

A collection of first aid supplies is arranged on a dark surface. In the upper center, a roll of white gauze is partially unrolled. To its right is a red plastic dispenser for adhesive bandages, with one bandage partially pulled out. In the foreground, a pair of orange-handled scissors lies on a stack of yellow adhesive bandages. The background is a solid grey color.

# FIRST AID, *Ready To Go*

**EBOOK**

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# INTRO

When you're faced with an injury, you need to be confident that your first aid supplies are safe, stocked and ready to use. But not all first aid kits are created equal, and making sure a kit really fits your needs and is properly maintained takes planning.

This five-step guide to managing your first aid kit will help give you peace of mind. And it will help make sure you and your employees have the right supplies on hand, whether treating a minor scrape or a major accident.





# STEP 1

## Inspect & Scrutinize



The wrong first aid supplies can be as dangerous as no first aid supplies. As you comb through your kit, follow this checklist of what to toss:



**Open or used products:** You might reapply an open tube of antibiotic cream at home, but in the workplace that can be dangerous. All items should be single-use to prevent cross contamination, so toss everything that's soiled, dirty, or even partially used.



**Damaged products:** A torn breathing barrier is a bad breathing barrier. Play it safe and replace anything that's been damaged.



**Expired products:** Many first aid supplies have a shelf life. For an open box of single-use supplies, make sure to inspect each of the single-use packages—always place older stock in front of newer stock as you replenish.

# STEP 2

## Get Organized



If someone's injured, you don't want to waste time hunting for the right supplies. Organize your kit in advance to make sure finding supplies is quick and easy.

**To start, group similar products together.** The bandages should be in one section, no matter how many types or sizes you're stocking. Similarly, you'll want to keep the different types of ointments and creams in one area so users can see what options they're working with at a glance. If you're struggling, consider printing off one of MFASCO's graphical checklists that show different options for organizing first aid supplies.



When someone's injured, the person using the first aid kit might not be in the right frame of mind to even think to look for an instruction guide. And over time, it might get shuffled to the back or bottom of your kit. As you restock, make sure the First Aid Guide is easily accessible so users don't waste time searching for it. Check, too, that products are clearly labeled and medications either have directions on their labels or are stocked with their direction pamphlets.

**Restocking can serve as a good time to remind all employees that supplies should be returned to their original place in the first aid kit so contents stay organized.**



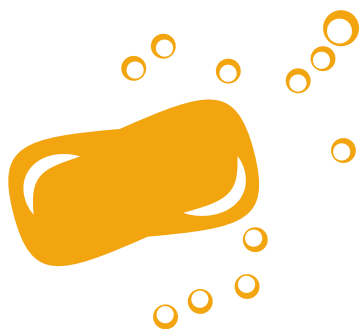



# STEP 3


## Give It a Scrub




Whether you use a standard four-shelf industrial first aid kit or a smaller version, keeping your kit clean and sanitized is imperative. Here are few do's and don'ts to make sure you're doing the job right:



 **DO** empty the kit entirely. It's the only way to thoroughly scrub it. One trick for keeping shelved items organized is to empty a top shelf by placing everything—in the same order—on a bottom shelf. Then repeat this process in reverse order.

 **DO** use a sanitizing disinfectant spray, such as Lysol I.C. Foaming Disinfectant Cleaner. Remember, the goal isn't just to clean, but to sanitize.

