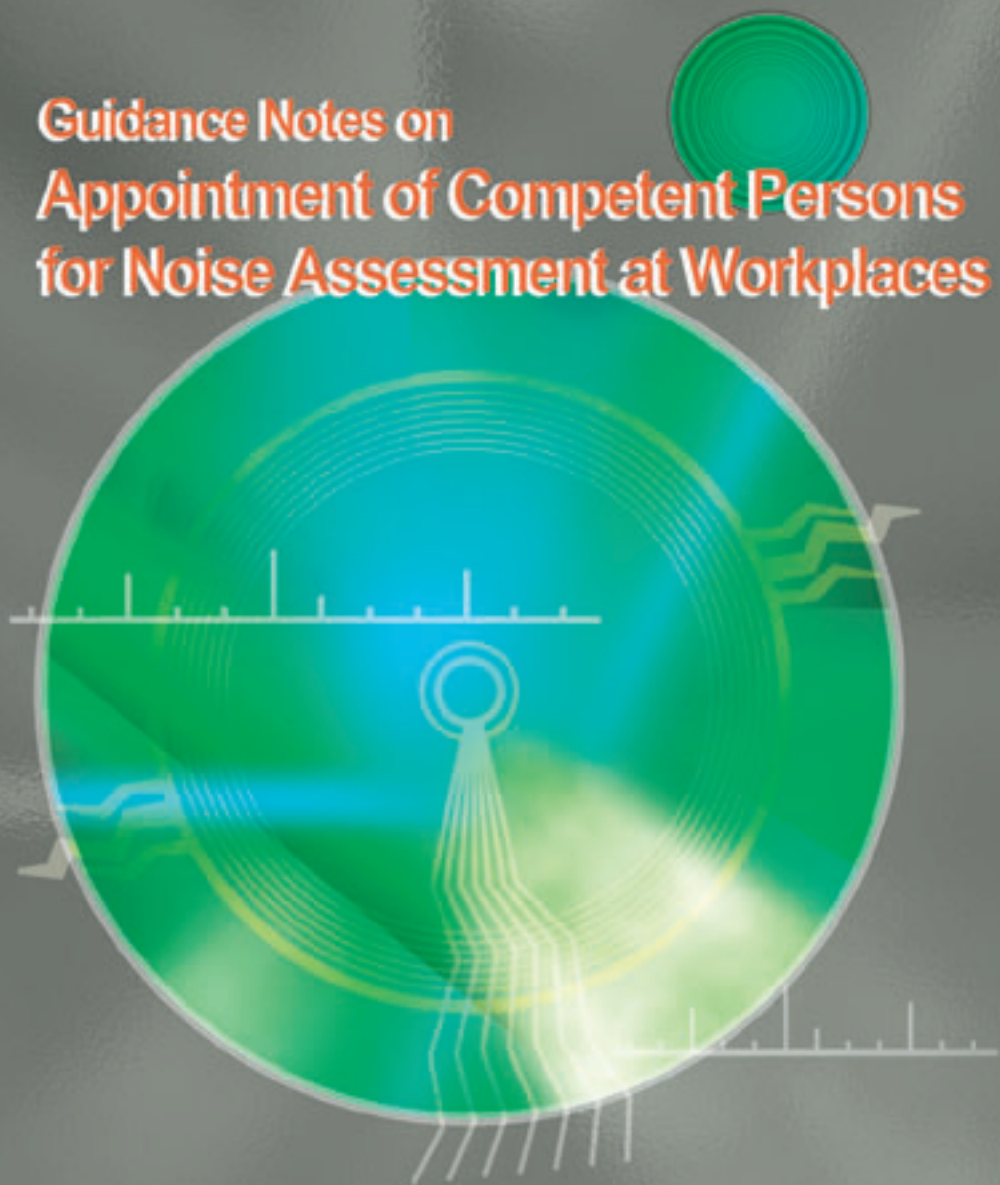


# 委任有资格人士评估工场噪音指引

## Guidance Notes on Appointment of Competent Persons for Noise Assessment at Workplaces



勞工處  
職業安全及健康部  
Occupational Safety and Health Branch  
Labour Department

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本指引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/content2\\_8c.htm](http://www.labour.gov.hk/public/content2_8c.htm) 直接下载。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/osh.htm> 或致电 2559 2297。

欢迎复印本指引，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《委任有资格人士评估工场噪音指引》。

This booklet is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch of the Labour Department. It can also be downloaded from [http://www.labour.gov.hk/eng/public/content2\\_8c.htm](http://www.labour.gov.hk/eng/public/content2_8c.htm). For enquiries on addresses and telephone numbers of the offices, please visit <http://www.labour.gov.hk/eng/tele/osh.htm> or call 2559 2297.

