FIRST + AID AT WORK
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First aid is the emergency care given to the casualty before professional help arrives. It is an essential element for the emergency preparedness programme in a workplace and also contributes to the overall occupational safety and health management system. Can you imagine how serious the consequence would be if an employee suddenly collapsed or suffered from a badly bleeding cut but there is no first aider and first aid facility available? Therefore, first aid programme should be arranged at every workplace, including the low risk workplace such as office settings, in order to provide emergency care in case of accident.

This booklet addresses the issue of first aid provision at workplace. Employers and employees are welcome to take reference from this booklet when making first aid arrangement at their workplaces.
2.1 Definition
The guiding principle of first aid is to provide treatment in the event of an emergency. What is important is that through the use of available materials to provide appropriate initial medical treatment speedily, when people at work suffer from injury or illness, until expert medical attention is available. The initial management of injuries and illness could make a difference between life and death.

2.2 Aims
1. to preserve life
2. to prevent the worsening of any injuries
3. to promote recovery

Preserve life
Prevent the worsening of any injuries
Promote recovery
Before going to the assistance of a casualty, one should remain calm and check if the accident scene is safe for the first aider and the others to be there. Special attention should be paid to the following situations:

- Traffic accident
- Fire
- Landslip
- Collapse of building
- Flammable gas leakage
- Electrocution

Precautionary measures should be practiced to prevent cross infection during any first aid procedure which might involve exposure to blood and body fluids. First aiders or the persons who give the immediate first aid assistance to the patients should note the following principles.

- Covering an open wound
  If first aider has an open wound which might be in contact with the injured person, it should be properly covered with a waterproof adhesive plaster.

- Putting on protective gloves
  First aiders should wear protective gloves when treating wounds. Other personal protective equipment, such as goggles or waterproof aprons, may also be worn if necessary.

- Using a pocket mask (mouth-to-mouth resuscitation)
  First aider should use a pocket mask to avoid direct contact with the patient's fluid during mouth to mouth resuscitation.
4.1 Trauma and bleeding

Traumas are injuries to our skin and tissues that normally results in bleeding wounds. If treated improperly, bleeding will result in deterioration of the injury or infection. Direct pressure method is the most effective way to stop bleeding.

4.1.1 Minor bleeding (e.g. cut)

1. Sterilize the wound
2. Cover the wound with sterilized dressing
3. Send the injured person to hospital if necessary

4.1.2 Heavy bleeding (when bleeding exceeds 0.5L)

1. Cover the wound with a clean dressing or absorbent cloth and press against it firmly for a considerable period of time
2. Elevate the bleeding body part above the heart level
3. Call the emergency services at once and send the injured person to hospital immediately
4.1.3 Nose bleeding
1. Sit the injured up with his head dropping forward and use a container or a towel to catch and hold the blood.
2. Loosen the clothing around the injured person’s neck
3. If bleeding continues after kneading his nose for 10 minutes, continue to knead his nose for another 10 minutes.
4. Let the injured person rest for a while after bleeding stops
5. If nose bleeding still continues over 20 minutes or other symptoms present, e.g. head injury or vomiting etc., send the injured to hospital immediately.

Avoid leaning the head backward - that could choke on blood or inhale blood into the lungs.

4.1.4 Bleeding from ear
Treatment depends on the type and severity of the injury. If not too serious, the following steps will help:
1. If the injured person has no fracture, sit up with his head tilted to the bleeding side in order to let the blood drain off
2. Cover the outside of the ear with a gauze or dressing
3. Observe the conscious level of the injured person
4. Send to hospital immediately

DO NOT block any drainage coming out of the ear.
To do so will increase the chance of infection.
4.2 Muscle injuries

Muscle injuries including muscle strains and cramps in the feet and hands are very common. Overstretching the muscle or lifting a heavy load incorrectly will both result in muscle strains. Muscle cramps can be caused by uncoordinated muscle contraction, excessive sweating, vomiting and diarrhea, also resulting in depletion of water and electrolytes.

4.2.1 Muscle strains

1. Reduce or stop using the injured area (Rest)
2. Apply a cold pack on the injured area (Ice)
3. Bandage to apply compression on the injured area (Compression)
4. Keep the injured area above the level of the heart (Elevation)

4.2.2 Leg cramps

1. Elevate the leg and keep it as straight as possible
2. Pull the toes up towards the head and stretch the calf muscle gently
3. Gently massage the cramped muscle
4.3 Skeletal injuries

While skeletal injuries are very common, fractures are not always easy to identify. If in doubt, always assume the worst and treat the case as a fracture. The ultimate objective here is to relieve pain, prevent the injury from worsening and treat shock.

