

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)



Occupational Safety and Health Branch
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.

工作场所名称

急救箱或急救柜位置

急救箱或急救柜指定负责人之姓名

注意： 每一个急救箱或急救柜须有足够的容积，并且所有物品需要符合相关规例之准则及要经常保持良好状态。请参阅有关之附录表。

急救指南

(适用于：应呈报工场，石矿场，货物搬运及货柜处理作业，建筑地盘，及所有其他工作场所)

查询

如你对本小册子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：2852 4041 或
2559 2297 (非办公时间设有自动录音服务)

传真：2581 2049

电邮：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。

如查询职业安全健康局提供的服务详情，请致电 2739 9000 或浏览网址 www.oshc.org.hk。

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

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:

Tel.: 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 www.labour.gov.hk.

For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000, or browse the website at www.oshc.org.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

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 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



急救指南

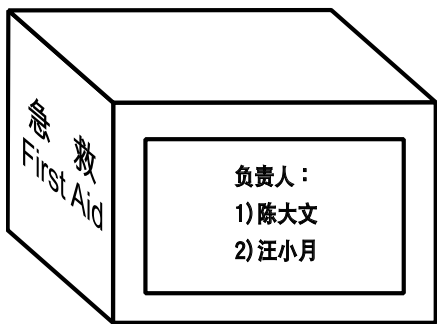
简介

本小册子旨在简单介绍有关《工厂及工业经营条例》(第509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物品的需要，及提供受伤时之急救处理方法的一般指引。雇主可参考由本处印制的「急救简介」小册子及个别的规例，以获得详尽法定的需要。

急救物品是指：

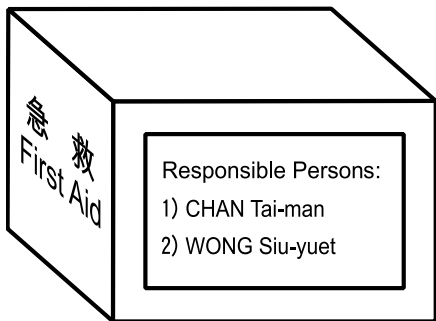
根据职业安全及健康规例，急救物品是指属该规例内附表 2 所指明类别的物品或由劳工处处长规定须提供急救设施内的任何附加物品。但是在某些工作场所，例如应呈报工场、建筑地盘、货物搬运及货柜处理作业和石矿场，有关规例已就急救箱或急救柜内之急救物品订定个别的特别需要。而各规例订定的需要及劳工处处长书面通知须存放的物品摘要在附录一至五。

此外，急救箱或急救柜应清楚标明「急救」及“FIRST AID”字样，及其内含物品应在任何时候均保持在可使用的状况。急救箱或急救柜上应附有负责该设施之雇员姓名的告示。



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 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.



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.

应呈报工场是指：

- 一、任何工厂、矿场或石矿场；及
- 二、任何处所或地方，而在其内是进行或拟进行危险行业或附表所列行业者，但不包括《建筑地盘（安全）规例》（第59章，附属法例 I）所指的建筑地盘。

曾受急救训练的人须为任何以下人士：

- 一、持有由圣约翰救护队（注一）、医疗辅助队或香港红十字会发出的急救合格证明书的人；或
- 二、属《护士注册条例》（第164章）所指的注册护士的人；或
- 三、已完成急救训练课程并持有由劳工处处长认可的组织（注二）所发出的证明已完成该课程的证明书的人。

参考资料

- 一、 工厂及工业经营（应呈报工场的急救设备）规例（第59D章）
- 二、 石矿场（安全）规例（第59F章）
- 三、 工厂及工业经营（货物搬运及货柜处理作业）规例（第59K章）
- 四、 建筑地盘（安全）规例（第59I章）
- 五、 职业安全及健康规例（第509A章）
- 六、 急救手册 第九版 香港红十字会
- 七、 急救手册 第四版 香港圣约翰救护机构
- 八、 First Aid Manual (10th Edition) The Authorised Manual of St. John Ambulance, St. Andrew's First Aid and the British Red Cross

