First aid kit checklist

Check the kit after every use, and at least once every 12 months if it isn't used (in Victoria, quarterly). Tick what's there and in date, and write what needs restocking. The list follows the basic kit in Safe Work Australia's model Code of Practice: First aid in the workplace. Add items for your site's hazards.

PROJECT / SITE	KIT LOCATION (SITE SHED, UTE REGO)	DATE CHECKED	CHECKED AFTER USE? Y / N

BASIC KIT CONTENTS

ITEM	THERE, IN DATE	RESTOCK	QTY NEEDED
Basic first aid instructions, including a CPR flowchart	☐	☐	
Resuscitation face mask or face shield	☐	☐	
Disposable gloves (several pairs)	☐	☐	
Gauze pieces and sterile saline for cleaning wounds	☐	☐	
Wound cleaning wipes and antiseptic	☐	☐	
Adhesive dressing strips	☐	☐	
Non-adherent wound dressings, small, medium and large	☐	☐	
Wound dressings and combine pads for heavier bleeding	☐	☐	
Conforming cotton bandages and crepe bandages	☐	☐	
Triangular bandages and safety pins	☐	☐	
Non-stretch adhesive tape	☐	☐	
Eye pads	☐	☐	
Splinter probes and tweezers	☐	☐	
Scissors	☐	☐	
Emergency rescue blanket	☐	☐	
Instant ice pack	☐	☐	
Burns gel or hydrogel dressings (cool running water first)	☐	☐	
Plastic bags for disposal	☐	☐	
Notebook and pen, to record what was used and on whom	☐	☐	

EXTRA FOR BUILDING SITES

ITEM	THERE, IN DATE	RESTOCK	QTY NEEDED
Eye wash or sterile saline pods (dust, grinding, concrete)	☐	☐	
Large burns dressings (hot work, bitumen)	☐	☐	
Snake bite bandages (rural and bush sites)	☐	☐	
	☐	☐	

THE KIT ITSELF

CHECK	YES	NO	NOTE
Container clean, dust-proof and marked with a white cross on green	☐	☐	
Easy to reach, and everyone on site knows where it is	☐	☐	
Sterile packs sealed and nothing past its use-by date	☐	☐	
First aider's name and phone posted near the kit	☐	☐	

CHECKED BY	SIGNATURE	RESTOCKED ON (DATE)