



Location/Contract:

Assessment Factors

1. Size & layout of the workplace

Area

Maximum distance to first aid

2. Number & distribution of employees

Number of staff

Shifts

Overtime worked?

Are any employees isolated?

Are members of the public present?

3. Nature of hazards & severity of risk

Known hazards

Manual handling

Hazardous chemicals

Cuts & lacerations

Toxic substances

Fractures

Burns and/or scalding

Material in eye

Working in Heat / UV

Other

Severity of risk

Do MSDS and product labels specify any first aid requirements?

4. Location of the workplace

Nearest hospital

Time to nearest hospital

Nearest medical service

Time to nearest medical service

5. Known occurrences of incidents

Incident data last 12 months

Near misses recorded

Outcomes of the assessment

1. Contents of the first aid kit
2. Number & location(s) of kit(s)
3. Competencies required of first aiders
4. Training required for first aiders
5. Number of first aiders required
6. Training required for staff
7. Languages information required in

Assessment conducted by:

Date: