



## What Is This Module About?

Is your workplace safe? Are you bothered by accidents and injuries that can happen to you at work? In cases of accidents or emergencies, do you know what to do?

In this module, you will learn how to make your workplace safe. You will also learn the common accidents that happen at work, and the appropriate first aid treatments to be given.

This module is divided into two lessons:

### Lesson 1 – *Safety in the Workplace*

In this lesson, various safety measures which are important in ensuring a safe working environment are discussed.

### Lesson 2 – *First Aid in the Workplace*

This lesson covers appropriate first-aid treatments for common sicknesses and accidents.

Study the module carefully and try to answer the question: “Is your workplace safe?”



## What Will You Learn From This Module?

After studying this module, you should be able to:

- ◆ use your knowledge and skills in safety to avoid accidents in the workplace; and
- ◆ apply the knowledge gained to improve your job performance for better productivity and quality results.



## Let's See What You Already Know

Before studying the module, answer the questions below to determine how much you already know.

Write the letter of the correct answer in the blank space before each number.

- \_\_\_\_\_ 1. What is immediately given to accident victims to ease their pain and save their lives in the absence of a doctor?
- a. antibiotics
  - b. first-aid treatment
  - c. oxygen
  - d. first-aid training

- \_\_\_\_\_ 2. What is Article 162 of the Labor Code about?
- a. The rights of workers to a safe and healthy working environment
  - b. The rights of women and children in the workplace
  - c. The standard building structure and design
  - d. Medical and dental services given to employees
- \_\_\_\_\_ 3. What do sewers and dressmakers use to avoid needle pricks when sewing?
- a. thimbles
  - b. safety glasses
  - c. gloves
  - d. blunt needles
- \_\_\_\_\_ 4. Which of the following is not an example of a safety reminder or sign?
- a. Danger! Deep Excavation
  - b. Watch Out for Falling Debris
  - c. Park at Your Own Risk
  - d. Rest Room
- \_\_\_\_\_ 5. Why are safety reminders important?
- a. Because they convey messages.
  - b. Because they promote a safe and healthy workplace.
  - c. Because they make our work a lot easier.
  - d. Because they are strategically placed in working areas.
- \_\_\_\_\_ 6. What is used in construction sites to prevent injuries from falling debris?
- a. straw hat
  - b. gloves
  - c. coat and hard hat
  - d. first-aid kit
- \_\_\_\_\_ 7. A worker at a hotel laundry was ironing the dress of a hotel guest when the flat iron accidentally fell on her lap. What would you do to help?
- a. Apply direct pressure on the burned area
  - b. Perform mouth-to-mouth resuscitation
  - c. Apply cream on the affected area to ease the pain
  - d. Apply ice or cold water on her lap for 10 minutes

- \_\_\_\_\_ 8. A worker in a sawmill got wounded when he tripped over a plank of lumber on the floor. Why is it not advisable to apply a *tourniquet* on his wound?
- a. It will increase the risk of infection.
  - b. It will fracture his bones.
  - c. It will worsen the bleeding.
  - d. It will cause swelling on the wounded area.
- \_\_\_\_\_ 9. Your co-worker has diarrhea. What food should he take to stop his diarrhea?
- a. peanuts
  - b. bananas
  - c. chocolates
  - d. prunes
- \_\_\_\_\_ 10. While you were working, your co-worker rushed to the comfort room to vomit. She must have eaten something that has upset her stomach. Which of the following should she take to stop her vomiting?
- a. milk
  - b. salt
  - c. ice
  - d. vinegar

Well, how was it? Do you think you fared well? Compare your answers with those in the *Answer Key* on page 30 to find out.

If all your answers are correct, very good! This shows that you already know much about the topic. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you got a low score, don't feel bad. This means that this module is for you. It will help you understand important concepts that you can apply in your daily life. If you study this module carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

You may go now to the next page to begin Lesson 1.

# Safety in the Workplace

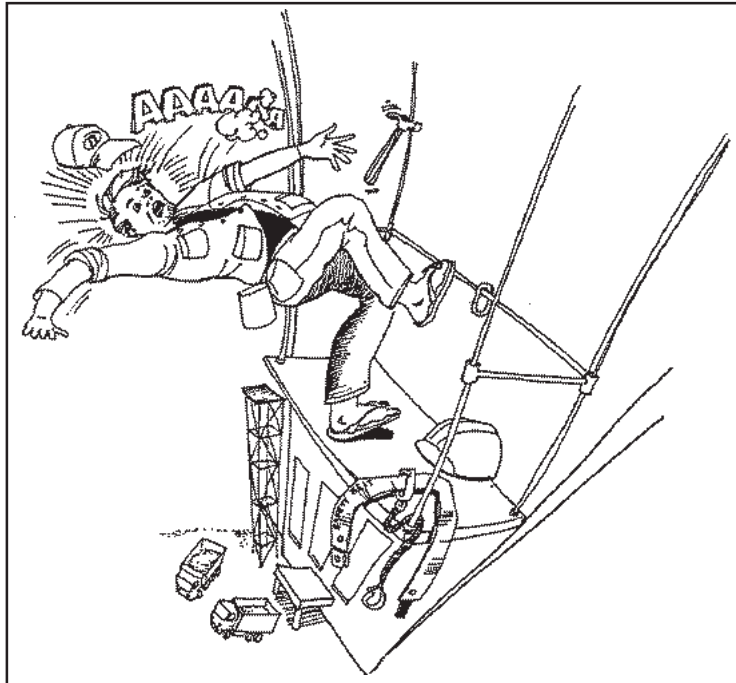
This lesson will teach you about safety in the workplace. After this lesson, you are expected to know how to ensure a safe working environment. You will also learn the following:

- ◆ the use of appropriate working clothes and equipment to avoid accidents;
- ◆ what should be done to ensure safety in the workplace;
- ◆ the importance of cleanliness and order in maintaining a safe working environment; and
- ◆ the importance of putting up and of understanding safety reminders or signs in the workplace.



## Let's Study and Analyze

Study the picture below. Find out the details of Mang Isko's accident.



1. What happened to Mang Isko?

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2. What should he have done to avoid the accident?

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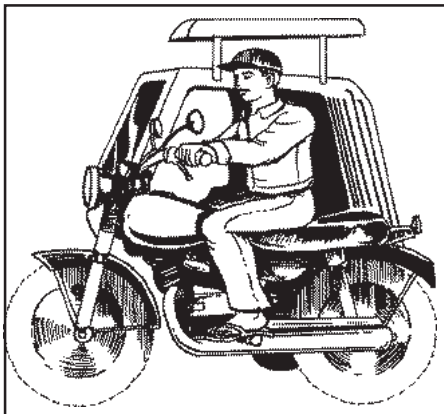
Compare your answers with those in the *Answer Key* on page 30.



## Let's Try This

Mang Isko's experience shows how negligence of simple things in the workplace can cause accidents. If he had only used the proper working clothes and equipment, the accident would not have happened.

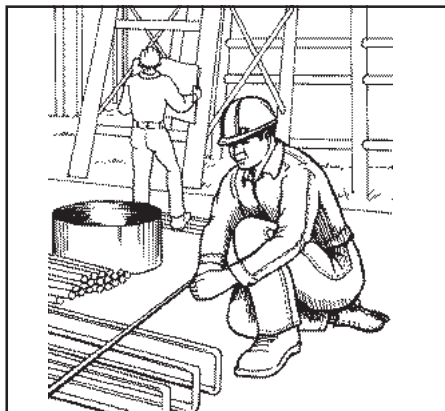
There are different working clothes and equipment to ensure safety in the workplace. Look at the pictures below. Encircle the letter below each picture that shows unsafe working habits.



