

## RESTOCKING AND MAINTAINING KITS

A person in the workplace, usually a first aider, should be nominated to maintain the first aid kit and should:

- Monitor usage of the first aid kit and ensure items used are replaced as soon as practicable after use
- Carry out regular checks, after each use or, if the kit is not used, at least once every 12 months, to ensure the kit contains a complete set of the required items. An inventory list in the kit should be signed and dated after each check, and
- Ensure items are in working order, have not deteriorated, are within their expiry dates and sterile products are sealed and have not been tampered with.

Source: Safe Work Australia First aid in the workplace Code of Practice

## GUIDE:

1. Check the expiry dates on each individual content item and discard any item that have expired, deteriorated or not in working order. This also includes STERILE items that have been opened or tampered with.
2. Record the quantity of each item remaining in the table below. These Items should be ready for use, not deteriorated, have not expired or opened products which are deemed STERILE.
3. Enter your required order quantity for purchase per item, this should be equal to or greater than the recommended quantity of contents to re-stock kit.

### Kit contents recommended in the Safe Work Australia, First Aid in the Workplace Code of Practice, July 2019



DESCRIPTION	QTY	UOM	QTY CHECK	REC. QTY	RE-ORDER CODE	PACK QTY	ORDER QTY
Adhesive Non-Woven Tape 2.5cm x 5m		Each			856745	Each	
Adhesive Plastic or Fabric Strips (50pk) <b>STERILE</b>		Pack			856738	Pack	
Antiseptic Spray 50ml		Each			858162	Each	
Bandage - Conforming W 5cm x L 1.8m		Each			856610	Each	
Bandage - Conforming W 7.5cm x L 1.8m		Each			856611	Each	
Bandage - Crepe Medium Support W 10cm x L2m		Each			856723	Each	
Blanket Thermal (Rescue)		Each			856760	Each	
Burn Relief Gel 3.5g Sachets (5pk) <b>STERILE</b>		Pack			869662	Each	
Combine Dressing W 10cm x L 20cm <b>STERILE</b>		Each			856896	Each	
Eye Pad <b>STERILE</b>		Each			854110	Each	
First Aid Instruction Booklet		Each			854341	Each	
Forceps - Disposable		Each			858246	Each	
Gauze Pieces (Sterile) 7.5cm x 7.5cm (3pk) <b>STERILE</b>		Pack			854111	Pack	
Gloves Nitrile (Pair) (5pk)		Pack			873493	Pack 5	
Instant Cold Pack		Each			856620	Each	
Non-Adherent Dressing W 5cm x L 5cm (Small) <b>STERILE</b>		Each			873420-1	Each	
Non-Adherent Dressing W 7.5cm x L 5cm (Medium) <b>STERILE</b>		Each			856941	Each	
Non-Adherent Dressing W 10cm x L 10cm (Large) <b>STERILE</b>		Each			102730	Each	
Note Book & Pen		Each			856644	Each	
Plastic Bag Zip Lock (Large)		Each			877786	Each	
Resuscitation Safe Face Shield - Disposable		Each			856758	Each	
Safety Pins - Assorted (12pk)		Each			101547	Pack 12	
Scissors		Each			91036	Each	
Sodium Chloride (Saline) Pods 20ml <b>STERILE</b>		Each			868377	Each	
Splinter Probe - Disposable (10pk) <b>STERILE</b>		Pack			856759	Pack 10	
Triangular Bandage Calico Disposable W 110cm x L 155cm		Each			856733	Each	
Wound Dressing No.14 (Medium) <b>STERILE</b>		Each			856730	Each	
Wound Dressing No.15 (Large) <b>STERILE</b>		Each			856731	Each	
Wound Wipes (10pk) <b>STERILE</b>		Pack			873600	Pack 10	

### Checked By:

NAME

JOB TITLE

DATE



# RECOMMENDED IN THE FIRST AID IN THE WORKPLACE CODE OF PRACTICE

## 3.1. First aid kits

All workers must be able to access a first aid kit. This will require at least one first aid kit to be provided at their workplace.

### Contents

The first aid kit should provide basic equipment for administering first aid for injuries including:

- Cuts, scratches, punctures, grazes and splinters
- Muscular sprains and strains
- Minor burns
- Amputations and/or major bleeding wounds
- Broken bones
- Eye injuries, and
- Shock.

The contents of first aid kits should be based on a risk assessment. For example, there may be higher risk of eye injuries and a need for more eye pads in a workplace in which work involves machinery or chemicals. For example, where:

- Chemical liquids or powders are handled in open containers
- Spraying, hosing or abrasive blasting operations are carried out
- There is a possibility of flying particles causing eye injuries
- There is a risk of splashing or spraying of infectious materials, or
- Welding, cutting or machining operations are carried out.

Extra equipment may be needed in remote workplaces, for example for serious burns, breathing difficulties or allergic reactions.

The recommended contents of a typical first aid kit and information on extra equipment is provided in Appendix E.

### Design of kits

First aid kits can be any size, shape or type to suit your workplace, but each kit should:

- Be large enough to contain the necessary items
- Be immediately identifiable with a white cross on green background prominently displayed on the outside
- Contain a list of the contents for that kit, and be made of material that will protect the contents from dust, moisture and contamination.

## Location

In the event of a serious injury or illness, quick access to the kit is vital. First aid kits should be kept in a prominent, accessible location where they can be retrieved quickly. All workers must have access to first aid equipment including in security-controlled workplaces.

First aid kits should be located close to areas where there is a higher risk of injury or illness. For example, a school with a science laboratory or carpentry workshop should have first aid kits located in these areas. If the workplace occupies several floors in a multi-storey building, at least one kit should be located on every second floor. Emergency floor plans displayed in the workplace should include the location of first aid kits.

A portable first aid kit should be provided in the vehicles of mobile workers if that is their workplace, for example couriers, taxi drivers, sales representatives, bus drivers and inspectors. These kits should be safely located so as not to become a projectile in a collision.

## 3.2. First aid signs

Displaying well-recognised first aid signs will assist in easily locating first aid equipment and facilities (see Figure 1 below). Further information on the design and use of signs is available in AS 1319-1994: Safety Signs for the Occupational Environment.

## 3.3. Other first aid equipment

In addition to first aid kits, you should consider whether other first aid equipment is necessary to treat the injuries or illnesses that could occur as a result of a hazard at your workplace.

**Automated external defibrillators** Providing an automated external defibrillator (AED) can reduce the risk of fatality from cardiac arrest. While cardiopulmonary resuscitation (CPR) can prolong life, defibrillation is the only way to restore a heart with a fatal heart rhythm back to a normal heart rhythm. You should consider providing an AED if there is a risk to workers at your workplace from electrocution, if there would be a delay in ambulance services arriving at the workplace, or where there are large numbers of members of the public.

### FOR MORE INFORMATION GO TO [SAFeworkaustralia.gov.au](http://SAFeworkaustralia.gov.au)

Source: Safe Work Australia First aid in the workplace Code of Practice

The content is provided as a general recommendation and should not be used as a substitute for information provided by your local State or Territory Work Health & Safety regulatory authority. The onus for assessing each workplace rests with all Australian individual workplaces and sites managing their own risk profile. Brady /Trafalgar First Aid makes no representation as to verifying the compliance rating of each workplace/site in respect of the Safe Work Australia First Aid Code of Practice. For more information go to [safeworkaustralia.gov.au](http://safeworkaustralia.gov.au)

## NEED FIRST AID SIGNS, DEFIBRILLATORS OR EQUIPMENT?

We can help you with your workplace first aid needs. **Contact us today!**

