
  - ✓ Maintain pressure by binding the wound tight adhesive tape.
  - ✓ Use your hands if nothing else is available.



Fog: 10.1.4 Applying Direct Pressure

- ✓ If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don't remove it. Instead, add more of it



Fig:10.1.5 Applying Gauze on bleeding

- Squeeze a main artery if necessary
  - ✓ If the bleeding doesn't stop with direct pressure, apply pressure to the artery delivering blood to the area.
  - ✓ Squeeze the main artery in these areas against the bone. Keep your fingers flat.
  - ✓ With your other hand, continue to exert pressure on the wound itself.

### 10.1.3 First aid measures for internal bleeding

- Call for help
- If the victim has ABC complications, treat those first – CPR always has priority.
- Administer CPR if necessary
- Treat for shock
- Assist the victim into the most comfortable position
- Check the victim's vital signs regularly (until the ambulance arrives)

### 10.1.4 First aid measures for Nose bleeding

#### A. Stop the Bleeding

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- Have the person sit up straight and lean forward slightly. Don't have the person lie down or tilt the head backward.
- With thumb and index finger, firmly pinch the nose just below the bone up against the face.
- Apply pressure for 5 minutes. Time yourself with a clock.
- If bleeding continues after 5 minutes, repeat the process.



Fig: 10.1.6 the method to Stop Nose bleeding

### **B. Call a Health Care Provider**

See a health care provider immediately if:

- Nosebleed does not stop after 10 minutes of home treatment.
- There is so much bleeding that it is hard to breathe.
- The person is taking blood thinners, such as warfarin or aspirin, or has a bleeding disorder.
- Nosebleed happens after a severe head injury or a blow to the face.

### **C. Medical Treatment**

- The health care provider may use specialized cotton material, insert a balloon in the nose, or use a special electrical tool to cauterize the blood vessels.

### **D. Follow Up**

- 4 Broken noses often are not fixed immediately. The healthcare provider will refer the person to a specialist for a consultation once the swelling goes down.
- 5 The person should avoid strenuous activity; bending over; and blowing, rubbing, or picking the nose until it heals.





- 6 The nostrils should be kept moist with a water-based lubricant or by increasing the humidity in the home.

#### **10.1.5 First aid measures for Allergic reactions**

- If you notice these symptoms and you think someone is having an allergic reaction then you need to get emergency help to get them to hospital as fast as you can (even if the symptoms are mild or have stopped).
- Dial straight away. Tell them you think someone is having a severe allergic reaction and give any information you have on what may have triggered it (e.g. an insect sting, or certain food, like peanuts).
- If the person knows what their allergy is, they may have medication with them, like an auto-injector .This is a pre-filled injection device, containing adrenaline/epinephrine, which when injected can help reduce the body's allergic reaction. Check if they have one, and if they do, help them to use it or do it yourself following the instructions.
- Help them into a comfortable sitting position, leaning forward slightly, to help their breathing.
- If they become unresponsive, open their airway and check breathing. Follow the instructions for treating someone who is unresponsive.

#### **10.1.6 first aid measures for major (sever) burn**

- Don't remove burned clothing.
- Don't immerse large severe burns in cold water.
- Check for signs of circulation (breathing, coughing or movement).
- Elevate the burned body part or parts..
- Cover the area of the burn.

#### **10.1.7 First aid measures for chemical burns**

If you think you have a chemical burn, take these steps immediately:

- Remove the cause of the burn. Flush the chemical off the skin with cool running water for at least 10 minutes. For dry chemicals, brush off any

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remaining material before flushing. Wear gloves or use a towel or other suitable object, such as a brush.

- Remove clothing or jewelry that has been contaminated by the chemical.
- Bandage the burn. Cover the burn with a sterile gauze bandage (not fluffy cotton) or a clean cloth. Wrap it loosely to avoid putting pressure on burned skin.
- Flush again if needed. If you experience increased burning after the initial flushing, flush the burn area with water again for several more minutes.
- Make sure that your tetanus booster is up to date.

#### 10.1.8 First aid for heart attack

If you think someone might be experiencing a heart attack:

- Call for emergency medical service.
- If they have been prescribed nitroglycerin, help them locate and take this medication.
- Cover them with a blanket and comfort them until professional help arrives.
- If they have difficulty breathing, loosen any clothing around their chest and neck.
- Place both hands on the center of their chest, with one hand on top of the other.
- Press straight down to compress their chest repeatedly, at a rate of about 100 to 120 compressions per minute.
- Continue performing chest compressions until professional help arrives.

#### 10.1.9 First aid measures dislocation:

- Don't delay medical care. Get medical help immediately.
- Don't move the joint. Until you receive help, splint the affected joint into its fixed position. Don't try to move a dislocated joint or force it back into place. This can damage the joint and its surrounding muscles, ligaments, nerves or blood vessels.
- Put ice on the injured joint. This can help reduce swelling by controlling internal bleeding and the buildup of fluids in and around the injured joint
- For sprains, use RICE procedure - R=rest, I=Ice, S=compression and E=elevation

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- In both cases seek medical care (Referral).



**Fig: 10.1.7 steps of first aid measures for dislocation**

#### 10.1.10 First aid measures Drowning

- Get help
  - ✓ Notify a lifeguard, if one is close. If not, ask someone to call emergency.
  - ✓ If you are alone, follow the steps below.
- Move the person
  - ✓ Take the person out of the water.
- Check for breathing
  - ✓ Place your ear next to the person's mouth and nose. Do you feel air on your cheek?
  - ✓ Look to see if the person's chest is moving.
- If the person is not breathing, check pulse
  - ✓ Check the person's pulse for 10 seconds.
- If there is no pulse
  - ✓ Carefully place person on back.