注一： 香港圣约翰救护机构之下的圣约翰救护会

注二： 例如职业安全健康局等

REFERENCE

1. Factories and Industrial Undertakings
(First Aid in Notifiable Workplaces) Regulations
(Chapter 59D)
2. Quarries (Safety) Regulations (Chapter 59F)
3. Factories and Industrial Undertaking
(Cargo and Container Handling) Regulations
(Chapter 59K)
4. Construction Sites (Safety) Regulations
(Chapter 59I)
5. Occupational Safety and Health Regulations
(Chapter 509A)
6. First Aid Manual (9th Edition) Hong Kong Red
Cross
7. First Aid Manual (4th Edition) Hong Kong St.
John Ambulance
8. First Aid Manual (10th Edition)
The Authorised Manual of St. John Ambulance,
St. Andrew's First Aid and the British Red Cross

Note 1: Under the Hong Kong St. John Ambulance

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

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.

MINOR WOUNDS AND SCRATCHES

All wounds should receive immediate treatment. It is important to clean the wound and cover it with a dressing to prevent infection

1. Clean the wound gently with clean water.
2. Cover the wound with a dressing and apply direct pressure over the wound to stop the bleeding.
3. Seek medical advice if necessary.

急救处理方法

以下提供受伤时的急救处理方法，并不能代替曾受训练之医生或护士的治疗。

职业受伤或意外的资料应妥善记录及保存，以供不同的用途，例如意外的调查。

施行急救前，应评估现场环境有否潜在危险，以确保安全。
在接触伤口或伤者的血液或体液时，要戴上用完即弃的手套。

轻微损伤

所有伤口应要立刻处理。最重要是保持伤口清洁，不受感染。

- 一、用清水冲洗伤口。
- 二、用敷料覆盖伤口，直接在伤口加压止血。
- 三、如有需要，尽快求医。

严重受伤

致电召唤救护车，尽快送伤者往医院治理。

流血

应立刻止血

- 一、协助伤者躺下。
- 二、把受伤部位提高。
- 三、检查伤口。

(一) 若伤口没有异物，用敷料覆盖伤口，然后直接施压止血。

(二) 在伤口表面松动的异物如泥沙，可用水冲走，然后用敷料覆盖伤口，直接加压止血。

(三) 紧嵌的异物，可在异物两旁加上敷料，然后施压，减少出血。

(四) 如怀疑有内出血现象，应留意休克徵状。请参阅第七页《休克》之处理方法。

- 四、尽快送伤者往医院治理。

SERIOUS INJURIES

Call for an ambulance in emergency. Transfer the victim to a hospital for further treatment as soon as possible.

Bleeding

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 object, cover it with a dressing and apply direct firm pressure to stop bleeding.
 - (b) If there are superficial objects in the wound, rinse loose pieces off with water. Cover with a dressing and apply pressure to stop bleeding.
 - (c) If the pieces 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 7.
4. Transfer the victim to a hospital for further treatment as soon as possible.

Shock

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

The signs and symptoms are:

1. Cold and clammy skin, pale or cyanotic.
2. Cold, nausea or thirsty.
3. Rapid and shallow breathing.
4. Rapid and weak pulse.
5. 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 treatment for “Unconsciousness” on page 8.)
2. Loosen tight clothing.
3. Reassure and keep the victim warm.
4. Do not allow the victim to eat or drink.
5. Transfer the victim to a hospital for further treatment as soon as possible.

休克

当人体未能获得足够血液供应，细胞无法获得必需的养份，就会出现休克，其徵状如下：

- 一、皮肤湿冷，肤色苍白或发绀。
- 二、感到冰冷、噁心或口渴。
- 三、呼吸浅而促。
- 四、脉搏快而弱。
- 五、神智不清。

处理方法：

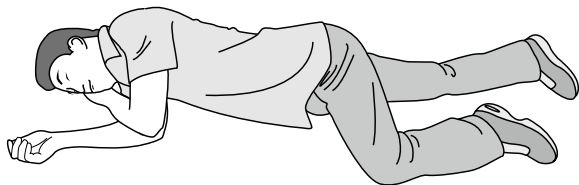
- 一、让伤者平卧，略为抬高双腿。（若伤者人事不省，请参阅第八页《人事不省》之处理方法）
- 二、解松紧身衣物。
- 三、安慰及保持伤者温暖。
- 四、勿让伤者饮食。
- 五、尽快送伤者往医院治理。

