

First aid readiness pack

A no-email, print-ready way to make the next workplace first aid check useful.

What this is for: choosing an owner, checking a kit, recording what is not ready, and making sure an action reaches the kit - not merely an order confirmation.

USE THE PACK IN ONE SHORT ROUND

1. Choose the kit and person responsible.
2. Check access, condition, contents and expiry.
3. Write the exception, owner and due date.
4. Close the action only when the item is back in the kit.

Free to print, copy and adapt. No account. No trial. No cloud upload. This is practical guidance, not legal or medical advice; confirm the requirements that apply in your jurisdiction.

Set the round up to succeed

A schedule without an owner is only a date. Start here before opening the kit.

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 this rhythm

Before you start

Tick the conditions that make the check meaningful. If a condition fails, write an action on the next page rather than hiding it inside a tick box.

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.

Keep the boundary honest

A generic checklist cannot decide what your specific workplace must hold. Use the kit's contents list and your workplace first aid assessment as the source for required items and quantities.

Check the kit

Record the condition that matters. This page is a prompt for a physical check, not a generic contents prescription.

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

Summary: _____

Checker signature: _____ Next check:

Important: A product can be delivered without the kit being restored. Use the next page to make ownership and closure visible.

Turn a shortage into a closed loop

Every open item needs a person, a due date and evidence that it returned to the correct kit.

Workplace	Kit	Prepared by	Needed by

Item and reason	Qty	Owner / due	Ordered	Back in kit
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Supplier, order number or interim action

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

Follow-up checked by: _____ Date: _____

Closure test: “Ordered” and “received” are not closure. Close this record only after the correct item is physically back in the correct kit and the kit is ready for use.

Keep the handover useful

This one-page log keeps the story of a kit legible when responsibility changes, a manager asks what happened, or a routine is reviewed.

Date	Kit / location	Finding or change	Owner / due	Closed when / evidence

Three records are not the same record

If you need to record...	Use...	Why
Contents and condition of a physical kit	A kit check	It shows the condition and item-level exception.
A shortage moving through restocking	A restocking handover	It keeps the action open until the kit is restored.
First aiders, courses and renewal dates	A training register	It supports coverage and renewal planning.

Make the system more useful, not more complicated

If paper starts scattering across several kits, Kitora keeps the kit, its repeated checks, shortages and history together on your own computer. It is free and open source; there is no account or cloud database to unlock.

Use the source, then use your judgement

A useful resource states its limits and points you to the authority that applies to your workplace.

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/

Sources and practical boundary

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.

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Kitora exists because practical safety tools should not require a subscription.

Download the free Windows app or inspect the source at kitora.com.au.