

***CODE OF PRACTICE on***

## **Provision of First Aid Box for Works on Vessels**

(issued under Section 44A of the Shipping and Port Control Ordinance, Cap 313)



**This booklet should always be kept in the first aid box**



Marine Industrial Safety Section  
Marine Department, HKSAR  
( December 2006 Edition )

## Record on Updating and Amendments

This Code of Practice is issued under section 44A of the Shipping and Port Control Ordinance (Cap 313). This Code was first notified in the Gazette on 29<sup>th</sup> December 2006 to take effect on 2<sup>nd</sup> January 2007. Subsequent updating and amendments would be notified to the industry through further notice in the Gazette from time to time. This record sheet is intended for good record keeping of the amendment history of this Code.

| <b>Amendment No.</b> | <b>Gazette No.</b> | <b>Gazette Date</b> | <b>Effective Date</b> | <b>Topic Areas / pages</b> |
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## **FOREWORD**

The Shipping and Port Control (Works) Regulation (the “Regulation”) is made under section 80 of the Shipping and Port Control Ordinance, Cap 313 (the “Ordinance”). The Regulation stipulates various provisions to ensure the provision of first aid box and its maintenance by an employer and a person in charge of works for their persons employed at works, which by definition means (a) repairs to a vessel; (b) the breaking up of a vessel; (c) cargo handling; or (d) marine construction.

This Code of Practice (the “COP”) provides practical guidance in respect of the requirements under the Regulation relating to the provision of first aid box so as to assist the determination whether the concerned employer and a person in charge of works have fulfilled or carried out the requirement as specified in the Regulation.

This approved COP is issued by the Director of Marine (the “Director”) under Section 44A of the Ordinance. Section 44A of the Ordinance empowers the Director to issue code of practice for the purpose of providing practical guidance in respect of any one or more of the requirements of Part V of the Ordinance or of the regulations made under the Ordinance. It is important to note that compliance with this COP does not of itself confer immunity from any legal obligations in Hong Kong. The statutory provisions referred to or cited in the COP are those in force as at time of publication of this edition of the COP. Readers should check for the up-to-date version of the Regulation.

Under Section 44A of the Ordinance, any person who fails to observe a provision of this approved COP shall not of itself cause that person to incur any criminal liability, but any such failure may be relied upon by any party to the proceedings as tending to establish or to negative any liability which is in question in those proceedings.

# **1. INTRODUCTION**

## **1.1 Purpose**

- 1.1.1 This Code of Practice provides practical guidance on the provision and maintenance of first aid boxes where works are to be, or are being, carried out on, to or by means of a vessel in the waters of Hong Kong so as to comply with Section 22 of the Shipping and Port Control (Works) Regulation.
- 1.1.2 This booklet should always be kept in the first aid box. It is intended to be read by persons employed to carry out works, their employers, persons in charge of works, works supervisors, and owners and masters of vessels.
- 1.1.3 This is an approved code of practice issued by the Director of Marine (the Director) under Section 44A(1) of the Shipping and Port Control Ordinance, Cap. 313 (the Ordinance). Section 44A of the Ordinance empowers the Director to issue code of practice for the purpose of providing practical guidance in respect of any one or more of the requirements of Part V of the Ordinance or of regulations made under the Ordinance. It is important to note that compliance with this Code of Practice does not, of itself, confer immunity from any legal obligations in Hong Kong. The recommendations contained in this Code of Practice should not be regarded as exhausting those matters that need to be covered by the relevant safety legislation. Employers, persons in charge of works, works supervisors, and owners and masters of vessels, are reminded to observe other legal requirements during works.

## **1.2 Scope**

- 1.2.1 This Code of Practice covers general recommendations for the provision and maintenance of first aid boxes where works are to be, or are being, carried out on, to or by means of a vessel in the waters of Hong Kong.
- 1.2.2 This Code of Practice does not apply to land-based work.

