Workplace First Aid Check List

**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
  - Mining
  - Workshops
  - Construction
  - Security
  - Food Prep.

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

<table>
<thead>
<tr>
<th>Examples of Injuries associated with common workplace hazards that may require first aid</th>
<th>Not Likely (Low Risk)</th>
<th>Likely (High Risk)</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual tasks</td>
<td>Overexertion can cause muscular strain.</td>
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<tr>
<td>Working at heights</td>
<td>Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.</td>
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<tr>
<td>Electricity</td>
<td>Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.</td>
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<td>Machinery and equipment</td>
<td>Being hit by moving vehicles, being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.</td>
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<tr>
<td>Hazardous chemicals</td>
<td>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.</td>
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<tr>
<td>Extreme temperatures</td>
<td>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.</td>
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<tr>
<td>Radiation</td>
<td>Welding arc flashes, ionizing radiation and lasers can cause burns.</td>
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<td>Violence</td>
<td>Behaviours including intimidation and physical assault can cause nausea, shock and physical injuries.</td>
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<tr>
<td>Biological</td>
<td>Infection, allergic reactions.</td>
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<tr>
<td>Animals</td>
<td>Bites, stings, kicks, scratches.</td>
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<tr>
<td>Remote Locations</td>
<td>For workers working remotely or away from first aid facilities.</td>
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<tr>
<td>Food Preparation</td>
<td>Cuts and lacerations in areas requiring detectable first aid products to meet Food Standards recommendations.</td>
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<tr>
<td>Outdoor Work</td>
<td>If work is performed outside and there is a risk of insect or plant stings or snake bites.</td>
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</tbody>
</table>

**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?**

- **Trained First Aiders**
  - Low Risk
    - 1 to 50 workers
  - High Risk
    - 1 to 25 workers

- **First Aid Kits & Modules**
  - Low Risk Workplace
    - Low Risk First Aid Kit + Add-On Modules where required
  - High Risk Workplace
    - High Risk First Aid Kit + Add-On Modules where required

- **First Aid Equipment**
  - First Aid Room
    - First Aid Kit
  - First Aid Equipment
    - Auto Defibrillator
    - Eye Shower

Consult your on-site Accidental Health & Safety Representative to help you complete this checklist

*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.*