



Library
Ministry of Civil Service Affairs and Administrative Reforms

24 May 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 30 of 2004
E/152/75/22/01

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Provision for First Aid Facilities

The Occupational Safety, Health and Welfare (OSHW) Act 1988 and the OSHW First Aid Regulations 1989 stipulate that the employer should organise and provide first aid facilities at every place of work, including first-aid boxes with the prescribed requisites. Copies of the relevant section of the Act and the Regulations are enclosed at Annexes A and B.

2. You are therefore requested to make necessary arrangements for the provision of a first-aid box at every place of work, with the items specified in the First Schedule to the Regulations (Annex C).
3. In compliance with the section 9 of the Regulations to the effect that one first-aiders should be appointed for every 150 employees at any place of work, this Ministry proposes to sponsor the training of 20 officers, in the first instance, for an award of a first-aid certificate to enable them to act as first-aiders.
4. In this connection, it would be appreciated if you could submit the names of the officers to be trained as first-aiders in order of priority as per the form at Annex D. by 1 June 2004 at latest.


K. Ponnusamy
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

Annex A

Extract from the Occupational Safety, Health and Welfare Act 1988

27. Provisions for first-aid.

(1) Every employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.

(2) Every employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work.

(3) For the purpose of this Act, the expression 'first-aid' shall mean—

- (a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and
- (b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

OCCUPATIONAL SAFETY, HEALTH AND WELFARE
(FIRST AID) REGULATIONS 1989

GN 65/89 - section 80(1) - 1 May 1989

1 These regulations may be cited as the Occupational Safety, Health and Welfare (First Aid) Regulations 1989.

2 In these regulations—

“Act” means the Occupational Safety, Health and Welfare Act 1988;

“first-aider” means a person who has been trained by and holds a current first-aid certificate issued by an organisation approved by the Permanent Secretary for the purposes of these regulations.

- 3
- (a) Every employer shall provide and maintain a suitably located first-aid box or a similar container at every place of work.
 - (b) Where work is required to be performed in an isolated location more than one kilometre from any place where first-aid treatment can be provided to an injured employee, the employer shall provide a travelling first-aid kit to every employee or group of employees, as warranted by the circumstances.

4 The first-aid box or similar container shall—

- (a) be so constructed and maintained as to be dust-proof and capable of being locked;
- (b) be distinctively marked on the outside with a white cross on a green background and the word ‘FIRST-AID’ in clearly legible capital letters;
- (c) be so equipped and maintained as to contain the appliances and requisites for first-aid set out in the First Schedule;
- (d) contain nothing except requisites and appliances for first-aid;
- (e) have attached to the inside, a list of the appliances and requisites for first-aid which it is to contain; and
- (f) be kept clean.

- 5
- (a) One first-aid box or similar container for every 150 employees or fraction thereof, containing the requisites and appliances specified in the First Schedule shall be provided and maintained.
 - (b) The travelling first-aid kit mentioned in regulation 3(b) above shall contain the requisites specified in the Second Schedule.

- 6
- (a) The contents of first-aid boxes or similar containers or kits shall be replenished as soon as possible after use.
 - (b) Items which may deteriorate after a certain period of time shall be replaced as and when necessary.
 - (c) It shall be the duty of an employer to check first-aid boxes or similar containers or kits in order to ensure that they are fully equipped and all items are usable.

- 7
- (a) In every building used as a place of work or on any construction site, the employer shall cause a notice to be posted in a conspicuous position to inform the employees of the location of first-aid equipment and facilities and the name of the person appointed or first-aider to provide first-aid attention or treatment.
 - (b) In the case of employees referred to in regulation 3(b), it shall be sufficient to provide the information required by the preceding paragraph verbally.

- 8
- (a) Where an employee has suffered injury or illness at work necessitating his removal to his home or to a hospital or other similar institution, the employ-

er shall promptly and at his own expense provide an appropriate means of conveyance for the employee.

(b) The appointed person or first-aider shall accompany the injured or ill employee to a hospital or other similar institution whenever the circumstances so justify.

9

(a) Every first-aid box or similar container or travelling first-aid kit shall be readily accessible to the employees and shall at all times be under the charge of a person appointed by the employer in accordance with paragraph (b), (c) or (d) of this regulation, as the case may be.

(b) Where the number of persons employed or working at any place—

(i) does not exceed 50 persons, the person appointed shall have practical knowledge of first-aid attention to be provided;

(ii) exceeds 50 persons, the person appointed shall be a first-aider.

(c) One first-aider shall be appointed for every 150 employees working at any place.

(d) The employer shall ensure that there are sufficient numbers of appointed persons or first-aiders to provide adequate coverage at all times when employees are at work.

10 Where there is a known danger from the work processes or from a potentially harmful substance in use at a place of work, the employer shall ensure that the appointed person or first-aider is aware of—

(a) the danger;

(b) effective first-aid to be provided immediately in case of injury;

(c) any relevant procedures associated with sending the casualty to hospital or other similar institution; and

(d) relevant information to be provided to the treating medical practitioner.

11 These regulations shall come into operation on 1 May 1989.

FIRST SCHEDULE
(regulation 5(a))

Annex C

Each first aid box or similar container shall contain the numbers of each item specified below depending on the number of employees, as set out below—

Item	Number of Employees			
	1-10	11-50	51-100	101-150
Individually wrapped sterile adhesive dressings	20	40	40	40
Small sized sterile unmedicated dressings (approximately 6 cm x 4 cm)	8	10	12	15
Medium sized sterile unmedicated dressings (approximately 10 cm x 8 cm)	6	8	10	12
Large sterile unmedicated dressings (approximately 13 cm x 9 cm)	2	4	6	10
Extra large sterile unmedicated dressings (approximately 23 cm x 17.5 cm)	2	4	6	8
Triangular bandages	2	4	6	8
Sterile eye pads with attachment	2	4	6	8
Safety pins	6	12	12	12
Cotton wool in balls or packs	100	200	200	200
Adhesive strapping tape	grammes	grammes	grammes	grammes
Adhesive dressing strips	1 roll	1 roll	1 roll	1 roll
	25	50	50	50
	(assorted)	(assorted)	(assorted)	(assorted)
Liquid skin antiseptic, minimum 200 ml bottle	1	1	1	1
Scissors with blunt ends	1	1	1	1
Sterile gauze squares	1 pack	2 packs	2 packs	2 packs
Clean square piece of white linen kept in a polythene bag	1	2	2	2
Sterile eye cleansing solution, minimum 250 ml bottle	1	1	1	1
Sterile disposable gloves	2 pairs	2 pairs	4 pairs	6 pairs
Sterile gauze medicated dressing for burns (10cm X 10cm)	6	8	10	12

SECOND SCHEDULE
(regulation 5(b))

The contents of every travelling first-aid kit shall be as follows—

Item	Quantity
Individually wrapped adhesive dressings	6
Medium sized sterile unmedicated dressings (approximately 10 cm x 8 cm)	1
Triangular bandage	1
Sterile covering for serious wounds	1
Sterile eye pad with attachment	1
Safety pins	6
Cotton wool in balls or packs	100 grammes
Sterile gauze squares	1 pack
Scissors with blunt ends	1
Sterile disposable gloves	2 pairs
Sterile gauze medicated dressing for burns 10cm X 10cm	1

Annex to Ministry of Civil Service Affairs and
Administrative Reforms Circular Letter No. 30 of 2004

Ministry/Department:

Officers to be trained as First-Aiders
(in order of priority)

S.N.	Name	Status	Section/Division/Unit (150 employees or more)

.....