

饮食业安全奖励计划

2015 / 2016

Catering Industry Safety Award Scheme



食肆安全齐做足
家人开心又幸福
Catering Safety Brings
Happiness to Your Family



主办机构 Organisers :



劳工处
Labour Department



职业安全健康局
Occupational Safety & Health Council

协办机构 Co-organisers :



香港饮食业联合总会
Hong Kong Catering Industry Association



香港酒店业协会
Hong Kong Hotels Association



香港餐务管理协会
The Association for H.K. Catering Services Management Ltd.



稻苗学会
Institution of Dining Art

协办及赞助机构 Co-organiser & Sponsor :



职业性失聪补偿管理局
Occupational Deafness Compensation Board



香港餐饮联业协会
Hong Kong Federation of Restaurants & Related Trades



饮食业管理专业人员协会
Food and Beverage Management and Professional Staff Association



现代管理(饮食)专业协会
Association of Restaurant Managers



饮食业职工总会
Eating Establishment Employees General Union

2015/2016 年度饮食业安全奖励计划

引言

饮食业的工伤数字一直高企。过去十年，这行业的工伤意外数字更是本港所有行业之冠。为了提高饮食业的工作安全水平，自1999年起，劳工处和业界合办饮食业安全奖励计划，以培育业界的职业安全与健康文化，并鼓励推广行业安全措施。过去数年，饮食业的职安健表现已有显著及持续的改善，成绩实在令人鼓舞。为了要持续提升饮食业的安全表现，今年我们再度举办「饮食业安全奖励计划」(奖励计划)。

目的

- 加强饮食业雇主、雇员、业内人士和市民大众的工作安全与健康意识；
- 向饮食业界灌输良好的职业安全与健康文化；及
- 透过公开比赛，表扬和奖励在工作安全与健康方面有优良表现的食肆、管理人员和工友。

参赛组别 / 奖项类别

奖励计划主要分为三个参赛组别：食肆、管理人员及安全工友。

食肆组

(i) 参赛的食肆将按其业务性质分为下列七个类别作赛，竞逐个别食肆奖项：

- 中式酒楼
- 中式及一般快餐店
- 非中式餐馆
- 茶餐厅
- 附设厨房的酒店
- 小型食肆及食堂
- 西式快餐店

(ii) 以**集团形式经营的食肆**，如在食肆组同一类别的初步评审中，有**多于一间**合格的食肆参赛，该集团便会自动参与竞逐该类别的「**集团安全表现奖**」。此奖项将会按食肆组的七个类别作出评审。

(iii) 任何**非集团形式及单一商铺经营**的食肆，除了竞逐个别奖项外，亦均可参与「**安全意识奖**」。此奖项将会按食肆组的七个类别作出评审。

管理人员组 - 被提名的参赛者将按其提名的食肆的业务性质分为七个类别作赛。

安全工友组

参赛资格

● 所有符合下列条件的食肆均可参加这个奖励计划：

- * 该食肆须位于香港特别行政区内；
- * 该食肆须作为准备食物以供在准备食物的处所消耗及售卖的商业用途。如厨房为多间食肆所共用，只有使用该厨房的其中一间食肆可以报名参赛；
- * 在截止报名日期的过去12个月内，该食肆没有发生任何严重或致命的工业意外/事故，亦无接获劳工处发出的「暂时停工通知书」；
- * 在评审结果公布前，该食肆如发生严重或致命的工业意外/事故或接获劳工处发出的「暂时停工通知书」，该食肆的参赛资格便会自动被取消；及
- * 在2015年8月14日前及比赛期间，该食肆必须持有由食物环境卫生署签发的有效正式牌照。
在2015年8月14日前的过去12个月至评审结果公布前，该食肆并无因任何事故而被食物环境卫生署暂停有关牌照。

- 竞逐「集团安全表现奖」的集团，在食肆组同一类别中必须有多于一间合格的食肆报名作赛。在评审结果公布前，如其中有任何一间食肆的参赛资格被取消，该集团便不再符合资格竞逐该类别的「集团安全表现奖」。
- 「安全意识奖」的参赛食肆必须是非集团式及单一商铺经营的食肆。如食肆在是次比赛获得其他奖项，则该食肆将不能获得「安全意识奖」。
- 参赛的管理人员须由其任职及合格的参赛食肆提名，每间合格参赛的食肆只可提名一位管理人员参赛。若该食肆的参赛资格被取消，获提名管理人员的参赛资格亦会自动被取消。
- 饮食业员工不需要个别报名或由其任职的参赛食肆提名参加安全工友比赛。评审人员在进行食肆组的评审工作期间，会拣选有良好工作安全表现及职安健知识的工友，提名他们接受「安全工友奖」。获评审人员拣选的安全工友的资格不会受其任职食肆的参赛资格所影响。

