

MINISTRY OF MANPOWER

TECHNICAL NOTES

For OCCUPATIONAL FIRST AID COURSE

PART II

Version 4.0

1 Sep 2023

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1. AIM OF THE MOM TECHNICAL NOTES

1.1 The MOM Technical Notes is a document listing the requirements expected of the Learning Service Providers (LSPs), the facilitators, course and facilities suitable for the conduct of the WSH course. It also aims to help facilitate LSPs deliver effective training and conduct competency-based training and assessment.

1.2 The main part of this document contains key information on the **Occupational First Aid Course (OFAC)**, including the course aim, learning objectives, target audience, assumed skills and knowledge, course syllabus, course duration, class size, and facilitator/Learner ratio. It also sets forth guidelines for training delivery and assessment for the course.

1.3 This MOM Technical Notes shall be reviewed on a regular basis and or whenever it is deemed necessary due to changes in MOM policy and or requirements, training syllabus and or industrial requirements.

2. MOM TECHNICAL NOTES

2.1 LSP Criteria:

- 1 full time Principal/Manager
- 1 full time facilitator & 1 Associate Facilitator
- 2 facilitators per language per course
- bizSAFE Level 3
- Paid up Capital \$5k / \$50K (SOCs)
- ACTA or ACLP or DACE or DDDL
- Advanced Certificate in WSH for worker level courses
- Specialist Diploma in WSH for supervisor and above courses
- 5 years of relevant industry experience
- Any other course specific requirement/s

2.2 LSP Facilities:

- Conduciveness of training facilities
- Safe
- Noise
- Lighting
- Sanitary
- Projection
- Tables/Chairs
- Ventilation
- No training in containers

2.3 Occupational First Aid Course (OFAC) Theory Assessment:

- 40 Minutes- 40 MCQ assessment
- Assessment questions comprise of minimum 40 Multiple Choice Questions (MCQs); 20 questions from Occupational First Aid, 10 questions from CPR and 10 questions from AED.
- A closed book assessment
- Each centre should have 2 sets of MCQs and assessors shall alternate the assessment question sets.
- Assessment must be conducted strictly in accordance with the assessment plan. In particular, each learner must complete all the assessment requirements in the time allocated.
- A judgment on the competency of the learner must only be made based on the evidence gathered. The evidence for each of the assessment instrument is given in the suggested response to the Written Test (WT) and the checklist accompanying the Practical Performance (PP), Role Play (RP) and Case Study (CS).
- All assessment outcomes must be accurately recorded in the assessment summary record form.
- Assessment outcome must be conveyed to the learner at the end of the assessment. Learner must acknowledge the assessment outcome and both the assessor and learner counter-sign on the assessment record form.
- Assessment papers are to be issued in accordance to the course language registered for only. No mix language assessment is permitted.
- Learners must pass all the theory, practical and oral examinations; minimum scoring for written test is 70% to pass.
- The number of attempts a candidate is allowed to be assessed in the written assessment is ONE. The candidate certified "NOT YET COMPETENT" after the assessment, the candidate must be re-coursed.
- Facilitator for class is not allowed to be the assessor for the assessment (same class).
- Assessors to Learners ratio is 1: 18 for theory
- A safety pass/ card shall be issued to each learner who passes the assessment, by the LSP.
- The issuance of the safety pass/card/certificate must adhere to the standard MOM Safety Certificate/Pass/Card template.
- All training records must be kept by LSP for period of no less than 2 years for audit purpose.

2.4 Checklist for LSPs:

- URA approved use of venue: Commercial School (theory only) or Industrial Training (theory and practical)
- Facilitators to be approved by authority by course, language and

- venue
- Updated register of all facilitators by course, language and venue
- Facilitator certification: Advanced Certificate/Specialist Diploma in WSH for worker/supervisor & above courses
- Course information including cancellation and refund policy must be available to public
- Accountability for all test question sets produced / destroyed
- Guidelines for assessors
- Code of conduct for Assessors
- Register to show production, issuance and destruction of safety certificates/pass/card
- All safety certificates/safety pass/card to be issued by LSPs to Learners no later than one month from assessment date
- End of course evaluation for each course
- LSPs to have copy of the MOM Technical Notes Part I and Part II, LSPSOP/s and any other MOM stipulated requirements for compliance.

3. OFAC

- 3.1. The OFAC is a mandatory training course for Occupational First Aiders. The aim of the course is to train individuals to render first aid treatment to the casualty during an emergency or accident at the workplace.
- 3.2. Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Reg 4) Reg. 5 stipulates that “every person appointed as a first-aiders shall (a) have successfully completed a training course acceptable to the Commissioner; and (b) undergo such subsequent re-training in first-aid treatment as the Commissioner may require”.

4. OVERVIEW OF THE COURSE REQUIREMENTS

4.1. Learning objectives for OFAC:

- Explain the duties and responsibilities of First Aider
- List the legal requirements under Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Reg 4) Reg. 5 (2) for the workplace
- Check and pack contents of First Aid Box
- Apply first aid to accident victims in the workplace
- Manage a medical emergency at the workplace
- Manage victims of *hazardous chemicals exposure
- Identify common workplace accidents requiring first aid treatment

*The Risk Assessment/Management process should consider the management of infectious disease outbreak, employees' health (including mental well-being)

and terrorist threats. Training Provider should take reference from the 3rd revision of the Code of Practice on Risk Management.

