

Preparation for emergency

10 Do you know what to do for about injuries?

If you get injured by some chance, you should notify your boss or academic advisor and seek medical treatment from a doctor immediately.

If you try to hide it and let it become worse, not only will it make you unhappier but it will also cause problems for the people around workplace.

Observe the following instructions and try to cure yourself as fast as possible.

- 1 Do first-aid properly or see a doctor no matter if it is small injuries and burns.
If you leave it as is, it might become worst later on.
- 2 If foreign objects get into your eyes, wash them out without rubbing them.
- 3 If the case of bruises and sprains, there is a chance of internal bleeding or bone fractures even if there are no wounds, see a doctor.
- 4 In the case of staff's on-the-job injury, inform the office in charge of it immediately (Personnel and Labor division, extension: 3125) and get medical treatment.
- 5 Report the situation, why you got injured, in detail to your boss or academic advisor. Doing this will be helpful in trying to prevent recurrences of the same accident in the future.
- 6 Specific treatments
 - ① Lay the person flat on his/her back on the ground. (It prevents the person from falling down due to shock.) If the person's face is flushing, you should tilt his/her head slightly up. If he/she is vomiting, tilt his/her head on its side.
 - ② Check for symptoms carefully, such as bleeding, burns, and fractures. Prompt treatment needs to be taken especially massive bleeding, respiratory arrest or poisoning.
 - ③ If it is necessary to take off his/her clothes, you would better to cut clothes so as not to try to take them off forcedly.
 - ④ When you call a doctor or an ambulance, give the following information of the person.
 - i The location of the person(directions of how to get there, landmarks)
 - ii The type, cause, and extent of the injury
 - iii first-aid given on the spot
 - ⑤ Do not move the person more than necessary. Try to keep him/her as warm as possible.
 - ⑥ Do not give any water or others liquids to unconscious person.
 - ⑦ Try not to show any of own injuries to the person and try to cheer him/her up.
Keep bystanders away from him/her as much as possible.