

WORK INSTRUCTION

- FIRST AID BOX



MY SAFETY
SHOP

Powered By SafetyWallet



A photograph showing a person's arm with a white bandage being applied. The person is wearing a blue denim shirt. Another person's hands are visible, one holding the bandage and the other supporting the arm. The background is a plain, light-colored wall. The image is partially obscured by large orange circular graphic elements.

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1) Introduction

An emergency can happen at any time and we need to be prepared. That is why the contents of a first aid box can be lifesaving. Having the correct dressing to prevent blood loss or a CPR mouthpiece to perform a CPR can make a difference, not only for the patient but also for his family.

That is why it is imperative to do monthly inspections of your first aid box to ensure that all the items are available and that used items have been replaced.

2) References

General Safety Regulations – Occupational Health and Safety Act

3) Contents of First Aid Boxes for factories and offices (OHS Act)

Content	Quantity Factories	Quantity Office
Wound cleaner/Antiseptic (100g)	1	1
Swabs for cleaning wounds	2	2
Cotton wool for padding	100g	100g
Sterile gauze	10	5
Pair of forceps	1	1
Pair of scissors	1	1
Set of safety pins	1	1
Triangular bandages	4	2
Roller bandages(75mm times 5m)	4	2
Roller bandages(100mm times 5m)	4	2
Roll of elastic adhesive	1	1
Non - allergenic adhesive strips	1	1
packet of adhesive dressing strips	10	5
First aid dressing (75mm x 100mm)	4	2
First aid dressing (150mm x 200mm)	4	2
Straight splits	2	2
Medium latex gloves	2	2
Large latex gloves	2	2
CPR mouthpieces or similar devices	2	1

4) Hazards involved when checking a First Aid Box

When conducting an inspection, numerous aspects need to be kept in mind. The metal First Aid Box is normally mounted on the wall and should be removed before you conduct the inspection as the lid of the box opens to the outside and head or facial injuries can be sustained. When opening the box the lid must be secured to prevent it from dropping on your fingers or hands. When inspecting the box make sure that any used items left in the box have been removed as any used needles and blood-stained content may pose a health hazard to anyone putting his hands into the box.

5) Inspection Instructions

5.1) CPR Mouthpiece

Question on checklist: Are there 2 CPR mouthpieces / similar devices?

This device is used in the case of cardiac resuscitation and drowning. The device is placed over the patient's mouth in order to administer airflow into his/her mouth. The plastic sheet is placed over the patient's face to prevent blood and fluids from entering the mouth.



Mouthpiece in packaging



Mouthpiece in open Position - for user



Mouthpiece in open position - for patient

5.2) Straight splints

Question on checklist: Are there 2 Straight splints?

The splint is placed alongside a broken arm or leg. Both splints can be used depending on the type of fracture. If the arm or leg is in an awkward position only one splint can be used.



5.3) First Aid Dressings (150mm x 200mm) No.5

Question on checklist: Are there 4 First aid dressings (150mm x 200mm)?

Also known as a number 5 dressing, it is used to cover large wounds. Inside the dressing is a pad which is placed over the open wound before the dressing is applied.



5.4) First Aid Dressings (75mm x 100mm) No.3

Question on checklist: Are there 4 First aid dressings (75mm x 100mm)?

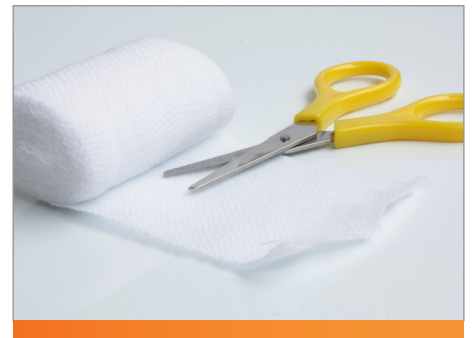
Also known as a number 3 dressing, it is used to cover smaller wounds. Inside the dressing is a pad which is placed over the open wound before the dressing is applied.



5.5) Roller Bandages

Question on checklist: Are there 4 Roller bandages (75mm x 5m)?