- 4.2. Target audience: Any individuals with interest in first aid or has been assigned a WSH-related role in the company. Must be physically fit and able to render help to another individual during an emergency
- 4.3. Assumed skills and knowledge: ESS Workplace literacy and numeracy Level 5 and above.
- 4.4. Course Reference Matrix: See Annex A
- 4.5. Course duration:
Main Course - 23 ½ hours including 2 hours 40mins of assessment
Refresher Course – 17 ½ hours including 2 hours 40mins of assessment.
- 4.6. Maximum class size: 18 Learners for course
- 4.7. Recommended facilitator/learner ratio:
 - Lecture = 1:18
 - Practice on manikin = 1:6
- 4.8. Course attendance: Learner must achieve 75% attendance for entire course, CPR + AED must achieve 100% attendance.
- 4.9. LSPs shall conduct OFAC main course or refresher course as one complete course comprising Occupational First Aid (OFA) training and the Cardiopulmonary Resuscitation-Automated External Defibrillator (CPR-AED) training. The validity for CPR + AED and OFA is 2 years.

5. TRAINING DELIVERY ADVICE

5.1. Facilitator's guide and Learners' workbook/handouts

5.1.1 In order to deliver more effective instruction and ensure consistency in training, a copy of the facilitator's guide should be prepared. The facilitator's guide provides the facilitator with information on the course including:

- Course aim
- Learning objectives
- Target audience
- Assumed skills and knowledge

- Course duration
- Class size and facilitator/Learner ratio
- Lesson plan
- Course contents and instructional materials according to the course requirements
- Training methodologies
- Areas of focus/emphasis for each slide / topic
- Training resource requirements
- Course administration instruction

5.1.2 The LSP shall facilitate the learning process by providing each Learner with an Aide-Memoire to summarize (with illustrations, where possible) key learning points of all the topics covered in the syllabus. This may be in the form of drawings/illustrations rather than words.

5.1.3 The LSP is required to prepare and submit a course reference matrix (see Annex A) for the coverage of the course contents with respect to the training slides and the practical assessment modes. This is to facilitate cross reference checks between topics and the training slides on the topics.

5.1.4 It is the responsibility of the LSP to ensure that no part of the materials used for the training infringe on patent, design, copyright and intellectual property rights of any individual or organization.

5.1.5 The LSP shall retain an updated version of the training course syllabus, lesson plan, facilitator's guide and aide-memoire at all times for audit and verification by SAC appointed auditors.

5.2. Training Methodology

5.2.1 Knowledge

The knowledge component for the OFAC is best taught in the classroom with supporting aids such as slides, videos and pictures. A manikin would also be helpful in pointing out the key anatomy of the body and during demonstrations.

5.2.2 Skills

There are six essential skill sets required for the OFAC in order to apply first aid at the workplace. At the end of the training, learners must be competent in each of the six skills listed. The focus is to

correctly identify the patient's condition and apply first aid immediately to save life or stabilize the situation. These skills must be demonstrated and practiced during the course

- Handling and transportation of an injured person (1 and 2-man technique)
- Cardio-pulmonary resuscitation (CPR) & the use of Automated External Defibrillator (AED)
- Dealing with breathing difficulties and unconsciousness
- Management of wounds and bleeding
- Stabilizing a fracture injury
- Management of burns

5.2.3 Attribute

The key attribute in this occupational first aid training is saving lives. To do this the following behavioral traits should be encouraged during the course:

- Recognize an unsafe situation at work
- Respond immediately to a cry for help
- Act swiftly and think calmly in times of emergencies

5.3. Training Centre Requirements for the Delivery of AED

5.3.1 The OFAC comprises CPR / AED portion that is recognized by the National Resuscitation Council (NRC).

5.3.2 LSPs are needed to fulfill all training centre requirements of NRC and seek accreditation from NRC prior to applying for MOM's accreditation. External Reference: Guidelines for Accreditation Of Automated External Defibrillator Training Centre (AED TC).

5.4. Training Venue Requirements

5.4.1 The LSP shall ensure that the classroom used for the training has adequate seating for the class of 18. Seating facilities inclusive of writing tables must be reasonably and comfortably spaced so as to be conducive for the learning process and for the purpose of conducting the assessment.

5.4.2 Classrooms should be equipped with projectors, whiteboards, flipcharts and training equipment relevant to the conduct of the course.

5.4.3 The classroom must have adequate lighting and ventilation.

Emergency exit routes must be clearly marked out and briefed to the course learners at the start of the course.

5.4.4 LSP is to adhere to the conditions stipulated in the MOM Technical Notes Part I and Part II at all times, where applicable. Adequate safety control measures must be undertaken to ensure the safety of the Learners and facilitators during the conduct of the course/training at all times.

