



نظام الشارقة للسلامة والصحة المهنية  
Occupational Safety & Health Sharjah

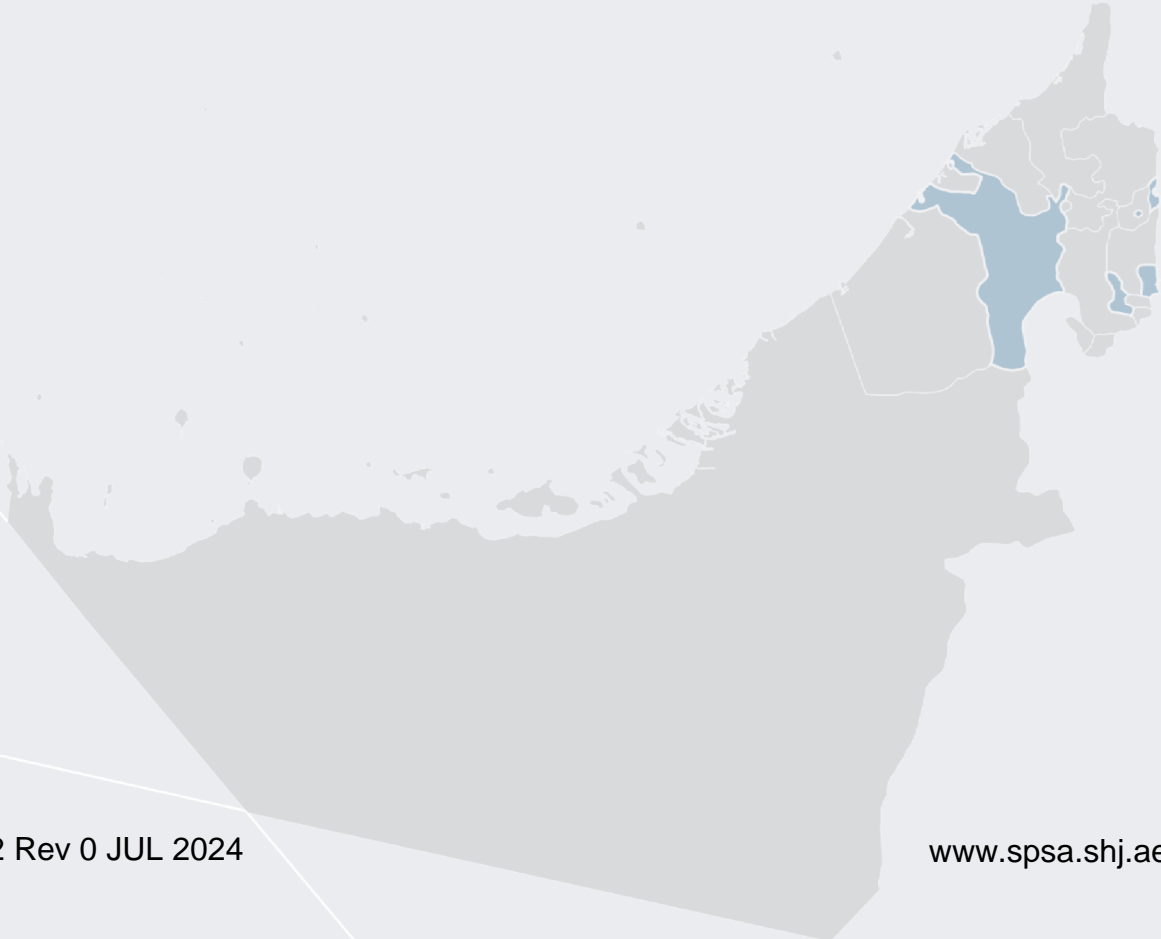
حكومة الشارقة  
هيئة الوقاية والسلامة  
Government of Sharjah  
Prevention & Safety Authority



# Code of Practice

## First Aid at Work

### OSHJ-CoP-16



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## 1 Introduction

The primary aim of first aid is to preserve life, prevent the condition from getting worse and promote recovery by providing care, reassurance, and treatment within the limits. Therefore, planning for first aid is a requirement which applies to:

- All workplaces.
- An entity providing accommodation where groups of employees live together, such as labor camps.

## 2 Purpose and Scope

This Code of Practice (CoP) has been developed to provide information to entities to assist them in complying with the requirements of the Occupational Safety and Health System in Sharjah.

