

学校的职业安全及健康 Occupational Safety and Health in Schools



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Occupational Safety and Health in Schools

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引言 Introduction

虽然学校的工作环境不似制造业或建造业般危险，但并非完全没有危害安全及健康的因素。这些危害因素如未能适当地鉴别、评估和加以控制，学校雇员的安全及健康将会出现问题，学生和家长亦可能受到影响。

学校雇员的安全及健康，是受到《职业安全及健康条例》和其附属规例所保障。雇主有责任在合理地切实可行范围内，保障雇员的工作安全及健康。雇员亦须在合理地切实可行范围内与雇主合作，以遵从法例的规定。

本指引旨在唤起教育界雇主和雇员的警觉，留意学校内各种职业安全及健康的危害，并提供简明的预防措施，以防止意外及职业病的发生。

劳工处职业安全及健康部
二零一八年六月

Although the working environment in schools is not as hazardous as in the manufacturing or construction industry, it is not entirely free of occupational safety and health hazards. If the hazards are not properly recognised, evaluated and controlled, the safety and health of school employees may be jeopardised. Pupils and parents may also be affected.

The safety and health of employees in schools is protected by the Occupational Safety and Health Ordinance and its subsidiary regulations. It is the responsibility of employers to ensure, so far as reasonably practicable, the safety and health of all employees at work. Employees should, so far as reasonably practicable, cooperate with their employers to comply with the requirements of the law.

The objective of this guide is to arouse the awareness of both employers and employees of the education sector about the various occupational safety and health hazards in schools. It also suggests precautionary measures to be adopted with a view to preventing accidents and occupational diseases.

Occupational Safety and Health Branch, Labour Department
June 2018



你的学校有没有以上的安全及健康问题，例如照明不足、工作间挤迫、通风不足、不良工作姿势、噪音、提举重物和烟橱漏气等？

Are there any of the above safety and health hazards in your school, e.g. insufficient lighting, overcrowding, inadequate fresh air, poor working posture, noise, manual lifting of heavy loads and leakage from a fume cupboard?

安全及健康的管理 Safety and Health Management

要成功缔造安全及健康的工作环境，学校应制订一套职业安全及健康的管理制度。这制度应该包括以下重点：

- a) 一份安全及健康政策的声明，显示管方的承担；
- b) 管理制度的组织，连同清楚的安全责任分配；
- c) 职业安全及健康的风险评估，是项评估应随情况变迁而更新；
- d) 工作间的安全及健康规则；
- e) 职业安全及健康的教育、指引和训练；
- f) 紧急应变计划、演习和急救安排；
- g) 定期检讨管理制度，确保有效；
- h) 编制有关文件和保存记录，确保措施连贯。

To successfully manage safety and health at work, a school should establish an occupational safety and health management system which includes the following elements:

- a) a safety and health policy statement to show the management's commitment;
- b) organisation of the management system, with a clear allocation of safety responsibilities;
- c) an assessment of the safety and health risks which should be updated when situations change;
- d) safety and health regulations to be observed in the workplace;
- e) education, instruction and training on occupational safety and health;
- f) emergency plans, drills and first aid arrangements;
- g) a regular review of the management system to ensure its effectiveness;
- h) documentation to keep proper record and ensure continuity of activities.

校舍管理 Housekeeping

良好的校舍管理，是指保持工作间的器材和设施清洁和井然有序。这需要有计划和各方面的合作。校舍管理是迈向良好职业安全及健康习惯的第一步。学校的校舍管理标准通常甚高，环境一般都能保持清洁。然而，仍有一些需要进一步关注的事项。

Good housekeeping refers to the cleanliness and the good order of equipment and facilities in a workplace. Housekeeping needs planning and cooperation of all staff and it is the first step towards good occupational safety and health practice. The standard of housekeeping and cleanliness in schools is generally quite high. However there are still some areas that need further attention.

通道和出口不应被物件阻塞，这些物件可能会令人绊倒，及妨碍火警时逃生。

Passageways and exits should not be blocked by obstacles which may cause people to trip and affect the means of escape in the event of fire.



