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
This guidebook is prepared by
the Occupational Safety and Health Branch, Labour Department

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急救簡介

應用於

(A) 規定報工場
(B) 貨物搬運及貨櫃處理作業經營
(C) 建築地盤
(D) 石礦場
(E) 所有其他工作場所

A Brief Guide to First Aid

in

(A) Notifiable Workplaces
(B) Cargo and Container Handling Undertakings
(C) Construction Sites
(D) Quarries
(E) All Other Workplaces

勞工處職業健康服務

Occupational Health Service
Labour Department
引言：

本小冊子旨在簡單介紹各種工作場所內的急救需要。我們還刊印了另一本名為「急救指南」的小冊子，概述各行各業的簡單急救程序和有關法例規定的急救設施。如果獲得更詳盡的資料，並確保各條款得以切實遵從，東主應該查看工廠及工業經營條例、職業安全及健康條例及其規例的有關章節。

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。

1. 急救箱或急救箱

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箱。每個急救箱或急救箱必須放置於容易提取的地方，足夠使用，外面必須清楚寫上「FIRST AID」及「急救」的字樣。

2. 除法例規定的急救用品外，急救箱或急救箱內不應存放任何其他東西。所需配備的急救用品，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，其標準也低於英國藥物法所定的標準。

3. 在每個沒有設置急救箱或急救箱的作業室內，必須以中英文註明最近的急救箱或急救箱的所在位置。

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，包括防水敷料及繃帶、洗眼器和吸氧器。如果需要提供吸氧器，該吸氧器必須隨時保持良好狀態，與急救箱或急救箱放在一起。

II. 負責管理急救箱或急救箱的人士

5. 東主必須派一組人負責管理所有的急救箱或急救箱。東主必須確保在工作時間內該組隨時都有人當值。組員的姓名必須以中英文列於每個急救箱或急救箱內。如果僱用的工人多於 100 名，該組數必須為 100 名工人（或不足 100 名工人而設置 1 名承擔急救訓練的組員）。例如，在僱用 101 名至 200 名工人的企業內，必須有 1 名受過訓練的急救員；在僱用 201 名至 300 名工人的企業內，必須有 2 名受過訓練的急救員。如此類推，每多出 100 名或不足 100 名的工人就要增加 1 名受過訓練的急救員。

Introduction

The aim of this guidebook is to provide a simple guide to first aid requirements in various undertakings. There is also a booklet 'Hints on First Aid' which describes simple first aid procedures and first aid items required under the relevant regulations for various trades. 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 Regulations.

Section A - For Notifiable Workplaces

The following guidelines 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. The box or cupboard must contain nothing except first aid items specified in the schedule of the regulation. 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 dressings and adhesive plasters, eye baths, and stretchers. If a stretcher is required, 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 one of the team is always readily available during working hours. The names of members of the team must be listed, in both Chinese and English, on each box or cupboard. If more than 100 workers are employed, the team must include one member trained in first aid for every additional 100 or part of 100 workers after the first 100 workers. Consequently, for an undertaking employing between 101 and 200 workers, there must be one trained first aider; for an undertaking employing between 201 to 300 workers, two trained first aiders are required; and so on with one additional trained first aider for each additional 100 or part of 100 workers.
(III) Persons trained in first aid

8. 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.

(IV) Exemption

7. The Commissioner for Labour may, by written notice, grant an exemption from these regulations to a proprietor who provides a room used solely for the purpose of providing first aid or medical treatment, and arrangements are made so as to ensure the treatment therein of all the injuries occurring in the workplace. Such arrangement may include a full-time first aider available in the workplace when work is being performed there. If an exemption is granted, the notice from the Commissioner for Labour must be prominently displayed in the room provided.

(V) Miscellaneous Information

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

9. The proprietors who contravene any part of the regulation shall be guilty of an offence and is liable to a fine of $10,000.

Section B - For Cargo and Container Handling Undertakings

In general the guidelines stipulated for Notifiable Workplaces (Section A) applies except for paragraph (III). Here the current regulation requires that where 50 or more but less than 100 persons are employed at a worksite the proprietor or contractor shall ensure that one person trained in first aid is always available during working hours. Where the workforce is 100 or more, two such persons must be available.

