



**GUIDELINES
ON
FIRST-AID FACILITIES
IN THE WORKPLACE**

DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH
MINISTRY OF HUMAN RESOURCES
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Dr. Abed Onn	- Society of Occupational and Environmental Medicine, Malaysia
Dr. Ling Kin Hong	- Society of Occupational and Environmental Medicine, Malaysia
Mr. D. Muniandy	- Malaysian Red Crescent Society (MRCS)
Major (R) Raja Harun Raja Ismail	- Malaysian Red Crescent Society (MRCS)
Dr. Rosidah Ibrahim	- Kuala Lumpur Hospital
Dr. Sharifuddin Osman	- Kuala Lumpur Hospital
Mdm. Hjh. Maimunah Khalid	- National Institute of Occupational Safety and Health, Malaysia
Dr. Sarojini S.	- Ministry of Health, Malaysia
Ir Haji Abu Bakar Che Man	- Department of Occupational Safety and Health, Malaysia
Ir Mohtar Musri	- Department of Occupational Safety and Health, Malaysia
Mr. Anuar Mokhtar	- Department of Occupational Safety and Health, Malaysia
Mdm. Muaziah Abd. Rahman	- Department of Occupational Safety and Health, Malaysia

Ir Zakaria Nanyan
Director General
Department of Occupational Safety and Health
Malaysia

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PREFACE

The life of an injured worker or member of the public within the vicinity of the workplace may depend on proper first-aid being given within the first few minutes of an accident or sudden collapse.

Besides saving lives, first-aid treatment is important in preventing further complications from injury and pain and in promoting recovery.

First-aid is not just for serious injuries. It is also important for minor injuries such as burns, sprains, cuts, etc.

This set of guidelines helps employers and occupiers to plan and provide proper first-aid facilities in factories or other workplaces.

It is presented in a simple format for quick and easy reference. It is hoped that it will meet the needs of industry.

In the preparation of this guidelines, extensive reference was made to the Code of Practice for First Aid in the Workplace, Department of Employment, Vocational Education, Training and Industrial Relations, Victoria, Australia and Your Guide to First-Aid Facilities in Factories, Department of Industrial Health, Ministry of Labour, Singapore.

1. DEFINITIONS

- 1.1 “First-aid” means the provision of first-aid facilities, services and personnel required for the initial treatment of persons suffering from injury or illness at a workplace;
- 1.2 “First-aid facilities” means
- * a first-aid box;
 - * a first-aid room; and
 - * first-aid equipment, for example, oxygen equipment and a stretcher.
- 1.3 “First-aid requirements” means the requirement for first aid facilities, services and personnel at a workplace;
- 1.4 “First-aid services” means any procedure or method associated with the provision of first-aid at a workplace;
- 1.5 “First-aiders” means a person who has successfully completed a first-aid course conducted by an institution recognised by the Ministry of Health and has been awarded with a certificate of proficiency in first-aid treatment;
- 1.6 “Occupational health services” means a specialised service for the purpose of conserving, promoting and restoring the health of employee at a workplace.

2. LEGAL PROVISION

2.1 The Factories and Machinery Act 1967

Section 25 of the Factories and Machinery Act 1967 (Act 139) and Regulation 38 of the Factories and Machinery (Safety, Health and Welfare) Regulations 1970 state the scope of responsibility of an occupier with regards to first-aid provision. The scope includes:

- * providing and maintaining a first-aid box or cupboard of such standard as may be prescribed and ensuring the box is readily accessible at all times;
- * assigning the responsibility to upkeep a first-aid box or cupboard to a responsible person, and for a factory with more than 20 persons employed, specifying that the responsible person should be proficient in first-aid treatment; and
- * providing and maintaining a first-aid room in a factory where more than 50 persons are employed.

2.2 The Occupational Safety and Health Act 1994

Section 15(1) of the Occupational Safety and Health Act 1994 (Act 514) provides that every employer and the self-employed person must ensure, so far as is practicable, the safety, health and welfare at work of all his employees. The provision of first-aid facilities and first-aiders is in compliance with the welfare component of this general duty of employers and self-employed persons.