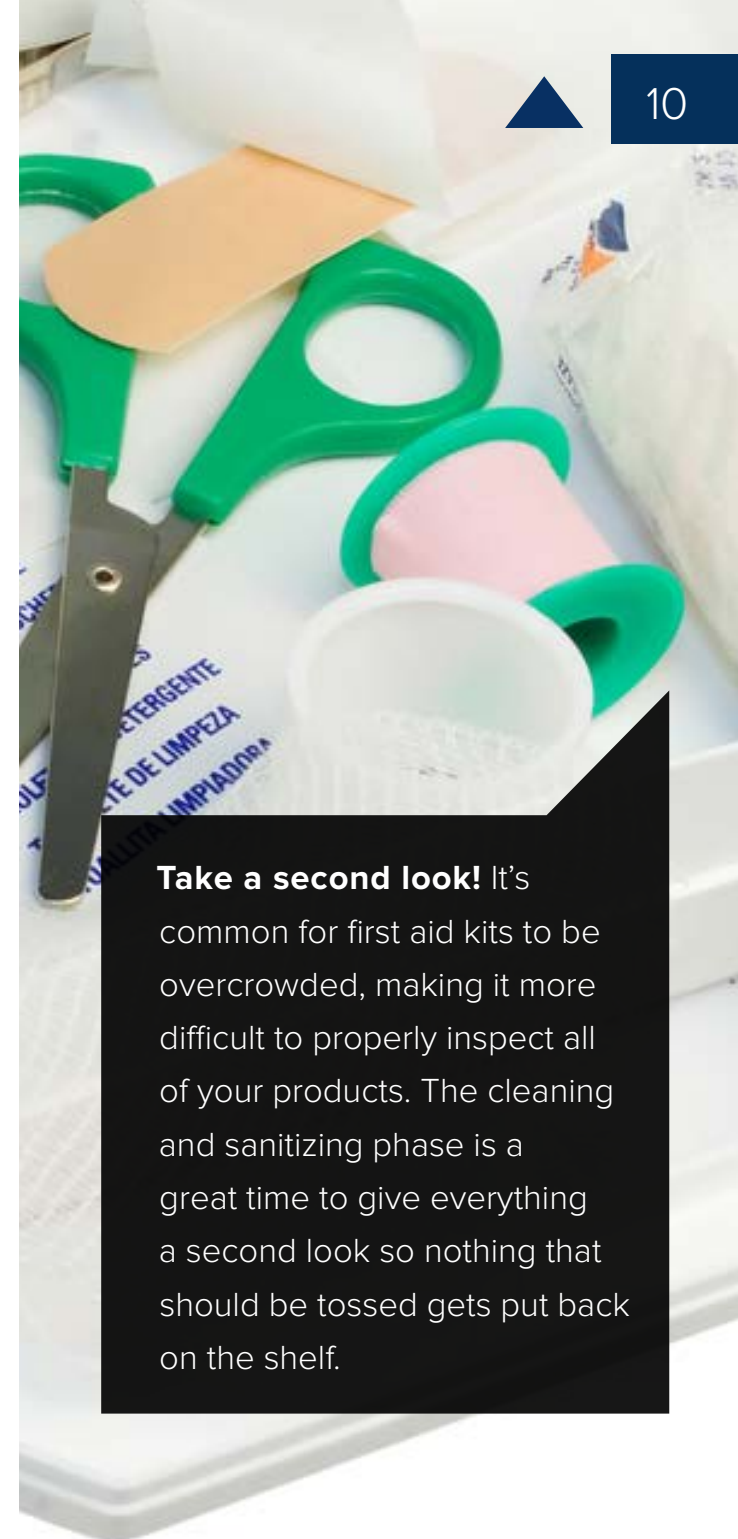
 **DO** try a degreaser cleanser if there's oily build-up on any part of the kit. Some disinfectants are not designed to cut through oil-based residues.



**X** **DON'T** clean with bare hands. Latex, vinyl or nitrile gloves will protect your skin from possible contaminants like germs or blood.



**X** **DON'T** forget the exterior. Handles, knobs and doors are some the most-touched areas of a first aid kit.



**Take a second look!** It's common for first aid kits to be overcrowded, making it more difficult to properly inspect all of your products. The cleaning and sanitizing phase is a great time to give everything a second look so nothing that should be tossed gets put back on the shelf.

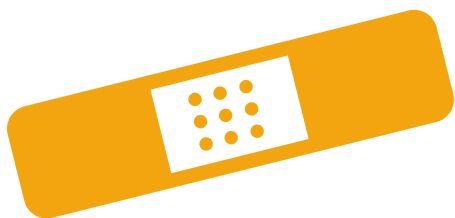
# STEP 4

## Know Your Needs





You need bandages—but how many? And what size gauze is appropriate? If restocking feels overwhelming, take heart: A few factors can determine what you need to keep in your kit.