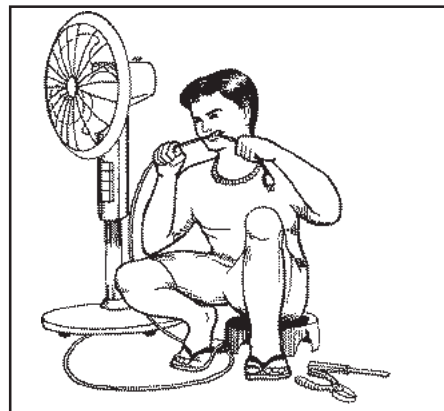
- a. wearing slippers while driving a tricycle



- b. wearing a hat or head gear while cooking



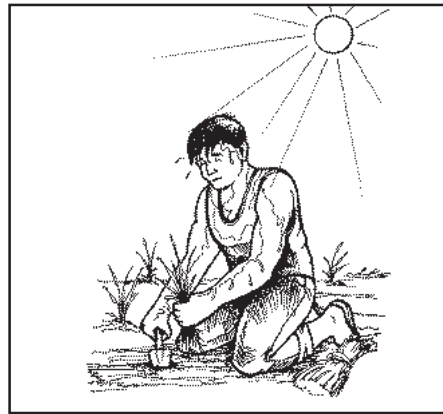
- c. wearing a hard hat in the construction site



- d. cutting an electrical cable using one's teeth



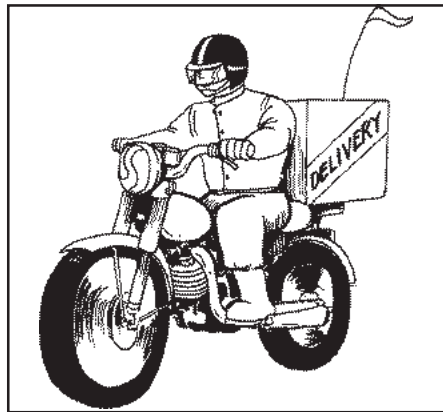
e. cutting cables without wearing rubber gloves



f. wearing an undershirt while planting under the heat of the sun



g. using a thimble while sewing



h. wearing a helmet while riding a motorcycle

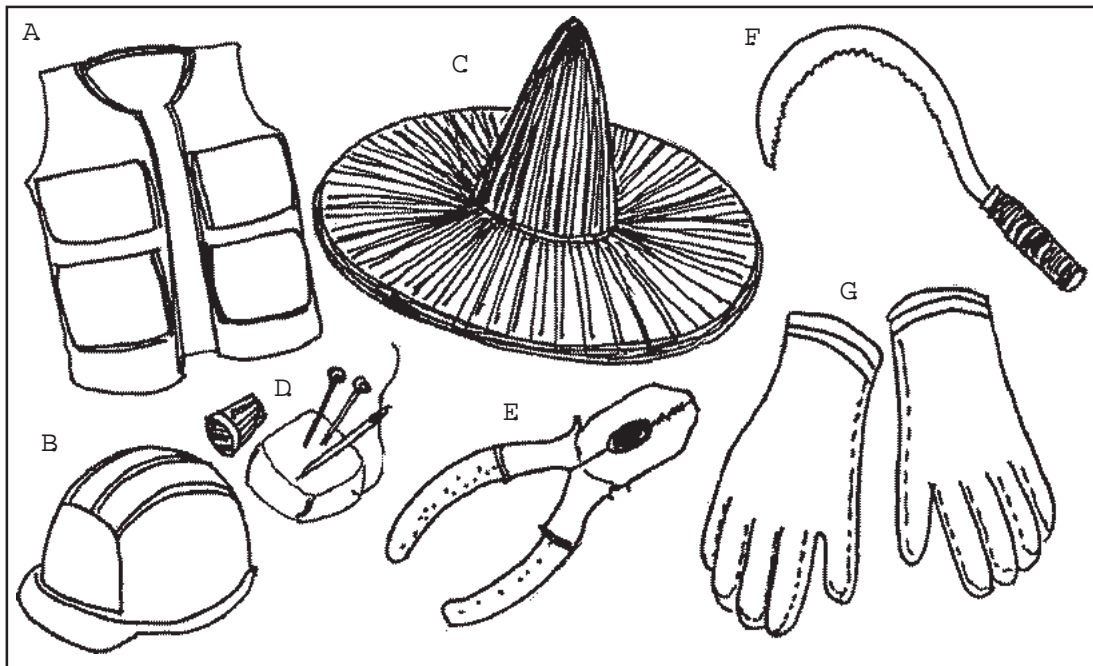
What can you say about the pictures? Are you like one of the workers in the pictures? Why do you say that the pictures you have chosen show unsafe working habits? Let us check each of your answers. Compare them with those in the *Answer Key* on page 31.

What is your score? If you answered everything correctly, good! You already know the proper working clothes and equipment for different types of jobs. If you got 2 mistakes, it is possible that you are still not familiar with some items that should be worn or used by workers to ensure safety. If you got 3 or more mistakes, review the pictures again and analyze them one by one.



## Let's Review

Look at the pictures below. Then answer the questions below.



1. What do the pictures show?

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2. Who uses each of these?

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3. Explain why each item is important for the safety of the worker who uses it.

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Compare your answers with those in the *Answer Key* on page 31. If you answered everything correctly, congratulations! If not, study carefully the answers given on page 31.



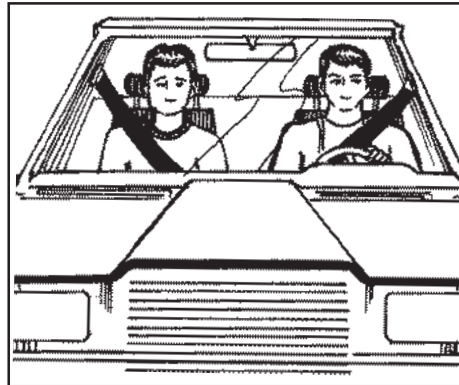
## Let's Learn

Below are some simple reminders to help you work safely:

1. Use light clothes when fishing. If possible, wear a life vest or jacket made of light material. This way, if you accidentally fall into the water, you would find it easier to swim to safety.



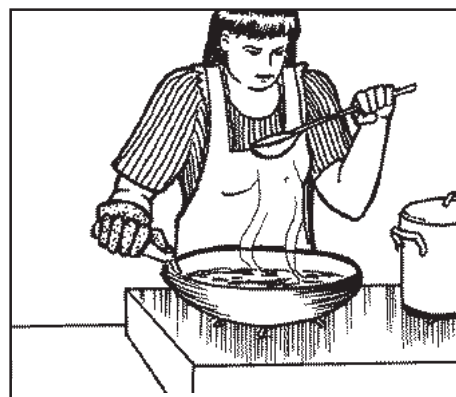
2. Make sure you put on your seatbelt when driving a vehicle. Republic Act 8750, also known as the "Seat Belt Law," requires the driver and passengers seated in the front seat of a vehicle to use the seat belt provided. The habit of using the seatbelt saves lives and minimizes the injuries caused by vehicle accidents. Passengers in the front and back of a vehicle should also wear seatbelts if these are available.



3. Use gloves when handling ice, wood and hollow blocks and when pushing heavy objects. This can help avoid hand injuries.

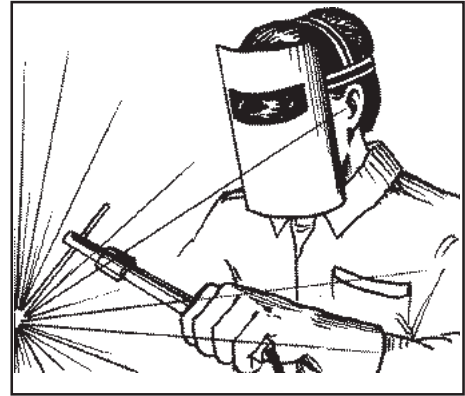


4. Use aprons and potholders when cooking. These help prevent burns and scalding.

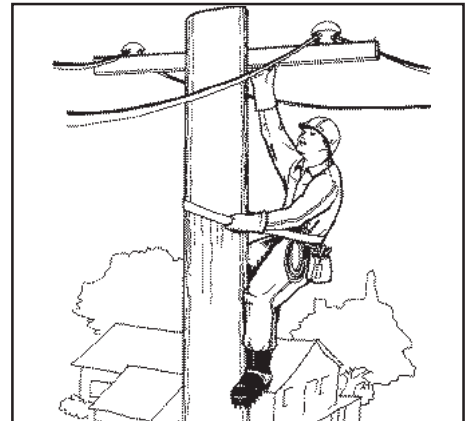




5. Wear a mask or eye protector when welding, repairing vehicles, making glass, or mixing chemicals. This serves as protection for the eyes and face.