#### 10.1.11 First aid measures fracture

Take these actions immediately while waiting for medical help:

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- Stop any bleeding. Apply pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
- Immobilize the injured area. Don't try to realign the bone or push a bone that's sticking out back in. If you've been trained in how to splint and professional help isn't readily available, apply a splint to the area above and below the fracture sites. Padding the splints can help reduce discomfort.

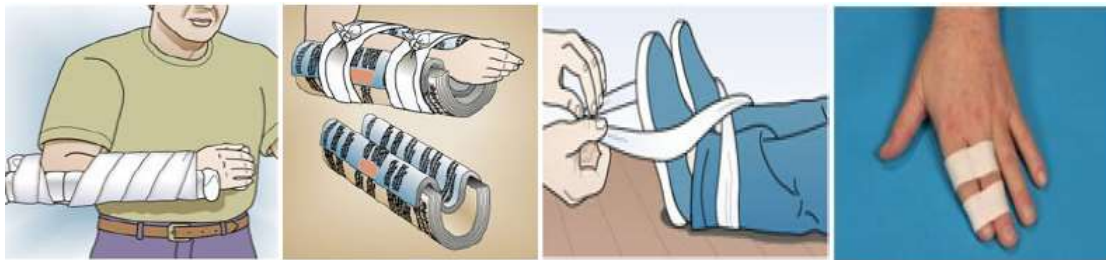


Fig:10.1.8 applying of splint

- Apply ice packs to limit swelling and help relieve pain. Don't apply ice directly to the skin. Wrap the ice in a towel, piece of cloth or some other material.
- Treat for shock. If the person feels faint or is breathing in short, rapid breaths lay the person down with the head slightly lower than the trunk and, if possible, elevate the legs.

### 10.1.12 First aid measures for Epilepsy

#### Do the following:

- Stay calm - remain with the person.
- Time the seizure.
- Protect from injury - remove any hard objects from the area



Fig: 10.1.9 Calm, Time the seizure and protect from injury



- Protect the head - place something soft under their head and loosen any tight clothing.
- Gently roll the person on their side as soon as it is possible to do so and firmly push the angle of the jaw forward to assist with breathing. A person cannot swallow their tongue' but the tongue can move back to cause a serious block to breathing
- Stay with the person until the seizure ends naturally and calmly talk to the person until the regain consciousness, usually within a few minutes.
- Reassure the person that they are safe and that you will stay with them while they recover.



Fig: 10.10reassuring the person

- **Do not perform the following:**
  - ✓ Restrain the person's movements.
  - ✓ Force anything into the mouth.
  - ✓ Give the person water, pills or food until they are fully alert.
- After the seizure, the person should be placed on their side. Keep in mind there is a small risk of post-seizure vomiting, before the person is fully alert. Therefore the person's head should be turned so that any vomit will drain out of the mouth without being inhaled. Stay with the person until he/she recovers (5 to 20 minutes).
- Call an ambulance if:
  - ✓ The seizure activity lasts 5 or more minutes or a second seizure quickly follows.
  - ✓ The person remains non-responsive for more than 5 minutes after the seizure stops.

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- ✓ The person is having a greater number of seizures than is usual for them.
- ✓ The person is injured, goes blue in the face or has swallowed water.
- ✓ The person is pregnant.
- ✓ You know, or believe it to be, the person's first seizure.
- ✓ You feel uncomfortable dealing with the seizure at the time.

#### **10.1.13 First aid management of shock**

- Have the patient lie down and stay at rest
- Keep the air way open and preventing the forward tilting of the head
- Control External bleeding
- Keep the patient warm by covering with blanket or sheet
- Properly position the patient
- Open air way and alert for vomiting
- If there is no spinal injuries use one of the following positions
  - ✓ Elevate the lower extremities, place patient flat, face up, and elevate the legs 8 to 12 inches
  - ✓ Do not tilt the patient's body
  - ✓ Do not elevate any fractured limb unless they have been properly splinted
  - ✓ Do not elevate the leg if there are fractures to the pelvic
  - ✓ Nothing by mouth (NPO)
  - ✓ Monitor the patient vital signs
  - ✓ Refer the patient to Hospital

#### **10.1.14 First Aid Care for Venomous Snake Bites**

Call the designated emergency number immediately. If you are not sure whether the snake bite was caused by a venomous snake, call the designated emergency number anyway. Do not waste time trying to find and capture the snake for identification, and do not wait for life-threatening signs and symptoms of poisoning to appear.

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Self-Check -10	Written Test
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Name..... ID..... Date.....

**Directions:** Answer all the questions listed below. Examples may be necessary to aid some explanations/answers.

**Test I: Choose the best answer (5pts)**

1. Write the rolls of first aider/caregiver during first aid management ?

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....

Note: Satisfactory Rating:  $\geq 2.5$  points    Unsatisfactory:  $\leq 2.5$

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## Information sheet 11

## Finalizing casualty management

### 11.1 Requirement in providing first aid

First aid requirements will vary from one workplace to the next, depending on the nature of the work, the type of hazards, the workplace size and location, as well as the number of people at the workplace. These factors must be taken into account when deciding what first aid arrangements need to be provided. This Code provides information on using a risk management approach to tailor first aid that suits the circumstances of your workplace, while also providing guidance on the number of first aid kits, their contents and the number of trained first aiders that are appropriate for some types of workplaces.

