Safety Talk

May 2021

First Aid Logs

First aid logs are critical in keeping track of all injuries which occur within a workplace. No matter the size or severity of the injury, the incident should be documented and the supervisor should be advised.

Things to Remember About First Aid Logs

- Store them next to your first aid kit
- Lists what first aid treatment was given - to whom and by whom
- Used to record first aid treatment only
- Train workers on how and when to use them
- Supervision should monitor these closely and frequently
- Check for patterns of injuries (ie. specific types, frequency, worker)
- Allows employers to make changes in the workplace
- Allows employers to manage health and safety risks in the future

First Aid Logs Should Include:

- Name of injured worker
- Date of injury
- Time of injury
- Nature of injury
- Exact location of injury
- First aid treatment given
- Date first aid was given
- Time first aid was given
- Witnesses
- Supervisor/Manager initials

FIRST AID LOG

Department _____

Name of Injured Person	Date of Injury	Time of Injury	Nature of Injury	Exact Location of Injury (on body)	First Aid Treatment Given	Date First Aid Given	Time First Aid Given	Witness Name(s)	MGR Initials

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