## 2. RESPONSIBILITY

### 2.1 Responsibility of Employer and Person in Charge of Works

*Shipping and Port  
Control Ordinance  
Section 2*

#### 2.1.1 (1) “Works” (工程) means -

- (a) repairs to a vessel;
- (b) the breaking up of a vessel;
- (c) cargo handling; or
- (d) marine construction.

#### (2) “Person in charge of works” (工程負責人) means -

- (a) the owner or master of, or other person having control over, a vessel on, to or by means of which any works are to be, or are being, carried out;
- (b) a principal contractor or subcontractor, if any, who contracts to carry out, or who carries out, any works; or
- (c) any other person having for the time being the command or charge of any works being carried out on, to or by means of a vessel.

#### 2.1.2 An employer and a person in charge of works shall ensure the compliance regarding the provision of first aid box –

*Shipping and Port  
Control (Works)  
Regulation S. 22 (1)*

#### (1) Where works are to be, or are being, carried out on, to or by means of a vessel, there shall be a first aid box that–

- (a) is of adequate capacity; and
- (b) contains such items as are specified in Schedule 2 of the Shipping and Port Control (Works) Regulation (see A1.5 in Appendix 1).

*Shipping and Port  
Control (Works)  
Regulation S. 22 (2)*

#### (2) The items required to be contained in a first aid box under above subsection 2.1.2(1)(b) shall be maintained in good condition at all times.

*Shipping and Port  
Control (Works)  
Regulation. S. 22 (3)*

#### (3) The first aid box shall be kept in such place and maintained in such a way as to be readily accessible.

*Shipping and Port  
Control (Works)  
Regulation S. 22 (4)*

#### (4) If there is a contravention of subsections 2.1.2(1), (2) or (3) above, the person in charge of works and the employer of a person employed to carry out the works commit an offence and each is liable on conviction to a fine at level 3.

- 2.1.3 A person in charge of works and an employer has the general duties to ensure that -

*Shipping and Port  
Control(Works)  
Regulation. S. 23(2)*

- (1) Measures shall, in so far as reasonably practicable, be taken to ensure the safety of a person employed at work.

*Shipping and Port  
Control(Works)  
Regulation. S. 23(3)*

- (2) There shall be provided such information, instruction, training or supervision as may be necessary to ensure, in so far as reasonably practicable, the safety of a person employed at work.

## **2.2 Responsibility of a Works Supervisor**

*Shipping and Port  
Control(Works)  
Regulation.  
SS. 20(1)(b) & 22*

- 2.2.1 A works supervisor shall assist a person in charge of works in performing any duties imposed on that person under the Shipping and Port Control (Works) Regulation.

- 2.2.2 A works supervisor should assist the employer and person in charge of works to ensure the provision and proper maintenance of the first aid box for the works to be, or are being, carried out on, to or by means of the vessel.

## **2.3 Responsibility of a Person Employed**

- 2.3.1 A person employed at work shall –

*Shipping and Port  
Control(Works)  
Regulation  
S. 24(1)(a)*

- (1) take reasonable care for the safety of himself and of other persons who may be affected by his act or omission;

*Shipping and Port  
Control(Works)  
Regulation. S. 24(2)*

- (2) cooperate with or assist a works supervisor to the extent necessary for enabling the works supervisor to perform the duty imposed on him under section 20(1)(a) or (b) of the Shipping and Port Control (Works) Regulation (see A1.1 in Appendix 1).

- 2.3.2 The first aid items kept in a first aid box for the works to be, or are being, carried out on, to or by means of the vessel should not be misused. If any first aid item is used, the works supervisor or the person in charge of works should be informed.

