



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		

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.

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