For the Period Ending:

Month/Year

**🞎 Monthly 🞎 Quarterly 🞎 Yearly**

1. Number of Workers Hired:

Number Completed Orientation:

2. Number of Tool Box Meetings Scheduled:

Number Conducted:

Percentage Attendance:

3. Number of Formal Inspections Scheduled:

Number Completed:

Total Unsafe Acts/Conditions Identified:

Number Corrected:

Number Outstanding: \_\_\_\_\_\_

4. Number of Incidents

Damage Only:

Injury Only:

Injury and Damage:

No-loss: \_\_\_\_\_\_

Number of Investigations

Completed:

Outstanding:

Number of Recommendations Made:

Completed:

Outstanding:

Comments:

COMMUNITY COUNCIL

FIRST AID RECORD

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION OF KIT | NAME | WHAT WAS USED | DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**IF YOU HAVE USED THE LAST OF ANYTHING IN THIS KIT ADVISE COUNCIL OFFICE IMMEDIATELY.**

First Aid Supply Checklist

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Required** | **No. on Hand** | **Description** | **How many to order?** |
|  |  | **Content of first aid kit** |  |
|  |  | A first aid kit must contain the following items: |  |
|  |  | a recent edition of a first aid manual |  |
|  |  |  |  |
|  |  | a pair of impervious disposable gloves |  |
|  |  |  |  |
|  |  | a disposable resuscitation mask with a one-way valve |  |
|  |  |  |  |
|  |  | a disposable cold compress |  |
|  |  |  |  |
|  |  | 12 safety pins |  |
|  |  |  |  |
|  |  | splinter forceps |  |
|  |  |  |  |
|  |  | one pair of 12 cm bandage scissors |  |
|  |  |  |  |
|  |  | 25 antiseptic swabs |  |
|  |  |  |  |
|  |  | waterless hand cleaner |  |
|  |  |  |  |
|  |  | waterproof waste bag |  |

**Check regularly and re-order supplies when needed.**