

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**            Use Your Head to Avoid Concussions

- KEY TEACHING POINTS**
- Head injuries are one of the most serious injuries that can occur on the job. You not only need to know how to protect yourself, you also need to know what to do in the event of a head injury and what to expect after one.
  - Workplace head injuries can cause a concussion, and an invisible, sometimes short-lived, but often dangerous condition known as traumatic brain injury. Traumatic brain injury is a concussion with a wide range of symptoms including difficulties with attention span, concentration and memory. Other symptoms include sleep disturbances, fatigue, personality changes, increased impulsiveness and irritability. Untreated, these problems lead to depression, loss of self-confidence, and disruption of family and work relationships.
  - The two most common workplace related causes of head injuries are falls and incidents with workplace equipment. If an employee suffers a head injury the injured person should be checked for breathing difficulty and a call should be made for emergency medical assistance. If the injured employee is not breathing, start CPR immediately.
  - Even if the injury appears to be minor, watch for the following injury symptoms:
    - \* Headache
    - \* Confusion and distractibility
    - \* Inappropriate emotional state
    - \* Dizziness
    - \* Lack of coordination
    - \* Memory problems
    - \* Nausea or vomiting
    - \* Incoherent or slurred speech
  - Alcohol often plays a role in causing head injuries. That is why drinking is not allowed on the job. Motor vehicle crashes cause many head injuries so wearing seat belts at all times is required. Construction workers must always wear hard hats where there is over-head work.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 If the injured employee is not breathing, start CPR immediately.		
2 Traumatic brain injury is a concussion with a wide range of symptoms including difficulties with attention span, concentration and memory.		
3 The two most common workplace related causes of head injuries are falls and incidents with workplace equipment.		
4 Alcohol often plays a role in causing head injuries.		
5 Construction workers must always wear hard hats where there is over-head work.		

<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True 2. True 3. True 4. True 5. True