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كصيتن: دان عالمسكيتن
Safety, Health and Environment
National Authority

**LAUNCHING
EVENT**

**INDUSTRY
GUIDANCE
NOTE (IGN)
2023/IGN/01**

FIRST AID REQUIREMENTS IN A WORKPLACE

 **21 MAR
2023**

 **9 AM**

 **AUDITORIUM ROOM
LEVEL 1, DESIGN & TECHNOLOGY BUILDING**





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LAUNCHING OF INDUSTRY GUIDANCE NOTE (IGN) ON FIRST AID REQUIREMENTS IN THE WORKPLACE



21
MARCH
2023



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SEGMENT 1: WORKPLACE SAFETY AND HEALTH (FIRST-AID) REGULATIONS, 2021 & IGN

Presenter:

ZAHARUDDIN BIN HAJI ABD RAHMAN

Officer I, Compliance & International Affairs Division

WSH (FIRST-AID) REGULATIONS, 2021

Purpose of this IGN

- Serves as a guidance and reference for any matter pertaining to first aid and first aider in a workplace under the WSH (First-Aid) Regulations, 2021.
- To provide consistent provision of first-aid management in workplace.
- To supplement section 82 of the Employment Order, 2009.





WSH (FIRST-AID) REGULATIONS, 2021

Scope of IGN

- Provide first aid requirements under the WSH (First-Aid) Regulations, 2021 as well as some recommendations to establish good practices of first aid in the workplace.
- Does not apply to hospital, medical clinic or ambulance setting.

IMPORTANCE OF FIRST-AID



- May save life of an injured employee when properly given within the first few minutes of an accident.
- Prevent further injury and pain until help is obtained from a competent medical practitioner.



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RESPONSIBILITIES

RESPONSIBILITIES OF EMPLOYER OR OCCUPIER OF THE WORKPLACE



**PROVIDE &
MAINTAIN FIRST-AID
BOXES**



**PROVIDE & MAINTAIN
FIRST-AID ROOM
(> 100 PERSONS)**



**APPOINT A TRAINED
FIRST-AIDER**



**PROVIDE AND
PROPERLY MAINTAIN
SUITABLE FACILITIES
FOR EMERGENCY
TREATMENT WITHIN
THE WORK AREA**

PROVISIONS OF FIRST-AID BOX (REGULATION 4)



- Sufficient number of first-aid boxes must be provided to:
 - All workplaces.
 - Each floor of a workplace building.

PROVISION OF FIRST-AID BOXES (REGULATION 4)

- Every first-aid box provided need to be:
 - Adequately **equipped**;
 - Properly **maintained**;
 - Frequently **checked**;
 - **Clearly identified**;
 - Placed at a **well-lit & accessible location**; and
 - Put **under the care of trained first-aider** appointed by Occupier;



PROVISION OF FIRST-AID BOXES (REGULATION 4)

- **Only recommended first-aid items** shall be kept in a first-aid box.
- **Over-the-counter pain relief medicine are not suitable nor recommended** to be stored in a first aid box.





EXAMPLE OF CONTENT IN FIRST-AID BOXES

NO	CONTENT	BOX A (for every 25 persons or less)	BOX B (for every 50 persons or less)	BOX C (for every 100 persons or less)
1	Individually wrapped sterile adhesive dressing	20	40	40
2	Absorbent Gauze (packet of 10 pieces)	5	10	15
3	Crepe bandage 5cm	1	2	4
4	Crepe bandage 10cm	1	3	6
5	Disposable gloves (pairs)	2	2	4
6	Eye pad	2	4	6
7	Eye Shield	2	4	6
8	Hypoallergenic tape	1	1	2
9	Resuscitation mask (one-way) – pocket mask	1	1	2
10	Safety pins	4	4	6

