

饮食业安全及健康简介

SAFETY & HEALTH GUIDE

FOR CATERING TRADE



本简介由劳工处
职业安全及健康部编印

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1 INTRODUCTION

Catering trade is one of the major industries in Hong Kong. However, it is also a major contributor to work accidents. The number of reported accidents for this trade frequently stands high resulting in huge financial loss in terms of compensation and absence from work. If employers and employees have a basic knowledge of safety and health at work and adhere to safe practices, work accidents and economic loss will be reduced.

This booklet gives some work safety and health guidelines on catering trade. It also aims to assist proprietors and employees at work in the catering trade to fulfil their legal responsibilities in work safety and health.

引言

饮食业是本港主要行业之一，但同时亦引致不少工伤事故，这行业呈报的工伤意外数字经常偏高，以致因为要支付赔偿而造成巨额金钱损失并导致工人缺勤。如果雇主和雇员都有工作安全及健康的基本知识，并遵守安全守则，工伤意外和经济损失便会减少。

本小册子提供一些适用于饮食业的安全及健康指引，目的是协助从事饮食业的东主及雇员，履行本身在工作安全及健康方面的法律责任。



2 LEGAL DUTIES

The safety, health and welfare of workers in industrial undertakings are controlled by the Factories and Industrial Undertakings Ordinance and its subsidiary regulations. Hazardous conditions or practices are mostly covered in specific regulations of the Ordinance. Apart from observing these specific regulations, proprietors and persons employed must also fulfil their general duties under Section 6A and Section 6B respectively of the Ordinance, which are summarised as follows:

General Duties of Proprietors

Under Section 6A(1) of the Ordinance, the general duties imposed on the proprietor of an industrial undertaking are to ensure, so far as is reasonably practicable, the health and safety at work of all persons employed by him.

Under Section 6A(2) of the Ordinance the general duties extend to include five specific areas, namely:

- a) provision and maintenance of plant and systems of work that are safe and without risks to health;
- b) arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c) provision of information, instruction, training and supervision to ensure health and safety at work of all persons employed;

法律上的责任

工人在工业经营内工作时的安全、健康及福利是受工厂及工业经营条例和其附属规例管制。危险环境及行为主要载于该条例的特定规例中。东主及受雇的人除了要遵守这些特定规例外，亦须履行该条例第6A及6B条所指定的一般责任。该等条文撮录如下：

东主的一般责任

该条例第6A(1)条规定工业经营的东主须负责的一般责任，是在合理切实可行范围内，尽量确保其雇用的所有的人健康及工作安全。

该条例第6A(2)条规定，东主的一般责任须包括下列5个指定范围：

- a) 设置及保持安全和不会危害健康的工业装置及工作系统；
- b) 作出有关的安排，确保在使用、搬运、贮存和运载物品及物质方面，安全和不会危害健康；
- c) 提供所需的资料、指导、训练及监督，确保其雇用的所有的人健康及工作安全；

- d) maintenance of the industrial undertaking in a condition that is safe and without risks to health, and provision and maintenance of means of access to and egress from it that are also safe and without health risks; and
- e) provision and maintenance of a working environment that is safe and without risks to health.

General Duties of Persons Employed

Under Section 6B(1)(a) of the Ordinance, the general duties imposed on a person employed at an industrial undertaking are to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;

Under Section 6B(1)(b) of the Ordinance the person employed at an industrial undertaking must co-operate with the proprietor or any other person so far as is necessary to enable them to comply with or to perform their legal duties and responsibilities for securing health and safety at work.

Detailed information on the general duties provisions can be found in the booklet "Know Your General Duties".

- d) 保持工业经营处于安全和不会危害健康的状况，以及提供和保持进出该部分的安全和不会危害健康的途径；及
- e) 提供及保持一个安全和不会危害健康的工作环境。

受雇的人的一般责任

该条例第 6B(1)(a) 条规定工业经营的受雇的人须履行的一般责任，是适当地照顾他们自己及其他可能因其工作时的作为或不作为而受影响的人的健康及安全。

该条例第 6B(1)(b) 条规定，工业经营的受雇的人必须在有需要的范围内与东主或该等其他人士合作，以便他们能遵从或执行有关确保工作时健康及安全的法定职务及责任。

有关一般责任的详细资料载于名为「认识你的一般责任」的小册子中。



3 NOTIFICATION OF WORKPLACES

By virtue of the Factories and Industrial Undertakings Ordinance, the person having the management or control of a notifiable workplace shall, in accordance with Section 9(1) of the Ordinance, notify the Commissioner for Labour before commencing an industrial process or carrying on an industrial operation.

A notifiable workplace is defined as any one of the following:

- a) any factory, mine or quarry;
- b) any premises or place in which a dangerous trade or scheduled trade is carried on,

but does not include a construction site within the meaning of the Construction Sites (Safety) Regulations.

Briefly, a factory is a workplace in which:

- a) power driven machinery is used; or
- b) 20 or more persons are employed in manual labour.

Detailed information on the legal provisions and the notification procedures can be found in the booklet "Notify Your Workplace and Construction Work".