充足的空间和贮存设施，有助工作间管理。
Sufficient space and storage facilities can facilitate good housekeeping.



提供足够和适当的灭火筒，并放在易于取用的地方。

Suitable and sufficient fire extinguishers should be provided at locations where they are readily available for use when required.

课室的通风 Ventilation in Classrooms

教师大部分工作时间是在课室和学生们一起渡过。如课室的通风不足，体味和其他污染物便会在课室积聚。故此，课室应维持有足够的鲜空气供应。

A teacher spends most of his/her working time in a classroom with pupils. If a classroom is not adequately ventilated, body odour and other contaminants can accumulate in the classroom. Hence, a classroom should be maintained with an adequate amount of fresh air supply.



若工作环境中没有燃烧或可产生二氧化碳的工作，例如课室，我们可透过量度空气中的二氧化碳含量来评估通风是否充足。在日常活动中，人们会呼出二氧化碳。在通风适量的环境中，二氧化碳的浓度会保持于适当的低水平。当二氧化碳含量经常超越百万分之一千水平时，便显示通风可能不足，需要仔细检查通风系统，查看是否有新鲜空气供应不足或分布不均的问题。空气中的「二氧化碳水平」可使用一些简单直读式仪器进行评估。

In a workplace without burning activity or a source of carbon dioxide contamination, such as a classroom, the adequacy of ventilation can be measured indirectly by checking the carbon dioxide level in the air. During normal work activity, people breathe out carbon dioxide. If there is sufficient fresh air supply for the workplace, the concentration of carbon dioxide will remain at a low level. When the carbon dioxide level frequently exceeds 1,000 ppm, it suggests that the ventilation system should be examined to check whether there is any air distribution problem or the fresh air supply is adequate. The measurement can be made by using a direct reading instrument which responds specifically to the level of carbon dioxide in air.



天然通风（打开门窗）配合循环风扇能提供足够的新鲜空气。缺点是受外间噪音的滋扰，和会受夏季的高温影响。

Natural ventilation (keep the windows and doors open) coupled with circulating fans can provide sufficient fresh air supply. The drawbacks are noise nuisance from outside and a high temperature in summer.

如使用空气调节系统，应装设足够的抽气扇和新鲜空气抽入扇，确保课室内的空气与室外的新鲜空气有足够交换。

If an air-conditioning system is used, sufficient exhaust fans and fresh air intake fans should be installed to ensure an adequate exchange of indoor air with fresh air outside the classroom.



所有机械通风系统都应有定期的检查和维修，以避免故障并确保效能良好。隔尘网、风扇、冷凝器圈和风管都要定期清洁或更换。

Regular checks and maintenance should be made to any mechanical ventilation system to ensure their efficiency and prevent breakdown. Air filters, fans, cooling coils and ducting should be regularly cleaned.



照明 Lighting

要能舒适地阅读和增加工作效率，便必须有良好的照明。良好的照明能减少意外、眼部疲劳和消除不适。

天然光是最好和最廉宜的光源。但由于它的不稳定性，以及其他不能控制的因素，如天空的光度、季节变化和与窗户的距离等，我们必须提供足够的人工照明作辅助。

工作环境的照明度应配合工作性质。此外，工作间内的照明亦要平均分布。下表列出不同工作地点的建议照明度。

Good lighting is necessary for comfortable reading and increasing efficiency at work. It helps to reduce accidents, eye strain and discomfort.

Natural lighting is the best and cheapest source of illumination. However, due to its unreliable nature and uncontrollable factors such as sky brightness, seasonal variation, distance from windows, etc., adequate artificial lighting should be used as a supplement.

