



FIRST AID BOX INSPECTION & RESTOCKING CHECKLIST

South Africa - Employer Edition

LEGAL REFERENCE • 18-ITEM CHECKLIST • REGISTERS • SHIFT COVERAGE

FREE EMPLOYER TOOL

Prepared by Swift Skills Academy
Safer People, Stronger Industries.

How to Use This Employer Toolkit

This downloadable resource is designed to help South African employers physically check first aid boxes, record shortages, track expiry-sensitive stock, assign responsibility, and review first aider coverage. It is a working document - not a once-off poster.

Legal baseline in one minute

More than five employees: Regulation 3 requires a first aid box or boxes at or near the workplace. More than 10 employees: the amended first aider availability requirements apply separately. The box and the trained-person duties are different requirements.

Employer details

Field	Complete
Company / organisation	
Site / branch	
Physical address	
Responsible manager	
Checklist completed by	
Assessment date	
Next review date	

Fast compliance check

Check	Yes	No	Action
More than five employees work at this workplace	☐	☐	
First aid box(es) are present and accessible	☐	☐	
Location signage is visible	☐	☐	
Person in charge is identified	☐	☐	
Contents match the statutory Annexure baseline	☐	☐	
Risk-specific additions have been considered	☐	☐	

Important: This guide is a practical compliance-support tool, not legal advice. Employers should verify current requirements against official South African Government notices and obtain competent OHS advice where workplace risks are complex.

First Aid Box Requirements - Legal Reference

Requirement	Employer interpretation
When the box duty applies	Where more than five employees are employed at a workplace, provide a first aid box or boxes at or near the workplace.
Accessibility	Equipment must be available and accessible for treating injured persons.
Contents	The Annexure to Regulation 3 sets minimum first aid box contents.
Workplace fit	Consider likely injuries, the nature of the work and the number of employees. The Annexure is a minimum baseline, not a substitute for risk assessment.
Signage	Display a prominent notice or sign indicating where the box is kept and the person in charge.
Shops and offices	Specified Annexure quantities may be reduced by half for items 1, 8, 9, 10, 14, 15, 17 and 18.
First aiders	This is a separate duty. Since the December 2025 amendment, where more than 10 employees are employed, at least one appropriately certificated first aid person must be readily available during normal working hours for every group of up to 50 employees generally, or 100 in a shop or office.

Do not use an unofficial 'one box per 50 employees' formula

The General Safety Regulations use the wording box or boxes and require the employer to consider workplace activities, likely injuries and employee numbers. Large, multi-floor, remote, mobile or high-risk operations may need more than one box for practical accessibility.

Official references

South African Government - General Safety Regulations: [gov.za General Safety Regulations](https://www.gov.za/general-safety-regulations)

South African Government - General Safety and Environment for Workplaces Amendment: [gov.za amendment notice](https://www.gov.za/amendment-notice)

18-Item Statutory Minimum Contents Checklist

Use this page to perform a physical count. Mark Present only after checking the item in the box. Mark Restock when the quantity, condition or usability is inadequate.

#	Item	Minimum	Present	Restock
1	Wound cleaner / antiseptic May be reduced by half in shops/offices	100 ml	☐	☐
2	Swabs for cleaning wounds	Required	☐	☐
3	Cotton wool for padding	100 g	☐	☐
4	Sterile gauze	Minimum 10	☐	☐
5	Forceps (for splinters)	1 pair	☐	☐
6	Scissors	1 pair, minimum 100 mm	☐	☐
7	Safety pins	1 set	☐	☐
8	Triangular bandages May be reduced by half in shops/offices	4	☐	☐
9	Roller bandages May be reduced by half in shops/offices	4 x 75 mm x 5 m	☐	☐
10	Roller bandages May be reduced by half in shops/offices	4 x 100 mm x 5 m	☐	☐
11	Elastic adhesive	1 roll, 25 mm x 3 m	☐	☐
12	Non-allergenic adhesive strip	1, 25 mm x 3 m	☐	☐
13	Adhesive dressing strips	Minimum 10 assorted sizes	☐	☐
14	First aid dressings May be reduced by half in shops/offices	4 x 75 mm x 100 mm	☐	☐
15	First aid dressings May be reduced by half in shops/offices	4 x 150 mm x 200 mm	☐	☐
16	Straight splints	2	☐	☐
17	Disposable gloves May be reduced by half in shops/offices	2 pairs large + 2 pairs medium	☐	☐
18	CPR mouthpieces or similar devices May be reduced by half in shops/offices	2	☐	☐