This is a small roller bandage (75 mm wide) that is used on sprained hands and covering a splint. The elasticity of the material makes it possible to apply pressure to the affected area. Sterile gauze is placed on the wound and the roller bandage can be used to cover the gauze if a dressing is not available.



5.6) Triangular Bandages

Question on checklist: Are there 4 Triangular bandages?

Triangular bandages can be used for many applications. It has a triangular shape and can be folded to fit the required application. See pictures below.



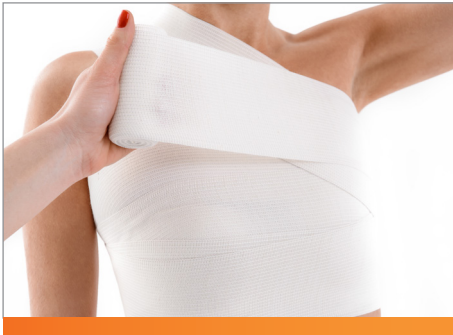
Package



Arm Sling



Head Band



Chest band



Knee Band



Hand Dressing

5.7) Roller bandages (100mm x 5m)

Question on checklist: Are there 6 Roller bandages (100mm x 5m)?

This is a large roller bandage (100 mm wide) used for sprained ankles and covering a splint (normally a leg or arm on a splint). Sterile gauze is placed on a wound and the roller bandage can be used to cover the gauze if a dressing is not available. The elasticity of the material ensures that the affected area can be pressurized.



5.8) Disposable gloves (2pr L & 2pr M)

Question on checklist: Are there disposable gloves (2pr L & 2pr M)?

Disposable gloves must be worn at all times by any person treating the wounds of an injured person. They serve a dual purpose. Firstly they protect the patient with open wounds against being infected by any bacteria on the hands of the person treating the patient (first aider). Secondly they protect the handler (first aider) against possible infection, especially the blood of the patient being treated.



Large gloves Package



Medium Gloves Package



Open gloves (blue Color)

5.9) Appointed Person

Question on checklist: Did the appointed person do the inspection?

The contents of first aid boxes need to be inspected on a monthly basis by a qualified first aider appointed to do so.

Firstly the contents are checked against the master list of items in the first aid box, to see that there are no items missing. Missing items need to be replaced immediately Secondly, any used items left in the box are removed carefully Thirdly, any non-related medication must be removed immediately



5.10) Box Easily Removable

Question on Checklist: Is the box easily removable in an emergency?

A first aid box is normally mounted on a wall in such a way that it can be removed simply by lifting the box and pulling it away from the wall. First aid bags can be hung from a hook in the wall and can therefore also be easily removed. It is also acceptable to place a first aid box on a rack or cabinet.



5.11) Symbolic sign

Question on checklist: Is the location of the box indicated with a symbolic sign?

The following sign needs to be displayed on the wall directly above or next to the first aid box.

Firstly this makes it easy to locate the box in case of an emergency.

Secondly it makes it easy to see when the box has been moved from its position and not replaced.

If the first aid box or bag is kept in a cabinet, the sign must to be placed on the cabinet itself, or wall as close as possible to the cabinet.



First Aid Sign

5.12) First Aider Displayed

Question on checklist: Is the name of the First Aider displayed on box?

The name of the first aider appointed for the specific area must appear on the First Aid Box.

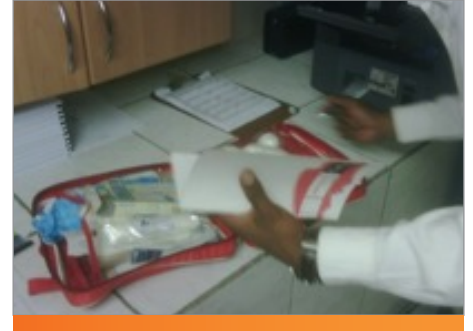


5.13) Issue Book

Question on checklist: Is there an "ISSUE BOOK" in the First Aid Box?