The intensity of the lighting should match the nature of the job. The illumination in a workplace should also be uniform. The recommended illumination for various processes in different locations is given below:

地点 Location	理想的照明度 Optimum Illuminance (勒克斯 lux)	最低要求的照明度 Minimum Required Illuminance (勒克斯 lux)
Corridors 走廊	100	10 ⁽¹⁾
Classrooms 课室	500	167 ⁽²⁾
Offices 办公室	500	167 ⁽²⁾
Libraries 图书馆	300	100 ⁽²⁾
Laboratories 实验室	500	167 ⁽²⁾
Workshops 工场	300	100 ⁽²⁾

注 Note:

- (1) 适用于通常不需仔细察看物件，不致造成眼部疲劳的地点。在建议最低要求的照明度时，只考虑一般安全因素。然而，如须察看细微要点以识别危险；或者，如工作出错会影响别人安全，则为了安全着想，上述最低要求的照明度应增至最少100勒克斯。

Applicable to situations where no perception of details is required and visual fatigue is unlikely. In recommending the minimum required illuminance, only general safety factors are considered. However, where it is necessary to inspect details to recognise a hazard, or where errors in performing the task could put someone else at risk, the above minimum required illuminance should be increased to a minimum of 100 lux.

- (2) 最低要求的照明度可避免眼部疲劳及保障安全。对需察看极仔细的工作，应提供局部照明或比最低要求的照明度更高。

The minimum required illuminance is to avoid visual fatigue and for safety purposes. For jobs requiring perception of very fine details, local lighting or a higher illuminance should be provided.

应适当地安排光源的位置，避免因产生强烈投影而增加绊倒的危险和令眼睛疲劳。应采用适当的灯罩和窗帘以减眩光。

Lamps should be suitably arranged to avoid heavy shadowing effect which will increase the risk of tripping and eye strain. Glare should be minimised by suitable lamp shades and blinds.



损坏的灯应尽快更换。校方宜制订保养措施，以保持灯、照明装置和窗户的整洁和效能。

Damaged lamps should be replaced as soon as possible. A maintenance programme should be set up to ensure the cleanliness and effectiveness of lamps, lighting fixtures and windows.

工作姿势 Working Postures

工作环境和使用的工具应能令雇员采用舒适自然的工作姿势。姿势和活动受限制都可能导致职业性筋骨劳损。适当地根据人体功效学原理设计的工作间，可确保不同身材的员工均能采取舒适自然的工作姿势，设计时要照顾身材矮小和高大雇员的实际需要。

The working environment and tools should enable employees to adopt a comfortable working posture. Constraints on postures and restrictions on movement can result in work-related musculo-skeletal disorders. A workplace properly designed according to ergonomic principles could help staff of different build to adopt comfortable working posture. Special attention should be given to short and tall employees at the design stage.



幼儿园教师为帮助学生学习要经常弯腰。背痛是幼儿园教师常见的健康问题。

Kindergarten teachers are always required to bend their backs in teaching pupils. Back pain is common among kindergarten teachers.

使用适当凳子可避免彎身。

Use a suitable stool to reduce the need for bending the body.



为尽量减少因连续操作电脑工作而产生不符合人体功效学的问题，学校员工可遵照有关使用电脑或显示萤幕设备的指南。该等指南可向劳工处职业安全及健康部免费索取。

无论工作姿势是如何良好，亦不应长期使用同一姿势；否则亦会引致肌肉疼痛和妨碍血液流通。雇员应不时改变工作姿势以便舒展身体不同的部位。

To minimise ergonomic problems resulting from working continuously at computer units, staff in schools should observe guidelines concerning the use of computer or display screen equipment. These guidelines are available free of charge from the Occupational Safety and Health Branch of the Labour Department.

No matter how good a working posture is, it should not be maintained for a long time as it can result in muscular strain and restrict blood circulation. An occasional change of work postures for exercising different parts of the body is recommended.

