



FIRST AID KIT INSPECTION CHECKLIST

- Verify that appropriate signage is in place and visible.
- Verify that a first aid attendants' list and the name of the person responsible for maintaining the first aid kit are posted in close proximity.
- Verify that the first aid kit and other first aid equipment are easily accessible at all times.
- Verify that the contents are only items approved for the identified kit and do not contain any type of medication. Please refer to the next page for the first aid kit contents checklist.
- Verify that kits have a sufficient quantity of clean and usable supplies and those items are not expired. Items that do not have an expiry date should be inspected to ensure that they are still in good condition (i.e., not visibly damaged, discoloured, or otherwise compromised).
- Sign and date the verification chart after every inspection.

Sample First Aid Kit Inspection Verification Chart

Year:	Date	Inspected by
January		
February		
March		
April		
May		
June		

Year:	Date	Inspected by
July		
August		
September		
October		
November		
December		





First Aid Kit Content Checklist			
	Item description	Quantity required	Actual quantity
		Type B	
1	Antiseptic swabs (10 - pack)	1	
3	Bandages: adhesive strips	48	
5	Bandages: triangular, 100 cm, folded	6	
7	First Aid Kit Container	1	
9	Dressings: compress, 7.5 cm x 12 cm	2	
10	Dressings: gauze sterile 10.4 cm x 10.4 cm	12	
11	Dressings: gauze non-sterile, 10.4 cm x 10.4 cm	40	
12	Forceps: splinter	1	
13	Gloves disposable	8	
14	CPR one-way valve mask	1	
15	Record book: First Aid	1	
16	Scissors: bandage	1	
17	Self-adhering gauze bandage: 7.5 cm x 4.5 cm	6	
19	Tape: adhesive, 2.5 cm x 4.5 cm	2	
20	Additional supplies and equipment maintained outside of the kit itself (for remote workplace)		
21	Splint set	1	
<p><i>PANDEMIC</i> – Every workplace should have extra disposable Nitrile gloves and non-medical masks in order to replenish their First Aid kits.</p>			

