



BRUNEI DARUSSALAM RED CRESCENT SOCIETY

**COMMERCIAL FIRST**



**ACADEMY**  
BRUNEI RED CRESCENT



**ACADEMY**  
BRUNEI RED CRESCENT

**EVERYONE HAS THE RIGHT TO LEARN**

**FIRST AID**



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ڪصيتن. دان عالم سڪيتر  
Safety, Health and Environment  
National Authority

# BRUNEI DARUSSALAM LAWS

WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

**INDUSTRY GUIDANCE NOTE (IGN) ON FIRST AID REQUIREMENTS IN THE WORKPLACE**

PROVIDE FIRST AID REQUIREMENTS UNDER THE WSH  
(FIRST-AID) REGULATIONS, 2021 AS WELL AS SOME  
RECOMMENDATIONS TO ESTABLISH  
GOOD PRACTICES OF FIRSAID IN THE WORKPLACE.

*To supplement section 82 of the Employment Order, 2009*



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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### RESPONSIBILITIES OF EMPLOYER OR OCCUPIER OF THE WORKPLACE



**PROVIDE & MAINTAIN FIRST-AID BOXES**



**PROVIDE & MAINTAIN FIRST-AID ROOM (> 100 PERSONS)**



**APPOINT A TRAINED FIRST-AIDER**



**PROVIDE AND PROPERLY MAINTAIN SUITABLE FACILITIES FOR EMERGENCY TREATMENT WITHIN THE WORK AREA**



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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST AID BOX (REGULATION 4)



- Sufficient number of first-aid boxes must be provided to:
  - All workplaces.
  - Each floor of a workplace building.



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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST AID BOX (REGULATION 4)

- Every first-aid box provided need to be:
  - Adequately **equipped**;
  - Properly **maintained**;
  - Frequently **checked**;
  - **Clearly identified**;
  - Placed at a **well-lit & accessible location**; and
  - Put **under the care of trained first-aider** appointed by Occupier;





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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST AIDERS (REGULATION 5)

- Workplaces with **more than 25 workers**, including workplaces that have shift work schedule

Table 1: Ratio of first-aider to the number of employees

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



- Workplaces dealing with **machinery, equipment or hazardous substances** specified in the Fifth Schedule to the WSHO, 2009, at least 1 first-aider even though less than 25 employees



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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST AIDERS (REGULATION 5)

- First aiders to **obtain Occupational First-Aid Training** from SHENA's Approved Training Provider (ATP)
- **Refresher training to first-aiders is required** upon expiry of certificate
- **Maximum of 3 Years of Validity**

First-Aider requires to maintain the skills required to perform first aid and this can be tested from the participation in several **emergency drills** scheduled during the validity period

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





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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST AIDERS (REGULATION 5)

- 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.
- SHENA is also in the process of aligning the module syllabus for **Occupational First Aid** Course in Brunei Darussalam

Further inquiries

[info@shena.gov.bn](mailto:info@shena.gov.bn)

[wshapplication@shena.gov.bn](mailto:wshapplication@shena.gov.bn)



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# BRUNEI DARUSSALAM LAWS

## WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS 2021

### PROVISION OF FIRST ROOM (REGULATION 6)



- **First aid room** to be provided and maintained for a workplace with **more than 100 persons** at work.



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# **AUTHORISED**

OCCUPATIONAL FIRST AID COURSE (OFAC)  
ACCREDITED AND CERTIFIED TRAINING PROVIDER



**ACADEMY**  
BRUNEI RED CRESCENT



BRUNEI DARUSSALAM RED CRESCENT SOCIETY



## OCCUPATIONAL FIRST AID COURSE

BRC ACADEMY DEVELOPED OFAC MODULE AND SYLABUS IN RELEVANT TO THE GOOD PRACTICE GUIDE ISSUED BY **THE GLOBAL FIRST AID REFERENCE CENTRE (GFARC) AIMS AT PROVIDING ADVICE AND RECOMMENDATIONS** TO NATIONAL SOCIETIES AND REGIONAL OFFICES OF THE INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES (IFRC).