体力处理操作 Manual Handling Operations

体力处理操作是指用人手或身体部份移动或承托物件，包括提举、放下、推动、拉动和搬运物件。

不适当地提举物件，可能会损害健康或引致受伤。用不自然的姿势或经常重复同一动作提举物件，则会增加受伤的机会。学校内有可能令健康受损的体力处理操作包括运送大量书籍、搬运实验室和工场的重型仪器、搬移桌椅，以及在特殊学校搬移伤健学童。

进行任何体力处理操作前，应由工作间负责人安排合适人员进行初步的安全及健康风险评估。在合理地切实可行范围内，应尽可能避免具危害的体力处理操作，若无法避免，则需要作进一步评估。工作间的负责人应根据评估的结果制定预防措施，如采取适当的工作姿势、提供机械辅助器材及铺设防滑地板，尽量减少有关风险。

体力处理操作的风险评估应包括下列因素：

- a) 工作 b) 负荷物 c) 工作环境 d) 个人能力 e) 其他有关事项

Manual handling operation is an operation which involves moving or supporting a load by hands or by bodily effort, including lifting, lowering, pushing, pulling and carrying the load.

Manual handling operations can be hazardous and cause injury if not properly carried out. Awkward movements during manual handling operations and repetitive movements make people particularly prone to injury. The potentially hazardous manual handling operations in schools include carrying a large quantity of books, moving heavy equipment in laboratories and workshops, moving chairs and desks, and moving physically handicapped pupils in special schools.

Before any manual handling operation is undertaken, a preliminary assessment of its safety and health risks must be arranged by the person responsible for the workplace. Hazardous manual handling operations should be avoided as far as reasonably practicable. A further assessment should be made to assess the risks of any unavoidable hazardous manual handling operations. Preventive measures, such as adopting proper working postures and providing mechanical aids and non-slippery floor tiles, should be implemented to minimise the risks.

An assessment of the risks of undertaking manual handling operations should include the following factors:

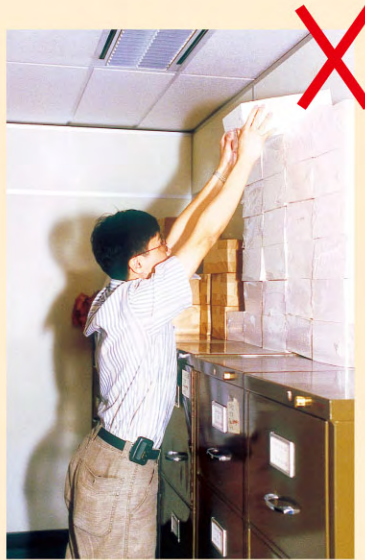
- a) the tasks b) the loads c) the working environment
- d) individual capability e) other relevant matters

容易导致受伤的不自然动作：

Awkward movements that may easily lead to injuries are:



彎身
Stooping



向上伸展
Reaching



扭動身軀
Twisting



在短时间内搬移大量椅子、书桌等是会引致体能大量消耗，肌肉与骨骼系统会承受巨大压力，很容易受伤。这些工作宜预早安排充足人手、设备和时间来进行。

Moving a large quantity of chairs, desks etc. in a short period of time will cause physical stress. The musculo-skeletal system will be put under great strain and may be easily injured. Sufficient manpower, mechanical aids and time should be made available.

特殊学校的员工移动伤健学生时，如姿势不正确，可能会导致背部受伤。因此最好利用机械辅助器材，或合力提举，把风险减至最低。

Staff moving physically handicapped pupils in special schools may suffer back injuries if an improper posture is adopted. It is advisable to minimise the risk by using mechanical aids or by working as a team.



搬移物品上落楼梯，会增加搬运的难度和受伤的风险。使用坡道或正确的体力处理操作方法可减少风险。

Moving loads up and down stairs increases the difficulty of movement and the risk of injuries. A gentle ramp or proper manual handling operation can reduce the risk.

重型器材宜存放在腰部高度，避免员工弯身或向上伸展去拿起器材。

It is advisable to store heavy equipment at waist level to avoid stooping or reaching upwards during lifting.



雇员须接受指导，学习安全的体力处理操作方法。
Employees should be instructed on the safety of manual handling operation.



