



Company Name: _____

Inventory Date: _____

By Whom: _____

Send list by email to sales@alertfirstaid.com to reorder supplies.

FIRST AID ROOM: Minimum Required Contents

A first aid room should be at least 9.3 square metres (100 sq. ft.). It should have the following:

- Storage cupboards
- A counter
- A toilet, or have a toilet facility as near as practicable
- The following first aid room equipment

Employers are required to conduct an assessment of each workplace to determine what their requirements are to promptly render first aid and transport injured workers to treatment.

Use the following checklist to inspect the contents of your first aid room and determine what supplies you need to reorder.

#	Item	On Hand	Order
3	Blankets	_____	_____
1	Refuse pail with lid	_____	_____
1	Package of paper towels	_____	_____
1	Eye lamp, self-illuminating, magnifying	_____	_____
1	Eye cup	_____	_____
1	14 cm stainless steel bandage scissors	_____	_____
1	11.5 cm stainless steel sliver forceps	_____	_____
1	15 cm stainless steel thin nosed plier-type forceps	_____	_____
1	Universal scissors / EMT shears	_____	_____
1	Penlight or flashlight	_____	_____

36	Wound cleansing towelettes		
1	150mL liquid antibacterial soap		
6	Cold packs		
100	Assorted bandages		
48	Sterile skin closures, individually packaged		
6	20 cm x 25 cm sterile abdominal dressings, individually packaged		
3	30 cm x 40 cm sterile abdominal dressings, individually packaged		
6	Sterile eye pads, individually packaged		
200	7.5 cm x 7.5 cm gauze sponges		
72	7.5 cm x 7.5 cm sterile gauze dressings, individually packaged		
72	10 cm x 10 cm sterile gauze dressings, individually packaged		
6	7.5 cm x 4.5m crepe roller bandage		
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties		
2	3" Tape		
2	2" Tape		
4	2" Roller Gauze		
4	3" Roller Gauze		
6	Cotton triangular bandages		
4	SAM/ACTI Splints		
1	Tubular finger bandage with applicator		
1	Kidney basin		
1	Wash basin		
1	Cold instrument sterilizer with supply of non-rusting germicidal solution		
1	Chair suitable for treating injured worker with a non-porous surface or covered with a non-porous material		
1	Bed approximately 2 m long x 75 cm wide, with a mattress having a non-porous surface or covered with a non-porous material		
2	Pillows with a non-porous surface or covered with a non-porous material		

4	Sheets		
	Portable urinal, if overnight care may be required		
	Bedpan, if overnight care may be required		
	Patient assessment charts		
	First Aid Records		
*	Optional consideration of an Automatic External Defibrillator – refer to OHS Guideline G3.16(2)-2		

Note: At a remote workplace (more than 2 hours’ surface travel time to a hospital), a first aid room should be equipped to provide reasonable overnight care for two injured workers and be used exclusively for first aid purposes.

First aid facilities general requirements

Schedule 3-A, Minimum Levels of First Aid in the Regulation, contains the minimum levels of first aid required for various workplaces. Tables 1-6 indicate in column 2 whether or not a first aid facility is required, and, if a facility is required, what type (dressing station or first aid room). The list above specifies the equipment required in a first aid room.

Under section 3.16(4) of the Regulation, a first aid facility must be kept clean, dry, ready for use, and must be readily accessible at any time a worker works in the workplace.

For more information and general recommendations for first aid facilities, visit the WorkSafeBC website [here](#).