The risk management approach involves the following four steps.

- Identifying hazards that could result in work-related injury or illness
- Assessing the type, severity and likelihood of injuries and illness
- Providing the appropriate first aid equipment, facilities and training
- Reviewing your first aid requirements on a regular basis or as circumstances change

#### ❖ The nature of the work and workplace hazards

Certain work environments have greater risks of injury and illness due to the nature of work being carried out and the nature of the hazards at the workplace. For example, factories, motor vehicle workshops and forestry operations have a greater risk of injury that would require immediate medical treatment than offices or libraries. These workplaces will therefore require different first aid arrangements.

Records of injuries, illnesses, 'near miss' incidents and other information that has already been obtained to assist in controlling risks at the workplace will be useful to make appropriate decisions about first aid. You should check the safety data sheets (SDS) for any hazardous chemicals that are handled, used or stored at your workplace.

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The SDS provides information about the chemical, possible health effects, controls that may be used to reduce exposure and first aid requirements. Manufacturers, importers and suppliers of hazardous chemicals have a duty under the WHS Regulations to ensure that the current SDS is provided to a person at the workplace if the person asks for it.

### ❖ **Size and location of the workplace**

In relation to the size and location of the workplace, you should take into account:

- The distance between different work areas
- The response times for emergency services.

First aid equipment and facilities should be located at convenient points and in areas where there is a higher risk of an injury or illness occurring.

A large workplace may require first aid to be available in more than one location if:

- Work is being carried out a long distance from emergency services
- Small numbers of workers are dispersed over a wide area
- Access to a part of the workplace is difficult
- The workplace has more than one floor level.

Where there are separate work areas (for example, a number of buildings on a site or multiple floors in an office building), it may be appropriate to locate first aid facilities centrally and provide first aid kits in each work area. This may include portable first aid kits in motor vehicles and other separate work areas.

The distance of the workplace from ambulance services, hospital and medical centers should be taken into account when determining your first aid requirements. For example, if life threatening injuries or illnesses could occur and timely access to emergency services cannot be assured, a person trained in more advanced first aid techniques (such as the provision of oxygen) will be needed. Additional first aid considerations may be necessary for workers in remote or isolated areas. For example, where access is difficult due to poor roads or weather conditions, arrangements may need to include aerial evacuation.

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In minimizing the risks to health and safety associated with remote or isolated work, must provide a system of work that includes effective communication with the worker. This will assist in enabling an immediate response in an emergency.

#### ❖ **First aid procedures**

Develop and implement first aid procedures to ensure that workers have a clear understanding of first aid in their workplace. The procedure should cover:

- the type of first aid kits and where they are located
- the location of first aid facilities such as first aid rooms
- who is responsible for the first aid kits and facilities and how frequently they should be checked and maintained
- how to establish and maintain appropriate communication systems (including equipment and procedures) to ensure rapid emergency communication with first aiders
- The communication equipment and systems to be used when first aid is required (especially for remote and isolated workers). These procedures should contain information about how to locate the communication equipment, who is responsible for the equipment and how it should be maintained
- The work areas and shifts that have been allocated to each first aider. These procedures should contain the names and contact details of each first aider
- arrangements to ensure first aiders receive appropriate training
- arrangements for ensuring that workers receive appropriate information, instruction and training in relation to first aid
- Seeking information when a worker commences work about any first aid needs that may require specific treatment in a medical emergency, such as severe allergies. Information about a worker's health must be kept confidential and only provided to first aiders with the worker's consent
- how to report injuries and illnesses that may occur in the workplace
- practices to avoid exposure to blood and body substances

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- what to do when a worker or other person is too injured or ill to stay at work, for example if they require assistance with transport to a medical service, home or somewhere else where they can rest and recover
- Access to debriefing or counseling services to support first aiders and workers after a serious workplace incident.

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<b>Self-Check 11</b>	<b>Written Test</b>
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Directions: Name ..... Date.....

Explain the question listed below.

1. Write first aid procedures?  
(5 points)

Satisfactory rating  $\geq 2.5$  unsatisfactory rating  $\leq 2.5$

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<b>LG #19</b>	<b>LO #3- Communicate details of the incident</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"><li>• Requesting ambulance support and/or appropriate medical assistance</li><li>• Conveying assessment of casualty's condition and management activities</li><li>• Preparing reports</li><li>• Recording details of casualty's Accurately</li><li>• Maintaining confidentiality of records and information</li></ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"><li>• Request ambulance support and/or appropriate medical assistance</li><li>• Convey assessment of casualty's condition and management activities</li><li>• Prepare reports</li><li>• Record details of casualty's Accurately</li><li>• Maintain confidentiality of records and information</li></ul>	
<b>Learning Instructions:</b>	
<b>Learning Instructions:</b> <ol style="list-style-type: none"><li>1. Read the specific objectives of this Learning Guide.</li><li>2. Follow the instructions described below.</li><li>3. Read the information written in the information Sheets</li><li>4. Accomplish the Self-checks</li><li>5. Perform Operation Sheets</li><li>6 Do the "LAP".TEST</li></ol>	

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<b>Information sheet 1</b>	<b>Request ambulance support and/or appropriate medical assistance</b>
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### 1.1 Request ambulance support and/or appropriate medical assistance

**Communication:** is derived from 'communes' who means commonness or sharing.

Communication is not just about talking to someone

It is an active process in which information (including ideas, specifications, goals, feelings, work orders, and so on) is exchanged among two or more people.

