
First Aid Room Inspection and Supply Restocking Procedure

1.0 Objective & Intent

This SOP defines the safety protocols for conducting a thorough inspection of the first aid room and restocking all necessary supplies to ensure immediate availability for treating workplace injuries. The primary objective is to maintain compliance with WorkSafeBC Regulation Part 3 – First Aid, specifically sections 3.14 to 3.21, which mandate that first aid facilities be maintained in a clean, orderly, and fully stocked condition at all times. This procedure mitigates the risk of delayed or inadequate first aid response, which can lead to worsened injury outcomes, increased lost time, and regulatory penalties.

2.0 Operational Scope

This procedure applies to all designated first aid attendants, safety coordinators, and supervisors responsible for the first aid room located on the main production floor of the cabinet and millwork facility. It covers the inspection of the physical room environment, all first aid equipment (e.g., stretcher, splints, blankets), and the restocking of all first aid supplies (e.g., bandages, antiseptics, gloves, CPR masks). This SOP does not cover mobile first aid kits or satellite stations, which are addressed in a separate procedure.

3.0 Hazard Identification & Mandatory PPE

- **Biological Hazards:** Exposure to blood, bodily fluids, or contaminated sharps from used supplies. Risk of infection (e.g., hepatitis B, HIV).
- **Chemical Hazards:** Contact with expired or leaking antiseptics, disinfectants, or medications. Risk of skin irritation or inhalation.
- **Slip/Trip/Fall:** Cluttered floor, spilled liquids from damaged containers, or uneven storage shelves.
- **Ergonomic Hazards:** Reaching for high shelves or bending to access low storage areas. Risk of strain or muscle pull.
- **Sharps Injury:** Accidental puncture from improperly disposed needles or broken glass from expired vials.
- **Mandatory PPE:** Nitrile gloves (single-use, medical grade) – must be worn during inspection and handling of any supplies.
- **Mandatory PPE:** Safety glasses with side shields – to protect against splash from chemical liquids.
- **Mandatory PPE:** CSA-approved steel-toed boots – to protect feet from dropped heavy supply boxes.
- **Mandatory PPE:** Disposable apron (if handling contaminated waste or cleaning spills).

4.0 Required Safety Equipment & Tools

- First Aid Room Inspection Checklist (printed or digital on SafeDesk)
- Supply Restocking Inventory Sheet
- Biohazard waste disposal bags and container (puncture-proof, labeled)
- Sharps disposal container (if not already present)
- Disposable nitrile gloves (multiple sizes)
- Disinfectant wipes (hospital-grade, EPA-registered)
- Spill kit (for chemical or biological spills)
- Flashlight (for inspecting dark corners or under cabinets)
- Pen and clipboard or mobile device for digital logging

- Replacement first aid supplies as per WorkSafeBC Schedule 3-A (e.g., adhesive bandages, sterile gauze, triangular bandages, antiseptic wipes, CPR mask, disposable gloves, etc.)

5.0 Step-by-Step Safety Procedure

1. Verify that the first aid room is unoccupied and post a temporary 'Inspection in Progress – Do Not Enter' sign on the door. Ensure the room is well-lit and ventilated.
2. Don all required PPE: nitrile gloves, safety glasses, steel-toed boots, and disposable apron. Inspect gloves for tears before use.
3. Conduct a visual inspection of the room environment: check for cleanliness, proper waste disposal, unobstructed access to the stretcher and sink, and that all electrical outlets are covered. Note any deficiencies on the checklist.
4. Inspect all first aid equipment: verify the stretcher is clean and functional, splints are intact, blankets are clean, and the eye wash station (if present) is charged and within expiry. Test the eye wash activation briefly.
5. Open each supply cabinet and drawer. Check expiration dates on all medications, antiseptics, and sterile items. Remove and dispose of any expired or damaged items in the biohazard waste bag. Do not mix with regular trash.
6. Using the inventory sheet, count the remaining quantity of each supply item (e.g., bandages, gauze, tape, gloves, CPR mask). Compare against the minimum required stock levels defined by WorkSafeBC for your facility size (e.g., 10+ employees requires a Level 2 first aid kit).
7. Restock all supplies that are below the minimum threshold. Place new items behind existing stock to ensure rotation. Ensure all containers are sealed and labeled correctly. Do not overstock shelves to avoid clutter.
8. Inspect the sharps disposal container: if it is more than 2/3 full, seal it according to manufacturer instructions and place it in the designated biohazard waste pickup area. Install a new sharps container.
9. Wipe down all surfaces (countertops, cabinet handles, stretcher, sink) with disinfectant wipes. Dispose of used wipes and gloves in the biohazard bag. Tie the bag securely and place it in the biohazard waste container.
10. Complete the inspection checklist and inventory sheet. Sign and date the documents. If using SafeDesk, upload a photo of the completed checklist and log the inspection in the digital safety log. Remove the 'Inspection in Progress' sign and confirm the room is ready for use.

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.