

## **PROVISIONAL LOCAL VESSELS ADVISORY COMMITTEE**

### **Draft Code of Practice for Provision of First Aid Box at Works on Vessels** **(September 2004)**

#### **Purpose**

1. This paper aims at providing practical guidance and recommendations on the provision and maintenance of first aid boxes on vessels at works in the waters of Hong Kong so as to comply with Regulation 15C of the Shipping and Port Control (Works) Regulations. This Code of Practice should always be kept in the first aid box and to be read by employers, persons in charge of works, works supervisors, owners and master or coxswains of vessels and persons employed involved in works.

#### **Background**

2. Under the proposed amendment to the Shipping and Port Control (Works) Regulations, an employer and a person in charge of works shall provide and maintain on every vessel where works are carried out so as to be readily accessible a first aid box for any person employed on the vessel after the amendment Regulation comes into force. In order to provide practical guidance to make the local marine industry understand the above new requirements under the legislation before the amendment regulations are implemented, we have drafted the Draft Code of Practice for the Provision of First Aid Box at Works on Vessels.
3. This Code of Practice is applicable to both local vessels and non-local vessels where works including the repairs to any vessel, the breaking up of a vessel, cargo handling on a vessel or marine construction are carried out. Presently, vessels in the waters of Hong Kong engaging in the above-mentioned works are under the control of the Shipping and Port Control Ordinance, Cap 313. However, when the Merchant Shipping (Local Vessels) Ordinance, Cap 548, comes into force, local vessels

engaging in the in above-mentioned works will be governed by the Merchant Shipping (Local Vessels) Ordinance. The non-local vessels engaging in the in above-mentioned works will remain under the ambit of the Shipping and Port Control Ordinance. With regard to the Chinese coastal vessels arriving in Hong Kong, if the vessel obtains permit issued by the Director of Marine, the vessel will be under ambit of the Merchant Shipping (Local Vessels) Ordinance. Approval and issue of this Code is rested in the Director of Marine in pursuant to the Section 45A of the Merchant Shipping (Local Vessels) Ordinance, Cap 548 and the Section 44A of the Shipping and Port Control Ordinance, Cap 313.

4. The “Draft Code of Practice for Provision of First Aid Box at Works on Vessel” was first scrutinized by the Department of Justice. With its Chinese and English versions ready, the Code of Practice was distributed to the industry for consultation in September 2004. The Draft Code of Practice was subsequently amended upon completion of consultation with the industry.

### **Code of Practice for Shipboard Container Handling**

5. This Code explicitly highlights the duties of the employers, person in charges of works, work supervisors and the person employed in the works; and stipulates the necessary arrangement for the provision and maintenance of first aid box on vessels where works are carried out.
6. The Code provides information related to basic first aid training and also extracts useful hinds on basic first aid treatment for reference.

### **Advice sought**

7. The Draft Code of Practice had been consulted with the industry and widely accepted. Members are welcome to comment and endorse the Code.

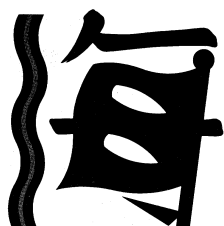
*Marine Industrial Safety Section, Marine Department  
Hong Kong SAR Government  
November 2004*

**[September 2004]**

**DRAFT CODE OF PRACTICE FOR  
PROVISION OF FIRST AID BOX  
AT WORKS ON VESSELS**



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



**Marine Industrial Safety Section  
Marine Department, HKSAR  
September 2004**



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# **1. INTRODUCTION**

## **1.1 Purpose**

- 1.1.1 This Code of Practice provides practical guidance on the provision and maintenance of first aid boxes on vessels at work in the waters of Hong Kong so as to comply with Regulation 15C of the Shipping and Port Control (Works) Regulations.
- 1.1.2 This booklet should always be kept in the first aid box. It is intended to be read by employers, persons in charge of works, works supervisors, owners and masters or coxswains of vessels and persons employed involved in works.
- 1.1.3 This is an approved code of practice issued by the Director of Marine under Section 44A(1) of the Shipping and Port Control Ordinance, Cap. 313. It is important to note that compliance with this Code of Practice does not, of itself, confer immunity from 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, coxswains or masters of vessels, are also 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 on vessels during works in the waters of Hong Kong.
- 1.2.2 This Code of Practice does not apply to land-based work.

Footnote: This Code of Practice will also be issued under Section 45A(1) of the Merchant Shipping (Local Vessels) Ordinance, Cap 548 after the Ordinance (Cap.548) comes into force. The provisions of the Shipping and Port Control Ordinance, Cap. 313, and the Shipping and Port Control (Works) Regulations which are quoted in this Code of Practice will be supplemented by the relevant provisions of the Merchant Shipping (Local Vessels) Ordinance, Cap. 548, and the Merchant Shipping (Local Vessels) (Works) Regulation respectively.