4.3.1 Fractures
1. Serious conditions such as asphyxia, bleeding, or shock should be dealt with before treating the fracture.
2. Ask the injured person which part of his body is hurt and if it feels numb or tingly. Check the injured person's pulse below his wound.
3. Observe the movement of fingers and toes in order to check if the injured person is paralyzed.
4. Check if the injured limb is pale and cold.
5. For open fractures, place a piece of gauze or dressing on the injured part then put a ring pad around the wound before bandaging the wound.
6. Support and immobilize the injured site with splints.
7. Do not apply pressure on the wound when bandaging the injured site with splints.
8. Check the circulation after bandaging.
9. Send the injured person to hospital immediately.

4.3.2 Amputations
1. Cover the wound with dressings.
2. Use the direct pressure method and elevate the injured limb.
3. Place the amputated limb in a clean plastic bag. Then fill another container such as a plastic case or plastic bag with ice cubes and put the amputated limb inside since it helps to preserve the amputated limb in low temperature.
4. Send the injured person to hospital together with the amputated limb.

Do not wash the amputated limb with water. Do not allow the amputated limb to have direct contact with ice cubes or water.
4.4 Burns/scalds
Burns or scalds are bodily injuries resulting from high heat, radiation, hot liquids and chemical corrosives. This type of trauma is quite complicated as other functions of the body can also be affected, e.g. damage of skin layers and the underlying structures, loss of body fluids and electrolytes, failure in regulation of body temperature and infection.

4.4.1 Thermal burns/scalds
1. Remove the casualty from the heat source
2. Check the casualty's breathing and pulse
3. Check the degree of his burns
4. Flush the burned area with water, cool the burned area to alleviate his pain and cover the wound with a sterilized dressing (for facial burns, use sheet or triangular bandage to cover the burnt area. Provide openings on the sheet or triangular bandage for eyes, nose & mouth of the casualty)
5. Send the casualty to hospital immediately
4.4.2 Chemical burns or chemical in the eyes

1. Put on protective clothing and wear gloves
2. Remove the contaminated clothing and then rinse the casualty with a large amount of water
3. Dress the wound with bandage after rinsing
4. Try to identify the classification of chemicals involved
5. Send the casualty to hospital immediately

Points to remember:
If chemical has splashed into the eyes of the casualty, flush the eyes with large amount of cool running water and open the eyelids as far as possible to wash away the chemicals. Continue to flush his eyes during transportation to hospital.
4.5 Foreign bodies in the eyes

All objects that enter our bodies are regarded as foreign bodies. Common foreign bodies include sand particles and metal slivers.

4.5.1 Sand particles/metal sliver in the eyes

1. Incline the casualty to the injured side
2. Separate his upper & lower eyelids and irrigate his eye with clean water
3. Gently cover the injured eye with gauge
4. Send the casualty to hospital immediately

Do not rub the eye or attempt to take out foreign body in the eye
4.6 Asphyxia

Asphyxia means difficulty in or cessation of breathing. When our airway is obstructed, our tissues will lack oxygen. Our brain and heart will be affected and eventually the heart will stop beating. Any delay in treatment and rescue will result in irreversible damage to the brain cells and ending in death.

4.6.1 Airway obstruction

1. Remove foreign bodies, such as food particles or dentures etc., from mouth. Encourage the casualty to continue coughing to dislodge the object blocking the airway.

2. If unsuccessful, use abdominal thrust. The first aider should stand behind the casualty with arms around the abdomen and grasp the fist with the other hand and place it on the upper abdomen (2.5cm above the navel).

3. Press the fist against the casualty's abdomen with a quick upward thrust 5 times.
4.6.2 Electric shock

1. Switch off the main switch or break the contact between electrical source and the electrocuted person
2. Check breathing and pulse
3. If breathing and heartbeat have stopped, apply Cardiopulmonary Resuscitation (CPR) immediately
4. If normal breathing and heartbeat but the injured is unconscious, place the injured person in a recovery position
5. Send the injured person to hospital immediately
4.7 Shock

When the volume of blood in the circulatory system drops, the supply of oxygen and nutrient substances to the tissues is reduced and shock occurs. The clinical features of those suffer from shock include the feeling of feeble and restless, fast and weak pulse, pale-looking, clammy and cold skin. Shock can result in subsequent functional failure of organs or even death.

