

急救簡介

A BRIEF GUIDE TO FIRST AID

應用於：◆ 應呈報工場
◆ 貨物搬運及貨櫃
處理作業經營
◆ 建築地盤
◆ 石礦場
◆ 所有其他工作場所

in: ◆ Notifiable Workplaces
◆ Cargo and Container
Handling Undertakings
◆ Construction Sites
◆ Quarries
◆ All Other Workplaces



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本簡介歡迎複印，但作廣告、批核或商業用途者除外。如需複印，請註明錄自勞工處刊物《急救簡介》。

參考資料

1. 工廠及工業經營 (應呈報工場的急救設備) 規例 (第59D章)
2. 工廠及工業經營 (貨物搬運及貨櫃處理作業) 規例 (第59K章)
3. 建築地盤 (安全) 規例 (第59I章)
4. 石礦場 (安全) 規例 (第59F章)
5. 職業安全及健康規例 (第509A章)

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Reference

1. Factories and Industrial Undertakings
(First Aid in Notifiable Workplaces) Regulations (Chapter 59D)
2. Factories and Industrial Undertakings
(Cargo and Container Handling) Regulations (Chapter 59K)
3. Construction Sites (Safety) Regulations (Chapter 59I)
4. Quarries (Safety) Regulations (Chapter 59F)
5. Occupational Safety and Health Regulation (Chapter 509A)

急救簡介

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引言：

本冊子旨在簡單介紹有關工廠及工業經營條例 (第59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設施的需要。我們還刊印了另一本名為《急救指南》的小冊子，簡介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。如要獲得更詳盡的資料，並確保各條規例得以切實遵從，東主應該查閱有關工廠及工業經營條例、職業安全及健康條例及其附屬規例的有關章節。

A 部—應呈報工場

以下指引適用於工廠及工業經營條例所界定的每個應呈報工場。

(I) 急救箱或急救櫃

1. 東主必須在應呈報工場內為每 100 名僱員或不足 100 名僱員提供及保存獨立的急救箱或急救櫃。每個急救箱或急救櫃必須放置於容易提取的地方，足供應用，外面必須清楚寫上“FIRST AID”及“急救”的字樣。
2. 除急救器具及必需品外，其他物品不得存放在急救箱或急救櫃內。所需的急救用品，概述於由勞工處印製的「急救指南」小冊子內。急救用品在任何時候都應保持良好狀態，其標準也不可低於《英國副藥典》所指明的標準。
3. 在每個沒有設置急救箱或急救櫃的作業室內，必須以中英文註明最近的急救箱或急救櫃的所在位置。
4. 勞工處處長可向任何經營場所的東主發出書面通知，要求提供額外的急救用品，包括防水黏性傷口敷料、防水黏貼膠布、洗眼杯和擔架。如果收到通知，規定須在工場內設置一副擔架，該擔架須放置在急救箱或急救櫃旁邊及在任何時間均保持狀況良好。

(II) 急救箱或急救櫃的主管人

5. 東主必須指派一組人負責管理所有的急救箱或急救櫃。東主須確保在工作時間內可隨時找到該主管小組的至少一名組員。每個急救箱或急救櫃須貼上中英文告示，指明主管小組組員的姓名。

(III) 主管小組須包括曾受急救訓練的人

6. 東主須為首 100 名以外的每 100 名或不足 100 名受僱於該處的人指派至少 1 名曾受急救訓練的人為主管小組組員。例如在僱用 101 名至 200 名工人的應呈報工場內，須指派至少 1 名曾受急救訓練的人為主管小組組員，在僱用 201 名至 300 名工人的應呈報工場內，必須有至少 2 名曾受急救訓練的人。

Introduction

This guidebook aims to provide a simple guide to the first aid facilities 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. There is also a booklet "Hints on First Aid" which provides a simple guide to the first aid items required under the relevant regulations for various undertakings and a general guidance on first aid treatment of injuries. For more detailed information and to ensure that the respective regulations are complied with, proprietors should consult the appropriate sections of the Factories and Industrial Undertakings Ordinance, the Occupational Safety and Health Ordinance and their subsidiary regulations.

Section A - For Notifiable Workplaces

The following guideline applies to every notifiable workplace as defined under the Factories and Industrial Undertakings Ordinance.

(I) First aid boxes or cupboards

1. The proprietor must provide and maintain in a notifiable workplace a separate first aid box or cupboard for every 100 or part of 100 employees. Each box or cupboard must be readily accessible and must be of adequate capacity. It must be plainly marked "FIRST AID" in English and “急救” in Chinese.
2. Nothing except appliances and requisites for first aid shall be kept in a first aid box or cupboard. The items required are summarised in the booklet "Hints on First Aid" issued by the Labour Department. The items must be in good condition at all times, once their standard must be not less than that specified by the British Pharmaceutical Codex.
3. There must be a notice, in Chinese and English, for the location of the nearest box or cupboard in each workroom if none is provided there.
4. The Commissioner for Labour may, by written notice, require a proprietor to provide additional first aid items which include waterproof adhesive wound dressings, waterproof adhesive plasters, eye baths, and a stretcher. If a stretcher is provided in accordance with a requirement, it must be maintained in good condition at all times and kept alongside a first aid box or cupboard.