## 2. RESPONSIBILITY

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

*Shipping and Port  
Control Ordinance  
Section 36*

- 2.1.1 (i) Works (工程) means -
- (a) repairs to any vessel;
  - (b) the breaking up of a vessel;
  - (c) cargo handling on a vessel; or
  - (d) marine construction.

- (ii) Person in charge of works (工程負責人) means -
- (a) the owner or master of, or other person having control over, the 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 in command or charge of any works being carried out on, to or by means of a vessel.

*Shipping and Port  
Control (Works)  
Regulations  
Reg.15C(1)*

- 2.1.2 An employer and a person in charge of works shall provide and maintain on every vessel where works are carried out so as to be readily accessible a first aid box for any persons employed on the vessel.

- 2.1.3 An employer and a person in charge of works should ensure the provision and maintenance of the first aid box on a vessel.

- 2.1.4 If the first aid box is provided by the master of a vessel, the employer and person in charge of works should ensure that the first aid box is readily accessible and of adequate capacity and items.

*Reg.15D(b)*

- 2.1.5 An employer and a person in charge of works should ensure the provision of such information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of all persons employed.

## **2.2 Responsibility of Works Supervisor**

*Reg.15A(3)*

- 2.2.1 It shall be the duty of a works supervisor of a vessel to assist the person in charge of works to carry out his duties under the Shipping and Port Control (Works) Regulations.
- 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 on a vessel.

## **2.3 Responsibility of Person Employed**

*Reg.15E*

- 2.3.1 A person employed in any works shall -
  - (a) take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
  - (b) as regards any duty or requirement imposed on an employer, a person in charge of works or any other person, by the Shipping and Port Control (Works) Regulations for securing the health and safety of persons employed, co-operate with that person so far as is necessary to enable that duty or requirement to be performed or complied with.
- 2.3.2 The first aid equipment kept in a first aid box should not be misused. If any first aid equipment is used, the works supervisor or the person in charge of works on the vessel should be informed.



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

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

- Reg.15C(1)* 3.1.1 A first aid box should be provided on every vessel where works are carried out. It should be readily accessible for any persons employed on the vessel. Works supervisors and persons employed should be informed of the location of the first aid box.
- Reg.15C(4)* 3.1.2 Every first aid box shall be marked plainly “FIRST AID” in English and “急救“ in Chinese.
- Reg.15C(2),  
Schedule 2* 3.1.3 Every first aid box shall be of adequate capacity and shall contain the items specified in the Schedule 2 of the Shipping and Port Control (Works) Regulations. (listed in Table 1).
- 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) should be added for each first aid box to facilitate first aid treatment.

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

- Reg.15C(2)* 3.2.1 Every first aid box should be maintained with adequate capacity and should contain all the items specified in the Schedule 2 of the Shipping and Port Control (Works) Regulations as far as reasonably practicable. The first aid equipment should be replenished as soon as possible after use.
- Reg.15C(3)* 3.2.2 All items kept in a first aid box in accordance with the Shipping and Port Control (Works) Regulations shall be in good condition at all times.

<b>Requirements</b>		<b>Quantity</b>
Sterile unmedicated dressings	small size for injured fingers	12
	medium size for injured hands 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 equipment required for each first aid box according to the Schedule 2 of the Shipping and Port Control (Works) Regulations

<b>Requirements</b>	<b>Quantity</b>
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 organizations 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*, 2000, by Occupational Safety and Health Branch, Labour Department, Hong Kong SAR.

# APPENDICES

## Appendix 1

### Relevant Provisions of the Shipping and Port Control (Works) Regulations for the First Aid Box

#### **A1.1 Regulation 15A(3) - Duty of works supervisor**

- (3) Where a person in charge of works is required –
  - (a) to ensure that works are being carried out safely and free from unnecessary risk of accident or bodily injury;
  - (b) to carry out his duties under these regulations,it shall be the duty of a works supervisor appointed under paragraph (1) to assist him in doing so.

#### **A1.2 Regulation 15C - Provision of first aid box**

- (1) An employer and a person in charge of works shall provide and maintain on every vessel where works are carried out so as to be readily accessible a first aid box for any persons employed on the vessel.
- (2) Every first aid box shall be of adequate capacity and shall contain the items specified in Schedule 2.
- (3) All items kept in a first aid box in accordance with these regulations shall be in good condition at all times.
- (4) Every first aid box shall be marked plainly “FIRST AID” in English and “急救“ in Chinese.