4.7.1 Treatment of shock

1. Eliminate the cause of shock if possible
2. Lay the casualty on his back to maintain an open airway
3. Raise legs to improve blood flow to the heart & brain (except for low-limb fracture)
4. Keep the injured person warm
5. Send the injured person to hospital as soon as possible
4.8 Unconsciousness

When a person is unable to recognize the surrounding environment or objects, responds slowly to stimulation or even fails to respond altogether, he is unconscious. The level of consciousness is categorized as: alert, verbal, pain and unresponsive. First aider should closely monitor the changes in the level of consciousness.

4.8.1 Treatment of unconsciousness

1. Keep the patient's airway unobstructed. Press down on his forehead and raise his chin to open up the airway and clear any obstructing material inside the mouth.

2. Check his breathing and pulse. If necessary, apply cardiopulmonary resuscitation.

3. Check the patient's body for any associated injury or fracture. If any such injury is found, stop the bleeding immediately and treat the wound properly.

4. Determine the level of unconsciousness (alert / responsive to voice / responsive to pain / unresponsive)

5. If the patient can still breathe and his pulse is running and if the neck or spine is not injured, you can lay him down in the recovery position.

6. Keep the patient warm and comfort him. Never give the patient any food or drink. Send him to hospital as soon as possible.
4.9 Poisoning by gases or fumes

Poisonous gases accumulate in confined spaces very often. The existence of poisonous gases lowers the oxygen level in the air and causes poisoning or even asphyxia.

4.9.1 Inhaled poisons

1. The first aider should safeguard himself by rendering attention to the safety of the surroundings and putting on suitable protective equipment.

2. Remove the patient from the scene immediately.

3. Remove the patient to an area of fresh air.

4. If the patient is unconscious, check his breathing and pulse. Start CPR if necessary.

5. Transport the patient to hospital immediately.
4.10 Asthma

People with asthma have extra-sensitive airways. Triggers like vigorous exercise, airway infection, allergens, changes in temperature and air quality may make their airways swell and narrow, causing wheeze, cough and difficulty breathing.

4.10.1 Treatment of Asthma

1. Reassure and calm the patient. Have the patient sit and lean slightly forward.
2. Give patient puffs of a reliever to ease breathing
3. Send the patient to hospital as soon as possible
4. If necessary, apply CPR
4.11 Heat exhaustion

Working or exercising in a hot, humid or concealed environment, the body is unable to dissipate heat by perspiration. Body heat will be retained & cause a rapid rise of body temperature which in turn results in damage of brain cells.

4.11.1 Treatment of heat stroke

1. Move the patient to a cool place
2. Take off the clothes accordingly
3. Cover the patient with towels soaked in cold water and keep sprinkling cold water onto the towels until the body temperature falls to 38°C. Do not give any food or drink to patient.
4. Lay the patient semi-prone to keep the airway clear
5. Send to hospital immediately
It is mandatory for all factories and industrial undertakings or workplaces to have first aiders and first aid facilities if a particular number of employees is reached.

### 5.1 First aider

A certain number of first aiders are needed for a particular number of employees, depending on the industry type.

<table>
<thead>
<tr>
<th>Legislations</th>
<th>Industries applicable</th>
<th>Number of person trained in first aid</th>
<th>Requirement of first aid facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Safety and Health Regulation</td>
<td>All industries*</td>
<td>One first aider for each 150 employees</td>
<td>One first aid box for each 100 employees, or part of that number*</td>
</tr>
<tr>
<td>Factories and Industrial Undertakings (First Aid In Notifiable Workplaces) Regulations</td>
<td>Notifiable Workplaces</td>
<td>If the number of employees is more than 100, one first aider for each 100 employees, or part of that number</td>
<td>One first aid box for each 100 employees, or part of that number*</td>
</tr>
<tr>
<td>Quarries (Safety) Regulations</td>
<td>Quarries</td>
<td>3 first aiders for less than 50 employees; 5 first aiders for 300 employees or more</td>
<td>Mandatory first aid facilities and a stretcher</td>
</tr>
<tr>
<td>Construction Sites (Safety) Regulations</td>
<td>Construction Sites</td>
<td>At least one first aider for where not less than 30, but less than 100 workmen are employed; at least two first aiders for where not less than 100 workmen are employed</td>
<td>The contractor responsible for a construction site at which 5 or more workmen are employed shall provide and maintain a first aid box for every 50 workmen or part thereof employed on the site*; the contractor responsible for a construction site at which 50 or more workmen are employed shall provide a stretcher</td>
</tr>
<tr>
<td>Factories and Industrial Undertakings (Cargo and Container Handling) Regulations</td>
<td>Cargo and Container Handling</td>
<td>At least one first aider for where 30 or more but less than 100 persons are employed; at least 2 first aiders for where 100 or more persons are employed</td>
<td>One First Aid box for each 100 employees or part of that number*</td>
</tr>
<tr>
<td>Factories and Industrial Undertakings (Work In Compressed Air) Regulations</td>
<td>Construction Work In Compressed Air</td>
<td>Not less than 3 medical lock attendants shall be available for duty in respect of each medical lock. A medical lock attendant shall be a person trained in first aid</td>
<td>If the number of employees is more than 100, one medical lock is required for each 100 employees, or part of that number</td>
</tr>
</tbody>
</table>