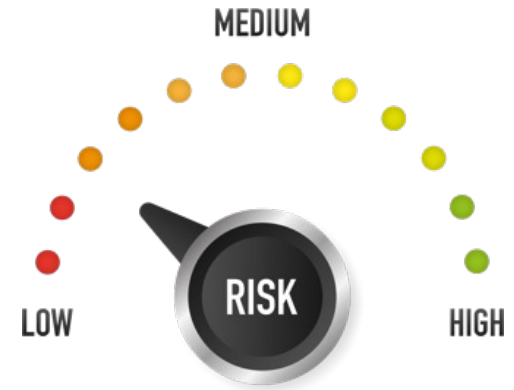


EXAMPLE OF CONTENT IN FIRST-AID BOXES

NO	CONTENT	BOX A (for every 25 persons or less)	BOX B (for every 50 persons or less)	BOX C (for every 100 persons or less)
11	Scissors	1	1	1
12	Sterile water or saline in 100 ml disposable containers (only where tap water is not available)	1	3	3
13	Torch light	1	1	1
14	Triangular bandages	4	4	6
15	Treatment Report Form*	1	1	1

NOTE: This is the recommended list of contents. Different but equivalent items may be preferred. Different workplaces have different risks associated with the work activities, hence, items may need to be adjusted according to the risk needs assessment conducted on the different workplaces, level of hazards, and corresponding activities.

- Different workplaces have different risks associated with the work activities.
- The workplace Occupier / Employer should also conduct a **risk / needs assessment** when determining whether the content and the total number of first aid boxes required is sufficient for use by all employees in case of an emergency.



FIRST-AIDERS (REGULATION 5)

APPOINTMENT

- Workplaces with **more than 25 workers**, including workplaces that have shift work schedule

Table 1: Ratio of first-aider to the number of employees

NO. OF EMPLOYEES	MINIMUM NO OF FIRST-AIDERS
26-50	1
More than 50	1 for every 50 persons employed



- Workplaces dealing with **machinery, equipment or hazardous substances** specified in the Fifth Schedule to the WSHO, 2009, at least 1 first-aider even though less than 25 employees



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TRAINING

- First aiders to **obtain Occupational First-Aid Training** from SHENA's Approved Training Provider (ATP)
- **Refresher training to first-aiders is required** upon expiry of certificate
- **Maximum of 3 Years of Validity**

First-Aider requires to maintain the skills required to perform first aid and this can be tested from the participation in several **emergency drills** scheduled during the validity period

Every duty holder of the workplace with the support of the Workplace Safety Health Officer/ Co-Ordinator should **monitor and keep track** of the validity period of first aiders



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OCCUPATIONAL FIRST AID TRAINING

- Training courses from **SHENA's Approved Training Provider (ATP)** or any training providers / institutions/ bodies that are recognised by the Ministry of Health as competent in delivering the required training.
- SHENA is also in the process of aligning the module syllabus for **Occupational First Aid** Course in Brunei Darussalam

Further inquiries

info@shena.gov.bn

[wshapplication@shena.gov.bn](https://www.shena.gov.bn)



FIRST-AIDERS (REGULATION 5)

DUTY OF FIRST AIDER

- **First responder** to casualty at work;
- **Maintain treatment records;** and
- **Submit treatment records** to the Occupier.



DUTY OF OCCUPIER

- **Keep treatment records** for a period of **not less than 5 years;** and
- **Appoint** a trained first-aider.