工场的呈报

工厂及工业经营条例规定，任何管理或控制应呈报工场的人，须在工业工序展开前或工业操作进行前，按照该条例第 9(1)条向劳工处处长呈报。

应呈报工场的定义如下：

- a) 任何工厂、矿场或石矿场；
- b) 任何处所或地方，而在其内是进行危险行业或附表所列行业者，

但不包括《建筑地盘（安全）规例》所指的建筑地盘；

简单来说，工厂是指：

- a) 使用动力机械的工场；或
- b) 雇用 20 人或以上从事体力劳动的工场。

有关这方面的法律规定和呈报程序的详细资料载于名为「呈报你的工场及建筑工程」的小册子中。



4 MACHINERY

In catering trade, machinery having cutting, grinding, shearing, rolling, punching, pressing, mixing or similar actions is common and represents potential safety hazards unless properly protected. Dangerous parts of machines must be effectively guarded to prevent causing injury to workers.

Machines should be switched off and isolated from electric supply before cleaning is carried out.

Legal Provisions under the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations:

These regulations require the proprietor of a notifiable workplace to effectively guard the dangerous parts of the machinery or plant in the workplace. Young persons are also not allowed to work at or operate dough brakes or dough mixers unless he has been adequately trained or properly supervised.

Detailed information on the provisions of the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations and guarding methods can be found in the booklet "Handbook on Guarding and Operation of Machinery".

机械

在饮食业中，有切割、碾磨、剪削、滚动、撞击、挤压、搅拌或类似运作的机械，均是常用的。除非加上妥善的护罩，否则这些机械会对安全构成潜在危险。机械的危险部分必须安装有效的护罩，以免令工人受伤。

在清洗机械之前，应该把机械关掉及脱离电源。

工厂及工业经营（机械的防护及操作）规例的法律条文：

这些规例规定，应呈报工场的东主须把工场内的机械或工业装置的危险部件加以有效防护。同时，任何青年除非经充份训练或有适当监督，否则不得从事面团辊压机或面团混合机的运作或操作这些机械。

有关工厂及工业经营（机械的防护及操作）规例条文及防护方法的详细资料载于名为「机械的防护及操作手册」的小册子中。



5 KNIVES

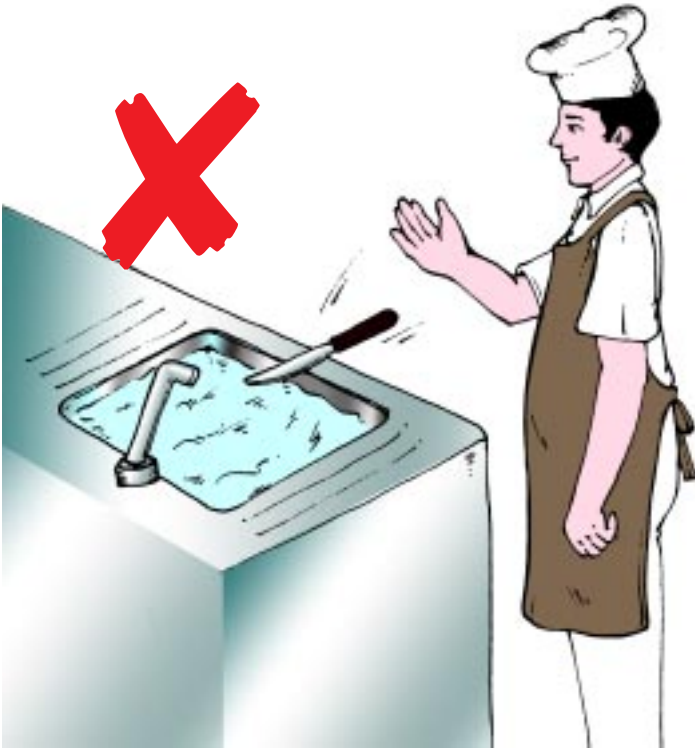
Knife accidents are very common in the catering trade. They usually involve cut or stab to the hand and forearm. However, serious accidents may result from stab injuries to the body during de-boning. To prevent this type of accidents, workers are advised to wear suitable protective gloves and aprons when possible.

Knives should be kept sharp and only used for the intended job. Never use knives to open cans or drawers. Knives should be properly stored with blade protected.

刀子

刀伤在饮食业很普遍，常见的意外包括割伤或插伤手部及前臂。不过，将肉类去骨时有时亦会插伤身体，引致严重意外，为了防止这类意外，工人应该尽可能戴上适当的防护手套及穿上适当的防护围裙。

刀子应经常保持锋利，并只用于适当的用途。千万不可用刀子开罐头或柜桶，刀子亦要妥为存放，刀锋部分并要加以保护。



6 BURNS

Accidents arising from burns are common in the catering trade. Burns usually result from contact with hot pans or ovens and splashing by hot water or oil.

Good house keeping is very important to prevent injuries from burns. Containers for hot water or oil should not be overfilled and should be properly placed. Handles of pans should be kept away from aisles. Workers should wear proper work clothes, protective gloves and aprons. Warn others if you are carrying hot items.