This Code of Practice (CoP) defines the minimum acceptable requirements of the Occupational Safety and Health System in Sharjah, and entities can apply practices higher than, but not lower than those mentioned in this document, as they demonstrate the lowest acceptable level of compliance in the Emirate of Sharjah.

## 3 Definitions and Abbreviations

<b>Entities:</b>	Government Entities: Government departments, authorities or establishments and the like in the Emirate.  Private Entities: Establishments, companies, enterprises and economic activities operating in the Emirate in general.
<b>Risk:</b>	Is the combination of likelihood of the hazard causing the loss and the severity of that loss (consequences).
<b>Risk Assessment:</b>	The systematic identification of workplace hazards and evaluation of the risks associated. This process takes existing control measures into account and identifies and recommends further control measures where required.
<b>Hazard:</b>	Anything that has the potential to cause harm or loss (injury, disease, ill-health, property damage etc).
<b>Hazard Identification:</b>	Recognising that a hazard exists and including the hazard in the risk assessment process.
<b>Competence:</b>	The combination of training, skills, experience and knowledge that a person has and their ability to apply all of them to perform their work.
<b>First Aid:</b>	Immediate assistance provided to a person (or persons) suffering injury or ill-health before the arrival of medical services. or addressing minor injuries or ill health where medical treatment is not required.
<b>First-aider:</b>	An employee trained by the entity and licensed to perform first aid.
<b>Workplace:</b>	A place that the entity allocates for the performance of the work. This term shall also include the employees' resting

places, their accommodation and similar places that the entity allocates to employees.

<b>First Aid Facilities:</b>	Include first aid box, first aid equipment, first aid room/medical room.
<b>Medical Services:</b>	A healthcare related service provided by qualified medical personnel.
<b>Manufacturer's Manual:</b>	The instructions, procedures and recommendations provided by the manufacturer to ensure the safe operation, maintenance and repair of the equipment.

## 4 Responsibilities

### 4.1 Entity Responsibilities

- Undertake a first aid risk assessment as part of the planning processes.
- Identify the type and quantity of first aid equipment and/or facilities required at the workplace.
- Identify the number of first-aiders required at their workplace.
- Identify what type of training first-aiders must undertake and organise for this training, including refresher training, at no cost to the first-aiders.
- Provide information instruction, supervision and training to the employees on the first aid arrangements at the workplace.
- Provide resources for the implementation of first aid requirements.

### 4.2 Employee Responsibilities

- Not endanger themselves or others.
- First-aiders must ensure that they do not exceed the limits of their training when providing first aid and record and report any treatment provided to the person requiring first aid.
- Cooperate with the entity and receive safety information, instruction, supervision and training.

## 5 Requirements

The entity shall make provision for first aid facilities in the workplace, the arrangements required will depend on the size, distribution of employees, and specific risks of the place of work. Work activities involve different risks and have different requirements for first aid facilities.

### 5.1 Risk Assessment

Each entity shall undertake a risk assessment to ensure that the first aid measures introduced are adequate for a particular workplace.

When undertaking a first aid risk assessment, the entity should take into account the following factors, including but not limited to:

- The number of employees.
- The size of the workplace and distribution of employees.
- Workplace activities and workplace risks.
- Access to, or proximity of, emergency medical services.
- Lone workers - working away from the entity workplace or in isolated locations.
- Employees with specific medical conditions that may require immediate first aid, and external medical services.

Some workplaces might have different hazard areas. An office could be considered to have low level hazards, and a laboratory, could be considered high risk. Therefore, the provision of first aid must take into account these differences.

Further information on risk assessment can be found in OSHJ-CoP-01: Risk Management and Control.

## 5.2 First Aid Facilities

### 5.2.1 First Aid Box

The entity must provide first aid boxes for each workplace location. The number of first aid boxes depends on the location and the number of employees at the workplace.

The number of first aid boxes and the content of each first aid box shall be dependent on the findings of the first aid risk assessment, however as a minimum there should be 1 first aid box per 100 employees (Federal Decree Law No. 33 of 2021 Regarding the Regulation of Employment Relationship and its amendments, 'UAE Labour law').

A first aid box should at a minimum, include:

- Individually wrapped sterile plasters of assorted sizes appropriate to the type of work.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Medical scissors.
- Two large, individually wrapped, sterile, unmedicated wound dressings.
- Six medium-sized, individually wrapped, sterile, unmedicated wound dressings.
- At least five disposable masks.
- At least five pairs disposable gloves.
- Resuscitation face shield.
- Hand sanitiser, alcohol based.
- A leaflet giving general guidance on first aid.

