

First Aid Kit Register

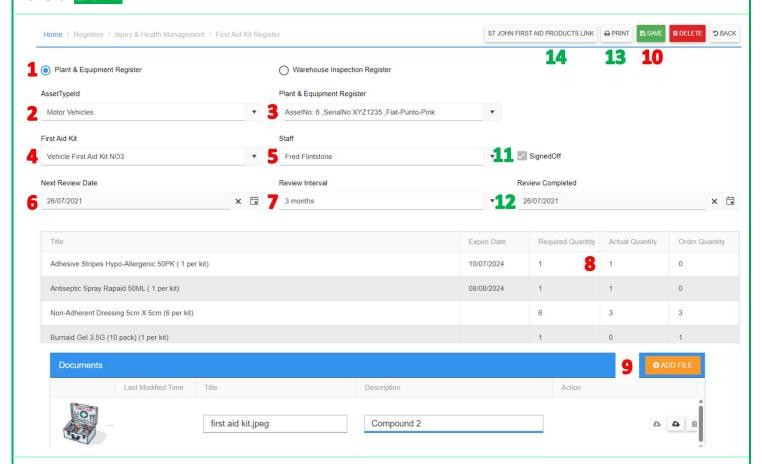
Schedule regular reviews of all your first aid kits.

Navigate to Registers/Injury Management Registers/First Aid Kit Register.

To create a new entry click +ADD NEW.

A. Plant & Equipment First Aid Kits e.g. those in vehicles.

- 1. Select Plant & Equipment Register.
- 2. Select from the Asset Type.
- 3. Select which asset the kit is in.
- 4. Select the First Aid Kit.
- 5. Select the person who is responsible for the checking the kit.
- 6. Select the date of the next review.
- 7. Select how often the kit should be reviewed this will create a new task when the current one is signed off.
- 8. You can type in the actually quantities for each item here or this can be completed on the Mobile App.
- 9. To include any other images or documents click +ADD FILE.
- 10. Click 🖫 SAVE.



- 11. Sign Off will be populated when the task is completed on the Mobile App.
- 12. Review Completed is populated when users sign off tasks in the Mobile App.
- 13. This will print a report of items that are required.
- 14. This takes you directly to "St John First Aid Kits & Supplies" to place orders for items that need restocking.

