

# First Aid Kit Expiry & Restocking Checklist

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This checklist is designed for New Zealand workplaces to help monitor expiry dates, track restocking needs, and ensure compliance with WorkSafe NZ first aid requirements. Use it as part of your regular health & safety checks.

## 1. Expiry Date Log

Record expiry dates of key first aid supplies to ensure items remain safe and effective.

Item	Quantity	Expiry Date	Checked By / Date
Adhesive Bandages			
Sterile Dressings			
Gauze Pads			
Antiseptic Wipes			
Burn Cream / Ointment			
Eyewash / Saline			

## 2. Restocking Log

Use this log to record items that need replenishing.

Date Checked	Item Needed	Quantity Required	Ordered (Y/N)

### 3. Staff Responsibility Sign-Off

Assign responsibility to staff members to check and maintain the kit.

Staff Name	Signature	Date