评审方法

101 食肆组

个别食肆：评审工作会分两阶段进行 — 初步评审和最后评审。

- 初步评审由劳工处职业安全主任于2015年7月下旬至2015年8月上旬进行，评审结果将交予由奖励计划的筹办机构代表组成的工作小组审核，以筛选出一批在安全及健康方面有较佳的表现者进入最后评审。
- 最后评审工作会于2015年8月下旬至9月上旬进行，由劳工处和职业安全健康局代表为核心成员组成的评审小组负责，其他工作小组成员或其代表亦可加入评审小组进行评审工作。

〔所有评审结果只供评核之用，与劳工处职业安全主任的日常执法工作无关。〕

「集团安全表现奖」：根据在食肆组每一类别内，由集团经营的参赛食肆在初步评审中的平均得分加以最后评审中的平均得分，进行评审。如在每一类别内，由该集团经营的参赛食肆多于5间，则会以其初步评审最高得分的5间参赛食肆的平均得分及最后评审中最高得分的5间参赛食肆的平均得分的总和，进行评审。

「安全意识奖」：参赛食肆必须是非集团式及单一商铺经营的食肆，并经过初步评审而又未能获得任何奖项的参赛食肆。

102 管理人员组

评审工作会分两阶段进行 — 初步评审和最后评审。

- 初步评审由劳工处的职业安全主任于2015年7月下旬至2015年8月上旬进行，实地评核各参赛者所管理的工作地点的职安健表现，而评审结果会交予由奖励计划的筹办机构代表组成的工作小组审核以便筛选出一批在安全管理方面表现较佳的参赛者进入最后评审。
- 最后评审由劳工处职业安全主任以面试形式于2015年8月下旬至9月上旬进行，以评核参赛者对工作安全健康的知识。

103 安全工友组

在评审期间，进行评审工作的成员会根据评审准则，其中包括工友的工作安全健康的表现及其对工作安全健康的认识等，在各参赛的食肆内选出有良好表现的工友。

104 评审结果

评审小组将最后评审结果及获提名的「安全工友」名单交予工作小组审核，然后由工作小组向评判团推荐得奖者，以待确认。

注：荣获职业安全健康局所颁发的「优质职安健食肆」的参赛食肆或集团可获加分（5分）。

已完成职业安全健康局举办的「饮食业优质职安健企业先导计划」的有关安全训练的管理人员或安全工友可获加分（3分）。

评审准则

(i) 工作地点的实际情况

- | | | |
|------------------|--------------|---------------------|
| • 厨房的整体设计* | • 体力处理操作* | • 工作环境控制(通风、温度及噪音等) |
| • 通道、出口及防火装置 | • 机器、设备及手工具* | • 卫生设施和急救设备 |
| • 地面情况* | • 电力的使用及装置 | |
| • 物料、设备和器具的堆迭和贮存 | • 个人防护装备 | |

* 今年重点评核范畴

(ii) 安全管理制度

- 安全政策
- 安全组织
- 风险评估
- 安全规则及守则
- 安全训练
- 危险情况的视察及事故的调查
- 紧急应变计划
- 安全推广

初步評審会根据(i)部的工作地点的实际情况评分；而最後評審则包括(i)部的工作地点的实际情况及(ii)部的安全管理制度。

奖项

• 「食肆组」

- (i) 「食肆组」内各类别的食肆分别设有金、银、铜及优异奖。每个类别的得奖食肆各得奖杯一座及以下面值的现金礼券：

| | |
|-----|-----------|
| 金奖 | : 港币三千元 |
| 银奖 | : 港币二千五百元 |
| 铜奖 | : 港币二千元 |
| 优异奖 | : 港币一千五百元 |

- (ii) 每个类别的「集团安全表现奖」分别设有金、银、铜及优异奖。每类别奖项的得奖者会获颁发奖杯一座。

- (iii) 每个类别的「安全意识奖」的得奖食肆会获颁发奖杯一座及现金礼券港币一千元。

- 「管理人员组」的得奖者会获颁发奖杯一座及现金礼券港币一千元。
- 「安全工友组」的得奖者会获颁发奖状一张及现金礼券港币一千元。
- 所有未能获得任何奖项的参赛食肆会获颁发嘉许状，以作鼓励。

