TOOLBOX TALK AWARENESS PACKAGES

HAZ-FAD · First Aid Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For every worker: how first aid works in your workplace, who the first aiders are, and what to do in the first minutes after someone is hurt. Not a first aid certificate.

Every workplace must have first aid arrangements: first aid kits, access to trained first aiders and procedures for getting help. Most workers will not be first aiders, but all of them need to know how to raise the alarm, where the kit and defibrillator are, and what to do until help arrives.

This talk covers the workplace's first aid arrangements, the basic emergency action plan, calling triple zero (000), simple actions for bleeding, burns and an unresponsive person, and reporting afterwards. It does not replace a first aid course or certificate.

Learning outcomes

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

- Describe the business's duty to provide first aid equipment, facilities and trained first aiders
- Find the first aid kit, the defibrillator if there is one, and the names of the workplace's first aiders
- Follow a basic emergency action plan: check for danger, check for a response, send for help, and follow the call-taker's instructions
- Call triple zero (000) and give clear information about the location and the casualty
- Take simple first actions for severe bleeding, burns and an unresponsive person until a first aider or paramedics arrive
- Report the incident and the first aid given, and restock the kit
- Explain that this talk is awareness and does not make a worker a qualified first aider

What it covers

Module	Covers
First aid at your workplace	The business's duties; Kits, defibrillators and first aid rooms; Who your first aiders are
The first minutes	Danger, response, send for help; Calling 000; Using a defibrillator when directed
Simple first actions	Severe bleeding; Burns; An unresponsive person; Looking after yourself
Afterwards	Reporting and records; Restocking; Support after a serious incident

Activities

- Find it: workers locate the nearest first aid kit and defibrillator and name the first aiders on their shift

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

- Make the call: workers practise giving a triple zero call-taker their exact location and what has happened

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

Is this a first aid certificate? No. It is workplace awareness about first aid arrangements and the first minutes after an injury. A worker who is to be a first aider needs a first aid course from a registered training organisation, kept current.

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.

Version 1.0 · 8 November 2026 · Orana Skills Centre. © 2026 Orana Skills Centre. All rights reserved.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

First Aid Awareness

How first aid works here, who the first aiders are, and what to do in the first minutes

20–30 minutes · All workers

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

FAD

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✓ First aid at this workplace: kits, defibrillator, first aiders
- ✓ The first minutes: danger, response, send for help
- ✓ Calling 000, and simple first actions
- ✓ Reporting, restocking and support afterwards

This talk is not

- ✕ A first aid certificate or CPR course
- ✕ Hands-on CPR or defibrillator practice
- ✕ First aid for specific conditions
- ✕ Our procedure: **[Your first aid procedure]**

Awareness only. It does not make you a first aider. First aiders need a first aid course from a registered training organisation, kept current.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Why the first minutes matter

Most workers will not be first aiders. All of them may be first on the scene.

- Severe bleeding, a stopped heart or a blocked airway can kill in minutes
- An ambulance can take a long time, especially in regional and remote areas
- What happens before it arrives can change the outcome
- The first person there needs to know where help is, and how to call it

A composite example

- A worker collapses in the lunch room. Two workmates know there is a defibrillator somewhere, but not where. The first aider is on a break off site.
- The call-taker starts them on CPR. The defibrillator, found four minutes later, was in the next corridor.

Know where the kit and defibrillator are before you need them.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Provide first aid equipment, and access to it for every worker
- Provide access to facilities for giving first aid
- Have enough trained first aiders, or access to them
- Have first aid procedures, and tell workers about them

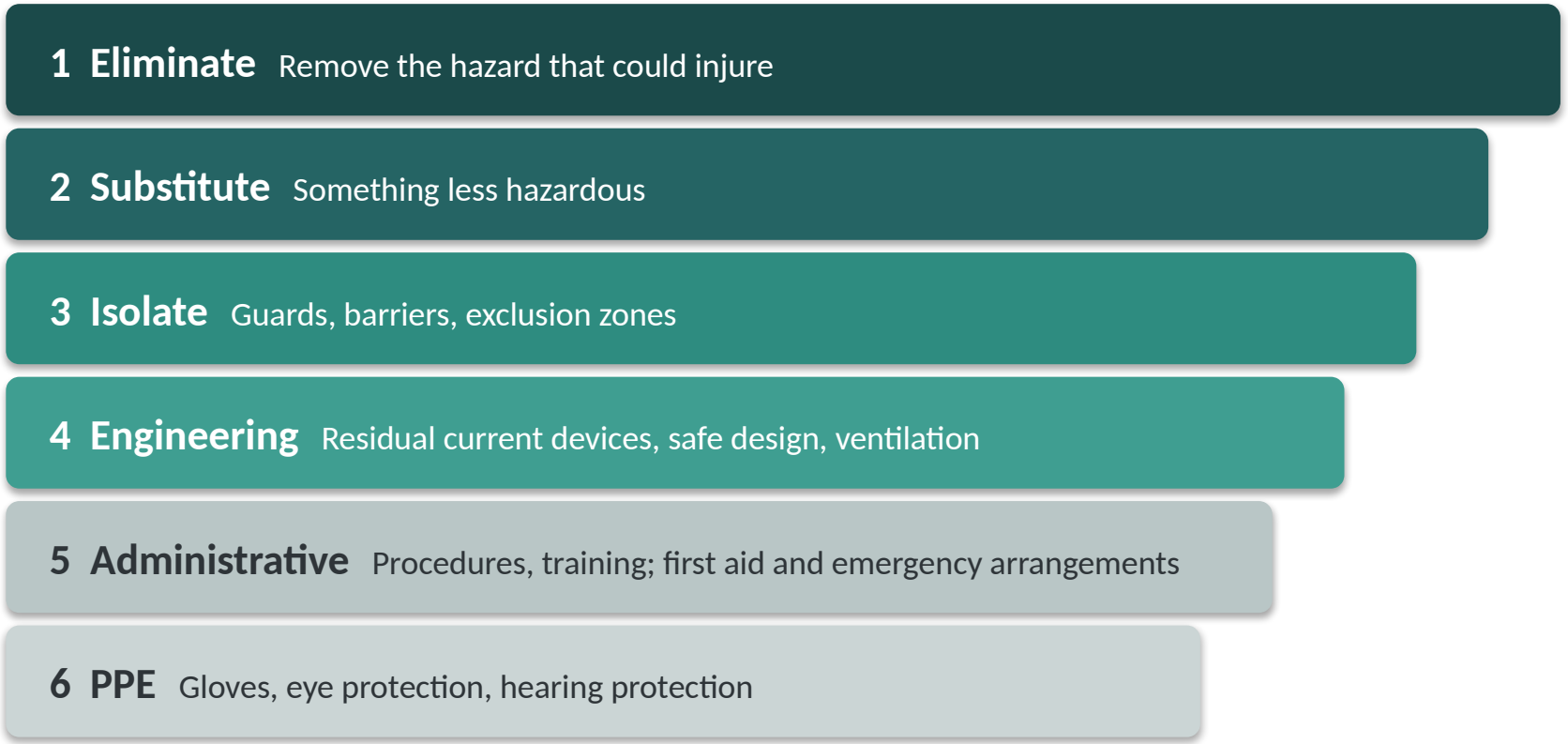
You must

- Know where the kit, the defibrillator and the first aiders are
- Know how to get help, and call 000 when it is needed
- Report every injury, and the first aid given
- Tell someone when the kit is used or something is missing

How many first aiders and kits depends on the risks and the workplace. Victoria has its own compliance code.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

Prevention first; first aid limits the harm



HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

First aid does not stop an injury. It limits the harm when prevention has failed.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-FAD

First Aid Awareness

Participant handout · keep this

Most workers will not be first aiders. All of them may be first on the scene. This is awareness, not a first aid certificate. Keep this page.

First aid here

- Kits: **[Where the first aid kits are]**
- Defibrillator: **[Where the defibrillator is]**
- First aiders: **[Your first aiders]**
- Address for 000: **[Your site address for emergency calls]**

Simple first actions

- Not breathing normally: CPR as the call-taker says; get the defibrillator and follow its voice
- Breathing but unresponsive: on their side, airway clear, watch them
- Severe bleeding: firm pressure; add pads on top; do not lift
- Burns: cool running water for 20 minutes; no ice or creams; cover loosely

The first minutes

1. Danger: is it safe to go near? Never become a second casualty
2. Response: talk to them, squeeze their shoulders
3. Send for help: call 000 and the first aider
4. Follow the call-taker's instructions until help arrives

Calling 000

- Ask for the service: ambulance, fire or police
- Exact location: address, cross street, gate
- What happened; awake? breathing normally?
- Stay on the line; send someone to meet the ambulance

Afterwards

- Report the injury and the first aid given
- Restock the kit, or tell whoever does
- Report blood contact or a needlestick
- Shaken? Talk to someone: **[Your support contact or employee assistance program]**
- Report to: **[Who to report to here]**

Danger first. Call 000 with the exact location. Do what you can until help arrives.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not make you a first aider. First aiders need a first aid course from a registered training organisation, kept current.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-FAD First Aid Awareness v1.0 · The full package contains the complete materials.