It is any verbal or non-verbal behavior which gives people an opportunity to send their thoughts and feelings, and to have these thoughts and feelings received by someone else.

Communication needs to be clear and effective in order to achieve its aim. When it is not, all kinds of problems can result.

- **Ineffective Communication**

If people working together are not able to communicate well, it can lead to confusion, unhappiness, frustration and annoyance. It can also mean that an organization's goals will not be met.

- **Effective Communication**

When a sender elicits an intended response from his/her receiver, communication is effective.

When a sender elicits intended response repeatedly, he/she is not only an effective communicator but also a successful and influential communicator.

Elements of Communication:

- listening
- seeking clarification
- body language
- blocking and barriers

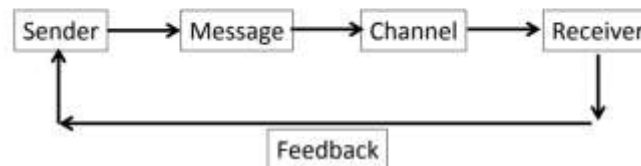
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- general attitude

## Communication Process

### SMCR Model



- **Sender Must know:**
  - ✓ Objectives
  - ✓ Audience
  - ✓ Interests & needs
  - ✓ Message
  - ✓ Channels of communication
  - ✓ Limitation
- **Receiver Must know:**
  - ✓ Single person or Group of people
  - ✓ Controlled audience
  - ✓ Uncontrolled audience
- **Message Must be:**
  - ✓ In line with the objective(s)
  - ✓ Meaningful
  - ✓ Based on felt needs
  - ✓ Clear and understandable
  - ✓ Specific and accurate
  - ✓ Timely and adequate
  - ✓ Fitting the audience
  - ✓ Culturally and socially acceptable
- **Channel**
  - ✓ Interpersonal communication
  - ✓ Mass media
  - ✓ Traditional or folk media
- **Feedback**
  - ✓ Flow of information from the audience to sender

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- ✓ Opportunity to the sender to modify his message

- **Types of Communication channel.**

- ✓ The types of communication channels are grouped into three main groups: formal, informal and unofficial. A formal communication channel transmits organizational information, such as goals or policies and procedures.

- ✓ Messages in a formal communication channel follow a chain of command.

- **Examples of equipments for communication media/channel/**

- |                        |                                  |
|------------------------|----------------------------------|
| ✓ Mobile phone         | ✓ Newspapers                     |
| ✓ Satellite phones     | ✓ Internet                       |
| ✓ Radio                | ✓ Printed material               |
| ✓ Flags                | ✓ Direct mailing                 |
| ✓ Flares               | ✓ Posters, billboards and signs  |
| ✓ Two-way radio        | ✓ Health museums and exhibitions |
| ✓ Email                |                                  |
| ✓ Electronic equipment |                                  |
| ✓ Television           |                                  |

**Here are 12 caregiver communication tips to help you interact more effectively with the person in care:**

1. Pay attention to nonverbal communication, such as body language and lack of eye contact, for clues as to how the person may be feeling. In time, you will become familiar with the particular nonverbal cues the person in your care displays.
2. Sharing your own fears and emotions can help break the ice if the person seems reluctant to tell you what he or she is feeling. You may be surprised at their reactions to what you share.
3. Avoid phrases that tend to shut the conversation down or seem dismissive to what the person in your care is feeling. For example, phrases like “Don’t worry about that”, “You’ll be just fine” or “What do the doctors know anyway?” can make someone feel as if their concerns aren’t important to you.

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4. Listen more and talk less. Give the person in your care a chance to talk uninterrupted.
5. Repeat back what the person has said to make sure that you understand. Ask for clarification if you aren't sure what they mean.
6. Offer reassurance that you will try to help to have the person's physical, emotional, and spiritual needs taken care of. Let the person in your care know how you plan on helping resolve their issues.
  
- 7 Help the person focus on what he or she is still able to do. Help them find ways around tasks that they find challenging. Remain positive, and look for small ways to make tasks enjoyable.
  
- 8 .Make eye contact when you are talking. Smile and engage in active listening to show you are interested in what they have to say.
  
9. Avoid deep conversations when you are rushed for time. Set aside time to discuss important issues or topics that the person you are caring for is interested in discussing.
  
- 10 Express yourself physically, as well as verbally – a touch on the hand, stroking of the hair or a kiss on the cheek can make a difference. A gentle touch can often be reassuring.
  
- 11 Encourage them to express themselves through writing or through hand movements and other body language. When people who are ill have trouble speaking, they may understand far more than they can say.
  
- 12 Reach out for help if you find you need assistance with your feelings, or those of the person you care for. Help can come from another family member, a social worker, nurse, doctor, chaplain or spiritual advisor. Sometimes an outside perspective can help you and the person you are caring for better understand one another.

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<b>Self-Check -1</b>	<b>Written Test</b>
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Directions: Name..... date.....

**II Answer all the questions listed below(2point each)**

1. What a communication mean.
2. List materials used for communication.
3. Write 5 elements of communication.
4. Write the difference between effective and non effective communications.
5. List at least 6 care givers tips of communication used to interact more effectively in home care.

