



# DUBAI AVIATION CITY CORPORATION OHSE CODE OF PRACTICES



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DACC CODE OF PRACTICE – FIRST AID REQUIREMENTS



FIRST AID REQUIREMENTS  
DACC (DUBAI SOUTH) Code of Practice  
Document Reference No.: DS.OPS.OHSE.OST.05.FA

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## 1.0 INTRODUCTION

- (i) This Code of Practice (CoP) is mandatory to all operational facilities within the Dubai South jurisdiction. This CoP is designed to incorporate requirements set by UAE and other relevant Regulatory authorities. If requirements of this document conflict with requirements set by another regulatory authority, operational facilities are required to follow the more stringent requirement.
- (ii) Operational facilities means the business houses operational in Dubai South such as Offices, Educational Institutions, Medical Facilities, Logistics and Warehouse Facilities, Factories, Recreational Facilities, Multi Store Apartments, Retail Facilities, etc. and all other facilities which are registered under Dubai South Licensing and Registration Department.
- (iii) A duty Holder is defined as;
  - a) the person(s) who owns or is in control, through contact or tenancy, of non-domestic premises;
  - b) With regard to multiple tenanted premises, the duty holder shall be the person who owns or is in control of the building, including access and egress
  - c) All other persons shall cooperate with the with the duty holder to allow them to comply with their duties requirements under this CoP.
- (iv) "First-aid" means – in a case where a person requires treatment from a registered medical practitioner or a registered general nurse, treatment for the purpose of preserving life or minimizing the consequences of injury or illness until the services of a practitioner or nurse are obtained, or in a case of a minor injury which would otherwise receive no treatment or which does not need treatment by a registered medical practitioner or registered general nurse, treatment of that minor injury. First aid does not include the administration of drugs and medication.
- (v) Any medical professional providing services beyond first aid in operational facilities shall have a valid license to practice medicine as required by Dubai Health Authority.
- (vi) Occupational / Emergency First-Aider means a person trained and qualified in Occupational / Emergency First-Aid and the training providers of Occupational / Emergency First-Aider shall be approved by relevant regulatory authorities such as Dubai Corporation for Ambulance Services (DCAS) and Dubai Health Authority (DHA).
- (vii) The role of an Occupational First Aider is to provide immediate, lifesaving, medical care before the arrival of further medical help. This could include performing procedures such as:
  - a) Placing an unconscious casualty into the recovery position
  - b) Performing Cardiopulmonary resuscitation (CPR)
  - c) Using an automated external defibrillator (AED)
  - d) Stopping bleeding using pressure and elevation
  - e) Keeping a fractured limb still
- (viii) The main objective of this CoP is to preserve the life by following "chain of survival concept". This is based on four vital links to save a life;
  - a) Early Access to Emergency services;
  - b) Early cardiopulmonary resuscitation (CPR);
  - c) Early defibrillation;
  - d) Early advanced care.



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## 2.0 TRAINING AND AWARENESS

- (i) Duty Holder shall ensure that OHSE training complies with the requirements of: *DACC OHSERF - Regulations 6 – Competence Management, Training and Awareness*;
- (ii) First- Aider training shall include the following course content but not limited to;
  - a) The Role and Responsibility of an emergency first aider;
  - b) Be in line with risk assessment, scope of activities, services , functions and needs of the work environment;
  - c) Assessing an incident;
  - d) Preventing illness and injury;
  - e) Environmental emergencies;
  - f) CPR (Cardio Pulmonary Resuscitation) – Adult CPR and Child/infant CPR Optional based on type of Occupants in the facility;
  - g) Use of Automated External Defibrillator (AED) and the periodic inspection;
  - h) Personal Hygiene and disposal of medical waste;
  - i) Chocking;
  - j) Heart attack;
  - k) Stroke;
  - l) Minor Injuries;
  - m) Minor Cuts and grazes;
  - n) Burns and scalds;
  - o) Foreign objects;
  - p) Amputations;
  - q) Fracture and Dislocation;
  - r) Seizures;
  - s) Allergic Reaction;
  - t) Spinal Injury;
  - u) Poisoning.
- (iii) Training providers shall ensure the teaching methodology covers Video Demonstrations, Practical and Theoretical briefing, First aiders assessment through practical demonstrations and knowledge questioning (Oral and Written).
- (iv) Operational Facilities and Training provider shall maintain a record of the required training that contains the following:
  - a) Company, name and company employee ID number;
  - b) Emirates ID number / Dubai South ID Pass;
  - c) Topic / subject of training;
  - d) Training provider
  - e) Date of training; and
  - f) Person conducting the training



