

## FIRST AID CHECKLIST

The purpose of this checklist is to allow the review of the appropriateness of first aid and medical emergency arrangements in your workplace. Where the answer to the question is "no", the Manager or First Aid Officer should take steps to remedy.

Date Completed: \_\_\_\_\_ By Whom: \_\_\_\_\_

### First Aid Officers

	YES	NO
Are there adequate numbers of trained First Aid Officers for your work location and covering all shifts?		
Are the names of the First Aid Officers clearly displayed in the workplace and listed on the internal telephone search directory?		
Are emergency telephone numbers clearly displayed?		
If employees are required to work after hours or alone, is there access to adequate medical emergency services. i.e. contact details for an after hours medical centre, or access to Security personnel trained in first aid?		

### First Aid Rooms (if applicable)

	YES	NO
Is the location of the nearest First Aid room clearly displayed in the workplace and listed on the internal telephone search director? Type in First Aid in the internal telephone directory.		

### First Aid Training

	YES	NO
Are all employees familiar with company procedures in the event of a medical emergency?		

### First Aid Kits

	YES	NO
Is the first aid kit located in a prominent and accessible position?		
Are all employees informed and aware of the location of the first aid kits?		
Do all employees have access to kits during all shifts?		
Can the kit be clearly identified as a first aid kit?		
Is there a list of contents provided in the kit?		
Are the kit contents appropriate to the injuries and illness at the workplace?		
Does the first aid kit contain sufficient quantities of each item?		
Has the First Aid officer reviewed and replenished the kit in the last 30 days?		
Are the contents of the kits appropriately labeled?		
Are the contents of the kit within their used by date?		
Are the contents adequately stored?		