



VUL-FRM-11-08-First Aid Room Inspection

Location of Room:			Shift:	☐ Day ☐ Night
Inspection by:				
Date:				
Description	Yes	No	Comment	
Adequate First Aid signage displayed and visible.	☐	☐		
Contact list for Emergency Personnel displayed and current.	☐	☐		
Contact list for external emergency services and relevant authorities available (i.e. medical centre, QMR, Fire & Ambulance).	☐	☐		
Diagram showing the location of emergency muster points and fire equipment is displayed.	☐	☐		
Defibrillator is accessible, working and spare pads available (all in date, not expired).	☐	☐		
First Aid kits and supplies are all in good condition and in date.	☐	☐		
Sufficient hand soap / sanitiser and disposable towels available.	☐	☐		
Sink with hot and cold water working, with sufficient supply of potable water.	☐	☐		
Room is clean, tidy and free from slip/trip hazards.	☐	☐		
Fire Extinguisher(s) located in relevant areas, clearly identified and service tags current (6-monthly).	☐	☐		
Emergency call system / phone available and working.	☐	☐		
Hazardous waste bins available and not over-filled.	☐	☐		
First Aid Injury Record Book/Register and pens available to record any first aid treatment if required.	☐	☐		
If applicable, emergency eyewash/deluge station and shower available for use and in good working order.	☐	☐		
General Comments				
Corrective Actions				
Action Description	Assigned to	Due Date	Entered in Actions Register (Y/N)	
Sign Off				
Name:	Job Title:	Signature:		
Name:	Job Title:	Signature:		