一般条款

- 筹办机构有权因应参赛食肆的业务性质界定其所属的组别及类别。
- 筹办机构保留更改比赛规则、组别、类别、奖项及所有其他安排的权利，无须事先通知。
- 报名表内如有失实资料，一经发现，食肆的参赛资格将会自动取消。
- 筹办机构对奖励计划的各项事宜保留最终决定权。

报名日期

- 2015年7月7日至2015年7月23日。

报名手续

- 报名表格可于劳工处职业安全及健康部各分区办事处或香港北角马宝道28号华汇中心19楼职业安全健康局索取，亦可在劳工处网页www.labour.gov.hk下载。
- 参赛食肆须以个别食肆名义报名参赛，而管理人员组的参赛者则须由其任职及合资格的参赛食肆提名，方可参加比赛。
- 请于截止报名日期前，将填妥的报名表格送达或传真至香港中环统一码头道38号海港政府大楼13楼劳工处职业安全及健康部安全推广组。

结果公布

得奖者会于2015年11月获个别通知，而所有奖项拟于2015年11月举行的颁奖典礼上颁发。有关详情，容后公布。

Catering Industry Safety Award Scheme (2015/2016)

Background

Catering has been an industry with a high accident toll. In the past ten years, the number of industrial accidents in the catering industry has been the highest among all trades in Hong Kong. To bring about improvement in work safety in the catering industry, the Labour Department and key stakeholders of the industry have been jointly organising safety award schemes since 1999 with the objectives of fostering a good safety and health culture and promoting safe work practices in the industry. It is encouraging to note the significant and continuous improvements in the safety and health performance of the catering industry in the last years. To sustain the collaborative efforts in raising the safety performance of the catering trade, we will organise the Catering Industry Safety Award Scheme (the Scheme) again this year.

Objectives

- To reinforce occupational safety and health awareness of employers, employees and other stakeholders in the catering industry as well as the general public;
- To inculcate a good occupational safety and health culture in the catering industry; and
- To award catering establishments, supervisors and workers with good performance in occupational safety and health through an open competition.

Categories of awards / entries

There are three main categories of awards: Catering Establishment, Supervisor and Safe Worker.

!● Catering Establishment Awards

- (i) The Catering Establishment category is further divided into the following **seven sub-categories** to compete the awards for the individual establishments according to the nature of business:
 - Chinese Restaurants
 - Restaurants (Non-Chinese)
 - Hotels with kitchen
 - Fast Food Shops serving Western food
 - Fast Food Shops serving Chinese and general categories of food
 - Cafés
 - Light Refreshment Eating Places and Canteens
- (ii) Any group taking part in the preliminary assessment of the competition with **more than one eligible outlet** in the same sub-category of the Catering Establishment category will be automatically enrolled in the “**Group Safety Performance Awards**”. The Award will also be divided into seven sub-categories as in the case of the Catering Establishment category.
- (iii) Any **single-outlet catering establishment, other than those operated by a group**, will be eligible for the “**Safety Awareness Awards**” as well as the other awards for individual establishment. The Award will also be divided into seven sub-categories as in the case of the Catering Establishment category.

!● Supervisor Awards

Nominated contenders will enter into one of the seven sub-categories of the catering establishments nominating them for competition.

!● Safe Worker Awards

Eligibility

- The competition is open to all catering establishments if they satisfy the following criteria :
 - * The catering establishment is located in the Hong Kong Special Administrative Region;
 - * The business of the catering establishment is for preparation of food for consumption on the premises. If the kitchen is of shared use, entry to the competition can only be made by one of the catering establishments using the kitchen;

