



Free printable resource for employers, supervisors and safety teams

INTERMEDIATE FIRST AID RESPONSE CHECKLIST

QCTO SP-230802 | Curriculum 900233-000-00-00 | NQF Level 3 | 5 Credits



Use this checklist to strengthen workplace readiness where trained first aiders may need broader assessment, monitoring, escalation and handover capability. Apply it within workplace procedures and the responder's training scope.



1 BEFORE AN EMERGENCY

- ☐ Intermediate first aider assigned for the shift
- ☐ Emergency contacts and referral numbers displayed
- ☐ First aid kit and response equipment checked
- ☐ PPE and gloves available
- ☐ Incident / casualty record forms ready
- ☐ Emergency access and handover route kept clear



2 DURING AN INCIDENT

- ☐ Make the scene safe and call for appropriate help
- ☐ Complete a structured casualty assessment
- ☐ Check airway, breathing and circulation
- ☐ Control serious bleeding within training scope
- ☐ Monitor the casualty and note important changes
- ☐ Give a clear handover to emergency responders



3 AFTER THE INCIDENT

- ☐ Record the assessment and actions taken
- ☐ Notify the supervisor / safety officer
- ☐ Restock and clean used equipment
- ☐ Review escalation and handover arrangements
- ☐ Update risk controls where needed
- ☐ Identify refresher or scenario-drill needs



EMERGENCY CONTACT DETAILS

Site Supervisor: _____

First Aider: _____

Ambulance /
Emergency Number: _____

Security / Reception: _____

MONTHLY INTERMEDIATE FIRST AID READINESS

Date	Checked By	Issues Found	Action Taken



NEED ACCREDITED WORKPLACE FIRST AID TRAINING?

Book QCTO First Aid Training in Cape Town.



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INTERMEDIATE FIRST AID READINESS AUDIT & INCIDENT LOG



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Use this page to audit intermediate first aid readiness, track incidents and strengthen assessment, escalation, monitoring and handover across your workplace.

1 MONTHLY READINESS AUDIT

Checklist Item	Pass	Needs Action	Comments
Intermediate first aider coverage by shift	☐	☐	
Emergency contact and referral list current	☐	☐	
First aid kit fully stocked	☐	☐	
PPE / gloves available	☐	☐	
Response equipment checked and accessible	☐	☐	
Incident / casualty forms available	☐	☐	
Emergency access / handover point clear	☐	☐	
Escalation procedure communicated	☐	☐	
Scenario drill or practice completed	☐	☐	
Refresher need reviewed	☐	☐	

2 FIRST AID INCIDENT LOG

Date	Location	Incident	Action Taken	Reported By	Follow-up

3 RESTOCK CHECKLIST

Item	Qty	Reorder
Gloves		
Gauze / dressings		
CPR face shield		
Triangular bandages		
Antiseptic wipes		
Adhesive tape		

4 TRAINING REMINDERS



- Review first aider coverage by shift
- Check expiry of certificates
- Update emergency numbers
- Replenish used supplies immediately
- Schedule refresher training when needed



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