



Role of the First Aid Room Monitor

A Nominated FAO undertaking the role of First Aid Room Monitor should hold and keep current an Occupational First Aid certificate. This training provides a higher-level qualification to the Provide First Aid certificate and is recommended to appropriately manage a first aid facility, as specified in the **First aid in the workplace Code of Practice 2021**.

A First Aid Room Monitor is responsible for ensuring the allocated First Aid Room facilities and resources are appropriately maintained. To assist that process, the following checklist may be useful.

First Aid Room Facilities and Resources Checklist	Yes/No ✓/X
Room Condition	
Is room clean and tidy?	<input type="checkbox"/>
Does the telephone work?	<input type="checkbox"/>
Is the water supply to sink in working order?	<input type="checkbox"/>
<i>If necessary, call x8888, or submit an online Campus Life cleaning request.</i>	
Room Signage	
Is there a green cross 'first aid' sign on the door?	<input type="checkbox"/>
Does the sign indicate how to access the room and contact a FAO?	<input type="checkbox"/>
Is there signage inside room advising contact details of the First Aid Room Monitor, and other nearby FAOs?	<input type="checkbox"/>
Is the signage clean and legible?	<input type="checkbox"/>
Are signage details up-to-date?	<input type="checkbox"/>
<i>Refer to the Health and Safety website for signage templates</i>	
Bedding	
Is the bedding clean and orderly?	<input type="checkbox"/>
<i>Disposable bedding can be ordered via firstaid@griffith.edu.au.</i>	
First Aid Kit/s	
Is a first aid kit available and are supplies within date? If not, re-stock.	<input type="checkbox"/>
Is a first aid quick guide booklet available and current?	<input type="checkbox"/>
Does first aid kit contain a note pad and pencil/pen?	<input type="checkbox"/>

Resources available within first aid room	
Are contaminated items (clothing, towelling, used equipment) cleaned or disposed of safely?	<input type="checkbox"/>
Is there a sharps container?	<input type="checkbox"/>
Are there sufficient cleaning, disinfecting and sterilising first aid equipment and bags for disposal purposes available either within room, or nearby?	<input type="checkbox"/>
Are there hygienic hand cleanser and paper towelling available?	<input type="checkbox"/>
Is there a wheelchair available? If so: ➤ ensure a tyre pump is readily available; and ➤ check and maintain good tyre pressure.	<input type="checkbox"/>
Are copies of following documents readily available?	
➤ First Aid Treatment Record form; ➤ Guidelines for FAO; ➤ Log a GSafe Incident Report online if required	<input type="checkbox"/>

Disposable Bedding Options (order via Griffith Marketplace WINC)	
Fitted Sheet Stretcher Cover/Examination Couch (Haines Code DSMS18700-40) ➤ SMS 40gsm ➤ Light blue ➤ Elastic sewn all around to fit various widths/lengths ➤ Size: 187cm x 70cm x 10cm deep	
Flat Sheet (Haines Code DSMS20070-40) ➤ SMS 40gsm ➤ Light blue ➤ Size: 200cm x 70cm	
Pillow Case (no flap) (Haines Code DSMS7550-25) ➤ SMS 25gsm ➤ White ➤ Size: 75cm x 50cm	