Checklist: Focus Five – First Aid Program Checklist

The time to unearth potential problems in your current workplace first aid arrangements is **right now**—before a medical emergency does it for you. Although first aid requirements can vary – there are FIVE sets of documents to focus on when conducting an audit of your first aid program.

1. First Aid Policy
2. Posted First Aid Notices
3. First Aid Inspection Checklists
4. First Aid Log Forms
5. First Aid Refusal Forms

	Yes	No	NA	Comments
First Aid Policy				
First Aid Needs Assessment Based On:				
1. Degree of hazards found at work site				
2. Number of people at site				
3. Time to get help from nearest medical facility				
Procedures for summoning emergency medical treatment				
Ambulance or other arrangements for emergency transport				
First Aid Attendants/First Responders				
Procedures for delivering first aid				

First aid training and instruction				
First aid kits				
Dressing rooms				
First aid rooms				
Other emergency equipment				
Inspection of first aid equipment and facilities				
Posting of essential first aid information in the workplace				
Coordinating with contractors working at the site				
Required Postings – First Aid Notices for Workers (Conspicuously post notices of how/where to get first aid.)				
Procedure for summoning emergency medical treatment				
Location of first aid kits, dressing rooms and/or first aid stations				
Names and locations of first aid attendants/first responders or others qualified to provide first aid				
Contact information for the nearest police and fire station, EMT or ambulance, medical facility and other emergency contacts				
First Aid Inspection Checklists				
Create a checklist to inspect your first aid facilities and equipment have required components and in good condition. **Have a checklist for:**				
1. Each level/type of first aid kit on site				
2. Dressing rooms				
3. First aid rooms				

4. Automated external defibrillators (AED)/emergency equipment				
5. In-house ambulances and other emergency transport vehicles.				
First Aid Log Forms				
You should have a template for recording key information about each episode of first aid provided. **Your form should include, at a minimum:**				
1. Time, date, location and brief description of the injury				
2. How it occurred				
3. Name and position of injured worker/s				
4. Names/contact info of witnesses				
5. Treatment providers				
6. Treatment provided				
7. Was transport to medical facility provided				
8. Acknowledgement worker was advised to seek medical treatment if condition worsened				
First Aid Refusal Forms				
First Aid Refusal Forms				
While you can’t force workers to accept first aid treatment or emergency transport, you can make them sign a form to acknowledge that they were offered such treatment and/or transport but voluntarily turned it down. **Note**: The Refusal Form can be combined with the First Aid Log Form described above.				

Date:

_____

Inspection Done By:

_____