- * No serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishment in the past 12 months preceding the enrolment deadline;
 - * Before the announcement of the assessment results, if a serious or fatal industrial accident / incident happens in the catering establishment, or a Suspension Notice is served by the Labour Department on the catering establishment, the entry of the catering establishment will automatically be disqualified; and
 - * The catering establishment must be holding a valid licence issued by the Food and Environmental Hygiene Department before 14 August 2015 and throughout the competition period. The licence has not been suspended by the Food and Environmental Hygiene Department for whatever reason in the past 12 months preceding 14 August 2015 and until the announcement of the competition results.
- For the "**Group Safety Performance Awards**", the group must have enrolled more than one qualified outlet in the competition in the same sub-category of the Catering Establishment category. If any outlet of the group is disqualified before the announcement of the assessment results, the group will no longer be eligible to compete for this award under the sub-category of the outlet involved.
 - For the "**Safety Awareness Awards**", those single-outlet catering establishments which have won other awards in the competition are **NOT** eligible for this award.
 - Contenders for the "**Supervisor Awards**" must be nominated by the eligible catering establishments that they work with and have entered in the competition. Each eligible catering establishment can only nominate **ONE** supervisor. If the nominating catering establishment is disqualified, its entry for the "Supervisor Awards" will also be automatically disqualified.
 - The workers do not need to enrol individually or be nominated by the eligible catering establishments that they work with for the competition. The workers with good safe practices and occupational safety and health knowledge will be selected and nominated for the "Safe Workers Awards" by the assessment teams during the assessment of the catering establishments entered into the competition. Workers selected for the Safe Worker Awards will not be affected by the eligibility of the catering establishments they are working for.

Method of Assessment

● Catering Establishment Awards

Individual catering establishment: The assessment will be carried out in two phases - the preliminary assessment and the final assessment.

- The **preliminary assessment** will be conducted from **late July 2015 to early August 2015** by Occupational Safety Officers of the Labour Department. Assessment results will be submitted to the Working Group formed by representatives of organising parties for short-listing better performers for the final assessment.
- The **final assessment** will be conducted from **late August 2015 to early September 2015** by an assessment team comprising representatives from the Labour Department and the Occupational Safety and Health Council as core members. Other Working Group members or their representatives may also join the assessment team.

(All the assessment results will be used for adjudication only. They are not related to any enforcement action carried out by Occupational Safety Officers of the Labour Department.)

Group Safety Performance Awards

The assessment comprises the average score in the **preliminary assessment** and the average score in the **final assessment** of outlets of a group in the same sub-category of the Catering Establishment category. If the group has more than five outlets in each round of assessment, only the average score of the best five outlets in each round of assessment in the same sub-category will be used to compute the average.

Safety Awareness Awards

Those eligible single-outlet catering establishments which have undergone the preliminary assessment and do not win any other awards in the competition will be awarded.

Supervisor Awards

The assessment will be carried out in two phases - the preliminary assessment and the final assessment.

- The **preliminary assessment**, by way of site visits, will be conducted **from late July 2015 to early August 2015** by Occupational Safety Officers of the Labour Department to assess the safety and health conditions of the workplaces managed by the supervisors. Assessment results will be submitted to the Working Group formed by representatives of organising parties for short-listing better performers in each sub-category for the final assessment.
- The **final assessment**, by way of interviews, will be conducted from **late August 2015 to early September 2015** by Occupational Safety Officers of the Labour Department to assess the candidates' occupational safety and health knowledge.

Safe Worker Awards

The assessment teams will select safe workers during the assessments. Selection criteria include the workers' performance and knowledge in occupational safety and health.

Recommendation for Awards

Having considered the assessment results and nominations of "Safe Worker" submitted by the assessment teams, the Working Group will recommend winners for various awards for endorsement by the Adjudication Panel.

Note: Merit Points (5 marks) will be given to the catering establishment which has received an Outstanding OSH Restaurant Certificate issued by Occupational Safety and Health Council.

Merit Points (3 marks) will be given to the safety supervisor or safe worker who has completed the relevant safety training under the "Outstanding OSH Restaurant – Pilot Scheme on Catering Safety Accreditation" organised by Occupational Safety and Health Council.

Assessment Criteria

- (i) Physical Conditions of the Workplace
 - overall layout of the kitchen*
 - passageways, exits and fire fighting installations
 - floor conditions*
 - stacking and storage of materials, equipment and apparatus
 - manual lifting and handling*
 - machinery, equipment and hand tools*
 - electrical installation
 - personal protective equipment
 - workplace environment control (ventilation, temperature and noise etc)
 - workplace hygiene and first aid facilities

*Focus areas of this year's assessment
- (ii) Safety Management System
 - safety policy
 - safety organisation
 - risk assessment
 - safety rules and regulations
 - safety training
 - inspection of hazardous condition and incident investigation
 - emergency preparedness
 - safety promotion

The **preliminary assessment** will cover only physical conditions of the workplace in (i) while the **final assessment** will cover both physical conditions of the workplace in (i) and safety management system in (ii).

