Garispanduan Penyediaan Peti Pertologan Cemas (PPC)

1. PPC hendaklah mempunyai kuantiti bahan-bahan pertolongan cemas yang sesuai dan mencukupi. Senarai kandungan PPC yang diperlukan rujuk lampiran 1

2. Setiap rawatan yang diberikan oleh ahli bantu mula yang terlatih perlu direkodkan di dalam borang rekod rawatan (rujuk lampiran 2)

3. PPC hendaklah sentiasa diperiksa secara berkhalayak oleh ahli bantu mula terlatih bagi memastikan kandungan mencukupi. Mana-mana bahan yang kurang hendaklah ditambah dan bahan-bahan yang lupa tarikh atau rosak perlu diganti semula (rujuk lampiran 3)

4. Pastikan PPC diletak di tempat yang mudah dilihat beserta dengan papan tanda. Pamerkan nombor telefon ahli bantu mula yang dipertanggungjawabkan.

*Nota : Merujukan kepada Guidelines On First-Aid In Workplace, Department of Occupational Safety and Health 2004
Recommended Contents of a First-Aid Box

1. 5 Triangular Bandages 130cm X 90cm x 90cm
2. Sterile eye pads
3. Non-sterile 4x4’ gauze pads
4. Sterile 4x4’ gauze pads
5. Sterile 10x10’ gauze pads
6. Elastic bandage
7. 4 Roller bandages 7.5cm
8. 4 Roller bandages 3cm
9. 4 Roller bandages 2.5cm
10. Cold pack compress gel
11. Burn sheet/dressing
12. Pairs of gloves (disposable/non sterile)
13. Stainless steel bandage scissors
14. Adhesive tape
15. Sterile multi-trauma dressing/gauze
16. Alcohol prep pads
17. Krim Antiseptik
18. Cotton buds
19. Barrier divide for CPR (pocket mask, face shield)
20. Elastoplasts/sterile adhesive dressing
21. Safety pin for triangular bandages
22. First aid manual
23. Waterproof waste bag
24. Inventory of box contents (checklist)

*Nota : Merujukan kepada Guidelines On First-Aid In Workplace, Department of Occupational Safety and Health 2004
### Record of Casualty and Treatment given by First-Aider

<table>
<thead>
<tr>
<th>A. Particulars of Company:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name:</td>
<td></td>
</tr>
<tr>
<td>2. Address:</td>
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<tr>
<th>B. Particulars of Casualty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name:</td>
</tr>
<tr>
<td>2. Work unit</td>
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</tbody>
</table>

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<tr>
<th>C. Brief History of Incident:</th>
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<tbody>
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</tbody>
</table>

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<tr>
<th>D. Briefly describe treatment given:</th>
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</thead>
<tbody>
<tr>
<td>[please attach the CSDS if incident involve chemical(s)]</td>
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</tbody>
</table>

<p>| | |</p>
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</table>

*Nota : Merujukan kepada Guidelines On First-Aid In Workplace, Department of Occupational Safety and Health 2004*
Checklist for First-Aid Box
The purpose of this checklist is to check the appropriateness of the contents of a first-aid box. Indicate by ticking (/) the relevant box. Where the answer to the question is “no”, further action may be necessary.

| Comments (if any) |

**1. Location**
- a. Is the first-aid box located in a prominent and accessible position? Yes □ No □
- b. Are employees informed and aware of the location of the first-aid box? Yes □ No □
- c. Do all employees have access to the first-aid box during all work shifts? Yes □ No □

**2. Identifiability**
- a. Can the first-aid box be clearly identified as a first-aid box? Yes □ No □

**3. Contents**
- a. Are the contents appropriate for the likely injuries and illnesses at your workplace? Yes □ No □
- b. Does the first-aid box contain sufficient quantities of each item? Yes □ No □
- c. Is an employee trained in first-aid responsible for maintaining the first-aid box? Yes □ No □
- d. Are the contents appropriately labeled? Yes □ No □
- e. Are the contents within their “use by” dates? Yes □ No □
- f. Are the contents adequately stored? Yes □ No □

**4. Relevant information**
- a. Is there a list of contents provided in the first-aid box? Yes □ No □
- b. Are emergency telephone numbers clearly displayed? Yes □ No □
- c. Are the name, location and extension number of the nearest first-aider clearly indicated? Yes □ No □
- d. Is the CSDS readily available (if chemical hazardous to health is use in the workplace)? Yes □ No □

**5. Training**
- a. Have selected employees received training in the use and maintenance of first-aid box? Yes □ No □

**6. Responsible Person**
- a. Is a person appointed to take charge of first aid arrangements (supervisor). Yes □ No □

*Nota : Merujukan kepada Guidelines On First-Aid In Workplace, Department of Occupational Safety and Health 2004*