5.5. Training Resource Allocation:

Training videos

5.5.1 Manikins with maintenance and service records

5.5.2 Copy of Workplace Safety and Health Act 2006

5.5.3 Copy of WSH (First Aid) Regulations (Cap. 354A, Reg 4)

5.5.4 Photographs/ slides of medical conditions for learning first aid

5.5.5 Case studies relating to workplace accidents

5.5.6 CPR face shield

5.5.7 AED Facilitator's set (1set: 6 Learners)

5.5.8 Evaluation form

5.5.9 First aid equipment

| Item s | Minimum No. |
|--|---|
| Manikin – half or full torsos – with / without indicators | 1 set : 6 Learners |
| Resuscitation masks with one-way valves (for CPR practice) | Masks – 1 set per manikin Valves – 1 set per Learner |
| Sufficient roller bandages of different sizes | 1 set per Learner |
| Sufficient crepe bandages of different sizes | |
| Triangular bandages | |
| Splints- different types and sizes | 1 per pair of Learners |
| Mats and blankets | 1 set : 6 Learners |
| Swabs and gauzes | 1 set per Learner |
| Alcohol swabs | |
| First aid box (Industrial) | 1 |
| Back board-optional | - |

5.6. Total WSH Presentation Slides

Total WSH presentation slides will be issued upon approval of the Training Provider. The materials are provided strictly for the explicit use and guidance of training providers for the conduct of this course. Any other use of the materials or parts thereof, reproduction, publication, distribution, transmission, re-transmission, or storage in a retrieval system in any form, electronic or otherwise, for purposes other than that expressly stated above without the express permission of WSH Council is strictly prohibited.

5.7. Industry Requirements

- MOM/WSH Council officers shall conduct audits with or without notice on WSQ WSH TPs.
- To facilitate marking of the assessment papers, TPs shall install the Automated Marking System (AMS) and its associated hardware.
- The TP personnel who is authorised to use the AMS to scan and mark the test via AMS must also ensure that the assessment results are updated in SSG's Skills Connect system.
- To facilitate uploading of the assessment results, TPs shall install the Automated Marking System (AMS) and its associated hardware.
- The TP personnel who is authorised to use the AMS must also ensure that the assessment results are updated in SSG's TPGateway.
- TPs are to upload the test results to MOM/ WSH Council no later than 5 calendar days after completion of the courses. All errors must be rectified within 24 hours for re-submission of the affected results to MOM/ WSH Council via WSH TRS. This is in addition to the uploading of assessment results to SSG via TPGateway
- Authorities (i.e. MOM/WSH Council) may request from TPs information on the course. TPs are to ensure that the information given to the Authorities are accurate and updated.

Note: For system(s) or requirement(s) administered by the relevant authorities, i.e. MOM/WSH Council, the TP shall fulfil the requirements and follow up with the agencies accordingly.

6. ASSESSMENT ADVICE

6.1. General guidelines for conducting competency-based assessment

- 6.1.1. LSPs are advised to prepare an assessment plan for the course. It will help to determine the competency of the Learner to identify, prevent and if necessary treat casualties by rendering first aid at the workplace. Specifically, the assessment plan must include a practical assessment for the following:
 - Management of wounds and bleeding

- CPR & the proper use of AED
 - Stabilizing a fracture injury
- 6.1.2. The assessment plan is subject to review on an annual basis by the LSP to ensure that Learners are constantly kept current and competent to perform up to the industrial requirements.
- 6.1.3. The assessment plan must be directly related to all the learning objectives determined in the course. It comprises five main parts:
- Overview of the assessment tools and its duration
 - Instructions for the conduct of the assessment
 - Instruments or tools of assessment (Question paper, checklist)
 - Assessment summary record
 - SOP to maintain the confidentiality of the assessment question

6.2. Principles of assessment

Assessment will be fair, valid, reliable and flexible for all Learners without deliberate barriers against the individual.

- **Fair** – Are the assessments criteria clear? Do all the Learners know what to expect from the assessment? Does the assessment disadvantage any Learner? Do the learners have any recourse to appeal?
- **Valid** – Are the assessment methods and tools appropriate and effective in assessing what they claim to assess. Are the evidence collected relevant to the training and demonstrates that the learning outcome has been achieved?
- **Reliability** – Are the results consistent from one assessment to another? Do people have the confidence that the standards are applied consistently from learner to learner and from context to context?
- **Flexibility** – Can the assessment be used for multiple assessments? Are the assessment tools and methods uniform across different approaches and drawing on a range of different methods? Can they be used appropriately to the context, task and individual under assessment?

6.3. Assessment tools and instruments

- 6.3.1. The LSP must conduct written test (compulsory) and use one or more skill-based assessment method such as practical performance, role-play or case study. There are four assessment instruments recommended to LSPs:
- **Written test (WT)** – This method of assessment is quick and the most convenient to conduct. It can be used for a large class and

a wide range of subjects particularly knowledge-based. It can be conducted as a multiple choice questionnaire (MCQ) or an essay format. Learners need to have minimum workplace literary level 4 for the essay format. WT is not recommended for skills assessment.

- Practical Performance (PP) – This method is highly recommended for skills assessment. It can be matched very closely to the actual task to be performed by the individual on the job.
- Role play (RP) – This method of assessment is an alternative to the practical performance. It offers a greater flexibility and more options in terms of the range of responses expected of the Learner.
- Case study (CS) – This method of assessment allows the LSP to use a wide range of real on-site accident cases for training purposes.

