



January 27, 2016

Consistent with the advice of the Occupational Safety and Health Administration (OSHA), Chapman University Environmental Health and Safety (EH&S) and the Chapman University AED/First Aid Committee recommends the below items as standard elements of an office first aid kit.

The following list sets forth the minimally acceptable number and type of first-aid supplies for first-aid kits required under the OSHA standard [59 FR 51672, Oct. 12, 1994; 60 FR 47022, Sept. 8, 1995]. The contents of the first-aid kit listed should be adequate for small work sites, consisting of approximately two to three employees.

When larger operations or multiple operations are being conducted at the same location, additional first-aid kits should be provided at the work site or additional quantities of supplies should be included in the first-aid kits. NOTE: While many employees bring certain prescription and over-the-counter medicines to the office, the University does not recommend that University-supplied first aid kits contain medications due to individual allergic and sensitivity reactions.

1. Gauze pads (at least 4 x 4 inches).
2. Two large gauze pads (at least 8 x 10 inches).
3. Box adhesive bandages (Band-Aids).
4. One package gauze roller bandage at least 2 inches wide.
5. Two triangular bandages.
6. Wound cleaning agent such as sealed moistened towelettes.
7. Scissors.
8. At least one blanket.
9. Tweezers.
10. Adhesive tape.
11. Latex gloves.
12. Resuscitation equipment such as resuscitation bag, airway, or pocket mask.
13. Two elastic wraps.
14. Splint.
15. Directions for requesting emergency assistance
16. A flashlight can also be useful in some situations.

	OSHA Standard
• Part Number:	1910
• Part Title:	Occupational Safety and Health Standards
• Standard Number:	1910.266 App A
• Title:	First-aid Kits (Mandatory).
• Standard Number:	1910.266 App A
• Title:	First-aid Kits (Mandatory).