The Awards

- "Catering Establishment"
 - (i) Awards for each sub-category of the "Catering Establishment" category will consist of Gold, Silver, Bronze and Meritorious prizes. Winners of these awards will be presented with a trophy and a cash coupon of the following values:
 - Gold prize : HK\$3,000
 - Silver prize : HK\$2,500
 - Bronze prize : HK\$2,000
 - Meritorious prize : HK\$1,500

(ii) Awards for each sub-category of the "Group Safety Performance Awards" will consist of Gold, Silver, Bronze and Meritorious prizes. Winners of these awards will be presented with a trophy.

(iii) Winners of the "Safety Awareness Awards" will each be presented with a trophy and a HK\$1,000 cash coupon.

- Winners of the "Supervisor Awards" will each be presented with a trophy and a HK\$1,000 cash coupon.
- Winners of the "Safe Worker Awards" will each be presented with a certificate and a HK\$1,000 cash coupon.
- Certificates of Appreciation will be presented to those catering establishments not winning any prizes in the competition.

General Conditions

- The organising parties reserve the right to classify categories and sub-categories of contenders in accordance with their nature of business.
- The organising parties reserve the right to make any changes to the rules, categories, sub-categories, prizes and all other arrangements without prior notice.
- If the application contains false information, the entry of the catering establishment will automatically be disqualified.
- The organising parties reserve the right to make final decisions on any matters about the Award Scheme.

Period for Enrolment

From 7 July 2015 to 23 July 2015

Application Procedures

- Enrolment forms can be obtained from all offices of the Occupational Safety and Health Branch, Labour Department or from the Occupational Safety and Health Council at 19/F., China United Centre, 28 Marble Road, North Point, Hong Kong. Enrolment forms can also be downloaded from the website of the Labour Department at www.labour.gov.hk.
- Each catering establishment should apply individually to participate in the competition. Candidates for the "Supervisor Awards" must be nominated by the catering establishments that they work with and have entered in this competition.
- The completed enrolment form should reach the Safety Promotion Unit, Occupational Safety and Health Branch, Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong before the deadline for enrolment.

Announcement of Results

Winners of the competition will be notified individually by November 2015. Prizes will be presented at the Award Presentation Ceremony to be held tentatively in November 2015. Details of the arrangements will be announced later.

Phone Enquiry : 2852 3567 / 2852 3565

Fax Number : 2541 9952

报名表格 Enrolment Form

甲项 Section A

参赛食肆资料 Particulars of Entry

(参赛食肆必须以个别食肆名义报名参赛)

(Each catering establishment should apply individually to participate in the competition)

(必须填写报名表上的所有资料) (Please fill in all information on the enrolment form)

邮寄地址: 香港中环统一码头道38号海港政府大楼13楼
劳工处-职业安全及健康部安全推广组

Mail Address: Safety Promotion Unit,
Occupational Safety and Health Branch - Labour Department,
13/F., Harbour Building, 38 Pier Road, Central, Hong Kong

传真 Fax: 2541 9952

食肆名称〔正楷〕⁽¹⁾: _____ (中文)

Name of Entry (in block letters)⁽¹⁾: _____ (英文)

食肆地址⁽¹⁾: _____ (中文)

Address of Entry⁽¹⁾: _____ (英文)

联络人姓名: _____ (中文)

Name of Contact Person: _____ (英文)

职位: _____ (中文)

Post: _____ (英文)

联络电话: _____ 传真号码: _____ 电邮地址: _____

Contact Tel.: _____ Fax No.: _____ E-mail Address: _____

食物环境卫生署发出的有效牌照号码⁽²⁾: _____

Food and Environmental Hygiene Department Valid Licence No⁽²⁾: _____

类别: _____ 有效期至: _____

Type: _____ Valid until: _____

商业登记名称⁽²⁾: _____

Name of Corporation on Business Registration Certificate⁽²⁾: _____

食肆是否以集团形式经营 是/否* 食肆是否为单一店铺 是/否*
Is this entry operated by the Group: Yes/No* Is this entry a single-outlet: Yes/No*

集团名称Name of Group: _____

食肆的主要业务性质〔请选择下列其中一项〕⁽³⁾: _____

Nature of business (Please choose one of the following)⁽³⁾: _____

☐ 中式酒楼 (Chinese Restaurants)

☐ 非中式餐馆: 主要从事供应非中式食品的餐馆例如西式、马来亚式、日式、韩式、泰式或越南菜式等
(Restaurants(Non-Chinese): restaurants mainly engaged in the provision of non-Chinese food, such as Western, Malaysian, Japanese, Korean, Thai, Vietnamese cuisines etc.)