3.0 COMPONENTS OF WORKPLACE FIRST-AID FACILITIES

3.1 Major Components

There are three major components of workplace first-aid facilities, namely:

- * first-aider
- * first-aid box/first aid room
- * first-aid equipment/manual

3.2 Factors to Consider

When deciding on the number of first-aiders, equipment and facilities for the workplace, the following factors should be considered, namely:

- * type of industry
- * number of workers
- * number of workshifts
- * physical layout of workplace
- * location of workplace and status of infra-structure in relation to the nearest medical clinic or hospital

4.0 FIRST-AIDERS

4.1 Number Required

4.1.1 General Guide

	Description	No. of Workers	No. of First-aiders
(a)	workplaces with low risk hazards (e.g. office)	less than 20	one (1)
		21 - 150	two (2)
		more than 150	two(2) for every 150 workers or part thereof
(b)	workplaces with high risk hazards (eg. chemical plant, shipyards, construction sites)	less than 20	one (1)
		20 or more	one (1) for every 20 workers or part thereof
(c)	workplaces with more than 400 workers	more than 400	two (2) for every 150 workers or part thereof and in addition a state registered nurse or medical assistant must be employed on site
(d)	Logging		one for every "tree felling gang" **

** a tree-felling gang is a group of workers involved in tree felling operation which normally consists of a tree-feller, a tractor driver, a wireman and the supervisor.

4.1.2 Shift Work

If there is a shift work schedule, there should be a sufficient number of first-aiders for each shift based on guideline in paragraph 4.1.1.

4.1.3 Work-Site With More Than One Employer

In a work-site (e.g. a construction site) where employees of different employers are working together, Act 514 requires the principal employer to provide and maintain safe systems of work which include provisions for adequate and appropriate first-aid equipment, first-aid facilities and first-aid personnel.

However, the relevant employers may make arrangement whereby one of them agrees to provide adequate and appropriate first-aid equipment, facilities and personnel to comply with the above guideline. The agreement should be recorded in writing and a copy of the agreement should be kept by each employer concerned.

4.2 Provision of Information About First-Aiders

An employer should display a notice, in a prominent place in the work-site, of the names and locations of first-aiders. First-aiders should also be provided with a form of identification (e.g. badge, arm band) for easy recognition and spotting.

4.3. Selection

An employer may, from time to time, recruit or select suitable persons to go for first-aid training. The employer should consider persons with the following qualities to be trained in first-aid treatment:

- * mature and responsible
- * remain calm in emergency
- * free to leave their work immediately to respond to an emergency
- * physically fit

“Note: Carriers of blood borne infectious diseases, e.g. Hepatitis B, HIV, are to be discouraged.”

4.4 Training

4.4.1 Recognised Course

A person is considered as being trained if he successfully completes a first-aid course conducted by an institution recognised by the Ministry of Health and awarded with a certificate of proficiency in first-aid treatment at the end of the course. Examples of training institutions providing this course and recognised by Ministry of Health are given in Appendix 1.

4.4.2 The Need for Further Training

The need for further training may be necessary whenever change within the workplace is likely to alter the hazards and thus the type of potential injuries or occupational illnesses.

First-aid certificates are usually valid for three (3) years except for hazardous industries where the validity is for only one year. The validity of some first-aid certificates may be subject to specific requirements, for example :

- * refresher training;
- * evidence of proficiency in cardiopulmonary resuscitation.

4.4.3 Training Record

The employers should keep, for all his first-aiders, a written record of the dates on which they obtained their first-aid certificates and the dates on which they receive refresher training.

4.5 Responsibilities

4.5.1 Management of Casualty

The first-aiders has an important role to play. In the management of an injured worker or in a case of sudden collapse, he should:

- * assess the situation without endangering his own life;
- * identify the injuries or recognise the sudden collapse;
- * give immediate first-aid treatment, keeping in mind that a casualty may have more than one injury;
- * for more than one casualty, recognise the priority of administration of first-aid treatment to the more seriously injured; and
- * arrange without delay for the injured worker(s) to be sent to a doctor, hospital or home, according to the seriousness of his condition.

The first-aiders's responsibility ends when the casualties are handed over to the care of a doctor, nurse or other appropriate persons.

4.5.2 Maintenance of Treatment Record

A record of the casualty and treatment given by the first-aiders should be made. These record must be kept by the employer for a period of five years.

A record may include information on:

- * the immediate treatment;
- * details about the incident/accident including information about the work process involved;
- * details about the injury or work-related illness;
- * any referral arrangements, for example, local medical service, ambulance or hospital; and
- * subsequent casualty management.