6. Use boots or shoes with spikes to avoid slipping or electrocution when cleaning, walking in the rain, repairing machinery or doing any activity involving direct contact with electricity.



With what you have just read, I hope you were able to learn how to work more safely. Do you wish to add any other safety measures to our list?



## Let's Read

Here is a news article about a freak accident.

### Person Cut in Half by Falling Container

A canteen dishwasher died after a van container accidentally fell and cut her body in half. This happened inside the container yard in North Bay Boulevard, Navotas, two nights ago. The victim was identified by Navotas Police Chief Supt. Edilberto Cruz as Gina Lacsamana. Mrs. Lacsamana was 34, married, and a resident of 1024 Francis St., Barangay Villar, Navotas.

According to the police, the victim was inside the RAO Container Service canteen around 6:00 p.m. The topmost van container is said to have accidentally fallen on her while she was washing dishes.

The stack of containers was located just beside the canteen. The impact of the fall cut the victim's body, instantly killing her.

The witness, Mr. Sinforo Resus, a security guard, said that the pile of containers was not stacked properly. This probably caused the accident.

Police are now investigating the incident. Meanwhile, they are preparing to file a case against the management of the container yard.

What can you say about the news article? Why did the accident happen?

Let us analyze the situation.

The tragedy that befell Mrs. Gina Lacsamana clearly shows how risky an unorganized workplace can be.



## Let's Think About This

What do you think the employer or the owner of the container yard should have done to prevent the accident? Was it the fault of Mrs. Lacsamana or the other workers? Can you say that the owner alone is responsible for what happened?

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Under the law, it is the employer's responsibility to provide a safe and healthy working environment for his workers. This is indicated in Article 162 of the Labor Code which states that "Safety and health standards shall be enforced to ensure safe and healthy working conditions in all places of employment."

In the case of Mrs. Lacsamana, it is likely that the employer will be held liable for the accident. The workplace was unsafe because the containers had not been stacked properly and posed a threat to all the employees at the container yard. The stack of containers, in the first place, should never have been placed right above the sink where the dishwashers clean the dishes. They should have been kept in a stock yard out of harm's way. But even if the employer shoulders all the expenses, the damage has already been done. If only the employer and workers worked together to maintain cleanliness and order in the workplace, the accident would not have happened.

Do you help maintain safety and cleanliness in your workplace? If yes, then you should already be familiar with the safety measures mentioned in the next section.



## Let's Remember

Here are things that workers can do to ensure safety in the workplace.

1. Make sure that all electrical equipment and machinery are in good condition. Know how to operate these machines properly, and turn the power supply off if they are not being used. This will help prevent fires.

2. Inspect the machines being used. Report and possibly repair those which are malfunctioning. Ask for those which are beyond repair so they can be replaced.
3. Wear clothes that are appropriate for the tasks at hand. Always wear safety gadgets/equipment to prevent accidents in the workplace.
4. Handle equipment, tools, supplies and materials sensibly and safely.
5. Obey safety reminders and signs in the workplace.
6. Read and follow safety guidelines when using chemicals and poisonous materials.
7. Maintain a clean and orderly workplace.
8. Be prepared to give first aid in times of emergency.

Do you do these things in your workplace? If yes, you are definitely a safety-conscious worker! If not, read the safety reminders again for they are very useful. Always keep them in mind to maintain safety in the workplace.

Do you often see safety reminders posted in the streets or on buildings? Can you give some examples of those you see in your workplace? Write them below.

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Look at the safety reminders inside the boxes on the next page. Have you written anything similar in the blanks above? How many reminders were you able to write down? If a lot (5 or more), very good! This means that you are at least aware of the safety precautions you are advised to follow. If you wrote 3 or less, it is possible that you are not yet familiar with some of the safety reminders. Or it may be that you don't see anything like them in your workplace. Continue reading the module and request your employer to provide the proper safety reminders in your workplace. Tell him/her that this can help avoid accidents.

Here are some safety reminders.



What do the above reminders mean? How can they help ensure safety in the workplace?

Safety reminders serve as simple warnings. They instruct us to be more alert and careful to prevent accidents from occurring in a particular workplace. Take the “Watch Out for Opening Door” sign, for example. The sign tells us that the door may be opened anytime by somebody. With this warning, we should not stay behind or too close to the door if we don’t wish to get hit when it opens.

Here are some things to remember when making safety reminders or signs.

1. The message must be direct and exact.
2. The message must be short and easy to understand.
3. The message must be printed clearly and must be visually attractive.
4. It must be put in a place that is easily seen.

For you to better understand what I am trying to say, read the following examples of safety reminders:

- |                                 |                     |
|---------------------------------|---------------------|
| 1. Watch Out for Falling Debris | 4. No Smoking       |
| 2. Beware of Dogs               | 5. No Littering     |
| 3. No Left Turn                 | 6. No Eating Inside |

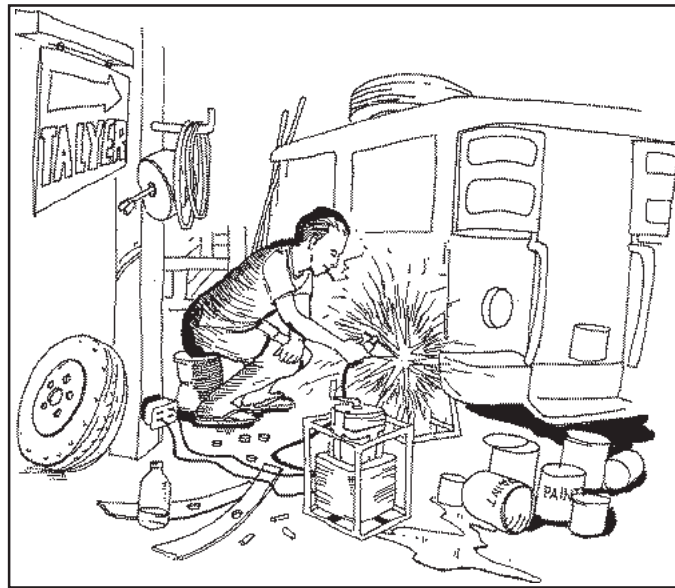


## Let's Try This

Make a safety reminder for your workplace. Show this to your Instructional Manager or Facilitator and to your co-workers, friends or family members.



## Let's Review



This is Mang Justo's shop. Look at the picture and do the following:

1. Identify the possible accidents that can happen inside this shop.

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2. Describe how the workplace can be made safer so these possible accidents can be avoided.

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3. Write at least two or three safety reminders to help avoid accidents in the shop.