**A1.3 Regulation 15D - General duties of an employer and a person in charge of works**

An employer and a person in charge of works shall ensure -

- (a) that any machinery, equipment or appliance provided for use in a workplace by the persons employed in the works shall be in safe working conditions; and
- (b) the provision of such information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of all persons employed.

**A1.4 Regulation 15E - General duties of persons employed**

A person employed in any works shall -

- (a) take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;
- (b) as regards any duty or requirement imposed on an employer, a person in charge of works or any other person by these regulations for securing the health and safety of persons employed, co-operate with that person so far as is necessary to enable that duty or requirement to be performed or complied with; and
- (c) wear a suitable safety helmet and use other appropriate protective clothing and equipment provided to him under regulation 15B(1)(a).

**A1.5      Schedule 2 - First aid equipment to be kept in a first aid box**

SCHEDULE 2                      [reg. 15C & 54A]

FIRST AID EQUIPMENT TO BE KEPT  
IN A FIRST AID BOX

1. A sufficient number (not less than 12) of small 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 help 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 selected points of the artery for not longer than 15 minutes.
  - (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.

## **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 level.

### **Treatment:**

1. The victim should lie down on the back with the head low and turned to one side.
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.

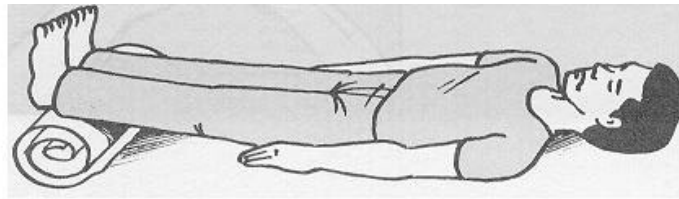


Figure 1 : A shocked victim lies down on the back  
(The Sketch is extracted from the *First Aid Manual*,  
published by the Department of Health)

## **Unconsciousness**

1. Lay the victim down on the side with the head turned to one side resting on his/her forearms (Recovery Position).
2. Loosen his/her clothing that is tight around the neck and waist.
3. Remove dentures if any.
4. Remove foreign materials if it is obstructing his/her airway.
5. Never give any food or drink to the victim or try to sit him/her up.

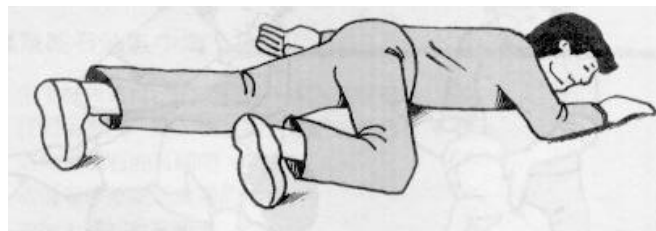


Figure 2 : Recovery position  
(The Sketch is extracted from the *First Aid Manual*,  
published by the Department of Health)

## **Fractures**

1. If an injured joint or a broken bone is suspected, do not move the victim unless he/she is in further danger or until the affected part has been immobilized.
2. Call ambulance and transfer him/her to a hospital as soon as possible.

## **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 medical treatment.

### **Chemicals in the Eye**

1. Immediately flush the injured eye gently but thoroughly at an eye bath for at least 10 minutes. If an eye bath is not available, flush the affected side of the face under the running tap. Take care not to contaminate the unaffected eye. The eyelids should be held open while bathing 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 medical 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**

### **Minor Burn/Scald**

1. Bathe the reddened area with clean cold water for up to 15 minutes to relieve pain.
2. Cover the area with sterile dressings or a clean cloth if sterile dressings are not available.
3. Remove the jewelry for examples, ring, watch from the burnt area.
4. Do not break a blister or remove a skin flap in all burn cases.

### **Major Burn**

1. Do not attempt to remove clothing stuck to the burnt area. The burnt area should be covered with clean cotton cloth to prevent exposure to air and contamination.
2. In case of an extensive burn, the victim should be wrapped in a clean sheet before transferring to a hospital.
3. Observe for shock.

## **Chemical Burns**

1. Bathe all the affected areas in the shower with continuously clean, cold running water for 15-20 minutes.
2. Avoid chemical running into the eye during bathing.
3. Removed the affected 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**

Shut off the electric current before rescuing the victim. If the attempt is impossible, separate him/her from the electric source by an object that does not conduct electricity such as dry rubber, wooden stick.

If the victim has no heart beat, perform cardiopulmonary resuscitation by a person trained in first aid.



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 and take him/her out into the fresh air as soon as possible.
2. The rescuer must take all precautions, by means of safety measures or breathing apparatus for example, to protect oneself from being overcome.
3. Ensure adequate ventilation.
4. If the victim is not breathing, perform artificial respiration by a person trained in first aid.

## 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                      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>