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## First Aid Kit Location and Restocking Schedule

### 1.0 Objective & Intent

The objective of this Standard Operating Procedure (SOP) is to establish a consistent and verifiable system for the placement, inspection, and restocking of first aid kits throughout the cabinet and millwork manufacturing facility. This procedure is designed to ensure that all first aid kits remain fully stocked, accessible, and compliant with WorkSafeBC Occupational Health and Safety Regulation (OHSR) Part 3 – Rights and Responsibilities, specifically Section 3.16 (First Aid Services and Supplies). The primary risk mitigated by this SOP is the delay or inability to provide immediate first aid due to missing, expired, or depleted supplies, which can exacerbate injuries and lead to regulatory non-compliance.

### 2.0 Operational Scope

This procedure applies to all first aid kits located within the facility, including but not limited to the main production floor, the finishing and spray booth area, the maintenance workshop, the warehouse and shipping/receiving dock, the breakroom, and the front office. It applies to all personnel designated as first aid attendants, safety committee members, and the Plant Safety Officer. This SOP covers the initial placement, weekly visual inspections, monthly full inventory audits, and immediate restocking after any use of first aid supplies.

### 3.0 Hazard Identification & Mandatory PPE

- Exposure to bloodborne pathogens (e.g., Hepatitis B, HIV) when handling used first aid supplies or contaminated sharps.
- Chemical exposure from cleaning agents or disinfectants used during restocking or kit maintenance.
- Slip, trip, and fall hazards when accessing kits located in elevated or confined areas (e.g., mezzanines, storage racks).
- Pinch points or crush hazards when opening or closing kit cabinets mounted on machinery or walls.
- Latex allergy reactions from gloves or bandages if non-latex alternatives are not stocked.
- Mandatory PPE: Nitrile or vinyl disposable gloves (non-latex) when handling any used supplies or cleaning kit interiors.
- Mandatory PPE: Safety glasses when using cleaning sprays or disinfectants to prevent splash exposure.
- Mandatory PPE: CSA-approved steel-toed boots when accessing kits in warehouse or production areas.

### 4.0 Required Safety Equipment & Tools

- Master inventory checklist (printed or digital on SafeDesk) listing all required items per WorkSafeBC Schedule 3-A for the number of employees per shift.
- Restocking supply cart with sealed, sterile first aid refill packages (bandages, gauze, tape, antiseptic wipes, trauma pads, triangular bandages, splints, CPR mask, disposable gloves, biohazard bags).
- Lockable first aid kit cabinet or wall-mounted case with clear, unbroken seal or lock (if required).
- Biohazard waste disposal container (puncture-proof, labeled) for used sharps and contaminated materials.
- EPA-registered disinfectant wipes or spray and clean cloths for sanitizing kit interior and exterior surfaces.
- Personal protective equipment (PPE) as listed in Section 3.0.
- Pen and inspection log sheet or mobile device with SafeDesk app for recording inspection results.

## 5.0 Step-by-Step Safety Procedure

1. Verify that you are wearing the required PPE (nitrile gloves and safety glasses) before approaching any first aid kit. Confirm that the area around the kit is clear of debris, spills, or obstructions to ensure safe access.
2. Open the first aid kit cabinet or case. Inspect the exterior and interior for physical damage, cracks, missing hinges, or broken seals. If the kit is damaged, tag it out of service immediately and report to the Plant Safety Officer.
3. Remove all contents from the kit and lay them out on a clean, dry surface. Using the master inventory checklist, count each item and verify that quantities meet or exceed the minimum required by WorkSafeBC for the number of employees on the shift. Check expiration dates on all sterile items, medications (if any), and antiseptic solutions.
4. Dispose of any expired, damaged, or contaminated items in the appropriate waste container. Place used or contaminated sharps directly into the puncture-proof biohazard container. Do not overfill the container; seal and replace when two-thirds full.
5. Sanitize the interior and exterior surfaces of the kit cabinet using EPA-registered disinfectant wipes or spray. Allow surfaces to air dry completely before restocking to prevent contamination of sterile supplies.
6. Restock the kit by placing items in a clean, organized manner. Place frequently used items (bandages, gloves, antiseptic wipes) in the front or top compartment. Place trauma supplies (tourniquets, trauma pads, CPR mask) in a clearly labeled, easily accessible section. Ensure that the kit is not overcrowded and that the lid or door closes securely without force.
7. Complete the inspection log by recording the date, time, kit location, inspector name, and any items that were replaced or added. Note any discrepancies or issues (e.g., missing items, damaged cabinet) in the comments section. If using SafeDesk, submit the digital inspection form immediately.
8. If the kit was used for an actual first aid incident, follow the same inspection and restocking procedure immediately after the incident is resolved. Additionally, complete an incident report (SafeDesk or paper form) documenting the nature of the injury, the supplies used, and any follow-up actions required.
9. Return the kit to its designated location and ensure it is clearly visible and unobstructed. Confirm that the location signage (e.g., green cross or first aid symbol) is intact and legible. If the kit is mounted on a wall, verify that it is securely fastened and at an accessible height (between 1.2 m and 1.5 m from the floor).
10. Report any systemic issues (e.g., repeated depletion of specific items, kit damage, or access obstructions) to the Plant Safety Officer during the monthly safety committee meeting. Update the master inventory checklist and restocking schedule as needed based on incident trends or changes in employee count.

**Regulatory Disclaimer:** This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.