



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**.

Home / Registers / Injury & Health Management / First Aid Kit Register

ST JOHN FIRST AID PRODUCTS LINK PRINT SAVE DELETE BACK

14 13 10

1 Plant & Equipment Register Warehouse Inspection Register

AssetTypeId: **2** Motor Vehicles **3** AssetNo: 6 ,SerialNo:XYZ1235 ,Fiat-Punto-Pink

Plant & Equipment Register

First Aid Kit: **4** Vehicle First Aid Kit NO3 **5** Fred Flintstone **11** SignedOff

Staff

Next Review Date: **6** 26/07/2021 **7** Review Interval: 3 months **12** Review Completed: 26/07/2021

Title	Expire Date	Required Quantity	Actual Quantity	Order Quantity
Adhesive Stripes Hypo-Allergenic 50PK (1 per kit)	10/07/2024	1 8	1	0
Antiseptic Spray Rapaid 50ML (1 per kit)	08/08/2024	1	1	0
Non-Adherent Dressing 5cm X 5cm (6 per kit)		6	3	3
Burnaid Gel 3.5G (10 pack) (1 per kit)		1	0	1

9 **+ADD FILE**

Documents	Last Modified Time	Title	Description	Action
		first aid kit.jpeg	Compound 2	

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.

B. Warehouse Inspection Register – First Aid Kits that are stored at a location e.g. Chemical Storage Shed

1. Select Warehouse Inspection Register.
2. Select the location of the First Aid Kit.
3. Select the First Aid Kit.

Complete the rest of the task as per above.

Home / Registers / Injury & Health Management / First Aid Kit Register ST JOHN FIRST AID PRODUCTS LINK PRINT SAVE DELETE BACK

Plant & Equipment Register **1** Warehouse Inspection Register

Location Stored
2 Boardroom + - 👁

First Aid Kit **3** Office Small Kit ▼ Staff
Lea AStarwars ▼ SignedOff

Both tasks will need to be signed off in the Mobile App in [Registers/First Aid Kits](#).

NOTE:

- First Aid Kits are created in [Administration/Injury Management/ First Aid Kit](#)
- When a task is Signed Off in the Mobile App then a new task will be created using the Review Interval e.g. 17-Feb-2021 + 3 months next review date is 19-May-2021.
- Review intervals can be created in [Administration/Asset Management/Service-Test Interval Type](#)

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EXCEL PDF FILTER GROUP Search...

Plant & Equipment Register	Location Stored	First Aid Kit	Staff	Next Revie...	Review Inte...	Signed Off	
▶ Mazda-323-Pink - HT1		Mazda 323 Kit	George Foreman	17/02/2021	3 months	<input checked="" type="checkbox"/>	✎ 🗑
▶	Chemical Storage Shed	General Large	Kermit Frog	19/10/2020	3 months	<input checked="" type="checkbox"/>	✎ 🗑
▶	Chemical Storage Shed	General Large	Kermit Frog	18/01/2021		<input type="checkbox"/>	✎ 🗑
▶ Mazda-323-Pink - HT1		Mazda 323 Kit	George Foreman	19/05/2021		<input type="checkbox"/>	✎ 🗑

