CALGARY SAFETY CONSULTANTS

First Aid Kit and Station Inspection Checklist

Monthly inspection and records

How to use this checklist

Use one checklist for each kit, station or first aid room, once a month and after every use. Tick OK, Restocked or fixed, or N/A for each line, note anything that needs action, and log restocking in Part H. Parts I and J help you keep first aid records and track first aider certificates. Keep completed checklists with your inspection records.

- **Why monthly:** federal rules require first aid stations to be inspected at least monthly, Ontario requires kits to be checked at least four times a year, and the Northwest Territories and Nunavut require inspection at least every 90 days and after use. Monthly meets or beats all of these.
- **Your kit list rules:** check contents against the contents list for your kit type and size (CSA Z1220 or your regulation's schedule). This form checks categories, not quantities.
- **Nothing extra:** kits hold first aid items only. Federal rules bar prescription drugs and unlisted medications in kits.

Inspection frequency and record retention by jurisdiction

Jurisdiction	Inspection rule in the guide	First aid records kept
Federal	Stations inspected at least monthly	2 years; signed by the attendant
Alberta	No set frequency; keep supplies maintained (s.179)	3 years; every illness or injury that receives first aid
British Columbia	Equipment clean, dry, ready and accessible	At least 3 years
Saskatchewan	Supplies clean and dry; kit holds first aid items only	Register at each station, at least 5 years
Ontario	Kits checked at least 4 times a year; inspection card at station	Record all first aid treatment
New Brunswick	Kits per CSA Z1220	3 years
Nova Scotia	Kits per CSA Z1220	5 years
Newfoundland and Labrador	Kits per CSA Z1220	Register, at least 5 years from last entry
Yukon	No set frequency confirmed; check Part 18	At least 3 years
Northwest Territories and Nunavut	At least every 90 days and after use	Register, 3 years after it stops being used

Part A: Inspection details

Site

Kit or station ID and location

Month

Kit type and size (e.g. CSA Type 2 medium)

Workers it serves per shift

Inspector

Date inspected

Reason

Next inspection due

Inspection type

☐ Scheduled monthly ☐ After use ☐ After a drill or incident ☐ New kit placed

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Part B: First aid kit

Item	OK	Restocked or fixed	N/A	Notes or action needed
Container clean, intact, sealed and labelled First Aid	☐	☐	☐	
Contents list inside and matches kit type and size	☐	☐	☐	
Adhesive dressings	☐	☐	☐	
Gauze pads and compresses	☐	☐	☐	
Roller and triangular bandages	☐	☐	☐	
Adhesive tape	☐	☐	☐	
Examination gloves (several pairs)	☐	☐	☐	
CPR barrier device with one-way valve	☐	☐	☐	
Tourniquet (Type 2 and 3 kits)	☐	☐	☐	
Emergency blanket	☐	☐	☐	
Scissors and splinter forceps or tweezers	☐	☐	☐	
Hand cleansing towelettes	☐	☐	☐	
Cold packs (where in kit list)	☐	☐	☐	
Eye dressings or sterile eye wash	☐	☐	☐	
Waste bags	☐	☐	☐	
First aid manual or quick guide	☐	☐	☐	
No medications or non-first-aid items	☐	☐	☐	
Expiry dates checked; expired items replaced	☐	☐	☐	

Part C: First aid station and posted information

Item	OK	Restocked or fixed	N/A	Notes or action needed
Kit easy to reach, not locked, path clear	☐	☐	☐	
Clear sign marks the station	☐	☐	☐	
Names and contacts of first aiders on each shift posted	☐	☐	☐	
Emergency numbers and site address posted near phones	☐	☐	☐	
How to call for help and transport procedure posted	☐	☐	☐	
Ontario: Form 82 poster and inspection card	☐	☐	☐	
Stretcher and blankets in place where required	☐	☐	☐	
Lighting adequate; station clean and dry	☐	☐	☐	

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Part D: First aid room (if required)

