

Workplace First Aid Compliance Checklist

A practical downloadable guide for Australian workplaces

This checklist helps employers, managers and workplace safety leaders review first aid readiness across equipment, personnel, training, emergency procedures, facilities and compliance management. It is designed as a practical self-assessment tool for websites, downloadable resources and lead-magnet campaigns.

How to use this checklist: Work through each section and tick each item that is in place. Use the score guide at the end to identify strengths, gaps and priority actions for improvement.

Important note: This resource is general information only and does not replace professional WHS, legal or regulatory advice. Requirements may vary depending on your industry, workforce, location and workplace risk profile.

Risk Assessment

- ☐ Workplace first aid risk assessment completed
 - ☐ High-risk activities identified
 - ☐ Remote or isolated work assessed
 - ☐ Number of workers reviewed
 - ☐ Visitor and contractor risks considered
 - ☐ Emergency services response times reviewed
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First Aid Equipment

- ☐ First aid kits available and accessible
- ☐ Kit contents appropriate for workplace hazards
- ☐ Kits clearly marked
- ☐ Monthly inspection completed
- ☐ Expired items replaced

- ☐ Additional trauma supplies available where required
 - ☐ Burn kits available (if applicable)
 - ☐ Eye wash facilities available (if applicable)
 - ☐ Automated External Defibrillator (AED) assessed
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First Aid Personnel

- ☐ First aid officers appointed
 - ☐ Adequate coverage for all shifts
 - ☐ Backup first aid personnel available
 - ☐ Contact details displayed
 - ☐ Responsibilities documented
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Training Compliance

- ☐ CPR qualifications current
- ☐ First Aid qualifications current
- ☐ Training records maintained
- ☐ Certificate expiry dates monitored
- ☐ Refresher training scheduled
- ☐ New staff informed of emergency procedures

Safe Work guidance recommends CPR refresher training annually and first aid qualifications generally every three years. [\[microfirm.com.au\]](https://microfirm.com.au),

Emergency Procedures

- ☐ Emergency response plan documented

- ☐ Emergency contact numbers displayed
 - ☐ Incident reporting procedures established
 - ☐ Evacuation procedures communicated
 - ☐ Emergency assembly areas identified
 - ☐ Staff understand emergency response process
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Workplace Facilities

- ☐ First aid area identified (if required)
 - ☐ Access to first aid equipment unobstructed
 - ☐ Emergency access routes maintained
 - ☐ Site maps available
 - ☐ AED location clearly marked
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Mental Health & Psychosocial Safety

- ☐ Mental Health First Aid training considered
- ☐ Employee wellbeing support available
- ☐ Psychosocial hazards reviewed
- ☐ Managers trained in mental health awareness

SafeWork NSW increasingly highlights psychosocial risks and mentally healthy workplaces as part of workplace safety responsibilities. [\[safework.nsw.gov.au\]](https://safework.nsw.gov.au)

Compliance Management

- ☐ Annual first aid review completed
- ☐ WHS policies updated

- ☐ Training matrix maintained
- ☐ Contractor requirements reviewed
- ☐ Compliance records stored securely
- ☐ Corrective actions completed

Your Compliance Score

Add one point for each completed item. Use your total score as a prompt for action planning rather than as a formal compliance determination.

0-15: Immediate review required

16-25: Basic compliance established

26-35: Good compliance systems in place

36-45: Strong workplace first aid readiness

46+: Best-practice workplace preparedness

Ready to Strengthen Your Workplace First Aid Compliance?

Download this free checklist and use it as a starting point for your next workplace first aid review.

This downloadable resource is ideal for:

- Business owners and managers
- WHS coordinators and safety representatives
- HR, operations and compliance teams
- Workplaces preparing for audits, inspections or annual safety reviews
- Teams planning first aid training, refresher training or emergency preparedness improvements