

# REGULATORY CHECKLIST

## First Aid



Name of Worksite: \_\_\_\_\_

Item	Yes	No	N/A	Comments
Is there the required number of first aid attendants available at the worksite?				
Are there accessible first aid supplies, as required at the worksite?				
Are first aid supplies maintained in adequate conditions and checked regularly?				
Are there records of administered first aid kept for 5 years after the date of the injury?				
Is there a remote location plan where required?				

Date completed:

Completed by:

# CHECKLIST First Aid Kit #1

**1 EMPLOYEE AT A WORKSITE**



Name of Worksite: \_\_\_\_\_

Item	Yes	No (required)	N/A	Expiration Date
First aid guide				
First aid record book				
Pencil				
6 safety pins				
Splinter tweezers				
Pair of 100 mm scissors				
2 pairs of disposable gloves				
Marked plastic bag for biohazardous waste				
Airway barrier device for rescue breathing				

**Individually-wrapped Dressings**

2 sterile bandage compresses (100 mm x 100 mm)				
12 sterile adhesive dressings (25 mm wide)				
12 sterile pads (75 mm x 75 mm)				
3 triangular bandages (1 m)				
1 roller bandage (50 mm wide)				
Roll of adhesive tape (25 mm wide x 2.5 m long)				

**Antiseptics**

100 mL bottle of an adequate antiseptic (disinfectant)				
12 individually wrapped towelettes with an adequate antiseptic (disinfectant)				
6 hand cleaners				

Date completed:

Completed by:

# CHECKLIST

## First Aid Kit #2

2-19 EMPLOYEES AT A WORKSITE



Name of Worksite: \_\_\_\_\_

Item	Yes	No (required)	N/A	Expiration Date
First aid guide				
First aid record book				
Pencil				
12 safety pins				
Splinter tweezers				
Pair of 100 mm scissors				
2 pairs of disposable gloves				
Marked plastic bag for biohazardous waste				
Airway barrier device for rescue breathing				

### Individually-wrapped Dressings

2 sterile bandage compresses (100 mm x 100 mm)				
24 sterile adhesive dressings (25 mm wide)				
16 sterile pads (75 mm x 75 mm)				
6 triangular bandages (1 m)				
2 roller bandage (50 mm wide)				
Roll of adhesive tape (25 mm wide x 2.5 m long)				

### Antiseptics

100 mL bottle of an adequate antiseptic (disinfectant)				
12 individually wrapped towelettes with an adequate antiseptic (disinfectant)				
24 hand cleaners				

Date completed:

Completed by:

# CHECKLIST First Aid Kit #3

**20-49 EMPLOYEES AT A WORKSITE**  
(FOR 50-99 EMPLOYEES AT A WORKSITE, SEE \*\*)



Name of Worksite: \_\_\_\_\_

Employees at worksite:  20-49  50-99

Item	Yes	No (required)	N/A	Expiration Date
First aid guide				
First aid record book				
Pencil				
12 safety pins				
Splinter tweezers				
Pair of 100 mm scissors				
4 pairs of disposable gloves				
Marked plastic bag for biohazardous waste				
Airway barrier device for rescue breathing				

**Individually-wrapped Dressings \*\***

6 sterile bandage compresses (100 mm x 100 mm)				
32 sterile adhesive dressings (25 mm wide)				
32 sterile pads (75 mm x 75 mm)				
6 triangular bandages (1 m)				
3 roller bandage (50 mm wide)				
2 Rolls of adhesive tape (25 mm wide x 2.5 m long)				

**Antiseptics \*\***

100 mL bottle of an adequate antiseptic (disinfectant)				
12 individually wrapped towelettes with an adequate antiseptic (disinfectant)				
24 hand cleaners				

\*\* For worksites with more than 50 employees, increase supply of dressings, bandages and antiseptics.

Date completed:

Completed by:

# CHECKLIST First Aid Room

100 OR MORE EMPLOYEES AT A WORKSITE



Name of Worksite: \_\_\_\_\_

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Item	Yes	No (required)	N/A	Expiration Date
Sufficient size with entrance to accommodate a stretcher				
Kept clean, well-lighted, heated, ventilated and sanitary				
Contains telephone				
Emergency numbers posted				

**Furniture**

Permanent sink with hot and cold running water				
Refuse pail with a cover				
Chair with arm rests				
Bed covered with a plastic sheet				
Pillows and blankets				
Cabinet for storing dressings and instruments				

**Material, Equipment and Supplies**

First aid guide				
Pair of 150 mm heavy-duty scissors				
Splinter tweezers				
12 assorted safety pins				
Wash basin (stainless steel or polypropylene)				
Nail brush				
Package of paper towels				
Hand soap				
Package of disposable paper cups				
Cold sterilizer with a supply of non-rusting germicidal solution or means of sterilization				
Kidney basin (stainless steel or polypropylene)				

*cont'd on next page*

# CHECKLIST

## First Aid Room

Name of Worksite: \_\_\_\_\_

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Item	Yes	No (required)	N/A	Expiration Date
Set of assorted x-ray permeable splints				
Portable First Aid Kit #2				
Flashlight				
20 additional pairs of disposable gloves				
First aid record book				
Pencil				
2 rolls adhesive tape (25 mm wide x 2.5 m long)				
Marked plastic bag for biohazardous waste				
Airway barrier device for rescue breathing				
1 magnifying lamp				

### Antiseptics

100 mL bottle of an adequate antiseptic (disinfectant)				
12 individually wrapped towelettes with an adequate antiseptic (disinfectant)				
36 hand cleaners				

### Individually-wrapped Dressings

6 sterile bandage compresses (100 mm x 100 mm)				
48 sterile adhesive dressings (25 mm wide)				
32 sterile pads (75 mm x 75 mm)				
6 triangular bandages (1 m)				
3 roller bandage (50 mm wide)				
Tubular finger bandages with applicator				
10 finger tip dressings				
4 sterile abdominal bandages (200 mm x 300 m)				

Date completed:

Completed by:

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