*Except those industries regulated by specific legislations  * First aid boxes must contain legally-specified first aid items

A person trained in first aid shall be a person who is a registered nurse, or who holds a certificate of competency in first aid issued by the Auxiliary Medical Service, the St. John's Ambulance Association, or the Hong Kong Red Cross, or who holds a certificate to that effect issued by an organization approved by the Commissioner for Labour, e.g. the first aid certificate issued by the Occupational Safety and Health Council.
5.2 First aid facility

All workplaces are legally obliged to provide and maintain a certain level of first-aid requirement, depending on the industries and number of employees. The person responsible for the workplace must ensure the basic first-aid requirement as follows:

(a) The first-aid facility is clearly marked "FIRST AID" and "急救".

(b) The first-aid box should contain specified quantities of first-aid items in sufficient number (medications should not be kept) together with the "Hints On First Aid" booklet issued by the Labour Department; provision of stretchers is mandatory in construction sites.

(c) The names of persons responsible for a first-aid facility should be affixed to that facility.
5.3 Responsible person for first aid box

The person in charge of each workplace should appoint two or more designated employees to look after all items in the first aid box;

Items in the first aid boxes should be kept adequate on the premises. Refill the items if necessary and discard any expired items;

The names of the responsible persons should be clearly displayed on each box so that at least one of them can be reached during working hours.
The person in charge of each workplace should post a notice of First Aid arrangement for employees in a prominent location such as the entrance, exit or office. In case of emergencies, employees can obtain help by following the guidelines.

First Aid notices should include the following information:

- The location of the First Aid box(es) and First Aid equipment (provide a map if necessary)
- The names and contact numbers of the person in charge of the workplace
- The names and contact numbers of the First Aid box responsible persons
- The names and contact numbers of the company's first aiders
- Other emergency numbers → Police 999
  → Ambulance Control Centre of the Fire Services Department 2735 3355
  → Numbers of the nearest Fire Station and Police Station
It is good practice to record in a book any incidents involving injuries or illness which have been attended. First aiders and the employees responsible for the first aid boxes are the suitable personnel to record and keep the first aid records. This information can help identify and analyse accident trends and possible areas for improvement in the control of health and safety risks.

The following information should be included in the entry of first aid record:

- Name, job position, gender and age of injured and ill person
- Date, time and place of the incident/accident
- Details of injury/illness
- Details of first aid treatment given
- What happened to the casualty immediately afterwards (for example went to hospital, went home, went back to work, etc.)
- Name and signature of the person dealing with the incident/accident

**ABC Company First Aid Record**

<table>
<thead>
<tr>
<th>Name of injured person: K K Cho</th>
<th>Position: Kitchen worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: M</td>
<td>Age: 42</td>
</tr>
<tr>
<td>Date: 1-3-2003</td>
<td>Time: 11:30 am</td>
</tr>
<tr>
<td>Location of accident: Kitchen</td>
<td></td>
</tr>
<tr>
<td>Type of injury/illness: Finger cut</td>
<td></td>
</tr>
<tr>
<td>First aid treatment provided:</td>
<td>Sent to hospital (please specify: Accident &amp; Emergency Services of XX Hospital)</td>
</tr>
<tr>
<td>Subsequent arrangement:</td>
<td>Went home</td>
</tr>
<tr>
<td></td>
<td>Went back to work</td>
</tr>
<tr>
<td></td>
<td>Others (Please specify: )</td>
</tr>
<tr>
<td>Name and signature of first aider: K Y Tseung</td>
<td>Date: 1-3-2003</td>
</tr>
</tbody>
</table>
Occupational Safety and Health Regulation stipulates that the person responsible for a workplace must ensure that a separate first aid facility is provided and maintained for each 100 employees, or part of that number, employed at the workplace and the first aid facility is clearly marked "FIRST AID" and "急救". The following items should be included in the first aid facility:

1. A first aid treatment leaflet, issued by Labour Department
2. Small sterilized unmedicated dressing
3. Medium-sized sterilized unmedicated dressing
4. Adhesive wound dressings
5. Triangular bandages
6. Adhesive plaster rolls
7. Absorbent cotton wool packets
8. A pressure bandage
9. Safety pins

Note: Tablets and medications should not be kept in the first aid box.
The First Aid facilities laid down by legislative requirement vary between different workplaces depending on the nature of work incurred:

### Items required for each first aid box in a Notifiable Workplace

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of employees less than 10</td>
</tr>
<tr>
<td>A copy of &quot;Hints On First Aid&quot; leaflet</td>
<td>1</td>
</tr>
<tr>
<td>Sterile unmedicated dressings</td>
<td>6</td>
</tr>
<tr>
<td>Small size for injured fingers</td>
<td></td>
</tr>
<tr>
<td>Medium size for injured hands and feet</td>
<td>3</td>
</tr>
<tr>
<td>Adhesive wound dressings of assorted sizes</td>
<td>12</td>
</tr>
<tr>
<td>Triangular bandages of unbleached calico with the longest side not less than 1.3m &amp; each of the other sides not less than 0.9m</td>
<td>2</td>
</tr>
<tr>
<td>Rolls of adhesive plaster (Zinc Oxide) at least 4.5m (L) x 25mm (W)</td>
<td>1</td>
</tr>
<tr>
<td>Packets of absorbent cotton wool each of 30g</td>
<td>3</td>
</tr>
<tr>
<td>Pressure bandage</td>
<td>1</td>
</tr>
<tr>
<td>Safety pins</td>
<td>a sufficient supply</td>
</tr>
</tbody>
</table>

**Items advised to be added**

- Dressing scissors: one pair
- Disposable gloves: a sufficient supply
- Eyebath: a sufficient supply
- Waterproof adhesive plaster: a sufficient supply
- Waterproof adhesive dressings of assorted sizes: a sufficient supply

Note: # One First Aid box or cupboard for each 100 employees, or part of that number.

### Items required for each first aid box in a Quarry

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Quantities</th>
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<tbody>
<tr>
<td></td>
<td>No. of employees less than 50</td>
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<tr>
<td>A copy of &quot;Hints On First Aid&quot; leaflet</td>
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<tr>
<td>Sterile unmedicated dressings</td>
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<tr>
<td>Rolls of adhesive plaster (Zinc Oxide) at least 4.5m (L) x 25mm (W)</td>
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</tr>
<tr>
<td>Packets of absorbent cotton wool each of 30g</td>
<td>6</td>
</tr>
<tr>
<td>Eyebath</td>
<td>1</td>
</tr>
<tr>
<td>Pressure bandage</td>
<td>1</td>
</tr>
<tr>
<td>Safety pins</td>
<td>a sufficient supply</td>
</tr>
</tbody>
</table>

**Items advised to be added**

- Dressing scissors: one pair
- Disposable gloves: a sufficient supply
- Waterproof adhesive dressings of assorted sizes: a sufficient supply
- Waterproof adhesive plaster: a sufficient supply

Note: # One First Aid box or cupboard for each 100 employees, or part of that number.
# Items required for each first aid box in a Cargo and Container Handling Undertaking

<table>
<thead>
<tr>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Requirements</strong></td>
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<td>Pressure bandage</td>
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<td>Safety pins</td>
<td>a sufficient supply</td>
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<td>Dressing scissors</td>
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<td>Disposable gloves</td>
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<td>Eyebath</td>
<td>a sufficient supply</td>
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<td>Waterproof adhesive plasters of assorted sizes</td>
<td>a sufficient supply</td>
</tr>
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<td>Waterproof adhesive wound dressings of assorted sizes</td>
<td>a sufficient supply</td>
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</table>

Note: # One First Aid box or cupboard for each 100 employees, or part of that number.

