

此手冊應常放置於急救箱內

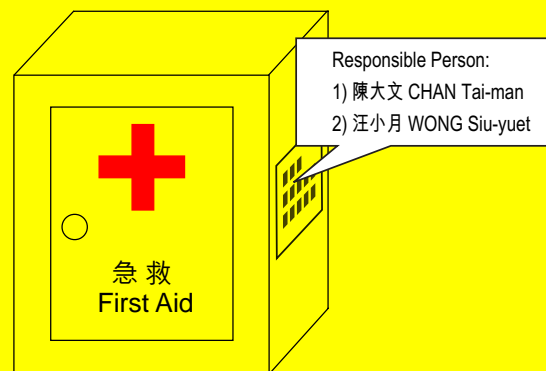
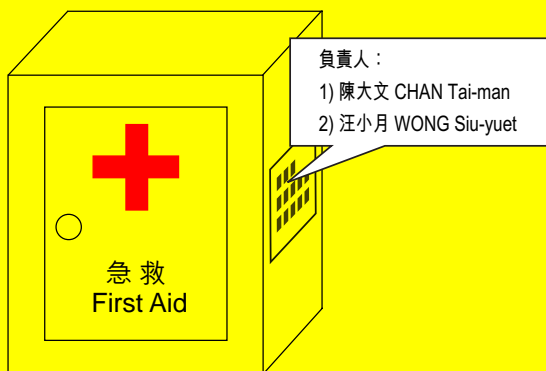
This booklet should always be kept in the first aid box

# 急救指南

# HINTS ON FIRST AID

(適用於：應呈報工場，石礦場，貨物搬運及貨櫃處理作業，建築地盤，及所有其他工作場所)

(For: Notifiable Workplaces, Quarries, Cargo and Container Handling, Construction Sites, and all other Workplaces)



Name of Undertaking

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Location of First Aid Box

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Name of designated person in charge of the box

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**Note:** Each first aid box or cupboard must be large enough to hold all the contents, which should meet the requirements stipulated in the relevant regulations and be maintained in good condition. Please refer to the appropriate Appendix.

工作場所名稱

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急救箱位置

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急救箱指定負責人之姓名

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**注意：** 每一個急救箱或急救櫃須有足夠的容積，並且所有物品需要符合相關規例之準則及要經常保持良好狀態。請參閱有關之附錄表。

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(適用於：應呈報工場，石礦場，貨物搬運及貨櫃處理作業，建築地盤，及所有其他工作場所)

如要索取進一步資料或尋求協助，請與勞工處職業健康服務聯絡。

地址：香港中環統一碼頭道 38 號

海港政府大樓 15 字樓

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# HINTS ON FIRST AID

(For: Notifiable Workplaces, Quarries, Cargo and Container Handling, Construction Sites, and all other Workplaces)

For further information about the subject or assistance, please contact the Occupational Health Service, Labour Department.

Address: 15/F, Harbour Building, 38 Pier Road, Central, Hong Kong.

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本小冊子旨在簡單介紹有關《工廠及工業經營條例》(第50章)和《職業安全及健康條例》(第509章)及其附屬規例就各工作場所內的急救物品的需要，及提供受傷時之急救處理方法的一般指引。僱主可參考由本處印製的「急救簡介」小冊子及個別規例，以獲得詳盡法定的需要。

**急救物品**是指：

根據職業安全及健康規例，急救物品是指屬該規例內附表2所指明類別的物品或由勞工處處長規定須提供在急救設施內的任何附加物品。但是在某些工作場所，例如應呈報工場、建築地盤、貨物搬運及貨櫃處理作業和石礦場，有關規例已就急救箱或急救櫃內之急救物品訂定個別的特別需要。而各規例訂定的需要及其它建議可加添的物品摘要在附錄一至五。

# HINTS ON FIRST AID

## INTRODUCTION

This booklet aims to provide a simple guide to the first aid items required under the Factories and Industrial Undertakings Ordinance (Chapter 59), the Occupational Safety and Health Ordinance (Chapter 509) and their subsidiary regulations for various undertakings, and to provide general guidance on first aid treatment of injuries. Employers can make reference to the booklet "A Brief Guide to First Aid" published by the Labour Department and to the respective regulations for details of the legal requirements.

