



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

SAFE@WORK

FIRST AID EQUIPMENT ORDER FORM

REFERENCE: [First Aid Guidelines](#)

First aid kits are audited and restocked every 6 months by an external service provider. If first aid supplies need restocking in the interim or are not being serviced, please complete the relevant section on this form and send to WHS Unit, Building 36 or whs-admin@uow.edu.au.

SECTION 1: Ordering Details						
Nominated First Aid Officer:		Extension:		Date:		
Faculty/Division:		Unit/School:				
Building:		Room/Location:				
SECTION 2: New Kit <i>(complete this section if a new kit is required)</i>						
First Aid Kit Type: <input type="checkbox"/> High risk <input type="checkbox"/> Low risk <input type="checkbox"/> Remote/Field Work <input type="checkbox"/> Car				Style: <input type="checkbox"/> Wall mounted <input type="checkbox"/> Portable		
Automated External Defibrillator (AED): <input type="checkbox"/>				AED Rescue Kit: <input type="checkbox"/>		
SECTION 3: Restock <i>(complete this section if there specific contents for a first aid kit are required)</i>						
First Aid Kit Contents	Minimum For Kit:	High Risk	Low Risk	Field/Remote	Car	Quantity Required
Adhesive dressing strips – plastic or fabric (pack of 25 or 50)		50	50	50	25	
Adhesive tape, non-stretch, hypoallergenic, 2.5cm wide roll		1	-	1	1	
Amputated parts module - plastic bags, clip seal		1	1	1	1	
Antiseptic spray, 50mL		1	-	1	-	
Antiseptic wipes/sachets		-	-	10	2	
Bandage – conforming, cotton, 5cm width		3	1	3	1	
Bandage – conforming, cotton, 7.5cm width		3	-	3	-	
Bandage – crepe, 10cm width		1	1	1	1	
Bandage – triangular, minimum 90cm		2	1	2	1	
Biohazard waste bag		1	-	1	1	
Burns Risk Module		-	-	1	-	
Emergency rescue blanket		1	-	1	1	
Eye pads, single use		2	-	5	1	
Eye wash, 100ml		-	-	1	-	
Gauze pieces, sterile 7.5x7.5cm (3 per pack)		5 packs	1 pack	5 packs	1 pack	
Gloves, nitrile, single use (pair)		5	2	5	1	

Ice pack, instant, single use	1	1	2	1	
Instructions for providing first aid , including CPR flow chart	1	1	1	1	
Mask - resuscitation	1	1	1	1	
Note book and pen	1	1	1	1	
Safety pins (pack of 6)	1	1	1	1	
Saline solution, 15ml	8	-	8	2	
Scissors, trauma	1	-	1	1	
Snake Bite Kit	-	-	1	-	
Splinter probes, single use (pack of 10)	1	-	1	1	
Stingoes	-	-	1	-	
Tweezers/forceps	1	1	1	1	
Wipes, wound cleaning/antiseptic, single use (pack of 10)	1	1	1	1	
Wound dressing – pressure dressing, No. 14 (medium)	1	-	1	1	
Wound dressing - pressure dressing, No. 15 (large)	1	-	1	-	
Wound dressing – combine pad, 10x10 cm	-	-	-	1	
Wound dressing – combine pad, 10x20 cm	1	-	1	-	
Wound dressing - non-adherent pad, 5x5cm (small)	6	1	6	1	
Wound dressing - non-adherent pad, 7.5x10cm (medium)	3	1	3	1	
Wound dressing - non-adherent pad, 10x10cm (large)	1	-	1	1	
Other items: (eg adhesive dressing strips – detectable/blue for catering areas)	-	-	-	-	
AED Rescue Kit Contents			Minimum for Kit	Quantity Required	
Adult Defibrillation Pads			1		
Child/Infant Defibrillation Pads			1		
Absorbent towel			1		
Biohazard waste bag			1		
Disposable razor			1		
Gloves, nitrile, single use (pair)			2		
Mask – oxygen therapy			1		
Scissors, trauma			1		
Wipes, wound cleaning/antiseptic, single use			2		
SECTION 4: WHS Unit ONLY					
Date Order Form Received: / /			Date Equipment Ordered: / /		
Date Equipment Received: / /			Date Equipment Distributed: / /		