Satisfactory Rating:  $\geq 5$  points

Unsatisfactory:  $\leq 5$  points

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<b>Information Sheet 2</b>	<b>Conveying assessment of casualty's condition and management activities</b>
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## 2.1 Conveying assessment of casualty's condition and management activities.

Once you have connected with the emergency service's operator and requested an ambulance, hold the line to tell them details such as:

- Location of casualty—providing the exact address is best, but if you aren't sure of this, give some landmarks or nearest crosses streets, and some directions.
- Number of casualties
- Nature and extent of illness or accident—include the physical condition of the casualty, and any relevant signs and symptoms (see below for more details)
- The number of the phone using
- Name

Then hold the line to answer any further questions and provide any other relevant details, such as damaged power lines.

The casualty's condition

When providing details of the casualty's condition, include the following

- Color—what color is the casualty's skin?
- Conscious state—is the casualty conscious?
- Breathing—is the casualty breathing? If not, have rescue breaths and CPR commenced?
- Bleeding—is the bleeding controlled? Is it bright red spurting blood or dark red flowing blood?
- Pupils—are the pupils of equal size and reacting to light?

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- Shock—are there signs of shock (pale, sweaty, nauseous, and cold)?
- Movement—does the casualty have coordinated movement?
- Can the casualty feel and move limbs, if conscious?
- Anything abnormal (such as bruising, a bone sticking out or swelling).

The information that you have obtained about the casualty's condition and the nature of the incident should be passed on to relevant personnel.

- **Handling over to emergency services personnel**

On the arrival of the ambulance:

- Continue first aid management and observation of the casualty until the ambulance officer is ready to assume care
  - ✓ provide as much information as possible, this may include:
    - ✓ the nature of the accident to the time you arrived on the scene
    - ✓ the types of first aid management provided
    - ✓ the duration of any Basic Life Support
- Provide any other information that is asked for, including your contact details
- Stay and assist the ambulance officer if requested to do so.

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<b>Self-Check -2</b>	Written Test
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Directions: Name..... Date.....

**II Answer all the questions listed below.**

1. Write details of casualties should be conveyed. (5pts)
2. What are the activities take place after arrival of ambulance? (5pts)

Note: Satisfactory Rating:  $\geq 5$  points      Unsatisfactory:  $\leq 5$  points



<b>Information Sheet 3</b>	<b>Preparing reports</b>
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### 3.1 Preparing reports

Reports to appropriate person are prepared in a timely manner, presenting all relevant facts according to the established workplace procedures. An incident report needs to include all the essential information about the accident or near-miss. The report-writing process begins with fact finding and ends with recommendations for preventing future accidents.

But writing any incident report involves four basic steps, and includes all the essential information about the accident or near-miss.

#### C. Find the Facts

To prepare for writing an accident report, you have to gather and record all the facts.

For example:

- Date, time, and specific location of incident
- Names, job titles, and department of employees involved and immediate supervisor(s)
- Names and accounts of witnesses
- Events leading up to incident
- Exactly what employee was doing at the moment of the accident
- -Environmental conditions (e.g. slippery floor, inadequate lighting, noise, etc.)
- -Circumstances (including tasks, equipment, tools, materials, PPE, etc.)
- -Specific injuries (including part(s) of body injured and nature and extent of injuries)
- Type of treatment for injury
- Damage to equipment, materials, etc.

#### D. Determine the Sequence

Based on the facts, should be able to determine the sequence of events.

In report, describe this sequence in detail, including:

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- Events leading up to the incident. Was the employee walking, running, bending over, squatting, climbing, lifting operating machinery, pushing a broom, turning a valve, using a tool, handling hazardous materials, etc.?
- Events involved in the incident. Was the employee struck by an object or caught in/on/between objects? Did the worker fall on the same level or from a height? Did the employee inhale hazardous vapors or get splashed with a hazardous chemical?
- Events immediately following the incident. What did the employee do: Grab a knee? Start limping? Hold his/her arm? Complain about back pain? Put a hand over a bleeding wound? Also, describe how other co-workers responded. Did they call for help, administer first aid, shut down equipment, move the victim, etc.?

The incident should be described in the report in sufficient detail that any reader can clearly picture what happened.

#### **E. Analyze**

Your report should include an in-depth analysis of the causes of the accident. Causes include:

- Primary cause (e.g., a spill on the floor that caused a slip and fall)
- Secondary causes (e.g., employee not wearing appropriate work shoes or carrying a stack of material that blocked vision)
- -Other contributing factors (e.g., burned out light bulb in the area).

#### **F. Recommend**

Recommendations for corrective action might include immediate corrective action as well as long-term corrective actions such as:

- Employee training on safe work practices
- Preventive maintenance activities that keep equipment in good operating condition
- Evaluation of job procedures with a recommendation for changes

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Self-Check -3	Written Test
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Direction: Name..... Date.....

**Instruction:** Answer all the questions listed below.

1. Write 4 basic steps to prepare and present report. (4pts)
2. What should you analyze during incidence? (2pts)
3. In report what are details should be included sequentially. (4pts)

Note: Satisfactory Rating  $\geq 5$  points      Unsatisfactory  $\leq 5$  points





## Information Sheet 4 Recording details of casualty's accurately

### 4.1 Recording details of casualty's accurately

It is always good practice to record an accident however small, it protects both the employers and the injured person (IP) should any future problems occur. Reporting all accidents also makes it easier to spot trends and prevent such accidents happening again.

