

First Aid Instructions (1)

Personal injuries/ Wounds

1. **Call for Immediate Help**, and act to do the following steps.
2. Control bleeding.
3. Apply direct pressure on wound with a sterile dressing (first aid kit).
4. Elevate injured area above the heart if possible.
5. Apply pressure to supplying blood vessel if direct pressure is not successful.
6. Secure dry, sterile dressings with bandages.
7. Cleanse minor injuries thoroughly with plain soap and water if available. Wash your hands first.

Fractures

1. **Call for Immediate Help**, and act to do the following steps.
2. Do NOT move the victim.
3. Keep the broken bone and adjacent joints from moving.
4. If an open wound is present, control the bleeding (see personal injuries/wounds).

Electric Shocks

1. **Call for Immediate Help**, and act to do the following steps.
2. Keep victim lying down.
3. Cover victim only enough to keep victim from losing body heat.
4. Wait for medical assistance and ensure it arrives as soon as possible.

Burns

1. **Call for Immediate Help**, and act to do the following steps.
2. Prevent further contamination if possible by covering the wound with a sterile bandage.
3. Submerge small minor burns in cold water. Do not use ice.
4. Apply sterile dressings to large extensive burns. Do not apply grease or ointment.

First Aid Instructions (2)

Stoppage of Breathing

1. **Call for Immediate Help**, and act to do the following steps **ONLY IF YOU ARE QUALIFIED TO DO SO**.
2. Give artificial respiration (mouth to mouth) or Cardiopulmonary Resuscitation Tip victim's head back, chin pointing up.
3. Look, listen and feel for breathing.
4. If no breathing and there is a pulse give artificial respiration. Close victim's nostrils by pinching shut and:
 - a. Make a tight seal over victim's mouth with your mouth.
 - b. Inflate victim's lungs with 2 full slow breaths.
 - c. Watch victim's chest fall while listening for air return between breaths.
 - d. Check for the pulse at the side of the neck for 5 seconds.
 - e. Breathe for adults once every 5 seconds; for children, once every 4 seconds; for infants, once every 3 seconds.
 - f. Recheck for spontaneous breathing every few minutes.
5. If there is no pulse and there is no breathing, begin Cardiopulmonary Resuscitation if you have been trained and call for help.

Heart Attacks

1. **Symptoms includes:** Chest pain, difficulty breathing, nausea, sweating, inconsistent pulse.
2. **Call for Immediate Help** to obtain medical aid from a paramedic, physician or person trained in Cardiopulmonary Resuscitation and act to do the following steps.
3. Search for identification card or bracelet for additional steps or medical assistance contact numbers.
4. Question eye witnesses about what has occurred.
5. Place the victim in a still and comfortable position.
6. Do not move the victim.
7. Raise the head and chest if breathing is difficult.
8. If breathing stops and there is a pulse, apply artificial respiration **ONLY if you are qualified to do so**.
9. If there is no pulse, give Cardiopulmonary Resuscitation and apply external cardiac compression on the victim's breast bone **ONLY if you are qualified to do so**.
10. Tip head to open airway, look, listen and feel breathing.

Abu Dhabi Education Council (ADEC)

Environment, Health & Safety Section
(EHS)

Environment, Health & Safety Instructions for Participants of Summer Internship Program



مجلس أبوظبي للتعليم

Abu Dhabi Education Council

التعليم أولاً Education First

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ADEC Environment, Health & Safety (EHS) Instructions - "Our Safety Abroad"

EHS General Policy

The Abu Dhabi Education Council's Environment, Health and Safety Policy, Strategic Plans and Goals aims to comply with and contribute to the following:

1. Protect human health and safety, and preserve the workplace and surrounding environment to sustain its operation within the education sector in the Emirate of Abu Dhabi.
2. Abu Dhabi Government's Initiative towards the establishment and implementation of Abu Dhabi Environment, Health, and Safety Management System (AD EHSMS).
3. International Environment, Health and Safety Regulations, Standards, and Best Practices.

ADEC is the regulator for education in Abu Dhabi and therefore is committed to the following: Endorse, develop, implement, monitor and maintain a modern and integrated Environment Health and Safety Management system in all its activities, operations and facilities.

It is ADEC's general policy to ensure the protection of its environment, resources, and operations within the education sector in the Emirate of Abu Dhabi.

This Policy covers and includes staff, visitors, stakeholders, contractors, subcontractors, facilities and assets.

EHS Mission

"Develop, Implement, Enforce and Improve a Modern Integrated Environment, Health, and Safety Management System in all ADEC premises, activities, and operations within the Emirate of Abu Dhabi"

EHS Vision

"ADEC activities and operations shall take place, be conducted and concluded within a clean, sustainable, healthy and safe workplace environment"

Remember Why You Need to Follow EHS Instructions & Regulations While Travelling:

- Ensure your safety, your group and colleagues.
- Prevent injuries, accidents, and any violation on laws, regulations, standards and/ or instructions of host countries, organizations and families.
- Respect host countries, organizations and families and Comply with Its laws, regulations, standards and/ or instructions.
- Avoid any legal, financial, punitive measures and/ or consequences in case of occurrences and/ or violations mentioned above.
- Good and impressive representation of your country and your culture.
- Optimize the benefits of travelling, knowledge, education, training, culture exchange, and learning opportunities.
- Come back safe to Abu Dhabi & your families.

Protect Yourself & Your Group While Travelling & Always Ensure:

- Commitment and compliance to ALL terms set out in the regulations governing the Summer Internship Program.
- Commitment and compliance to ALL applicable laws, regulations, standards and/ or instructions of host countries, organizations and families.
- Protection of your safety, your group & your colleagues at ALL TIMES.
- Presence in your groups, schedules and routes and never deviate out alone while in residential, academic, public, functions, activities, touristic and entertainment premises / areas and ALWAYS have an ID (ex. Passport) at ALL TIMES.
- Immediate reporting to your chaperons/ supervisors on any incidents, accidents, and/ or any unsafe conditions/ situations / suspicious persons in any of the areas identified above which may possibly cause harm, injury, threat or endanger your safety and others at ALL TIMES.
- Think Safe + Act Safe = Your Safety & Others Safety.
- YOUR Safety Comes First, Save It & Protect It.

Before You Travel & While Your Travelling, It is Always Good To Know:

- Expected weather forecast for the period and the duration of your stay for any need of clothing and special arrangements.
- General information about host countries, organizations and families planned for the program and any special information about the airport customs, political issues affecting yourself and the group (Ex. Full Face Veil or Niqab, potential fatal bacterial infection caused by E-Coli Bacteria in vegetables, political conflicts, etc.).
- Environment, Health & Safety laws, regulations, standards and instructions applicable in the host countries and organizations which shall protect you, your group and colleagues while you are in residential and academic premises and while conducting any activities and functions.
- Emergency and Evacuation Plans and Procedures in in residential and academic premises and while conducting any activities and functions.
- Keep your personal belongings safe and secured at all times while you are travelling, as well as in academic and resident facilities.
- Keep in touch with your families and let them know your exact location, contact numbers and any other relevant information that facilitate reaching you in any case or situation as soon as you settle in host countries.
- Make sure you managed to pack everything out while you are about to depart to Abu Dhabi from academic and residential facilities including your Passport, Wallet, Cash Money, Credit Cards and any other personal and valuable belonging, always check, double check and check again!
- And one last time, but not least: "YOUR Safety Comes First, Save It & Protect It"