

First Aid Checklist

	YES	NO	N/A	ACTION TO BE TAKEN
Are there designated First Aid Officers (FAO's) for the area?				
Are the FAO's names and contacts clearly displayed on the Emergency Poster/s?				
Does the College / Department / Line Manager / designee hold a current Register of First Aid Officers and First Aid Kits?				
Does the College / Department / Line Manager / designee manage currency of first aid certification for their FAO's?				
Do the FAO's have a current first aid certificate issued by a Registered Training Organisation?				
Has a risk assessment been conducted to determine the standard contents list for each type of first aid kit required in each work area?				
Are appointed FAO's checking and maintaining first aid kits in line with this procedure and their local risk assessment?				
Are FA kits readily accessible and fully stocked to the risk assessed standard contents list?				
Are FA kits and associated registers included in Workplace inspections?				
Is a first aid report and or AIR lodged each first aid kit usage?				
Are FAO's aware of their roles and responsibilities including emergency scenarios / situations?				
Are the locations of FA kits clearly signed in accordance with Australian Standards signage requirements?				
Additional Comments				
Name (Print)		Signature		Date
Position				