WHS DOCUMENTS & TEMPLATES

DOC-FAN-TPL · First Aid Needs Assessment

Product Overview

For: Australian workplaces of any size: managers, WHS advisers, first aiders and health and safety representatives

Version 1.0 · 15 November 2026

SAMPLE

A first aid needs assessment that works out what one workplace needs: the matters the law asks you to consider, the hazards and the injuries they could cause, how many first aiders, kits and equipment, facilities and procedures.

Work through the workplace (the nature of the work, its size and location, the people and injury history), then the hazards and the injuries they could cause, and the first aid each would need. Decide the number of first aiders from the risk level, using the model code's guide numbers, and record who they are and when their training expires.

Then decide the kits and modules, defibrillator, eye wash and shower, first aid room, and kits and communication for vehicles and remote workers, check the procedures, and set the actions. The guide shows where the guidance differs, including Victoria's own numbers.

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
First aid needs assessment: the workplace, hazards and likely injuries, first aiders, kits, equipment, facilities, procedures and actions	02_TEMPLATE/First Aid Needs Assessment.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

- Businesses setting up or reviewing their first aid arrangements
- Multi-site businesses that need a consistent assessment for each site
- Workplaces with shift work, remote work or higher-risk work

File formats

- Word (.docx), editable, with your logo and business name in the header

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SAMPLE · First Aid Needs Assessment · Buy the full editable version:
training.oranaskillscentre.com/documents/first-aid-needs-assessment

How to Use This Template

How to complete, adapt and keep the first aid needs assessment

1 What this template is for

First aid is a mitigating control: it limits the harm once an injury has happened. Like any control, it has to fit the risks, and it has to work when it is needed: the right number of trained first aiders on every shift, the right equipment close by, and everyone knowing how to get help.

2 How to use it

Step	What to do
1	Gather the information: the work done, the layout, the number of people on each shift, injury records, and the distance to medical help.
2	With workers and health and safety representatives, work through parts 1 and 2: the workplace and its hazards.
3	Decide the number of first aiders for each shift and area (part 3). Adjust the guide numbers up for remote work, shifts, travel or several buildings.
4	Decide the kits, modules and equipment (part 4), and check the procedures (part 5).
5	Record the actions, with owners and dates, and put the arrangements in place.
6	Display the first aiders' names and the kit locations, and cover first aid at induction.
7	Review the assessment each year, and when the work, the people or the location changes.

3 Who does what

Who	What they do
Manager or WHS adviser	Completes the assessment with workers, and provides what it shows is needed
First aiders	Keep their qualifications current, check the kits, and give first aid
Workers and HSRs	Say what first aid has been needed, and where the gaps are

4 The law, in brief

The WHS laws require a business to provide first aid equipment for the workplace, make sure each worker can get to it, provide access to facilities for giving first aid, and make sure an adequate number of workers are trained to give first aid, or that workers can get to an adequate number of other trained people. In deciding this, the business must consider the nature of the work and the hazards, the size and location of the workplace, and the number and composition of the workers and other people there.

The model code of practice on first aid recommends one first aider for every 50 workers in a low-risk workplace, one for every 25 in a high-risk workplace, and one for every 10 in a remote high-risk workplace, as a starting point. Victoria's compliance code takes its own approach, with its own suggested numbers.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

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First Aid Needs Assessment

Work out the first aiders, kits, equipment, facilities and procedures one workplace needs

Workplace or site		**Address**	
Assessed by		**Workers and HSRs consulted**	
Date		**Review date**	

How to use it

- Complete one assessment for each workplace, with the people who work there. Use injury records and what workers tell you.
- Work through parts 1 to 5, then record the first aiders, kits and procedures you decide on, and the actions to put them in place.
- Review it each year, and when the work, the hazards, the number of people or the location changes.

1 The workplace

Matter to consider	This workplace
The nature of the work: office, retail, warehouse, workshop, construction, health care, outdoor or remote work	
The size and layout: floors, buildings, separate work areas, how long it takes to reach each area	
The location: distance and time to a hospital, medical centre and ambulance; mobile coverage	
The people: the most workers at one time, shifts and night work, young or new workers, workers with known health conditions	
Others at the workplace: visitors, customers, students, the public, contractors	
Workers who work alone, travel, or work in remote or isolated places	
Injury and illness records: what first aid has been needed here before	

2 Hazards and the injuries they could cause

Hazard here	Present?	Injury or illness it could cause	First aid it would need
Machinery, plant, sharp tools	☐ Yes ☐ No	Cuts, crush injuries, amputation, serious bleeding	Trauma kit; first aider trained for serious bleeding
Work at height, falling objects, vehicles	☐ Yes ☐ No	Fractures, head and spinal injuries	First aider; spinal care until the ambulance arrives

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First Aid Needs Assessment

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A first aid needs assessment that works out what one workplace needs: the matters the law asks you to consider, the hazards and the injuries they could cause, how many first aiders, kits and equipment, facilities and procedures.

What the full product contains

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