



اوتوريتي كبحساءن كسلامتن  
كصیجتن دان عالم سکیتر

Safety, Health and Environment  
National Authority

INDUSTRY GUIDANCE NOTE (IGN)

# FIRST AID

REQUIREMENTS IN A WORKPLACE



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# INTRODUCTION OF FIRST AID

- **First aid** is important as it may save and protect the life of a victim when given within the first few minutes of an accident. It also prevents further injury and helps manage pain until help is obtained from a competent medical practitioner.
- **First aid** in the workplace includes first aid **facilities, personnel** and **services** required for the initial treatment of persons suffering from injury or work-related illness at a workplace. The legal requirement for first aid in a workplace has been already mandated under **Sections 82 and 83** of the **Employment Order, 2009**.

# INTRODUCTION OF FIRST AID

- Different workplaces have different risks of injury and illness because of the variation of work activities that workers do. These risks are an important factor in deciding **first aid requirements**. Employers and Occupiers are required to provide first aid that takes into account individual circumstances of the workplace which include the **common hazard** present in the workplace or industry, the **number of employees** as well as the proximity of the workplace **location** to the nearest medical centre.

# GLOSSARY OF TERMS & ABBREVIATIONS

<b>IGN</b>	Industry Guidance Note
<b>OSH</b>	Occupational Safety and Health
<b>SDS</b>	Safety Data Sheet
<b>WSH</b>	Workplace Safety and Health
<b>WSHO, 2009</b>	Workplace Safety and Health Order, 2009 the primary Law on Workplace Safety and Health in Brunei Darussalam, introduced in 2009 that sets the general framework to which all workplaces must comply and has been enforced with effect from 1st August 2013.

# PURPOSE

- This **Industry Guidance Note (IGN)** serves as a guidance and reference for any matter pertaining to first aid and first aider in a workplace as under the **WSH (First-Aid) Regulations, 2021**. This Regulation aims to provide a consistent provision of first aid management in the workplace and to supplement **Section 82** of the **Employment Order, 2009**.



# SCOPE

- This document provides the **first aid** requirements under **the Workplace Safety and Health (First-Aid) Regulations, 2021** as well as some recommendations to establish a good practice of first aid in the workplace.
- In line with the said Regulations , the scope of the IGN does **not apply** to any hospital, medical clinic or ambulance setting.



# RESPONSIBILITIES OF EMPLOYER / OCCUPIER

- An Employer / Occupier of the workplace is **responsible** to undertake the following responsibilities:
  - Provision and maintenance of **first aid boxes**.
  - Appointment and training of **first aiders**.
  - Provision and maintenance of a **first aid room**.
  - Provide and properly maintain suitable **facilities** for emergency treatment within the work area.
  - Keep treatment **records** for a period of **not less than five (5) years**.
- First aid **provisions** should also include **other people** in the workplace who could be potentially harmed including contractors, volunteers doing regular work, loaned employees and visitors.



# PROVISIONS & MAINTENANCE OF FIRST AID BOXES

- There should be **sufficient** first aid **boxes** provided to all workplaces, which include work vehicles. It is important to maintain every first aid box as the following:

- Adequately equipped.
- Properly maintained.
- Frequently checked.
- Clearly labelled & identified.
- Placed at well-lit & accessible location.
- Put under the care of trained first aiders appointed by the Occupier.



# PROVISIONS & MAINTENANCE APPOINTMENT

- First aid boxes **should not contain materials other than those required for first aid treatment.** Over-the-counter pain relief medicines such as paracetamol or aspirin are not suitable nor recommended to be stored in a first aid box.
- It is vital that first aid boxes have an **inventory list** for the purpose of monitoring and checking to ensure they are **fully equipped** and **safe** to use within their recommended **shelf-life**. Used or expired items should be **replaced** as soon as possible.



# PROVISIONS & MAINTENANCE APPOINTMENT

- The **number of first aid boxes** required depends on the **physical layout** of the premises and the **number of employees** as well as the anticipation of **visitors and the public**. There must be **sufficient** (according to Table 1) first aid boxes allocated on **each floor** of a multiple-story work premise.
- 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. The recommended minimum contents of a first aid box are listed in Table 1.

