



SINGAPORE RED CROSS ACADEMY COURSE INFORMATION



Course Title	Occupational First Aid Course (OFAC) / Refresher OFAC (ROFAC)
Course Description	<p>This 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.</p> <p>Workplace Safety and Health (First Aid) Regulations 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”.</p>
Course Objectives	<p>By the end of the course, learners will be able to:</p> <ol style="list-style-type: none"> 1. Explain the duties and responsibilities of a First Aider. 2. List the legal requirements under Workplace Safety and Health (First Aid) Regulations. 3. Check and pack contents of First Aid Box. 4. Apply first aid to accident victims in the workplace. 5. Manage a medical emergency at the workplace. 6. Manage victims of hazardous chemicals exposure. 7. Identify common workplace accidents requiring first aid treatment.
Course Module Description	<p>Module 1: Principles & Practices of First Aid Module 2: Management of Medical Emergencies Module 3: Wounds, Bleeding & Shock Module 4: Fractures and Soft Tissue Injuries Module 5: Handling and Transportation of the Injured Module 6: Occupational Eye Injuries Module 7: Burn Injuries Module 8: Breathing Difficulties Module 9: The Unconscious Patient Module 10: First aid requirements in Factories and Other Workplaces Module 11: Industrial Toxicology Module 12: Safety & Accident Prevention Module 13: Cardio - Pulmonary Resuscitation (CPR) & use of AED</p> <p>https://www.tal.sg/wshc/-/media/tal/wshc/resources/training-materials/pdf/occupational-first-aid.pdf</p>
Ratio	<p>Lecture - 1 Facilitator : 16 Learners</p> <p>Small Group Practical - 1 Facilitator : 4 Learners (up to 4 Facilitators per class)</p>
Language Medium	OFAC is available only in English.



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Attire	Casual (T-shirt, Jeans and Covered Shoes)
Prerequisites	<p>Full Course:</p> <p>P1. Learners are required to submit their passport-sized photo (.jpeg) in digital format upon receiving the confirmation e-mail.</p> <p>P2. As regulated by Workplace Safety and Health Council, Ministry Of Manpower, companies enrolling employees for Occupational First Aid Course must attained at least secondary two education or level 5 of ESS Workplace Literacy and Numeracy.</p> <p>P3. Must be physically fit and able to render help to another individual during an emergency.</p> <p>P4. Medically fit with no pre-existing medical conditions such as knee, spinal or joints injury. Learners with medical problems, such as bronchial asthma, any upper respiratory tract infection, orthopaedic problems (e.g. slipped disc), are encouraged to consult their own doctors before attending the course. In case of doubt, please consult your doctor first and produce a Letter/Memo to indicate if fit for training.</p> <p>P5. Pregnant ladies are discouraged from undertaking the CPR practice due to safety reasons. In case of doubt, please consult your doctor first and produce a Letter/Memo to indicate if fit for training. You are advised to defer taking the course to at least 6 weeks after delivery.</p> <p>Refresher Course:</p> <p>RP1. Valid (not expired) OFAC Certification (SAC-accredited).</p> <p>RP2. It is highly recommended that you register for your refresher course three months before the expiry date on your existing certificate as there is no grace period extension given.</p> <p>Above P1-P5.</p>
Assessment	<p>A1. Learners would need to fulfil 100% course attendance in order to be eligible for the assessments.</p> <p>A2. Assessment Outline:</p> <p>(i) Written Assessment (Up to 3 attempts to pass)</p> <ul style="list-style-type: none"> - 40 MCQ (70% to pass, 14/20 for Paper 1, 80% to pass, 16/20 for Paper 2) <p>(ii) Practical Assessment (Up to 3 attempts to pass)</p> <ul style="list-style-type: none"> - CPR(HO)+AED (includes Continuous Hands-Only Chest Compressions QCPR) - Bandaging (Head, Trunk and Limbs) <p>(iii) Oral Questioning & Assessment (Up to 3 attempts to pass)</p>



