

Workplace First Aid Needs Assessment Checklist

This checklist provided by WorkSafe will help you work out what first aid is needed in your workplace

Issue	Suggested Impact on First Aid Provision	Action
What likelihood is there of injury and ill health arising from work?	Higher likelihood: train more first aiders and expand first aid stock.	
Are there any job or task-specific significant hazards, e.g.: <ul style="list-style-type: none"> • Hazardous substances • Hazardous tools • Hazardous machinery • Hazardous loads • Hazardous animals • Working at height • Large industrial sites • Commercial diving • Adventure tourism 	Consider: <ul style="list-style-type: none"> • Specific or advanced training for first aiders • Extra first aid equipment • Precise locations of first aid equipment • Making prior arrangements with emergency services • A first aid room 	
Are there parts of the workplace where different significant hazards can be identified, e.g. an office compared with a processing factory?	Alternative levels of first aid provision for different parts of the organisation.	
Are large numbers of people employed?	Extra first aiders, more equipment and possibly a first aid room to cope with the higher likelihood of an accident occurring.	
Are there employees with reading, hearing or language difficulties?	Provide specialised training to ensure that they know how to access first aid provisions when required.	

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What sorts of accidents and illnesses have occurred and where did they occur in the workplace?	Locate first aid provisions in areas where accidents are more likely to happen, and stock specific first aid items.	
Are there inexperienced workers on site, or employees with disabilities and special needs?	Consider: <ul style="list-style-type: none"> • special equipment • locating equipment to ensure ready emergency access by people with restricted mobility 	
Is the workplace spread out over a wide area, e.g. are there several buildings or multi-floor buildings?	Provision should be made for each building and each floor. First aid rooms should be located on ground floors where practicable for disability and emergency access.	
Is shift work, overtime or out-of-hours work provided?	First aiders and first aid equipment must be available when people are at work.	
Is the workplace remote from emergency services?	Consider: <ul style="list-style-type: none"> • informing medical services of your location and the types of injury and work-related illness that may be expected • prior special arrangements with emergency services 	
Do employees travel for work in company-supplied vehicles or work alone?	Issue first aid kits and train staff in their use; consider communication issues.	
Do employees work at sites occupied by other employers?	Determine first aid provisions for employees with the other employers.	
Do members of the public or non-employees visit or spend time at the workplace?	It is recommended that workplace first aid provisions are adequate to cover their needs.	

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Does the workplace have any work experience employees, apprentices or volunteers?	Workplace first aid provisions must cover these people.	
Other Issues at your Workplace	Suggested Impact on First Aid Provision	Action