

## APPENDIX A

### CHECKLIST FOR FIRST-AID BOX

The purpose of this checklist is to check the appropriateness of the contents of a first-aid kit. Indicate by ticking (/) the relevant box. Where the answer to the question is “no”, further action may be necessary.

	YES	NO	COMMENTS (IF ANY)
<b>LOCATION</b>			
Is the first-aid kit located in a prominent and accessible position?			
Are store members informed and aware of the location of the first-aid kit?			
Do all store members have access to the first-aid box during all work shifts?			
<b>IDENTIFIABILITY</b>			
Can the first-aid kit be clearly identified as a first-aid kit?			
<b>CONTENTS</b>			
Are the contents appropriate for the likely injuries and illnesses at your workplace?			
Does the first-aid kit contain sufficient quantities of each item?			
Is an employee trained in first-aid responsible for maintaining the first-aid kit?			
Are the contents appropriately labelled?			
Are the contents within their “use by” dates?			
Are the contents adequately stored?			
<b>RELEVANT INFORMATION</b>			
Is there a list of contents provided in the first-aid kit?			
Are emergency telephone numbers clearly displayed?			
Are the name, location and extension number of the nearest first-aider clearly indicated?			
Is the SDS readily available (if chemical hazardous to health is use in the workplace)			
<b>TRAINING</b>			
Have selected employees received training in the use and maintenance of first-aid kit?			
<b>RESPONSIBLE PERSON</b>			
Is a person appointed to take charge of first aid arrangements (supervisor).			
<b>CONDUCTED BY:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	