6.3.2. The total allocated time for assessment of the OFAC is 2 hours 40min comprising 40min written test and 2 hours practical assessments. (Refer to Annex A for Course Reference Matrix)

6.4. Conduct of assessment

- 6.4.1. Assessment must be conducted strictly in accordance with the assessment plan. In particular, each learner must complete all the assessment requirements in the time allocated.
- 6.4.2. A judgment on the competency of the learner must only be made based on the evidence gathered. The evidence for each of the assessment instrument is given in the suggested response to the WT and the checklist accompanying the PP, RP and CS.

6.5. Recording and reporting of assessment outcome

- 6.5.1. All assessment outcomes must be accurately recorded in the assessment summary record form.
- 6.5.2. Assessment outcome must be conveyed to the learner at the end of the assessment. Learner must acknowledge the assessment outcome and both the assessor and learner counter-sign on the assessment record form.
- 6.5.3. The LSP shall maintain a record of the assessment results for 2 years for inspection by SAC.

6.6. Issuance of “Safety Pass” and the “Certificate of Successful Completion”

- 6.6.1. “Safety Pass/Card” is to be issued, in accordance with the format shown in Annex C, to candidate who is assessed “Competent” in this Competency Unit for the SOC.
- 6.6.2. “Certificate of Successful Completion” is to be issued, in accordance with the format shown in Annex D, to candidate who is assessed “Competent” in this Competency Unit.
- 6.6.3. The issuance of the “Certificate of Successful Completion” is optional for LSPs/TPs who have already issued the “Safety Pass” to candidate who is assessed “Competent” in this Competency Unit.

6.7. Minimum Examination Requirements & Passing Criteria

| S/N | Occupational First Aid course examination | Recommendations | Details |
|-----|--|--|--|
| 1 | Theory examination | Duration: 40 min Minimum of 40 Multiple Choice Questions (MCQs) - 20 : OFA - 10 : CPR - 10 : AED | - Proportion of questions for each topic to be based on the duration allocated in the course. - Each centre should have 2 sets of MCQs. |
| 2 | Practical examination (Bandaging) The examiner should not be the lecturer for the course topic. | 5 min per pax | To cover at least 3 main areas of body: Head, trunk and limbs (to integrate with case scenarios) |
| 3 | Practical examination (CPR+AED) The examiner should not be the instructor for the course. | 10 min per pax | Follow international weightage system Use of one-way resuscitation mask |

| | | | |
|---|-----------------------------------|--|--|
| 4 | Oral examination (case scenarios) | 5 min per pax | 1 – 2 case scenarios |
| 5 | Compulsory passing criteria | Must pass theory, practical and oral examinations. | Passing rate for OFA MCQs = 70% Passing rate for CPR + AED MCQs = 80% * If fail in CPR – AED considered as fail in whole examination and need to retake whole course. If fail theory examination or bandaging practical, need only to retake theory exam or bandaging practical. |

7. FACILITATOR AND ASSESSOR REQUIREMENTS FOR OFAC

A facilitator and assessor of this OFAC course should possess the following:

7.1. For Safety & Health topics: Registered WSH Officer

7.2. For First aid topics:

| S/N | Occupational First Aid Course | To be Conducted by |
|-----|--|--|
| 1 | A) Introduction to Basic Anatomy & Physiology. B) Basic Principles & Practice of First Aid. C) Legislation on First Aid (First aid requirements in factories and other workplaces) | A) Registered Nurse / Doctor / Qualified first aid instructor B) Qualified first aid instructor C) Designated Factory Doctor / Registered Workplace Safety Officer / Occupational Health Nurse with 3 years work experience. |
| 2 | Wounds, Bleeding & Shock. Identification and Management. The Principle and Techniques in applying Bandages | Registered Nurse or Qualified first aid instructor |
| 3 | The Unconscious patient. Asphyxia. Approach and management. Cardio- pulmonary resuscitation and use of AED. | Qualified first aid instructor and NRC accredited Chief Instructor and instructors. |
| 4 | Fractures and soft tissue injuries Fractures – immobilisation & splinting Transportation of wounded. | Registered Nurse or Qualified first aid instructor |
| 5 | Safety & Accident Prevention Industrial Toxicology (Chemical in the workplace) | Designated Factory Doctor / Registered Workplace Safety Officer / Occupational Health Nurse with 3 years work experience. |

| | | |
|---|--|---|
| 6 | Occupational Eye Injuries. Examination of the Eye and Irrigation. Burns and Scalding | Qualified first aid instructor / doctor |
| 7 | Management of Medical Emergencies and Revision | Qualified first aid instructor |
| 8 | Written and Practical Examination | Qualified first aid instructor (assessors for the practical exams cannot be the instructors for that topic) |

- 7.3.** The trainer/assessor must be certified competent and awarded the WSQ Advanced Certificate in Training and Assessment (ACTA) or equivalent qualifications in training or Advanced Certificate in Learning and Performance (ACLP) or Diploma in Adult Continuing Education (DACE) or Diploma in Design and Development of Learning for Performance (DDDLP).
- 7.4.** All trainers/adult educators are required to attain 10 hours (minimum) annually by attending Continuing Professional and Development (CPD) courses conducted by appointed training providers. For more details, refer to Train-the-Trainer (T3) Programme in WSH Council website (www.wshc.sg)
- 7.5.** The trainer for the course is not permitted to be the assessor for the same course learners during the assessment.
- 7.6.** Training Providers are required to fulfill the following requirements:
- Training Providers are required to fulfill the following requirements:
- ISO 29993 certification;
 - bizSAFE Level 3 certification;
 - Blended learning
 - Have developed an SOP to conduct online training and assessment (with online proctoring for supervisor and above courses) when required to do so.
 - For each WSH course, the Training Provider must have at least:
 - a. 1 full time Principal/Director;
 - b. 1 full time WSH Approved Adult Educator/Trainer/Facilitators for each WSH course¹; and
 - c. 2 approved full time/associate Adult Educator/Trainer/Facilitators for each of the language.

Training Providers are to inform the WSH Council when they withdraw their training provider status for any WSH course(s), or have their status suspended or terminated by any authority.

Training Providers are to comply with the instruction by either (i) SkillsFuture Singapore (SSG), Ministry of Manpower (MOM) or the WSH Council to stop conducting any WSH Course(s) when an investigation is ongoing, or a non-compliance is being verified. Further actions would be taken when fraudulent acts or significant non-compliances are established.

8. END OF COURSE EVALUATION AND FEEDBACK

- 8.1.** The LSP shall conduct an end-of-course evaluation after each course, where Learners provide quantitative and qualitative feedback on the course content, duration, training delivery, training materials, training venue, training resources, quality of facilitators and assessors.
- 8.2.** The LSP shall analyze the feedback provided to improve the delivery of the course. Immediate actions shall be taken to address issues with ratings below 3. The actions taken to address issues with a rating of 1 or 2 shall be recorded and kept for audit purpose.

| | | | | |
|------|------|--------------|-----------|-----------|
| 1 | 2 | 3 | 4 | 5 |
| Poor | Fair | Satisfactory | Very Good | Excellent |

9. RELATED WSH LEGISLATIONS, INDUSTRIAL CODE OF PRACTICE AND OTHER REFERENCES (the list is not exhaustive)

- Workplace Safety and Health Act 2006
- WSH (First Aid) Regulations (Cap. 354A, Rg 4)

Annex A

Course Reference Matrix

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|---|----------|------------------|---------------------------------|--|-----------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 1 | Principles and Practice of First Aid a. Definition of first aid b. Aims of first aid c. Responsibilities and duties of first aider d. Universal precautions e. Intro to FA box contents and its uses | 1 hr | 1e | 30 mins | | |
| 2 | First aid Requirements in Factories and Other Workplaces a. Rationale b. Requirements under the Workplace Safety and Health Act - appointment of first aiders - first aider training - first aid box - first aid room c. Requirement under The WSH (First Aid) Regulations - No. of first aid boxes or containers - Content of first aid box - No. of first aiders to be appointed | 1 hr | 2b, c | 30 mins | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|--|-----------------|-------------------------|-------------------------------------|---|---------------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 3 | Wounds, Bleeding & Shock a. Basic anatomy and physiology of the circulatory system b. Types of bleeding i.e. arterial, venous or capillaries c. Management of bleeding from common sites d. Management of shock e. Management of bites and stings f. Types of bandages available g. Principles and techniques in applying bandages h. Practical on bandaging of wounds | 2 hrs | 3b-f + Practical | 1hr | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|---|---|-------------------------|-------------------------------------|---|---------------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 4 | Fractures and Soft Tissue Injuries a. Basic skeleton structure b. Signs and symptoms of fractures, sprains, strains, dislocations c. Management of the common fractures: head, jaw, collarbone, upper limb (upper arm, lower arm hands, fingers), lower limb (thighbone, kneecap, pelvis) and spine d. Management of soft tissue injuries & wounds e. Practicals on: I. bandaging II. splinting for bone III. soft tissue injuries, including bandaging of the eye with use of eye shield IV. triangular bandages V. crepe bandages | 3 hrs - 80 mins (a to d) - 20 mins per pair for each type of bandaging(3 pairs in a group) *if more than 6 trainees, it should be conducted in groups of 6 concurrently | 4b + practical | 3 hrs | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|---|---|-------------------------|-------------------------------------|---|---------------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 5 | Handling and Transportation of the Injured a. Demonstration of transportation techniques (1 - and 2 - man transport techniques) b. Practical on 1 - man transport | 1 hr - 30 mins - 5 mins per pax (based on 6 trainees per group) * if more than 6 trainees, it should be conducted in groups of 6 concurrently. | 5a,b | 1 hr | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|---|--|------------------|---------------------------------|--|-----------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 6 | <p>Cardio - Pulmonary Resuscitation (CPR) & use of AED</p> <p>a. Revision of the anatomy and physiology of the circulatory system with emphasis on the heart</p> <p>b. Chain of survival</p> <p>c. Principles of resuscitation</p> <p>d. Universal precautions (including use of resuscitation mask)</p> <p>e. Resuscitation sequence and techniques for one-man CPR</p> <p>f. AED</p> <p>Introduction on AED, features & Indications</p> <p>Dangers associated with AED operations and safety precaution</p> <p>Chest Preparation</p> <p>Electrode Pad Placement</p> <p>AED procedure and trouble shooting</p> <p>Documentation & Housekeeping</p> <p>g. Practical sessions</p> <p>* ratio of manikin: instructor: trainee = 1:1:6</p> <p>(Minimum 20 mins per trainee and 20 mins of demonstration for AED + CPR)</p> | <p>3 hrs 20 mins</p> <p>- 1 hr (a-f)</p> <p>- 2 hrs 20 mins practical (based on 6 trainees per group)</p> <p>*if more than 6 trainees, it should be conducted in groups of 6 concurrently.</p> | Repeat | 2 hrs 50 mins | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|--|--|-------------------------|---|---|---------------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 7 | Breathing Difficulties a. Anatomy and physiology of respiratory system b. Sign and symptoms c. Management of: choking, fumes inhalation, hyperventilation, asthma, respiratory arrest and drowning. d. Practical on Heimlich Maneuver | 2 hrs - 30 mins (a-c) - 1 hr 30 mins practical: <ul style="list-style-type: none"> • 30 mins demo • 10 mins practice per pax (based on 6 trainees per group) *if more than 6 trainees, it should be conducted in groups of 6 concurrently. | 7 | Breathing Difficulties a. Anatomy and physiology of respiratory system b. Sign and symptoms c. Management of: choking, fumes inhalation, hyperventilation, asthma, respiratory arrest and drowning. d. Practical on Heimlich Maneuver | | |
| 8 | The Unconscious Patient a. Causes & Management: Heat disorders (including heat cramps, heat exhaustion and heat stroke), drowning, electric shock, overcome by gases, fainting, head and neck injuries, fit, hysteria, stroke and diabetic emergencies b. Practical case scenarios | 1 hr 30 mins - 1 hr - 30 mins case scenarios | Summary | 1 hr | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|--|----------|--------------------|---------------------------------|--|-----------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 11 | Industrial Toxicology a. Routes of entry of chemicals b. Importance of SDS c. Situation with hazardous exposure (case scenarios) <ul style="list-style-type: none"> - Accidental release of chemicals - Confined space - Unsafe work practices, including proper use of PPEs d. Rationale for understanding the effects of chemicals on the body e. Simple Preventive Measures <ul style="list-style-type: none"> - Safe work practices - Good personal hygiene - Use personal protective equipment (PPE) - Precautions to take during rescue operations (e.g. in confined spaces) - Simple treatment, including the use of amyl nitrite ampoules, where cyanide is used. | Theory | 1 hr | | | |
| 12 | Safety & Accident Prevention a. General provision under the Workplace Safety and Health Act for safety and accident prevention b. Importance of safe work measures (Video presentation - preferred) c. Common industrial accidents and unsafe work procedures (case studies) d. The role of the first aider in preventing accidents | 1 hr | 10b (safety video) | 30 mins | | |