### **3. PROVISION AND MAINTENANCE OF A FIRST AID BOX**

#### **3.1 Provision of a First Aid Box**

- Shipping and Port Control(Works) Regulation SS. 22(1) & (3)*
- 3.1.1 A first aid box should be provided where works are to be, or are being, carried out on, to or by means of a vessel. It should be kept in such place and maintained in such a way as to be readily accessible for any persons employed on the vessel.
- 3.1.2 Works supervisors and persons employed should be informed of the location of the first aid box.
- Shipping and Port Control(Works) Regulation SS. 22(1) (a) &(b) and Schedule 2*
- 3.1.3 Every first aid box shall be of adequate capacity and shall contain such items as specified in the Schedule 2 of the Shipping and Port Control (Works) Regulation. (listed in Table 1 below).
- 3.1.4 It is recommended that a pair of dressing scissors, an eyebath and a sufficient supply of disposable gloves and waterproof adhesive plasters of assorted sizes (listed in Table 2 below) should be added for each first aid box to facilitate first aid treatment.

#### **3.2 Maintenance of a First Aid Box**

- Shipping and Port Control(Works) Regulation SS. 22(1) (a) &(b)*
- 3.2.1 Every first aid box should be of adequate capacity and should contain all the items specified in the Schedule 2 of the Shipping and Port Control (Works) Regulation. The first aid items should be replenished as soon as possible after use.
- Shipping and Port Control(Works) Regulation. S. 22(2)*
- 3.2.2 All items kept in a first aid box in accordance with the Shipping and Port Control (Works) Regulation shall be maintained in good condition at all times.



| Requirements  |  | Quantity :<br><i>a sufficient number<br/>and not less than the<br/>following</i> |
|---|--|--|
| Sterile unmedicated dressings                         | small size for injured fingers           | 12   |
|   | medium size for injured hands<br>or feet | 6  |
| Adhesive wound dressings of assorted sizes            |  | 24   |
| Triangular bandages, 1.3 m x 0.9m x 0.9m              |  | 4  |
| Rolls of adhesive plaster (zinc oxide), 25 mm x 4.5 m |  | 1  |
| Packets of absorbent cotton wool each of 30 g         |  | 6  |
| Pressure bandage                                      |  | 1  |
| Safety pins   |  | a sufficient supply  |

Table 1 : Scale of first aid items required for each first aid box according to the Schedule 2 of the Shipping and Port Control (Works) Regulation

| Requirements                                   | Quantity            |
|--|---------------------|
| Pair of dressing scissors                      | 1                   |
| Eyebath  | 2                   |
| Disposable gloves                              | a sufficient supply |
| Waterproof adhesive plasters of assorted sizes | a sufficient supply |

Table 2 : Items are recommended to be added for each first aid box

## **4. FIRST AID TRAINING AND HINTS ON FIRST AID**

### **4.1 First Aid Training**

- 4.1.1 Anyone who works on board vessel may experience a casualty, and it is beneficial if everyone knows the basic priorities for action, the positioning of an unconscious casualty and how to give artificial respiration. These actions may save life until more qualified help arrives.
- 4.1.2 Persons in charge of works, works supervisors and persons employed are encouraged to attend basic first aid training courses to acquire the knowledge and techniques.
- 4.1.3 A list of organisations which are approved by the local authorities to provide trainings and to issue certificates of competency in first aid is attached in Appendix 2. These organisations and the Occupational Safety & Health Training Centre of the Labour Department will also hold shorter basic first aid training courses to introduce basic first aid knowledge and technique for emergency situations encountered at works.

### **4.2 Hints on First Aid**

- 4.2.1 Extract of the booklet - ***Hints on First Aid*** published by the Labour Department is attached in Appendix 3 to provide hints on first aid treatment of injuries.
- 4.2.2 These ***hints*** are intended as a guide to the first aid treatment of injuries and not as a substitute for medical treatment administered by a doctor or nurse.

## REFERENCES

1. ***Code of Safe Working Practices for Merchant Seamen***, 1998, by Maritime and Coastguard Agency, Department of the Environment, Transport and the Regions, United Kingdom.
2. ***First Aid Manual***, by Department of Health, Hong Kong SAR.
3. ***Hints on First Aid***, 9/2004, by Occupational Safety and Health Branch, Labour Department, Hong Kong SAR.