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### 3.0 REQUIREMENTS

- (i) Duty Holder shall undertake their roles and responsibilities in accordance with the general requirements of *DACC OHSERF – Regulation 5 – Leadership, Roles, Responsibility and Self-Regulation*.
- (ii) Duty Holder shall provide and maintain suitably marked and easily accessible first aid equipment and facilities, as is adequate and appropriate in the circumstances for enabling first-aid to be given to every persons if they are injured or ill at work or premises of operational facility.
- (iii) Duty Holder must ensure that First Aid boxes/Kit shall be conveniently located in each floor of the office building, Operational Vehicles and throughout the work site as needed and suitably secured.

#### Contents of First Aid Box/Kit

Item No	Materials	First Aid Box Contents		
		1-10 Employees	11-25 Employees	26-50 <sup>1</sup> Employees
1	Guidance Card	1	1	1
2	Contents List	1	1	1
3	Adhesive Plasters	40	75	150
4	Sterile Eye pads(No 16) Bandage attached	2	2	4
5	First Aid Cream	1	1	1
6	Calamine Lotion	1 oz	2 oz	2 oz
7	Individually wrapped triangular Bandages	2	6	6
8	Anti-Septic lotion	250 ml	500 ml	500 ml
10	Rescue Breather	-	1	1
11	Safety Pins, assorted sizes	6	6	6
12	Individually wrapped , sterile, undedicated wound dressing medium (no.8) (10×8 cms)	2	2	4



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13	Individually wrapped , sterile, unmediated wound dressing medium (no.9) (13×9 cms)	2	6	8
14	Individually wrapped , sterile, undedicated wound dressing medium (no.3) (28×17.5 cms)	2	3	4
15	Individually wrapped disinfectant wipes	10	20	40
16	Paramedic Shears	1	1	1
17	Pairs of examination gloves	5	10	10
18	Sterile water where there is no clear running water <sup>2</sup>	1×500 mls	2×500 mls	2×500 mls
19	Water based burns dressing small(10×10 cms) <sup>3</sup>	1	1	1
20	Water- based burns dressing large <sup>3</sup>	1	1	1
21	Crepe bandage (7 cm)	1	2	3

<sup>1</sup> - Where more than 50 persons are employed, pro-rata provision shall be made.

<sup>2</sup> - Where main tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers to be provided, container should be discarded once the seal is broken. Eye bath/eye cup/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.

<sup>3</sup> - Where mains tap water is not readily available for cooling the burnt area.

(iv) Operational facilities have more than 250 or more workers , a first- aid room of size 20 sq. meters shall be provided with First Aid box and additional materials as mentioned below must be available with full time competent First aider/DHA Approved Nurse;

- a) A stretcher;
- b) A wheel Chair;
- c) A sink with hot and cold running water;
- d) Drinking water;
- e) Paper towels, soap and nail brushes;
- f) Smooth topped impermeable work spaces;
- g) Clean garments for use by first-aiders;
- h) Clinical thermometer;
- i) One wash bottle;
- j) A couch with pillow and blankets frequently cleaned;
- k) Dressing trolleys
- l) Kidney tray medium size – 2 Nos;
- m) Splints of different size.





