

**FIRST AID PLANNING TOOL**

Answer the following questions:

<b>Work activities</b>	<b>What type of work is performed? <i>List the work activities that may cause injury.</i></b>
	<b>List the types of injury or illness likely to be experienced</b>
	<b>What types of hazards are there at the workplace?</b>
<b>People at the place of work</b>	<b>How many employees/workers or other persons are generally on-site?</b>
	<b>What is their distribution? [e.g., one or more locations]</b>
	<b>Do any employees/workers have special needs?</b>
	<b>If yes, list:</b>
<b>The workplace</b>	<b>What is the size of the workplace?</b>

	<p><b>What is the layout of the work place? (eg single level/multiple buildings)</b></p>
<p><b>Workers working away from the workplace</b></p>	<p><b>Do you have employees/workers who work away from the work premises?</b></p>
	<p>If yes, how many? And in how many locations?</p>
<p><b>Past experience</b></p>	<p><b>Is there a current first aid plan and does it work?</b></p>
<p><b>Recommendations</b></p>	

Use the answers to determine needs and check the legal requirements for your State/Territory to ensure you meet minimum requirements.

Return Completed form to: ..... **Position**