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# 委任有资格人士评估工场噪音指引

## Guidance Notes on Appointment of Competent Persons for Noise Assessment at Workplaces

## 引言

听觉保护计划的第一步是量度和评估工场的噪音。工厂及工业经营(工作噪音)规例第3(1)条规定，当雇员无论何时可能处身于初级或顶级或更高的措施声级噪音时，东主须安排作噪音评估。评估的目标是：

- (a) 找出所有可能处身于上述噪音环境的雇员；和
- (b) 提供足够控制噪音资料，以便采取适当的行动，遵守法例的规定。

### 决定是否需要评估：

当工场安装了高噪音机器时，通常都需要作噪音评估。常见的高噪音机器的名单载于附录1。

作为大概的指引，当人们在2米距离要大声呼喊，才能让别人听到，噪音可能已达到初级措施声级，这时便要作噪音评估。

### 有资格人士

噪音评估应由受过训练和有经验的有资格人士进行，才能达到在引言所述的目标。这位有资格人士不但必须能测量噪音，而且必须能整理及提出关于雇员处身于噪音中的足够资料，使东主对为了遵守规例应当做的事情，能作出正确的决定，或向他提出意见是否需要更多专家参与。只有技术知识还不足够；该人员对要处理的情况应具备适当的有关工业经验和技巧。

## Introduction

The first step of an effective hearing conservation programme is to measure and evaluate the noise of the workplace. Section 3(1) of the Factories and Industrial Undertakings (Noise at Work) Regulation requires the proprietor of an industrial undertaking to arrange for a noise assessment wherever an employee is likely to be exposed to noise at or above the first or peak action level. The objectives of such an assessment are to:

- (a) identify all employees likely to be so exposed; and
- (b) provide sufficient noise control information to enable appropriate action to be taken for the purpose of complying with the legal requirements.

## Deciding whether an assessment is needed

Noise assessment is usually required wherever 'noisy' machinery is installed. A list of common noisy machinery is given in Appendix 1.

As a rough guide, the first action level might be reached and noise assessment will be needed wherever people have to shout to be heard by someone about 2 metres away.

## Competent persons

Noise assessments have to be made by a person who, by reason of his training and experience, is competent to carry out such assessments meeting the objectives stated at introduction. The competent person will need to be capable of not only measuring noise but of bringing together and presenting sufficient information about noise exposures of employees to enable the proprietor to make correct decisions on what should be done to comply with the Regulation, or of advising on whether additional specialist support is needed. Technical knowledge alone will not be sufficient; the person should also possess relevant industrial experience and skill appropriate to the situations to be handled.

所需的专业知识水平主要视乎要评估的不同情况而定。雇员如果经常在整个工作天都处身于稳定的噪音(例如在织布厂内)，只需有能力使用简单的仪器和将它们的读数应用于规例的规定便可。不过，评估时是处身于不规则的噪音环境或使用特别的量度仪器时，那位有资格人士就需要对该程序和仪器及它们的局限性有更好的了解。

很多工程师和注册安全主任凭藉对噪音的测量和运用其结果的实际经验，已拥有足够的技能来进行正确的评估。但有些人需要更进一步的培训。他们可以参加短期课程取得必须的训练，例如，职业安全健康局举办的噪音评估训练课程。下列机构可协助并提供意见给想委任有资格人士的东主：

- (a) 职业安全健康局
- (b) 香港生产力促进局(环保产品及管理服务组)
- (c) 声学学会
- (d) 香港大学机械工程学系
- (e) 香港中文大学社区及家庭医学系
- (f) 香港科技大学机械工程学系
- (g) 香港理工大学机械工程学系、土木及结构工程学系和工业中心
- (h) 城大专业顾问有限公司(香港城市大学全资拥有公司)

The level of expertise needed will vary considerably with different situations. Where employees are regularly exposed to steady noise throughout the working day (such as in a weaving factory), only the ability to use simple equipment and to relate its readings to the requirements of the Regulation will be needed. However, where irregular exposures and use of more specialised measuring equipment are involved, the competent person will require a better understanding of procedures, equipment and their limitations.