Box / kit identifier: _____ Location: _____

First Aid Box Inspection Checklist

Recommended internal control: complete this inspection at a frequency suited to your risk, usage and operating environment, and again after significant first aid use or material workplace change.

Inspection point	Control area	OK	Action required
Box is present at the recorded location	Availability	☐	☐
Box can be reached quickly during normal operations	Accessibility	☐	☐
Box is not locked in a way that delays emergency access	Accessibility	☐	☐
First aid sign is visible from the work area	Signage	☐	☐
Sign identifies the person in charge	Signage	☐	☐
Container is clean, dry and in serviceable condition	Condition	☐	☐
Sterile packaging is intact	Stock condition	☐	☐
No visibly contaminated items are present	Stock condition	☐	☐
Scissors and forceps are present and usable	Equipment	☐	☐
Gloves are present and undamaged	PPE	☐	☐
CPR barrier devices are present	Emergency equipment	☐	☐
Used stock has been replenished	Restocking	☐	☐
Expiry-sensitive items have been reviewed	Stock control	☐	☐
Workplace hazards have not changed since last review	Risk review	☐	☐
Additional risk-specific equipment remains appropriate	Risk review	☐	☐
Multi-site / multi-floor access remains adequate	Accessibility	☐	☐
Responsible person is still appointed / assigned	Accountability	☐	☐
First aider coverage has been reviewed separately	People	☐	☐

Inspection record	Complete
Inspector name	
Date	
Signature / initials	
Next scheduled inspection	

Restocking Register

Record shortages or items used during treatment. A box that was adequate last month may be incomplete today.

Date	Box ID / Location	Item used / missing	Qty	Restocked	By
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

Good practice after use

Restock used items promptly, inspect the box for contamination or damage, confirm that the remaining stock is adequate, and review whether the incident exposed a gap in accessibility or equipment selection.

Expiry & Condition Tracker

The regulations establish the minimum equipment baseline, while employers still need an internal control to keep stock usable. Use this page for items that have manufacturer expiry dates, deterioration risk or packaging-integrity concerns.

Item	Box / Location	Expiry / review date	Condition	Replace by	Done
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

First Aid Box Location Register

Use this register where the workplace has more than one box, separate departments, floors, workshops, buildings, mobile crews or remote operational areas.

Box ID	Exact location	Area served	Person in charge	Sign visible	Access adequate
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Accessibility review questions

- ☐ Could a worker reach an appropriate box quickly from every operational area?
- ☐ Would the box remain reachable if an incident blocked a normal access route?
- ☐ Are night-shift or after-hours teams able to access the same resources?
- ☐ Do mobile or field teams have appropriate first aid provision?
- ☐ Does the workplace risk assessment justify additional boxes in higher-risk zones?

Risk-Based First Aid Additions

The Annexure is a statutory minimum. Regulation 3 also requires employers to consider likely injuries, workplace activities and employee numbers. Record additional equipment only where it is justified by the workplace risk assessment and competent advice.