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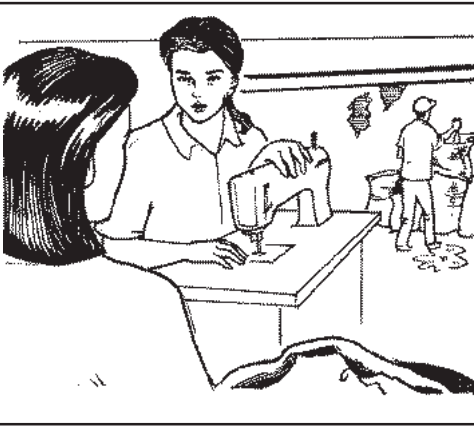
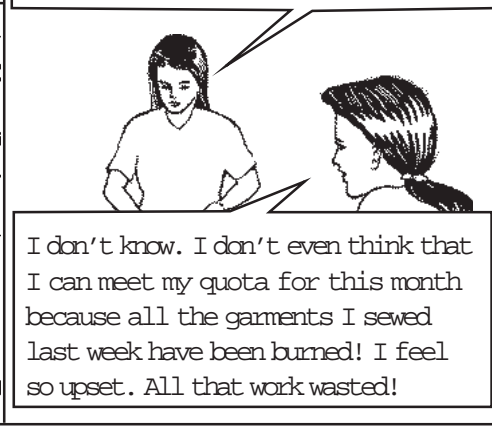
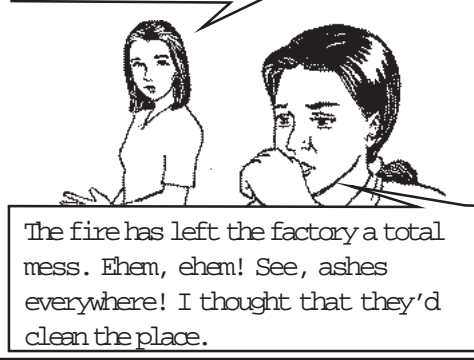
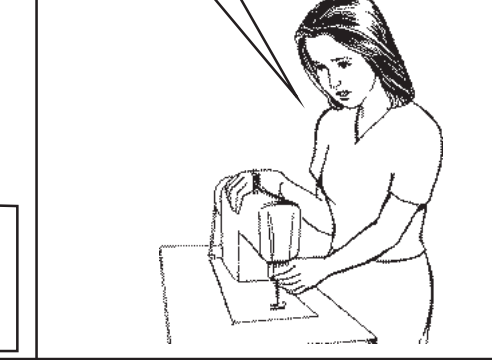

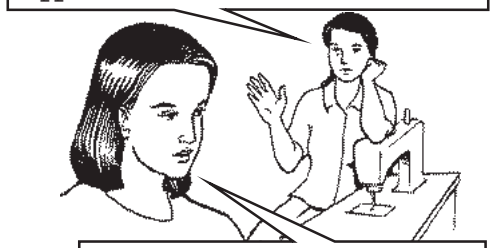
Compare your answers with those in the *Answer Key* on page 32.

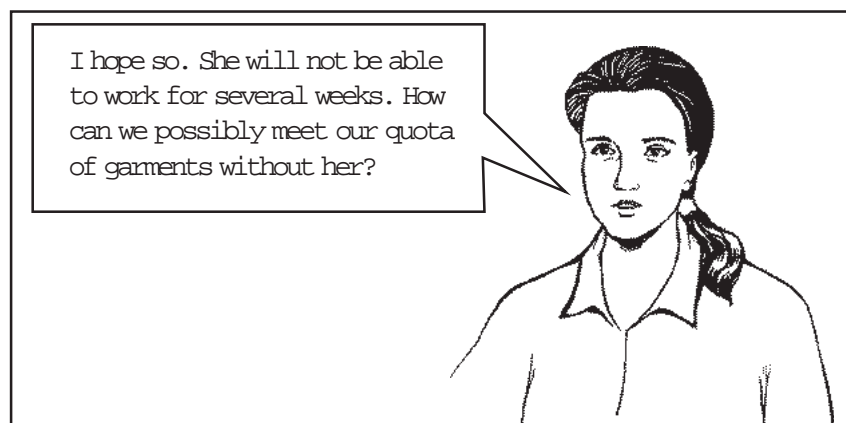
How did you do? Are your answers similar to those given? If yes, very good! If not, you may go back to the exercise, keeping in mind the answers I have given.



## Let's Read

Do you know that common accidents and sickness may delay your work and affect your job performance? You can achieve better output and quality results if you can lessen accidents and sickness in the workplace. Let's look into the conversation of two workers.

<p>After a fire that took place in a garment factory due to an electrical short circuit, two workers were heard talking to each other.</p>	<p>Do you think Sir Chang can negotiate with the Taiwanese to extend the deadline for the 5,000 pillowcases?</p>
	 <p>I don't know. I don't even think that I can meet my quota for this month because all the garments I sewed last week have been burned! I feel so upset. All that work wasted!</p>
<p>Yeah, work has been disrupted for three days since the fire. They have cleaned the mess and Tom said that they have replaced all electrical wiring for safety purposes.</p>	<p>Agh! Look, my sewing machine is now jammed. That means more time wasted while I have to wait for it to be fixed.</p>
 <p>The fire has left the factory a total mess. Ehem, ehem! See, ashes everywhere! I thought that they'd clean the place.</p>	
<p>These sewing machines! They're always breaking down. They need to be checked one by one to make sure they're in good working order. Last Monday I cut my finger when the needle jammed.</p> 	<p>How's Lina, by the way? Is she still in the hospital? Poor Lina, she was near the switch when the big explosion happened.</p>  <p>Will the company pay for her medication?</p>



What are the implications and effects of the accident to the garment company? How did it affect the work in the factory? What about the productivity of the workers? Did it affect the employees' morale? How? Does the company sustain a healthy workforce? What about the machines, facilities and equipment? How many are functioning and running in good condition? How many were damaged? Think carefully about these questions and then try and write some possible answers on the lines below.

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Workplace accidents and sickness can affect and disrupt employees' productivity. When workers are injured or taken ill, the workforce is decreased and weakened.

In the garment factory, work was disrupted for three days because the workplace needed repair and cleaning due to the damages caused by the fire. Can you just imagine the amount of time wasted within those unproductive three days? Come to think of it, this is not all that was wasted. The garments that the workers sewed for the previous weeks were burned. There is now no way for them to meet their quota of garments especially now that Lina cannot come to work for several weeks. As a result, the employees' morale suffers.

Lina and her family suffered a lot, too. Lina was hospitalized and underwent much physical pain and mental trauma. Her family also suffered from stress and worry. Though the company will be paying for her treatment, Lina will not be able to work and will not receive her daily wage.

Machines, facilities and equipment which are not well maintained or are malfunctioning threaten the health and safety of the workers. For example, the sewing machines in the garment factory keep breaking down. The workers waste time waiting for their sewing machines to be fixed. The factory's production schedule is thus disrupted due to the faulty equipment.





## Let's Learn

In 1997, some 5,121 work-related accidents were reported by 289 establishments. A total of 112,983 workers were involved in these accidents. Most of them were working in the fields of agriculture (2,187 cases), manufacturing (1,976 cases) and construction (478 cases).

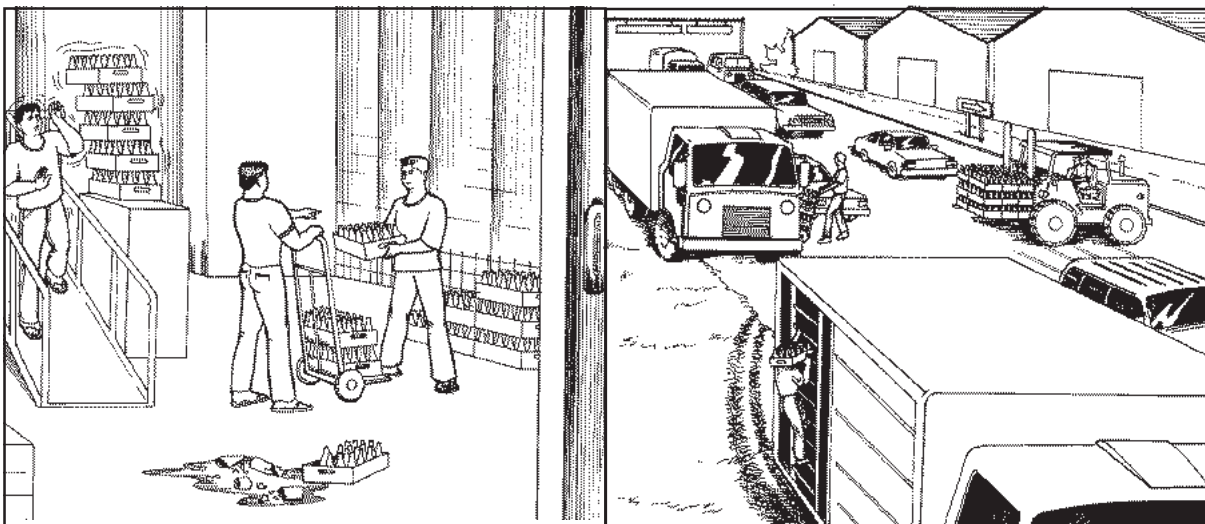
It was reported that companies lost a total of 271,159,200 man-hours due to work-related accidents. A total of 128,405 days was lost which could have been used productively if these accidents had been prevented.