## **APPENDICES**

### **Appendix 1**

#### **Relevant Provisions of the Shipping and Port Control (Works) Regulation relating to the requirements for First Aid Box**

##### **A1.1 Sections 18(1)&(2) – Works to be supervised by works supervisors**

- (1) No works shall be carried out on, to or by means of a vessel unless the works are carried out under the supervision of at least one works supervisor.
- (2) If there is a contravention of subsection(1), the person in charge of works commits an offence and is liable on conviction to a fine at level 3.

##### **Sections 20(1)(a) &(b) - Duties of works supervisors**

- (1) A works supervisor shall -
  - (a) supervise works carried out on, to or by means of a vessel in accordance with the safety instructions given by a person in charge of works;
  - (b) assist a person in charge of works in performing any duties imposed on that person under this Regulation.

##### **A1.2 Section 22 - Provision of first aid box**

- (1) Where works are to be, or are being, carried out on, to or by means of a vessel, there shall be a first aid box that –
  - (a) is of adequate capacity; and
  - (b) contains such items as are specified in Schedule 2.
- (2) The items required to be contained in a first aid box under subsection (1)(b) shall be maintained in good condition at all times.

- (3) The first aid box shall be kept in such place and maintained in such a way as to be readily accessible.
- (4) If there is a contravention of subsection (1), (2) or (3), the person in charge of works and the employer of a person employed to carry out the works commit an offence and each is liable on conviction to a fine at level 3.

**A1.3 Sections 23(1) to (4) - General duties of persons in charge of works and employers**

- (1) Any machinery, equipment or appliance provided for use by a person employed in relation to works shall be in a safe working condition.
- (2) Measures shall, in so far as reasonably practicable, be taken to ensure the safety of a person employed at work.
- (3) There shall be provided such information, instruction, training or supervision as may be necessary to ensure, in so far as reasonably practicable, the safety of a person employed at work.
- (4) If there is a contravention of subsection (1), (2) or (3), the person in charge of works and the employer commit an offence and each is liable on conviction to a fine at level 4.

**A1.4 Sections 24(1) & (2) - Persons employed to take care of others while at work and to cooperate with works supervisors**

- (1) A person employed at work shall -
  - (a) take reasonable care for the safety of himself and of other persons who may be affected by his act or omission; and
  - (b) wear an appropriate safety helmet and use other appropriate protective clothing and equipment provided to him under section 21.
- (2) A person employed at work shall cooperate with or assist a works supervisor to the extent necessary for enabling the works supervisor to perform the duty imposed on him under section 20(1)(a) or (b).

**A1.5 Schedule 2 - First aid items to be contained in first aid box**

SCHEDULE 2 [SS. 22 & 72]

**FIRST AID ITEMS TO BE CONTAINED  
IN FIRST AID BOX**

1. A sufficient number (not less than 12) of small-sized sterilized unmedicated dressings for injured fingers.
2. A sufficient number (not less than 6) of medium-sized sterilized unmedicated dressings for injured hands or feet.
3. A sufficient number (not less than 24) of adhesive wound dressings of assorted sizes.
4. A sufficient number (not less than 4) of triangular bandages of unbleached calico, the longest side of which measures not less than 1.3 m and each of the other sides not less than 900 mm.
5. A sufficient supply (not less than 1 roll of 25 mm by 4.5 m zinc oxide plaster) of adhesive plaster.
6. A sufficient number (not less than 6) of 30 g packets of absorbent cotton wool.
7. A pressure bandage.
8. Safety pins.

