This sample checklist can be customized to fit the needs of your company. Refer to *Regulation 1101 First Aid Requirements*, and determine what you need for your first aid station(s) and/or room(s). Once you have done that, simply add or delete from this list. Post it at your station(s)/room(s), in order to record inspections (must be completed, at minimum, quarterly). The list below is based on section 10 of *Regulation 1101 First Aid Requirements*.

**First Aid Kit Inventory Inspection Checklist**

|  |  |
| --- | --- |
| Location: |  |
| Date: |  | Inspected by: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | REQUIRED | ON HAND | NEED | RECEIVED (date) |
| AT THE STATION |
| Adhesive Dressings Individually Wrapped | 48 |  |  |  |
| First Aid Logbook  | 1 |  |  |  |
| Valid First Aid Certificates of Responders |  |  |  |  |
| WSIB Form 82 | 1 |  |  |  |
| INSIDE THE KIT |
| Basin, preferably stainless steel | 1 |  |  |  |
| Blankets | 2 |  |  |  |
| Current Edition of St. John Ambulance Manual or equivalent | 1 |  |  |  |
| Rolls of 1” Gauze Bandages | 12 |  |  |  |
| Rolls of 2" Gauze Bandages | 8 |  |  |  |
| Rolls of 4" Gauze Bandages | 8 |  |  |  |
| Rolls of Adhesive Tape (1” wide) | 2 |  |  |  |
| Rolls of Splint Padding | 2 |  |  |  |
| Safety Pins | 24 |  |  |  |
| Splints – Assorted sizes | 1 |  |  |  |
| Sterile Gauze Pads 3" Square | 48 |  |  |  |
| Sterile surgical pads, suitable for pressure dressings, individually wrapped | 6 |  |  |  |
| Stretcher  | 1 |  |  |  |
| Triangular Bandages | 12 |  |  |  |