Checklist. How quickly will help reach your workplace?

When an emergency happens, there is no time to start working out who does what. Many workplaces discover the gaps only when they are needed.

We have put together a readiness checklist that helps you spot them in advance. Go through it together with your safety committee, supervisors or employee representatives. It takes about half an hour, and if you answer "I don't know" to some of the questions, that is already a valuable result: you now know where to start.

Location and accessibility

Do we know whether there are street works, construction sites or other traffic bottlenecks near the site that could slow down an emergency vehicle?

☐ Yes

☐ No

☐ No information about

Can an emergency vehicle find the way? Are the address, entrances and access routes clearly marked, including in yards, on construction sites and in large properties?

☐ Yes

☐ No

☐ No information about

Are access routes kept clear (parking, loading, fences, gates)?

☐ Yes

☐ No

☐ No information about

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Alerting and guidance

Does every employee know that the emergency number is 112 and what to tell the emergency centre:

The address

☐ Yes

☐ No

☐ No information about

The entrance and what has happened?

☐ Yes

☐ No

☐ No information about

Has someone been appointed to meet the rescuers and guide them to the patient?

☐ Yes

☐ No

☐ No information about

Are the instructions available to all employees in their own language / in language everyone can understand?

☐ Yes

☐ No

☐ No information about

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First aid skills and equipment

Does every shift, including evenings, nights and weekends, have enough people with valid first aid training?

☐ Yes

☐ No

☐ No information about

Is the validity of first aid training tracked, and do you know when it expires?

☐ Yes

☐ No

☐ No information about

Where is the defibrillator, does everyone know its location, and can it be reached quickly?

☐ Yes

☐ No

☐ No information about

Is the first aid equipment up to date, and does the staff know where it is?

☐ Yes

☐ No

☐ No information about

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Practice and induction

Has the situation been practised? For example: what do we do if someone loses consciousness right here?

☐ Yes

☐ No

☐ No information about

Are emergency procedures covered in the induction of new employees?

☐ Yes

☐ No

☐ No information about

Is the plan updated when the site, premises or staff change?

☐ Yes

☐ No

☐ No information about

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