

# Emergency Trolley Checklist

## Health Services

### GENERAL

Inspection Date:

DATE

2017-01-01

Is the room's entrance wide enough to accommodate an ambulance stretcher, wheelchair, etc?

Yes

No

Na

Is the first aid room within a building?

Yes

No

Na

Is the first-aid room locked to prevent theft?

Yes

No

Na

Are records maintained for the first aid given?

Yes

No

Na

Is there adequate seating in the first aid room?

Yes

No

Na

Are there adequate blankets and pillows?

Yes

No

Na

Is there a designated cabinet to store equipment?

Yes

No

Na

Are electric points clean and secured?

Yes

No

Na

Does the room have adequate ventilation?

Yes

No

Na

Is the first aid room adequate enough?

Yes

No

Na

Is the room clean and well-maintained?

Yes

No

Na

Is the temperature comfortable?

Yes

No

Na

Is no smoking sign posted at the entrance of the first aid room?

Yes

No

Na

Are there movable screens, suspended curtains, or a door that can be closed to maintain privacy?

Yes

No

Na

Is information displayed on the door mentioning names, location, contact numbers of the first aiders?

☐ Yes☐ No☐ Na

Are desks/counters cleaned and disinfected?

☐ Yes☐ No☐ Na

Are instruments and first aid equipment secured and stored appropriately?

☐ Yes☐ No☐ Na

Is the first-aid stock checked regularly for expiry, disposal, replacement, etc?

☐ Yes☐ No☐ Na

Is no smoking sign posted inside the first aid room?

☐ Yes☐ No☐ Na

Is there a handwashing area inside the first-aid room?

☐ Yes☐ No☐ Na

Is there a water supply at all times?

☐ Yes☐ No☐ Na

Is there a facility of telephone or other means of communication?

☐ Yes☐ No☐ Na

Are there adequate soaps/sanitizer/paper towels?

☐ Yes☐ No☐ Na

Are all frequently touched surfaces clean?

☐

Yes

☐

No

☐

Na

Is a dedicated person assigned for the upkeep of the first aid room?

☐

Yes

☐

No

☐

Na

Is the room located near to a point of access for transport to the hospital?

☐

Yes

☐

No

☐

Na

Is drinking water available?

☐

Yes

☐

No

☐

Na

Are protective garments for first aiders available?

☐

Yes

☐

No

☐

Na

Are used first-aid equipment properly discarded?

☐

Yes

☐

No

☐

Na

Is there a trash can inside the first-aid room?

☐

Yes

☐

No

☐

Na

Is the trash regularly emptied?

☐

Yes

☐

No

☐

Na

Additional information

Inspectors Name/signature:

SIGNATURE