Below there is a 12 step guide to completing an accident report and investigation. Each step lists what information should be gathered or examples of questions you should be asking yourself when completing that step of the accident reporting process.

That includes:

#### A. Record the injured person's and contact details:

- First name
- Last name
- Contact phone number
- Email Address
- Home Address
- Reason for being at the location
- Sex
- Age or Date of Birth
- Occupation
- Employee Number (where applicable)
- Whether the IP was a member of the family

#### B. Record your contact details and information

- First name
- Last name
- Position
- Contact phone number
- Email Address
- Employee Number (where applicable)

#### C. Record Accident Details

- ✓ The date of the accident
- ✓ The time of the accident

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- ✓ The location of the accident

#### G. Record Injury Details

- The type of injury the IP suffered e.g. fracture, laceration, bruising, burn
- The part of the body injured
- Whether the IP required hospitalization or resuscitation
- Whether the IP was unconscious
- Whether the IP is an employee and had lost days from work due the accident and how many days
- Whether the IP taken from the scene by ambulance to hospital

#### H. Collect witness details

- First name
- Last name
- Contact phone number
- Email Address
- Address

#### I. Gather supporting evidence

- If witnesses are available and can provide a written statement, record the statement along with the accident report as evidence.
- Other examples of evidence...
  - ✓ Photographs
  - ✓ Training Records
  - ✓ Health and Safety Check Records
  - ✓ Cleaning Logs

#### J. Record how the accident happened

- Record any details of the accident given to you by the IP in your accident report.
- Example questions to ask yourself and information to record at this stage...
  - ✓ How did the injury occur?

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- ✓ What have you observed?
- ✓ Was there anything unusual or different about the working conditions?
- ✓ What personal protective equipment was being worn at the time of the accident?
- ✓ What work process or activity was being carried out at time?
- ✓ What equipment was being used at the time?
- ✓ What were the events that led up to the accident?

K. Record what caused the accident

- When recording information about how the accident happened use only the objective facts that you have gathered e.g. leave assumptions or accusations out of the record.

L. Record What Was Done When Dealing with the Accident

Example questions to ask yourself and information to record at this stag

- Was first aid was administered?
- What first aid was administered?
- Was an ambulance called?
- How the area was made safe?
- What had been done directly after the accident happened?

M. Record what has been done to prevent such an accident happening again

Example questions to ask yourself and information to record at this stage...

- Have any training needs been identified?
- Has a plan been put in place for corrective action?
- How will your preventative measures stop future occurrences of the accident?

N. Review risk assessments

- Review and update any relevant risk assessments to reduce the risk of re-occurrence. Record within your accident report which risk assessments have been reviewed.

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<b>Self-Check -4</b>	<b>Written Test</b>
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**Direction** Name..... Date.....

I. Explain the following question (8point)

1. Write 12 steps guide to completing an accident report and investigation.

Satisfactory rating-  $\geq 4$  . Unsatisfactory  $\leq 4$

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## Information Sheet 5

## Maintaining confidentiality of records and information

### 5.1 Maintaining confidentiality of records and information

The client health record is a legal document that records events and decisions which help the practitioner manage client care. It may also provide significant evidence in lawsuits, hearings or inquests when the client care provided by the practitioners is in question.

#### ❖ Types of Record-Keeping Used in Homecare

- Hand-written records
- Computer-based systems (electronic)
- Some organizations or employers will use a combination of both

You'll be expected to be able to comply with whatever requirements your employer or organization sets for record-keeping. That means you'll need to:

- Ensure that you are up to date on the information systems and tools in your workplace including their security, confidentiality and appropriate usage;
- Protect any passwords or details given to you to enable your access to any systems;
- Make sure written records are not left in public places where unauthorized people might see them (including any electronic systems or displays);

#### ❖ Principles of Good Record Keeping

Some key factors underpin good record keeping. The patient's records should:

- Be factual, consistent and accurate.
- Be updated as soon as possible after any recordable event.
- Provide current information on the care and condition of the client.
- Be documented clearly in such a way that the text cannot be erased.

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- Be consecutive and accurately dated, timed and all entries signed (including any alterations).
- All original entries should be legible. Draw a clear line through any changes and sign and date.
- Not includes abbreviations, slang or jargon as not all workplaces or Home will use the same terminology.
- Records must be stored securely and should only be destroyed following your local policy.
- Avoid meaningless phrases, speculation and offensive subjective statements/insulting or derogatory language.
- Identify the patient by recording patient’s name, date of birth and hospital number on each page of the record (three approved identifiers) or follow your local policies on how to identify patient’s records;
- Still be legible if photocopied or scanned.

❖ **Common deficiencies in record keeping**

Poor record keeping hampers the care that patients receive and makes it difficult for healthcare professionals to defend their practice.

The most common deficiencies in record keeping include:

- An absence of clarity
- Inaccuracies
- Spelling mistakes
- Missing information
- Failure to record action taken when a problem has been identified.

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<b>Self-check - 5</b>	<b>Written test</b>
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Direction Name..... Date.....

