

急救简介

A BRIEF GUIDE TO FIRST AID

应用于：◆应呈报工场

◆货物搬运及货柜
处理作业经营

◆建筑地盘

◆石矿场

◆所有其他工作场所

in: ◆Notifiable Workplaces

◆Cargo and Container
Handling Undertakings

◆Construction Sites

◆Quarries

◆All Other Workplaces



劳工处职业安全及健康部
Occupational Safety and Health Branch
Labour Department



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参考资料

1. 工厂及工业经营 (应呈报工场的急救设备) 规例 (第59D章)
2. 工厂及工业经营 (货物搬运及货柜处理作业) 规例 (第59K章)
3. 建筑地盘 (安全) 规例 (第59I章)
4. 石矿场 (安全) 规例 (第59F章)
5. 职业安全及健康规例 (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)

急救简介

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引言：

本册子旨在简单介绍有关工厂及工业经营条例 (第59章) 和职业安全及健康条例 (第509章) 及其附属规例就各工作场所内的急救设施的需要。我们还刊印了另一本名为《急救指南》的小册子，简介各工作场所内的急救物品的需要，及提供受伤时之急救处理方法的一般指引。如要获得更详尽的资料，并确保各条规例得以切实遵从，东主应该查阅有关工厂及工业经营条例、职业安全及健康条例及其附属规例的有关章节。

A 部—应呈报工场

以下指引适用于工厂及工业经营条例所界定的每个应呈报工场。

(I) 急救箱或急救柜

1. 东主必须在应呈报工场内为每 100 名雇员或不足 100 名雇员提供及保存独立的急救箱或急救柜。每个急救箱或急救柜必须放置于容易提取的地方，足供应用，外面必须清楚写上“FIRST AID”及“急救”的字样。
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柜内。所需的急救用品，概述于由劳工处印制的「急救指南」小册子内。急救用品在任何时候都应保持良好状态，其标准也不可低于《英国副药典》所指明的标准。
3. 在每个没有设置急救箱或急救柜的作业室内，必须以中英文注明最近的急救箱或急救柜的所在位置。
4. 劳工处处长可向任何经营场所的东主发出书面通知，要求提供额外的急救用品，包括防水黏性伤口敷料、防水黏贴胶布、洗眼杯和担架。如果收到通知，规定须在工场内设置一副担架，该担架须放置在急救箱或急救柜旁边及在任何时间均保持状况良好。

(II) 急救箱或急救柜的主管人

5. 东主必须指派一组人负责管理所有的急救箱或急救柜。东主须确保在工作时间内可随时找到该主管小组的至少一名组员。每个急救箱或急救柜须贴上中英文告示，指明主管小组组员的姓名。

(III) 主管小组须包括曾受急救训练的人

6. 东主须为首 100 名以外的每 100 名或不足 100 名受雇于该处的人指派至少 1 名曾受急救训练的人为主管小组组员。例如在雇用 101 名至 200 名工人的应呈报工场内，须指派至少 1 名曾受急救训练的人为主管小组组员，在雇用 201 名至 300 名工人的应呈报工场内，必须有至少 2 名曾受急救训练的人。

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) 受过急救训练的人士

7. 受过急救训练的人士，必须是根据护士注册条例而注册的护士，或持有由圣约翰救护队，医疗辅助队或香港红十字会发出的有效急救资格证书的人士，又或已完成由劳工处处长核准的急救训练课程的人士。

(V) 豁免

8. 如在任何应呈报工场内设有纯为提供急救或医疗而设的房间，并作出安排以确保在该工场内受伤的人均在该处得到治疗，则处长可藉书面通知豁免该工场受所属规例的规定所规限，而豁免的范围及条件则按处长在通知书内所指明者而定。上述通知书须在所设房间内显明地展示。

(VI) 一般资料

9. 在经营场所雇用的人数是指在任何时候在该处实际工作的人数。

B部—货物搬运及货柜处理作业经营

一般来说，就应呈报工场(A部)而订定的指引，除(II)及(III)段以外，其余都适用。现时的规例规定，如果工作场所内雇有30名或以上但少于100名工人，东主须确保在工作时间内，随时都可找到至少1名受过急救训练的人。如果雇有100名或以上工人，则随时可找到至少2名受过急救训练的人。东主须在他设置的每个急救箱或急救柜贴上中英文告示，指明可找到的曾受急救训练的人的姓名，以及可找到他们的地方。

C部—建筑地盘

就应呈报工场(A部)的急救指引大都适用。例外情况如下：

- (i) 负责任何雇用5名或多于5名工人的建筑地盘的承建商，必须为每50名或不足50名受雇于该建筑地盘的工人设置及保持有一个独立的急救箱或急救柜。
- (ii) 负责任何雇用50名或多于50名工人的建筑地盘的承建商须安排在建筑地盘设置一副担架，及确保该副担架放置在急救箱或急救柜旁边，并须时刻保持效用良好的状况。
- (iii) 劳工处处长可向任何建筑地盘承建商发出通知书，要求有关承建商提供附加急救设备。急救设备包括两块长900毫米、阔60毫米及厚10毫米的木夹板，以及另外两块长600毫米、阔60毫米及厚10毫米的木夹板。

(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) 任何建筑地盘内，如有 30 名或以上但少于 100 名工人，负责管理急救箱或急救柜的小组须包括至少 1 名受过训练的急救员。如有 100 名或以上的工人，则须包括至少 2 名受过训练的急救员。

D部—石矿场

(I) 急救箱或急救柜

1. 东主必须在石矿场内为雇员提供及保存急救箱或急救柜，每个急救箱或急救柜必须放置于容易提取的地方，外面必须清楚写上“FIRST AID”及“急救”的字样。
2. 除急救设备外，其他物品不得存放在急救箱或急救柜内。急救设备须保持其状况良好。所需的急救物品概述于劳工处印制的「急救指南」小册子内。每个石矿场内，须经常将一副担架放置在急救箱或急救柜旁边，并须保持其状况良好。
3. 劳工处处长可向石矿场东主发出通知书，要求东主在石矿场内备有足够数量的防水黏性伤口敷料及防水黏贴胶布，此等物品必须保持在良好状态。

(II) 负责管理急救箱或急救柜的人士

4. 东主须指定 1 名在石矿场工作且曾受急救训练的人，负责管理急救箱或急救柜及存放在内的急救设备。

(III) 受过急救训练的人士

5. 每个石矿场的东主须于石矿场投产日期后 14 天内向劳工处处长书面呈报有关受过急救训练人士的下述资料：(a) 该人的全名；(b) 他开始在石矿场工作的日期；及 (c) 他被视为受过急救训练的有关资格。
6. 当受过急救训练人士停止在石矿场工作的时候，石矿场东主须于该人停止在石矿场工作当日起计 14 天内向劳工处处长书面呈报以下资料：(a) 该人的全名；(b) 该人停止在石矿场工作的日期。

(IV) 受过急救训练的工人数目

7. 如果在石矿场工作的人少于 50 名，必须有 3 人或劳工处处长可能书面规定曾受急救训练的较少人数。如果在石矿场工作的人数介乎 50 名至 300 名之间，则必须有 3 人曾受急救训练。如果在石矿场工作的人数达 300 名或以上，则必须有 5 人曾受急救训练。

- (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—所有其他工作场所（A、B、C、D部除外）

（I）急救箱或急救柜

1. 工作场所负责人必须为工作场所内的每 100 名或不足 100 名雇员提供独立的急救箱或急救柜。
2. 所需的急救用品，概述于由劳工处印制的「急救指南」小册子内。每个急救箱或急救柜必须清楚写上“FIRST AID”及“急救”的字样。
3. 所有急救物品必须保持在良好状态，而其标准也不可低于《英国副药典》所指明的标准。
4. 劳工处处长可发出书面通知，要求雇主提供额外的急救用品，包括防水黏性伤口敷料、防水黏贴胶布和洗眼杯。

（II）急救箱或急救柜的主管人

5. 工作场所负责人必须指派一组 2 名或以上的员工负责管理急救箱或急救柜。在工作时间内，该组必须最少 1 名组员当值。组员的姓名必须以中英文列于每个急救箱或急救柜外。
6. 工作场所负责人必须确保就每 150 名受雇于该工作地点工作的雇员而言，该等雇员中最少有一名属曾受急救训练的人。

（III）豁免

7. 如果工作场所具备足够的设施，并设有专供急救治疗雇员用的房间，劳工处处长便可向东主发出豁免书，豁免该名东主遵从上述法例的规定。如果获得豁免，东主必须在专供急救用的房间的显眼位置上张贴由劳工处处长发出的通知。
8. 如果工作场所缺乏足够设施，并不再设有专供急救治疗雇员用的房间，劳工处处长便可向东主发出书面通知，取消豁免权。

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.

查询

如你对本简介有任何疑问或想查询职业安全及健康事宜，可与劳工处职业安全及健康部联络：

电话 ：2559 2297 (非办公时间设有自动录音服务)

传真 ：2915 1410

电子邮件 ：enquiry@labour.gov.hk

你也可在劳工处网页www.labour.gov.hk阅览本处各项服务及主要劳工法例的资料。

投诉

如有任何关于工作地点的不安全作业模式或环境状况的投诉，请致电劳工处职安健投诉热线2542 2172或在劳工处网页填写并递交网上职安健投诉表格。所有投诉均会绝对保密。



网上职安健投诉表格

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

