

## Your back to work checklist

As national COVID-19 restrictions are gradually eased, both employers and employees are facing challenges in returning to work and reopening workplaces safely. This checklist is designed to help you make sure your workplace first aid supplies and equipment are ready for use as you go back to work and in the event of an emergency.

✓	Supplies and equipment	Knowing what to check
	<p><b>Do you have all the necessary supplies to be COVID-19 secure?</b></p> <p>When returning to work, COVID-19 needs to be managed through a system of social distancing, high standards of hand hygiene, increased surface cleaning, fixed teams or partnering, and other measures such as using screens or barriers to separate people from each other. It's important that you provide your staff, customers and visitors with the necessary supplies to enable this</p>	<p>Do you have hand sanitiser and hand sanitising stations available?</p> <p>Do you have appropriate PPE to provide your staff, such as face masks?</p> <p>Do you have surface wipes or other cleaning products available to ensure increased surface cleaning?</p> <p>Do you have lateral flow antigen tests to test your staff?</p>
	<p><b>Is your first aid kit up to date and fully stocked?</b></p> <p>Some items in your first aid kit can expire, which could be unsafe as they may no longer be as effective</p>	<p>Use our <a href="#">first aid kit checklist</a> to keep track of your first aid kit and its content expiry dates</p>
	<p><b>Is your defibrillator ready to use?</b></p> <p>Pads and batteries have a typical shelf life of 2 - 5 years so may have expired while you were away from your workplace</p>	<p>Use our <a href="#">defibrillator checklist</a> to keep track of your inspections and your pad and battery expiry dates</p>
	<p><b>Is your defibrillator still located in an easily accessible location?</b></p> <p>In the event of a sudden cardiac arrest, using a defibrillator within the first 3 - 5 minutes can improve a person's chance of survival as much as 70%, so it's important that everyone is familiar with where to find their nearest defibrillator</p>	<p>Use our <a href="#">defibrillator location poster</a> to update signs around your workplace so everyone knows where their nearest defibrillator is located</p>
	<p><b>Are your fire extinguishers ready for use?</b></p> <p>It's important that your fire extinguishers are in good working condition in case they need to be used in the event of a fire</p>	<p>Use our <a href="#">fire extinguisher checklist</a> to make sure your fire extinguishers are ready for use</p>
	<p><b>Is your evacuation chair ready for use?</b></p> <p>It's a requirement under PUWER (Provision and Use of Work and Equipment Regulations) that a business should ensure any equipment used by its employees is maintained in efficient order and good repair. So it's important to regularly inspect your evacuation chair</p>	<p>Use our <a href="#">evacuation chair visual inspection checklist</a> to check if your chair is ready for use</p>

**Need to replace your first aid supplies and equipment?**

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