SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

First Aid and Medical Emergency Response Checklist

Regulation: 29 CFR 1910.151(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Make the scene safe: stop trucks, conveyors, and energy sources	
☐	Call emergency services first, then announce it on the radio	
☐	Give the address, the door number, and the exact aisle	
☐	Send someone to the gate to meet and guide the ambulance	
☐	Gloves on before any contact with blood or body fluids	
☐	Bleeding: firm direct pressure. Not breathing: compressions and AED	
☐	Chemical in the eyes: flush at the eyewash for 15 minutes	
☐	Stay with the person, do not move them, report it before shift end	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Medical personnel are readily available for advice and consultation on matters of plant health **29 CFR 1910.151(a)**	
☐	With no clinic or hospital in near proximity, a person or persons are adequately trained to render first aid, and facility policy staffs a trained provider on every shift including nights and weekends **29 CFR 1910.151(b)**	
☐	Adequate first aid supplies are readily available, and as facility policy kits are checked on a set interval and restocked after every use **29 CFR 1910.151(b)**	
☐	Quick drenching and flushing facilities are provided within the work area wherever eyes or body may be exposed to injurious corrosive materials **29 CFR 1910.151(c)**	
☐	Universal precautions are observed during every response and all body fluids are treated as infectious **29 CFR 1910.1030(d)(1)**	
☐	Gloves, barrier masks, and eye protection are provided at no cost to responders and are used during response and cleanup **29 CFR 1910.1030(d)(3)**	

☐	Hepatitis B vaccination is offered to employees with occupational exposure and post-exposure evaluation and follow-up is made available immediately after a reported exposure incident **29 CFR 1910.1030(f)**	
☐	The emergency action plan states the procedures for employees who perform rescue or medical duties **29 CFR 1910.38(c)(5)**	
☐	AED units, where provided, are checked for readiness with in-date pads and battery, and the cabinet is unobstructed and signed	

WARNINGS

Never delay calling for help to ask a supervisor first

Never move a person with a suspected head, neck, or back injury unless they are in immediate danger

Never touch blood or contaminated dressings without gloves, and never pick up broken glass by hand

Report any blood or body fluid exposure the same day so follow-up care can be offered immediately

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE