

此手冊應常放置於急救箱或急救櫃內

急救指南

(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)



勞工處



工作場所名稱

急救箱或急救櫃位置

急救箱或急救櫃指定負責人之姓名

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。

本小冊子可以在勞工處職業安全及健康部各辦事處免費索取，亦可於勞工處網站 https://www.labour.gov.hk/tc/public/content2_9.htm 下載。有關各辦事處的地址及電話，可參考勞工處網站 <https://www.labour.gov.hk/tc/tele/osh.htm> 或致電 2852 4041 查詢。



刊物及媒體 -
職業健康



各辦事處的
地址及電話

歡迎複印本小冊子，但作廣告、批核或商業用途者除外。如節錄資料，請註明取材自勞工處刊物《急救指南》。

急救指南

(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)

查詢

如對本小冊子有任何疑問或想查詢職安健事宜，可與勞工處職業安全及健康部聯絡：

電話： 2852 4041 或
2559 2297 (非辦公時間設有自動錄音服務)

傳真： 2581 2049

電子郵件： enquiry@labour.gov.hk

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

如查詢職業安全健康局提供的服務詳情，請致電 2739 9000。



勞工處網站

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 或在勞工處網站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

急救指南

簡介

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任何急救物品的需要，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」小冊子及個別的規例，以獲得詳盡法定的要求。

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1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要求。而各規例訂定的要求及勞工處處長書面通知須存放的物品摘要在附錄一至五。

此外，急救箱或急救櫃應清楚標明「急救」及“FIRST AID”字樣，及其內含物品均須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1）所指的建築地盤。

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164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。

註一： 香港聖約翰救護機構之下的聖約翰救傷會

註二： 例如：職業安全健康局

參考資料

- 一、 工廠及工業經營（應呈報工場的急救設備）規例（第59D章）
- 二、 石礦場（安全）規例（第59F章）
- 三、 工廠及工業經營（貨物搬運及貨櫃處理作業）規例（第59K章）
- 四、 建築地盤（安全）規例（第59I章）
- 五、 職業安全及健康規例（第509A章）
- 六、 急救手冊 第十版 香港紅十字會
- 七、 急救手冊 第四版 香港聖約翰救護機構
- 八、 實用急救手冊 2011年修訂版 香港醫療輔助隊

急救處理方法

以下提供受傷時的急救處理方法，並不能代替醫生或護士的治療。

工傷意外的資料應妥善記錄及保存，以供不同的用途，例如意外的調查。施行急救前，應評估現場環境有否潛在危險，以確保安全。

當有可能接觸傷者的血液或體液時，要戴上用完即棄的手套。

(A) 輕微損傷

所有傷口應要立刻處理。最重要是保持傷口清潔，防止感染。

- 一、用清水沖洗傷口後拭乾。
- 二、用敷料覆蓋傷口，需要時直接在傷口加壓止血。
- 三、用皂液和清水洗淨傷口四周。
- 四、如有需要，尋求醫療援助。

(B) 眼睛受傷

召喚救護車。切勿讓傷者拭揉眼睛。安慰傷者。囑咐傷者避免眼球移動並安排緊急送院。

異物入眼

- 一、用生理鹽水或清水，由眼內側向外側沖洗眼睛，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，切勿嘗試取出異物。
- 三、用敷料輕輕覆蓋受傷的眼睛。

化學品入眼

- 一、用大量清水由內至外沖洗受傷的眼睛最少二十分鐘或直至救護人員到場，沖洗時不要讓水濺及傷者沒受傷的眼睛。
- 二、用敷料輕輕覆蓋受傷的眼睛。

眼睛受到重擊（黑眼睛）

召喚救護車。切勿讓傷者拭揉眼睛。安慰傷者。囑咐傷者避免眼球移動並安排緊急送院。

（C）燒傷／燙傷

燒傷／燙傷

- 一、用大量清水沖洗受傷部位最少十分鐘或直至痛楚減輕。
- 二、用非黏貼的敷料遮蓋傷處。如沒有敷料，可用其他合適物品，如清潔的布或保鮮紙。
- 三、由於傷處會出現腫脹，須儘快小心地脫除戒指、手錶、皮帶、鞋及緊身衣物。
- 四、不要刺穿水泡。
- 五、不要剝除黏在傷口上的衣物。
- 六、尋求醫療援助，如屬嚴重燒傷／燙傷，安排緊急送院。