Thus, workplace accidents and injuries do not only maim and kill workers but also have serious negative costs for employers. Workplace safety measures such as correct use of safety equipment, maintaining a clean and safe workplace and displaying safety reminders help keep a workplace healthy. They also make good business by helping to prevent costly losses of time, money, productivity and staff morale caused by disruptive and destructive workplace accidents.

In spite of all the safety measures that we do, a lot of unavoidable accidents still happen. Do you know how to give first aid when needed? In Lesson 2 we will discover what first aid is.



## Let's See What You Have Learned



Study the two pictures above and do the following activity.

1. Identify the possible accidents that can happen inside and outside this softdrink warehouse.

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2. Identify safety equipment and safety signs that should be used in the workplace.

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3. Propose ways to make the workplace safer.

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Share and discuss findings with your Instructional Manager or Facilitator, co-workers, friends, barangay officials, etc.

Compare your answers with those in the *Answer Key* on pages 32–33.



## Let's Remember

In this lesson, you have learned that:

- ◆ You should wear the appropriate working clothes and use the proper equipment to avoid accidents in your workplace.
- ◆ You should strictly follow warning signs and safety reminders.
- ◆ You should keep your working environment clean and orderly to avoid accidents.
- ◆ Common accidents and sickness can delay your work and affect your job performance. You can achieve better output and quality results if you can minimize accidents and sickness in the workplace.

# First Aid in the Workplace

This lesson will teach you the appropriate first-aid treatments to common injuries caused by accidents in the workplace.

After studying this lesson, you should be able to:

- ◆ identify the common injuries caused by accidents in the workplace; and
- ◆ administer first aid in different situations.



## Let's Study and Analyze

Read the story below.

Aling Selya is a dressmaker in a factory with 80 workers. She usually complains of severe headaches. This is because of the smell coming from the adjacent room where chemicals used for textile coloring are mixed. One day, she suddenly fell unconscious while doing her work. Her co-workers panicked. Not one of them knew how to give first aid. There was also no first-aid kit available. After a while, Aling Selya died.

Who is responsible for the accident? Is it Aling Selya? The workers? How about the owner of the factory? Write your opinion in the blanks.

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After Aling Selya's accident, exhaust fans were installed in the chemical mixing room to improve ventilation. A first-aid kit was also made available inside the factory. The factory manager even decided to have the workers undergo first-aid training. But all these efforts have come too late for Aling Selya.



## Let's Read

Read the following to learn more about the importance of first aid.

**First Aid is the initial treatment given to accident victims or the sick.**

Importance of first-aid treatment:

1. First-aid treatment gives temporary and immediate medical assistance to the victim in the absence of a doctor.
2. First-aid treatment cannot replace proper treatment given by a doctor. Its role is merely to avoid more serious injuries.
3. First-aid treatment relieves, if not eliminates, the pain experienced by victims.
4. First-aid treatment is usually given to prolong the life of the victim.

### Things To Do When Giving First Aid

1. Call for help.
2. Get involved.
3. Avoid making the situation worse.

It is the employer's duty to provide proper dental and medical services and facilities to the employees. Employees should be aware of this. This is stated in the Labor Code under paragraph 1 of the Medical and Dental Services, Article 156:

*"First-Aid Treatment - Every employer shall keep first aid medicines and equipment in his company depending on the nature and conditions of work. This is in accordance with the regulations of the Department of Labor."*

First-aid training should also be given to workers. If only the factory workers were given first-aid training, Aling Selya could still be alive.

Where do accidents usually happen?

**Here are some workplaces where accidents are common:**

1. construction areas
2. factories of paper, fabric, furniture, and other flammable items
3. stores
4. gasoline stations
5. workplaces near big electrical posts
6. roads with heavy traffic
7. rice fields and other open fields

There are accidents that often happen in your workplace. Do you know what these are? Write them below.

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How might the workplace be improved so that accidents are less likely to happen?

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Discuss your answers with your Instructional Manager, co-workers, family members or friends.

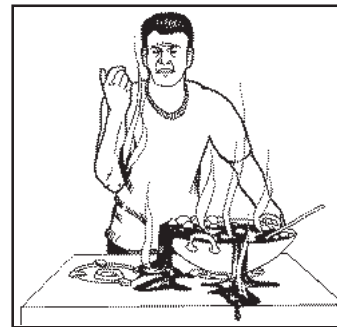


## Let's Study and Analyze

Now read about the common injuries caused by accidents that happen in the workplace and find out how these can be addressed. Keep in mind that the treatments listed below are only first-aid treatments. Victims should be treated properly by a doctor later on.

### Common Accidents and the Appropriate First Aid Treatments

1. **Burns** – These are burns on the skin or any part of the body due to extreme heat, chemical reaction or radiation. An example of chemicals causing reaction to the skin is muriatic acid. Other examples are coal tar, car battery fluid and explosives.

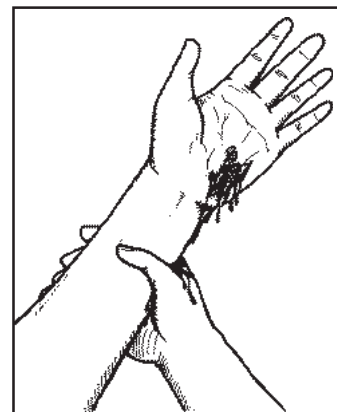


#### ***First-Aid Treatment:***

1. Immediately move the victim away from the source of the injury.
  2. Wrap the affected area with a clean cloth or gauze to avoid infection.
  3. Carefully support the victim.
  4. Do not touch the affected area.
  5. Pour cold liquid on the injury for 10 minutes.
  6. Bring the victim to a hospital.
2. **Wounds** – Cuts or stab wounds on any part of the body

#### ***First-Aid Treatment:***

1. Apply direct pressure to the wound to stop the bleeding.
2. Raise and support the wounded part of the body.
3. Apply pressure to the main blood vessels.



4. Do not apply a tourniquet. A tourniquet is a bandage tied 2 to 3 inches above a wound and is twisted tight with a stick. It can worsen bleeding and may result to tissue damage and even gangrene (decay of tissue).
5. Apply a cold compress on the wound.
6. For minor wounds and cuts, clean the affected area and apply the appropriate medication. Cover the wound with a clean gauze or bandage to avoid infection.
7. For stab wounds, do not pull any object that may still protrude from the victim's body. Cover this and apply direct pressure on the wound. Immediately bring the victim to a hospital for proper treatment.



### 3. Nosebleeds

#### ***First-Aid Treatment:***

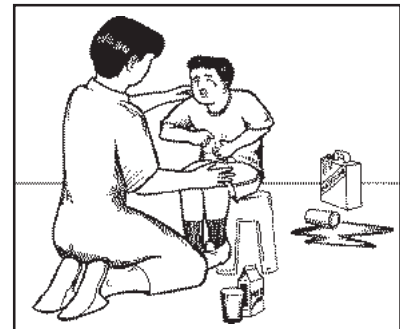
1. Make the victim sit upright, slightly leaning forward.
2. Reduce the bleeding by pinching the nose.
3. Apply a cold compress on the victim's forehead.
4. If the bleeding does not stop, bring the victim to a hospital.