**First Aid Items** means:

Under the Occupational Safety and Health Regulation, "first aid item" means an item of the kind specified in Schedule 2 of the Regulation or any additional item required by the Commissioner for Labour to be provided in the first aid facility. Nevertheless, for certain undertakings, e.g. notifiable workplaces, construction sites, cargo and container handling and quarries, relevant regulations have stipulated respective

specific requirements on the first aid items to be kept inside the first aid box or cupboard. Summaries of the requirements set out in various regulations and of additional items that are advisable to be added are at Appendix 1 to 5.

Moreover, the first aid box or cupboard should be clearly marked "FIRST AID" and 「急救」, and its contents be maintained in a serviceable condition at all times. A notice specifying the names of the employees responsible for the first aid box or cupboard should be affixed to it.

此外，急救箱或急救櫃應清楚標明「急救」及「FIRST AID」字樣，及其內含物品應在任何時候均保持在可使用的狀況。急救箱或急救櫃上應附有負責該設施之僱員的姓名的告示。



應呈報工場是指：

- 一、任何工廠、礦場或石礦場；及
- 二、任何處所或地方，而在其內是進行或擬進行危險行業或附表所列行業者，但不包括《建築地盤(安全)規例》(第59章，附屬法例I)所指的建築地盤。

**Notifiable Workplace** means:

1. any factory, mine or quarry; and
2. any premises or place in which a dangerous trade or scheduled trade is carried on or is proposed to be carried on, but does not include a construction site within the meaning of the Construction Sites (Safety) Regulations. (Cap.59 sub. leg. I)

**Person trained in first aid** shall be a person:

1. who holds a certificate of competency in first aid issued by the St. John's Ambulance Association<sup>Note 1</sup>, the Auxiliary Medical Services or the Hong Kong Red Cross; or
2. who is a registered nurse within the meaning of the Nurses Registration Ordinance (Cap.164); or
3. who has completed a training course in first aid and who holds a certificate to that effect issued by an organization<sup>Note 2</sup> approved by the Commissioner for Labour.

## REFERENCE

1. Factories and Industrial Undertakings Ordinance (Chapter 59)
2. Occupational Safety and Health Regulation (Chapter 509 A)

Note 1: Under the Hong Kong St. John Ambulance

Note 2: For example, Occupational Safety and Health Council etc.

曾受急救訓練的人須為任何以下人士：

- 一、持有由聖約翰救傷隊(註一)、醫療輔助隊或香港紅十字會發出的急救合資格證明書的人；或
- 二、屬《護士註冊條例》(第504章)所指的註冊護士的人；或
- 三、已完成急救訓練課程並持有由勞工處處長認可的組織(註二)所發出的證明已完成該課程的證明書的人。

## 參考資料

- 一、工廠及工業經營條例(第59章)
- 二、職業安全及健康規例(第509A章)

註一：香港聖約翰救護機構之下的聖約翰救傷會  
註二：包括職業安全健康局等

以下提供的受傷時之急救處理方法，並不能代替曾受訓練之醫生或護士的治療。

職業受傷或意外的資料應妥善記載及保存，以供不同的用途，特別在預防意外的發生方面。

### 輕微損傷

所有傷口應要立刻處理。最重要是保持傷口清潔，不受感染。

- 一、在水龍頭下小心洗滌傷口。如有消毒藥水，可用之洗滌傷口。
- 二、用消毒敷料或黏性敷料覆蓋傷口。
- 三、如有需要，應延醫診治。

## FIRST AID TREATMENT

The first aid treatment of injuries mentioned below is not a substitute for medical treatment administered by a doctor or nurse.

Information on injuries or accidents at work should be properly recorded and kept for various purposes, particularly accident prevention.

### MINOR WOUNDS AND SCRATCHES

All wounds should receive immediate treatment. It is important to keep the wound clean and prevent it from contamination.

1. Clean the wound gently under the running tap. If the antiseptic solution is available, use it to clean the wound.
2. Cover the wound with a sterile or adhesive dressing.
3. Seek medical advice if necessary.