实验室和工场

Laboratories and Workshops

实验室和工场是学校内会经常使用化学品、设备和机器的地方，因此应特别注意在这些地方内有关职业安全及健康的危害。

空气中的污染物可能影响雇员的健康。在合理地切实可行范围内，应尽可能把散发于空气中的污染减至最少，并不应超过劳工处建议的职业卫生标准。详细资料，可参阅劳工处出版的《控制工作地点空气杂质(化学品)的工作守则》。

In any school, laboratories and workshops are places where chemicals, equipment and machines are mostly used. Special attention should be paid to the potential occupational safety and health hazards in these locations.

Air-borne contaminants may affect the health of employees. Their exposure to air-borne contaminants should be kept as low as reasonably practicable and should not exceed the Occupational Exposure Limits recommended by the Labour Department. Useful information on Occupational Exposure Limits can be found in the booklet “Code of Practice on Control of Air Impurities (Chemical Substances) in the Workplace” published by the Labour Department.

实验室和工场的良好工作指引 Good Work Practice in Laboratories and Workshops

技术员、工场杂务员、工友及理科、实用科目和工艺科目的教师均应先接受适当的安全及健康训练或指导，然后才可在实验室或工场工作。有关实验室安全的训练可透过参加劳工处、职业安全健康局、教育局、职业训练局等机构举办的课程和研讨会获得。

实验室和工场都应有一套安全及健康工作指引。

Technicians, workshop attendants, workmen and teachers of science, practical and technical subjects should have received suitable safety and health training or instructions before working in a laboratory or workshop. Such training can be obtained through courses and seminars organised by the Labour Department, the Occupational Safety & Health Council, the Education Bureau, Vocational Training Council, etc.

Guides on good safety and health practices for working in a laboratory or workshop should be developed.



在当眼处张贴关于安全及健康指引的海报，提醒员工和学生关于一般安全及健康的规定和应采取的预防措施。

Posters with safety and health instructions should be displayed in prominent positions to alert staff and pupils on general safety and health requirements and the precautions to be adopted.

泄漏的化学品应立即清理。实验室和工场应常备一套处理化学品泄漏的工具和所需的个人防护装备。

All spilled chemicals should be cleaned up immediately. Suitable spillage-handling kits and personal protective equipment should be readily available.





机器和设备的危险部份要安装适当护罩。操作员要有适当的训练和合乎操作有关设备的资格。其他人士只可在合格操作员的指导下，使用这些设备。

All dangerous parts of plant and machinery should be effectively guarded. Operators should be properly trained and competent. Other persons should operate the plant or machinery only when under the supervision of a competent operator.



应经常保持良好的工作纪律和遵照实验室/工场的安全及健康工作指引：

- 在实验室、工场或准备室内不得吸烟和饮食；
- 工作前后要洗手；
- 需要时使用适当的个人防护衣物和设备，例如护眼罩、手套和保护听觉器具等；
- 处理化学品、仪器、器材或机械时遵从良好和安全的工作程序。

Good work discipline and laboratory/workshop practices should always be followed:

- no smoking, eating or drinking in laboratories, workshops or preparation rooms;
- wash hands before and after work;
- use appropriate personal protective clothing and equipment such as eye protectors, suitable gloves, hearing protectors, etc. when required;
- follow good and safe working procedures while handling chemicals, apparatus, equipment or machinery.

应备有足够的急救设施，并存放在容易取得的地方。应经常检查和增添，以维持良好备用状况。
Adequate first-aid facilities should be readily accessible. They should be fully stocked and maintained in good conditions at all times.



通风 Ventilation



工场和实验室内要有足够的通风，使实验过程释出的污染物能即时抽走。

Sufficient exhaust ventilation should be provided in workshops and laboratories so that any contaminants released during experiments can be readily removed.

若没有合适的抽气设施，室内不应进行有危害性的操作如喷油，应在有足够通风的地方进行，并佩戴合适的个人防护装备。

If not performed under exhaust ventilation, hazardous operations such as paint-spraying, should not be conducted indoors. Such operations should be done in properly ventilated areas with suitable personal protective equipment.