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Course Duration	Occupational First Aid Course: 23.5 hours Refresher OFAC: 17.5 hours
Course Fees	Occupational First Aid Course: SGD \$320.00 per participant (exclusive of GST) Refresher OFAC: SGD \$280.00 per participant (exclusive of GST)
Doctor's Memo	<p>Trainees with valid Doctor's Excuse Letters will be given a Letter of Attendance upon request with no additional charges. They will be required to attend both theory & practical training sessions. They are allowed to be exempted from doing the strenuous practical components. However, they are to sit for the theory assessment and PASS not more than the given 3 attempts. They shall be awarded the Letter of Attendance and may leave the premises without performing the practical assessments.</p> <p>Trainees are awarded the Letter of Attendance (upon request) if they do not meet the passing criteria. This does not constitute being COMPETENT / PASS Occupational First Aid Course.</p>
Certification	<p>C1. This course is accredited by the Ministry of Manpower, in compliance with ISO 29993:2017 for Learning Service Providers.</p> <p>C2. A credit card-sized certificate with 2 years validity will be issued upon successful completion by attaining Competent.</p>

Singapore Red Cross Society is a Learning Service Provider certified to ISO 29993:2017 by SOCOTEC Certification Singapore (SCS), accredited by the Singapore Accreditation Council (SAC) for the Occupational First Aid Course since 1 July 2021 (formerly ISO 29990:2010 since May 2016).



Occupational First Aid Course (OFAC) Outline			
Module	Content	Methodology	Duration
1	Principles & Practices of First Aid <ul style="list-style-type: none">a. Definition of First Aidb. Aims of First Aidc. Responsibilities & Duties of First Aiderd. Universal Precautionse. Intro to FA Box and its uses	<ul style="list-style-type: none">• Lecture Presentation• Show and Tell• Drill and Practice	60 mins
2	Management of Medical Emergencies <ul style="list-style-type: none">a. Primary survey (DRSABC)b. Secondary survey (history, monitor, head to toe examination)c. Emergency action plan<ul style="list-style-type: none">– communication system, evacuation and transportation pland. Records and reporting systeme. Case Scenarios	<ul style="list-style-type: none">• Lecture Presentation• Demonstration• Drill & Practice• Case Discussion	60 mins
3	Wounds, Bleeding & Shock <ul style="list-style-type: none">a. Basic anatomy and physiology of the circulatory systemb. Types of bleeding i.e. arterial, venous or capillariesc. Management of bleeding from common sitesd. Management of shocke. Management of bites and stingsf. Types of bandages availableg. Principles and techniques in applying bandagesh. Practical on bandaging of wounds	<ul style="list-style-type: none">• Lecture Presentation• Video Screening• Demonstration• Drill & Practice• Role-Play• Paired Work	120 mins
4	Fractures and Soft Tissue Injuries <ul style="list-style-type: none">a. Basic skeleton structureb. Signs and symptoms of fractures, sprains, strains, dislocationsc. Management of the common fractures: head, jaw, collarbone, upper limb (upper arm, lower arm, hands, fingers), lower limb (thighbone, kneecap, pelvis) and spined. Management of soft tissue injuries & woundse. Practical on:<ul style="list-style-type: none">– bandaging, splinting for bone, soft tissue injuries, including bandaging of the eye with use of eye shield, triangular bandages, crepe bandages	<ul style="list-style-type: none">• Lecture Presentation• Video Screening• Demonstration• Drill & Practice• Role-Play• Paired Work	80 mins 100 mins

Module	Content	Methodology	Duration
5	Handling and Transportation of the Injured <ol style="list-style-type: none"> Demonstration of transportation techniques (1- and 2- man transport techniques) Practical on 1-man transport 	<ul style="list-style-type: none"> Video Screening Demonstration Drill & Practice 	60 mins
6	Occupational Eye Injuries <ol style="list-style-type: none"> Anatomy of the eye Common causes of eye injury Examination of the eye Signs & Symptoms and management <ul style="list-style-type: none"> Burns by chemical, heat, radiation injuries e.g. arc eye, foreign bodies in eye, “black eye” Case Studies (with pictures) 	<ul style="list-style-type: none"> Lecture Presentation Demonstration Drill & Practice Case Discussion 	60 mins
7	Burn Injuries <ol style="list-style-type: none"> Definition Anatomy of the skin (diagram) Signs & Symptoms and management of the following: <ul style="list-style-type: none"> electrical burns, dry burns e.g. flame burns, scalds, chemical burns, radiation burns, including sun burns Assessment on the severity of burns Management of burns Case Studies 	<ul style="list-style-type: none"> Lecture Presentation Demonstration Video Screening Case Discussion 	30 mins 30 mins
8	Breathing Difficulties <ol style="list-style-type: none"> Anatomy and physiology of respiratory system Signs and symptoms Management of: choking, fumes inhalation, hyperventilation, asthma, respiratory arrest and drowning Practical on Heimlich Maneuver 	<ul style="list-style-type: none"> Lecture Presentation Video Screening Demonstration Drill & Practice Paired Work 	30 mins 90 mins
9	The Unconscious Patient <ol style="list-style-type: none"> 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 Practical Case Scenarios 	<ul style="list-style-type: none"> Lecture Presentation Video Screening Demonstration Drill & Practice Case Discussion 	60 mins 30 mins