## SERIOUS INJURIES

1. Call 999 for an ambulance in emergency. Transfer the victim to a hospital as soon as possible.
2. In case of serious injury, it is important to control bleeding to the minimum, and prevent wound contamination.

### Bleeding

Stop the bleeding as soon as possible.

1. Instruct the victim to lie down.
2. Lift up the injured part.
3. Inspect the wound.
  - (a) If there is no foreign body, cover it with a sterile dressing and apply direct firm pressure with the hand to stop bleeding.
  - (b) If there is foreign body, do not attempt to remove it. Cover it with sterile dressing and apply pressure over both sides of the wound.
  - (c) Use a clean handkerchief or cotton towel to cover the wound when there is insufficient sterile dressing.
  - (d) If internal bleeding is suspected, observe for signs of shock. Please refer to "Treatment for Shock" on page 7.

### 嚴重受傷

- 一、致電 999 召喚救護車，送傷者往醫院診治。
- 二、在嚴重情況時，最重要是盡量制止流血及避免傷口受感染。

### 流血

- 一、應盡快制止流血。
- 二、指示傷者躺下。
- 三、把受傷部位提高。
- 三、檢驗傷口
  - (一) 若傷口沒有異物，用消毒敷料覆蓋傷口，然後用手直接施壓止血。
  - (二) 如傷口有異物，不要設法拔除。應蓋上消毒敷料，用手按壓傷口的兩邊。
  - (三) 如消毒敷料不足夠使用時，可用清潔手帕或棉質毛巾覆蓋傷口。
  - (四) 如懷疑有內出血現象，應留意休克徵狀。請參閱第七頁《休克之處理方法》。

所有嚴重受傷均可引致休克。病徵及病狀如下：

- 一、皮膚濕冷，蒼白或呈灰色。
- 二、唇和指甲發藍。
- 三、感覺寒冷和口渴。
- 四、呼吸困難及急速。
- 五、脈膊快而弱。
- 六、神智不清。

處理方法：

- 一、讓傷者平臥，略為抬高雙腿。（若傷者人事不省，請參閱第八頁《人事不省》之處理方法。）
- 二、解鬆緊束著傷者頸和腰的衣服。
- 三、安慰及使傷者溫暖和舒服。
- 四、不要給予飲食。

## Shock

All serious injuries may cause shock. The signs and symptoms are:

1. Cold, moist, pale or grey skin.
2. Blue nail beds and lips.
3. Sensation of cold and thirst.
4. Rapid and difficult breathing.
5. Rapid and weak pulse.
6. Decreased consciousness.

Treatment:

1. The victim should lie down on the back with the legs slightly raised. (If the victim is unconscious, please refer to the treatment for unconsciousness on page 8.)
2. Loosen his/her clothing that is tight around the neck and waist.
3. Reassure and keep him/her comfortable and warm.
4. Never give food or drink to the victim.

## 人事不省

- 一、置傷者於「復原臥式」。(若懷疑脊椎受傷，切勿移動傷者，應留待曾受急救訓練的人處理。)
- 二、解鬆緊束著傷者頸和腰的衣服。
- 三、如有假牙，將之除去。
- 四、清除口中異物，以免呼吸道受阻塞。
- 五、不可給予飲食，或扶傷者坐起來。

## 骨折

- 一、應固定受傷部位。
- 二、除非傷者身處險境或受傷部位已被固定，否則切勿移動傷者。
- 三、不可給予飲食。



復原臥式

## Unconsciousness

1. Place the victim in the "Recovery Position". (If spinal injury is suspected, do not move the victim. Seek help from a person trained in first aid.)



Recovery Position

2. Loosen his/her clothing that is tight around the neck and waist.
3. Remove dentures if any.
4. Remove foreign materials from the mouth to avoid obstruction of the airway.
5. Never give food or drink to the victim or try to sit him/her up.

## Fractures

1. Immobilize the injured part.
2. Do not move the victim unless he/she is in a dangerous place or until the affected part has been immobilized.
3. Never give food or drink to the victim.