4. **Poisoning** – by substances such as acid, gas, gasoline or petroleum. These usually affect the body's major internal organs such as the stomach and the intestines.

#### ***First-Aid Treatment:***

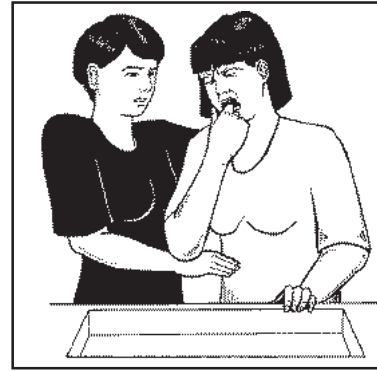
1. Do not make the victim vomit. Vomiting can cause further damage to the digestive and respiratory tracts. This is because the poison will pass through the esophagus (food pipe) again back to the mouth.
2. Give antacids like milk or water to dilute the poison in the stomach.
3. Provide treatment for shock.
4. Immediately bring the victim to a hospital.



5. **Poisoning** - by other substances

***First-Aid Treatment:***

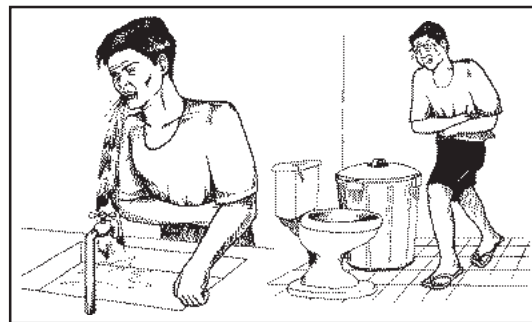
1. Force the victim to vomit by touching the inside of the throat.
2. Give any of the following antidotes:
  - ◆ 2 tablespoons of crushed charcoal
  - ◆ 2 tablespoons of milk
  - ◆ 1 glass of tea
3. Bring the victim to a hospital.



6. **Severe Vomiting and Diarrhea**

***First-Aid Treatment:***

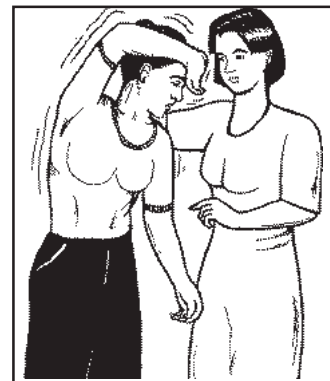
1. Give the victim sugar or ice to stop the vomiting.
2. Give the victim bananas or apples to stop diarrhea.
3. Give an appropriate anti-diarrhea (attapulgate) medication. Examples are Immodium, Diatabs, and Polymagma.
4. Give the victim a sponge bath to lower his/her fever.
5. Bring the victim to a hospital.



7. **Fainting** – loss of consciousness caused by inadequate blood flow. This is due to heat, extreme tiredness, pregnancy, hunger, or body infection.

***First-Aid Treatment:***

1. Let the victim lie down. The feet and legs should be elevated higher than the head.
2. Loosen the victim's clothes for better blood flow and to ease breathing.
3. Give water to the victim after he/she regains consciousness.
4. Observe the victim. If he/she fails to regain consciousness, bring him/her to a doctor.



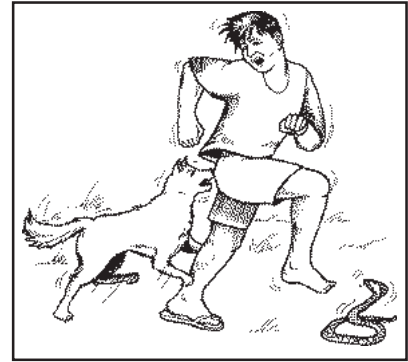
## 8. Dog and Snake Bites

### *First Aid Treatment for Dog Bites:*

1. Clean the wound.
2. Bring the victim to a hospital for anti-rabies treatment.

### *First-Aid Treatment for Snake Bites:*

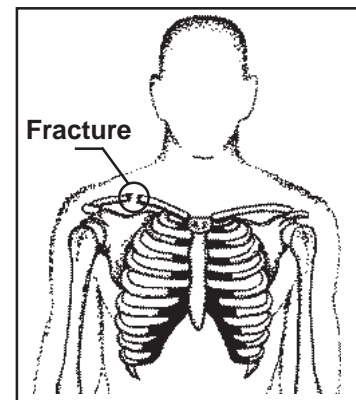
1. Calm the victim.
2. Lower the affected part of the body to slow down the flow of infected blood.
3. Place a clean cloth or plaster about 2 inches above the affected part.
4. Slash slightly the affected part with a knife or suck out the venom.
5. Bring the victim to a hospital.



## 9. Bone Fracture – broken bone or bones in the arm, leg or wrist due to bad falls, etc.

### *First-Aid Treatment:*

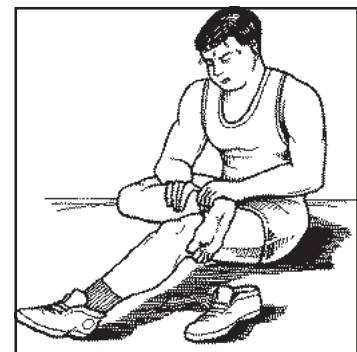
1. Do not move the victim.
2. If the victim is conscious, ask which part of the body is affected.
3. Put a brace or support, such as towels or cushions around the affected area to minimize pain.
4. Carefully assist the victim.
5. Call for an ambulance. In case there is no ambulance, lay the victim on a stretcher and bring him/her to the nearest clinic or hospital.



## 10. Sprain - a twisting or wrenching of a ligament or muscle. It does not involve a breakage of bones. Examples are twisted muscles in the legs.

### *First-Aid Treatment:*

1. Steady and support the injured part. Try to place it in the most comfortable position.
2. Apply ice or a cold compress if the injury has just taken place. This will lessen the pain, swelling and bruising.
3. Apply compression to the injured part by surrounding the area with a soft, thick padding. Put bandage.
4. Elevate the injured limb to reduce blood flow.
5. Advise the victim to rest the injured part and to see the doctor if necessary.



Has the reading been helpful? Have you ever experienced giving or receiving first aid? Accidents can definitely be avoided with the proper safety precautions. But it is also important to be prepared to give first-aid treatments in times of emergency.

Common accidents and sickness delay our work and affect our job performance. If we can minimize accidents and sickness in the workplace, we will certainly achieve better productivity and quality results.

Let's see if you have learned from the lesson.



## Let's Review

Read the three situations below. Number the items according to the correct sequence of steps to provide Bobby, Gayle and Nilo with the proper first-aid treatments.

### Situation Number 1:

You and your friends love to climb mountains. One day, your friend Bobby invited you to trek Mt. Cristobal. So you packed your camping gear and off you went for the climb. After two hours of walking under the heat of the sun, your friends decided to take the shorter route. As you turned to cross the lofty cliff, you heard Bobby shouting for help. Bobby fell and broke one of his legs. To help him, you:

- \_\_\_\_\_ a. Put a brace or support on the affected leg
- \_\_\_\_\_ b. Carefully position Bobby on the stretcher.
- \_\_\_\_\_ c. Do not move Bobby
- \_\_\_\_\_ d. Bring him to the nearest clinic or health center
- \_\_\_\_\_ e. If he is conscious, ask which part of the body is affected

### Situation Number 2:

You and your friend Gayle went to a nearby garbage pit. You saw a rubber tire burning. You got a long stick and began to try and push the hot melting tire into a nearby pool of water to extinguish the fire. You then threw away the stick which was now covered with hot melting rubber. The stick accidentally hit Gayle's arm. You decided to:

- \_\_\_\_\_ a. Pour cold liquid on the injured arm for 10 minutes
- \_\_\_\_\_ b. Bring Gayle to a hospital
- \_\_\_\_\_ c. Immediately move Gayle away from the source of the injury
- \_\_\_\_\_ d. Carefully support her
- \_\_\_\_\_ e. Wrap the affected area with a clean cloth or gauze to avoid infection



### Situation Number 3:

You and your friend Nilo were harvesting rice together in the fields. Suddenly, Nilo shouted and immediately turned very pale. With your own two eyes, you saw a snake slithering away from Nilo. Looking closer, you saw two bite marks on his leg. You immediately:

- \_\_\_\_\_ a. Put a clean cloth 2 inches above the affected area
- \_\_\_\_\_ b. Slash the affected area slightly and let it bleed
- \_\_\_\_\_ c. Calm Nilo
- \_\_\_\_\_ d. Lower the affected part of the body to slow down the flow of infected blood
- \_\_\_\_\_ e. Bring him to a hospital

Compare your answers with those in the *Answer Key* on page 33.