WE TAKES INTO ACCOUNT OF THE EXISTENCE OF DIFFERENT CONTEXTS IN BRUNEI DARUSSALAM IN ACCORDANCE TO WORKPLACE SAFETY AND HEALTHG (FIRST AID) REGULATIONS TO **SET HIGH STANDARD AND QUALITY OF FIRST AID EDUCATION.**



## OCCUPATIONAL FIRST AID COURSE

BRC BELIEVE FIRST AID IS A VITAL INITIAL STEP FOR PROVIDING AN EFFECTIVE AND RAPID **INTERVENTION THAT CAN HELP REDUCE INJURY AND SUFFERING AND IMPROVE THE CHANCES OF SURVIVAL. TAKING IMMEDIATE ACTION AND APPLYING APPROPRIATE FIRST AID MEASURES MAKES A DIFFERENCE. HAVING HIGH-QUALITY, EVIDENCE-BASED FIRST AID EDUCATION** AVAILABLE TO PEOPLE WORLDWIDE CONTRIBUTES TO BUILDING SAFER AND HEALTHIER COMMUNITIES BY PREVENTING AND REDUCING RISKS

IN DAILY EMERGENCY, DISASTER AND CRISIS SITUATIONS. **FIRST AID IS PART OF A COMMON VISION: TO INSPIRE, ENCOURAGE, FACILITATE AND PROMOTE HUMANITARIAN ACTIVITIES BY ALLEVIATING HUMAN SUFFERING AND RESPECTING HUMAN DIGNITY.** WE BELIEVE EVERYONE HAS THE POTENTIAL TO SAVE LIVES. FIRST AID EDUCATION AND SERVICES ARE ESSENTIAL TOOLS FOR ACHIEVING THESE GOALS.



# OCCUPATIONAL FIRST AID COURSE

FIRST AID EDUCATION MODALITIES SHOULD BE ADAPTED TO THE LEARNER TO ENSURE THAT IT IS RELEVANT AND ENGAGING. THIS INCLUDES MAKING SURE THAT FOLLOWS THE PRINCIPLES OF FIRST AID EDUCATION:

- **LINKED TO LEARNERS**
- **VARIETY**
- **SIMPLICITY**
- **DISCOVERY**
- **CLARITY**
- **OUTCOME-DRIVEN**

THIS IS TO PROVIDE INSIGHT AND RECOMMENDATIONS ON DIFFERENT APPROACHES. AND, ENCOURAGED TO EXPLORE NEW LEARNING OPTIONS AND TO CREATE EFFECTIVE LEARNING OPPORTUNITIES FOR DIFFERENT AUDIENCES.



# OCCUPATIONAL FIRST AID COURSE

## **LINK TO LEARNERS:**

CONSIDER ALL ASPECTS OF THE LEARNER GROUP (AGE, GENDER, RESPONSIBILITIES, NEEDS ETC).

ADAPT YOUR APPROACH SO IT IS RELEVANT AND BASED ON CONTEXTS THEY RECOGNISE.  
ENSURE THAT SUITABLE SAFEGUARDING PRECAUTIONS ARE IN PLACE.

## **VARIETY:**

USE A VARIETY OF ACTIVITIES TO ENGAGE THE LEARNER, DEVELOP THEIR SKILLS AND CONSTRUCT THEIR KNOWLEDGE.

## **SIMPLICITY:**

RESTRICT CONTENT TO WHAT IS NECESSARY AND KEEP LEARNING MESSAGES SIMPLE:  
LEARNERS

SHOULD NOT BE OVERLOADED WITH CONTENT, TOPICS OR TECHNIQUES THAT THEY ARE UNLIKELY TO COME ACROSS OR WOULD NOT BE ABLE TO USE.



# OCCUPATIONAL FIRST AID COURSE

## **DISCOVERY:**

ALLOW TIME FOR LEARNERS TO EXPLORE AND REFLECT ON WHAT THEY HAVE LEARNED IN ORDER TO DEVELOP THEIR ATTITUDE AND CONFIDENCE TO HELP.

## **CLARITY:**

USE LANGUAGE THAT THE LEARNERS UNDERSTAND AND THAT BUILDS CONFIDENCE. AVOID SCIENTIFIC LANGUAGE OR OVERLY COMPLEX THEORIES.

## **OUTCOME DRIVEN:**

IDENTIFY LEARNER OUTCOMES (SUCH AS KNOWLEDGE AND CONFIDENCE) AND MEASURE HOW THESE CHANGE BETWEEN THE START AND END OF YOUR EDUCATION INTERVENTION.





# OCCUPATIONAL FIRST AID COURSE

## **GOVERNANCE & POLICY**

Good Practice and Code of Conduct

# **BRC BOARD of ACCREDITATION AND CERTIFICATION**



## OFAC – THE MODULE

OCCUPATIONAL FIRST AID COURSE TOPICS INCLUDED IN THE 2020 GUIDELINES SPAN A WIDE VARIETY OF THEMES. THOSE INCLUDED HERE WERE DETERMINED BASED ON THE AVAILABILITY **OF SCIENTIFIC EVIDENCE AND EXPERTISE FROM THE FIELD**, AS WELL AS NEEDS IDENTIFIED BY NATIONAL SOCIETIES.

