

**WORKPLACE SAFETY AND HEALTH ACT  
(CHAPTER 354A, SECTION 65)**

**WORKPLACE SAFETY AND HEALTH  
(FIRST-AID)  
REGULATIONS**

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[1st March 2006]

**Citation**

**1.** These Regulations may be cited as the Workplace Safety and Health (First-Aid) Regulations.

**Application**

**2.** These Regulations shall apply to the following workplaces:

- (a) any premises which is a factory;
- (b) any premises within an airport where any checking, inspecting, cleaning, loading, unloading or refueling of an aircraft is carried out by persons other than by the crew of the aircraft;
- (c) any ship in a harbour where —
  - (i) any scaling, scurfing or cleaning of boilers (including combustion chambers and smoke boxes) in the ship;
  - (ii) any cleaning of any tank, bilges or holds in the ship;or

- (iii) any construction, re-construction, repair, fitting, furnishing or breaking up, is carried out; and
- (d) any laboratory or other premises where the testing, examination or analysis of any article is carried out.

### **Definition**

**3.** In these Regulations, unless the context otherwise requires, “first-aid” means —

- (a) in cases where a person needs help from a registered medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of bodily injury until such help is obtained; or
- (b) treatment of minor bodily injury which does not require treatment by a registered medical practitioner or nurse.

### **Provision of first-aid boxes**

**4.—(1)** Every workplace shall be provided with the relevant first-aid box as follows:

- (a) one Box A first-aid box for every 25 persons or less employed in the workplace;
- (b) one Box B first-aid box or 2 Box A first-aid boxes for every 50 persons employed in the workplace;
- (c) one Box C first-aid box, 2 Box B first-aid boxes or 4 Box A first-aid boxes for every 100 persons employed in the workplace.

(2) Where a workplace is located in a building, the number of first-aid boxes required on a floor of the building in which the workplace is located shall be determined by the number of persons employed on that floor of the building in accordance with paragraph (1).

(3) Every Box A, Box B or Box C first-aid box provided in a workplace shall —

- (a) contain the contents specified in the First Schedule for that type of first-aid box;
- (b) be properly maintained;

- (c) be checked frequently to ensure that it is fully equipped and that all the items in it are usable;
- (d) be clearly identified as a first-aid box;
- (e) be placed in a location that is well-lit and accessible; and
- (f) be under the charge of a person appointed by the occupier of the workplace.

(4) Nothing except appliances or requisites for first-aid shall be kept in a first-aid box.

### **First-aiders**

**5.**—(1) Where more than 25 persons are employed in a workplace, there shall be appointed in the workplace as first-aiders who shall be readily available during working hours such number of persons as complies with the ratio specified in the Second Schedule for that type of workplace.

(2) Every person appointed as a first-aider under paragraph (1) shall —

- (a) have undergone and successfully completed such training in first-aid treatment as the Commissioner may approve; and
- (b) undergo such subsequent re-training in first-aid treatment as the Commissioner may require.

(3) Where there is a shift work schedule in a workplace, the ratio of the number of first-aiders available on each shift to the number of persons employed at work on that shift shall comply with the ratio specified in the Second Schedule for that type of workplace.

(4) Every first-aider shall maintain a record of all treatment rendered by him.

(5) A notice shall be affixed in every workplace stating the names of the first-aiders appointed under paragraph (1).

### **First-aid room**

**6.** Unless otherwise permitted by the Commissioner in writing, where there are more than 500 persons at work in a workplace, there shall be provided and maintained a first-aid room of such standard as may be approved by the Commissioner.

**First-aid for exposure to toxic or corrosive substances**

7.—(1) Where any person in a workplace may be exposed to toxic or corrosive substances, the occupier of the workplace shall make provision for the emergency treatment of the person if so required by the Commissioner.

(2) Where the eyes or body of any person in a workplace may come into contact with toxic or corrosive substances, the occupier of the workplace shall ensure that suitable facilities for quick drenching or flushing of the eyes and body are provided and properly maintained within the work area for emergency use.

**Offences****8. Any —**

(a) occupier of a workplace who fails to ensure that regulation 4, 5 (1), (2), (3) or (5), 6 or 7 is complied with in relation to the workplace; or

(b) first-aider who contravenes regulation 5 (4),

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$5,000.

## FIRST SCHEDULE

Regulation 4 (3)

## MINIMUM CONTENTS OF FIRST-AID BOXES

<i>Contents</i>	<i>Box A</i>	<i>Box B</i>	<i>Box C</i>
1. Individually wrapped sterile adhesive dressings	20	40	40
2. Crepe bandage 5 cm	1	2	4
3. Crepe bandage 10 cm	1	3	6
4. Absorbent gauze (packet of 10 pieces)	5	10	15
5. Hypoallergenic tape	1	1	2
6. Triangular bandages	4	4	6
7. Scissors	1	1	1
8. Safety pins	4	4	6
9. Disposable gloves (pairs)	2	2	4
10. Eye shield	2	4	6
11. Eye pad	2	4	6
12. Resuscitation mask (one-way)	1	1	2
13. Sterile water or saline in 100 ml disposable containers (only where tap water is not available)	1	3	3
14. Torch light	1	1	1

*Note:* One Box B first-aid box is equivalent to 2 Box A first-aid boxes and one Box C first-aid box is equivalent to 2 Box B first-aid boxes.

## SECOND SCHEDULE

Regulation 5 (1) and (3)

RATIO OF FIRST-AIDERS  
TO NUMBER OF PERSONS EMPLOYED

<i>Type of workplace</i>	<i>Ratio of first-aiders to number of persons employed</i>
1. Any factory which is — (a) a quarry; (b) a construction site; (c) a shipyard; (d) engaged in the processing or manufacturing of petroleum, petroleum products, petrochemicals or petrochemical products; or (e) engaged in woodwork	One first-aiders for every 100 persons employed in the factory or part thereof
2. Any other factory or any workplace falling within the description in regulation 2 (b), (c) or (d)	One first-aiders for every 150 persons employed in the factory or workplace or part thereof.

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