The entity is responsible for ensuring that the contents of the first aid box(es) are sufficient for the workplace and take account of any special risks, such as hazardous materials and substances that may be present in the workplace.

Medication should **not** be kept in the first aid box, including tablets that can be bought over the counter, as some employees could have allergies to certain medication.

It is important that the content of the first aid box is regularly checked for supplies and expiry dates in the items in the box.

It is preferable that the first aid box is placed either near the first-aider or in a prominent location, where it is clearly visible.

The first aid box should be stored in appropriate climate and temperature conditions. to avoid premature expiry of its content.

### 5.2.2 Automated External Defibrillator

It is recommended that the entity establish an automated external defibrillator program and install automated external defibrillator to manage sudden cardiac arrest in the workplace. This should be based on risk assessment findings and/or as mandated by relevant authorities.

Where an automated external defibrillator is provided, the entity shall ensure the following, including, but not limited to:

- First-aiders must be trained in the use of an automated external defibrillator.
- The automated external defibrillator must be placed in prominent areas accessible to the trained personnel/first-aiders.
- Manufacturer's manual must be followed for inspection, maintenance and use.

### 5.2.3 First Aid Room

As a minimum the entity must have a first aid room if they have 250 or more employees (UAE Labour Law No 8 of 1980, Article 96), however the risk assessment could identify that a first aid room is required even when the entity does not have 250 employees.

A first aid room shall be provided with the following, including but not limited to:

- A medical couch with waterproof protection and clean pillows and blankets and a disposable paper couch roll.
- A sink with hot and cold running water.
- Soap.
- Disposable towels or an air dryer.
- Hand sanitisers.
- Drinking water with disposable cups.
- A stocked first aid kit, appropriate to the workplace.
- Name, location and contact details of first-aiders.

- Foot operated refuse containers or containers suitable for clinical waste lined with disposable, yellow clinical waste bags.
- A telephone or other communication equipment.
- A record book for recording incidents attended by a first-aider.

If a first aid room is provided, the entity shall ensure that:

- It is regularly cleaned and inspected.
- The items in the room are checked for quantity and expiry date.
- It is fully stocked.

### 5.3 First-aiders

A first-aider is someone who has been appointed by the entity to undertake first aid duties and has been trained in first aid. The level of training and the number of first-aiders will depend on the first aid risk assessment. As a guide, Table 1 provides guidelines on numbers of first-aiders required as a minimum:

Number of Employees	Number of First-aiders Required
Less than 16	One first-aider trained in first aid
17 – 50	Two first-aiders trained in first aid
More than 50	At least two first-aiders trained in first aid for initial 50 and every 100 employees thereafter.

**Table 1: Number of required first-aiders.**

First-aiders must ensure that they do not exceed the limits of their training when providing first aid and record and report any treatment provided to the person requiring first aid.

#### 5.3.1 First Aid Training

The entity shall ensure first-aiders have a valid certificate of training issued from a recognised training provider.

A first aid training course shall be delivered in languages and in a format that employees understand and at a minimum, provides basic lifesaving first aid skills, including but not limited to:

- Cardiopulmonary resuscitation (CPR).
- Use of an automated external defibrillator.
- Burns and scalds.
- Choking.
- Communication and casualty care.
- Defibrillator prompts and how to respond.
- Defibrillator pad placement.

- Minor and severe bleeding.
- Role of the first-aider.
- Seizures.
- Shock.
- Unresponsive person.
- Allergic reaction.
- Asthma.
- Bone, muscle and joint injuries.
- Chest pains.
- Eye injuries.
- Fainting.
- Head injuries.
- Low blood sugar.
- Managing an emergency.
- Poisons and what to do if someone has been poisoned.
- Spinal injuries.
- Stroke.
- Heat related illnesses.

Training shall be refreshed.

- Upon expiry of the training certificate issued by the training provider. or
- As a minimum within 2 years of issue of the training certificate.

The entity must record and maintain accurate training records of first aid training provided to employees.

Further information on training can be found in OSHJ-GL-08: Training and Competence.

## 5.4 Record Keeping

Documented records shall be retained for the following:

- First aid training.
- First aid risk assessment.
- Names and contact details of first-aiders.
- First aid treatment cases.
- Medical emergency cases.



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## 6 References

OSHJ-CoP-01: Risk Management and Control

OSHJ-GL-08: Training and Competence

UAE Labor Law No 33 of 2021

## 7 Document Amendment Record

<b>TITLE</b>	First Aid at Work		
<b>DOCUMENT AMENDMENT RECORD</b>			
<b>Version</b>	<b>Revision Date</b>	<b>Amendment Details</b>	<b>Pages Affected</b>
1	15-SEP-2021	New Document	N/A
2	24 June 2024	Change to the guideline code (OSHJ-GL-26 to OSHJ-GL-08)	8
2	24 June 2024	Risk Register Added	15
2	24 June 2024	Checklist Added	18,19

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## **APPENDIX 1. Example First Aid and Medical Emergency Treatment Form**

### Appendix 1: Example First Aid and Medical Emergency Treatment Form

Details of Person Affected by Injury or Ill health			
Name	Position	Telephone No.	Emirates ID

Incident Information			
Type of Incident (tick the box that applies)	First Aid <input type="checkbox"/>	Medical Treatment <input type="checkbox"/>	
Date of Incident		Time of Incident	
Place of Incident			
Brief Description of Injury or Ill health			
Description of How the Injury or Ill health occurred			
Treatment Provided, Including Treatment Provided by Medical Services			
Any Follow-up Treatment Required			
First Aider: or Medical Treatment Provider:	Name:	Signature:	Date:

## **APPENDIX 2. Risk Register**

Some manuals within Sharjah Occupational Safety and Health System include a sample risk register as an advisory document that entities can emulate. The examples listed in this sample may not be directly applicable to every entity; however, they serve as illustrative cases to enhance understanding of the methods used to evaluate activities within the entity, potential risks, and possible consequences. The sample demonstrates how to assess risks by calculating their likelihood and consequences.

Some manuals present this sample to emphasize the importance of risk monitoring, evaluation, and the implementation of appropriate control measures. It is unacceptable for an auditor from the Prevention and Safety Authority to find any entity engaging in hazardous activities without a thorough risk assessment process. We can anticipate and prevent workplace risks, and the risk monitoring process is not complex. Therefore, this appendix aims to provide a sample that aids in the monitoring, evaluation, and implementation of control measures, monitoring residual risks, and defining tasks and responsibilities for managing hazards.

Every government entity or private establishment has its unique nature of work and environment, which contain risks specific to its operations. Hence, each entity should develop its monitoring procedures based on this appendix. We can develop more detailed assessment tools beyond what this sample presents. As stipulated by Executive Council Resolution No. (15) of 2021 regarding the Sharjah Occupational Safety and Health System, employers are required to identify all foreseeable workplace hazards, assess the risk of injury or illness to workers, and implement consistent preventive measures to ensure workers' safety, health, and well-being. The same resolution also holds employers responsible for their employees, contractors, visitors, and anyone affected by the employer's activities. Therefore, this sample recommends including these individuals in the risk assessment process.

Activity/task	Dangers	Consequences	Existing control measures	Risk			Additional control measures	Residual risks			Executing person	Administrator: Date:
				L	C	R		L	C	R-R		
Providing First Aid	Incompetence in First Aid	Treatment delays or increased injury	-	[1-5]	[1-5]	L x C	Regular updates and training on first aid skills	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]
Handling Emergency Incidents	Delayed emergency response	Worsening injuries or emergencies	-	[1-5]	[1-5]	L x C	Implementation of more efficient emergency protocols	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]
Checking Validity of First Aid Equipment	Use of expired materials	Ineffective treatment	-	[1-5]	[1-5]	L x C	Regular checks and updates of first aid supplies	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]
Managing Psychological Trauma	Psychological impact after accidents	Deterioration of employees' psychological condition	-	[1-5]	[1-5]	L x C	Strengthening mental health support and resources	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]
Burn Treatment	Improper handling of burns	Worsening of injuries or infection	-	[1-5]	[1-5]	L x C	Improved training and provision of burn care materials	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]
Responding to Heart Attacks	Delayed response to heart attacks	Risk of death or serious injuries	-	[1-5]	[1-5]	L x C	Regular AED checks and CPR training	[1-5]	[1-5]	Existing control measures – risk (R) = residual risk (R-R)	-	[Date]

### **APPENDIX 3. Checklist**



The checklist is used by Prevention and Safety Authority to monitor compliance levels during audit and inspection operations; it is not intended for use by government entities or private establishments.