(II) Persons in charge of first aid boxes or cupboards

5. The Proprietor must place all first aid boxes or cupboards in the charge of a team of responsible persons. The proprietor must ensure that at least 1 member of such team is always readily available during working hours. There shall be affixed a notice in English and Chinese specifying the names of the members of the team designated to each first aid box or cupboard provided.

(III) Team to include person trained in first aid

6. The team shall include at least 1 person trained in first aid for each 100 persons or part thereof employed therein after the first hundred. For a notifiable workplace employing between 101 and 200 workers, team shall include at least 1 person trained in first aid. For a notifiable workplace employing between 201 to 300 workers, at least 2 persons trained in first aid are required.

(IV) 受過急救訓練的人士

7. 受過急救訓練的人士，必須是根據護士註冊條例而註冊的護士，或持有由聖約翰救傷隊，醫療輔助隊或香港紅十字會發出的有效急救資格證書的人士，又或已完成由勞工處處長核准的急救訓練課程的人士。

(V) 豁免

8. 如在任何應呈報工場內設有純為提供急救或醫療而設的房間，並作出安排以確保在該工場內受傷的人均在該處得到治療，則處長可藉書面通知豁免該工場受所屬規例的規定所規限，而豁免的範圍及條件則按處長在通知書內所指明者而定。上述通知書須在所設房間內顯明地展示。

(VI) 一般資料

9. 在經營場所僱用的人數是指在任何時候在該處實際工作的人數。

B部—貨物搬運及貨櫃處理作業經營

一般來說，就應呈報工場 (A部) 而訂定的指引，除 (II) 及 (III) 段以外，其餘都適用。現時的規例規定，如果工作場所內僱有 30 名或以上但少於 100 名工人，東主須確保在工作時間內，隨時都可找到至少 1 名受過急救訓練的人。如果僱有 100 名或以上工人，則隨時可找到至少 2 名受過急救訓練的人。東主須在他設置的每個急救箱或急救櫃貼上中英文告示，指明可找到的曾受急救訓練的人的姓名，以及可找到他們的地方。

C部—建築地盤

就應呈報工場 (A部) 的急救指引大都適用。例外情況如下：

- (i) 負責任何僱用 5 名或多於 5 名工人的建築地盤的承建商，必須為每 50 名或不足 50 名受僱於該建築地盤的工人設置及保持有一個獨立的急救箱或急救櫃。
- (ii) 負責任何僱用 50 名或多於 50 名工人的建築地盤的承建商須安排在建築地盤設置一副擔架，及確保該副擔架放置在急救箱或急救櫃旁邊，並須時刻保持效用良好的狀況。
- (iii) 勞工處處長可向任何建築地盤承建商發出通知書，要求有關承建商提供附加急救設備。急救設備包括兩塊長 900 毫米、闊 60 毫米及厚 10 毫米的木夾板，以及另外兩塊長 600 毫米、闊 60 毫米及厚 10 毫米的木夾板。

(IV) Persons trained in first aid

7. A person trained in first aid must either be a nurse registered under the Nurses Registration Ordinance or a person who has a valid certificate of competency in first aid issued by the St. John Ambulance Association, the Auxiliary Medical Services or the Hong Kong Red Cross, or has otherwise completed a course of training in first aid approved by the Commissioner for Labour.

(V) Exemption

8. If a room is provided in a notifiable workplace for the sole purpose of providing first aid or medical treatment, and arrangements are made so as to ensure the treatment therein of all injuries occurring in the workplace, the Commissioner may by notice in writing exempt the workplace from the requirements of the corresponding regulations to such extent and subject to such conditions as he may specify in the notice. Such a notice shall be prominently displayed in the room so provided.

(VI) Miscellaneous information

9. The number of persons employed in an undertaking is the number of persons actually working there at any time.

Section B - For Cargo and Container Handling Undertakings

In general the guidelines stipulated for Notifiable Workplaces (Section A) apply except for paragraph (II) & (III). Here the current regulation requires that where 30 or more but less than 100 persons are employed at a worksite the proprietor shall ensure that at least 1 person trained in first aid is always readily available during working hours. Where the workforce is 100 or more, at least 2 such persons must be always readily available. A proprietor shall affix to every first aid box or cupboard provided by him a notice in English and Chinese specifying the names of the persons trained in first aid who are available and the places where they can be found.