化學品灼傷

召喚救護車，禁止飲食並安排緊急送院。同時，

- 一、用大量清水沖洗傷處最少二十分鐘或直至救護人員到場。
- 二、沖洗時不要讓化學品污水及水花濺及傷者或旁人。
- 三、小心除去沾有化學品的衣物。
- 四、用敷料覆蓋傷處。

(D) 觸電

- 召喚救護車，禁止飲食並安排緊急送院。同時，
- 一、在搶救傷者前，應立即切斷電源。如無法切斷電源，可站在木盒或膠墊等絕緣物上，用木或膠棒把傷者與電流分開。
 - 二、若傷者人事不省，在可以安全地接觸傷者時，檢查呼吸及脈搏。如有需要，應由曾受急救訓練的人為傷者施行心肺復甦法。

(E) 氣體或煙燻中毒

- 召喚救護車，禁止飲食並安排緊急送院。同時，
- 一、評估現場環境，在安全情況下，才可進入現場。
 - 二、開啟窗戶，將傷者移往空氣流通及安全的地方。
 - 三、若傷者人事不省，請參閱第十二頁《人事不省》之處理方法。

(F) 嚴重受傷

外出血

召喚救護車，禁止飲食並安排緊急送院。同時，

立刻止血

- 一、協助傷者躺下。
- 二、把受傷部位提高。
- 三、檢查傷口。
 - (i) 若傷口沒有異物，用敷料覆蓋傷口，然後直接施壓止血。
 - (ii) 在傷口表面鬆動的異物如泥沙，可用水沖走，然後用敷料覆蓋傷口，直接加壓止血。
 - (iii) 緊嵌的異物，可在異物兩旁加上敷料，然後施壓，減少出血。
 - (iv) 如懷疑有內出血現象，應留意休克徵狀。請參閱第十一頁《休克》之處理方法。

休克

當人體未能獲得足夠血液供應，細胞無法獲得必需的養份，就會出現休克。

徵狀：

• 皮膚濕冷，膚色蒼白或發紺

• 感到冰冷、噁心或口渴

• 呼吸淺而促

• 脈搏快而弱

• 神智不清

處理方法：

召喚救護車，禁止飲食並安排緊急送院。同時，

一、讓傷者平臥，抬高及承托傷者的雙腿高於心臟。（若傷者人事不省，請參閱第十二頁《人事不省》之處理方法。）

二、解鬆緊身衣物。

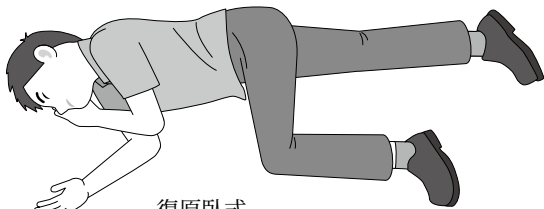
三、安慰及保持傷者溫暖。

人事不省

- 一、 召喚救護車，禁止飲食並安排緊急送院。同時，置傷者於「復原臥式」。（若懷疑脊椎受傷，切勿移動傷者。）
- 二、 解鬆緊身衣物。
- 三、 如有假牙，將之除去。清除口中異物，以免呼吸道受阻塞。

骨折

- 一、 召喚救護車，禁止飲食並安排緊急送院。同時，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。



復原臥式

附錄一

在應呈報工場內每一急救箱或急救櫃必備物品

所需用品	數量		
	僱用人數 少於10人	僱用人數 10人至49人	僱用人數 50人 或多於50人
此手冊的正本／副本	1	1	1
消毒不含藥敷料 (例如紗布)	細碼 (供護理受傷手指用)	6	12
	中碼 (供護理受傷手或腳用)	3	6
各種尺碼的黏性傷口敷料	12	24	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
黏貼膠布（氧化鋅）， 4.5米（長）x 25毫米（闊）	1	1	2
30克包裝的吸水脫脂棉	3	6	12
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 個急救箱或急救櫃。

勞工處處長可藉書面通知存放以下物品

所需用品	數量
各種尺碼的防水黏性傷口敷料	足量
防水黏貼膠布	足量
洗眼杯	足量
擔架	一副

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. 職業安全及健康規例（第 509A 章）

附錄二

在石礦場內每一急救箱或急救櫃必備物品

所需用品		數量	
		僱用人數50人 或少於50人	僱用人數 多於50人
此手冊的正本／副本		1	1
消毒不含藥敷料 (例如紗布)	細碼 (供護理受傷手指用)	12	24
	中碼 (供護理受傷手或腳用)	6	12
各種尺碼的黏性傷口敷料		4	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
黏貼膠布（氧化鋅）， 4.5米（長）x 25毫米（闊）		1	2
30克包裝的吸水脫脂棉		6	12
洗眼杯		1	1
壓力繃帶		1	1
安全扣針		足量	

- 註：(i) 每 100 名（不足 100 名亦作 100 名計算）僱員須有 1 個急救箱或急救櫃。
(ii) 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。

勞工處處長可藉書面通知存放以下物品

所需用品	數量
各種尺碼的防水黏性傷口敷料	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）

附錄三

在貨物搬運及貨櫃處理作業內每一急救箱或急救櫃必備物品

所需用品	數量		
	僱用人數 少於10人	僱用人數 10人至49人	僱用人數 50人 或多於50人
此手冊的正本／副本	1	1	1
消毒不含藥敷料 (例如紗布)	細碼 (供護理受傷手指用)	6	12
	中碼 (供護理受傷手或腳用)	3	6
各種尺碼的黏性傷口敷料	12	24	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
黏貼膠布（氧化鋅）， 4.5米（長）x 25毫米（闊）	1	1	2
30克包裝的吸水脫脂棉	3	6	12
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 個急救箱或急救櫃。

勞工處處長可藉書面通知存放以下物品

所需用品	數量
各種尺碼的防水黏性傷口敷料	足量
防水黏貼膠布	足量
洗眼杯	足量
擔架	一副

參考資料： 1. 工廠及工業經營（貨物搬運及貨櫃處理作業）規例（第 59K 章）
2. 職業安全及健康規例（第 509A 章）

附錄四

在建築地盤內的每一急救箱或急救櫃必備物品

所需用品		數量	
		僱用人數 少於50人	僱用人數 50人或多於50人
此手冊的正本／副本		1	1
消毒不含藥敷料 (例如紗布)	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
各種尺碼的防水黏性傷口敷料		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）， 至少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：(i) 每 50 名（不足 50 名亦作 50 名計算）僱員須有 1 個急救箱或急救櫃。
(ii) 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業地盤設置一副擔架，及確保該擔架放置在急救箱或急救櫃旁邊。

勞工處處長可藉書面通知存放以下物品

所需用品	數量
長900毫米、闊60毫米及厚10毫米的木夾板	2塊
長600毫米、闊60毫米及厚10毫米的木夾板	2塊

- 參考資料：1. 建築地盤（安全）規例（第 59I 章）
2. 職業安全及健康規例（第 509A 章）

附錄五

在所有其他工作地點（除附錄一、二、三、四）內每一急救箱或急救櫃必備物品

所需用品		數量		
		僱用人數 少於10人	僱用人數 10人至49人	僱用人數 50人 或多於50人
此手冊的正本／副本		1	1	1
消毒不含藥敷料 （例如紗布）	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
各種尺碼的黏性傷口敷料		3	12	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		1	2	4
黏貼膠布 （氧化鋅）	大約25毫米（闊） 和最少2米（長）	1	/	/
	大約25毫米（闊） 和最少4.5米（長）	/	1	1
30克包裝的吸水脫脂棉		1	3	6
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 個急救箱或急救櫃。

勞工處處長可藉書面通知存放以下物品

所需用品	數量
防水黏性傷口敷料	指明數量
防水黏貼膠布	指明數量
洗眼杯	指明數量

參考資料：職業安全及健康規例（第 509A 章）

This booklet should always be
kept in the first aid box / cupboard

HINTS ON FIRST AID

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



Labour Department



Name of Undertaking

Location of first aid box / cupboard

Name of designated person in charge of the box / cupboard

Note: Each first aid box / 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.