4.5.3 Responsibilities for Maintenance of First-Aid Facilities

The first-aiders are responsible for maintaining the first-aid box. They should ensure that only first-aid equipment is kept inside the box. They should check them periodically and ensure that the contents of the box are regularly replenished.

However, it must be remembered that the absolute responsibility for maintaining first-aid facilities lies with the employer. Hence, the employer must ensure that the first-aiders carry out their assigned responsibility. In workplaces with less than 20 workers, the employer can assign this responsibility to one of his supervisors.

The Safety and Health Committee at the workplace should periodically review the first-aid facilities to ensure that the facilities are adequate at all times.

In places where a nurse registered with the Nursing Board of Malaysia is employed, he or she should be responsible for the supervision of the first-aiders and the responsibility for maintenance of the first-aid facilities.

5. FIRST-AID BOX

5.1 Design

First-aid boxes should be made of sturdy material and be portable so that it can be taken to the site of an incident. The boxes should also be clearly marked with a green crescent on a white background.

5.2 Location

Each first-aid box should be placed in a clearly identifiable, well illuminated and accessible location. Where a workplace covers a large area, an adequate number of first-aid boxes should be provided. The box must be kept locked and the key thereto kept by a responsible person available during all working hours.

The employees should be informed of the location of all first-aid boxes.

5.3 Contents

First-aid boxes should contain a sufficient quantity of suitable first-aid materials. They should not contain materials other than those required for first-aid treatment.

It is essential that first-aid boxes be checked frequently so as to make sure they are fully equipped and all items are usable. Materials used should be replaced as soon as possible. Appendix 2 prescribes the contents of a first-aid box. Appendix 5 is an example of a checklist which can be used for checking the appropriateness of a first-aid box.

6. FIRST-AID ROOM

6.1 Design

A first-aid room is to be provided where there are more than 150 employees.

The room should be large enough to hold a couch and still have space for people to move about. There should be an emergency lighting in the room.

The walls, floor and ceiling should be of material which does not collect dust and is easily cleaned. Floors should be of non-slip material.

Privacy must be ensured, by obscuring windows if necessary. Temperature and humidity should be maintained at a comfortable level.

It should also be clearly identified as a first-aid room by means of a sign. A typical layout of a first-aid room is shown in Appendix 3.

6.2 Location

When choosing a site for a first-aid room, bear in mind the following factors:

- * proximity to toilets
- * proximity to lifts and main passageways which are wide enough to allow a stretcher, wheelchair or carrying chair through
- * accessibility to work areas
- * accessibility to car park, so as to facilitate transfer of injured persons to an ambulance

6.3 Items in First-Aid Room

The items that should be provided in a first-aid room are as listed in Appendix 4

7. SPECIAL FIRST-AID REQUIREMENTS

7.1 Provision for Mass Casualties

In a workplace where there is a potential risk of mass casualties, provisions should be made for a safe place for evacuation and for the availability of adequate equipment e.g. stretchers, wheelchairs, sheets, bandages, blankets, etc..

7.2 Special Instructions

Some chemicals handled in the workplace may not be commonly used. Hence, instruction on the handling of workers injured by such chemicals may need to be written down for easy reference in the event of an accident.

If a chemical has an antidote, e.g. amyl nitrite for cyanide, the antidote should be available in the first-aid box. Instruction on the administration of the antidote should be clearly written down. The antidote must only be administered by a first-aider who has been trained to administer such antidote.

7.3 Protective Clothing and Equipment

Protective clothing and equipment should be provided where there is a possibility that the first-aider may need protection to avoid becoming a casualty himself while administering first-aid. Protective clothing and equipment should always be properly stored and checked regularly to ensure that they remain in good condition.

To prevent spread of blood-borne infections, disposable gloves should be worn when there is a danger of coming into contact with human blood, body fluids or tissues. Transparent masks or mouthpieces should be used when carrying out artificial respiration. As an added personal protection, it is recommended that a first-aider be appropriately immunized.

7.4 Clearing Up

First-aiders should wash their hands or any other surfaces of their body splashed with blood or other body fluids as soon as possible with soap and water.