THE FIRST AID TOPICS ARE ORGANISED BY THEME:

- **GENERAL APPROACH**
- **UNRESPONSIVENESS**
- **BREATHING PROBLEMS**
- **TRAUMA**
- **MEDICAL CONDITIONS**
- **ENVIRONMENTAL**
- **PSYCHOLOGICAL FIRST AID**



## OFAC – THE MODULE

### **1** GENERAL APPROACH

- GENERAL APPROACH
- HAND HYGIENE
- DE-ESCALATION TECHNIQUE FOR VIOLENT BEHAVIOUR
- MEDICATION ADMINISTRATION
- OXYGEN ADMINISTRATION

### **3** BREATHING PROBLEMS

- CHOKING
- BREATHING DIFFICULTIES
- ASTHMA ATTACK
- CROUP

### **2** UNRESPONSIVENESS

- UNRESPONSIVE AND BREATHING NORMALLY
- UNRESPONSIVE AND ABNORMAL BREATHING (ADOLSCENT AND ADULT)
- UNRESPONSIVE AND ABNORMAL BREATHING (BABY AND CHILD)
- UNRESPONSIVE ABNORMAL BREATHING WHEN A DEFIBRILLATOR IS AVAILABLE
- UNRESPONSIVE AND ABNORMAL BREATHING WITH SUSPECTED OPIOID OVERDOSE



## OFAC – THE MODULE

# 4 TRAUMA

- SEVERE BLEEDING
- CHEST AND ABDOMEN INJURIES
- AMPUTATION
- CUTS AND GRAZES
- DENTAL AVULSION
- BLISTER
- BURNS
- FLASH EYE
- FRACTURES SPRAINS AND STRAINS
- SPINAL INJURY
- HEAD INJURY
- ACUTE LOWER BACK PAIN
- MAMMAL BITES
- INSECT BITES OR STINGS
- AQUATIC ANIMAL INJURIES
- SNAKEBITES
- POISONING



## OFAC – THE MODULE

# 5 MEDICAL CONDITIONS

- CHEST PAIN
- STROKE
- ALLERGIC REACTION AND ANAPHYLAXIS
- SHOCK
- DIABETIC EMERGENCY
- SEIZURE
- FEELING FAINT
- FEVER
- ABDOMINAL PAIN
- EMERGENCY CHILDBIRTH
- SORE THROAT
- EARACHE
- HEADACHE
- HICCUPS



## OFAC – THE MODULE

### **6 ENVIRONMENTAL**

- HYPERTHERMIA
- DEHYDRATION
- HYPOTHERMIA
- FROSTBITE
- ALTITUDE SICKNESS
- MOTION SICKNESS
- DROWNING
- DECOMPRESSION ILLNESS
- RADIATION INJURIES

### **7 PSYCHOLOGICAL FIRST AID**

- LOOK LISTEN AND LINK  
METHODOLOGIES
  - **TRAUMATIC EVENT**
  - **SUICIDAL IDEATION**
  - **ACUTE GRIEF**



# OUR FIRST AID COURSE – The Module:

- **BASIC FIRST AID** (BFA - 8 HOURS)
- **BASIC LIFE SUPPORT** (BLS – 8 HOURS)
- **ADVANCE FIRST AID** (BFA + BLS – 16 HOURS)
- **FIRST AID AT WORKPLACE** (FAWC – 16 HOURS)
- **FIRST AID FOR CHILDCARE** (FACC – 16 HOURS)
- **COMMUNITY BASE FIRST AID** (CBFA – 8 HOURS)