This booklet is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch or downloaded from the Labour Department's website at https://www.labour.gov.hk/eng/public/content2_9.htm. For enquiries on addresses and telephone numbers of the offices, please visit the Labour Department's website at <https://www.labour.gov.hk/eng/tele/osh.htm> or call 2852 4041.



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HINTS ON FIRST AID

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

Enquiries

If you wish to enquire about this booklet 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: 2852 4041 or
2559 2297 (auto-recording service available outside office hours)

Fax: 2581 2049

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 <https://www.labour.gov.hk>. For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000.



Labour Department's
Website

Complaints

If you have any complaints about unsafe operations and 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

HINTS ON FIRST AID

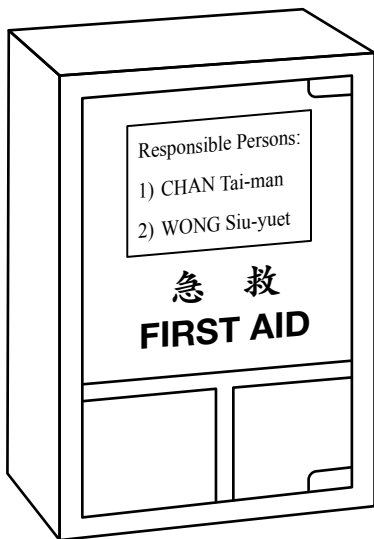
INTRODUCTION

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 item 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 items 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 noticed by the Commissioner for Labour 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 should be maintained in a serviceable condition. A notice specifying the names of the employees responsible for the first aid box or cupboard should be affixed to it.



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 ^{Note 1}, 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 ^{Note 2} approved by the Commissioner for Labour.

Note 1: Under the Hong Kong St. John Ambulance

Note 2: For example, Occupational Safety and Health Council

REFERENCES

1. Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations (Chapter 59D)
2. Quarries (Safety) Regulations (Chapter 59F)
3. Factories and Industrial Undertakings (Cargo and Container Handling) Regulations (Chapter 59K)
4. Construction Sites (Safety) Regulations (Chapter 59I)
5. Occupational Safety and Health Regulation (Chapter 509A)
6. First Aid Manual (11th Edition) The Authorised Manual of St John Ambulance, St Andrew's First Aid and the British Red Cross
7. First Aid Manual (English Version) (2nd Edition) Hong Kong Red Cross

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, e.g. accident investigation.

To ensure safety, it is important to evaluate the scene and identify any safety risks before administering the first aid treatment.

Wear disposable gloves whenever there is a likelihood of contact with blood or body fluids.

(A) MINOR WOUNDS AND SCRATCHES

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

1. Rinse the wound under running water and pat the wound dry.
2. Cover the wound with a dressing. Apply direct pressure over the wound to stop the bleeding if necessary.
3. Clean the area around the wound with soap and water.
4. Seek medical advice if necessary.

(B) EYE INJURIES

Call for an ambulance. Do not allow the victim to rub the eye. Reassure the victim. Tell the victim to keep both eyes still and send the victim to hospital immediately.

Foreign Bodies in the Eye

1. Irrigate or wash out from inner to outer corner with saline or clean water to remove loose particles such as dust, cinders, grits or small particles on the surface of the eye.
2. If the foreign bodies are inside the orbital cavity or embedded in the eyeball, do not attempt to remove them.
3. Cover the injured eye loosely with a dressing.

Chemical in the Eye

1. Irrigate the eye from inside out with plenty of water for at least 20 minutes. Make sure that the contaminated water does not splash on the uninjured eye.
2. Cover the injured eye loosely with a dressing.