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- (v) Duty Holder ensure that the number of occupational first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards, or both, of each such place of work, and Occupational First-Aiders shall take the control of first aid boxes and related equipment's.
- (vi) The number of Occupational first aiders and medical staff to the number of employees / workers/other persons shall be in line with the identified risks and hazards of the workplace environment, the needs of the organization and the employees/persons, and the requirements of other relevant regulatory bodies, but shall conform to the following minimum requirements;

Type of work place	Maximum number of employees at one shift	Number of Occupational First-aiders in each shift
High Risk Activities eg- Manufacturing, food processing, Engineering, Logistics/warehouse operations, Construction, etc.	Up to 25	1
	26-50	2
	Every Additional 50	1
Low Risk activities e.g.- Offices, Shops, etc.	Up to 50	1
	50-100	2
	Every additional 100	1
Note - for requirements related to on duty nurses and medical emergency treatment by physicians, refer to <b>Ministry of Labour Ministerial Decision No. (37/2) of 1982</b> concerning the medical care which Operational facilities are obliged to provide to his workers.		

- (vii) First- aid treatment record book shall be maintained by Operation facilities, which must be kept in a suitable secure place and ensure its confidential nature.
- (viii) Duty Holder shall ensure that first-aid boxes are fully stocked; all related equipment's are in a usable condition and periodic maintenance of First- aid equipment's.
- (ix) The names and updated telephone numbers of the local emergency services and Occupational First- aiders shall be clearly displayed in strategic locations.
- (x) Automated External defibrillators (AED) shall be available in the Operational Facilities; AEDs should be conveniently installed and easily accessible to ensure response time within 3-5 minutes
- (xi) If ambulance response time (for internal or external ambulance services) is greater than 15 minutes for an operational facility that have high hazard activities, the operational facility shall have appropriate medical staff (emergency medical technician (EMT)/paramedic or ambulance nurse) onsite with current Immediate Life Support (ILS) and Basic Trauma Life Support (BTLS) training to ensure a response time of 10 minutes or less.
- (xii) Medical waste management shall be implemented.



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#### 4.0 RECORD KEEPING

- (a) Employee medical surveillance and medical records shall be maintained in accordance with *CoP-DS.OPS.OHSE.WRH.03.MS - Occupational Health Screening and Medical Surveillance*.
- (b) Employee training records shall be maintained in accordance with *Dubai South OHSERF - Regulation 14 – Performance Management* and *Dubai South OHSERF – Regulation 19 – Management Review*.
- (c) Training certificate of First-Aider / Medical staff shall be available.
- (d) First-Aid Log book shall be documented.
- (e) First-Aid Equipment's maintenance records shall be maintained.
- (f) Medical waste disposal receipts must be documented.

#### 5.0 REFERENCES

NO.	DOCUMENT NAME	DOCUMENT NO.
1	Risk Management	DS-OHSERF – Regulation 2
2	Leadership, Roles, Responsibility and Self-Regulation	DS-OHSERF – Regulation 5
3	Competence Management, Training and Awareness	DS-OHSERF – Regulation 6
4	Communication, Consultation and Participation	DS-OHSERF – Regulation 7
5	Document Control and Record Management	DS-OHSERF – Regulation 8
7	Emergency Management	DS-OHSERF – Regulation 13
9	Incident Management	DS-OHSERF – Regulation 15
10	Management Review	DS-OHSERF – Regulation 19
11	General Workplace Amenities	DACC.DS.OPS.OHSE.WRW.01.WA
12	Occupational Health Screening and Medical Surveillance	DACC.DS.OPS.OHSE.WRH.03.MS
13	Waste Management	DACC. DS.OPS.OHSE.ENV.03.WM
14	Labour Law and its Amendments	Federal Law No. (8) of 1980
15	Determination of Preventive Methods and Measures for the Protection of Workers from the Risks of Work	Ministerial Order No. (32), of 1982
16	The Medical Care which the Employer is Obligated to Provide to his Workers	Ministerial Decision No. (37/2) of 1982
17	Dubai Health Authority Guidelines	2016
18	Services and Clients' Service Management Manual of Dubai Corporation for Ambulance Services (DCAS)	DCAS-SEO-300-SCSM
19	Guidelines for First-aid requirement	DM-PH&SD-P4-TG17