How many correct answers did you get? If you got everything right, you are really good! If you got five mistakes or more, you need to review the steps in giving first aid. If you got 10 mistakes or more, then you need to review the whole lesson.



## Let's See What You Have Learned

- A. Place a cross (8) inside the boxes before the statements describing inappropriate first-aid treatments. Explain why these treatments are inappropriate.

☐ Apply lotion, ointments, or fats to a burned area.

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☐ Try to replace a dislocated bone in its socket.

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☐ Do not apply a tourniquet to stop the bleeding of a wound.

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- ☐ Place a bleeding patient in the recovery position if he/she is unconscious.

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- ☐ Make a person with a nosebleed sit upright, slightly leaning forward.

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- ☐ Induce vomiting for victims of acid poisoning.

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B. Encircle the letter of the correct answer.

1. Why is first aid important?
  - a. It replaces the role of a doctor.
  - b. It prevents the victim's pain or injury from becoming more serious.
  - c. It prevents people from panicking.
  - d. All of the above.
  - e. None of the above.
2. What was the reason why Aling Selya died?
  - a. No one knew how to give first aid.
  - b. Everyone panicked.
  - c. There was no first-aid kit available.
  - d. All of the above.
3. According to Article 156 of the Labor Code, what should every employer keep in his company depending on the nature and condition of work?
  - a. Stethoscope and thermometer
  - b. Medicine cabinet
  - c. First-aid medicine and equipment
  - d. Weighing scale

Compare your answers with those in the *Answer Key* on page 34.



## Let's Remember

- ◆ First aid is the initial treatment given to accident victims or the sick.
- ◆ Some common injuries are:
  - burns
  - wounds
  - nosebleeds
  - poisoning
  - severe vomiting and diarrhea
  - fainting
  - dog and snake bites
  - bone fractures
  - sprains
- ◆ It is important to be prepared to give first aid in times of emergency.

Great job! You are surely doing well. The next time an emergency strikes, you should know exactly what to do.



## Let's Try This

Visit a workplace in your neighborhood. It might be your own workplace if you are employed or some other place where people are working. Examples are a local shop, school, factory, small business, or construction site. Observe the safety situation in the workplace, then:

1. Identify possible accidents that can happen in the workplace.
2. Identify safety equipment and safety signs that should be used in the workplace.
3. Propose ways to make the workplace safer.

Share and discuss your findings with your Instructional Manager or Facilitator, co-workers, friends, barangay officials, etc.

Now, let's make a brief summary of all the things you have learned in this module. Can you still recall what we have discussed?



## Let's Sum Up

This module taught you that:

- ◆ It is important to wear appropriate working clothes and use the proper equipment to avoid accidents in the workplace.
- ◆ Warning signs and safety reminders should be strictly followed.
- ◆ Our working environment should be kept clean and orderly to avoid accidents.

- ◆ Common accidents and sickness can affect our job performance. We will achieve better productivity and quality results if accidents and sickness are reduced in the workplace.
- ◆ First aid is the initial treatment given to accident victims or the sick.
- ◆ Common workplace injuries include burns, wounds, nosebleeds, poisoning, severe vomiting and diarrhea, fainting, dog and snake bites, bone fractures and sprains.
- ◆ It is important to be prepared to give first aid in times of emergency.

Congratulations! You have just completed this module. But before proceeding to a new module, try answering this one last test to see how much you have learned. Do your best!



## What Have You Learned?



1. Based on the picture above, what possible accidents/injuries can occur inside this sawmill?

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2. Identify possible safety equipment or safety signs which would make this sawmill a safer workplace.

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3. Identify possible negative consequences for work productivity and job performance in the sawmill if workplace accidents are not prevented.

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4. What kind of first-aid treatment would you give to a sawmill worker who had accidentally cut his hand with a sharp saw?

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Were you able to answer all the questions? Compare your answers with those in the *Answer Key* on pages 34–35.

If the number of correct answers you got is:

- |       |  |
|-------|--|
| 0 - 2 | You have to review the whole module again.                             |
| 3     | Good! Just go back and review the items that you answered incorrectly. |
| 4     | Very good! You have learned a lot from this module.                    |

You may now proceed to the next module.



## Answer Key

### A. Let's See What You Already Know (*pages 1–3*)

1. (b) First aid gives temporary and immediate medical assistance to accident victims in the absence of a doctor. It relieves the pain experienced by the victims.
2. (a) Article 162 of the Labor Code states that safety and health standards shall be enforced to ensure safe and healthy working conditions in all places of employment.
3. (a) A thimble is used by sewers and dressmakers to protect their fingers from needle pricks while sewing.
4. (d) The “Danger! Deep Excavation,” “Watch Out for Falling Debris” and “Park at Your Own Risk” signs are examples of safety reminders. The “Rest Room” sign is not a safety reminder but a sign used to identify a place where we can use the toilet and wash up a bit.
5. (b) Safety reminders are important because they help ensure safety in the workplace.
6. (c) A coat and hard hat are used in construction sites to prevent injuries from falling debris. A straw hat, gloves and first-aid kit do not prevent injuries from falling debris.
7. (d) Apply ice or cold water on her lap for 10 minutes. Applying cream on the affected area will further damage the tissues and increase the risk of infection. It is not even advisable to touch the affected area.
8. (c) Never apply a tourniquet on a wound because it can worsen the bleeding and damage the tissue.
9. (b) A banana is a good treatment for diarrhea. Eating peanuts, chocolates and prunes will only aggravate the condition of the sick person.
10. (c) Ice should be taken to stop vomiting. It lessens or removes the feeling of wanting to vomit.

### B. Lesson 1

*Let's Study and Analyze (pages 4–5)*

Possible Answers:

1. Mang Isko fell while working in a construction site.
2. Mang Isko should have used the proper working clothes and equipment like the safety belt and the hard hat. He might also have been able to keep his balance better if he was wearing hard shoes rather than rubber slippers.

*Let's Try This (pages 5–6)*

The pictures that show wrong actions are a, d, e, and f. Why? Read and analyze the following explanations for each letter.

- a – Are the driver's feet protected when he wears slippers? No; loose stones, rocks and other hard materials on the road may hit and injure his feet as he drives along. He may also find it hard to keep his feet on the footrest properly if it's wet and slippery due to rain. If you were the driver, you should wear the proper kind of shoes.
- d – Do you want your teeth to fall out? This man might lose some teeth with what he is doing, considering that the cable is quite thick and hard. The rough wires might also cut the inside of his mouth. He should use pliers to cut the cable.
- e – What can happen to the technician? He might be electrocuted when his bare hands come in contact with the exposed electric wires.
- f – Too much sun is not good for the skin. A farmer should wear long-sleeved shirts that are more comfortable and can protect the skin from the sun's rays.