Risk	Examples	What to review
Cuts / sharp edges	Engineering, fabrication, warehousing	Additional dressings / protective controls as risk-assessed
Burns / hot work	Welding, kitchens, manufacturing	Risk-specific burn response resources and trained response
Eye exposure	Grinding, chemicals, dusty operations	Eyewash / similar facility where legally applicable
Corrosive / toxic substances	Chemical handling	Hazard-specific first aid and emergency facilities
Remote / mobile work	Field service, installation, logistics	Mobile first aid provision and escalation plan
Multiple shifts	Factories, warehouses, security	Coverage and access during every operating shift

Workplace-specific additions register

Hazard / scenario	Additional control / equipment	Reason	Approved by

First Aider & Certificate Tracker

Do not confuse first aid boxes with first aider availability. Where more than 10 employees are employed, review the current Regulation 3(4) requirements separately and make sure coverage works in practice during normal working hours.

Current ratio reference

Under the December 2025 amendment, the rule is one appropriately certificated first aid person readily available during normal working hours for every group of up to 50 employees generally or 100 employees in a shop or office, where more than 10 employees are employed.

Employee	Department / Site	Shift	Certificate / Programme	Issue date	Expiry / renewal	Status

[VIEW QCTO FIRST AID TRAINING](#)

Course enquiries and employer training: [Request on-site First Aid training](#)

Shift & Operational Coverage Planner

A certificate list is not enough if trained personnel are absent when work is taking place. Use this planner to test real operational coverage.

Shift / period	Employees on duty	First aider(s) available	Box locations accessible	Gap?	Action
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

Coverage questions

- ☐ Does every normal operating shift have the required first aid person available?
- ☐ Have leave, sickness and training absences been considered?
- ☐ Are first aid boxes accessible to night-shift staff?
- ☐ Are satellite sites / mobile crews included?
- ☐ Can employees identify who to call and where the nearest box is?

Corrective Action Log

Use this log for missing stock, access problems, signage gaps, expired items, inadequate risk-specific equipment or first aider coverage issues.

Date	Finding	Risk / consequence	Corrective action	Owner	Due	Closed
						☐
						☐
						☐
						☐
						☐
						☐
						☐

Escalate systemic issues

Repeated stock shortages, inaccessible boxes, weak shift coverage or recurring incident patterns are not merely checklist problems. They may indicate a broader emergency-preparedness or workplace-control weakness that needs management attention.

Employer Review & Sign-Off

Complete this page after the physical inspection, restocking and coverage review.

Final control	Yes	No	Notes / action
Every box required for the workplace has been physically inspected	☐	☐	
Minimum contents have been checked and shortages corrected	☐	☐	
Signage and responsible-person details are correct	☐	☐	
Risk-specific equipment has been reviewed	☐	☐	
First aider certificate and shift coverage have been reviewed separately	☐	☐	
Corrective actions have owners and due dates	☐	☐	

Sign-off field	Complete
Responsible manager	
Designation	
Review date	
Next review date	
Signature / approval reference	

REQUEST A FIRST AID TRAINING CALLBACK

Authoritative Sources & Employer Next Steps

This toolkit is designed to support implementation of the first aid box and workplace-readiness concepts contained in the South African General Safety Regulations. Always check the latest official notices where legal certainty is required.

Official South African sources

Source	Purpose
South African Government - General Safety Regulations	Open official General Safety Regulations page
South African Government - General Safety and Environment for Workplaces Amendment	Open December 2025 amendment page

Need First Aid training for your team?

Swift Skills Academy supports learners and employers with practical First Aid training pathways in Cape Town, including workplace and group-training enquiries.

FIRST AID TRAINING - CAPE TOWN

REQUEST ON-SITE COMPANY TRAINING

WHATSAPP SWIFT SKILLS ACADEMY

Swift Skills Academy

Email: info@swiftskillsacademy.co.za

Telephone: 021 828 0772

WhatsApp: +27 60 998 7412

Address: 6 Monaco Road, Killarney Gardens, Cape Town

Document version: October 2026. This resource is intended for general workplace guidance and recordkeeping. It does not replace legal advice, a workplace-specific risk assessment, or competent occupational health and safety advice.