A Heavy Blow on the Eye (Black Eye)

Call for an ambulance. Do not allow the victim to rub the eye. Reassure the victim. Tell the victim to keep both eyes still and send the victim to hospital immediately.

(C) BURNS / SCALDS

Burn / Scald

1. Flood the injured part with copious amount of clean water for at least 10 minutes or until the pain is relieved.
2. Cover the injured part with non-adhesive dressings. If dressings are not available, you can use clean cloth or cling wrap.
3. Gently remove any rings, watches, belts, shoes and tight clothing from the injured part before it begins to swell.
4. Do not break blisters.
5. Do not attempt to remove clothing stuck to the injured area.
6. Seek medical advice. Send the victim to hospital immediately for severe burn/scald.

Chemical Burn

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Flood the injured part with copious amount of clean water for at least 20 minutes or until the ambulance crew arrive.
2. Make sure that the contaminated water does not splash on the victim or other people when flooding the wounds.
3. Remove the contaminated clothing gently.
4. Cover the injured part with a dressing.

(D) ELECTRIC SHOCK

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Turn off the source of electricity before rescuing the victim. If this is impossible, stand on some dry insulating material, such as a wooden box or plastic mat. Use a wooden or plastic stick to separate the victim from the source of electrical current.
2. If the victim is unconscious, and it is safe to touch him/her, check his/her breathing and pulse, perform cardiopulmonary resuscitation by a person trained in first aid if necessary.

(E) POISONING BY GASES OR FUMES

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Assess the surrounding environment. Ensure safety before entering the scene.
2. Open the windows, move the victim to a well ventilated and safe place.
3. If the victim is unconscious, please refer to treatment for “Unconsciousness” on page 12.

(F) SERIOUS INJURIES

External Bleeding

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

Stop the bleeding immediately.

1. Assist the victim to lie down.
2. Lift up the injured part.
3. Inspect the wound.
 - (a) If there is no foreign body, cover the wound with a dressing and apply direct pressure to stop bleeding.
 - (b) Loose foreign bodies such as sand on the surface of the wound can be rinsed away with water. Cover with a dressing and apply pressure to stop bleeding.
 - (c) If the foreign bodies are embedded in the wound, apply pressure over both sides of the wound with a dressing to control bleeding.
 - (d) If internal bleeding is suspected, observe for signs of shock. Please refer to treatment for “Shock” on page 11.

Shock

Shock happens when there is inadequate blood supply to the body leading to insufficient oxygen for cells in tissues.

Signs and symptoms:

- Cold and clammy skin, pale or cyanotic
- Feeling cold, nausea or thirsty
- Rapid and shallow breathing
- Rapid and weak pulse
- Decreased consciousness

Treatment:

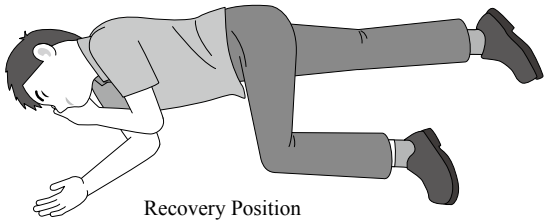
Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Help the victim to lie down. Raise and support the victim's legs above the heart level. (If the victim is unconscious, please refer to treatment for "Unconsciousness" on page 12.)
2. Loosen tight clothing.
3. Reassure and keep the victim warm.

Unconsciousness

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Place the victim in the “Recovery Position”. (If spinal injury is suspected, do not move the victim.)



2. Loosen tight clothing.
3. Remove dentures if any. Remove foreign materials from the mouth to avoid obstruction of the airway.

Fractures

Call for an ambulance. Do not allow the victim to eat or drink and send the victim to hospital immediately. At the same time,

1. Immobilise the injured part.
2. Do not move the victim unless he/she is in a dangerous place or until the affected part has been immobilised.

Appendix 1

Items required for each first aid box / cupboard in a notifiable workplace

Requirements		Quantities		
		No. of employees less than 10	No. of employees between 10 & 49	No. of employees 50 or more
This booklet / copy of this booklet		1	1	1
Sterile unmedicated dressings e.g. gauze	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
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
Rolls of adhesive plaster (zinc oxide) 4.5m (L) x 25mm (W)		1	1	2
Packets of absorbent cotton wool each of 30g		3	6	12
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.