# Items required for each first aid box in a Construction Site

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<tr>
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<td>6</td>
</tr>
<tr>
<td>Medium size for injured hands and feet</td>
<td>6</td>
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<tr>
<td>Waterproof adhesive wound dressing of assorted sizes</td>
<td>24</td>
</tr>
<tr>
<td>Triangular bandages of unbleached calico with the longest side not less than 1.3m &amp; each of the other sides not less than 0.9m</td>
<td>4</td>
</tr>
<tr>
<td>Rolls of adhesive plaster (Zinc Oxide) at least 4.5m (L) x 25mm (W)</td>
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</tbody>
</table>

Note: # One First Aid box or cupboard for each 50 employees, or part of that number.
## Items required for each first aid box in all other workplaces

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of employees less than 10</td>
</tr>
<tr>
<td>A copy of “Hints On First Aid” leaflet</td>
<td>1</td>
</tr>
<tr>
<td>Sterile unmedicated dressings</td>
<td>1</td>
</tr>
<tr>
<td>Small size for injured fingers</td>
<td>1</td>
</tr>
<tr>
<td>Medium size for injured hands and feet</td>
<td>3</td>
</tr>
<tr>
<td>Adhesive wound dressings of assorted sizes</td>
<td>1</td>
</tr>
<tr>
<td>Triangular bandages of unbleached calico with the longest side not less than 1.3m &amp; each of the other sides not less than 0.9m</td>
<td>1</td>
</tr>
<tr>
<td>Rolls of adhesive plaster (Zinc Oxide)</td>
<td>1</td>
</tr>
<tr>
<td>at least 2m (L) x 25mm (W)</td>
<td></td>
</tr>
<tr>
<td>at least 4.5m (L) x 25mm (W)</td>
<td></td>
</tr>
<tr>
<td>Packets of absorbent cotton wool each of 30g</td>
<td>1</td>
</tr>
<tr>
<td>Pressure bandage</td>
<td>1</td>
</tr>
<tr>
<td>Safety pins</td>
<td>a sufficient supply</td>
</tr>
</tbody>
</table>

### Items advised to be added
- Dressing scissors: one pair
- Disposable gloves: a sufficient supply

Note: # One First Aid box or cupboard for each 100 employees, or part of that number.

Apart from the minimum level of first aid provision, the person responsible for a workplace may also consider to provide additional first aid materials and equipment in the workplace as appropriate. As to serve the purpose of emergency rescue, it is important to ensure that all the first aid treatment with the aids of first aid equipment should be carried out by a person trained in first aid.

### Mandatory first aid facility

#### Stretcher
Mandatory first aid facility. It is to remove the casualty by stretcher from the scene of accident to the first aid station.

#### Bag Valve Mask
Bag-Valve-Mask (BVM) resuscitator is designed for use to provide respiratory support to the respiratory distressed or non-breathing patient.

#### Splint
Splint is used to support and immobilize the fracture part in order to prevent his injury from worsening.

#### Instant Cold Pack & Hot Pack
It is used to apply on the affected area to relieve and decrease swelling of soft tissues.

#### Thermometer / Digital Ear Thermometer
It is used to measure and monitor body temperature, especially for screening those suffering from high fever.
Appendix 2

CHECKLIST OF FIRST AID FACILITIES

Are first-aid facilities and first-aid arrangements properly provided and maintained at your workplace? Here is a handy checklist to help assess your current status. Please feel free to use this checklist to assess the first aid facilities at your workplace.

<table>
<thead>
<tr>
<th>Items</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is a separate first aid box provided at your workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is there any employee designated to be responsible for the first aid box?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is a first aider appointed at your workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Is there any notice specifying the name(s) of first aider(s) and the employee(s) responsible for first aid facility to be affixed to that facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is the first aid box placed in a convenient location where your staff can easily access it at any time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Are the first aid items complied with the specified quantities of the mandatory requirement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are the first items properly maintained in a serviceable condition and in sufficient supply?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Are the contents of the first aid box regularly reviewed by appointed person or designated employee responsible for the first aid facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Are all of your employees aware of the first aid box's location?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is there any first aid notice displayed in your workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is the first aid notice displayed in a prominent location of your workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Are the emergency contact numbers also displayed in the first aid notice?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are first aid records properly kept at your workplace?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Are the first aid records regularly reviewed to identify the accident trends at your workplace?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answer "NO" to any items, it may indicate further action is needed for provision of first aid facilities and setting up of the emergency procedures.
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