First Aid Kit Checklist: Monthly Workplace Inspection

Frequency	Completed by	Approved by	The checklist
Monthly	First-aider or person in charge of the kit	Supervisor or OHS professional	28 checks · 6 sections

INSPECTION DETAILS

Site / area: _____ Kit number and location: _____

Kit type: _____ Number of people the kit serves: _____

Date and time: _____

Location, sign and notices

1.	The kit is in its designated place and can be reached quickly, with nothing blocking the way **CRITICAL** The kit should not be locked in a room or cabinet that people cannot open during working hours. HSE recommends placing it near hand-washing facilities. Ref.: [2] [5] [6] [7]	◯ Pass ◯ Fail ◯ N/A
2.	The number and size of kits match the first-aid needs of this area: number of people, hazards and layout Large or spread-out sites may need more than one kit. Ref.: [1] [7] [5]	◯ Pass ◯ Fail ◯ N/A
3.	A first aid sign (white cross on a green background) marks the kit and can be seen from the work area Ref.: [4] [2] [7]	◯ Pass ◯ Fail ◯ N/A
4.	A notice near the kit gives the names of the first-aiders and where to find them Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
5.	Emergency service addresses and phone numbers are displayed where they can be seen Add the site's own address so that the caller can give it to the ambulance service. Ref.: [2] [6]	◯ Pass ◯ Fail ◯ N/A

Container

6.	The container is clean, undamaged and closes properly, so the contents stay free of dust and damp Kits on construction sites need a weatherproof container (OSHA 1926.50(d)(2)). Ref.: [7] [6]	◯ Pass ◯ Fail ◯ N/A
7.	The kit holds only items used for first aid Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
8.	The kit contains no tablets or medicines First aid at work does not include giving medicines. Workers' own prescribed medication, such as an inhaler, stays with them. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
9.	A leaflet with basic first aid guidance is in the kit Ref.: [7]	◯ Pass ◯ Fail ◯ N/A

Contents

10.	Individually wrapped sterile plasters in assorted sizes are present HSE's suggested minimum for low-hazard work is 20 (six in a travelling kit). Use hypoallergenic plasters if needed. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
11.	Large and medium sterile, individually wrapped, unmedicated wound dressings are present CRITICAL HSE suggests at least two large and six medium dressings for low-hazard work (one large in a travelling kit). Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
12.	Sterile eye pads are present HSE suggests two. They are not on its travelling-kit list, so mark N/A for travelling kits. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
13.	Individually wrapped triangular bandages are present HSE suggests two, preferably sterile. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
14.	Safety pins are present HSE suggests six (two in a travelling kit). Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
15.	Disposable gloves are present CRITICAL HSE suggests at least three pairs (two in a travelling kit). Gloves protect the first-aider from contact with blood (OSHA 1910.151 Appendix A). Ref.: [7] [5]	◯ Pass ◯ Fail ◯ N/A

16.	Individually wrapped moist cleansing wipes are present On HSE's travelling-kit list; in other kits only where your needs assessment calls for them. Otherwise mark N/A. Ref.: [7]	◯ Pass ◯ Fail ◯ N/A
17.	Where mains tap water is not close by, at least 1 litre of sterile water or saline is kept in sealed, in-date containers Opened containers are not kept for reuse. Where corrosive chemicals are used, a plumbed eyewash or drench facility is also needed (OSHA 1910.151(c)). Mark N/A if tap water is readily available. Ref.: [7] [5]	◯ Pass ◯ Fail ◯ N/A
18.	Extra items required by the first-aid needs assessment are present, for example a foil blanket, clothing shears, tape or tweezers Mark N/A if the assessment found no need for extra items. Ref.: [7] [5]	◯ Pass ◯ Fail ◯ N/A

