

# First Aid Supplies for an Office Setting



OSHA does not currently have specific guidelines on emergency medical care and first aid for office environments. However, OSHA does require employers to have medical personnel readily available for advice and consultation related to workplace health.

Most employers use outside emergency personnel for major medical emergencies and provide first-aid supplies for smaller incidents. If there is no medical facility close to the workplace, OSHA requires employees to be trained to perform first-aid functions and the employer to have supplies on hand.

Consultation from the local fire/rescue department, appropriate medical professionals, or local emergency room may also be helpful. By assessing the specific needs of their workplace, employers can ensure that reasonably anticipated supplies are available.

If it is reasonably anticipated that employees will be exposed to blood or other potentially infectious materials while using first aid supplies, employers are required to provide appropriate personal protective equipment (PPE) in compliance with the provisions of the Occupational Exposure to Bloodborne Pathogens standard. This [standard](#) lists appropriate PPE for this type of exposure, such as gloves, gowns, face shields, masks, and eye protection.

In general, it is worthwhile for all employers to provide training opportunities on cardiopulmonary resuscitation (CPR) and first aid for their employees in case of emergency. In addition, OSHA recommends employers consider the need for an automated external defibrillator (AED) in the workplace.

While not mandatory, the first aid supplies listed below are commonly accepted as sufficient for a small worksite. Keep in mind that you may need to keep a larger number of supplies in the kit for larger offices.

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Employers should assess the specific needs of their worksite periodically and augment the first aid kit appropriately.

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First Aid Supplies	ANSI 2015 - Minimum Quantity		ANSI 2015 - Minimum Size or Volume	
	Class A Kits	Class B Kits	(US)	(Metric)
Adhesive Bandage	16	50	1 x 3 in.	2.5 x 7.5 cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3 m. (total)
Antibiotic Application	10	25	1/57 oz.	0.5 gm
Antiseptic	10	50	1/57 oz.	0.5 gm
Breathing Barrier	1	1	N/A	N/A
Burn Dressing (gel soaked)	1	2	4 x 4 in.	10 x 10 cm
Burn Treatment	10	25	1/32 oz.	0.9 gm
Cold Pack	1	2	4 x 5 in.	10 x 12.5 cm
Eye Covering, with means of attachment	2	2	2.9 sq. in.	19 sq. cm
<b>Eye/Skin Wash</b>				
1 fl oz total	1	0	1 fl. oz.	29.6 ml
4 fl oz total	0	1	4 fl. oz.	118.3 ml
First Aid Guide	1	1	N/A	N/A
Hand Sanitizer	6	10	1/32 oz.	0.9 g
Medical Exam Gloves	2 pair	4 pair	N/A	N/A
<b>Roller Bandage</b>				
2 inch	1	2	2 in. x 4 yd.	5 cm x 3.66 m
4 inch	0	1	4 in. x 4 yd.	10 cm x 3.66 m
Scissors	1	1	N/A	N/A
Splint	0	1	4.0 x 24 in.	10.2 x 61 cm
Sterile Pad	2	4	3 x 3 in.	7.5 x 7.5 cm
Tourniquet	0	1	1 in. (width)	2.5 cm (width)
Trauma Pad	2	4	5 x 9 in.	12.7 x 22.9 cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142 cm

Have questions about safety concerns? MRA's [HR Hotline Advisors](#) can help you!

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