

# Workplace First Aid Checklist

## Step 1 – Identify potential causes of workplace injury and illness

Certain work environments have greater risks of injury and illness due to the nature of work being carried out and the nature of the hazards at the workplace (see examples right).

### Low Risk Workplace

(Minor Injuries or Illness)

- ☐ Offices ☐ Shops
- ☐ Libraries ☐ Other

### High Risk Workplace

(Serious Injuries or Illness)

- ☐ Factories ☐ Electrical Work ☐ Construction
- ☐ Mining ☐ Workshops ☐ Security
- ☐ Outdoor Work ☐ Food Prep.

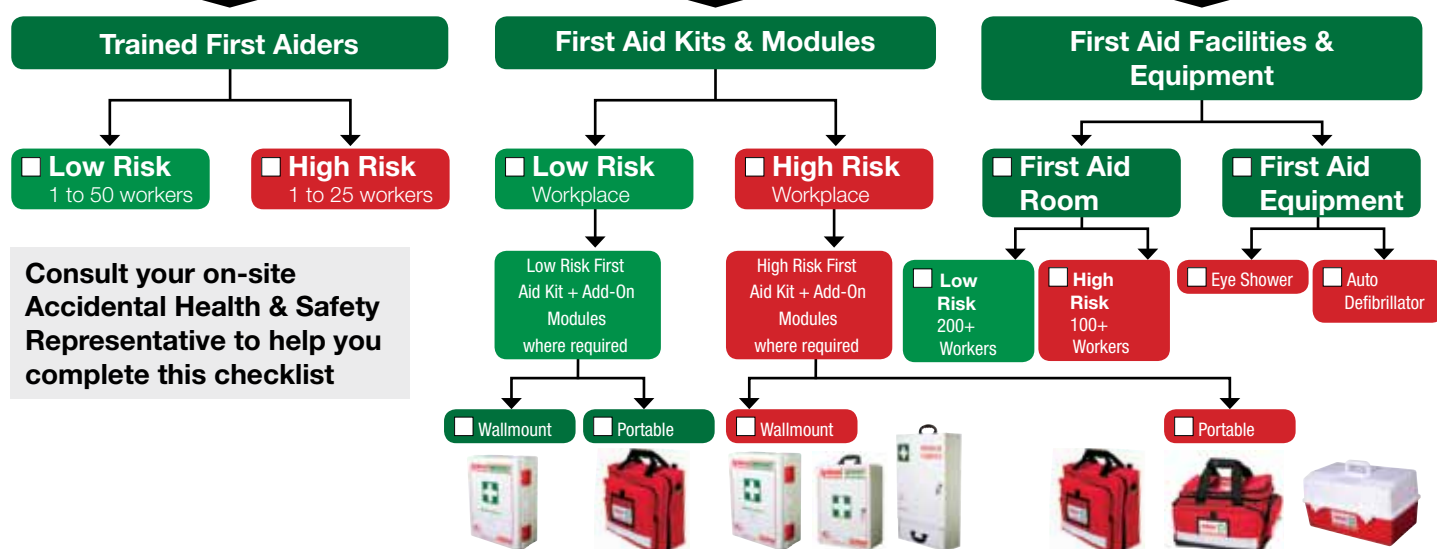
## Step 2 – Assess the risk of workplace injury and illness

Examples of Injuries associated with common workplace hazards that may require first aid		Not Likely (Low Risk)	Likely (High Risk)	Module
Manual tasks	Overexertion can cause muscular strain.	<input type="checkbox"/>	<input type="checkbox"/>	100349B Sprains & Strains
Working at heights	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Electricity	Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module
Machinery and equipment	Being hit by moving vehicles, being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Hazardous chemicals	Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 100347 Eye Module
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 101489B Outdoor Module
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns.	<input type="checkbox"/>	<input type="checkbox"/>	100346B Burns Module 100347 Eye Module
Violence	Behaviours including intimidation and physical assault can cause nausea, shock and physical injuries.	<input type="checkbox"/>	<input type="checkbox"/>	101487 Wound Care 101490B Trauma Module
Biological	Infection, allergic reactions.	<input type="checkbox"/>	<input type="checkbox"/>	101490B Trauma Module
Animals	Bites, stings, kicks, scratches.	<input type="checkbox"/>	<input type="checkbox"/>	101489B Outdoor Module
Remote Locations	For workers working remotely or away from first aid facilities.	<input type="checkbox"/>	<input type="checkbox"/>	101491B Remote Module
Food Preparation	Cuts and lacerations in areas requiring detectable first aid products to meet Food Standards recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	101488B Food Prep Module
Outdoor Work	If work is performed outside and there is a risk of insect or plant stings or snake bites.	<input type="checkbox"/>	<input type="checkbox"/>	101489B Outdoor Module

### Always Consider

- ☐ The size of your workforce and workplace to determine quantity of first aid kits.
- ☐ The location of your workplace: relevant to local medical centres
- ☐ Workplace incident and injury data including near misses.
- ☐ Regular consultation with workers and their Work Health & Safety Representative.

## Step 3 – What first aid is required?



\*This check list is to be used as a guide only. Risk assessments need to be undertaken to establish the full requirements for first aid in any workplace.