**異物入眼**

- 一、用清水沖洗眼睛，把黏附在眼睛表面的異物如塵埃，砂礫或微粒沖走。
- 二、如果異物藏在眼窩內或嵌入眼球，不可嘗試除掉。
- 三、用清水敷料輕輕覆蓋眼睛。
- 四、送傷者往醫院診治。

**化學品入眼**

- 一、立刻用大量清水沖洗受傷的眼睛最少十分鐘。受污染的水不要流入沒受傷一方的眼睛。沖洗時應把眼瞼拉開，讓水沖走眼內的化學品。
- 二、不可用手揉擦眼睛。
- 三、用消毒敷料或眼罩輕輕蓋著受傷的眼睛。
- 四、立刻送院治療。

## EYE INJURIES

### Foreign Objects in the Eye

1. Flush with clean water to remove loose particles such as dust, cinders, grits or small particles on the surface of the eye.
2. If the particles are inside the orbital cavity or embedded in the eye ball, no attempt should be made to remove them.
3. Cover the eye loosely with a clean dressing.
4. Transfer the victim to a hospital for further treatment.

### Chemical in the Eye

1. Immediately flush the injured eye with copious amount of clean water gently and thoroughly for at least 10 minutes. Take care not to contaminate the unaffected eye. The eyelids should be held open while flushing to let the water wash off the chemical in the eye.
2. Do not rub the eye.
3. Place a sterile dressing or eye pad over it.
4. Transfer to a hospital for further treatment as soon as possible.

### 眼睛受到重擊(黑眼睛)

應儘快送傷者往醫院接受診治。

## 燒傷 / 燙傷

### 燒傷 / 燙傷

一、用清涼的水沖洗受傷的部位十五分鐘，可減輕痛楚。  
二、用消毒敷料包裹傷處，(如沒有消毒敷料，可用清潔布料包裹。)避免其暴露於空氣中受感染。

三、脫除在傷處的飾物，例如戒指和手錶。

四、不要弄破水泡或除去剝離的皮膚。

五、不要嘗試脫除黏著燒傷部位的衣物。

六、如果燒傷範圍十分大，可用清潔的床單包裹傷者，然後送往醫院診治。應留意休克的徵狀及處理方法。

### A Heavy Blow on the Eye (Black Eye)

Refer the victim to a hospital for treatment as soon as possible.

## BURNS / SCALDS

### Burn / Scald

1. Bathe the injured area with clean and cool water for 15 minutes to relieve pain.
2. Cover the area with sterile dressings (or a clean cloth if sterile dressings are not available) to prevent exposure to air and contamination.
3. Remove any jewelry such as ring and watch from the injured area.
4. Do not break a blister or remove a skin flap in all cases.
5. Do not attempt to remove clothing stuck to the injured area.
6. In case of extensive injury, the victim should be wrapped in a clean sheet before transferring to a hospital. Observe for signs of shock and manage accordingly.

- 一、用大量清水沖洗傷處十五至二十分鐘。
- 二、沖洗時要避免化學品流入眼睛內。(請參閱第九頁《化學品入眼的處理方法》。)
- 三、小心脫除或必要時剪除受污染的衣物。
- 四、用消毒敷料覆蓋傷處。
- 五、儘快送傷者往醫院診治。

## 觸電

- 一、在搶救傷者前，應立即切斷電流。若此法不可行，應試圖用乾的橡膠、木條等絕緣物件把傷者推離電源。
- 二、若傷者人事不省，檢查呼吸及脈膊。如有需要，應由曾受急救訓練的人為傷者施行復甦法。

## Chemical Burn

1. Flush all the affected areas with copious amount of clean water continuously for 15-20 minutes.
2. Avoid chemical running into the eye during flushing. Please refer to "Treatment for Chemical in the Eye" on page 9.
3. Remove the contaminated clothing carefully or by cutting if necessary.
4. Cover the area with a sterile dressing.
5. Transfer the victim to a hospital for medical treatment as soon as possible.

## ELECTRIC SHOCK

1. Shut off the electric current before rescuing the victim. If this is impossible, separate him/her from the electric source by an object that does not conduct electricity such as dry rubber or wooden stick.
2. If the victim is unconscious, check his/her breathing and pulse, and then perform resuscitation by a person trained in first aid if necessary.

