# Weekly First Aid Kit Safety Checklist

**Date of Inspection:** \_\_\_\_\_\_\_\_\_\_\_\_ **Inspected by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **1.** Inventory Check

☐ All required first aid items are present.
☐ Items are in sufficient quantity as per workplace size and risks.
☐ Any missing or low-stock items are noted for replacement.

## **2.** Expiration Date Review

☐ Check medications, ointments, antiseptics, and other perishables for expiration.
☐ Expired items have been removed and replaced.

## 3. Condition of Supplies

☐ Bandages, dressings, and gauze are sterile and sealed.
☐ Gloves, CPR masks, and other protective items are intact.
☐ Cold packs are unbroken and usable.
☐ No items show signs of damage, contamination, or deterioration.

## 4. First Aid Kit Accessibility

☐ First aid kit is in a visible and easily accessible location.
☐ Kit is not blocked by obstacles or moved from its designated area.
☐ Emergency contacts and first aid instructions are clearly posted.

## 5. First Aid Equipment & Tools

☐ Scissors, tweezers, and other tools are present and functional.
☐ Flashlight (if applicable) has working batteries.

## 6. Documentation & Reporting

☐ Inspection log updated with the date and inspector’s initials.
☐ Any used or missing items have been noted for restocking.
☐ Workplace management or safety officer has been informed of issues.

**Next Scheduled Inspection:** \_\_\_\_\_\_\_\_\_\_\_