Section C - For Construction Sites

Most of the first aid guideline for Notifiable Workplaces (Section A) applies here. The exceptions are:

- (i) The contractor responsible for a construction site at which 5 or more workmen are employed shall provide and maintain so as to be readily accessible a separate first aid box or cupboard for every 50 workmen or part thereof employed on the site.
- (ii) The contractor responsible for a construction site at which 50 or more workmen are employed shall cause a stretcher to be provided at the site; and ensure that it is kept alongside the first aid box or cupboard and is maintained at all times in a serviceable condition.
- (iii) The Commissioner for Labour may, by written notice, require a contractor to provide additional first aid items which include two wooden splints measuring 900 millimetres long, 60 millimetres wide and 10 millimetres deep and also two other wooden splints measuring 600 millimetres long, 60 millimetres wide and 10 millimetres deep.

- (iv) 任何建築地盤內，如有 30 名或以上但少於 100 名工人，負責管理急救箱或急救櫃的小組須包括至少 1 名受過訓練的急救員。如有 100 名或以上的工人，則須包括至少 2 名受過訓練的急救員。

D部—石礦場

(I) 急救箱或急救櫃

1. 東主必須在石礦場內為僱員提供及保存急救箱或急救櫃，每個急救箱或急救櫃必須放置於容易提取的地方，外面必須清楚寫上“FIRST AID”及“急救”的字樣。
2. 除急救設備外，其他物品不得存放在急救箱或急救櫃內。急救設備須保持其狀況良好。所需的急救物品概述於勞工處印製的「急救指南」小冊子內。每個石礦場內，須經常將一副擔架放置在急救箱或急救櫃旁邊，並須保持其狀況良好。
3. 勞工處處長可向石礦場東主發出通知書，要求東主在石礦場內備有足夠數量的防水黏性傷口敷料及防水黏貼膠布，此等物品必須保持在良好狀態。

(II) 負責管理急救箱或急救櫃的人士

4. 東主須指定 1 名在石礦場工作且曾受急救訓練的人，負責管理急救箱或急救櫃及存放在內的急救設備。

(III) 受過急救訓練的人士

5. 每個石礦場的東主須於石礦場投產日期後 14 天內向勞工處處長書面呈報有關受過急救訓練人士的下述資料：(a) 該人的全名；(b) 他開始在石礦場工作的日期；及 (c) 他被視為受過急救訓練的有關資格。
6. 當受過急救訓練人士停止在石礦場工作的時候，石礦場東主須於該人停止在石礦場工作當日起計 14 天內向勞工處處長書面呈報以下資料：(a) 該人的全名；(b) 該人停止在石礦場工作的日期。

(IV) 受過急救訓練的工人數目

7. 如果在石礦場工作的人少於 50 名，必須有 3 人或勞工處處長可能書面規定曾受急救訓練的較少人數。如果在石礦場工作的人數介乎 50 名至 300 名之間，則必須有 3 人曾受急救訓練。如果在石礦場工作的人數達 300 名或以上，則必須有 5 人曾受急救訓練。

- (iv) At any construction site the team shall include at least 1 trained first aider for 30 to less than 100 workmen employed, and at least 2 trained first aiders for 100 or more workmen employed.

Section D - For Quarries

(I) First aid boxes or cupboards

1. The proprietor must provide and maintain in a quarry a first aid box or cupboard which is of adequate capacity and which is readily accessible. Every first aid box or cupboard shall be marked "FIRST AID" in English and "急救" in Chinese.
2. Nothing except first aid equipment shall be kept in a first aid box or cupboard. All the first aid equipment shall be maintained in good condition. The first aid items required are summarised in the booklet "Hints on First Aid" issued by the Labour Department. In every quarry a stretcher shall at all times be kept alongside the first aid box or cupboard and maintained in good condition.
3. The Commissioner for Labour may, by written notice, require the proprietor of a quarry to have a sufficient supply of waterproof adhesive wound dressings; and waterproof adhesive plaster which should be kept and maintained in good condition in the quarry.

(II) Persons in charge of first aid box or cupboard

4. The proprietor shall designate a person who is trained in first aid and works in the quarry to be in charge of the first aid box or cupboard and the first aid equipment contained therein.

(III) Persons trained in first aid

5. The proprietor of every quarry shall deliver in writing to the Commissioner for Labour the following information in relation to the person trained in first aid within 14 days of the date on which he commences to work in the quarry: (a) the full name of such person, (b) the date on which he commenced to work in the quarry; and (c) the qualification of his first aid training.
6. Whenever a person trained in first aid ceases to work in a quarry, the proprietor of the quarry shall notify within 14 days the Commissioner for Labour in writing the following information: (a) the full name of such person; and (b) the date on which such person ceased to work in the quarry.