**Answer the following questions**

1. Write types of record keeping . (3pts)
2. Write the most common deficiencies in record keeping include (5pts).

Satisfactory rating  $\geq 4$  unsatisfactory rating  $\leq 4$

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<b>LG #20</b>	<b>LO # 4 Evaluate own performance</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"><li>• Seeking feedback</li><li>• Recognizing the possible psychological impacts</li><li>• Participating in debriefing/evaluation</li></ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"><li>• Seek feedback</li><li>• Recognize the possible psychological impacts</li><li>• Participate in debriefing/evaluation</li></ul>	
<b>Learning Instructions:</b> <ol style="list-style-type: none"><li>1. Read the specific objectives of this Learning Guide.</li><li>2. Follow the instructions described below.</li><li>3. Read the information written in the information Sheets</li><li>4. Accomplish the Self-checks</li><li>5. Perform Operation Sheets</li><li>6. Do the "LAP".TEST</li></ol>	

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Information sheet 1	Seeking feed back
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## 1.1 Seeking feed back

### 1.1. • What is the use of communication for feedback.

Communication is derived from 'communes' which means commonness or sharing.

Communication needs to be clear and effective in order to achieve its aim. When it is not, all kinds of problems can result.

#### • What is Effective Communication?

When a sender elicits an intended response from his/her receiver, communication is effective.

When a sender elicits intended response repeatedly, he/she is not only an effective communicator but also a successful and influential communicator.

#### ❖ Elements of feed back

- listening
  - seeking clarification
  - body language
  - blocking and barriers
  - general attitude
- 
- Sender Must know:
    - ✓ Objectives
    - ✓ Audience
    - ✓ Interests & needs

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- ✓ Message
- ✓ Channels of communication
- ✓ Limitations
  
- Receiver Must know:
  - ✓ Single person or Group of people
  - ✓ Controlled audience
  - ✓ Uncontrolled audience
  
- **Message Must be:**
  - ✓ In line with the objective(s)
  - ✓ Meaningful
  - ✓ Based on felt needs
  - ✓ Clear and understandable
  - ✓ Specific and accurate
  - ✓ Timely and adequate
  - ✓ Fitting the audience
  - ✓ Culturally and socially acceptable
  
- **Channel**
  - ✓ Interpersonal communication
  - ✓ Mass media
  - ✓ Traditional or folk media
  
- **Feedback**
  - ✓ Flow of information from the audience to sender
  - ✓ Opportunity to the sender to modify his message

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<b>Self-check 1</b>	<b>Written Test</b>
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Direction:

Name ..... Date.....

**I Explain the following question?**

1 what is the use of effective communication for feedback(5 point)

Satisfactory rating  $\geq 2.5$  unsatisfactory rating  $\leq 2.5$

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<b>Information sheet 2</b>	<b>Recognizing the possible psychological impacts</b>
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### 2.1 Recognizing the possible psychological impacts

Calming: free of disturbance or strong feeling.

Some people undergo amazing transformations in emergencies: They can make a solid plan and tell everyone what to do in calm voice.

Here are some tips from survival and medical experts:

- Get educated. The number one thing you can do to stay calm is to be relatively confident that you know what to do. Learn basic first aid, be prepared with (at least) basic supplies, learn some survival skills and the more you know the less likely you are to panic.
- Focus on a goal. The magnitude of things going on during an emergency can overwhelm many people. Practice tuning everything out except the one thing you're doing and learn to focus on one task at a time. If the house is on fire, focus on getting the people out. If you're performing CPR, just do that one thing. Breathe. In emergencies, the body naturally kicks into "fight or flight" mode. It's common to start breathing rapidly and shallowly in the top of the chest – almost as if you have been running away from danger. You can override it by consciously taking long, deep breaths that feel like they're filling the belly instead of the lungs. Tell the body you're calm and the mind will follow.
- Learn to adapt. Almost every day we find ourselves facing a situation that didn't go as planned. Experts say that the people who practice adapting instead of resisting unplanned outcomes are calmer in general. The next time something small goes wrong in your day, view it as an opportunity to practice a critical survival skill.
- Be bold. We are so attuned to following the rules that it can be difficult to break social rules when we need to. In emergencies it's perfectly okay to take emergency measures like disturbing the peace, bossing around total strangers,

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ripping expensive clothing or taking charge of someone else's property as needed to save lives.

- Take care of yourself. For a healthy portion of the population, panic and worry don't just dissipate when an emergency is over. Emergency situations, or the threat of an emergency situation, can cause prolonged panic, anxiety and worry that can keep you from being clear-headed in daily life. If you find yourself panicking or worrying instead of taking charge, learn a few tricks to manage anxiety.

❖ **Reassuring:** - means to restore to assurance or confidence

- The psychological value of reassurance is as important in first aid as the treatment that you give. Comfort and reassure the casualty, as in some cases all the casualty needs is emotional support and reassurance.
- Feeling frightened and panicked could make things worse for you. Feeling this way will increase your blood pressure and pulse causing more pain and more bleeding. This will in turn cause more anxiety and panic
- Avoid allowing any person panicking/fearing at the scene be it a victim or bystander to affect you. Staying calm and collected can prevent panic within the group as well as minimize any damage

❖ **Steps to calm during emergency**

- Remain calm.
- Seek additional help.
- Determine the nature **of** the emergency.
- Know that sudden changes can be emergencies.
- Be alert for human-caused emergencies.
- Assess the immediate threat.
- Remove yourself from danger.

