

## Checklist: Part A - General Application (First Aid) Regulations 2007

### *Equipment/facilities*

- Do we provide and maintain suitably marked and easily accessible first-aid equipment?  Yes  No
- Is the equipment adequate to enable first aid to be given?  Yes  No
- Have we ensured that the equipment available to our first aiders is adequate, taking into account the size and hazards of our workplace?  Yes  No
- Does the size and scale of our undertaking require the provision of one or more first aid rooms?  Yes  No
- If so, is/are the first aid room/s fitted with essential first aid equipment and facilities?  Yes  No
- Is the first aid room easily accessible for stretchers?  Yes  No

### *Number of first-aiders*

- Have we designated in each of our workplaces the number of first-aiders necessary to give first aid?  Yes  No
- Have we ensured that the number of first-aiders is adequate, taking into account the size and hazards of the workplace?  Yes  No
- If our first-aider is absent in temporary or exceptional circumstances, have we designated a person to take charge of injured or ill persons?  Yes  No

### *Training*

- Have we ensured that our first-aiders' training is adequate, taking into account the size and hazards of our workplace?  Yes  No

### *Information*

- Have we included in our safety statement details of the arrangements made for the provision of first aid, to include the names of first-aiders, the location of first aid rooms and equipment?  Yes  No
- Are the names, addresses and telephone numbers of the local emergency services clearly displayed at each workplace?  Yes  No

## Checklist: Part B – HSA Guidelines (August 2008)

### *Protection of first-aiders*

- Are our first-aiders aware of and protected from the risks of infection, such as Hepatitis B or HIV?  Yes  No

### *Equipment*

- As a minimum, every workplace should have at least one first aid box: do we have at least one?  Yes  No
- Do we have an adequate number of first aid boxes?  Yes  No
- Do our first aid boxes contain the contents recommended by the HSA?  Yes  No
- Do we have first aid travel kit boxes?  Yes  No
- Do we ensure drugs/medicines are not stored in first aid boxes?  Yes  No
- If tap water is not available for eye irrigation, have we provided sterile water or sterile normal saline (0.9%) in sealed disposable containers?  Yes  No
- Are there any special hazards at our workplaces and if so, have we provided equipment and/or antidotes appropriate to the hazard?  Yes  No
- For employees working away from the workplace, who use dangerous tools or substances, have we provided appropriate equipment/antidotes in the travel kit?  Yes  No
- Have we provided a first aid travel kit to workers in isolated locations or more than one hour's travelling time from the workplace?  Yes  No

- Are first aid boxes/travel kits under the control of first aiders?  Yes  No
- If not under such control, is the person in control of first aid boxes/travel kits named in our safety statement?  Yes  No
- Do we check first aid boxes regularly to ensure items are in good condition and not out of date?  Yes  No
- Are our first aid boxes made of material which will protect contents from contamination?  Yes  No
- Are first aid boxes clearly identifiable: white cross on green background?  Yes  No
- Can first aid dressing be applied in a way that the user does not touch the wound?  Yes  No
- Is first aid equipment sited near employees?  Yes  No
- Is soap and water available and if not, have individual wrapped moist cleansing wipes been supplied?  Yes  No
- Have we considered the use of automated external defibrillators (AEDs), as recommended by the HSA?  Yes  No
- If we have an AED, have employees other than first-aiders been trained in its use?  Yes  No

**Facilities**

- Have we identified in our safety statement whether we need a first aid room or first aid rooms?  Yes  No
- In considering whether or not we need a first aid room, have we taken account of the size of the premises, type of activity, frequency of accidents, special hazards and distance from nearest medical facility?  Yes  No
- Has an occupational first aider been appointed to be in charge of the first aid room, to ensure it is kept stocked, clean and ready for use?  Yes  No
- Is the occupational first-aider available at all times when employees are at work?  Yes  No
- Is the occupational first aid room as close as possible for access of transport to hospital?  Yes  No
- Is the room large enough to accommodate:
  - a couch, with space for people to work around it, and a chair?  Yes  No
  - an ambulance trolley, stretcher, wheelchair, or carrying chair?  Yes  No
- Is the first aid room equipped with sink, hot and cold running water, bowl/basin, drinking water and disposal drinking vessels, soap, paper towels, refuse containers, clean protective garments?  Yes  No
- Do we have a first aid treatment book in the room?  Yes  No
- Is the first aid room heated, ventilated, clearly identified and does it have a phone?  Yes  No
- Are there suitable waiting facilities near the room for employees waiting for treatment?  Yes  No
- Is a list of occupational first aiders and their locations attached to the door of the room?  Yes  No

**Number of and access to first-aiders**

- In relation to our workplace, is the number of first-aiders in accordance with the HSA's recommended number of first-aiders?  Yes  No
- Are first-aiders sited so as to be accessible throughout our workplace?  Yes  No
- Have we effective means of communicating with first-aiders?  Yes  No
- Are we aware that in relation to the temporary absence of the occupational first-aider, the HSA does not regard foreseeable absences as being temporary or exceptional circumstances?  Yes  No
- Is our workplace more than one hour's travelling time from medical assistance?  Yes  No
- If it is, we need to double the number of first-aiders in each category recommended by the HSA.
- Where employees are working in isolated locations or travelling long distances in remote locations, one of the working party should be a first-aiders. Have we arranged this?  Yes  No

***Records***

Do we keep details, in the format recommended by the HSA, of all cases treated by first-aiders?  Yes  No

At the workplace, do we have written records of the dates on which first-aiders obtained their certificates of competence?  Yes  No

***Training***

To become an occupational first-aiders a person must be trained to FETAC Level 5 standard. Have all our first-aiders been trained to that standard?  Yes  No

Do any of our occupational first-aiders require re-certification training?  Yes  No

Do we employ an in-house occupational first-aid instructor and if so, does that person hold a FETAC Level 6 standard qualification or can that person demonstrate sufficient competence and experience without the need to attend training for occupational first aid instructors?  Yes  No

Where there are specific or unusual hazards, have our occupational first-aiders received additional or specialised training?  Yes  No

***Communications/contacts***

Have we effective means of communications with occupational first aiders?  Yes  No

Have we adequate emergency plans and procedures?  Yes  No

Do we have contact details for the emergency services?  Yes  No

Do we maintain contact with the local ambulance officer and emergency services, especially if our work is hazardous?  Yes  No