Expiry dates and restocking

19.	No item is past its expiry date For sterile items without a date, ask the manufacturer how long they can be kept; check that undated non-sterile items are still fit for use. Dispose of expired items safely. Ref.: [7] [8]	◯ Pass ◯ Fail ◯ N/A
20.	Sterile packs are sealed, dry and undamaged Ref.: [7] [6]	◯ Pass ◯ Fail ◯ N/A
21.	Items used since the last check have been replaced Ref.: [7] [6]	◯ Pass ◯ Fail ◯ N/A
22.	Back-up stock is kept on site to restock the kit Ref.: [7]	◯ Pass ◯ Fail ◯ N/A

First-aiders

23.	A trained first-aider is available on site whenever people are at work Plan cover for shifts, leave and other absences. In the UK, where the needs assessment shows no first-aider is needed, an appointed person takes charge of first aid instead. Ref.: [1] [5] [7]	◯ Pass ◯ Fail ◯ N/A
24.	There are enough certified first-aiders for the number of employees and the hazard level Türkiye, İlkyardım Yönetmeliği Art. 19: one per 20 employees in low-hazard workplaces, one per up to 15 in hazardous and one per up to 10 in very hazardous workplaces. Elsewhere, use the number set by your first-aid needs assessment. Ref.: [3] [7]	◯ Pass ◯ Fail ◯ N/A

25.	First-aiders' certificates are in date A first-aider certificate is valid for three years in Türkiye (İlkyardım Yönetmeliği Art. 23); certificates issued under HSE's L74 in the UK are also valid for three years. Ref.: [3] [7]	◯ Pass ◯ Fail ◯ N/A

Result

26.	Missing, used or expired items have been listed and restocking has been requested Ref.: [7]	◯ Yes ◯ No ◯ N/A
27.	If a critical check failed, the kit was restocked or replaced at once and the supervisor informed CRITICAL Ref.: [7] [5]	◯ Yes ◯ No ◯ N/A
28.	Notes, missing items and items replaced	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Inspected by		Supervisor	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] Türkiye: 6331 sayılı İş Sağlığı ve Güvenliği Kanunu (Resmî Gazete, 30.06.2012, 28339) — Article 11(1)(c): the employer appoints enough trained people for first aid, provides the equipment and keeps the teams ready at all times.

[2] Türkiye: İşyeri Bina ve Eklentilerinde Alınacak Sağlık ve Güvenlik Önlemlerine İlişkin Yönetmelik (Resmî Gazete, 17.07.2013, 28710) — Annex 1, items 58–60: first-aid rooms where needed; first-aid equipment kept easy to reach and marked; emergency service addresses and phone numbers displayed.

[3] Türkiye: İlkyardım Yönetmeliği (Resmî Gazete, 29.07.2015, 29429; son değişiklik 27.12.2025, 33120) — Article 19: number of first-aiders by hazard class; Article 23: first-aider certificate valid for three years.

[4] Türkiye: Sağlık ve Güvenlik İşaretleri Yönetmeliği (Resmî Gazete, 11.09.2013, 28762) — Annex 2, section 3.4: emergency exit and first-aid signs are rectangular or square, with a white pictogram on a green background.

[5] United States: OSHA 29 CFR 1910.151, Medical services and first aid — (b) trained first-aid person and adequate first aid supplies readily available; (c) eye and body flushing for corrosives; Appendix A (non-mandatory): kit contents, extra supplies, PPE for blood exposure.

[6] United States: OSHA 29 CFR 1926.50, Medical services and first aid (construction) — (d)(1) supplies easily accessible; (d)(2) weatherproof container, individually sealed packages, checked before each job and at least weekly; (f) emergency numbers posted.

[7] United Kingdom: HSE L74, First aid at work. The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulations (3rd edition, 2013, amended 2024) — Regulation 4 and para 83 (notices); paras 35–43 (containers, sign, restocking, extra items, eye irrigation, no medicines); paras 45–46 (travelling kits); para 68 (certificates); Appendix 2 (suggested contents); paras 78–79 (appointed person).

[8] United Kingdom: HSE, What to put in your first aid kit — Check the kit regularly; replace expired items; ask the manufacturer about sterile items without an expiry date.

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