## **Appendix 2**

### Organisations Providing First Aid Training in Hong Kong

1. Occupational Safety and Health Council/Auxiliary Medical Services
2. Hong Kong Red Cross
3. Maritime Services Training Institute, Vocational Training Council
4. St. John's Ambulance Association

## Appendix 3

### Abstract of “Hints on First Aid”

(“*Hints on First Aid*” is published by  
Occupational Safety and Health Branch, Labour Department)

#### INTRODUCTION

These hints are intended as a guide to the first aid treatment of injuries and not as a substitute for medical treatment administered by a doctor or nurse.

#### MINOR WOUNDS AND SCRATCHES

All wounds should receive immediate treatment. It is important to keep the wound clean and prevent it from contamination.

1. Clean the wound gently under the running tap. If the antiseptic solution is available, use it to clean the wound.
2. Cover the wound with a sterile or adhesive dressing.
3. Seek medical advice if necessary.

#### SERIOUS INJURIES

1. Call 999 for an ambulance in emergency. Transfer the victim to a hospital as soon as possible.
2. In case of serious injury, it is important to control bleeding to the minimum, and prevent wound contamination.

#### Bleeding

Stop the bleeding as soon as possible.

1. Instruct the victim to lie down.
2. Lift up the injured part.
3. Inspect the wound.
  - (a) If there is no foreign body, cover it with a sterile dressing and apply direct firm pressure with the hand to stop bleeding.
  - (b) If there is foreign body, do not attempt to remove it. Cover it with sterile dressing and apply pressure over both sides of the wound.
  - (c) Use a clean handkerchief or cotton towel to cover the wound when there is insufficient sterile dressing.
  - (d) If the internal bleeding is suspected, observe for signs of shock. Please refer to Treatment for Shock.



## **Shock**

All serious injuries may cause shock. The signs and symptoms are :

1. Cold, moist, pale or grey skin.
2. Blue nail beds and lips.
3. Sensation of cold and thirst.
4. Rapid and difficult breathing.
5. Rapid and weak pulse.
6. Decreased consciousness.

### **Treatment:**

1. The victim should lie down on the back with the legs slightly raised. (see Figure 1) (If the victim is unconscious, please refer to the Treatment for Unconsciousness.)
2. Loosen his/her clothing that is tight around the neck and waist.
3. Reassure and keep him/her comfortable and warm.
4. Never give food or drink to the victim.

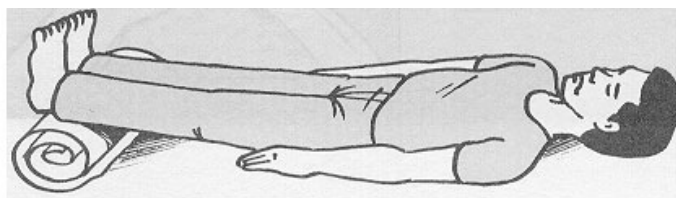


Figure 1 : A shocked victim lies down on the back  
(The Sketch is extracted from the *First Aid Manual*,  
published by the Department of Health)

## **Unconsciousness**

1. Place the victim in the “Recovery Position”. (see Figure 2) (If spinal injury is suspected, do not move the victim. Seek help from a person trained in first aid.)
2. Loosen his/her clothing that is tight around the neck and waist.
3. Remove dentures if any.
4. Remove foreign materials from the mouth to avoid obstruction of the airway.
5. Never give food or drink to the victim or try to sit him/her up.



Figure 2 : Recovery position  
(The Sketch is extracted from the *First Aid Manual*,  
published by the Department of Health)

### **Fractures**

1. Immobilize the injured part.
2. Do not move the victim unless he/she is in a dangerous place or until the affected part has been immobilized.
3. Never give food or drink to the victim.

## **EYE INJURIES**

### **Foreign Objects in the Eye**

1. Flush with clean cold water to remove loose particles such as dust, cinders, grits or small particles on the surface of the eyes.
2. If the particles are inside the orbital cavity or embedded in the eye ball, no attempt should be made to remove them.
3. Cover the eye loosely with a clean dressing.
4. Transfer the victim to a hospital for further treatment.

