

# People and Culture First Aid Kit Request Form



## OBJECTIVE

The objective of the First Aid Kit Request Form is to determine if there is requirement for a new first aid kit in the workplace.

## INSTRUCTIONS

Before completing the First Aid Training Request Form, we recommend reading the [First Aid Guideline](#) to assist in understanding the requirements and responsibilities.

Please forward the form to [whs@ecu.edu.au](mailto:whs@ecu.edu.au) once completed.

## REQUESTOR DETAILS

Date		Name	
Contact no.		Campus	
School/Centre			
Proposed location			

## IDENTIFY EXISTING FIRST AID KITS

Consult with workers and other first aid officers in the work area to identify the number and location of existing first aid kits. A list of existing first aid kits is maintained under the [Emergency and First Aid Response](#) page.

Building/Room		Building/Room		Building/Room	
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## FIRST AID KIT REQUIREMENT

Reason first aid kit is required:

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## PEOPLE AND CULTURE WHS APPROVAL

The first aid kit request has been reviewed and approved by a People and Culture WHS team representative.

Name		Signature	
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