



FIRST AID

	Do not...	Do...
General guidelines	Move victims without knowing what injuries they may have. Offer water to people who have sustained an injury (contraindicated for head, neck, chest and abdominal wounds).	Reassure and comfort the injured person.
Burns	Apply creams, pomades or sprays. Break any blisters that form. Administer anything orally.	Move the victim away from the source of heat. Apply water generously to burned areas.
Injuries	Disinfect with irritating products (alcohol, iodine).	Keep the wound clean.
Amputation	Freeze or immerse the amputated part in water.	Clean the amputated part with saline solution.
Imbedded object	Remove the object.	Control haemorrhaging with direct pressure and stabilise the object without moving it.
Haemorrhages		
Nasal	Tilt the head back. Get the person to lie down.	Tilt the head forward and plug the nostrils with your fingers.
Ears	Plug the ears.	Cover with bandages (to keep air and dirt out).
External	Apply a tourniquet (except in extreme cases).	Apply compression with a sterile dressing until the bleeding stops or until qualified personnel can attend to the victim. Allow wound dressings to accumulate without removing soaked dressings. Maintain pressure at all times.



HEALTH AND SAFETY REGULATIONS

Personal safety regulations must be followed at all times.

Help to eliminate to hazards.

- Notify the emergency coordinator immediately.
- Inform the designated person.
- Report any unsafe conditions immediately.

When working, follow safety procedures about:

- Working at heights.
- Electrical hazards.
- Fire prevention.
- Personal protection equipment.
- Machine protection equipment, etc.

Remember:

- Do not engage in unsafe actions.
- Eliminate hazards.
- Use personal protection equipment.










Contribute to your own safety and the safety of others.

Use the proper containers. Keep your work area clean and tidy. Do not obstruct access to protective equipment or exit doors.
Report all use of or defect in fire extinguishers, protective equipment, etc.



EMERGENCY COORDINATION

Primary	Jordi Peiret i Estrada
Substitute	Montserrat Aleu Aixalà

Emergencies			
	Fire brigade		112
	Ambulance		
	Medical centre		(+34) 977 23 58 28
	Mutual healthcare provider		(+34) 900 20 32 03

Reporting emergencies (explain clearly and calmly)

1. Who you are	Full name and position
2. Where the emergency is	Identify the location
3. What has happened	The reason for your call (fire, explosion, accident, etc.)
4. The current situation	People involved in the incident, actions taken, etc.



WHAT TO DO IN CASE OF EMERGENCY

You might detect an emergency personally or be alerted by:

	Notification
Alarm	Verbal, by telephone, alarm buttons, detectors

If you are in an emergency situation (fire, explosion, accident, etc.), do not panic, remain calm and follow these instructions:

In case of fire or other emergency:

- Try to address the emergency with the means available.
- Never endanger yourself.
- If there is any doubt about your ability to control the emergency situation, notify the emergency coordinator first.
- Support the emergency coordinator and follow his or her instructions.
- In the event of a call for evacuation, go to the assembly point.

In the event of an accident:

- Do not move the injured person unless absolutely necessary.
- Notify the emergency coordinator.

In the event of an evacuation order:

	Notification
Evacuation warning	Verbal, by telephone, siren

- Remain calm.
- Do not stop to collect personal belongings.
- Leave in an orderly manner without running.
- Go to the assembly point. Remain there until the evacuation is completed.

The evacuation assembly point is:



Corner of Pl. dels Àngels and Pl. d'en Rovellat (next to Ca la Garsa)

INSTRUCTIONS FOR USING FIRE EXTINGUISHERS



Follow these instructions to use a fire extinguisher:

- Remove the extinguisher and check that it is suitable for the fire type (extinguishing agent/fire class).
- Remove the safety pin and pull the ring.
- Discharge a small amount of extinguishing agent to test.
- Always approach the fire with your back to the wind or source of air.
- Approach the fire with caution to avoid flare-up (2-4 m).
- Depress the lever.
- Aim the nozzle at the base of the flames and not at the centre of the fire.

Precautions:

- If the extinguisher you're using is a CO₂ extinguisher, do not touch the nozzle, as it poses a cold burn hazard. It also generates static electricity.
- If you're using a powder extinguisher, be aware that the extinguishing agent is expelled at very high pressure. Hold the nozzle firmly and increase the distance from your target.
- Keep the extinguisher in a vertical position. Never turn the fire extinguisher upside down.
- Never turn your back to the fire, even if the fire seems to be extinguished.
- Keep doors closed to prevent air from entering.
- A fully charged 6-kg fire extinguisher will last approximately 8 to 10 seconds. Do not waste the extinguishing agent.
- Use the fire extinguisher only during the first stage of a fire. If the fire is still burning after 3-4 minutes, do not take unnecessary risks, leave the fire area.

FIRE PREVENTION



Tasks with heightened risk of fire:

- Working with equipment with electrical current, cables, etc.
- Handling and storing flammable liquids and products such as gases, welding gas, oxy-cutting gas, etc.
- Working around grime, rags, wood, etc.

Actions to prevent fire hazards:

- Keep work and storage areas clean and orderly.
- Maintain all electrical systems in optimal condition. Do not overload conductors. Do not block accesses, even in the case of fire.
- Do not block access to fire-fighting equipment, even temporarily.
- Handle chemical products with care. Ensure proper ventilation in the areas where they are used. Use suitable containers for them.
- Strictly follow all smoking restrictions. In areas where smoking is allowed, do not deposit cigarette butts or matches in litter bins. Ashtrays should only be emptied after verifying they do not contain lit cigarette butts.
- Before starting work that may involve a fire hazard, inspect the area and remove combustible materials. If this is not possible, use appropriate protective measures.
- In high fire-risk situations, place a fire extinguisher in the area where work is being done.
- Signpost fire hazard areas.