An issue book must be placed inside the first aid box. The information recorded in the book makes it possible to:

- a) Control all stock that is taken out of the box.
- b) Ensure that all injuries, including minor cuts, are reported.
- c) Record the name of each person who is treated.



5.14) Safety Pins

Question on checklist: Is there a card of safety pins?

Safety pins are kept in the First Aid Box to fasten roller bandages.



5.15) Adhesive Dressing Strips

Question on checklist: Is there a packet of adhesive dressing strips?

Adhesive dressing strips are used to cover minor cuts.



5.16) Forceps

Question on checklist: Is there a pair of forceps (for splinters)?

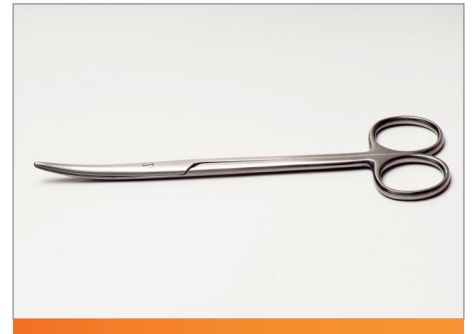
Forceps are used to remove objects impaled in the skin, such as metal and wood splinters.



5.17) Scissors

Question on checklist: Is there a pair of scissors, minimum size 100mm?

Used to cut plasters and shorten roller bandages and dressings.



5.18) Elastic adhesive

Question on checklist: Is there a roll of elastic adhesive (25mm x 3m)?

Elastic adhesive can be used to attach roller bandages and close or strap a finger bandaged with gauze.



5.19) Sterile gauze

Question on checklist: Is there sterile gauze (1 packet)?

The sterile gauze is placed over the wound to keep out infection. The packet should be sealed after use or it will not be sterile any longer.





5.20) Anti Allergenic Adhesive

Question in first aid box: Is there an anti - allergenic adhesive (25mm)?

To be used on small finger cuts.



5.21) Cotton wool

Question in first aid box: Is there cotton wool for padding (100g)?

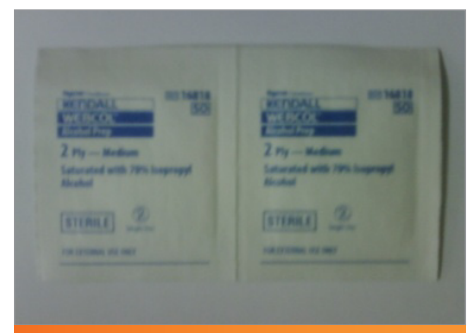
Cotton wool is used as padding between the splint and the broken leg or arm.



5.22) Swabs

Question in first aid box: Are there swabs for cleaning wounds?

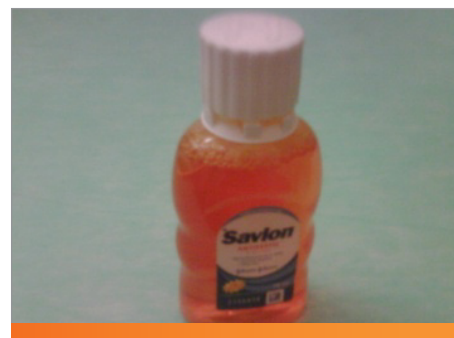
Used for cleaning minor wounds and cleaning fingers for needle pricks.



5.23) Wound Cleaner

Question on checklist: Is there wound cleaner / antiseptic (100ml)?

Used for disinfecting wounds. Beware: These bottles have expiry dates on them and need to be replaced after those dates



5.24) Burn shield

Question on checklist: Is there Burnshield inside the first aid box? (Not a requirement in the OHS Act)

Burnshield is used on all burn wounds and scalds. It has a sterile Trauma Hydrogel Burn Dressing inside the package, impregnated with a gel that helps prevent further damage to the skin. It protects the skin against infection, minimizes trauma and skin damage and provides pain relief. It promotes healing, moistens, cools and soothes. Burnshield should be placed on all burn wounds. The dressings come in various sizes.