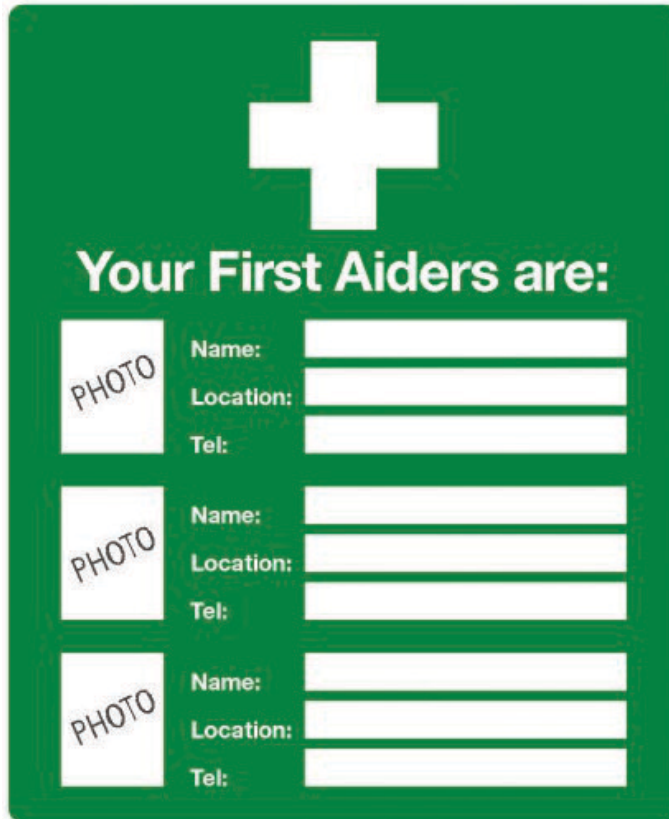
TREATMENT RECORD FORM

BASIC CONTENT

A	Basic information (name, contact details, job position & address of the casualty).
B	Date and time of treatment.
C	The immediate treatment applied to the casualty.
D	Brief overview During and After the Incident (including information on the work process involved).
E	Details about the injury or work-related illness.
F	Any referral arrangements made for the casualty, for example, local ambulance service, referral to local clinic or hospital.

FIRST-AIDERS (REGULATION 5)

Display of Information



Your First Aiders are:

PHOTO	Name:	<input type="text"/>
	Location:	<input type="text"/>
	Tel:	<input type="text"/>
PHOTO	Name:	<input type="text"/>
	Location:	<input type="text"/>
	Tel:	<input type="text"/>
PHOTO	Name:	<input type="text"/>
	Location:	<input type="text"/>
	Tel:	<input type="text"/>

Names and photographs of appointed first aiders must be displayed in every workplace

FIRST-AID ROOM (REGULATION 6)



- **First aid room** to be provided and maintained for a workplace with **more than 100 persons** at work.



Every **first aid** room provided is fitted with essential **first aid** equipment and some recommended items are as below:

- Sink with tap water.
- Antiseptic hand wash soap.
- Paper towels.
- An examination / treatment couch / bed with pillow & blanket.
- Portable stretchers.
- Splints (upper & lower limbs).
- Disposable plastic apron.
- Separate disposable waterproof waste bag / basket for hazardous & non-hazardous materials.
- Torchlight.
- Chairs.
- Treatment Record Form.



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FACTORS FOR CONSIDERATION

LOCATION OF FIRST-AID ROOM

- Proximity to toilets
- Proximity to lift and main passageways
- Accessibility to work area
- Accessibility to car park/ambulance pick up location
- Ensure access clear from any obstruction

FIRST-AID FOR EXPOSURE TO TOXIC OR CORROSIVE SUBSTANCE (REGULATION 7)

- Workplace must have **emergency treatment** available for any person who may be exposed to toxic or corrosive substance.
- **Suitable washing facilities** for quick drenching or flushing of the eyes and body must be:
 - Available for persons who may come into contact with these substances;
 - Properly maintained; and
 - Located within the work area for emergency use.



SAFETY DATA SHEET (SDS)

- A legal requirement under WSH (General Provisions) Regulations, 2014 for occupier of workplace to:
 - i. obtain SDS;
 - ii. assess the information and take, precautionary measures to ensure the safe use of the substance; and
 - iii. make available the SDS to all persons at work in the workplace that are liable to be exposed to the substance.

