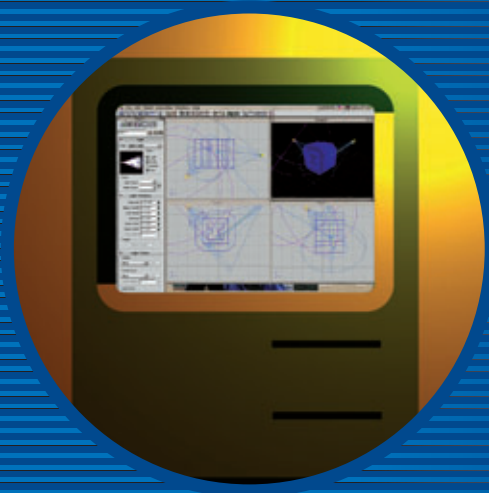




使用显示屏幕设备 的工作守则

Code of Practice for Working with Display Screen Equipment



本工作守则由劳工处职业安全及健康部印制

This code of practice is prepared by the Occupational Safety and Health Branch,
Labour Department

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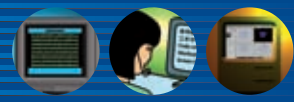
This edition July 2003

本工作守则可以在职业安全及健康部各办事处免费索取，亦可于劳工处网站 <http://www.labour.gov.hk/public/oh/OHB90.exe> 下载。有关各办事处的地址及查询电话，可参考劳工处网站 <http://www.labour.gov.hk/tele/os.htm>。

本工作守则欢迎复印，但作广告、批核或商业用途者除外。如需复印，请注明录自劳工处刊物《使用显示屏幕设备的工作守则》。

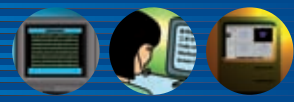
This code of practice is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch or downloaded from website of the Labour Department at <http://www.labour.gov.hk/eng/public/oh/OHB90.exe>. Addresses and telephone numbers of the offices can be found in website of the Department at <http://www.labour.gov.hk/eng/tele/os.htm>.

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目录 Contents

1. 简介	1
2. 有关「使用者」的释义	2
3. 危险评估	3
附录－工作间危险评估一览表	4-5
查询	6
1. Introduction	7
2. Interpretation of "user"	8
3. Risk assessment	9
Annex - Workstation Risk Assessment Checklist	10-11
Enquiry	12



1. 简介

- 1.1 《职业安全及健康(显示屏幕设备)规例》(下称「本规例」)旨在保障长时间使用显示屏幕设备工作的雇员的安全及健康。
- 1.2 本工作守则乃由劳工处处长根据《职业安全及健康条例》(第509章)第40条所发出，目的是为工作地点的负责人及雇员提供下列方面的实务指引，即雇员是否属于本规例所界定的「使用者」，以及应如何进行本规例所规定的危险评估。本守则所载的指引不应视为已全部包括本规例的所有法律规定，其原意亦非免除有关负责人的法定责任。
- 1.3 本工作守则内的词语涵义与本规例及《职业安全及健康条例》对这些词语所下的定义相同。
- 1.4 虽然任何人不会只因违反本工作守则的条文而招致民事或刑事法律责任，但证明某人已遵守或没有遵守本守则的证据，则可在法律程序中获该法律程序的任何一方依赖为可确立或否定受争论事宜的证据。（见《职业安全及健康条例》第41条）
- 1.5 本工作守则内所引述的法定条文，是在二零零三年七月四日有效的条文。



