

FIRST AID ROOMS		Tick if compliant
How Many?	<ul style="list-style-type: none"> • Where 100 or more employees are working at any one time there must be a first aid room exclusively for this purpose. • Where there is less than 100 employees, the employer should determine if a first aid room is required based on factors such as access to accident and emergency services, level of risk from hazards etc. 	
Where should it be located?	<ul style="list-style-type: none"> • In a location as near as practicable to having access and transport to hospital. • The room must be dedicated for the purpose of administering first aid and/or allowing personnel to rest. • The room must be accessible at all times 	
What a first aid room must have	• Approx 10 sq metres of floor space	
	• A bed or couch	
	• A chair	
	• An entrance wide enough to accommodate a stretcher, wheelchair or carrying chair	
	• First aid equipment	
	• Accident / Incident report forms	
	• Good ventilation / heating	
	• Adequate light	
	• Wash basin with hot and cold running water	
	• Soap	
	• Clean disposable towels	
	• Impervious floor covering / easy clean surfaces	
	• Cupboards for storage of first aid supplies, if required	
	• A first aid sign prominently displayed e.g. on the outside of the door	
• A list of the first aiders for the work area along with their locations and telephone extensions etc should be displayed on the outside of the door. A first aid room door signage template is available here for you to use.		
• Information about obtaining emergency services should also be displayed on the outside of the door		
• A designated person to take responsibility for the room and its contents		
What else can a first aid room be used for	<ul style="list-style-type: none"> • A first aid room must be readily available at all times and should not be used for any other purpose other than the provision of first aid • A first aid room could however be used as a breastfeeding / expression room, however if required for first aid treatment, this must take priority. • If the room is used for breastfeeding, a Regional Health & Safety Advisor can advise what additional provisions are required. 	