*Let's Review (page 7)*

- A. Coat – used by construction workers in construction sites to prevent injuries caused by falling debris.
- B. Hard hat – a farmer's constant companion because of the shade it provides when planting under the heat of the sun. This helps prevent skin cancer.
- C. Straw hat – used by sewers or dressmakers to avoid needle pricks when sewing.
- D. Thimble – used by technicians and mechanics in cutting and pulling wires or cables.
- E. Pliers – a good tool for cutting grass and harvesting rice because of its shape and sharpness. This is safer to use than the regular bolo knife.
- F. Sickle – used by electricians to help prevent electrocution because these serve as insulators. These also protect the hands against corns and blisters when lifting heavy objects, driving vehicles, etc.
- G. Gloves

*Let's Review (page 13)*

1.
  - a. Fire, because of the uncovered paint cans placed near the electrical outlet
  - b. A person slipping or falling, because of the scattered paint cans and pails
  - c. Burns to the arms and damage to the eyes of the worker, because he is not using the proper protective gloves or goggles for welding
  - d. A person tripping over the glass bottle and cutting utensils on the floor
2.
  - a. Clean the place and store the cans of paint inside a cabinet.
  - b. Clean the place and put the pails and glass bottles in their proper places.
  - c. Wear safety glasses or a welding mask to protect the eyes.
3.
  - a. A clean workplace is a safe workplace.
  - b. Protect your eyes. Wear safety glasses.
  - c. No smoking.
  - d. Do not spill paint on the floor.
  - e. Keep all paint cans covered.

*Let's See What You Have Learned (pages 16–17)*

1.
  - a. Since the warehouse doesn't have a safe space/area for bottle carriers to load or unload the softdrink cases, they might get hit by running vehicles when crossing the one-way street.
  - b. Workers might get hurt when bottles suddenly break or explode because of extreme heat and pressure while stored inside the warehouse or when bottle carriers load/unload bottles to and from the truck or forklifts/push carts.
  - c. There is a possibility of workers falling when climbing up the truck to load and unload softdrink cases.
  - d. Workers might accidentally step on the broken bottles scattered on the floor.
  - e. The bottle cases with softdrink bottles inside are not stockpiled properly. They might accidentally collapse, hurting unwary workers.
  - f. Wearing rubber slippers might cause workers to miss the steps of the truck ladder when loading and unloading the softdrink cases.



2. Possible first-aid equipment and safety signs that might be used to improve safety in the workplace include:
  - a. A “One-way Street” sign to warn bottle carriers to be cautious in crossing the street. A guard should be in place to direct traffic for exiting and entering vehicles.
  - b. A “No Parking” sign across the street to discourage bottle carriers from parking their trucks and then crossing the busy street with a load
  - c. “Watch Out for Broken Glass” sign
  - d. Bottle carriers should wear appropriate uniforms and shoes to protect their feet from broken bottles.
3. Possible ways to make the workplace safer include:
  - a. Constant reminders to salesmen/bottle carriers that the street is a one-way street.
  - b. Reminder to bottle carriers to be careful not to step on the broken glasses and bottles.
  - c. Replace the ordinary pushcarts with forklifts.
  - d. Create a parking space right beside the warehouse to avoid crossing the street.
  - e. Ensure that the cases of bottles are stacked safely.
  - f. Keep the work area clean (i.e., sweep away broken bottles and mop up pools of water/liquid).
  - g. Place a first-aid kit on the wall of the warehouse.
  - h. Tell the workers to wear protective gloves and shoes.

## C. Lesson 2

*Let's Review (pages 24–25)*

Situation 1	Situation 2	Situation 3
a. 3rd	a. 4th	a. 3rd
b. 4th	b. 5th	b. 4th
c. 1st	c. 1st	c. 1st
d. 5th	d. 3rd	d. 2nd
e. 2nd	e. 2nd	e. 5th

*Let's See What You Have Learned (pages 25–26)*

A. 8 *Apply lotion, ointments, or fats to the burned area.*

Lotion, ointments or fats can further damage the skin tissues and increase the risk of infection.

8 *Try to replace a dislocated bone into its socket.*

Never attempt to replace a dislocated bone into its socket. Seek proper medical assistance.

8 *Induce vomiting for victims of acid poisoning.*

Do not make the victim vomit. It will cause further damage to the digestive and respiratory tract when the poison comes back to the mouth.

- B.
1. (b) First aid is given to prevent the pain or injury from becoming serious. It does not try to replace proper treatment by a doctor.
  2. (d) All of the above. There was no available first-aid kit in the workplace. Everyone panicked because no one knew how to administer first aid.
  3. (c) Article 156 under paragraph 1 of the Medical and Dental Services of the Labor Code states that every employer shall keep first-aid medicine and equipment in his/her company depending on the nature and conditions of work.

**D. What Have You Learned?** *(pages 28–29)*

1. Possible accidents which can occur inside the sawmill:
  - a. Workers might damage their eyes because they are not wearing goggles. Also, they use only wet clothes rather than wearing safety masks. Without the safety masks, they might breathe in sawdust particles and fumes that may cause respiratory injury.
  - b. If workers are not too careful and fully focused on their work, they might accidentally cut their hands on the sharp saw.
  - c. Workers might cut their hands because they do not wear gloves. They have also removed the safety covering of the cutting equipment/tool to speed up cutting. This is not a safe practice.
  - d. Workers might slip on sawdust.
  - e. They might trip over the planks of lumber, cans and bottles scattered on the floor.
  - g. They might trip over the loose chain lying dangerously on the floor.
  - h. They might injure their feet because they are wearing slippers only.
  - i. They may become deaf or develop ear injuries because they do not wear earmuffs.

2. Possible safety equipment or safety signs which would make the sawmill a safer workplace:
  - a. Sawmill workers should wear goggles, safety masks, earmuffs and gloves.
  - b. Safety covering of the cutting equipment/tools should be in its proper place.
  - c. Safety signs like “Eye Protection Must Be Worn” and “Wear Safety Mask” should be hung on the wall.
  - d. Keeping the work area clean, i.e., by sweeping away sawdust and removing the planks of lumber, loose chain and trash scattered on the floor.
  - e. Workers should wear appropriate shoes to protect their feet.
3. Possible negative consequences for work productivity and job performance in the sawmill if accidents are not prevented:
  - a. The company will have to pay the expenses for the hospitalization and medication of workers who might be injured if the workplace is unsafe.
  - b. Work will be disrupted due to the occurrence of accidents.
  - c. The sawmill’s overall work quota may no longer be met due to the loss of workers through injury and/or damage to equipment.
  - d. The workers’ morale suffers. Accidents will cause anxiety among sawmill workers, making them worry about the possibility of experiencing the same fate or accident. They also may be required to increase their workloads to make up for the absence of injured co-workers.
  - e. Without the protective goggles, earmuffs and safety masks, the workers might suffer from injuries like eye damage, hearing defects and respiratory injuries.
4. First-aid treatment given to a sawmill worker who accidentally cuts his hand on the sharp saw:
  - a. Apply direct pressure to the wound to stop bleeding.
  - b. Raise and support the wounded part of the body.
  - c. Apply pressure to the main blood vessels.
  - d. Apply a cold compress on the wound.
  - e. Clean the cut and apply appropriate medication. Cover the wound with a clean bandage to avoid infection.

You may also have identified some other possible answers. Show your work to your Instructional Manager, friend or co-worker for additional feedback.



## Glossary

- Aggravate** To make worse.
- Debris** Any ruins such as broken stone, wood, etc.
- Esophagus** The passage for food from the pharynx to the stomach.
- Exhaust fan** A device used to set up a current of air for cooling off a hot room or place.
- Flammable** Easily set on fire.
- Gangrene** Decay of body tissue when the blood supply is blocked as by injury or disease.
- Gauze** (*gôz*) A very thin, transparent, loosely woven material, as of cotton silk.
- Head gear** A hat, cap or a bonnet; something placed on the head as covering or protection.
- Scald** To burn with hot liquid or steam.
- Sickle** A tool having a crescent-shaped blade with a short handle, for cutting tall grass, etc.
- Slither** To slip, slide, or glide along (like a snake).
- Trek** To travel slowly and tiresomely.
- Tourniquet** (*toor'-ni-kæt, toor'-ni-kel*) Any device for putting pressure on or compressing blood vessel to stop bleeding, as a bandage twisted tight.
- Venom** The poison secreted by some snakes and spiders.



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