

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: _____