

# **MINISTRY OF MANPOWER**

## **TECHNICAL NOTES**

**For**

## **OCCUPATIONAL FIRST AID COURSE**

### **PART II**

**Version 3.0**

**21 Jan 2022**

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### Version History

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1.0	14 Oct 2014	First issue	ICB, WSH Council
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## **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.
- 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.

### **2.5 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 invigilator and assessors
- Code of conduct for Invigilators and 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-aider 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:

- 4.1.1 Explain the duties and responsibilities of First Aider
- 4.1.2 List the legal requirements under Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Reg 4) Reg. 5 (2) for the workplace
- 4.1.3 Check and pack contents of First Aid Box
- 4.1.4 Apply first aid to accident victims in the workplace
- 4.1.5 Manage a medical emergency at the workplace
- 4.1.6 Manage victims of \*hazardous chemicals exposure
- 4.1.7 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 3<sup>rd</sup> 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

<b>Items</b>	<b>Minimum No.</b>
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 WSHC is strictly prohibited.

## 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.

6.1.2 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. 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:

7.1.1 For Safety & Health topics: Registered WSH Officer

7.1.2 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

S/N	Occupational First Aid Course	To be Conducted by
8	Written and Practical Examination	Qualified first aid instructor (assessors for the practical exams cannot be the instructors for that topic)

7.1.3 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).

## 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)

## 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
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) &amp; 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 &amp; 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 &amp; 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"> <li>• 30 mins demo</li> <li>• 10 mins practice per pax</li> </ul> (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"> <li>- Accidental release of chemicals</li> <li>- Confined space</li> <li>- Unsafe work practices, including proper use of PPEs</li> </ul> d. Rationale for understanding the effects of chemicals on the body e. Simple Preventive Measures <ul style="list-style-type: none"> <li>- Safe work practices</li> <li>- Good personal hygiene</li> <li>- Use personal protective equipment (PPE)</li> <li>- Precautions to take during rescue operations (e.g. in confined spaces)</li> </ul> - 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 - 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 • 20 mins: OFAC • 10 mins: AED • 10 mins: CPR - Practical: 2 hrs (based on 6 trainees per group) • 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**

<b>Version</b>	<b>Effective Date</b>	<b>Changes</b>	<b>Prepared by (Name and Designation)</b>	<b>Name of LSP</b>
1.0				

**Date of next review:**

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## 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

	<b>OCCUPATIONAL FIRST AID COURSE</b>	<b>To be conducted by:</b>
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
<b>Learning outcome</b>	1-6
<b>Duration</b>	40 min
<b>Venue</b>	Classroom
<b>Set Up</b>	<ol style="list-style-type: none"><li>1. Classroom setup for 18 learners</li><li>2. Table &amp; chair for individual seating</li><li>3. Projector &amp; monitor</li><li>4. Whiteboard &amp; markers of different colours</li><li>5. Whiteboard duster</li><li>6. Blue or black pens</li><li>7. A4 paper</li><li>8. Test papers</li><li>9. Answer sheet</li></ol>
<b>Conduct of the Written Test</b>	<ol style="list-style-type: none"><li>1. Brief learners to check if they have been given the right test paper</li><li>2. Inform learners on the time given for the test.</li><li>3. Remind them it is close book test. Learners cannot refer to any workbook or discuss among them.</li><li>4. Learners are allowed to ask the Assessor to explain the question.</li><li>5. Learners must achieve 60% of paper to be considered competent.</li></ol>
<b>Recording the Assessment Result</b>	<ol style="list-style-type: none"><li>1. Record findings and conclusions in the Assessment Record for Written Test under "Comments" column of the Assessment Record.</li><li>2. Record final marks attained.</li></ol>
<b>Feedback</b>	<ol style="list-style-type: none"><li>1. Inform and advise learner on weaknesses and how to overcome such weaknesses.</li><li>2. Inform learner on the final results of the assessment.</li></ol>

## 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
<b>Learning outcome</b>	3 & 5
<b>Duration</b>	120 min
<b>Venue</b>	Classroom
<b>Set Up</b>	<p>Practical Performance is carried out for 2 hours based on 6 trainees per group:</p> <ol style="list-style-type: none"> <li>i. 10 min per pax: AED + CPR</li> <li>ii. 5 min per pax: Oral</li> <li>iii. 5 min per pax: Bandaging</li> </ol> <p>If there are more than 6 Learners, it should be conducted in groups of 6 concurrently</p>
<b>Conducting Practical Performance</b>	<ol style="list-style-type: none"> <li>1. Learners/learners will be assessed individually for:- <ul style="list-style-type: none"> <li><input type="checkbox"/> Bandaging (covering at least 3 main areas of body: head, trunk and limbs, to integrate with case scenarios);</li> <li><input type="checkbox"/> CPR+AED (follow international weightage system, use of one-way resuscitation mask).</li> </ul> </li> <li>2. Learners will undergo oral examination based on 1-2 case scenarios.</li> <li>3. 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.</li> </ol>
<b>Recording the assessment results</b>	<ol style="list-style-type: none"> <li>1. Record findings and conclusions in the Assessment Record under "Comments" column.</li> <li>2. Record any questions asked and the responses given.</li> <li>3. Record final marks attained.</li> </ol>
<b>Feedback</b>	<ol style="list-style-type: none"> <li>1. Inform and advise learner on weaknesses and how to overcome such weaknesses.</li> <li>2. Inform learner on the final results of the assessment.</li> </ol>



## **ASSESSMENT INSTRUMENTS**

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

## Assessment Record

<b>Occupational First Aid Course (OFAC)</b>	
Approved Assessment Centre:	
Learner Name: <i>(As in NRIC/Passport)</i>	
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			
<b>Marks</b>			

WT = Written Test; PP = Practical Performance

Overall Assessment

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

- Pass
- Fail

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Assessor's Signature

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Feedback on outcome by Assessor/ Feedback by learner:**

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