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- Help others leave a hazardous area

**During emergency situation out the dos and don'ts below:**

- Do: Say something. “No matter what, it is better to say something than nothing. It’s okay if you’re not sure what to say, but do acknowledge the situation.
- Don't: Make it about yourself. It’s human nature to focus on you. But try to suppress that natural inclination when speaking to a loved one dealing with a diagnosis. Take yourself out of the equation, and offer the other person the opportunity to explain how they feel without being imposing.
- Do: Take the /ask off their plate.- When a friend or loved one is facing a serious health scare, one of the best ways to be truly supportive is to eliminate the burden of making the ask, he said.
- Don't: Pretend to be a medical expert. Don’t assume they’re doing fine just because they look fine, she added. Many health conditions are invisible on the outside, so commenting on someone’s appearance can feel dismissive or hurtful.
- Do: Give encouragement. Although you might be wondering, try not to ask, “How are you doing?” as it can bring up an unwanted remind.
- Don't: Take it personally if your attempts to talk are rebuffed-. Either way is okay, and don’t press people who don’t seem ready to talk about it.
- Do: Provide a sense of normalcy.- Spending time with them doing normal activities watching TV shows, taking a yoga class, walking the dog and having
  - ✓ Conversations that don’t involve their condition can be a much-needed respite.
- .Don't: Disappear. Many people begin to check out after the first couple of days or weeks, despite the fact that the person continues to deal with their disease or diagnosis.

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Fig: 2.1 calming, reassuring and comforting people in emergency situation



<b>Self-check 3</b>	<b>Written exam.</b>
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Direction Name ..... Date.....

Instruction: Write the correct answer for the following questions.

1. List the 8 steps to Calm person in emergency.(8pts)
2. Write What Reassurance and calm means. (2pts)

Note: Satisfactory rating  $\geq 5$  unsatisfactory  $\leq 5$

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### 3.1 Participating in debriefing/evaluation

A record of any first aid treatment given should be kept by the first aider and reported to managers on a regular basis to assist reviewing first aid arrangements. First aid treatment records are subject to requirements under Health Records legislation.

#### ❖ Procedures and plans for managing an emergency

A person conducting a business or undertaking must ensure that an emergency plan is prepared for the workplace that provides procedures to respond effectively in an emergency. The emergency procedures must include:

- An effective response to an emergency situation
- Procedures for evacuating the workplace
- Notification of emergency services at the earliest opportunity
- Medical treatment and assistance
- Effective communication between the people authorized by the person conducting the business or undertaking to co-ordinate the emergency response and all persons at the workplace

Incorporate first aid procedures into emergency planning procedures. Emergency procedures should specify the role of first aiders according to their level of qualification and competence. In particular, first aiders should be instructed not to exceed their training and expertise in first aid. Other staff, including supervisors, should be instructed not to direct first aiders to exceed their first aid training and expertise. Further guidance on emergency plans and preparing emergency procedures is available in the Code of Practice: Managing the Work Environment and Facilities

#### ❖ Providing first aid information

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Provide information about first aid to your workers so that they know what to do and who to contact if they are sick or injured. Information should be easy to understand, accessible and should take into account the language and literacy levels of your workers. Information may be given using verbal methods (for example, explanations and demonstrations) or visual methods (for example, videos and posters).

The information and instruction on first aid should include:

- the location of first aid equipment and facilities
- the names and location of persons trained to administer first aid
- The procedures to be followed when first aid is required

The information and instruction should be provided as part of workers' induction training and when there are any changes, for example in the location of first aid facilities or in the names, locations or contact details of first aiders.

**❖ Reviewing your first aid requirements**

Regularly review the first aid arrangements in consultation with your workers to ensure they remain adequate and effective:

- Check that the people who have responsibilities under your first aid procedures are familiar with them
- If the way work is performed is changed, or new work practices introduced, review first aid against a risk assessment to ensure the arrangements are still adequate
- Organize a mock first aid emergency to check that first aid is effective. Check that kits and first aid rooms are accessible and suit the hazards that are unique to your workplace
- If an incident has occurred that required first aid, evaluate the effectiveness of the first aid that was provided and make changes if necessary
- If new information is obtained about a previously unidentified hazard, review the first aid measures you have put in place

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The following questions can assist to review first aid and assess whether improvement is needed:

- Do the first aid kits and modules suit the hazards at your workplace?
- Are more first aid kits required?
- Are first aid kits accessible to workers?
- Are first aid kits well maintained and identifiable to workers?
- Is a first aid room or health centre required?
- Are first aid facilities well maintained?
- Do first aiders have the skills and competencies required of them and are their skills up-to-date?
- Do workers know how to access first aiders?
- Are more first aiders needed?
- Do workers have access to first aiders at all times?
- Do workers and other people know what to do in an emergency situation?
- Is there easy access for emergency services, such as parking for an ambulance?

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<b>Self-Check -3</b>	<b>Written Test</b>
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**Name**.....

**date**.....

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What are the procedures and plans for managing an emergency? (5 points)
2. What are the information and instruction on first aid? (5 points)

Satisfactory rating  $\geq$  5 points and above

Unsatisfactory  $\leq$  5

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## ACKNOWLEDGEMENT

We wish to extend thanks and appreciation to the many representatives of TVET instructors and respective industry experts who donated their time and expertise to the development of this Teaching, Training and Learning Materials (TTLM). We would like also to express our appreciation to the TVET instructors and respective industry experts of Regional TVET bureau TVET College/ Institutes, Federal Technical and Vocational Education and Training Agency (FTVET) who made the development of this Teaching, Training and Learning Materials (TTLM) with required standards and quality possible.

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