

# 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 |
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| 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:<br><ul style="list-style-type: none"> <li>&gt; Hazardous substances</li> <li>&gt; Hazardous tools</li> <li>&gt; Hazardous machinery</li> <li>&gt; Hazardous loads</li> <li>&gt; Hazardous animals</li> <li>&gt; Working at height</li> <li>&gt; Large industrial sites</li> <li>&gt; Commercial diving</li> <li>&gt; Adventure tourism</li> </ul> | Consider:<br><ul style="list-style-type: none"> <li>&gt; Specific or advanced training for first aiders</li> <li>&gt; Extra first aid equipment</li> <li>&gt; Precise locations of first aid equipment</li> <li>&gt; Making prior arrangements with emergency services</li> <li>&gt; A first aid room</li> </ul> |        |
| Are there parts of the workplace where different significant hazards can be identified, e.g. 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:<br><ul style="list-style-type: none"> <li>&gt; inexperienced workers?</li> <li>&gt; workers with disabilities?</li> <li>&gt; workers with special needs?</li> </ul>   | Consider:<br><ul style="list-style-type: none"> <li>&gt; special supplies and equipment</li> <li>&gt; keeping first aid supplies where they are easy for everyone to reach in an emergency</li> </ul>  |        |
| 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.<br><br>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.  |        |

| ISSUE  | POSSIBLE IMPACT ON FIRST AID PROVISION  | ACTION |
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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> | Give out first aid kits and train workers how to use them. Make sure that everyone knows how to reach first aid.  |        |
| 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 |
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