2. 有关「使用者」的释义

2.1 根据本规例第2条，「使用者」是指因本身的工作性质而差不多每天均须长时间使用显示屏幕设备的雇员。

2.2 如因工作性质 (例如从事数据处理、电讯、电脑平面设计等工作) 而差不多每天均须使用显示屏幕设备，而且又属下列情况，则雇员便是「使用者」：

- (a) 在一天内连续使用显示屏幕设备最少四小时；**或**
- (b) 在一天内累积使用显示屏幕设备最少六小时。

如雇员在一小时内离开显示屏幕设备不超过十分钟的时间，则不应视为雇员已中断连续使用显示屏幕设备的时间。



3. 危险评估

- 3.1 根据本规例第4条，有关工作地点的负责人须为工作地点的工作间进行危险评估。
- 3.2 工作间的危险评估应包括确定及评估对工作间使用者的安全及健康造成的危险、决定现行预防措施是否足够，并把评估结果记录下来。现建议采用一览表的方法进行该项危险评估。一览表的内容必须包括有关显示屏幕、输入装置、工作枱、座椅、文件架及脚踏等附件，以及工作环境的一系列问题（视何者适用而定）。现亦建议提供已填妥的一览表的副本给有关使用者，以供参阅。
- 3.3 附录所载的工作间危险评估一览表，可用作工作间危险评估。进行评估的人士在填写一览表时，应回答甲部的问题。如答案属「是」或有关问题不适用时，便毋须作出跟进行动；如答案属「否」，便须采取跟进行动以减低危险。拟采取的任何跟进行动，均应记录于一览表的乙部内。进行评估的人士在完成评估后，应在一览表上签名及记录评估日期。

附录

工作间危险评估一览表

机构名称：_____

地址：_____

工作间位置：_____

使用者姓名：_____

工作类别：_____

甲部：评估

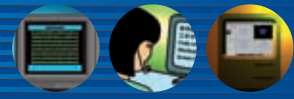
	是	否	不适用	备注
显示屏幕				
1. 屏幕是否能显示清晰、分明而稳定的影象？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 字体是否清楚易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 光度及对比度是否可以调校？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 屏幕是否可转向及调校斜度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 屏幕是否放置大约在或略低于视线水平和摆放在使用者的前面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 屏幕是否没有反光及眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
输入装置（键盘、滑鼠、数字键盘等）				
7. 键盘是否可调校斜度及与显示屏幕分离？ （不适用于手提系统）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. 键盘/数字键盘上的键的字样是否清晰易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 键盘/数字键盘是否不会产生眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. 输入装置是否放置大约在手肘的高度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. 输入装置的前面是否有足够空间摆放双手？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
工作				
12. 工作枱是否有足够空间放置屏幕、 输入装置和文件？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. 工作枱下是否有足够空间容纳双腿？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	是	否	不适用	备注
座椅				
14. 座椅的底架是否稳固？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. 滑轮是否可让座椅容易移动？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. 座位可否调校高度以配合使用者的身形？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. 靠背可否调校高度和斜度 以便充分承托使用者？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. 座位是否设有软垫和没有利边？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. 如有靠手，靠手的位置是否方便使用者 轻易操作键盘？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
文件架				
20. 如果有文件架，文件架的位置是否适当， 以避免不良的颈部姿势和动作？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
脚踏				
21. 如需使用脚踏，脚踏是否稳固和设有防 滑面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
照明				
22. 照明度对进行中的工作是否适宜？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
噪音				
23. 工作间所发出的噪音是否可以接受？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

乙部：跟进行动

(如上述任何问题的答案是「否」，便须要作出跟进行动。)

进行评估的人士：_____ 评估日期：_____



查询

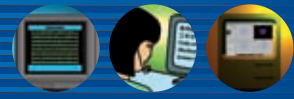
如你对本工作守则或本规例有任何疑问，你可与职业安全及健康部联络：

电话 ： 2852 4041

传真 ： 2581 2049

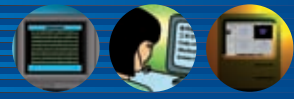
电子邮件 ： enquiry@labour.gov.hk

你亦可以透过互联网，找到劳工处提供的各项服务及主要劳工法例的资料。网址是 <http://www.labour.gov.hk>。



1. Introduction

- 1.1 The Occupational Safety and Health (Display Screen Equipment) Regulation ("the Regulation") aims at protecting the safety and health of employees who use display screen equipment at work for prolonged periods of time.
- 1.2 This Code of Practice is issued by the Commissioner for Labour under Section 40 of the Occupational Safety and Health Ordinance (Cap. 509) for the purpose of providing the person responsible for a workplace and employees with practical guidance as to whether an employee is a "user" as defined in the Regulation, and how risk assessments required under the Regulation should be performed. The advice contained in this Code should not be regarded as exhaustive to cover all legal requirements under the Regulation, nor is it intended to relieve duty-holders of their statutory responsibilities.
- 1.3 The terms used in this Code of Practice have the same meaning as those in the Regulation and the Occupational Safety and Health Ordinance.
- 1.4 Although a person does not incur any civil or criminal liability only because he has contravened a provision of this Code of Practice, proof of compliance with, or failure to comply with, this Code may be relied on in legal proceedings by any party to the proceedings as tending to establish or negate a matter that is in issue (see section 41 of the Occupational Safety and Health Ordinance).
- 1.5 The statutory provisions to which reference has been made in this Code of Practice are those in force as at 4 July 2003.



