**First Aid Summary Sheet**

***This sheet should be displayed near first aid kits, in first aid room/sick bay and on notice boards***

General

location address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

nearest cross street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

location of first aid room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency.

First Aid Officers *– Completed Provide First Aid (HLTAID011)*

|  |  |  |
| --- | --- | --- |
| ***Insert Photo*** | ***Insert Photo*** | ***Insert Photo*** |
| Name  Work location  Telephone extension | Name  Work location  Telephone extension | Name  Work location  Telephone extension |

Warden/Incident Controllers

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Work location: |  |
| Name: |  | Work location: |  |
| Name: |  | Work location: |  |

Evacuation Assembly Point (at least 200 metres away from work area)

| Nearest Medical Centre | Nearest Hospital |
| --- | --- |
| Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Incident Support Operations Centre (ISOC)

Available 24 hours a day, 7 days a week on **1800 126 126**