

# First Aid Checklist

All listed items are required for establishing a first aid program. Use this checklist to confirm the clinic's compliance.

## Workplace information

Clinic name:

Clinic address:

## First aid assessment

Yes

A written first aid risk assessment has been completed within the past 12 months, and the level of first aid equipment and supplies required, and whether a first aid attendant, is needed have been determined.

## First aid general requirements

Yes

There is an effective means to call for backup if needed (e.g., call for help, phone, panic alarm).

If a first aid attendant is required, they hold a valid certification obtained within the last 3 years (e.g., Occupational First Aid Basic).

First aid supplies and equipment are available, and the clinic meets minimum requirements.

A fully stocked first aid kit containing the items required by WorkSafeBC.

A process is in place to check first aid supplies/equipment and replenish missing inventory (e.g., it is reviewed twice a year).

All staff are aware of precautions for blood and body fluid exposures.

## First aid records

Yes

All first aid treatments for occupational injuries provided in the clinic are recorded.

First aid records are kept confidential and retained for at least 3 years.

## First aid procedures

Yes

Clinic-specific first aid procedures are printed and posted in a visible area.

First aid procedure drills are conducted at least once per year.

## Checklist completion

Completed by:  
(name, position)

Date  
completed:

SAVE / PRINT