- First-Aider **should have access to the SDS so as to be familiar** with the hazardous substance





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SEGMENT 2: COMMON CONTRAVENTIONS ON FIRST-AID IN A WORKPLACE

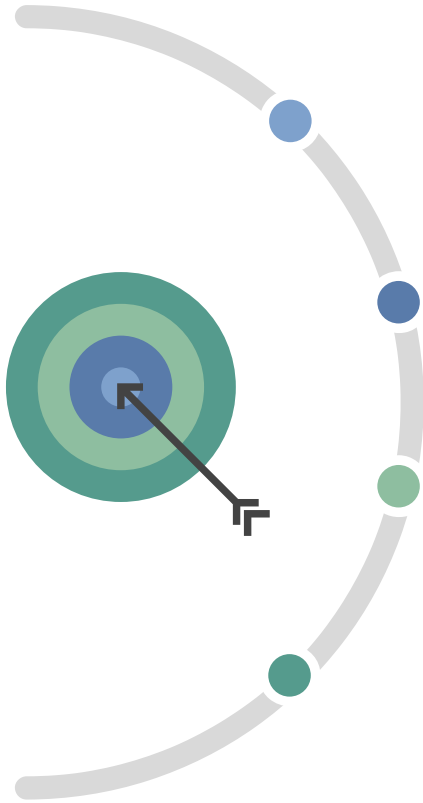
Presenter:

Siti Liyana binti Abdul Rahim

Inspector I, Enforcement Division



OBJECTIVES



1.

To recognise common contraventions on first-aid in a workplace

2.

To share best practices of first-aid in a workplace

3.

To reflect and improve on workplace first-aid arrangements

ENFORCEMENT

Enforces the compliances of workplaces to ensure:

- Adherence to the **law** and **regulations** as well as the approved standards and regulatory requirements
- **Employers, principal, occupiers** and **licensees** carry out their **legal duties** in ensuring the safety of all workers and the work activities conducted



FIRST-AID BOX



- × **Insufficient number of first-aid boxes (not every workplace & not every floor)**
- × **Empty first-aid box**
- × **Not adequately equipped**

FIRST-AID BOX



✗ **Tablet & medication not recommended in a first-aid box**

Reg 4 of WSH (First Aid) Regulations, 2021 :

✓ **Only recommended first-aid items to be kept in a first-aid box**

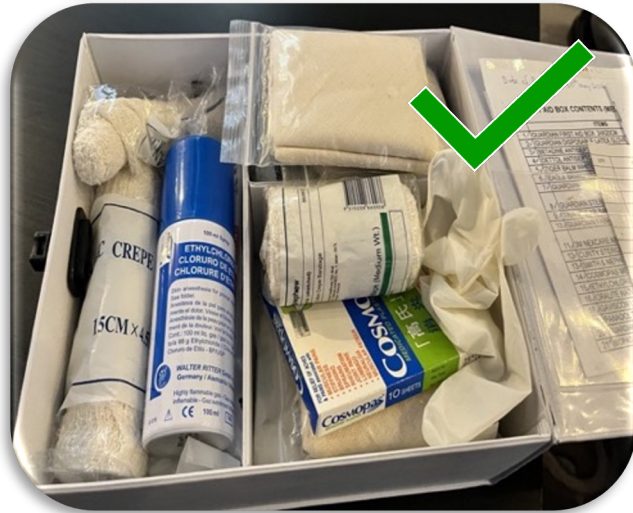
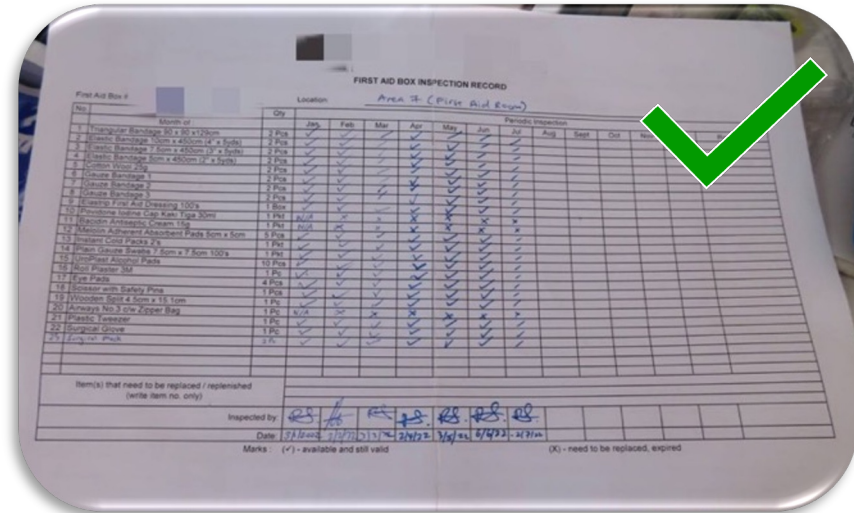
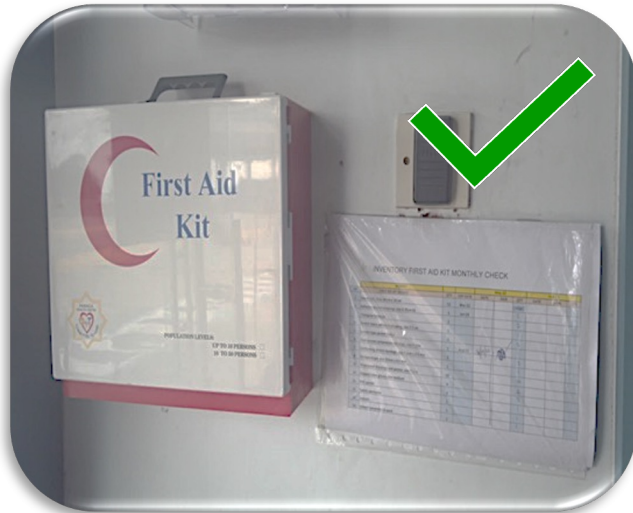
FIRST-AID BOX