Many engineers and registered safety officers have gained sufficient skill to carry out a proper assessment through practical experience of making noise measurements and using the results. Some will, however, need further training. They may obtain the necessary training by attending short courses, for example, the noise assessment training courses provided by the Occupational Safety and Health Council. Advice to help proprietors find competent persons may be obtained from organisations such as:

- (a) The Occupational Safety and Health Council
- (b) The Hong Kong Productivity Council (Environmental Product & Management Unit)
- (c) Institute of Acoustics
- (d) Hong Kong University, Mechanical Engineering Department
- (e) The Chinese University of Hong Kong, Community and Family Medicine Department
- (f) Hong Kong University of Science and Technology, Mechanical Engineering Department
- (g) Hong Kong Polytechnic University, Mechanical Engineering Department, Civil and Structural Engineering Department and Industrial Centre
- (h) CityU Professional Services Limited (A wholly owned company of City University of Hong Kong)

下列课程的毕业生被认为已获得适当的训练去进行噪音评估：

- (a) 职业安全健康局工场噪音评估合格证书课程
- (b) 香港理工学院噪音及震荡控制院士课程
- (c) 香港理工学院噪音及震荡控制进修文凭课程
- (d) 香港理工学院工业安全修业证书课程
- (e) 香港理工学院工业安全进修证书课程
- (f) 香港理工学院高级工业安全修业证书
- (g) 香港理工学院高级工业安全进修证书课程
- (h) 香港理工大学工业安全进修证修课程
- (i) 香港理工大学高级工业安全进修证书课程
- (j) 建造业训练局建造业安全主任课程
- (k) 香港中文大学职业卫生学文凭课程

### 评估的检讨

规例第3(2)条要求东主确保噪音评估经常反映最新情况，并应充分配合噪音控制计划的执行。当与评估有关的工作发生重大变化，或东主有理由相信评估已不再有效时，应进行新的评估。

Graduates of the following courses are considered to have received suitable training in noise assessments:

- (a) Occupational Safety and Health Council Certificate of Competence in Workplace Noise Assessment Course
- (b) Hong Kong Polytechnic Associateship in Noise and Vibration Control Course
- (c) Hong Kong Polytechnic Post-experience Diploma in Noise and Vibration Control Course
- (d) Hong Kong Polytechnic Certificate of Proficiency in Industrial Safety Course
- (e) Hong Kong Polytechnic Post-experience Certificate in Industrial Safety Course
- (f) Hong Kong Polytechnic Certificate of Proficiency in Advanced Industrial Safety Course
- (g) Hong Kong Polytechnic Post-experience Certificate in Advanced Industrial Safety Course
- (h) The Hong Kong Polytechnic University Post-experience Certificate in Industrial Safety Course
- (i) The Hong Kong Polytechnic University Post-experience Certificate in Advanced Industrial Safety Course
- (j) Construction Industry Training Authority Construction Safety Officer Course
- (k) The Chinese University of Hong Kong Diploma in Occupational Hygiene Course

## Review of assessments

Section 3(2) of the Regulation requires the proprietor to ensure that the noise assessment is kept up-to-date and adequate for the noise control programme to work. A new assessment should be made whenever there is a significant change in the work to which the assessment relates or where the proprietor has reason to believe that the assessment is no longer valid.