**Table 1: Minimum Content of First Aid Box and Ratio of Employees to First Aid Box**

<b>NO.</b>	<b>CONTENT</b>	<b>BOX A</b> (for every 25 persons or less)	<b>BOX B</b> (for every 50 persons or less)	<b>BOX C</b> (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

**Table 1: Minimum Content of First Aid Box and Ratio of Employees to First Aid Box**

<b>NO.</b>	<b>CONTENT</b>	<b>BOX A</b> (for every 25 persons or less)	<b>BOX B</b> (for every 50 persons or less)	<b>BOX C</b> (for every 100 persons or less)
9	Resuscitation mask (one-way) – pocket mask	1	1	2
10	Safety pins	4	4	6
11	Scissors	1	1	1
12	Sterile water or saline in 100 ml disposable containers (where tap water is not available only)	1	3	3
13	Torch light	1	1	1
14	Triangular bandages	4	4	6

**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.

# FIRST AIDER APPOINTMENT

- A **first aider** is required to be appointed in a workplace with **more than 25 workers**, including workplaces that have shift schedules. For less than 25 workers, it is recommended to appoint someone to take charge of first-aid arrangements.
- The ratio of first aiders to the number of employees appears in Table 2 below.

Table 2: Ratio of First Aiders to Number of Employees

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

# FIRST AIDER APPOINTMENT

- Workplaces with high-level hazards such as dealing with machinery, equipment or hazardous substances as specified in the **Fifth Schedule of the WSHO, 2009 (Appendix A)** are required to have at **least one (1) first aider** even with less than 25 employees.
- The **names and photographs** of appointed first aiders in a workplace must be **displayed** on a notice placed in a strategic location or by other means. First aiders should also be provided with a **form of identification**, for example, a badge, armband, or vest, for easy recognition.

# FIRST AIDER APPOINTMENT

- The **main criteria** of individuals suited for **first aid training** would be as the following,
  - Workers are physically fit.
  - Workers who can easily leave their work immediately to respond to an emergency.





# FIRST AIDER RESPONSIBILITIES

- An appointed first aider must be **aware** of the work activities and specific hazards (i.e., hazardous substances, hazardous materials, machinery, or equipment) present in the workplace and be able to perform first aid for these specific hazards. First aiders should have access to, be familiar and be provided with the hazardous substance Safety Data Sheet (SDS).



# FIRST AIDER RESPONSIBILITIES

- The **three (3)** main responsibilities of first aiders are as below,

## a) **Management of Casualty**

In an emergency that involves an injured worker(s) or ill worker(s), the first aider is to take the following steps:

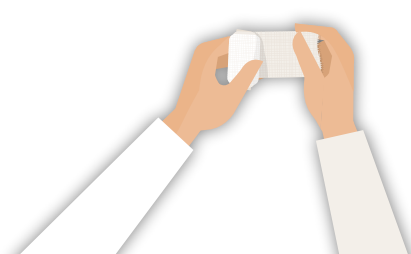
- Assess the scene without endangering himself or herself and the casualty's life.
- Identify the injuries.
- Give immediate first aid treatment.



# FIRST AIDER RESPONSIBILITIES

- Arrange without delay for the injured worker(s) or ill worker(s) to be sent to the nearest clinic/hospital or call for an ambulance according to the seriousness of the injury.
- Monitor the casualty's condition until further help arrives.
- Provide information to an attending healthcare practitioner on the nature of the incident and first aid treatment given.

**NOTE:** The first aider's responsibility ends when the casualty is handed over to the care of the healthcare personnel.



# FIRST AIDER RESPONSIBILITIES

## b) Maintenance and Submission of Treatment Records

A treatment record is an important document that should be kept available in a designated place at the workplace. It is designed in such a way that all necessary information is captured. Below is an example of content that should appear in the Treatment Record Form.



1. Basic information (name, contact details, job position & address of the casualty).
2. Date and time of treatment.
3. The immediate treatment applied to the casualty.

# FIRST AIDER RESPONSIBILITIES

4. Brief overview During and After the Incident (including information on the work process involved).
5. Details about the injury or work-related illness.
6. Any referral arrangements made for the casualty, for example, local ambulance service, referral to local clinic or hospital.

It is the duty of the first aider to ensure the **Treatment Record Form** is filled out and maintained. The first aider is also required to submit the treatment records to the Occupier once completed.



# FIRST AIDER RESPONSIBILITIES

## c) Maintenance of First Aid Facilities

Maintenance of the first aid box is essential to ensure the content is regularly replenished and up to date. The first aider is responsible to monitor and ensure only **first aid equipment** is kept in the box. There should be a form of **inventory list** of the first aid box to ensure the contents are well-monitored.



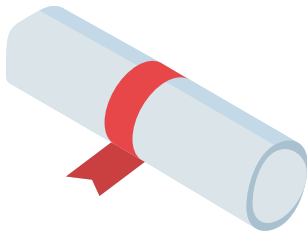
# FIRST AIDER TRAINING

- First aiders should obtain occupational first aid 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.



# FIRST AIDER TRAINING

- **First aid certificates** issued by recognised training providers are considered evidence that the first aider has completed the requirements for first aid training. Certificates are valid for a **maximum of 3 years** only. It is also important that within the 3 years validity period, first aiders maintain continuity of the skills required to perform first aid and this can be tested from the participation in several emergency drills scheduled during the validity period. Beyond the validity period, first aiders must undergo a refresher training course and be issued a new certificate.