产生大量尘埃的工序如刨木、磨石和焊接，应在设有局部抽气装置的地方进行，以尽量减低空气污染。

Dust-producing processes, such as wood machining, stone grinding and welding, should be performed under local exhaust ventilation to minimise air contamination.

所有烟橱和局部抽气系统应定期检查和保养，确保效能良好。污染物可能由保养差的烟橱或局部抽气系统中泄漏。

All fume cupboards and local exhaust ventilation systems should be regularly checked and maintained to ensure their effectiveness. Contaminants may escape from poorly maintained fume cupboards or local exhaust ventilation systems.



为确保烟橱的效能，烟橱不应用作贮存化学品或器材。

To ensure the effectiveness of a fume cupboard, it should not be used for the storage of chemicals or equipment.

室内的气流会严重影响烟橱的性能。使用烟橱时，应避免气流横过烟橱口，例如避免风扇直接吹向或横向吹过烟橱口。

Room air currents have a significant effect on the performance of a fume cupboard. When a fume cupboard is used, the air current across the face opening should be minimised, e.g., no fans should blow at or across the face opening.



化学品的贮存和标签 Storage and Labelling of Chemicals



应尽量减少存放于实验室或工场的化学品的数量，以仅足够用于日常用途为限。在准备室贮存大量化学品，会增加员工接触化学品的风险。

The quantity of chemicals kept in a laboratory or workshop should be as low as possible and just sufficient for routine usage. The storage of a large quantity of chemicals in preparation rooms will increase the risk of chemical exposure to staff.

贮存的化学品应放在稳固的柜里或架上，并存于上锁的储物室内。锁匙应由负责储物室的教师或实验室技术员保管。不相容的化学品应互相隔离。储物室应有足够通风，避免危险的烟雾或气体积聚。

The bulk of chemicals should be stored in suitable cupboards or shelves in a locked chemical storeroom. The key should be kept by the teacher or laboratory technician in charge of the storeroom. Incompatible chemicals should be isolated from each other. The storeroom should have adequate ventilation to avoid the accumulation of hazardous fumes or vapours.





化学品容器应整齐及稳固摆放，防止意外倒翻。容器应定期检查，防止泄漏或破损，并查看是否有已过期的化学品。除实验室化学品外，不应有其他物品贮存于化学品储物室。

Chemical containers should be kept secure and tidy to prevent accidental tipping over. They should be inspected periodically to avoid leakage or breakage and to check for expired chemicals. Articles or substances other than laboratory chemicals should not be kept in a chemical storeroom.

从储物室运送化学品往实验室应使用适当的运送设备，以减少意外破损的机会。

Suitable bottle carriers should be used for carrying chemicals from the storeroom to the laboratory to minimise the risk of accidental breakage.



没有贴上适当标签的化学品可能会被误用，造成意外。

Chemicals not properly labelled may be misused and cause accidents.

不适当处理和贮存化学废物，例如把化学废物倒进洗手盆，或将不相容的化学品混合，会增加产生化学作用的风险。过期的化学品可能会不稳定，或性质已改变。这些化学品应尽快移走并作适当处理。

Improper disposal and storage of chemical wastes, e.g. pouring down the sink or mixing incompatible chemicals will increase the risk of exposing to chemical reaction. Expired chemicals may be unstable or have denatured. They should be removed for proper disposal as soon as possible.

教师的职业健康问题

Occupational Health Problems for Teachers

教师独特的工作性质，令他们会遇上一些常见的职业健康问题。

The special job nature of teachers exposes them to a number of common occupational health problems.

长期在课室讲课，特别是在高噪音的环境，可引致声音沙哑。

Prolonged speaking in classes, especially in a noisy environment, can lead to voice hoarseness.



建议的预防措施

- 使用扩音器；
- 关闭窗户把外间的噪音源隔绝；
- 接受声音控制和正确发音技巧的训练；
- 给嗓子充分休息；
- 日常生活中适当保护嗓子。

Suggested precautions:

- use loudspeaker;
- isolate exterior noise sources by closing windows;
- receive training on voice management and correct speech-production techniques;
- sufficient rest;
- proper protection of the voice in daily life.