5.25) Eye wash cup or eye wash Bottle

The eye wash cup is used to wash chemicals from a person's eyes when the eye has accidentally come into contact with the above mentioned material. To dilute or remove the chemical you need to place the cup on top of your eye and flush the eye whilst it is open. It is a requirement in the hazardous chemical regulations to make a device available so that you can be able to assist a person when such an incident occurs.



Eye Wash Bottle



Sterile Solution for Eye Wash



Place Eye wash bottle on your eye and squeeze the solution in to your eye

5.25) Spillage Kit

Question on checklist: Is there a spillage kit available in the first aid box?

A spillage kit is more likely to be essential in areas where there is a likelihood of spillage of dangerous substances which could threaten the injured person's life. The Inspector should ensure that the type of spillage kit included in the first aid box is the best one for the area in which it is installed.



Spill Kits

5.26) Ice Pack

Question on checklist: Is there an ice pack available in the first aid box?

Ice packs are used to relieve pain, swelling, and inflammation from injuries and other conditions. Again the ice pack used should be suitable for the environment in which the first aid box is installed.



Ice Pack

5.27) Rescue blanket

Question on checklist: Is there a rescue blanket available in the first aid box?

There are many functions of a blanket. It can be used as a stretcher and can also keep someone warm. In emergencies it can even be used as a crude bandage.



5.28) Protective mask

Question on checklist: Is there a protective mask available in the first aid box?

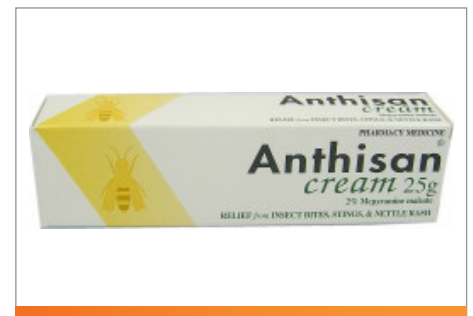
The protective mask is used to reduce the possibility of airborne infection transmission. It can be placed on the patient instead of the caregivers to protect the former against noxious or irritating fumes present at the scene of the accident.



5.29) Antihistamine

Question on checklist: Is there an antihistamine ointment available in the first aid box?

Although not a compulsory item in terms of the health legislation, an antihistamine ointment such as Anthistan can be of great benefit to the injured person, as it can clear congestion and block allergic reactions.



Inspection Report



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2.) Is there a qualified first-aider available with a valid certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.) Is the name of the first-aider displayed on box?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.) Is the first aid box indicated by a symbolic sign?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.) Where an eye injury can occur due to sudden contact with biological and chemical hazards, has an eye wash bottle or cup been made available in the first aid box	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.) Is there wound cleaner / antiseptic (100ml)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.) Are there swabs for cleaning wounds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.) Is there cotton wool for padding (100g)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.) Is there sterile gauze (1 packet)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.) Is there a pair of forceps (for splinters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.) Is there a pair of scissors minimum size of 100mm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.) Is there a card of safety pins?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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- 27.) Is there a protective mask available in the first aid box? Yes No
- 28.) Is there a rescue blanket available in the first aid box? Yes No
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For Company

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Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

Quality Checks (spot check)

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Name and Surname of appointment person