# FIRST AIDER TRAINING

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



# FIRST AIDER ROOM

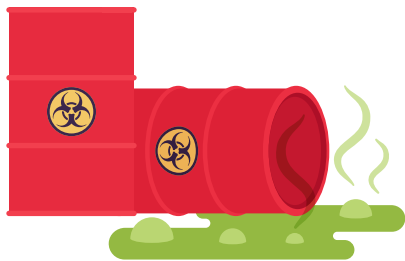
- The provision of a **first aid room** is required for a workplace with **more than 100 persons** at work. Factors for consideration on the location of the first aid room are as follows,
  - Proximity to toilets.
  - Proximity to lift and main passageways.
  - Accessibility to work area.
  - Accessibility to car park/ambulance pick-up location.
  - Ensure access is clear from any obstruction.
- The room should be **large** enough to hold a bed and a couch and people to move about. It also should be made **accessible**, especially for stretchers. **Privacy** must be ensured, by obscuring windows, if necessary. The First aid room shall also be **identified** by using signage and label.

# FIRST AIDER ROOM

- 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.

# WORKING WITH TOXIC OR CORROSIVE SUBSTANCES

- A workplace must be able to provide emergency treatment for any person who may be exposed to a **toxic or corrosive substance**. Suitable washing facilities for quick drenching or flushing of the eyes and body must be,
  - Available for persons who have been in contact with these substances.
  - Properly maintained.
  - Located within the work area suited for emergency purposes only.



# WORKING WITH TOXIC OR CORROSIVE SUBSTANCES

- Some toxic or corrosive substances handled in the workplace may not be commonly used. Therefore, instructions and procedures on handling employees injured by such substances may need to be referred to the **Safety Data Sheet (SDS)**.
- Copies of SDS should always be **located near** first aid boxes so they can be referred to quickly and easily. Alternatively, an easy reference guide of first aid treatment adapted from SDS for these substances can be made available.

# COMMUNICATION WITH EMPLOYEES

- **Employees** should be informed and be given clear **information** on the type and location of the **first aid facilities** and the procedures to be followed when first aid is required including the names and locations of first aiders.
- There are various means of communication that can be done such as through induction or initial training of employees. All employees should be **advised** and made **aware** of the first aid requirements of the specific activity / hazard in the workplace. Safety induction / training should be done at regular intervals to refresh and remind them of the requirement, for example, annually.

# SELF-ASSESSMENT CHECKLIST

- Please refer to **Appendix B**, the self-assessment checklist on first aid requirements at the workplace.



# OFFENCES

- Any Occupier / Employer of a workplace who fails to comply with the **WSH (First Aid) Regulations 2021** under regulations **4, 5, 6 or 7** is guilty of an **offence** and liable on conviction to a **fine not exceeding BND5,000**.





# REFERENCES

- Employment Order, 2009
- Workplace Safety and Health (First-Aid) Regulations, 2021
- A Guide to Workplace Safety and Health (First-Aid) Regulations, Ministry of Manpower (MOM), Singapore
- Guidelines on First-Aid in the Workplace, Department of Occupational Safety and Health (DOSH), Malaysia
- First Aid for Workplaces – A Good Practice Guide, Department of Labour, New Zealand
- International First Aid, Resuscitation, and Education Guidelines 2020, International Federation of Red Cross, and Red Crescent Societies.

# APPENDIX A

## FIFTH SCHEDULE OF WSHO, 2009

### PART I: MACHINERY AND EQUIPMENT

1	Scaffolds and any materials or components used to erect them.
2	All lifting equipment.
3	Forklifts.
4	Power presses.
5	Bar-benders.
6	Any equipment or piping intended for operation under pressure, including all statutory pressure vessels.
7	Any equipment or piping intended to contain corrosive, toxic or flammable substances.
8	Welding equipment, including any accessory, apparatus or fitting necessary to enable its use.
9	Materials or components used for the construction of support structures.
10	Explosive powered tools.
11	Equipment used for abrasive blasting, including any accessory, apparatus or fitting necessary to enable its use and operation.