| APPROVED TRAINING SYLLABUS Occupational First Aid Course (OFAC) | | | | | Coverage of Course Contents – for LSP Inputs (Note: Indicate clearly where the changes are made in accordance with the syllabus) | |
|--|---|-----------------|-------------------------|-------------------------------------|---|---------------------------|
| S/N | Contents | Duration | Refresher Course | Duration of Refresher Course | Indicate slide number e.g. Slide #2 | Mode of Assessment |
| 13 | Management of Medical Emergencies a. Primary survey (DRABC) b. Secondary survey (history, monitor, head to toe examination) c. Emergency action plan <ul style="list-style-type: none"> - communication system - evacuation and transportation plan d. Records and reporting system e. Case scenarios | 1 hr | Repeat | 1 hr | | |
| 14 | REVISION | 1 hr | | 1 hr | | |
| 15 | Written and Practical Examination - Theoretical: 40 mins <ul style="list-style-type: none"> • 20 mins: OFAC • 10 mins: AED • 10 mins: CPR - Practical: 2 hrs (based on 6 trainees per group) <ul style="list-style-type: none"> • 10 mins per pax: AED + CPR • 5 mins per pax: Oral • 5 mins per pax: Bandaging * If more than 6 trainees, it should be conducted in groups of 6 concurrently. | 2 hrs 40 mins | | 2 hrs 40 mins | | |
| | TOTAL HOURS: - based on 6 trainees per group * If more than 6 trainees, it should be conducted in groups of 6 concurrently. | 23 hrs 30 mins | | 17 hrs 30 mins | | |

Declaration by LSP

I hereby declare that all the training materials and related particulars / information given are true and correct nor have I infringed any copyright related issues.

Name of LSP

Name of Applicant

Designation of Applicant

Applicant's Signature

Date

Head/Principal's Signature

Date

Occupational First Aid Course

ASSESSMENT PLAN

Version Control Record

| Version | Effective Date | Changes | Prepared by (Name and Designation) | Name of LSP |
|---------|----------------|---------|---------------------------------------|-------------|
| 1.0 | | | | |

Date of next review:

Table of Contents

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| 3. Instruction for conduct of assessment | |
| 4. Assessment instruments | |
| 5. Assessment record | |

Overview

This document outlines the conduct of assessment for the Occupational First Aid Course (OFAC)

Requirements for Assessor

An assessor of this OFAC course should possess the following:

For Safety & Health topics

- Registered WSH Officer

For First Aid topics

| | OCCUPATIONAL FIRST AID COURSE | To be conducted by: |
|---|--|--|
| 1 | A) Introduction to Basic Anatomy & Physiology. B) Basic Principles & Practice of First Aid. C) Legislation on First Aid (First aid requirements in factories and other workplaces) | A) Registered Nurse / Doctor / Qualified first aid instructor B) Qualified first aid instructor C) Designated Factory Doctor / Registered Workplace Safety Officer / Occupational Health Nurse with 3 years work experience. |
| 2 | Wounds, Bleeding & Shock. Identification and Management. The Principle and Techniques in applying Bandages | Registered Nurse or Qualified first aid instructor |
| 3 | The Unconscious patient. Asphyxia. Approach and management. Cardio-pulmonary resuscitation and use of AED. | Qualified first aid instructor and NRC accredited Chief Instructor and instructors. |
| 4 | Fractures and soft tissue injuries Fractures – immobilisation & splinting Transportation of wounded. | Registered Nurse or Qualified first aid instructor |
| 5 | Safety & Accident Prevention Industrial Toxicology (Chemical in the workplace) | Designated Factory Doctor / Registered Workplace Safety Officer / Occupational Health Nurse with 3 years work experience. |
| 6 | Occupational Eye Injuries. Examination of the Eye and Irrigation. Burns and Scalding | Qualified first aid instructor / doctor |

| | | |
|---|--|---|
| 7 | Management of Medical Emergencies and Revision | Qualified first aid instructor |
| 8 | Written and Practical Examination | Qualified first aid instructor (assessors for the practical exams cannot be the instructors for that topic) |

Note: All assessors should be trained in the Advanced Certificate in Training and Assessment (ACTA).

Conduct of assessment

Assessment must be conducted strictly in accordance with the assessment plan. In particular, each learner must complete all the assessment requirements in the time allocated.

A judgment on the competency of the learner must only be made based on the evidence gathered. The evidence for each of the assessment instrument is given in the suggested response.

Recording and reporting of assessment outcome

All assessment outcomes must be accurately recorded in the assessment summary record form.

Assessment outcome will be communicated to the learner at the end of the assessment.

The record of the assessment result for each learner must be kept for 2 years for inspection by the Authorities

Summary of assessment instrument and duration

| Learning Outcome | Assessment method |
|--|-------------------|
| 1. Explain the duties and responsibilities of First Aider | WT |
| 2. List the legal requirements under the Workplace Safety & Health Act and Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Rg 4) for a workplace Check and pack contents of First Aid Box | WT |
| 3. Apply first aid to accident victims in the workplace | WT PP |
| 4. Manage victims of hazardous chemicals exposure | WT |
| 5. Manage a medical emergency at the workplace | WT PP |
| 6. Identify common workplace accidents requiring first aid treatment | WT |

WT = Written Test; PP= Practical Performance

| S/No | Assessment Instrument | Duration |
|-------|-----------------------|----------|
| AA1. | Written Test Paper | 40 mins |
| AA2. | Practical Performance | 120 mins |
| Total | | 160 mins |

Instruction for conduct of assessment (Written Test)

These instructions concern the use of written test to assess the learner's competence.

| Specification item | Details on specification |
|--|--|
| Learning outcome | 1-6 |
| Duration | 40 min |
| Venue | Classroom |
| Set Up | <ol style="list-style-type: none">1. Classroom setup for 18 learners2. Table & chair for individual seating3. Projector & monitor4. Whiteboard & markers of different colours5. Whiteboard duster6. Blue or black pens7. A4 paper8. Test papers9. Answer sheet |
| Conduct of the Written Test | <ol style="list-style-type: none">1. Brief learners to check if they have been given the right test paper2. Inform learners on the time given for the test.3. Remind them it is close book test. Learners cannot refer to any workbook or discuss among them.4. Learners are allowed to ask the Assessor to explain the question.5. Learners must achieve 60% of paper to be considered competent. |
| Recording the Assessment Result | <ol style="list-style-type: none">1. Record findings and conclusions in the Assessment Record for Written Test under "Comments" column of the Assessment Record.2. Record final marks attained. |
| Feedback | <ol style="list-style-type: none">1. Inform and advise learner on weaknesses and how to overcome such weaknesses.2. Inform learner on the final results of the assessment. |

Instruction for conduct of assessment (Practical Performance)

These guidelines concern assessing the learners through practical performance to verify that the learners are competent.

| Specification item | Details on specification |
|---|---|
| Learning outcome | 3 & 5 |
| Duration | 120 min |
| Venue | Classroom |
| Set Up | <p>Practical Performance is carried out for 2 hours based on 6 trainees per group:</p> <ol style="list-style-type: none">10 min per pax: AED + CPR5 min per pax: Oral5 min per pax: Bandaging <p>If there are more than 6 Learners, it should be conducted in groups of 6 concurrently</p> |
| Conducting Practical Performance | <ol style="list-style-type: none">Learners/learners will be assessed individually for:-<ul style="list-style-type: none">□ Bandaging (covering at least 3 main areas of body: head, trunk and limbs, to integrate with case scenarios);□ CPR+AED (follow international weightage system, use of one-way resuscitation mask).Learners will undergo oral examination based on 1-2 case scenarios.The learner/learner must pass all the components of the practical assessment. Failure in CPR+AED will be considered as fail in whole examination and learner/learner needs to retake whole course. If learner fails bandaging practical, he/she needs only to retake bandaging practical. |
| Recording the assessment results | <ol style="list-style-type: none">Record findings and conclusions in the Assessment Record under "Comments" column.Record any questions asked and the responses given.Record final marks attained. |
| Feedback | <ol style="list-style-type: none">Inform and advise learner on weaknesses and how to overcome such weaknesses.Inform learner on the final results of the assessment. |

