

First Aid Assessment Template



The size and location of the workplace		
Number of floors/work areas/buildings		
Access between floors via		
Nearest hospital emergency department		
Nearest medical or health service		
Maximum time to medical services		
The number & composition of workers and other persons at the workplace		
Number of workers & their locations at work		
Number of other persons (max on site at once)		
Shifts and overtime worked		
Remote or isolated workers		
Injuries, illnesses and incidents		
Last 12 months incident data		
Incidents not resulting in injuries		
Nature of the work being carried out and the nature of the hazards at the workplace		
hazards	How the hazard could cause harm	Likelihood & degree of harm
Plant and equipment, eg:	Hit by moving vehicles or parts of machinery can cause fractures, amputations, bruises, lacerations, dislocations, and more.	
Hazardous Chemicals/Substances	May be inhaled, ingested, absorbed, or injected causing poisoning, burns, and irritation. Also cause fire/explosions.	
Slip/Trip/Fall or Working at Heights	Can cause fractures, bruises, laceration, dislocations, concussions	
Manual Tasks	Overexertion can cause muscle strain/sprain	
Biological	Infection and allergic reactions	
Extreme Temperatures	Hot surfaces and materials can cause burns. Exposure can cause heat illness, fatigue, hypothermia, frost bite	
Electricity	Injuries from potential fires. Exposure to live electricity can cause shock, burns, and cardiac arrest	
Animals	Bites, stings, kicks, scratches	
Requirement for additional facilities (first aid room)		
Low risk workplace with more than 200 workers	Yes	No
High risk workplace with more than 100 workers	Yes	No
Required first aid personnel		
Number of first aiders required on site		
Training competency required	Min of Provide First Aid (HLTAID003)	
Number and location of first aid kits		
Contents of first aid kits & additional items		
First aid kits maintained by		