肩背痛是教师常见的健康问题。这是由于不正确的工作姿势导致，如幼稚园教师在学生的桌子上批改功课和长时间在黑板或白板上方书写等。

Shoulder / back pain is common among teachers. It can be caused by incorrect working posture, e.g. marking homework at a pupil's desk in a kindergarten, or prolonged writing on the upper part of a blackboard or a white board.



建议的预防措施：

- 提供可调校高度的黑板或白板；
- 使用投影机代替黑板；
- 为案头工作提供合适的桌椅；
- 准备适当的教具，以尽量减少使用黑板；
- 保持正确的工作姿势；
- 下课后做一些松弛的运动。

Suggested precautions:

- provide a height-adjustable blackboard or a white board;
- use an overhead projector instead of a blackboard;
- provide suitable desks and chairs for desk-top work;
- prepare appropriate teaching aids so as to minimise the use of blackboards;
- maintain a correct working posture;
- do relaxation exercises after classes.

经常站立可导致脚部和腰背疼痛，亦可能影响血液从脚部流返心脏，以及加剧静脉曲张的情况，双脚表面的静脉因而出现扩张、拉长和弯曲的现象。

Frequent standing may cause leg and lower back pain. It may also restrict blood flow from the legs back to the heart and exacerbate varicose veins. The superficial veins of the legs are distended, lengthened and tortuous.



建议的预防措施：

- 在适当时间休息双脚；
- 按摩腿的下方，改善血液循环；
- 穿著舒适的鞋子。

Suggested precautions:

- rest the legs at suitable time;
- improve blood circulation by massaging the lower legs;
- wear comfortable shoes.

教师要面对不同的工作压力，要妥善处理，必先找出压力的来源，然后对症下药。以下提供一些正面及积极处理压力的方法作参考：

- 了解压力来源，与人倾诉
- 进行深呼吸和练习肌肉松弛法
- 提升处理工作压力的能力，
例如沟通技巧、时间管理和人际关系
- 自我增值
- 正面思维，保持心境开朗
- 健康生活方式：定时及均衡饮食、充足睡眠、恒常运动、培养兴趣、享受馀暇
- 有需要时，应寻求专业人士协助



Teachers have to face different occupational stress. To manage the work stress properly, understanding the sources of stress and then taking proper solutions is of paramount importance. Some positive and active strategies for managing occupational stress are listed below for reference.

- Understand the sources of stress and talk to reliable people
- Perform deep breathing and practise muscle relaxation
- Enhance the ability to cope with work stress
e.g. communication skill, time management and interpersonal relationship
- Self increment
- Think positively and stay happy
- Live a healthy lifestyle: regular and balanced diet, adequate sleep and rest, regular exercise, foster hobbies and enjoy leisure activities
- Seek professionals' assistance when necessary

参考资料 References

以下刊物可提供有关学校内职业安全及健康的进一步资料：

The following publications provide further information on the occupational safety and health in schools:

劳工处职业安全及健康部印制的免费刊物

Free publications produced by the Occupational Safety and Health Branch of the Labour Department

1. 职业安全及健康条例简介
A Brief Guide to the Occupational Safety & Health Ordinance
2. 职业安全及健康规例简介
A Brief Guide to the Occupational Safety & Health Regulation
3. 通风及通风系统保养指引
Guidance Notes on Ventilation and Maintenance of Ventilation Systems
4. 《职业安全及健康规例》第VII部有关体力处理操作的指引
A Guide to Part VII of the Occupational Safety and Health Regulation (Manual Handling Operations)
5. 例须补偿的职业病指南
Guide to Occupational Diseases Prescribed for Compensation Purposes
6. 急救简介
A Brief Guide to First Aid
7. 急救指南 (适用于：应呈报工场、石矿场、货物搬运及货柜处理作业、建筑地盘及所有其他工作场所)
Hints on First Aid (For: Notifiable Workplaces, Quarries, Cargo & Container Handling, Construction Sites, and All Other Workplaces)
8. 控制工作地点空气杂质 (化学品) 的工作守则
Code of Practice on Control of Air Impurities (Chemical Substances) in the Workplace
9. 职业健康风险评估简易指南 - 办公室环境系列「引言及工作间管理」
A Simple Guide to Health Risk Assessment - Office Environment Series Introduction and Housekeeping
10. 职业健康风险评估简易指南 - 办公室环境系列「办公室照明」
A Simple Guide to Health Risk Assessment - Office Environment Series Lighting in Offices