ASSESSMENT INSTRUMENTS

- **LSP to insert relevant assessment/test papers and the solutions –**

Assessment Record

| Occupational First Aid Course (OFAC) | |
|---|---------------|
| Approved Assessment Centre: | |
| Learner Name: (As in NRIC/Passport) | |
| NRIC/Passport: | Course Dates: |

| Learning Outcome | Assessment Instrument | | Comments |
|---|-----------------------|----|----------|
| | WT | PP | |
| Explain the duties and responsibilities of First Aider | | | |
| List the legal requirements under the Workplace Safety & Health Act and Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Rg 4) for a workplace | | | |
| Check and pack contents of First Aid Box | | | |
| Apply first aid to accident victims in the workplace | | | |
| Manage victims of hazardous chemicals exposure | | | |
| Manage a medical emergency at the workplace | | | |
| Identify common workplace accidents requiring first aid treatment | | | |
| Marks | | | |

WT = Written Test; PP = Practical Performance

Overall Assessment

The Learner has been assessed as (tick appropriate box):

- ☐ Pass
- ☐ Fail

Assessor's Signature

Name: _____

Date: _____

Feedback on outcome by Assessor/ Feedback by learner:

Annex C

Format of Safety Pass

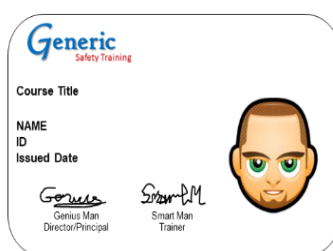
Learning Service Providers are to issue a Safety Pass to workers who have successfully completed and passed the course. Issue of Certificate of Course Completion is Optional.

Do note that the reference below is intended only to present the format of the pass and should not be used as an actual template for direct printing.

Guidelines for the credit card size pass for MOM WSH courses by LSPs

3 $\frac{3}{8}$ × 2 $\frac{1}{8}$ inch (85.60 × 53.98 mm)

Front view



Font Type: Arial
Font size (Course title): Recommended 8pt or larger
Font size (Others): Recommended 6pt or larger
Photo size: 3.1cm X 2.4cm

- Pass should contain no less than the information depicted in the guide
- LSP may use their own reference format for serial number
- ID should be FIN, NRIC Passport Number or any unique official identifier
- Course Venue should reflect address of training centre (not business office, etc) which pass holder attended
- Trainer signature should reflect the trainer that conducted the course

Back view

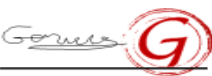
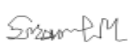
1. Use of card is governed by terms and conditions of < Name of Learning Service Provider>
2. < Name of Learning Service Provider> is certified by <Name of Certification Body> accredited by Singapore Accreditation Body at the date of issuance of the pass
3. This card is not transferrable
4. The course is conducted @ < Course venue>
5. Holder of the card has been certified competent in the <Course Title> on the issued date as indicated in front.
6. This card will expire <xx> years from the date of issue.
7. This card is the property of < Name of Learning Service Provider> and must be returned on request.
8. Card shall be retained if it has been tampered with, misused or replaced.
9. This card is issued by < Name of Learning Service Provider>. If found, please return to < Name of Learning Service Provider>. at <Address of < Name of Learning Service Provider>..
10. For enquiries, please contact < Name of Learning Service Provider>. > at <hotline>

Font Type: Arial
Font size : Recommended 6pt or larger

Annex D

Certificate of Successful Completion

Learning Service Providers are to issue a Safety Pass to workers who have successfully completed and passed the course. Issue of Certificate of Course Completion is Optional.

| | |
|--|--|
| 3 inch 10pt 20pt 10pt 15pt 12pt 10pt 15pt 10pt 12pt 10pt 10pt 1 inch | <Official Logo/Name of LSP> CERTIFICATE OF SUCCESSFUL COMPLETION is awarded to <Name of Trainee> < ID > for successful completion of the <Course Title> < Name of LSP > <small><LSP certified by Name of Certification Body></small> @ < Training venue> from <Training Date/s> Validity: < x Years from last date of course/ NA>  Genius Man Director / Principal Training Division <Name of LSP> / Company Stamp  Smart Man Trainer Training Division <Name of LSP> <small><Name of LSP> UEN: <XXX> <Office Address> Tel: <xxx> Fax: <xxx> Website: <xxx> Email: <xxx></small> |
|--|--|

- Certificate should contain no less than the information depicted in the guide
- LSP may use their own reference format for serial number
- ID should be FIN, NRIC Passport Number or any unique official identifier
- For LSP Course, Course Title should be the corresponding title as indicated in the Ministry of Manpower Technical Note)
- Course Venue should reflect address of training centre (not business office, etc) which pass holder attended
- Certificate should indicate that <<Name of LSP>> is a Learning Service Provider (LSP) certified by <<Name of Certification Body>> for <<Course Title of corresponding course>>
- Trainer signature should reflect the trainer that conducted the course
- Management of safety certificate should be in accordance to the requirements under LSP scheme