✓ **The accessibility of first-aid box is generally not a concern**

✗ **Not accessible: blocked by storage**
✗ **Not in a well-lit area**

FIRST-AID BOX

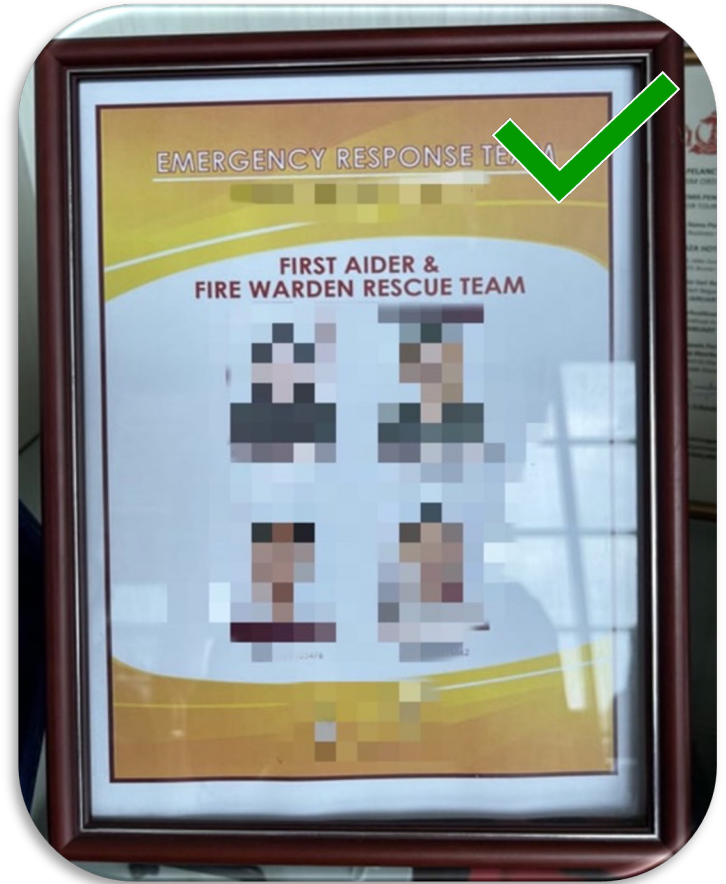


- ✓ Clearly identified & accessible first-aid box
- ✓ Checklist included to ensure maintained and usable
- ✓ Record of frequent checks by the trained first-aider
- ✓ Only recommended first-aid items are kept in the first-aid box

