

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

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Location of first aid box / cupboard

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Name of designated person in charge of the box / cupboard

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**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.

工作場所名稱

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急救箱或急救櫃位置

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急救箱或急救櫃指定負責人之姓名

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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。

# 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

如你對本小冊子有任何疑問或想查詢職業安全及健康事宜，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

電郵：enquiry@labour.gov.hk

你也可在勞工處網頁 [www.labour.gov.hk](http://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 或瀏覽網址 [www.oshc.org.hk](http://www.oshc.org.hk)。

## 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 或在勞工處網頁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

# 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](mailto: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](http://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](http://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

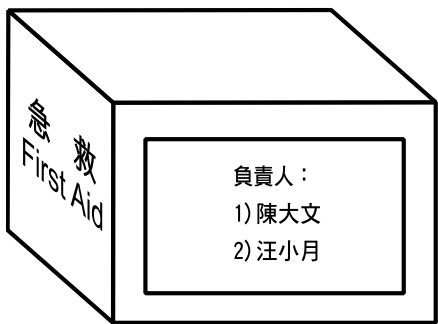
## 簡介

本小冊子旨在簡單介紹有關《工廠及工業經營條例》(第59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，以獲得詳盡法定的需要。

**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 2 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需要。而各規例訂定的需要及勞工處處長書面通知須存放的物品摘要在附錄一至五。

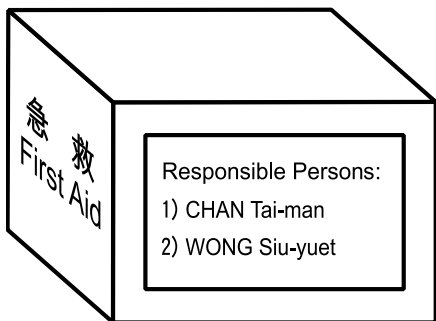
此外，急救箱或急救櫃應清楚標明「急救」及“FIRST AID”字樣，及其內含物品應在任何時候均保持在可使用的狀況。急救箱或急救櫃上應附有負責該設施之僱員姓名的告示。





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<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.

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 I）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。

## 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 第九版 香港紅十字會
- 七、 急救手冊 第四版 香港聖約翰救護機構
- 八、 First Aid Manual (10th Edition) The Authorised Manual of St. John Ambulance, St. Andrew's First Aid and the British Red Cross

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.

## 急救處理方法

治療。

以下提供受傷時的急救處理方法，並不能代替曾受訓練之醫生或護士的職業受傷或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。  
在接觸傷口或傷者的血液或體液時，要戴上用完即棄的手套。

### 輕微損傷

所有傷口應要立刻處理。最重要是保持傷口清潔，不受感染。

- 一、用清水沖洗傷口。
- 二、用敷料覆蓋傷口，直接在傷口加壓止血。
- 三、如有需要，儘快求醫。

## 嚴重受傷

致電召喚救護車，儘快送傷者往醫院治理。

### 流血

應立刻止血

- 一、協助傷者躺下。
- 二、把受傷部位提高。
- 三、檢查傷口。

(一) 若傷口沒有異物，用敷料覆蓋傷口，然後直接施壓止血。

(二) 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。

(三) 緊嵌的異物，可在異物兩旁加上敷料，然後施壓，減少出血。

(四) 如懷疑有內出血現象，應留意休克徵狀。請參閱第七頁《休克》之處理方法。

- 四、儘快送傷者往醫院治理。



## 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

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，其徵狀如下：

- 一、皮膚濕冷，膚色蒼白或發紺。
- 二、感到冰冷、噁心或口渴。
- 三、呼吸淺而促。
- 四、脈搏快而弱。
- 五、神智不清。

處理方法：

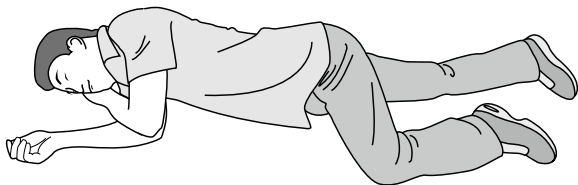
- 一、讓傷者平臥，略為抬高雙腿。（若傷者人事不省，請參閱第八頁《人事不省》之處理方法）
- 二、解鬆緊身衣物。
- 三、安慰及保持傷者溫暖。
- 四、勿讓傷者飲食。
- 五、儘快送傷者往醫院治理。

## 人事不省

- 一、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。
- 四、勿讓傷者飲食。
- 五、儘快送傷者往醫院治理。

## 骨折

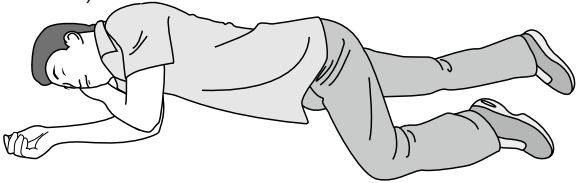
- 一、應固定受傷部位。
- 二、除非傷者身處險境或受傷部位已被固定，否則切勿移動傷者。
- 三、勿讓傷者飲食。
- 四、儘快送傷者往醫院治理。



復原臥式

## 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.

## 眼睛受傷

### 異物入眼

- 一、用清水沖洗眼睛，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，不可嘗試除掉。
- 三、用敷料輕輕覆蓋眼睛。
- 四、儘快送傷者往醫院治理。

### 化學品入眼

- 一、立刻用大量清水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、勿讓傷者擦眼。
- 三、用敷料輕輕蓋著受傷的眼睛。
- 四、儘快送傷者往醫院治理。

## 眼睛受到重擊（黑眼睛）

儘快送傷者往醫院治理。

## 燒傷 / 燙傷

### 燒傷 / 燙傷

- 一、用大量清水沖洗受傷的部位最少十分鐘或直至痛楚減輕。
- 二、用敷料包裹傷處，避免受感染。如沒有敷料，可用清潔布料包裹。
- 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、儘快送傷者往醫院治理。



## 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.

## 化學品灼傷

- 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。
- 五、儘快送傷者往醫院診治。

## 觸電

- 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，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。
- 三、儘快送傷者往醫院治理。

## 氣體或煙燻中毒

- 一、評估現場環境，在安全情況下，才可進入現場。
- 二、開啟窗戶或將傷者移往空氣流通及安全的地方。
- 三、若傷者人事不省，請參閱第八頁（人事不省）之處理方法。
- 四、儘快送傷者往醫院治理。

## 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)

## 附錄一

在應呈報工場內每一急救箱或急救櫃必備物品的比例表

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	24
	中碼 (供護理 受傷手或腳用)	3	6	12
各大小尺碼不同的黏性傷口敷料		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)， 最少 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
各大小尺碼不同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的比例表

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
各大小尺碼不同的黏性傷口敷料		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
各大小尺碼不同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)



## 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的比例表

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	24
	中碼 (供護理 受傷手或腳用)	3	6	12
各大小尺碼不同的黏性傷口敷料		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
各大小尺碼不同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

在每一建築地盤內的每一急救箱或急救櫃必備物品的比例表

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
各大小尺碼不同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築地盤設置一副擔架,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591章)  
 2. 職業安全及健康規例(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的比例表

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
各大小尺碼不同的黏性傷口敷料		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 25mm (闊) 和最少 2m (長)	1	/	/
	大約 25mm (闊) 和最少 4.5m (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 509 A 章）

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)



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