人事不省

- 一、置伤者于「复原卧式」。(若怀疑脊椎受伤，切勿移动伤者。)
- 二、解松紧身衣物。
- 三、如有假牙，将之除去。清除口中异物，以免呼吸道受阻。
- 四、勿让伤者饮食。
- 五、尽快送伤者往医院治理。

骨折

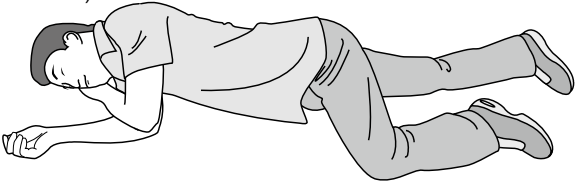
- 一、应固定受伤部位。
- 二、除非伤者身处险境或受伤部位已被固定，否则切勿移动伤者。
- 三、勿让伤者饮食。
- 四、尽快送伤者往医院治理。



复原卧式

Unconsciousness

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



Recovery Position

2. Loosen tight clothing.
3. Remove dentures if any. Remove foreign materials from the mouth to avoid obstruction of the airway.
4. Do not allow the victim to eat or drink.
5. Transfer the victim to a hospital for further treatment as soon as possible.

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. Do not allow the victim to eat or drink.
4. Transfer the victim to a hospital for further treatment as soon as possible.

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, do not attempt to remove them.
3. Cover the eye loosely with a dressing.
4. Transfer the victim to a hospital for further treatment as soon as possible.

Chemical in the Eye

1. Immediately flush the injured eye with copious amount of clean water gently and thoroughly for at least 20 minutes or until the ambulance crew arrive. Make sure that the contaminated water does not splash on the uninjured eye.
2. Do not allow the victim to rub the eye.
3. Place a dressing over the injured eye.
4. Transfer to a hospital for further treatment as soon as possible.

眼睛受伤

异物入眼

- 一、用清水冲洗眼睛，把黏附在眼睛表面的异物如尘埃，砂砾或微粒冲走。
- 二、如果异物藏在眼窝内或嵌入眼球，不可尝试除掉。
- 三、用敷料轻轻覆盖眼睛。
- 四、尽快送伤者往医院治理。

化学品入眼

- 一、立刻用大量清水冲洗受伤的眼睛最少二十分钟或直至救护人员到场，冲洗时不要让水溅及伤者没受伤的眼睛。
- 二、勿让伤者擦眼。
- 三、用敷料轻轻盖著受伤的眼睛。
- 四、尽快送伤者往医院治理。

眼睛受到重击(黑眼睛)

尽快送伤者往医院治理。

烧伤 / 烫伤

烧伤 / 烫伤

- 一、用大量清水冲洗受伤的部位最少十分钟或直至痛楚减轻。
- 二、用敷料包裹伤处，避免受感染。如没有敷料，可用清洁布料包裹。
- 三、由于伤处会出现肿胀，须尽快小心地脱除戒指、手表、皮带、鞋及紧身衣物。
- 四、不要刺穿水泡。
- 五、不要剥除黏在伤口上的衣物。
- 六、尽快送伤者往医院治理。

A Heavy Blow on the Eye (Black Eye)

Transfer the victim to a hospital for further treatment as soon as possible.

BURNS / SCALDS

Burn / Scald

1. Flush 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 dressings to prevent infection. If dressings are not available, you can use a clean cloth.
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. Transfer the victim to a hospital for further treatment as soon as possible.

Chemical Burn

1. Flush 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 irrigating the wounds.
3. Remove the contaminated clothing carefully.
4. Cover the injured part with a dressing.
5. Transfer the victim to a hospital for further treatment as soon as possible.

ELECTRIC SHOCK

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. Using a wooden or plastic stick to separate the victim from the source of electrical current.
2. If the victim is unconscious, check his/her breathing and pulse, perform cardio-pulmonary resuscitation by a person trained in first aid if necessary.
3. Transfer the victim to a hospital for further treatment as soon as possible.