Module	Content	Methodology	Duration
10	<p>First aid requirements in Factories and Other Workplaces</p> <ol style="list-style-type: none"> Rationale Requirements under the Workplace Safety and Health Act <ul style="list-style-type: none"> appointment of first aiders, first aider training, first aid box, first aid room Requirement under The WSH (First Aid) Regulations <ul style="list-style-type: none"> No. of first aid boxes or containers, Content of first aid box, No. of first aiders to be appointed 	<ul style="list-style-type: none"> Lecture Presentation Video Screening Case Discussion 	60 mins
11	<p>Industrial Toxicology</p> <ol style="list-style-type: none"> Routes of entry of chemicals Importance of SDS 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 Rationale for understanding the effects of chemicals on the body 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 	<ul style="list-style-type: none"> Lecture Presentation Video Screening Case Discussion 	60 mins
12	<p>Safety & Accident Prevention</p> <ol style="list-style-type: none"> Causes & General provision under the Workplace Safety and Health Act for safety and accident prevention Importance of safe work measures (Video presentation - preferred) Common industrial accidents and unsafe work procedures (case studies) The role of the first aider in preventing accidents 	<ul style="list-style-type: none"> Lecture Presentation Video Screening Case Discussion 	60 mins



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Module	Content	Methodology	Duration
13	Cardio-Pulmonary Resuscitation (CPR) & use of AED <ol style="list-style-type: none"> a. Revision of the anatomy and physiology of the circulatory system with emphasis on the heart b. Chain of survival c. Principles of resuscitation d. Universal precautions (including use of resuscitation mask) e. Resuscitation sequence and techniques for one-man CPR f. AED <ul style="list-style-type: none"> – Introduction on AED, features & indications, dangers associated with AED operations and safety precaution, chest preparation, electrode pad placement, AED procedure and troubleshooting, documentation & housekeeping g. Practical session 	<ul style="list-style-type: none"> • Lecture Presentation • Video Screening • Demonstration • Drill & Practice 	60 mins
			20 mins 120 mins
REVISION		<ul style="list-style-type: none"> • Case Studies • Role-Play • Oral Questioning 	60 mins
EXAM	(i) Written Assessment - 40 MCQ (70% to pass, 14/20 for Paper 1, 80% to pass, 16/20 for Paper 2) (ii) Practical Assessment - CPR(HO)+AED (includes Continuous Hands-Only Chest Compressions QCPR) - Bandaging (Head, Trunk and Limbs) (iii) Oral Questioning & Assessment <ul style="list-style-type: none"> • Practical Testing with separate retesting scenarios • Retest for failures up to 3 times (max) • Course Evaluation • Issuance of Certificate Card 	<ul style="list-style-type: none"> • Written Assessment • Practical Assessment 	40 mins
			120 mins
Total hours			23.5 hours

