



First aid kits checklist – Regulation 7

Use a separate sheet for each first aid kit

Serial number, name or company inventory number:	
Area of use:	
Name of responsible person for checking:	
Name of supervisor or manager:	

Requirements as per the Occupational Health and Safety Act No. 85 of 1993

All first aid kits need to be inspected every month. All deviations / faults to be actioned and the document **Reporting of a Defect** to be completed. **NB: NO MEDICATION MAY BE KEPT IN A FIRST AID KIT!**

Item		Min Quantity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assorted dressing strips (Plasters)		20												
Bandages 100mm		4												
Bandages 75mm		4												
Cotton wool for padding 100g		1												
CPR device		2												
Disinfectant 100ml (Check expiry Date)		1												
Expiry date:														
Elastic adhesive tape 25mm		1												
First aid dressings #1 (25mm)		2												
First aid dressings #2 (50mm)		2												
First aid dressings #3 (75mm)		4												
First aid dressings #4 (100mm)		4												
Gauze swabs to clean wounds		1												
Gloves (2 pair large & 2 pair medium)		4 pairs												
Non allergic adhesive tape 25mm		1												
Pen (check that it works)		1												
Register		1												
Safety pin set		12												
Scissors		1												
Splints straight		2												
Sterile Gauze pack		2												
Triangle bandage		4												
Tweezers/forceps		1												
Biohazard skill kit	Absorbent powder	1												
	Disinfectant	1												
	2 pair rubber gloves	2												
	Red biohazard bag	1												
	Paper towel	1												
	Apron	1												
ACTUAL DATE:		Day												
		Month												
		Year												
RESPONSIBLE SIGNATURE:														
SPOT CHECK / AUDIT:														
Supervisor / manager signature														