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 each construction site must provide and maintain a separate first aid box or cupboard if 5 or more workmen are employed. Additional first aid box or cupboard must be provided for every 50 workmen or part of 50 workmen employed on the site.

(ii) 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 and 60 millimetres wide and 10 millimetres deep and also two other wooden splints measuring 600 millimetres long 60 millimetres wide and 10 millimetres deep. Also that the contractor responsible for a construction site at which 50 or more workers are employed shall provide a stretcher at the site. The stretcher must be maintained in good condition at all times and kept alongside a first aid box or cupboard.
(iii) At least one trained first aider is required for every 30 to less than 100 workmen employed, and at least 2 trained first aiders are required for every 100 or more workmen employed.

Section D - For Quarries

(1) 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 the first aid items specified in the Second Schedule to the Quarries (Safety) Regulations shall be kept in the first aid box or cupboard. All the items must be maintained in good condition at all times. The first aid items required are summarised in the booklet "Hints on First Aid" issued by the Labour Department.

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 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.

(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 as the Commissioner for Labour may specify in writing must be persons trained in first aid. 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.

Note: A responsible person who contravenes any part of the regulation shall be guilty of an offence and is liable to a fine of $10,000.
E 半一所有其他工作場所（A、B、C、D部除外）

(1) 急救箱或急救箱

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箱。

2. 除職業安全及健康規例第二附表內指定的急救用品外，急救箱或急救箱內不應存放任何其他東西。所需配備的急救用品，於勞工處處長的《急救指南》小冊子內。每個急救箱或急救箱必須清楚寫上“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藥物法所定的標準。

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，包括防水黏性敷料、防水膠布和洗眼杯。

(II) 負責管理急救箱或急救箱的人士

5. 工作場所負責人必須指派一組2人或以上的員工負責管理急救箱或急救箱。在工作時間內，該組最少需有1人當值。組員的姓名必須以中文列於每個急救箱或急救箱內。

6. 工作場所僱用每150名員工，其負責管理急救箱或急救箱的成員中，最少須有1人具歲勞工處處長認可的急救資格。

(III) 禁免

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。

附註：(1) 工作場所負責人如不遵守法例的規定，即屬犯法，可被判第二級罰款（即$10,000）。

(2) 有關所有其他工作場所的急救設備及安排，已於1998年1月1日職業安全及健康規例生效後實施。

Section E - All other workplace (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. The box or cupboard must contain only the first aid items specified in schedule (2) of the Occupational Safety and Health Regulation and is clearly marked “FIRST AID” in English and “急救” in Chinese. The first aid items required are summarised in the booklet “First aid requirements” 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 may, by written notice, require the employer to provide additional first aid items which include eye baths, waterproof adhesive plaster and dressings.

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

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 workplace 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. For each 150 employees employed in the workplace at least one member of the team is qualified to the satisfaction of the Commissioner to administer first aid treatment.

(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.

Note: (1) A responsible person who fail to comply with the regulation is liable on conviction to a fine at level 3, i.e. $10,000.

(2) The first aid requirements in all other workplaces became effective on the implementation of the Occupational Safety and Health Regulation in 1 January 1998.
資料查詢

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

電話：2559 2297（辦公時間外，將會自動錄音）
傳真：2915 1410
電子郵件：enquiry@labour.gov.hk

你亦可以透過互聯網絡，找到勞工處提供的各項服務，及主要勞工法例的資料。本處的網址是 http://www.labour.gov.hk。

你亦可以透過職安熱線2739 9000，找到職業安全健康局提供各項服務的資料。

Useful Information

If you wish to enquire about this guidebook or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone: 2559 2297 (auto-recording after office hours)
Fax: 2915 1410
E-mail: enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting our Homepage on the Internet at http://www.labour.gov.hk.

Information on the services offered by the Occupational Safety & Health Council can be obtained through hotline 2739 9000.

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