化学品灼伤

- 一、用大量清水冲洗伤处最少二十分钟或直至救护人员到场。
- 二、冲洗时不要让化学品污水及水飞溅及伤者或旁人。
- 三、小心除去沾有化学品的衣物。
- 四、用敷料覆盖伤处。
- 五、尽快送伤者往医院诊治。

触电

- 一、在抢救伤者前，应立即切断电源。如无法切断电源，可站在木盒或胶垫等绝缘物上，用木或胶棒把伤者与电流分开。
- 二、若伤者人事不省，检查呼吸及脉搏。如有需要，应由曾受急救训练的人为伤者施行心肺复苏法。
- 三、尽快送伤者往医院治理。

气体或烟熏中毒

- 一、评估现场环境，在安全情况下，才可进入现场。
- 二、开启窗户或将伤者移往空气流通及安全的地方。
- 三、若伤者人事不省，请参阅第八页（人事不省）之处理方法。
- 四、尽快送伤者往医院治理。

POISONING BY GASES OR FUMES

1. Assess the surrounding environment. Ensure safety before entering the scene.
2. Open the windows or move the victim to a well ventilated and safe place.
3. If the victim is unconscious, please refer to treatment for "Unconsciousness" on page 8.
4. Transfer the victim to a hospital for further treatment as soon as possible.

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

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

附录一

在应呈报工场内每一急救箱或急救柜必备物品的比例表

所需用品		数量		
		雇用人数 少于10人	雇用人数 10人至49人	雇用人数 50人 或多于50人
此手册的正本 / 副本		1	1	1
消毒不含药敷料 (例如纱布)	细码(供护理 受伤手指用)	6	12	24
	中码(供护理 受伤手或脚用)	3	6	12
各大小尺码不同的黏性伤口敷料		12	24	36
原色棉布三角绷带,其最长的一边 不短于1.3米,而其余两边,每边 不短于900毫米		2	4	8
黏贴胶布(氧化锌), 最少4.5米(长) x 25毫米(阔)		1	1	2
30克包装的吸水脱脂棉		3	6	12
压力绷带		1	1	1
安全扣针		足量		

注：每100名(不足100名亦作100名计算)雇员须有1个急救箱或急救柜

劳工处处长可藉书面通知存放以下物品

所需用品	数量
各大小尺码不同的防水黏性伤口敷料	足量
防水黏贴胶布	足量
洗眼杯	足量
担架	一副

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. 职业安全及健康规例(第509A章)

附录二

在石矿场内每一急救箱或急救柜必备物品的比例表

所需用品		数量	
		雇用人数 50人或少于50人	雇用人数 多于50人
此手册的正本 / 副本		1	1
消毒不含药敷料 (例如纱布)	细码 (供护理 受伤手指用)	12	24
	中码 (供护理 受伤手或脚用)	6	12
各大小尺码不同的黏性伤口敷料		4	36
原色棉布三角绷带, 其最长的一边不 短于1.3米, 而其余两边, 每边不短于 900毫米		4	8
黏贴胶布 (氧化锌), 4.5米 (长) x 25毫米 (阔)		1	2
30克包装的吸水脱脂棉		6	12
洗眼杯		1	1
压力绷带		1	1
安全扣针		足量	

注: (i) 每100名 (不足100名亦作100名计算) 雇员须有1个急救箱或急救柜
(ii) 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

劳工处处长可藉书面通知存放以下物品

所需用品	数量
各大小尺码不同的防水黏性伤口敷料	足量
防水黏贴胶布	足量

参考资料: 1. 石矿场 (安全) 规例 (第59F章)
2. 职业安全及健康规例 (第509A章)

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 exceed 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	

Remark: (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

Reference: 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 a 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