**1. The kit's purpose:** Whether your kit's intended for two employees or twenty, its main purpose is likely to help employees treat minor injuries.



**2. Know your organization's most common injuries:** Reviewing your past injury logs can help determine how to best stock your kit. For instance, if employees work with saw dust, more eye wash may be needed. In a restaurant kitchen, more bandages and gauze are probably in order. Of course, you'll also want to stock life-saving supplies, such as pressure bandages, even if you haven't yet encountered a need for them.



**3. Oversight regulations:** If the kit is for a workplace, the Occupational Safety & Health Administration has detailed kit requirements. In short, OSHA expects that workplace first aid kits will meet or exceed standards set by the American National Standards Institute.

## Cover Your Basics

### The ANSI 2015 minimum requirements for 20 or less:

- ❑ 16 Adhesive Bandages 1x3
- ❑ 1 Adhesive Tape 2.5 yd Total
- ❑ 10 Antibiotic Application .14 fl oz
- ❑ 10 Antiseptic .14 fl oz
- ❑ 1 Breathing Barrier
- ❑ 1 Burn Dressing Gel 4x4
- ❑ 10 Burn Treatment 1/32 oz
- ❑ 1 Cold Pack 4x5
- ❑ 2 Eye Coverings w/ Attachment
- ❑ 1 Eye/Skin Wash 1 oz total
- ❑ 1 First Aid Guide
- ❑ 6 Hand Sanitizer 1/32 oz
- ❑ 2 Pr Medical Exam Gloves
- ❑ 1 Gauze Roll 2" x 4 yd
- ❑ 1 Scissor
- ❑ 2 Sterile Pad 3x3"
- ❑ 2 Trauma Pad 5x9"
- ❑ 1 Triangular Bandage 40x40x56"

### The ANSI 2015 minimum requirements for 20 or more:

- ❑ 50 Adhesive Bandages 1x3
- ❑ 2 Adhesive Tape 2.5 yd Total
- ❑ 25 Antibiotic Application .14 fl oz
- ❑ 50 Antiseptic .14 fl oz
- ❑ 1 Breathing Barrier
- ❑ 2 Burn Dressing Gel 4x4
- ❑ 25 Burn Treatment 1/32 oz
- ❑ 2 Cold Pack 4x5
- ❑ 2 Eye Coverings w/ Attachment
- ❑ 1 Eye/Skin Wash 1 oz total
- ❑ 1 First Aid Guide
- ❑ 10 Hand Sanitizer 1/32 oz
- ❑ 4 Pr Medical Exam Gloves
- ❑ 2 Gauze Roll 2" x 4 yd
- ❑ 2 Gauze Roll 4" x 4 yd
- ❑ 1 Scissor
- ❑ 1 Splint
- ❑ 4 Sterile Pad 3x3"
- ❑ 1 Tourniquet
- ❑ 4 Trauma Pad 5x9"
- ❑ 2 Triangular Bandage 40x40x56"

# STEP 5

## Create a Checklist



Cleaning out old first aid supplies can make it hard to remember exactly what you had there in the first place. To save yourself the hassle of remembering what you need on hand, use a checklist. MFASCO offers four tools to fit your needs:



#### **Build-A-Kit:**

You can create your own custom printable checklist. Start by selecting a container and supplies, then save your checklist for easy reordering.

#### **My Item List:**

As you search for items on the site, simply add them to your item list. Then, when it's time to reorder, you can print your checklist and take a customized inventory of which supplies are running low.





### **RestockKit:**

There are several visual checklists ready to use for different types of industrial first aid kits (two to five shelves). This tool also makes it easy to see at a glance the best way to efficiently organize your first aid kit.



### **Refill This Kit Now:**

MFASCO offers more than a dozen pre-filled first aid kits, ranging from a 25-person metal kit to five-shelf workplace kits. If you've chosen one of these, you can restock it through the site simply by looking for the "refill this kit" tab.



[www.mfasco.com](http://www.mfasco.com)



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