## POISONING BY GASES OR FUMES

1. Remove the victim from further exposure to gas or fume.
2. Take him/her out into fresh air as soon as possible. Ensure adequate ventilation.
3. The rescuer must take all safety precautions and measures, e.g. use suitable breathing apparatus, to prevent oneself from being overcome.
4. If the victim is unconscious, check his/her breathing and pulse, and then perform resuscitation by a person trained in first aid if necessary.

### 氣體或煙燻中毒

- 一、儘快把傷者移離氣體或煙燻的現場。
- 二、安置傷者在新鮮空氣流通的地方。
- 三、拯救人員應採用安全措施，例如使用適當的呼吸器來保護自己，免受危害。
- 四、若傷者人事不省，檢查呼吸及脈膊。如有需要，應由曾受急救訓練的人為傷者施行復甦法。

## Appendix 1

Items required for each first aid box in a Notifiable Workplace

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
This booklet / copy of this booklet	1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	6	12	24
	medium size for injured hands or feet	3	6	12
Adhesive wound dressings of assorted sizes	12	24	36	36
Triangular bandages of unbleached calico with the longest side not less than 1.3m & each of the other sides not less than 900mm	2	4	8	8
Rolls of adhesive plaster (Zinc oxide) at least 4.5m (L) x 25mm (W)	1	1	2	2
Packets of absorbent cotton wool each of 30g	3	6	12	12
Pressure bandage	1	1	1	1
Safety pins	a sufficient supply			

Remark: # One first aid box or cupboard for each 100 employees, or part of that number.

The addition of the following items is advisable

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
Dressing scissors	one pair			
Disposable gloves	a sufficient supply			
Waterproof adhesive wound dressings of assorted sizes	a sufficient supply			
Waterproof adhesive plaster	a sufficient supply			
Eye baths	a sufficient supply			

Reference: Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations (Chapter 59D)

## 附錄一

在應呈報工場內每一急救箱必備物品的比例表

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
此手冊的副本／正本	1	1	1	1
無藥性消毒紗布	細碼(供護理受傷手指用)	6	12	24
	中碼(供護理受傷手或腳用)	3	6	12
各大小尺碼不同的黏性紗布	12	24	36	36
原色棉布三角繃帶，其最長的一邊不短於 1.3 米，而其餘兩邊，每邊不短於 900 毫米	2	4	8	8
黏貼膠布(氧化鋅)，最少 4.5 米(長) X 25 毫米(闊)	1	1	2	2
30 克包裝的吸水脫脂棉	3	6	12	12
壓力繃帶	1	1	1	1
安全扣針	足量			

註：# 每 100 名(不足 100 名亦作 100 名計算)僱員須有 1 個急救箱

建議可加添的物品

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
換藥用剪刀	1 把			
更換性手套	足量			
各大小尺碼不同的防水黏性紗布	足量			
防水黏貼膠布	足量			
洗眼杯	足量			

參考資料：工廠及工業經營(應呈報工場的急救設備)規例 (第 59D 章)

## 附錄二

在石礦場內每一急救箱必備物品的比例表

所需用品		數 量		
		僱用人數 少過 50 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
此手冊的副本／正本		1	1	1
無藥性 消毒紗布	細碼(供護理 受傷手指用)	12	24	24
	中碼(供護理 受傷手或腳用)	6	12	12
各大小尺碼不同的黏性紗布		12	36	36
原色棉布三角繃帶，其最長的一 邊不短於 1.3 米，而其餘兩邊， 每邊不短於 900 毫米		4	8	8
黏貼膠布(氧化鋅)， 最少 4.5 米(長) X 25 毫米(闊)		1	2	2
30 克包裝的吸水脫脂棉		6	12	12
洗眼杯		1	1	1
壓力繃帶		1	1	1
安全扣針		足 量		

註：# 每 100 名(不足 100 名亦作 100 名計算)僱員須有 1 個急救箱

### 建議可加添的物品

所需用品		數 量		
		僱用人數 少過 50 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
換藥用剪刀		1 把		
更換性手套		足 量		
各大小尺碼不同的防水黏性紗布		足 量		
防水黏貼膠布		足 量		

