

OCCUPATIONAL FIRST AID COURSE (OFAC)

Accredited Under ISO 29993:2017 Service Requirements



An Essential Skill that Saves Lives

Course Overview

This Occupational First Aid Course (OFAC) is a mandatory training course for Occupational First Aider. The aim of the course is to train individuals to render first aid treatment to the casualty during an emergency or accident in their workplace.

Learning Objectives

- Explain the duties and responsibilities of First Aider
- List the legal requirements under Workplace Safety and Health (First Aid) Regulations (Cap. 354A, Rg 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 chemical exposure
- Identify common workplace accidents requiring first aid treatment

Who should attend?

Any individual with an 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.

What are the benefits?

There are six essential skill sets required for the OFAC in order to apply first aid at the workplace. The focus is to correctly identify the patient's condition and apply first aid immediately to save life or stabilise the situation. These skills must be demonstrated and practiced during the course.

At the end of the training, participants will be competent in the following skills:

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

Duration 3 days (24 hours including 4 hours of assessment)

Pre-requisites:

ESS Workplace literacy and numeracy Level 5 or above. (GCE N/O Level pass or equivalent)

Course Content

- Principles and Practice of First Aid
- First aid requirements in factories and other workplaces.
- Wounds, bleeding and shock
- Fractures and soft tissues injuries
- Handling and transportation of the injured.
- Cardio—Pulmonary Resuscitation (CPR) & use of AED
- Breathing difficulties
- The unconscious patient
- Occupational eye injuries
- Burn injuries
- Industrial toxicology
- Safety and accident prevention
- Management of medical emergencies

Assessment and Certification

Theory Examination (40 mins)	Oral Examination (5 mins per trainee)	Practical Examination	Oral Examination (5 mins per trainee)
<ul style="list-style-type: none"> • 20 MCQ on OFA • 10 MCQ on CPR • 10 MCQ on AED 	<ul style="list-style-type: none"> • 1 - 2 Case Studies 	<ul style="list-style-type: none"> • Bandaging (5 mins per trainee) • CPR and proper use of AED (10 mins per trainee) 	<ul style="list-style-type: none"> • 1 - 2 Case Scenarios

*Passing Criteria

Must pass theory (70% for OFA questions and 80% for CPR+AED questions) and must pass the practical and oral examination. If you fail in CPR-AED, it is considered as FAILING the whole exam and you need to retake the whole course. If you fail in theory or bandaging, you only need to retake the theory and/or bandaging.

Certification

Upon successful completion of the course and passing the examination, the following certificates and safety card will be issued and is valid for 2 years:

- Certificate of achievement endorsed by KBA Training Centre Pte. Ltd and accredited by the Ministry of Manpower (MOM)
- CPR+AED certificate is accredited by National Resuscitation Council (NRC)

Course Funding

Course Reference Number : TGS-2019500243

Funding Validity Period : Till 09 Jun 2022

Mode of Training : Full-Time

- **Skills Development Fund (SDF) Training Grant**— Company sponsored or self-sponsored individual is eligible up to 95% funding (Final grant amount subject to SSG's approval). Absentee Payroll (AP) approved.
- **SkillsFuture Credit** Approved for Singaporean only
- **PSEA (Post-Secondary Education Account)**: Singaporeans aged 31 and below can use their PSEA to pay for the training.

Terms & Conditions

- KBA Training Centre Pte Ltd (KBAT) is the final authority on the interpretation of these rules.
- Notwithstanding any other item herein, neither party shall be liable to the other under, arising out of or in connection with this agreement.

Confirmation

- All course dates are **provisional** until formal confirmation has been sent.
- KBAT are not responsible for any accommodation, flights, etc. purchased.
- Upon receipt of completed registration notification will be sent regarding the course. Full joining instructions will only be sent once the course is confirmed.
- For online courses, once payment has been received, the delegate will receive log-in access details.

Change or Transfer and Cancellation

- Until course dates are formally confirmed, candidates may change or transfer their booking without additional cost to a similar or different course at least 14 working days prior to course commencement date.
- If KBAT has to cancel the course for whatever reason, a full refund (of the course fee only) will be given to any candidate who has paid a deposit or full amount and cannot transfer to an alternative. KBAT are not responsible for any accommodation and flights purchased.

- KBAT reserve the right to cancel a course or amend any course date at any time without liability. Candidates shall be given adequate notice of any changes in writing.
- Once enrolled, cancellation or refunds will not be issued for online courses.
- KBAT appreciate that candidates may not be able to attend training courses once booked so cancellations can be accepted without charge until formal confirmation of the course has been sent. After confirmation of the course the following will apply
 - Notice of cancellation after confirmation and up to 3 days before course commencement date (start date) will be subject to a charge of 50% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
 - Notice of cancellation from 3 days before course commencement date to start date (actual start day) will be subject to a charge of 100% of the standard course fee + any nonrefundable fees paid by KBAT + tax unless a substitute for the nominated delegate shall attend the course.
 - Substitution of nominated delegate where applicable shall incur examination costs or other administrative costs as per the approval body for the course and are subject to acceptance.

Payment

- All prices are as quoted and are subjected to withholding tax and applicable examination fees where required.
- Available modes of payment are as follows:

CASH	Payment can be made in Singapore Dollars (SGD\$) or US Dollars (USD\$) at KBAT Singapore. If payment is made in USD\$, any monetary change resulting from excess payment will be made in SGD.
PAYPAL	Payment can be made via PayPal Account or as PayPal Guest
BANK TRANSFER	Overseas bank transfer can be made. Kindly note that any local and international bank charges are to be incurred by the candidate.
INTERNET BANKING FUND TRANSFER	Payment can be made via internet banking using any valid internet banking account in Singapore.
CHEQUE	Cheques should be crossed and made payable to 'KBA Training Centre Pte Ltd'
PAYNOW	Peer-to-peer funds transfer service available to retail customers of nine participating Singapore banks. Transfer can be made to KBAT UEN number 200602439G.
NETS/eNETS	Payment can be made via NETS over the counter at KBAT Singapore and eNETS via KBAT website
CREDIT CARD /DEBIT CARD	Payment can be made via VISA/MASTERCARD over the counter at KBAT Singapore.

- All charges incurred from Telegraphic Transfer, PayPal or bank transfer will be at the cost of delegates.
- Invoices raised on company accounts must be paid as per terms and conditions stated on invoice. Failure to make payment will result in withholding of course results.
- On confirmation of booking for individuals, full payment must be received before commencement of the course.
- Delegates are responsible for payment of their own accommodation/flights/local transportation & reservations.
- For courses with applicable local funding and/or grant, full course fee payment will be required for failure to complete the course or as a result of failing the examination(s). Where applicable, examination re-sit charges will apply.
- For SkillsFuture credit claim application, candidate is to pay for the course fee difference. In the event that SkillsFuture credit claim application is rejected by SkillsFuture Singapore (SSG), then full course fee payment is to be charged from the candidate.

For more information, contact KBAT at:

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