KITORA FIELD GUIDE

First aid readiness pack

Free forms to plan kit checks, record problems and keep track of replacement supplies.

What this is for: recording who will check each kit, what they find, what needs replacing and when the work is done.

IN THIS PACK

Page 2: Set the schedule and owner.
Page 3: Inspect the kit and record findings.
Page 4: List and replace missing supplies.
Page 5: Keep the handover and history.
Page 6: Sources and all seven web resources.

Print and fill in these forms by hand. Use your workplace assessment and local requirements to decide what each kit needs. These forms organise records; they do not provide legal or medical advice.

Plan the checks

Record who will check each kit and when the check is due.

Choose the next check: Check a kit after it is used. For a kit that has not been used, Safe Work Australia's model Code describes at least an annual check. Your risk assessment, local guidance or workplace procedure may justify a shorter routine.

Kit / location	Responsible person	Last check	Next check	Reason for interval

Before you start

Check each point below. Record any problems and the action needed on page 3.

Check
[ ] The kit is visible, accessible and in its stated location.
[ ] The nominated person can reach the kit and knows the next due date.
[ ] The expected contents list reflects this workplace's current risks.
[ ] There is a backup or handover plan if the owner is away.

Use your workplace contents list

Use your workplace first aid assessment and approved contents list for required items and quantities. Record its title/version here: _____. Check after use and when risks change; a routine date does not replace these triggers.

Check the kit

Check the kit against your workplace contents list. Record missing, expired, damaged or opened items and any access problems.

Workplace	Kit ID / location	Check type	Checked by	Date
		[ ] Scheduled [ ] After use [ ] Other		

Check area	Ready?	What did you find?	Action needed
Location, access and signs	[ ] Yes [ ] No		
Contents and quantities	[ ] Yes [ ] No		
Used, missing or opened items	[ ] Yes [ ] No		
Expiry, sterile seals and cleanliness	[ ] Yes [ ] No		
Damage, deterioration or contamination	[ ] Yes [ ] No		
Instructions, emergency details and workplace-specific items	[ ] Yes [ ] No		

Overall result: [ ] Ready [ ] Needs attention [ ] Escalate

Check reference / summary: _____

Checker signature: _____ Next check: _____

Follow-up: Use page 4 to list replacement supplies. Keep the task open until the supplies are back in the kit.

List replacement supplies

Give each task a reference number. Record the kit check it came from, who will do it and when it is due. Add the completion date after someone checks the supplies are back in the kit.

Workplace	Kit	Prepared by	Needed by

Action ID / item / reason	Qty	Owner / due	Ordered	Back: date / initials
			[ ]	[ ]
			[ ]	[ ]
			[ ]	[ ]
			[ ]	[ ]
			[ ]	[ ]
			[ ]	[ ]

Check reference, supplier and interim action

_____

_____

All listed items back in kit: [ ] Yes [ ] No If no, person advised: _____

Follow-up checked by: _____ Date: _____

Before marking a task complete: Check that the correct supplies are back in the right kit. A placed order or delivery receipt alone does not confirm this.

Keep a history of checks

Record checks and follow-up work in date order. The next person can then see what was done and what is still needed.

Date	Kit / location	Check / action ID and finding	Owner / due	Closed when / evidence

Choose the form you need

If you need to record...	Use...	Why
Contents and condition of a physical kit	A kit check	Record the kit condition and any problems.
Missing supplies and replacement orders	A restocking handover	Record when replacements are back in the kit.
First aiders, courses and renewal dates	A training register	Record training dates and workplace coverage.

Keep records in Kitora

Kitora is free Windows software for kits, inspection history, training certificates and reports. It saves your records on your computer and works offline. Download it at kitora.com.au/download/.

Guidance and other resources

Use the sources below with your workplace assessment and the requirements that apply where you work.

National starting point: Safe Work Australia's model Code of Practice: First Aid in the Workplace covers kits, procedures, facilities and training. It is model guidance; check whether it has legal effect in your state or territory.

Continue with the free Kitora library

When you need...	Open...
A deeper physical contents check	kitora.com.au/first-aid-kit-checklist/
A signed inspection record	kitora.com.au/inspection-record-template/
A separate restocking handover	kitora.com.au/restocking-sheet/
A check-frequency decision guide	kitora.com.au/how-often-check-first-aid-kit/
A first aider training register	kitora.com.au/first-aid-register-template/
A consistent inspection history	kitora.com.au/inspection-records/
A shared workshop check	kitora.com.au/community-workshop-first-aid-checks/

Sources and scope

Safe Work Australia, Model Code of Practice: First Aid in the Workplace: safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace

State and territory regulator directory: safeworkaustralia.gov.au/law-and-regulation/whs-regulators-and-workers-compensation-authorities-contact-information

This pack helps a small workplace or community group organise a check. It does not replace a risk assessment, a workplace procedure, medical advice, or the WHS requirements applying where you operate.

Reuse: This Kitora-created pack is free software under GNU AGPL-3.0-or-later. You may copy, adapt and share it under that licence. The editable source and full licence are linked from kitora.com.au/resources/.

Copy updated 21 September 2026. Print on A4 at actual size. Copy pages for extra kits. Restrict access to completed records. Keep patient details in the separate incident record.