- 參考資料：1. 石礦場（安全）規例（第 59F 章）  
2. 職業安全及健康規例（第 509A 章）

## Appendix 2

Items required for each first aid box in a Quarry

Requirements		Quantities		
		No. of employees less than 50	No. of employees between 50 & 100	No. of employees over 100 #
This booklet / copy of this booklet		1	1	1
Sterile unmedicated dressings	small size for injured fingers	12	24	24
	medium size for injured hands & feet	6	12	12
Adhesive wound dressings of assorted sizes		12	36	36
Triangular bandages of unbleached calico with the longest side not less than 1.3m & each of the other sides not less than 900mm		4	8	8
Rolls of adhesive plaster (Zinc oxide) of at least 4.5m (L) x 25mm (W)		1	2	2
Packets of absorbent cotton wool each of 30g		6	12	12
Eye bath		1	1	1
Pressure bandage		1	1	1
Safety pins		a sufficient supply		

Remark: # One first aid box or cupboard for each 100 employees, or part of that number.

### The addition of the following items is advisable

Requirements		Quantities		
		No. of employees less than 50	No. of employees between 50 & 100	No. of employees over 100 #
Dressing scissors		one pair		
Disposable gloves		a sufficient supply		
Waterproof adhesive wound dressings of assorted sizes		a sufficient supply		
Waterproof adhesive plaster		a sufficient supply		

- Reference: 1. Quarries (Safety) Regulations (Chapter 59F)  
2. Occupational Safety and Health Regulation (Chapter 509A)

### Appendix 3

Items required for each first aid box in a Cargo and Container Handling

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
This booklet / copy of this booklet	1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	6	12	24
	medium size for injured hands or feet	3	6	12
Adhesive wound dressings of assorted sizes	12	24	36	36
Triangular bandages of unbleached calico with the longest side not less than 1.3m & each of the other sides not less than 900mm	2	4	8	8
Rolls of adhesive plaster (Zinc oxide) at least 4.5m (L) x 25mm (W)	1	1	2	2
Packets of absorbent cotton wool each of 30g	3	6	12	12
Pressure bandage	1	1	1	1
Safety pins	a sufficient supply			

Remark: # One first aid box or cupboard for each 100 employees, or part of that number.

The addition of the following items is advisable

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
Dressing scissors	one pair			
Disposable gloves	a sufficient supply			
Waterproof adhesive wound dressings of assorted size	a sufficient supply			
Waterproof adhesive plasters of assorted sizes	a sufficient supply			
Eye baths	a sufficient supply			

Reference: Factories and Industrial Undertakings (Cargo and Container Handling) Regulations (Chapter 59K)

### 附錄三

在貨物搬運及貨櫃處理作業內每一急救箱必備物品的比例表

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
此手冊的副本／正本	1	1	1	1
無藥性消毒紗布	細碼(供護理受傷手指用)	6	12	24
	中碼(供護理受傷手或腳用)	3	6	12
各大小尺碼不同的黏性紗布	12	24	36	36
原色棉布三角繃帶，其最長的一邊不短於 1.3 米，而其餘兩邊，每邊不短於 900 毫米	2	4	8	8
黏貼膠布(氧化鋅)，最少 4.5 米(長) X 25 毫米(闊)	1	1	2	2
30 克包裝的吸水脫脂棉	3	6	12	12
壓力繃帶	1	1	1	1
安全扣針	足量			

註：# 每 100 名(不足 100 名亦作 100 名計算)僱員須有 1 個急救箱

建議可加添的物品

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
換藥用剪刀	1 把			
更換性手套	足量			
各大小尺碼不同的防水黏性紗布	足量			
防水黏貼膠布	足量			
洗眼杯	足量			

參考資料：工廠及工業經營(貨物搬運及貨櫃處理作業)規例(第 59K 章)

## 附錄四

在每一建築地盤內的每一急救箱必備物品的比例表

所需用品		數量	
		僱用人數少過 50 人	僱用人數 50 人或以上 #
此手冊的副本 / 正本		1	1
無藥性 消毒紗布	細碼(供護理 受傷手指用)	12	12
	中碼(供護理 受傷手或腳用)	6	6
	大碼(供護理身體 其他受傷部位用)	6	6
	各大小尺碼不同的防水黏性紗布	24	24
原色棉布三角繃帶，其最長的一 邊不短於 1.3 米，而其餘兩邊， 每邊不短於 900 毫米		4	4
黏貼膠布(氧化鋅)， 最少 4.5 米(長) X 25 毫米(闊)		1	1
30 克包裝的吸水脫脂棉		6	6
壓力繃帶		1	1
安全扣針		6	6
洗眼杯		足 量	