Carefully mop up spilt blood. Clean contaminated surfaces with disinfectant. Clean soiled equipment with water and detergent and then boil for 10 minutes or wash with a disinfectant.

Appendix 1

First-Aid Training Centres Recognised by the Ministry of Health, Malaysia

Organisation

Telephone number

FRLS Committee
c/o Emergency and Trauma Department
Kuala Lumpur General Hospital
Jalan Pahang
50586 Kuala Lumpur

03-2905016
03-2905153

Malaysian Red Crescent Society
JKR 32
Jalan Nipah
Kuala Lumpur

03-4578122

St. John's Ambulance, Malaysia
41 Jalan Shelly
Kuala Lumpur

03-9851576

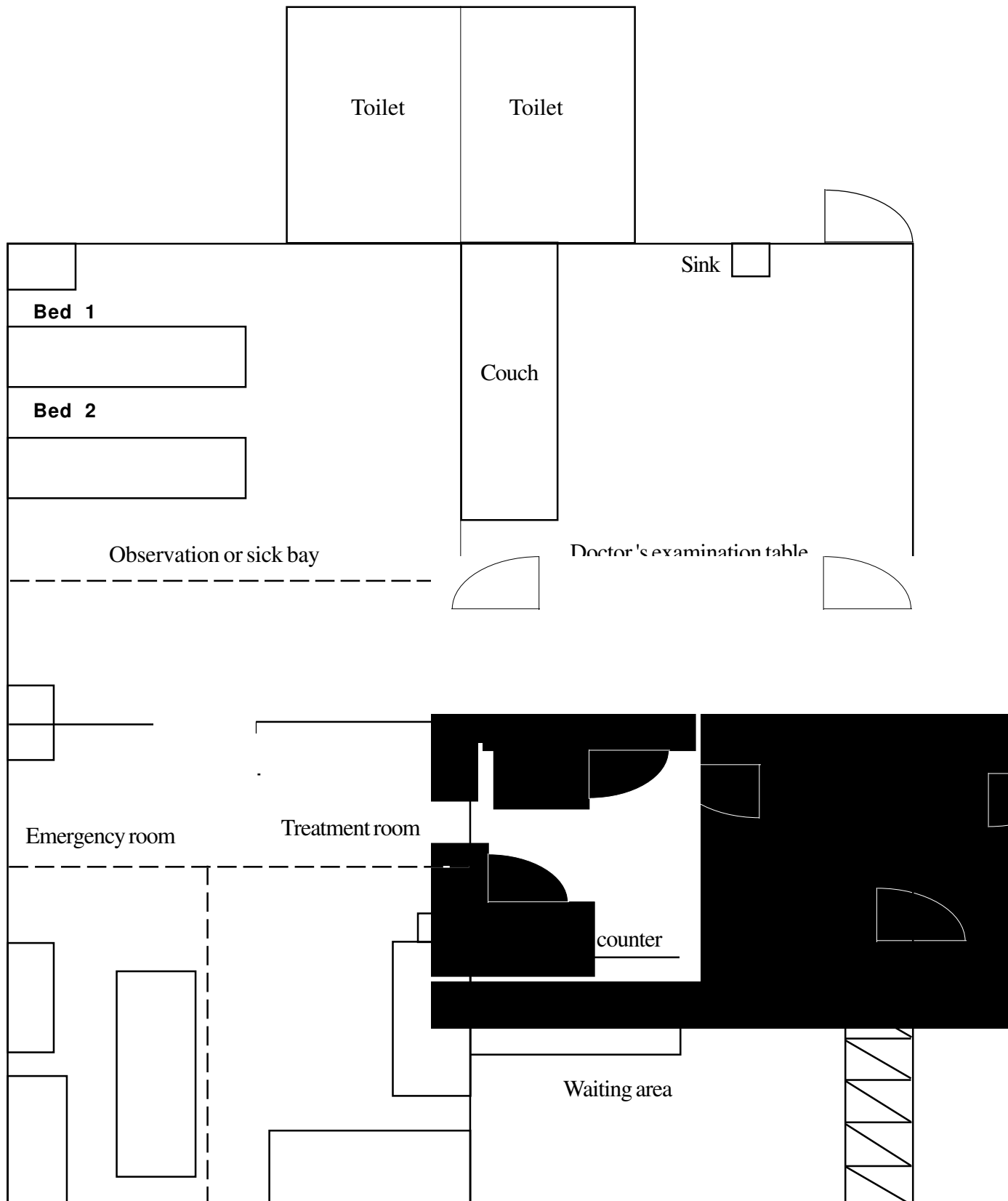
Appendix 2

Recommended Contents of a First-Aid Box

Contents of first-aid box or cupboard	Box A (for workplaces with up to 10 persons employed at a time)	Box B (for workplaces with 11-50 persons employed at a time)	Box C (for workplaces with more than 50 persons employed at a time)
	6	12	24
1. Small individual medicated or unmedicated sterilised dressings, for fingers	3	6	12
2. Medium-sized individual medicated or unmedicated sterilized dressings, for hands and feet	3	6	12
3. Large individual medicated or unmedicated sterilized dressings, for other injured parts	5	10	15
4. Assorted adhesive wound dressings Pressure bandages no.15	5	10	15
5. Triangular bandages 90 x90 x130 cm	6 6	9 9	12 12
6. (i) Roller bandages, 1 inch (ii) Roller bandages, 2 inch	(----- a sufficient supply -----)		
7. Adhesive plaster	6	6	6
8. Absorbent sterilised cotton wool, in 1/2 oz packets or Cotton-wool strip contained in cotton-wool dispenser	(----- a sufficient supply -----)		
9. Suitable splints and wool or other material for padding	(----- a sufficient supply -----)		
10. Approved eye wash (eye ointment or eye drops)	2	4	8
11. Individual sterilised eye pads in separate sealed packets	1	1	1
12. Rubber or pressure bandages	1	1	1
13. A two % alcoholic solution of iodine, or one % aqueous solution of gentian violet in a stoppered 2 oz bottle	1	1	1
14. A bottle of smelling salt with the dose and mode of administration indicated on the label	1	1	1
15. Blunt-nosed surgical scissors	12	24	36
16. Safety pins	6 6	6 6	6 6
17. Crepe bandages: (i) 5 cm (ii) 7.5 cm	2	2	3
18. Surgical tapes: 3M (Hypoallergenic) - 5 cm	6	12	24
19. Gloves - disposable free size	(----- a sufficient supply -----)		
20. CPR Mask			

Appendix 3

Typical Layout Of A First-Aid Room At a Worksite



Appendix 4

Recommended Facilities For A First-Aid Room

The following should be provided in a first-aid room:

- * sink with running potable water
- * paper towels
- * smooth-topped working surfaces
- * adequate supply of sterile dressings and other materials for wound treatment
