# Quick safety scan – First Aid and Emergency Response

## Use this quick safety scan to look at your safety systems and practices to manage hazards from accidents and emergencies. Those items where you tick ‘Sometimes’ or ‘Never’ will need action to fix or improve. The documents in italics are on the SafeWork SA website.

## FIRST AID

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| You have done a risk assessment to determine first aid requirements appropriate to work place (e.g. distances, response times for emergency services, mobile/remote work) |[ ] [ ] [ ]
| Approved first aid kits and equipment are provided, maintained and accessible |[ ] [ ] [ ]
| Portable first aid kits are provided and safely stowed in vehicles |[ ] [ ] [ ]
| An adequate number of people are trained to administer first aid |[ ] [ ] [ ]
| Eye washing facilities are provided |[ ] [ ] [ ]
| First aid records are kept |[ ] [ ] [ ]
| First aid signs are posted and locations are known by everyone on property |[ ] [ ] [ ]

## FIRE AND EMERGENCY RESPONSE

|  | Always | Sometimes | Never |
| --- | --- | --- | --- |
| Correct types of fire extinguishers are provided, located and signed appropriately |[ ] [ ] [ ]
| Fire extinguishers are regularly maintained |[ ] [ ] [ ]
| Workers are trained in fire-fighting equipment use |[ ] [ ] [ ]
| Fire-fighting equipment is in good condition |[ ] [ ] [ ]
| You have an emergency response plan and evacuation procedure in place |[ ] [ ] [ ]
| You have a fire alarm system and carry out system tests and emergency drills |[ ] [ ] [ ]
| The results of emergency drills are analysed to improve future tests |[ ] [ ] [ ]
| Emergency lighting is available, visible and periodically tested |[ ] [ ] [ ]
| Emergency exits are clearly signposted and unobstructed |[ ] [ ] [ ]
| Smoke detectors are fitted, tested and maintained |[ ] [ ] [ ]
| Emergency contact numbers are displayed |[ ] [ ] [ ]