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

附录三

在货物搬运及货柜处理作业内每一急救箱或急救柜必备物品的比例表

所需用品		数量		
		雇用人数 少于10人	雇用人数 10人至49人	雇用人数 50人 或多于50人
此手册的正本 / 副本		1	1	1
消毒不含药敷料 (例如纱布)	细码(供护理 受伤手指用)	6	12	24
	中码(供护理 受伤手或脚用)	3	6	12
各大小尺码不同的黏性伤口敷料		12	24	36
原色棉布三角绷带,其最长的一边 不短于1.3米,而其余两边,每边 不短于900毫米		2	4	8
黏贴胶布(氧化锌), 4.5米(长)x 25毫米(阔)		1	1	2
30克包装的吸水脱脂棉		3	6	12
压力绷带		1	1	1
安全扣针		足量		

注：每100名(不足100名亦作100名计算)雇员须有1个急救箱或急救柜

劳工处处长可藉书面通知存放以下物品

所需用品	数量
各大小尺码不同的防水黏性伤口敷料	足量
防水黏贴胶布	足量
洗眼杯	足量
担架	一副

参考资料：1. 工厂及工业经营(货物搬运及货柜处理作业)规例(第59K章)
2. 职业安全及健康规例(第509A章)

附录四

在每一建筑地盘内的每一急救箱或急救柜必备物品的比例表

所需用品		数量	
		雇用人数 少于50人	雇用人数 50人或多于50人
此手册的正本 / 副本		1	1
消毒不含药敷料 (例如纱布)	细码 (供护理 受伤手指用)	12	12
	中码 (供护理 受伤手或脚用)	6	6
	大码 (供护理身体 其他受伤部位用)	6	6
各大小尺码不同的防水黏性伤口敷料		24	24
原色棉布三角绷带, 其最长的一边不短于 1.3米, 而其余两边, 每边不短于900毫米		4	4
黏贴胶布 (氧化锌), 至少4.5米 (长) x 25毫米 (阔)		1	1
30克包装的吸水脱脂棉		6	6
压力绷带		1	1
安全扣针		6	6
洗眼杯		足量	

- 注: (i) 每50名 (不足50名亦作50名计算) 雇员须有1个急救箱或急救柜
 (ii) 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, 并确保该担架放置在急救箱或急救柜旁边。

劳工处处长可藉书面通知存放以下物品

所需用品	数量
长900毫米、阔60毫米及厚10毫米的木夹板	2块
长600毫米、阔60毫米及厚10毫米的木夹板	2块

- 参考资料: 1. 建筑地盘 (安全) 规例 (第591章)
 2. 职业安全及健康规例 (第509A章)

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
	medium size for injured hands or feet	6
	large size for other injured parts of the body	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 bath	a sufficient supply	

Remark: (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

Reference: 1. Construction Sites (Safety) Regulations (Chapter 509I)

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 4.5 m (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)

附录五

在所有其他工作地点（除附录一、二、三、四）内每一急救箱或急救柜必备物品的比例表

所需用品		数量		
		雇用人数 少于 10 人	雇用人数 10 人至 49 人	雇用人数 50 人 或多于 50 人
此手册的正本 / 副本		1	1	1
消毒不含药敷料 (例如纱布)	细码 (供护理 受伤手指用)	1	6	12
	中码 (供护理 受伤手或脚用)	1	3	6
各大小尺码不同的黏性伤口敷料		3	12	24
原色棉布三角绷带，其最长的一边不短于 1.3 米，而其余两边，每边不短于 900 毫米		1	2	4
黏贴胶布 (氧化锌)	大约 25mm (阔) 和最少 2m (长)	1	/	/
	大约 25mm (阔) 和最少 4.5m (长)	/	1	1
30 克包装的吸水脱脂棉		1	3	6
压力绷带		1	1	1
安全扣针		足量		

注：每 100 名（不足 100 名亦作 100 名计算）雇员须有 1 个急救箱或急救柜

劳工处处长可藉书面通知存放以下物品

所需用品	数量
防水黏性伤口敷料	指明数量
防水黏贴胶布	指明数量
洗眼杯	指明数量

参考资料：职业安全及健康规例（第 509 A 章）

此手册应常放置于急救箱或急救柜内

急救指南

(适用于：应呈报工场，石矿场，货物搬运及货柜处理作业，建筑地盘，及所有其他工作场所)