Item	OK	Restocked or fixed	N/A	Notes or action needed
Room signed, unlocked and accessible during working hours	☐	☐	☐	
Entrance fits a stretcher	☐	☐	☐	
Cot or bed, blankets and pillows ready	☐	☐	☐	
Sink with hot and cold water working	☐	☐	☐	
Phone or other means of communication works	☐	☐	☐	
Heat, ventilation and lighting adequate	☐	☐	☐	
Supplies match the regulation's list	☐	☐	☐	
Not used for storage or other purposes that block first aid	☐	☐	☐	

Part E: Eyewash and emergency shower

Item	OK	Restocked or fixed	N/A	Notes or action needed
Located near the chemical hazard, path clear	☐	☐	☐	
Activated and flushed per manufacturer and your program	☐	☐	☐	
Water clear and tempered where required	☐	☐	☐	
Bottles sealed and in date (portable units)	☐	☐	☐	
Sign visible	☐	☐	☐	
Workers know where it is and how to use it	☐	☐	☐	

Part F: AED (if provided)

Item	OK	Restocked or fixed	N/A	Notes or action needed
Status indicator shows ready	☐	☐	☐	
Pads in date; expiry recorded	☐	☐	☐	
Battery in date; expiry recorded	☐	☐	☐	
Spare pads (and child pads if needed)	☐	☐	☐	
Rescue kit: gloves, razor, scissors, barrier	☐	☐	☐	
Cabinet or sign visible; alarm works	☐	☐	☐	
Trained responders listed for each shift	☐	☐	☐	

AED pad expiry	AED battery expiry	Last self-test date

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Part G: Transport and communication

Item	OK	Restocked or fixed	N/A	Notes or action needed
Vehicle kits present and stocked (type required for your jurisdiction)	☐	☐	☐	
Emergency vehicle ready: fuel, stretcher, blankets	☐	☐	☐	
Radio, cell or satellite phone tested at the work area	☐	☐	☐	
Spare batteries or chargers for communication devices	☐	☐	☐	
Directions and site address in each vehicle	☐	☐	☐	
Transport plan current; drivers and escorts named	☐	☐	☐	
Ambulance access route clear (gates, snow, parked equipment)	☐	☐	☐	

Part H: Restock log

Date	Kit or station	Item and quantity	Reason (used, expired, damaged)	By

Part I: First aid records

Every jurisdiction expects a record of first aid given. Use your company form or the log below, keep records confidential and let workers see their own. A first aid record doesn't replace a workers' compensation report when one is required.

- **Record:** worker's name; date and time of the injury or illness and when it was reported; where and how it happened; the injury; first aid given; the first aider's name and qualification; whether the worker was referred for medical treatment.
- **Record minor injuries too.** Alberta requires every illness or injury that receives first aid to be recorded.
- **Keep it secure** for the period in the table on page 1, and make it available to officers and, where your rules say so, the committee or representative.
- **Review quarterly.** Repeat injuries at one location or task point to a hazard to fix through your corrective action system.

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First aid record log

Date and time	Worker	Injury or illness	First aid given	First aider	Referred	WCB report
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

Part J: First aider roster and certificate expiry

List every first aider by shift so you can see coverage gaps at a glance. Certificates are generally valid for up to three years; book renewals at least two months ahead.

Name	Shift or crew	Level (basic, intermediate, advanced)	Training provider	Certificate expiry	Renewal booked	Posted
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐
					☐	☐

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Corrective actions from this inspection

Finding	Action	Owner	Due	Closed
				☐
				☐
				☐
				☐
				☐

Part K: Annual inspection calendar

Tick each month once the kit, station, room, eyewash or AED has been inspected and restocked. Gaps show at a glance.

Kit, station or equipment ID	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Common mistakes to avoid

- Inspecting only the main kit and forgetting vehicle kits, eyewash and the AED.
- Ticking OK without opening the kit or checking expiry dates.
- Restocking from another kit and leaving that one short.
- Letting the first aider roster drift out of date after staff or shift changes.
- Keeping first aid records in an open binder where anyone can read them.

Sign-off

Inspector	Signature	Date

Supervisor or manager reviewing	Signature	Date

Want help? Calgary Safety Consultants helps employers set up first aid assessments, inspection routines and emergency response plans. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/emergency-management/first-aid-requirements/.

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