[Insert organisation name/logo]

# FIRST AID CONTENT REGISTER

Contents of the **[insert organisation name]** First Aid Kit are to be replaced once used – inform the Work Health and Safety Officer and/or First Aid Officer/s of the items needing replacement.

A quarterly workplace health and safety audit includes checking all contents in the First Aid Kit are present and within date.

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| **[Insert items of you organisation’s first aid kit]** | **[Insert current quantity]** |
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**🖌Note\***

Some agencies undertake assessments to determine the first aid requirements for the organisation’s first aid kit and the number of first aiders required. For more information about First Aid in the Workplace refer to the [‘Model Code of Practice: First Aid in the Workplace’](https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace) from [Safe Work Australia](https://www.safeworkaustralia.gov.au).

The document also provides best practice information and an example of items and quantities required for a standard workplace first aid kit.

\*Please delete note before finalising this policy