註：# 每 50 名(不足 50 名亦作 50 名計算)僱員須有 1 個急救箱

### 建議可加添的物品

所需用品		數量	
		僱用人數少過 50 人	僱用人數 50 人或以上 #
換藥用剪刀		1	把
更換性手套		足 量	

參考資料：建築地盤(安全)規例 (第 59 I 章)

## Appendix 4

Items required for each first aid box in a construction site

Requirements		Quantities	
		No. of employees less than 50	No. of employees 50 and over #
This booklet / copy of this booklet		1	1
Sterile unmedicated dressings	small size for injured fingers	12	12
	medium size for injured hands or feet	6	6
	large size for other injured parts of the body	6	6
Waterproof adhesive wound dressings of assorted sizes		24	24
Triangular bandages of unbleached calico with the longest side not less than 1.3m and each of the other sides not less than 900mm		4	4
Rolls of adhesive plaster (Zinc oxide) at least 4.5m (L) x 25mm (W)		1	1
Packets of absorbent cotton wool each of 30g		6	6
Pressure bandage		1	1
Safety pins		6	6
Eye baths		a sufficient supply	

Remark: # One first aid box or cupboard for each 50 employees, or part of that number.

### The addition of the following items is advisable

Requirements		Quantities	
		No. of employees less than 50	No. of employees 50 and over #
Dressing scissors		one pair	
Disposable gloves		a sufficient supply	

Reference : Construction Sites (Safety) Regulations (Chapter 59 I)

## Appendix 5

Items required for each first aid box in all other workplaces (except Appendix 1, 2, 3, 4)

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
This booklet / copy of this booklet	1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	1	6	12
	medium size for injured hands or feet	1	3	6
Adhesive wound dressings of assorted sizes	3	12	24	24
Triangular bandages of unbleached calico with the longest side not less than 1.3m & each of the other sides not less than 900mm	1	2	4	4
Rolls of adhesive plaster (Zinc oxide)	at least 2m (L) x 25mm (W)	/	/	/
	at least 4.5m (L) x 25mm (W)	/	1	1
Packets of absorbent cotton wool each of 30g	1	3	6	6
Pressure bandages	1	1	1	1
Safety pins	a sufficient supply			

Remark: # One first aid box or cupboard for each 100 employees, or part of that number.

### The addition of the following items is advisable

Requirements	Quantities			
	No. of employees less than 10	No. of employees between 10 & 49	No. of employees between 50 & 100	No. of employees over 100 #
Dressing scissors	one pair			
Disposable gloves	a sufficient supply			

Reference: Occupational Safety and Health Regulation ( Chapter 509A )

## 附錄五

在所有其他工作地點(除附錄一、二、三、四)內每一急救箱必備物品的比例表

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
此手冊的副本/正本	1	1	1	1
無藥性消毒紗布	細碼(供護理受傷手指用)	1	6	12
	中碼(供護理受傷手或腳用)	1	3	6
各大小尺碼不同的黏性紗布	3	12	24	24
原色棉布三角繖帶，其最長的一邊不短於 1.3 米，而其餘兩邊，每邊不短於 900 毫米	1	2	4	4
黏貼膠布 (氧化鋅)	最少 2 米(長) X 25 毫米(闊)	/	/	/
	最少 4.5 米(長) X 25 毫米(闊)	/	1	1
30 克包裝的吸水脫脂棉	1	3	6	6
壓力繃帶	1	1	1	1
安全扣針	足量			

註：# 每 100 名(不足 100 名亦作 100 名計算)僱員須有 1 個急救箱

### 建議可加添的物品

所需用品	數量			
	僱用人數少過 10 人	僱用人數 10 人至 49 人	僱用人數 50 人至 100 人	僱用人數 100 人以上 #
換藥用剪刀	1 把			
更換性手套	足量			

參考資料：職業安全及健康規例 (第 509 A 章)