(IV) Number of workers to be trained in first aid

7. Where less than 50 persons are working in a quarry, 3 persons or such lesser number of persons trained in first aid as the Commissioner for Labour may specify in writing in any particular case. Where 50 or more persons but less than 300 persons are working in a quarry, 3 persons must be trained in first aid. Where 300 or more persons are working in a quarry, 5 persons must be trained in first aid.

E部—所有其他工作場所（A、B、C、D部除外）

(I) 急救箱或急救櫃

1. 工作場所負責人必須為工作場所內的每 100 名或不足 100 名僱員提供獨立的急救箱或急救櫃。
2. 所需的急救用品，概述於由勞工處印制的「急救指南」小冊子內。每個急救箱或急救櫃必須清楚寫上“FIRST AID”及“急救”的字樣。
3. 所有急救物品必須保持在良好狀態，而其標準也不可低於《英國副藥典》所指明的標準。
4. 勞工處處長可發出書面通知，要求僱主提供額外的急救用品，包括防水黏性傷口敷料、防水黏貼膠布和洗眼杯。

(II) 急救箱或急救櫃的主管人

5. 工作場所負責人必須指派一組 2 名或以上的員工負責管理急救箱或急救櫃。在工作時間內，該組必須最少 1 名組員當值。組員的姓名必須以中英文列於每個急救箱或急救櫃外。
6. 工作場所負責人必須確保就每 150 名受僱於該工作地點工作的僱員而言，該等僱員中最少有一名屬曾受急救訓練的人。

(III) 豁免

7. 如果工作場所具備足夠的設施，並設有專供急救治療僱員用的房間，勞工處處長便可向東主發出豁免書，豁免該名東主遵從上述法例的規定。如果獲得豁免，東主必須在專供急救用的房間的顯眼位置上張貼由勞工處處長發出的通知。
8. 如果工作場所缺乏足夠設施，並不再設有專供急救治療僱員用的房間，勞工處處長便可向東主發出書面通知，取消豁免權。

Section E - All other workplaces (except section A, B, C, D)

(I) First aid boxes or cupboards

1. The person responsible for the workplace must ensure that a separate first aid box or cupboard is provided for each 100 employees, or part of that number, employed in the workplace.
2. Every first aid box or cupboard shall be marked "FIRST AID" in English and “急救” in Chinese. The first aid items required are summarised in the booklet "Hints on First Aid" issued by the Labour Department.
3. All first aid items are maintained in a serviceable condition and their standard must not be less than that specified by the British Pharmaceutical Codex.
4. The Commissioner for Labour may, by written notice, require the employer to provide additional first aid items which include waterproof adhesive dressing for application to wounds, waterproof adhesive plasters and eye baths.

(II) Persons in charge of first aid boxes and cupboards

5. The person responsible for a workplace must designate a team of 2 or more of the employees to be responsible for the first aid box or cupboard and ensure that at least one member of the team is available in the work place when work is performed there. A notice specifying the names of the members of the team has to be affixed to the first aid box or cupboard.
6. The person responsible for a workplace must ensure that, for each 150 employees employed in the workplace, at least one of those employees is a person trained in first aid.

(III) Exemption

7. The Commissioner may, by written notice, exempt the employers from the regulations if the workplace has a well equipped room set aside solely for providing first aid treatment to employees at the workplace. The exemption notice must be displayed in a conspicuous place in the first aid treatment room.
8. However, the Commissioner may, by written notice, revoke an exemption given if the workplace no longer has a well equipped room set aside solely for providing first aid treatment to employees at the workplace.

查詢

如你對本簡介有任何疑問或想查詢職業安全及健康事宜，可與勞工處職業安全及健康部聯絡：

電話：2559 2297 (非辦公時間設有自動錄音服務)

傳真：2915 1410

電子郵件：enquiry@labour.gov.hk

你也可在勞工處網頁www.labour.gov.hk閱覽本處各項服務及主要勞工法例的資料。

投訴

如有任何關於工作地點的不安全作業模式或環境狀況的投訴，請致電勞工處職安健投訴熱線2542 2172或在勞工處網頁填寫並遞交網上職安健投訴表格。所有投訴均會絕對保密。



網上職安健投訴表格

Enquiries

If you wish to enquire about this guidebook or require advice on Occupational Safety and Health (OSH) matters, please contact the Occupational Safety and Health Branch of the Labour Department (LD) through:

Telephone : 2559 2297 (auto-recording service available outside office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

Information on the services offered by the LD and on major labour legislation is also available on our website at www.labour.gov.hk.

Complaints

If you have any complaint about unsafe operations or environments at workplaces, please call the LD's OSH complaint hotline at 2542 2172 or fill out and submit an online OSH complaint form on our website. All complaints will be treated in the strictest confidence.



Online OSH complaint Form

