TOOLBOX TALK AWARENESS PACKAGES

HAZ-ANA · Anaphylaxis and Severe Allergies Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For every workplace: what anaphylaxis is, recognising it fast, giving an adrenaline autoinjector, calling emergency services, action plans, and reducing the risk from foods, insect stings and medicines at work.

Anaphylaxis is a severe, life-threatening allergic reaction. It can happen within minutes of eating a food, being stung by an insect or taking a medicine, and it can affect breathing, the throat and the circulation. It is a medical emergency: adrenaline given straight away through an autoinjector, and an ambulance, save lives. Some workers know they are at risk and carry an autoinjector and an action plan; for others the first reaction comes without warning.

This talk covers what anaphylaxis is and its common triggers, how to recognise it, what to do (lay the person flat, give the adrenaline autoinjector, call the emergency number and follow the action plan), action plans and autoinjectors at work, and reducing the risk from food allergens, insect stings and other triggers. It is awareness, not first aid training, and it gives no medical advice about any individual.

Learning outcomes

By the end of the session participants will be able to:

- Explain what anaphylaxis is, and that it is a medical emergency that can develop within minutes
- Name the common triggers at work: foods, insect stings and bites, medicines and latex
- Recognise the signs of anaphylaxis, including breathing difficulty, throat or tongue swelling, and dizziness or collapse
- Respond to anaphylaxis: lay the person flat, give the adrenaline autoinjector, call the emergency number, and follow the action plan
- Know where autoinjectors and action plans are kept at work, and why you give adrenaline if in doubt
- Help reduce the risk: food allergens in kitchens and shared spaces, insects outdoors, and respecting workers' action plans

What it covers

Module	Covers
Why it matters	What anaphylaxis is; Common triggers at work; Recognising the signs
What to do	Lay them flat; Give the adrenaline autoinjector; Call for help and follow the action plan
Your part	Action plans and autoinjectors at work; Reducing the risk; Report it

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Activities

- Spot the reaction: workers look at four situations, from hives after lunch to a stung worker who feels faint, and decide which could be anaphylaxis
- What would you do: workers walk through the response to a workmate's reaction, from finding the autoinjector to handing over to the ambulance

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it teach people how to use an adrenaline autoinjector? It shows the steps in general terms and tells workers to follow the instructions on the device and the person's action plan, but it is not first aid training. Hands-on practice with a trainer device is part of first aid and anaphylaxis training, which your first aiders need. The talk names no brands, doses or timings: check them with the action plan, the device and current first aid guidance.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Anaphylaxis and Severe Allergies Awareness

Minutes matter: recognising a severe allergic reaction and giving adrenaline fast

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

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What this talk is, and is not

This talk covers

- ✓ What anaphylaxis is and its triggers
- ✓ Recognising the signs
- ✓ What to do, step by step
- ✓ Action plans and reducing the risk

This talk is not

- ✕ First aid training
- ✕ Medical advice
- ✕ Device or dose instructions
- ✕ Our procedure: **[Our first aid procedure]**

Awareness only. First aiders need current training. Follow the action plan and the device's instructions.

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What anaphylaxis is, and common triggers

A severe allergic reaction that can become life-threatening within minutes.

- Foods, such as nuts, shellfish, fish, egg, milk
- Insect stings and bites, such as bees, wasps and ants
- Medicines, including some antibiotics and pain relievers
- Latex, in gloves and some equipment
- Sometimes no trigger is found

A composite example

- At a team lunch a worker eats a sauce that, unknown to her, contains nuts.
- Within minutes her lips swell and her voice goes hoarse. Nobody is sure where the autoinjector is.

A first reaction can happen to anyone, at any age.

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Duties under health and safety laws

The business must

- Provide first aid and first aiders
- Plan for medical emergencies
- Manage known risks, such as allergens
- Keep health information private

You must

- Know the signs and the plan
- Know where the autoinjector is
- Respect allergen rules
- Report reactions and near misses

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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Recognising anaphylaxis

Signs of anaphylaxis

- Difficult or noisy breathing, wheeze
- Swelling of the tongue or throat
- Hoarse voice or trouble talking
- A cough that will not stop
- Dizziness, pale and floppy, or collapse

Can come first, or with it

- Swelling of the lips, face or eyes
- Hives, welts or flushed skin
- Tingling mouth
- Stomach pain or vomiting
- A sense that something is badly wrong

Breathing, throat, voice or collapse: treat it as anaphylaxis.

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Anaphylaxis and Severe Allergies Awareness

Participant handout · keep this

Anaphylaxis is a medical emergency. Know the signs, and act fast. Keep this page.

What to do

1. Lay them flat; do not let them stand or walk
2. Breathing hard? Sit with legs out in front
3. Give the adrenaline autoinjector
4. Call your local emergency number (000 in Australia) for an ambulance
5. Follow the action plan; stay with them
6. CPR if not breathing normally

The signs

- Breathing, wheeze, cough, hoarse voice
- Throat or tongue swelling, dizziness, collapse

Never

- Let them stand or walk
- Wait to see if it gets worse

Be ready

- ☐ Do I know where the autoinjectors are kept?
- ☐ Do I know who our first aiders are on this shift?
- ☐ Do I know the signs of anaphylaxis?
- ☐ Is food labelled, and kept apart, in shared spaces?
- ☐ Do I know the emergency number and our address?

If in doubt

- Give the adrenaline, then call emergency services
- Hospital for everyone given adrenaline

Who and where

- **[Autoinjector location]**
- **[Who to report to here]**

Know the signs. Lay them flat, give the adrenaline, call for help.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not first aid training or medical advice. Follow the action plan and the device's instructions.

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