Refresher Occupational First Aid (ROFAC) Outline			
Module	Content	Methodology	Duration
1	Principles & Practices of First Aid e. Intro to FA Box and its uses	<ul style="list-style-type: none"> Show and Tell 	30 mins
2	Management of Medical Emergencies f. Primary survey (DRSABC) g. Secondary survey (history, monitor, head to toe examination) h. Emergency action plan – communication system, evacuation and transportation plan i. Records and reporting system j. Case Scenarios	<ul style="list-style-type: none"> Lecture Presentation Demonstration Drill & Practice Case Discussion 	60 mins
3	Wounds, Bleeding & Shock 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 h. Practical on bandaging of wounds	<ul style="list-style-type: none"> Lecture Presentation Video Screening Demonstration Drill & Practice Role-Play Paired Work 	60 mins
4	Fractures and Soft Tissue Injuries b. Signs and symptoms of fractures, sprains, strains, dislocations e. Practical on: – bandaging, splinting for bone, soft tissue injuries, including bandaging of the eye with use of eye shield, triangular bandages, crepe bandages	<ul style="list-style-type: none"> Lecture Presentation Video Screening Demonstration Drill & Practice Role-Play Paired Work 	80 mins 100 mins
5	Handling and Transportation of the Injured a. Demonstration of transportation techniques (1- and 2- man transport techniques) b. Practical on 1-man transport	<ul style="list-style-type: none"> Video Screening Demonstration Drill & Practice 	60 mins
6	Occupational Eye Injuries – Summary – Case Studies (with pictures)	<ul style="list-style-type: none"> Lecture Presentation Demonstration Drill & Practice Case Discussion 	30 mins

Module	Content	Methodology	Duration
7	Burn Injuries <ul style="list-style-type: none"> – Summary – Case Studies 	<ul style="list-style-type: none"> • Lecture • Case Discussion 	30 mins
8	Breathing Difficulties <ol style="list-style-type: none"> a. Anatomy and physiology of respiratory system b. Signs and symptoms c. Management of: choking, fumes inhalation, hyperventilation, asthma, respiratory arrest and drowning d. Practical on Heimlich Maneuver 	<ul style="list-style-type: none"> • Lecture Presentation • Video Screening • Demonstration • Drill & Practice • Paired Work 	30 mins 90 mins
9	The Unconscious Patient <ul style="list-style-type: none"> – Summary – Practical Case Scenarios 	<ul style="list-style-type: none"> • Lecture • Case Discussion 	30 mins 30 mins
10	First aid requirements in Factories and Other Workplaces <ol style="list-style-type: none"> b. Requirements under the Workplace Safety and Health Act <ul style="list-style-type: none"> – appointment of first aiders, first aider training, first aid box, first aid room c. Requirement under The WSH (First Aid) Regulations <ul style="list-style-type: none"> – No. of first aid boxes or containers, Content of first aid box, No. of first aiders to be appointed 	<ul style="list-style-type: none"> • Lecture Presentation • Video Screening 	30 mins
11	Industrial Toxicology <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> • Lecture Presentation • Video Screening • Case Discussion 	60 mins

Module	Content	Methodology	Duration
12	Safety & Accident Prevention <ul style="list-style-type: none"> b. Importance of safe work measures (Video presentation - preferred) c. Common industrial accidents and unsafe work procedures (case studies) 	<ul style="list-style-type: none"> • Video Screening • Case Discussion 	30 mins
13	Cardio-Pulmonary Resuscitation (CPR) & use of AED <ul style="list-style-type: none"> a. Revision of the anatomy and physiology of the circulatory system with emphasis on the heart b. Chain of survival c. Principles of resuscitation d. Universal precautions (including use of resuscitation mask) e. Resuscitation sequence and techniques for one-man CPR f. AED <ul style="list-style-type: none"> – Introduction on AED, features & indications, dangers associated with AED operations and safety precaution, chest preparation, electrode pad placement, AED procedure and troubleshooting, documentation & housekeeping g. Practical session 	<ul style="list-style-type: none"> • Lecture Presentation • Video Screening • Demonstration • Drill & Practice 	20 mins 30 mins 120 mins
REVISION		<ul style="list-style-type: none"> • Case Studies • Role-Play • Oral Questioning 	60 mins
EXAM	(i) Written Assessment - 40 MCQ (70% to pass, 14/20 for Paper 1, 80% to pass, 16/20 for Paper 2)	<ul style="list-style-type: none"> • Written Assessment 	40 mins
	(ii) Practical Assessment - CPR(HO)+AED (includes Continuous Hands-Only Chest Compressions QCPR) - Bandaging (Head, Trunk and Limbs)	<ul style="list-style-type: none"> • Practical Assessment 	120 mins
	(iii) Oral Questioning & Assessment <ul style="list-style-type: none"> • Practical Testing with separate retesting scenarios • Retest for failures up to 3 times (max) • Course Evaluation • Issuance of Certificate Card 		
Total hours			17.5 hours