FIRST-AIDERS



✗ No photos of first-aiders



✓ Names & photos of first-aiders are displayed

- Not all workplaces (with **> 100 persons at work**) have first-aid room
- Evident in the Educational Institutions, Hotels & Petrochemical Facilities
- **General guidelines:**
 1. Access must be **wide enough** to accommodate an ambulance trolley, stretcher, wheelchair or carrying chair
 2. **Provide necessary facilities/equipment** (e.g. first-aid box, running tap water, couch/bed for treatment)

FIRST-AID ROOM



✓ Sickbay (i.e. first-aid room) labelled



✗ Empty first-aid box

FIRST-AID ROOM



✓ **Labelled
first-aid
room**



✗ **Crowded space
creating
obstacles**

✓ **Available bed/couch
for treatment**

FIRST-AID FOR EXPOSURE TO TOXIC/CORROSIVE SUBSTANCES



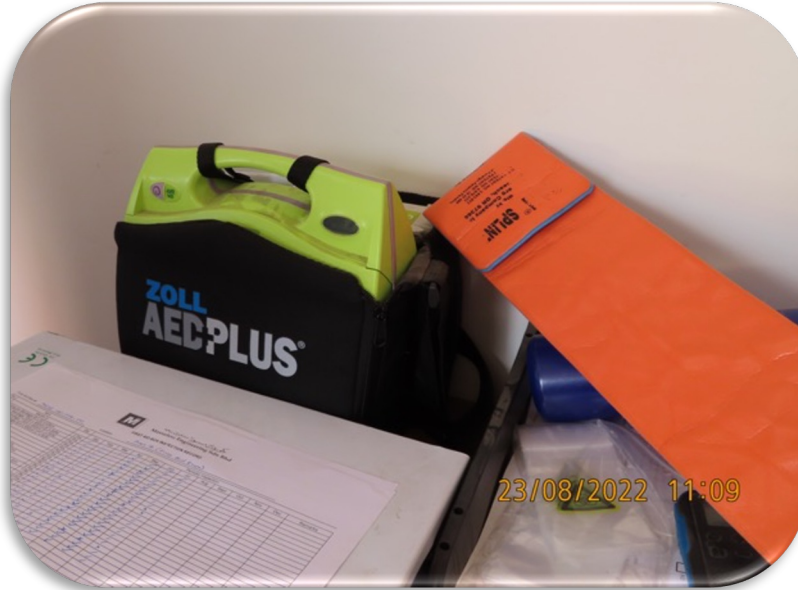
- Risk of exposure to hazardous substances
- ✗ No emergency eyewash/shower facility
- ✗ Unequipped first-aid box
- ✗ No appointed first aider

FIRST-AID FOR EXPOSURE TO TOXIC/CORROSIVE SUBSTANCES



- × No maintenance of emergency shower & eyewash station
- × Not in operational readiness (delayed & low water pressure)

FURTHER CONSIDERATION: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)



- ✓ Available information & written instructions of AED equipment
- ✓ Regular maintenance of AED equipment
- ✓ Refresher training on AED use



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GENERAL WSH LEGAL REQUIREMENTS

Safe System of Work

Emergency Procedures & First Aid

Risk Assessment

Incident Reporting System

Instruction, Information, Training & Supervision

Safe Machinery, Equipment & Hazardous Substance

Personal Protective Equipment (PPE)

Appoint Competent Persons

WSH Committee





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COMPLIANCE TO WSH (FIRST-AID) REGULATIONS, 2021

**FIRST-AID BOXES:
SUFFICIENT,
EQUIPPED,
MAINTAINED &
ACCESSIBLE**

**APPOINT, TRAINED
& ANNOUNCE
FIRST-AIDERS**



**FIRST-AID ROOM
LABELLED,
SPACIOUS, EASILY
ACCESSIBLE &
MAINTAINED**

**FIRST-AID
FACILITIES
MAINTAINED**

**FIRST-AID TREATMENT
RECORDED & REPORTED**



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Q & A



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THANK
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