11. 职业健康风险评估简易指南 - 办公室环境系列「复印」
A Simple Guide to Health Risk Assessment - Office Environment Series
Photocopying
12. 职业健康风险评估简易指南 - 办公室环境系列「办公室通风」
A Simple Guide to Health Risk Assessment - Office Environment Series
Ventilation
13. 职业健康风险评估简易指南 - 办公室环境系列「办公室工作间的设计」
A Simple Guide to Health Risk Assessment - Office Environment Series
Office Workstation Design
14. 职业健康风险评估简易指南 - 办公室环境系列「化学品的使用」
A Simple Guide to Health Risk Assessment - Office Environment Series
Use of Chemicals
15. 职业健康风险评估简易指南 - 办公室环境系列「体力处理操作」
A Simple Guide to Health Risk Assessment - Office Environment Series
Manual Handling
16. 预防职业性皮肤病 - 给雇主和雇员的指引
Prevention of Occupational Dermatitis - Guidelines for Employers and Employees
17. 工作地点防火指引
Guidance Notes on Fire Safety at Workplaces
18. 使用显示屏幕设备的工作守则
Code of Practice for Working with Display Screen Equipment
19. 使用显示屏幕设备的健康指引
A Health Guide on Working with Display Screen Equipment
20. 学校的职业安全及健康管理
Managing Occupational Safety and Health in Schools
21. 工作间的照明评估
Lighting Assessment in the Workplace
22. 职业环境卫生指引 - 照明
Guidelines for Good Occupational Hygiene Practice in a Workplace - Lighting

本小册子与上列之参考资料可在劳工处职业安全及健康部各办事处免费索取，亦可于劳工处网页下载 <http://www.labour.gov.hk>。

This booklet together with the above listed references can be obtained free of charge from offices of the Occupational Safety and Health Branch of the Labour Department or downloaded from Labour Department's website: <http://www.labour.gov.hk>.

查询 Enquiries

如对本小册子有任何疑问或查询其他职业健康及卫生事宜，请与劳工处职业安全及健康部联络。

地 址： 香港中环统一码头道38号
海港政府大楼15楼

电 话： 2852 4041 或 2559 2297 (非办公时间设有自动录音服务)

传 真： 2581 2049

电子邮件： enquiry@labour.gov.hk

你可以透过职业安全健康局热线 2739 9000 或浏览网址 <http://www.oshc.org.hk> 找到该局提供各项服务的资料。

If you wish to enquire about this booklet or require advice on occupational health and hygiene issues, please contact the Occupational Safety and Health Branch of the Labour Department through:

Address : 15/F., Harbour Building,
38 Pier Road, Central, Hong Kong.

Telephone : 2852 4041 or 2559 2297
(auto-recording service available outside office hours)

Fax : 2581 2049

E-mail address : enquiry@labour.gov.hk

For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000, or browse the website at <http://www.oshc.org.hk>.

投诉 Complaints

如有任何关于不安全的工作环境及工序的投诉，请致电劳工处职安健投诉热线2542 2172。所有投诉均会绝对保密。

If you have any complaint about unsafe workplaces and practices, please call the Labour Department's Occupational Safety and Health Complaint Hotline on 2542 2172. All complaints will be treated in the strictest confidence.



劳工处职业安全及健康部
Occupational Safety and Health Branch
Labour Department