- * stretcher(s)
- * splints
- * clinical thermometer
- * a couch with pillow and blanket
- * a suitable store for first-aid equipment
- * soap and nail brush
- * clean garments for use by first-aiders
- * suitable refuse container
- * pocket mask
- * adult cervical collar
- * torch light
- * portable oxygen set - 2 sets

In addition a few chairs should be provided close to the first-aid room if workers have to wait for treatment.

Appendix 5

Checklist for First-Aid Box

The purpose of this checklist is to check the appropriateness of a first-aid box. Indicate by (/) the relevant box. Where the answer to the question is “no”, further action may be necessary.

				Comments (if any)
1. Location				
a.	Is the first-aid box located in a prominent and accessible position?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
b.	Are employees informed and aware of the location of first-aid box?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
c.	Do all employees have access to the first-aid box during all work shifts?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
2. Identifiability				
a.	Can the first-aid box be clearly identified as a first-aid box?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
b.	Is the first-aid box clearly marked with a green crescent on a white background?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
3. Contents				
a.	Are the contents appropriate to the injuries and illnesses at your workplace?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
b.	Does the first-aid box contain sufficient quantities of each item?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
c.	Is an employee trained in first-aid responsible for maintaining the first-aid box?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
d.	Are the contents appropriately labelled?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
e.	Are the contents within their “use by” dates?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
f.	Are the contents adequately stored?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
4. Relevant information				
a.	Is there a list of contents provided in the first-aid box?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
b.	Are emergency telephone numbers clearly displayed?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
c.	Are the name, location and extension number of the nearest first-aider clearly indicated?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	
5. Training				
a.	Have selected employees received training in the use and maintenance of first-aid box?	<u>Yes</u> <input type="checkbox"/>	<u>No</u> <input type="checkbox"/>	