☐ 附设厨房的酒店
(Hotels with kitchen)

☐ 西式快餐店 (Fast Food Shops serving Western food)

☐ 中式及一般快餐店 (Fast Food Shops serving Chinese and general categories of food)

☐ 茶餐厅 (Cafés)

☐ 小型食肆及食堂: 包括甜品店、提供食物的卡拉OK等
(Light Refreshments Eating Places and Canteens: including desserts houses, karaoke establishments serving food, etc.)

雇用的员工人数: _____

No. of employees: _____

声明: 参赛食肆于截止报名日期前12个月内, 并无发生任何严重或致命的工业意外/事故, 亦无接获劳工处发出的「暂时停工通知书」, 在2015年8月14日前的过去12个月内, 参赛食肆并无因任何事故而被食物环境卫生署暂停其牌照。

Declaration: In the past 12 months preceding the enrolment deadline, no serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishment. The licence of food business of this entry has not been suspended by the Food and Environmental Hygiene Department for whatever reason in the past 12 months preceding 14 August 2015.

公司负责人姓名: _____ 职位: _____
Name of Person-in-charge (Company): _____ Post: _____

公司联络电话: _____ 公司传真号码: _____
Contact Tel. (Company): _____ Fax No. (Company): _____

公司印章: _____ 签署: _____ 日期: _____
Company chop: _____ Signature: _____ Date: _____

- 注: (1) 如有需要, 筹办机构会于颁奖典礼的场刊内刊登获奖食肆的名称及地址, 故请清楚及正确填写有关资料。
(2) 请连同参赛表格附上参赛食肆的商业登记副本及食物环境卫生署所发出的有效食肆牌照副本, 作核实之用。
(3) 填写报名表时如遇有任何疑问, 请与奖励计划秘书处联络(电话: 2852 3565)。
(4) 报名表内的资料如有失实, 一经发现, 有关食肆的参赛资格将会自动取消。

- Note: (1) Please fill in the information clearly and correctly. The organiser may print the names and the addresses of the winners in the prize presentation ceremony brochure if necessary.
(2) Please enclose a duplicate of business registration certificate and valid licence issued by the Food and Environmental Hygiene Department with the enrolment form for verification.
(3) If you have any problems in filling the application form, please contact the Secretariat of the award scheme (Tel.: 2852 3565).
(4) If the application contains false information, the entry of the catering establishment will automatically be disqualified.

* 请将不适用部分删去/delete as appropriate

乙项 Section B

「管理人员组」— 获提名管理人员资料

Particulars of Nominated Supervisory Staff for "Supervisor Awards"

(此奖项候选人的提名食肆必须为这个奖励计划的参赛食肆)

(Candidates for this award must be nominated by contenders of this award scheme)

(必须填写报名表上的所有资料) (Please fill in all information on the enrolment form)

获提名人士姓名：_____ (中文)

Name of Nominee : _____ (英文)

职位：_____ (中文)

Post : _____ (英文)

身份证号码：_____ (只须填写首四个字码，例如：A123XXX(X))
I/D No. : _____ Enter the first four alphanumeric characters, e.g. A123XXX(X)

联络电话：_____ (办事处) _____ (流动电话)
Contact Tel : _____ (office) _____ (mobile)

参赛食肆名称：_____
Name of Entry : _____

参赛食肆地址：_____
Address of Entry : _____

参赛食肆传真号码：_____
Fax No. : _____

提名人姓名：_____ 提名人职位：_____
Name of Nominator : _____ Post of Nominator : _____

提名人联络电话：_____ 提名人传真号码：_____
Contact Tel : _____ Fax No. : _____
(Nominator) : _____ (Nominator) : _____

提名人签署：_____
Nominator's Signature : _____

公司印章：_____
Company Chop : _____

简述获提名人在工作方面的安全表现：(请另用纸张填写)
Please give a brief account of the safety performance of the nominee : (Please attach extra sheets)

你所提供的个人资料会被劳工处职业安全及健康部用作有关提高饮食业工作安全及健康推广的活动。为此目的，这些个人资料我们或会向其他有关人士或机构透露。你有权要求查阅及更正个人资料，要求查阅的权利包括要求获得一份你所提供的个人资料复本。你可向本处提出有关你个人资料的查询。电话：2852 4927

The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to promotion to improve safety and health at work in the catering industry. These data may be disclosed to relevant parties and authorities for the above purpose. You have a right to access, correct and obtain a copy of your personal data provided to this department. You can address your enquiries concerning the personal data collected to this department at 2852 4927.