## 噪音评估报告

第3(3)条要求有资格人士进行评估后，须按照劳工处处长指定表格填写评估报告。该表格副本载于附录2。

第3(4)条要求东主在完成评估后28天内将评估报告副本送交劳工处。

第3(5)条要求东主保存有关的评估报告，并随时提交职业安全主任。

## 进一步资料

如你对本指引有任何疑问，或想查询其他职业安全及健康事宜，可与职业安全及健康部联络：

电话：2559 2297 (办公时间外，将会自动录音)

传真：2915 1410

电子邮件：[enquiry@labour.gov.hk](mailto:enquiry@labour.gov.hk)

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

你并可透过职安热线 2739 9000，找到职业安全健康局提供各项服务的资料。

## 投诉

如有任何有关不安全工作地点及工序的投诉，请致电劳工处职安健投诉热线 2542 2172。

## Noise Assessment Report

The competent person is required under Section 3(3) to complete an assessment report in a form specified by the Commissioner for Labour after carrying out an assessment. A copy of the form is given in Appendix 2.

The proprietor is required under Section 3(4) to send a copy of assessment report to the Labour Department within 28 days after completing an assessment.

The proprietor is also required under Section 3(5) to make sure that the appropriate assessment report is kept readily available for inspection by our Occupational Safety Officer.

## Further information

If you wish to enquire about this booklet or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch through:

Telephone Number : 2559 2297 (auto-recording after office hours)

Fax : 2915 1410

E-mail : [enquiry@labour.gov.hk](mailto:enquiry@labour.gov.hk)

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting <http://www.labour.gov.hk> on the Internet.

Information on the services offered by the Occupational Safety & Health Council can be obtained through hotline 2739 9000.

## Complaint

If you have any complaints about unsafe workplaces and practices, please call the Labour Department's occupational safety and health complaint hotline at 2542 2172.

## 附录 1

### 通常须予评估噪音的常见高噪音机器名单

1. 铰碟切割机
2. 圆形切割机
3. 压挤及碎料机
4. 磨玻璃机
5. 云石切割机
6. 金属研磨机
7. 纸张瓦坑机
8. 塑料压碎机
9. 冲击打桩机
10. 五金啤机
11. 岩石 / 混凝土击碎机
12. 螺丝 / 铁钉制造机
13. 梭织机
14. 无梭织机
15. 纺纱机
16. 木工机械（如风车锯，刨床机，打线床，刨木机）

## Appendix 1

### List of Common Noisy Machinery of which Noise Assessment is usually required

1. Abrasive cutting machinery
2. Circular cutting machinery
3. Extruding and granulating machinery
4. Glass grinding machinery
5. Marble cutting machinery
6. Metal grinding machinery
7. Paper corrugating machinery
8. Plastic granulating machinery
9. Percussive pile driving machinery
10. Power press
11. Rock/ concrete breaking machinery
12. Screw / nail making machinery
13. Shuttle weaving machinery
14. Shuttleless weaving machinery
15. Spinning machinery
16. Woodworking machinery (such as circular saw, planing machine, spindle moulding machine, thicknessing machine)

Factories and Industrial Undertakings (Noise at Work) Regulation

工廠及工業經營（工作噪音）規例

Name of Industrial Undertaking : \_\_\_\_\_

工業經營名稱

Address : \_\_\_\_\_

地址

Date of survey : \_\_\_\_\_

測量日期

Ref. No. : \_\_\_\_\_

檔案號碼

Survey made by : \_\_\_\_\_

測量員

Occupation : \_\_\_\_\_

職業

Training/experience : \_\_\_\_\_

訓練／經驗

Item No. 項目號碼	Brief description of area/location machinery/plant activity/task 地區／地點 機器／廠房 活動／工作簡述	Noise level 噪音級數		Daily exposure period 每天暴露時間	L <sub>EP,d</sub> dB(A) 分貝(A)	No. of employees exposed 暴露於噪音中的僱員數目	Description of ear protector (if provided) 描述聽覺保護器 (如有提供)	Description of demarcated ear protection zone (comment if not demarcated) 描述聽覺保護區的劃定 (若沒有劃定請評論)
		L <sub>Aeq,T</sub>	L <sub>peak</sub> (where appropriate 如適用)					

General comments : \_\_\_\_\_

一般評論

Instrument used : \_\_\_\_\_

使用儀器

Date of last calibration : \_\_\_\_\_

上次校準日期

Signature : \_\_\_\_\_

簽名

Date : \_\_\_\_\_

日期

Note : This report must be sent to Commissioner for Labour within 28 days of completing the assessment.

註：本報告必須在完成評估後 28 天內送交勞工處處長