2. Interpretation of "user"

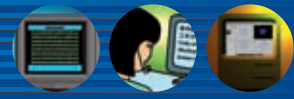
2.1 Under Section 2 of the Regulation, "user" is defined to mean an employee who, by reason of the nature of his work, is required to use display screen equipment for a prolonged period of time almost every day.

2.2 An employee would be a "user" if he, by the nature of his work, e.g. data processing, telecommunications, computer graphic design, etc, is required to use display screen equipment almost every day,

(a) continuously for at least 4 hours during a day; OR

(b) cumulatively for at least 6 hours during a day.

Breaks not exceeding 10 minutes in an hour away from the display screen equipment shall not be regarded as breaking the continuity of use of the display screen equipment.



3. Risk assessment

- 3.1 Under Section 4 of the Regulation, the person responsible for a workplace is required to perform a risk assessment of a workstation in the workplace.
- 3.2 A risk assessment of a workstation should consist of a process of identifying and assessing the risks to the safety and health of users of the workstation, deciding whether existing precautions are adequate and recording the findings. It is recommended that such a risk assessment be made by means of a checklist. The checklist should comprise a set of questions on the display screen, input devices, work desk, chair, accessories like document holder and footrest, and the working environment, as appropriate. It is also recommended that a copy of the completed checklist be provided to users concerned for reference.
- 3.3 The Workstation Risk Assessment Checklist at the Annex may be used in performing risk assessments of workstations. In completing the checklist, the person making the assessment should answer the questions in Part A. Where the answer is "Yes" or the question is not applicable, no follow-up action is required. Where the answer is "No", follow-up actions will be needed to reduce the risks. Any follow-up action to be taken should be recorded in Part B of the checklist. On completion of the assessment, the person making the assessment should sign and record the date of assessment on the checklist.

Annex Workstation Risk Assessment Checklist

Name of organization: _____

Address: _____

Workstation location: _____

Name of user: _____

Description of task: _____

Part A : Assessment

	Yes	No	N.A.*	Remarks
Display Screen				
1. Does the screen give a clear, sharp and steady image?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the characters readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are the brightness and contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the screen positioned at about or slightly below the eye level and in front of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the screen free from reflections and glare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Input Devices (keyboard, mouse, numeric pad, etc.)				
7. Is the keyboard tiltable and detached from the display screen? (not applicable to portable systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are the characters on the keys of the keyboard/numeric pad readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the keyboard/numeric pad glare free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are the input devices positioned at about the elbow level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is there enough space to rest hands in front of the input devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Desk				
12. Is the desk surface large enough for the screen, input devices and documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is there adequate leg-room below the desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annex Workstation Risk Assessment Checklist

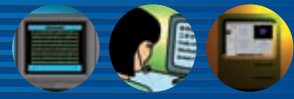
	Yes	No	N.A.*	Remarks
Chair				
14. Is the base of the chair stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do the casters allow easy movement of the chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the seat height adjustable to suit the body size of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the backrest adjustable in both height and tilt to provide adequate support to the lower back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is the seat pan padded and free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do the armrests, if any, allow the user to get close enough to key comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Holder				
20. Is the document holder, if provided, properly positioned to avoid awkward neck posture and movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Footrest				
21. Is the footrest, if required, stable and provided with a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illumination				
22. Is the lighting level suitable for the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise				
23. Is the noise produced by the workstation acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part B : Follow-up Actions

(If a "No" answer is given to any of the above questions, follow-up actions are required.)

Person making the assessment: _____ Date of assessment: _____

Note: *Not Applicable



Enquiry

If you wish to enquire about this Code of Practice or the Regulation, please contact the Occupational Safety and Health Branch through:

Telephone : 2852 4041
Fax : 2581 2049
E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting our Home Page in the Internet. Address of our Home Page is <http://www.labour.gov.hk>.



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