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5.) Where an eye injury can occur due to sudden contact with biological and chemical hazards, has an eye wash bottle or cup been made available in the first aid box	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.) Is there wound cleaner / antiseptic (100ml)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.) Are there swabs for cleaning wounds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.) Is there cotton wool for padding (100g)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.) Is there sterile gauze (1 packet)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.) Is there a pair of forceps (for splinters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.) Is there a pair of scissors minimum size of 100mm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.) Is there a card of safety pins?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.) Are there 4 Triangular bandages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.) Are there 4 Roller bandages (75mm x 5m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15.) Are there 4 Roller bandages (100mm x 5m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16.) Is there a roll of elastic adhesive (25mm x 3m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17.) Is there an anti allergenic adhesive (25mm x 3m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.) Is there a packet of adhesive dressing strips (plasters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.) Are there 4 First aid dressings (75mm x 100mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.) Are there 4 First aid dressings (150mm x 200mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.) Are there 2 Straight splints?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.) Are there disposable gloves (2 pairs of Large & 2 pairs of Medium)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- 23.) Are there 2 CPR mouth pieces or similar devices? Yes No
- 24.) Is there an issue book in the first aid box and are there records available of any first aid cases? Yes No
- 25.) Is there Antihistamine ointment (Anthisan) available in the first aid box? Yes No
- 26.) Is there burn shield burn gel available in the first aid box? Yes No
- 27.) Is there a protective mask available in the first aid box? Yes No
- 28.) Is there a rescue blanket available in the first aid box? Yes No
- 29.) Is there an ice pack available in the first aid box? Yes No
- 30.) Is there a spillage kit available in the first aid box? Yes No
- 31.) Are there 4 Roller bandages (75mm x 5m)? Yes No

For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

Quality Checks (spot check)

Date of spot check

Compliance Officer Signature

Name and Surname

Inspection Report



Company Name: _____

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5.) Where an eye injury can occur due to sudden contact with biological and chemical hazards, has an eye wash bottle or cup been made available in the first aid box	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.) Is there wound cleaner / antiseptic (100ml)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.) Are there swabs for cleaning wounds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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20.) Are there 4 First aid dressings (150mm x 200mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.) Are there 2 Straight splints?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

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Date of spot check

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Name and Surname

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20.) Are there 4 First aid dressings (150mm x 200mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.) Are there 2 Straight splints?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.) Are there disposable gloves (2 pairs of Large & 2 pairs of Medium)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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- 29.) Is there an ice pack available in the first aid box? Yes No
- 30.) Is there a spillage kit available in the first aid box? Yes No
- 31.) Are there 4 Roller bandages (75mm x 5m)? Yes No

For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

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Date of spot check

Compliance Officer Signature

Name and Surname

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17.) Is there an anti allergenic adhesive (25mm x 3m)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18.) Is there a packet of adhesive dressing strips (plasters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.) Are there 4 First aid dressings (75mm x 100mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.) Are there 4 First aid dressings (150mm x 200mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.) Are there 2 Straight splints?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.) Are there disposable gloves (2 pairs of Large & 2 pairs of Medium)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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- 28.) Is there a rescue blanket available in the first aid box? Yes No
- 29.) Is there an ice pack available in the first aid box? Yes No
- 30.) Is there a spillage kit available in the first aid box? Yes No
- 31.) Are there 4 Roller bandages (75mm x 5m)? Yes No

For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

Quality Checks (spot check)

Date of spot check

Compliance Officer Signature

Name and Surname

Inspection Report



Company Name: _____

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7.) Are there swabs for cleaning wounds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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18.) Is there a packet of adhesive dressing strips (plasters)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19.) Are there 4 First aid dressings (75mm x 100mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20.) Are there 4 First aid dressings (150mm x 200mm)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.) Are there 2 Straight splints?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.) Are there disposable gloves (2 pairs of Large & 2 pairs of Medium)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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- 29.) Is there an ice pack available in the first aid box? Yes No
- 30.) Is there a spillage kit available in the first aid box? Yes No
- 31.) Are there 4 Roller bandages (75mm x 5m)? Yes No

For Company

Date of Inspection

Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

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Date of spot check

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Name and Surname

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Company Name: _____

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Name and Surname of appointment person

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Signature of appointee conducting the Inspection

Name and Surname of appointment person

Manager / 16.2 or Section 8 appointment Signature

Quality Checks (spot check)

Date of spot check

Compliance Officer Signature

Name and Surname

Head Office

71 Second Avenue
Alberton North

Tel: 010 9800 888

Centurion

Anker Building,
1279 Mike Crawford
Avenue,
Centurion,

Cape Town

Suite 22, Frazzitta Business Park,
Langeberg Road,
Durbanville

Durban

Suite 203 Granada Square,
16 Chartwell Drive,
Umhlanga Rocks

www.safetywallet.co.za