# WORKPLACE FIRST AIDER



# RESPONSIBILITIES



# RESPONSIBILITIES OF A 'WORKPLACE' FIRST AIDER:

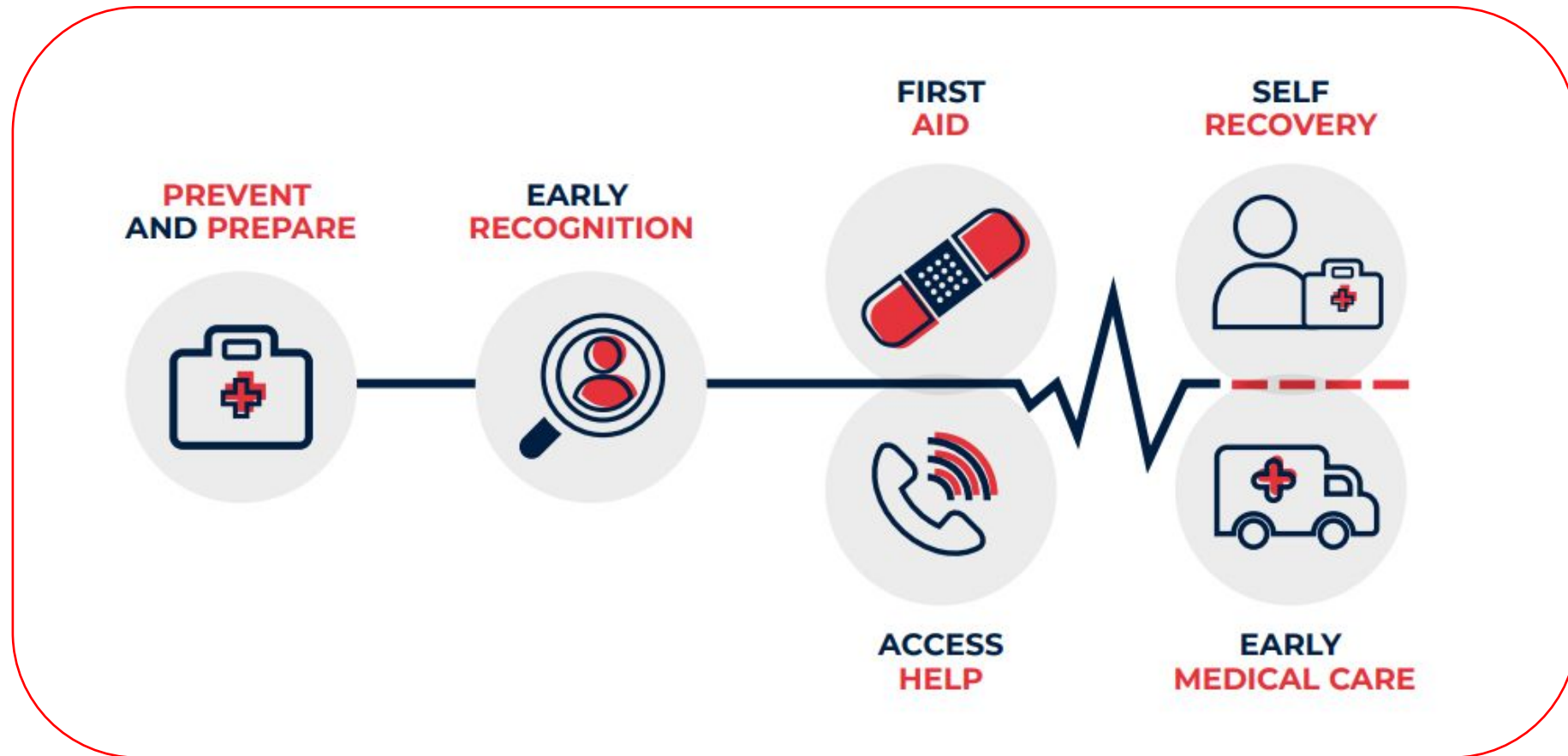
BRUNEI DARUSSALAM WORKPLACE SAFETY AND HEALTH ORDER 2009 REQUIRE EMPLOYERS TO PROVIDE ADEQUATE AND APPROPRIATE FIRST AID EQUIPMENT, FACILITIES AND PEOPLE. TO ENABLE YOUR EMPLOYEES TO BE GIVEN IMMEDIATE HELP IF THEY ARE INJURED OR TAKEN ILL AT WORK.

WHAT IS 'ADEQUATE AND APPROPRIATE' WILL DEPEND ON THE CIRCUMSTANCES IN YOUR WORKPLACE. THE MINIMUM FIRST AID PROVISION ON ANY WORK SITE IS A SUITABLY STOCKED FIRST AID KIT, AND AN 'APPOINTED PERSON' TO TAKE CHARGE OF FIRST AID ARRANGEMENTS. BEING AN 'APPOINTED PERSON' FOR FIRST AID IS A RESPONSIBILITY NOT TO BE UNDERTAKEN LIGHTLY. FIRST AID TRAINING CO-OPERATIVE WOULD RECOMMEND THAT AN 'APPOINTED PERSON' HAS A MINIMAL LEVEL OF FIRST AID TRAINING SUCH AS AN EMERGENCY FIRST AID QUALIFICATION.

THE HEALTH AND SAFETY EXECUTIVE (HSE) STATES THAT IT IS UP TO THE EMPLOYER TO CARRY OUT A FIRST AID HAZARD ASSESSMENT, TO IDENTIFY WHAT THE REQUIREMENTS ARE FOR THEIR SPECIFIC SITUATION.

IT IS IMPORTANT TO REMEMBER THAT ACCIDENTS AND ILLNESS CAN HAPPEN AT ANY TIME. PROVISION FOR FIRST AID NEEDS TO BE AVAILABLE AT ALL TIMES WHEN PEOPLE ARE AT WORK. THESE INCLUDES WHEN DRIVING OR WORKING AWAY FROM SITE. THE HSE EXPECTS THAT EVERY VEHICLE, COMPANY OR PERSONAL, USED BY SOMEONE WHILST AT WORK OR FOR THE PURPOSES OF THE JOB ROLE, CONTAINS A FIRST AID KIT.

# CHAIN OF SURVIVAL



# THANK YOU

SHEKA SEPTEMBER 2024

