

This booklet should always be  
kept in the first aid box

# HINTS ON FIRST AID

(For: Notifiable Workplaces, Quarries, Cargo &  
Container Handling Undertakings,  
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 are maintained in good condition as specified at the level scheduled in the relevant regulations. Please refer to the appropriate Appendix.

# HINTS ON FIRST AID

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

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

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# HINTS ON FIRST AID

## INTRODUCTION

This booklet is intended to be a guide to the first aid treatment of injuries and not as a substitute for medical treatment administered by a doctor or nurse.

All injuries or accidents at work should be entered into the Accident Record Book provided. Accurate reporting and good record keeping are also important for data analysis and accident prevention.

**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.)

**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.*

## 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 5.

## 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.)
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.

#### 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.

## 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.

### **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.

## 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 7.
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, eg. 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.

## 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 #
A copy of this booklet		1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	6	12	24	24
	medium size for injured hands or feet	3	6	12	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 following items are advised to be added

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)

## Appendix 2

### Items required for each first aid box in a Quarry

Requirements	Quantities		
	No. of employees does not exceed 50	No. of employees between 50 & 100	No. of employees over 100 #
A copy of this booklet	1	1	1
Sterile unmedicated dressings	small size for injured fingers	24	24
	medium size for injured hands & feet	6	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 following items are advised to be added

Requirements	Quantities		
	No. of employees does not exceed 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 Undertaking

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 #
A copy of this booklet		1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	6	12	24	24
	medium size for injured hands or feet	3	6	12	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 30 g		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 following items are advised to be added

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 )



## 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 #
A 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 30 g		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 following items are advised to be added

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 #
A copy of this booklet		1	1	1	1
Sterile unmedicated dressings	small size for injured fingers	1	6	12	12
	medium size for injured hands or feet	1	3	6	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)	1	/	/	/
	at least 4.5m (L) x 25mm (W)	/	1	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 following items are advised to be added

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 )