Name _____ Date _____

CLB 5 Fill Out a Checklist

Every workplace must have a first aid kit. Occasionally, you need to make sure that it has everything in it.

Instructions:

1. Listen to a recording of a staff meeting.
2. The manager will tell you what to do.
3. Follow the directions during the meeting.



SPRING VIEW CONSTRUCTION

FIRST AID SUPPLIES – CHECKLIST

ITEMS	REQUIRED	ON HAND	QTY TO RESTOCK
Manual	1		
Safety Pins	10		
Adhesive Tape	2		
Gauze Bandage	4		
Gauze Pads	10		
Pads	10		
Mouth Barrier Device	1		
Scissors	1		
Blankets	1		

LIVEWORKSHEETS

Questions

1. Why are we doing this practice of filling in a table?

_____

2. What is the purpose of the meeting?

   a. share experience

   b. inform worker of a problem

   c. safety meeting

   d. give instructions

CULTURE NOTE:

Remember that it is polite to ask questions during a break, at the end or after a meeting.

3. How many first aid kits are there at this workplace? _____

4. Which column tells you to order an item? _____

5. What will happen if the first aid kits are not properly stocked?

_____

BE FLEXIBLE:

Your boss might ask you to do different things that you didn't think you would be doing at work.

Photo/image credits can be found on the module **Copyright Image Chart**.

LIVEWORKSHEETS