### **Chemicals in the Eye**

1. Immediately flush the injured eye with copious amount of clean water gently and thoroughly for at least 10 minutes. Take care not to contaminate the unaffected eye. The eyelids should be held open while flushing to let the water wash off the chemical in the eye.
2. Do not rub the eye.
3. Place a sterile dressing or eye pad over it.
4. Transfer to a hospital for further treatment as soon as possible.

### **A Heavy Blow on the Eye ("Black Eye")**

Refer the victim to a hospital for treatment as soon as possible.

## **BURNS/SCALDS**

### **Burn/Scald**

1. Bathe the injured area with clean and cool water for 15 minutes to relieve pain.
2. Cover the area with sterile dressings (or a clean cloth if sterile dressings are not available) to prevent exposure to air and contamination.
3. Remove any jewelry such as ring and watch from the injured area.
4. Do not break a blister or remove a skin flap in all cases.
5. Do not attempt to remove clothing stuck to the injured area.
6. In case of extensive injury, the victim should be wrapped in a clean sheet before transferring to a hospital. Observe for signs of shock and manage accordingly.

## **Chemical Burns**

1. Flush all the affected areas with copious amount of clean water continuously for 15-20 minutes.
2. Avoid chemical running into the eye during flushing. Please refer to “Treatment for Chemical in the Eye”.
3. Removed the contaminated clothing carefully or by cutting if necessary.
4. Cover the area with a sterile dressing.
5. Transfer the victim to a hospital for medical treatment as soon as possible.

## **ELECTRIC SHOCK**

1. **Shut off the electric current** before rescuing the victim. If this is impossible, separate him/her from the electric source by an object that does not conduct electricity such as dry rubber or wooden stick.
2. If the victim is unconscious, check his/her breathing and pulse, and then perform resuscitation by a person trained in first aid if necessary.



Figure 3 : Shut off the electric current or separate the victim from the electric source before touch him  
(The Sketch is extracted from the *First Aid Manual*, published by the Department of Health)

## **POISONING BY GASES OR FUMES**

1. Remove the victim from further exposure to the gas or fume.
2. Take him/her out into the fresh air as soon as possible. Ensure adequate ventilation.
3. The rescuer must take all safety precautions and measures, e.g. use suitable breathing apparatus to prevent oneself from being overcome.
4. If the victim is unconscious, check his/her breathing and pulse, and then perform resuscitation by a person trained in first aid if necessary.

## Appendix 4

### Marine Department Contacts

1. For reporting of shipboard industrial accidents and for enquiries on occupational safety and health matters relating to shipboard industrial operations including cargo handling, ship-repairing and marine construction during office hours -

Marine Industrial Safety Section,  
Room 2315, Harbour Building,  
38 Pier Road,  
Central, Hong Kong.

Tel.: 2852 4472, 2852 4477

Fax.: 2543 7209

2. For reporting of marine accidents during office hours -

Marine Accident Investigation Section  
Room 2103, Harbour Building,  
38 Pier Road,  
Central, Hong Kong.

Tel.: 2852 4511, 2852 4943

Fax.: 2543 0805

3. For enquiries on matters relating to dangerous goods carried by vessels during office hours -

Dangerous Goods and Project Section  
Room 307, Harbour Building,  
38 Pier Road,  
Central, Hong Kong.

Tel.: 2852 3085, 2852 4384

Fax.: 2815 8596

4. For reporting of marine and shipboard industrial accidents during and outside office hours -

Vessel Traffic Centre

Tel.: 2233 7801

Fax.: 2858 6646

V.H.F.: Channel 12, 14, 67

5. For alerting the search and rescue authority (24 hours manned) -

Hong Kong Maritime Rescue Co-ordination Centre (HK MRCC)

Tel.: 2233 7999

Fax.: 2541 7714

6. Marine Department Web-site: <http://www.info.gov.hk/mardep>