TREATMENT RECORD SHEET

INSTRUCTIONS:

1. A Treatment Record Sheet is to be kept in each first aid kit.
2. Any treatment or advice given is to be recorded on this sheet.
3. Each month, a copy (with the names of the injured blocked out) should:
   - ∇ be reviewed at your Health and Safety Committee meeting
   - ∇ sent with the committee meeting minutes to the Department of Health, Safety and Environment.

NAME	DATE/TIME	NATURE OF INJURY	DESCRIPTION OF ACCIDENT	NAME OF WITNESS	NAME OF FIRST AID ATTENDANT

DEPARTMENT _____