WHS DOCUMENTS & TEMPLATES

DOC-FAK-TPL · First Aid Kit Checklist and First Aid Treatment Register

Product Overview

For: Australian workplaces of any size: first aiders, supervisors, office and site managers and WHS advisers

Version 1.0 · 15 November 2026

SAMPLE

A first aid kit checklist that covers the basic contents, the extra modules, the defibrillator and the eye wash, and an Excel first aid treatment register that records every treatment and flags any referral with no incident report.

The First Aid Kit Checklist (Word and PDF) lists the contents a workplace kit usually holds, with a column for the quantity your business keeps, then the extra modules for eyes, burns, remote or outdoor work and serious bleeding, the defibrillator's pads and battery, the safety shower and eye wash, and the actions to restock.

The First Aid Treatment Register (Excel) records each time first aid is given: who, what happened, the injury, the first aid, the first aider and any referral. A referral to a doctor, hospital or ambulance with no incident report shows red, and the Kit Check Log sheet records every kit check. A worked example shows how a row is filled in.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel first aid treatment register: every treatment, referrals without an incident report flagged, a kit check log	02_TEMPLATE/First Aid Treatment Register.xlsx
First aid kit checklist: the kit, basic contents, extra modules, defibrillator and eye wash checks, actions and sign-off	02_TEMPLATE/First Aid Kit Checklist.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- First aiders who check kits and record treatment
- Managers who need a simple record of first aid across sites
- Businesses that have done a first aid needs assessment and now need to keep the kits and records up to date

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SAMPLE · First Aid Kit Checklist and First Aid Treatment Register · Buy the full editable version:
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How to Use This Template

How to complete, adapt and keep the first aid kit checklist and first aid treatment register

1 What this template is for

First aid limits the harm once someone is hurt or falls ill. It only works if the kit is there, complete and in date when it is needed, and if each treatment is recorded so the business can see what is hurting people and fix the cause.

Use the checklist for every kit, each time it is checked and after it is used. Use the register to record each treatment and each kit check.

2 How to use it

Step	What to do
1	Start from your first aid needs assessment: how many kits, where, which modules, and whether you need a defibrillator, an eye wash or a shower.
2	Write the quantity you keep of each item on the checklist, delete what you do not need, and save it as your master copy.
3	Set how often each kit is checked (monthly is common) and who checks it, and put the frequency in the checklist.
4	Check each kit against the checklist, replace what is missing or out of date, and record the check in the Kit Check Log.
5	Each time first aid is given, record it in the register the same day, and restock the kit.
6	Where the injury needed more than first aid, or the incident could have caused serious harm, complete an incident report as well, and check whether it is notifiable.
7	Review the register at WHS meetings for patterns, and review the kits when the work, the people or the hazards change.

3 Who does what

Who	What they do
First aiders	Give first aid, record it, check and restock the kits
Supervisor or manager	Makes sure kits are checked, buys what is needed, and follows up incident reports
Person who looks after WHS	Keeps the register confidential, looks for patterns, and decides whether an incident is notifiable

4 The law, in brief

The WHS laws require a business to provide first aid equipment for the workplace and make sure each worker can get to it, to provide access to facilities for giving first aid, and to make sure an adequate number of workers are trained to give first aid, or that workers can get to other trained people. The first aid codes give practical guidance on what a kit should hold, how kits are marked and checked, and on keeping a record of the first aid given.

Some injuries and illnesses must be notified to the regulator immediately: a death, a serious injury or illness, or a dangerous incident. A first aid record does not replace that notification, or the incident report. Workers' compensation is separate again: tell the insurer about a work injury within the time your scheme sets.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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First Aid Kit Checklist

Check one first aid kit: its contents, extra modules, the defibrillator and the eye wash, and restock what is used or out of date

Kit number or name		**Location**	
Site		**Checked by**	
Date checked		**Next check due**	

How to use it

- Fill in the quantity your business keeps of each item, from your first aid needs assessment, once. Then copy the checklist for each check.
- Check every kit on a schedule ([Check frequency]), after each time it is used, and when its seal is broken. Count what is there and look at the expiry dates.
- Tick Present when the full quantity is there and in date. Write the earliest expiry date of each item that has one.
- Replace anything used, damaged or out of date straight away, and tick Restocked. Record anything you could not replace in the actions at the end.
- Delete the items and modules your workplace does not need, and add any your assessment shows it does.

1 The kit itself

Check	Yes	No
The kit is where the sign says it is, easy to reach, and not locked away during work hours	☐	☐
The container is clean, dry, undamaged and marked with a white cross on a green background	☐	☐
The contents are clean, sealed and dry, and the kit holds only first aid items	☐	☐
The names and contact numbers of the first aiders are displayed near the kit	☐	☐

2 Basic kit contents

Item	Quantity we keep	Present	Earliest expiry	Restocked
Instructions for giving first aid, including a CPR flow chart		☐		☐
Notebook and pen, to record what was done		☐		☐
Resuscitation face mask or face shield		☐		☐
Disposable gloves (nitrile, several sizes)		☐		☐
Gauze pieces		☐		☐
Saline (single-use ampoules or tubes) for cleaning wounds and eyes		☐		☐
Wound cleaning wipes		☐		☐

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First Aid Kit Checklist and First Aid Treatment Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A first aid kit checklist that covers the basic contents, the extra modules, the defibrillator and the eye wash, and an Excel first aid treatment register that records every treatment and flags any referral with no incident report.

What the full product contains

- **Excel first aid treatment register: every treatment, referrals without an incident report flagged, a kit check log**
  02_TEMPLATE/First Aid Treatment Register.xlsx
- **First aid kit checklist: the kit, basic contents, extra modules, defibrillator and eye wash checks, actions and sign-off**
  02_TEMPLATE/First Aid Kit Checklist.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/first-aid-kit-checklist-and-first-aid-treatment-register

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