

WORKPLACE FIRST AID NEEDS ASSESSMENT CHECKLIST

This checklist will help you work out what first aid is needed in your workplace:

ISSUE	POSSIBLE IMPACT ON FIRST AID PROVISION	ACTION
How likely is it for a worker to be injured or become ill because of the work they do?	Higher likelihood: train more first aiders and expand first aid supplies.	
Are there any job or task-specific significant hazards? For example: > hazardous substances > hazardous tools > hazardous machinery > hazardous loads > hazardous animals > working at height > large industrial sites > commercial diving > adventure tourism.	Consider: > specific or advanced training for first aiders > extra first aid equipment > precise locations of first aid equipment > making prior arrangements with emergency services > a first aid room.	
Are there parts of the workplace where different significant hazards can be identified (eg an office compared with a processing factory)?	Alternative levels of first aid provision for different parts of the organisation.	
Are there large numbers of workers at your workplace?	Extra first aiders, more equipment and possibly a first aid room to cope with the higher likelihood of an accident occurring.	
Are there workers with reading, hearing or language difficulties?	Provide specialised training so that workers know how to get first aid. Make sure that all workers know where to find first aid supplies.	
What accidents and illnesses have occurred? Where did they occur in the workplace?	Keep first aid supplies in areas where accidents are more likely to happen, and stock specific first aid items.	
At your workplace are there: > inexperienced workers > workers with disabilities or > workers with special needs?	Consider: > special supplies and equipment > keeping first aid supplies where they are easy for everyone to reach in an emergency	
Is your workplace spread out over a wide area? Are there several buildings or multi-floor buildings?	Have first aid supplies for each building and each floor. First aid rooms should be located on ground floors if possible.	
Are people doing shift work, overtime or out-of-hours work?	First aiders and first aid equipment must be available when people are at work.	

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Is your workplace far away from emergency services?	<p>Consider telling emergency services where your workplace is located and the types of injury and work-related illness that could happen.</p> <p>Consider making prior special arrangements with emergency services.</p>	
<p>Do workers travel in company-supplied vehicles?</p> <p>Do workers work alone?</p>	<p>Give out first aid kits and train workers how to use them.</p> <p>Make sure that everyone knows how to reach first aid.</p>	
Do workers work at sites occupied by other employers?	Make arrangements with the other employers so that your workers can get first aid if they need it.	
Do members of the public or other non-workers visit or spend time at your workplace?	Your workplace should have enough first aid supplies for visitors too.	
Does your workplace have any work experience workers, apprentices or volunteers?	Your workplace should have enough first aid supplies for these people too.	
OTHER ISSUES AT YOUR WORKPLACE	WHAT IMPACT DOES THIS HAVE ON HOW YOU PREPARE FOR AND SUPPLY FIRST AID?	ACTION