Every code of practice or guideline published by the Prevention and Safety Authority within the Sharjah occupational safety and health system contains requirements that employers in the Emirate of Sharjah must comply with. Each manual includes an inspection checklist that summarizes the essential items used by the SPSA auditor to verify that government entities or private establishments comply with the manual's requirements. Auditors can add additional essential items as necessary. The inspection checklist also includes a manual reference for each essential item, as well as a sample of acceptable compliance evidence for each item. The SPSA's auditor may request additional compliance evidence based on the item's condition, as well as the severity and potential impact of non-compliance.

The SPSA's auditor uses the inspection checklist to provide a comprehensive report on the entity's status. We will use the same checklist to monitor manual standard violations. Non-compliance with these standards constitutes a violation of Executive Council Resolution No. 15 of 2021 regarding the Sharjah Occupational Safety and Health System. If the SPSA's auditor detects non-compliance, they can issue violations based on the approved violation list.

In this manual, the SPSA provides information and standards that employers conducting activities in the Emirate of Sharjah must adhere to. This is to ensure the safety of workers, property, and the environment. Adhering to the requirements of this manual helps improve the level of occupational safety and health at the workplace, and it shields private establishments from potential violations or financial penalties for non-compliance.

The Emirate of Sharjah's Executive Council Resolution stipulates that employers must exercise due diligence to ensure the safety and health of workers, contractors, visitors, and all those affected by the employer's activities. To avoid non-compliance, employers must ensure adherence to the Sharjah Occupational Safety and Health System requirements. Entities should develop their procedures and inspection checklists according to their activities, nature of work, and risk level.

Depending on recorded or reported incidents, and as necessary, the SPSA may amend the requirements in this manual. As a result, the attached inspection checklist may change. Occupational safety and health practitioners must stay up-to-date on published standards and any changes to the inspection checklist attached to each manual.

### Audit/Inspection Checklist

<b>Code Title</b>	First aid at work	<b>Code No.</b>	OSHJ-CoP-16	<b>Rev. No.</b>	2.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a sufficient number of first aid boxes?	5.2.1: First Aid Box	<ul style="list-style-type: none"> <li>Check for one first aid box for every 100 employees</li> </ul>
2	Does the first aid box contain any medications?	5.2.1: First Aid Box	<ul style="list-style-type: none"> <li>Check the availability of any medications in the first aid box</li> </ul>
3	Is the item list for the first aid box available and items are not expired?	5.2.1: First Aid Box	<ul style="list-style-type: none"> <li>First aid box item list for each first aid box</li> <li>No expired items</li> </ul>
4	Are the first aiders trained in the use of AED, If AED is available?	5.2.2: Automated External Defibrillator	<ul style="list-style-type: none"> <li>First aider training certificate</li> </ul>
5	Is there a first aid room available, if employees equal or more than 250?	5.2.3: First Aid Room	<ul style="list-style-type: none"> <li>Visual verification and interview</li> </ul>
6	Are the first aid room sufficiently stocked, If available?	5.2.3: First Aid Room	<ul style="list-style-type: none"> <li>check if all medical room specifications implemented</li> </ul>
7	Are there sufficient number of first aiders in each shift?	5.3: First Aider	<ul style="list-style-type: none"> <li>Check following number of first aider available as a minimum in work shifts:</li> <li>Less than 16 employees: One first-aider trained in first aid</li> <li>17 – 50 employees: Two first-aiders trained in first aid</li> <li>More than 50 employees: At least two first-aiders trained in</li> </ul>

Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
			first aid for initial 50 and every 100 employees thereafter.
8	Does the first aiders possess valid training certificates?	5.3.1: First Aid Training, 5.4: Record Keeping	<ul style="list-style-type: none"> <li>– Check the certificates of the first aiders</li> </ul>
9	Are the first aider's name, contact details displayed and recorded?	5.4: Record Keeping	<ul style="list-style-type: none"> <li>– Check for the first aider list displayed in the prominent places.</li> <li>– Check entity record for list of trained first aiders.</li> </ul>
10	Are the first aid cases and medical emergency recorded?	5.4: Record Keeping	<ul style="list-style-type: none"> <li>– Check first aid case reporting procedures.</li> <li>– Check first aid cases records.</li> </ul>