Commissioner for Labour may by notice in writing require the person responsible for a workplace to keep the following items

Requirements	Quantities
Waterproof adhesive wound dressings of assorted sizes	a sufficient supply
Waterproof adhesive plaster	a sufficient supply
Eye baths	a sufficient supply
Stretcher	one set

- References: 1. Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations (Chapter 59D)
 2. Occupational Safety and Health Regulation (Chapter 509A)

Appendix 2

Items required for each first aid box / cupboard in a quarry

Requirements		Quantities	
		No. of employees does not exceed 50	No. of employees exceeds 50
This booklet / copy of this booklet		1	1
Sterile unmedicated dressings e.g. gauze	small size for injured fingers	12	24
	medium size for injured hands or feet	6	12
Adhesive wound dressings of assorted sizes		4	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
Rolls of adhesive plaster (zinc oxide) 4.5m (L) x 25mm (W)		1	2
Packets of absorbent cotton wool each of 30g		6	12
Eye bath		1	1
Pressure bandage		1	1
Safety pins		a sufficient supply	

- Remarks: (i) One first aid box or cupboard for each 100 employees, or part of that number.
(ii) In every quarry a stretcher shall at all times be kept alongside the first aid box or cupboard.

Commissioner for Labour may by notice in writing require the person responsible for a workplace to keep the following items

Requirements	Quantities
Waterproof adhesive wound dressings of assorted sizes	a sufficient supply
Waterproof adhesive plaster	a sufficient supply

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

Appendix 3

Items required for each first aid box / cupboard in cargo and container handling

Requirements		Quantities		
		No. of employees less than 10	No. of employees between 10 & 49	No. of employees 50 or more
This booklet / copy of this booklet		1	1	1
Sterile unmedicated dressings e.g. gauze	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
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
Rolls of adhesive plaster (zinc oxide) 4.5m (L) x 25mm (W)		1	1	2
Packets of absorbent cotton wool each of 30g		3	6	12
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.

Commissioner for Labour may by notice in writing require the person responsible for a workplace to keep the following items

Requirements	Quantities
Waterproof adhesive wound dressings of assorted sizes	a sufficient supply
Waterproof adhesive plaster	a sufficient supply
Eye baths	a sufficient supply
Stretcher	one set

- References: 1. Factories and Industrial Undertakings (Cargo and Container Handling) Regulations (Chapter 59K)
 2. Occupational Safety and Health Regulation (Chapter 509A)

Appendix 4

Items required for each first aid box / cupboard in a construction site

Requirements		Quantities	
		No. of employees less than 50	No. of employees 50 or more
This booklet / copy of this booklet		1	1
Sterile unmedicated dressings e.g. gauze	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 & 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	

- Remarks: (i) One first aid box or cupboard for each 50 employees, or part of that number.
(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.

Commissioner for Labour may by notice in writing require the person responsible for a workplace to keep the following items

Requirements	Quantities
Wooden splints measuring 900 mm long, 60 mm wide & 10 mm deep	2 pieces
Wooden splints measuring 600 mm long, 60 mm wide & 10 mm deep	2 pieces

- References: 1. Construction Sites (Safety) Regulations (Chapter 59I)
2. Occupational Safety and Health Regulation (Chapter 509A)

Appendix 5

Items required for each first aid box / cupboard 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 50 or more
This booklet / copy of this booklet		1	1	1
Sterile unmedicated dressings e.g. gauze	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
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
Rolls of adhesive plaster (zinc oxide)	approximately 25mm (W) and at least 2m (L)	1		
	approximately 25mm (W) and at least 4.5m (L)		1	1
Packets of absorbent cotton wool each of 30g		1	3	6
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.

Commissioner for Labour may by notice in writing require the person responsible for a workplace to keep the following items

Requirements	Quantities
Waterproof adhesive wound dressings	a specified quantity
Waterproof adhesive plaster	a specified quantity
Eye baths	a specified quantity

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