# APPENDIX A

## FIFTH SCHEDULE OF WSHO, 2009

### PART II: HAZARDOUS SUBSTANCES

1	Corrosive substances	10	Substances which, in contact with water, emit flammable gases
2	Flammable substances	11	Toxic substances
3	Explosives	12	Mutagens
4	Oxidising substances	13	Carcinogens
5	Pyrophoric substances	14	Teratogens
6	Gases under pressure	15	Sensitisers
7	Organic peroxides	16	Irritants
8	Self-heating substances	17	Substances hazardous to aquatic environment
9	Self-reactive substances		

# APPENDIX B

 <p>         ائورور راقى سىكېسباسان كىلامىتى          كھىمىيە، دىن ۋە ئامبىرىيە          Safety, Health and Environment          National Authority     </p>	<b>SELF-ASSESSMENT CHECKLIST: FIRST AID REQUIREMENT AT THE WORKPLACE</b>	DOC NO.: <b>SHENA/CID/REG/5-208</b> (REV.1) MAR 2023	
<b>IMPORTANT</b>			
This self-assessment checklist is a tool to ensure that Employers, Employees, Occupiers and Principals complied on the requirements for the provision of first aid at the workplace under the Workplace Safety and Health Order, 2009 and Workplace Safety and Health (First-Aid) Regulations, 2021. This checklist only acts as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you are advised to address the gaps or hazards that you have identified at your workplace. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you always maintain a safe workplace.			
This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so. However, a copy of the filled in checklist should be kept by the HSE focal point of your company/organisation at all times.			
For further references on First Aid, you can refer to the Workplace Safety and Health (First-Aid) Regulations, 2021, and 2023/IGN/02 on Requirements of First Aid at SHENA website. SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).			
<b>NAME OF COMPANY &amp; OFFICE ADDRESS</b>			
<b>PROJECT TITLE (as relevant)</b>			
<b>WORKPLACE ADDRESS (If not the same as company address)</b>			
<b>TOTAL NUMBER OF WORKERS AT WORKPLACE LICABLE FOR THIS FORM)</b>	<b>NAME AND PHONE NO. OF KEY CONTACT PERSON</b>		<b>REMARKS/ JUSTIFICATION/ EXPLANATION</b>
	<b>EMAIL ADDRESS OF KEY CONTACT PERSON</b>		
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A WORKPLACE DESCRIPTION</b>			
1 Please tick the most appropriate description of your workplace:			
i. Workplace dealing with machinery, equipment, or hazardous substance.			
ii. Workplace which has 25 or more employees.			
iii. Hospital, medical clinic, and ambulance.			
If you ticked 'yes' on part i, your workplace is legally mandated to appoint at least 1 First Aider regardless of the number of employees. If you ticked 'yes' on part ii, your workplace is legally mandated to appoint a First Aider; with a minimum ratio of 1 for every 50 persons employed.			
If you ticked 'no' on part i & ii, your workplace is recommended to appoint a First Aider If you ticked 'yes' on part iii, the Workplace Safety Health (First-Aid) Regulations, 2021 does not apply to these workplaces.			
<b>B PROVISION OF FIRST-AID BOXES</b>			
2 There is sufficient first-aid box at each floor of the building in a workplace.			
3 First aid box provided in the workplace is:			
i. Adequately equipped.			
ii. Properly maintained.			
iii. Frequently checked and ensure all items are usable.			
iv. Clearly identified as a first-aid box.			
v. Placed in a location that is well-lit and accessible.			
vi. Put under the care of trained first aiders appointed by the Occupier.			
vii. Carrying materials required for first aid treatment only.			
Please refer to Table 1: Minimum Content of First Aid Box and Ratio of Employees to First Aid Box of the IGN 02/2022: First Aid Requirements in a Workplace.			

# APPENDIX B

C FIRST AIDER					
4	Appointed First Aider:				
	i. Trained in Occupational First Aid Treatment Training.				
	ii. Attended a refresher training course once first aid certification is beyond validity period as required by SHENA.				
	iii. Maintains a record of all treatment undertaken.				
	iv. Submits treatment records to the Occupier.				
<i>Please refer the suggested example of content that should appear in the Treatment Record Form from IGN 02/2022: First Aid Requirements in a Workplace.</i>					
D OCCUPIER					
5	Occupier of the workplace:				
	i. Keeps the treatment record for a period of not less than 5 years.				
	ii. Appoints a trained First Aider.				
	iii. Ensures that in a shift work schedule (if applicable), the ratio of the number of first aiders per shift shall comply with the ratio of one first-aider for every 50 persons employed.				
	iv. Provides emergency treatment of any person in a workplace who may be exposed to toxic or corrosive substances.				
	v. Provides suitable facilities for quick drenching or flushing of the eyes and body.				
	vi. Affixes a notice in the workplace stating the names and photographs of the appointed first aiders.				
E FIRST AID ROOM					
6	For a workplace with more than 100 persons at work, First Aid Room is provided and maintained.				
Prepared by: (Signature, Name, Designation & Date)		Verified by: (Signature, Name, Designation & Date)			

SHENA SEEKS THE SUPPORT OF ALL RELEVANT STAKEHOLDERS  
TO ENSURE BRUNEI A SAFE PLACE TO WORK AND LIVE

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## NOTE:

The soft copy of Self-Assessment Checklist can be downloaded on SHENA Website.



# NOTE

**NOTE**



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