灼伤

灼伤意外在饮食业很常见。灼伤通常由于触及高温的锅子或炉，以及被热水或热油溅射而起。

良好的厨房管理对于防止灼伤来说，至为重要。盛载热水或热油的容器应摆放妥当，不可盛载过满。锅子的手柄不可伸出通道。厨工应穿著适当的工作服、保护手套及围裙。运送热的东西时应向他人发出警告。



7 FALLS

A large percentage of accidents in catering trade involves falls. Most falls are from slips or trips at floor level. Floor surface should be kept clean and dry and free from trash and other obstacles. Spillage of food or water or oil should be cleaned up immediately.

Floor surface should be laid with non-slip tiles. Effective drainage should be provided to prevent accumulation of water. Workers should wear non-slip shoes. Shoes with high heels and platforms are not suitable for kitchen areas.

Treads of stair should be maintained in a good condition. Stairways should be properly lit. Broken handrails should be repaired immediately. Waste on staircase should be removed as soon as possible.

Climbing is also a common cause of serious falls. Use safe ladders and position them properly. Never stand on boxes or crates to help you reach something.



跌伤

许多饮食业意外都因跌倒而产生。跌伤的原因大部分是由于滑倒或绊倒。地板应该时常保持清洁乾爽，没有垃圾及其他障碍物。倒泻食物或水后，要立刻进行清理。



应该使用防滑阶砖铺设地面，同时亦要设有良好排水系统，防止积水。工人应该穿著防滑鞋子。高跟鞋及高底鞋均不宜在厨房范围内穿著。

楼梯的踏脚地方应要保持良好状况。楼梯通道要照明充足，损坏了的扶手要立刻修理。阶梯上的废物亦要尽快清理。

爬高工作亦是严重跌伤的一个常见原因。使用的梯一定要符合安全标准，同时要小心摆放。千万不要站在箱子或篓子上往高处拿取物件。



Legal Provisions under the Factories and Industrial Undertakings Regulations:

Regulation 24(a) requires that in every notifiable workplace all platforms, pits and openings in floors and every other place liable to be dangerous to persons to be securely fenced to a height of not less than 900 millimetres or otherwise protected to the satisfaction of the Commissioner.

Regulation 34(1) requires that effective provision to be made for securing and maintaining sufficient and suitable lighting, whether natural or artificial, in every part of a notifiable workplace in which persons are working or passing.

Regulation 35(1) requires that effective means to be provided and maintained for draining off the moisture from any process or work in any notifiable workplace.

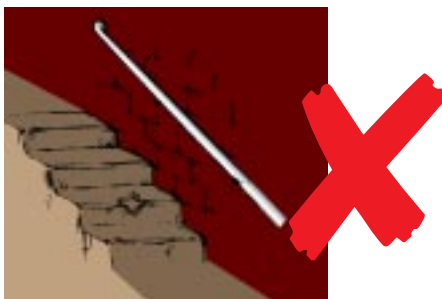
Regulation 39(2) requires that the surface of all the floors of a notifiable workplace to be rendered and maintained in an even and non-slippery condition and the floors to be kept free from any obstruction or hazard which might cause a person to fall down or stumble by tripping or otherwise.

Regulation 39(3) requires that in a notifiable workplace all goods and materials to be stored, stacked or otherwise arranged in such a manner that no danger is caused to any person.

工厂及工业经营规例的法律条文

第24(a)条规定，在每间应呈报工场內，所有平台、楼面的坑槽及孔洞以及其他可对人构成危险的地方，须加以安全围封，高度不少于900毫米，或以其他使处长感到满意的方式加以防护。

第34(1)条规定应呈报工场內须设置有效的设施，以确保及保持在该处有人工作或经过的每个部分均有足够及适当的天然或人工照明。



第35(1)条规定，任何应呈报工场均须设置及保持有效的设施，以便将任何工序或工作所产生的水分排去。

第39(2)条规定，在一个应呈报工场內，所有楼面的表面须为平坦及不溜滑，而楼面不得放置可导致任何人因绊脚或其他情况而跌倒或绊倒的障碍物或危险物。

第39(3)条规定，在一个应呈报工场內，所有货品及物料的贮存、堆咁或以其他方式排列的方式，不得对任何人造成危险。

8 NOISE

Noise problem in kitchen or restaurants is a growing concern to most of us. The source of noise mainly comes from cooking stoves, exhaust system, impact between cooking utensils and chopping of meat and bone, etc.

Excessive noise can induce permanent hearing damage. Noise control at source is considered to be the best and should be the first choice. Machinery should be properly maintained to reduce operating noise. Noisy processes should be replaced so far as is reasonably practicable. Working shifts of workers should be suitably arranged to minimise the period of continuous exposure to noise.

Suitable hearing protectors, e.g. ear plugs or ear muffs should be used if necessary.



噪音

食肆厨房内的噪音问题日益令人关注。噪音主要来自煮食炉、抽风系统、厨房用具碰撞和斩切肉类及骨头等。

过量噪音可能导致永久性听觉损害。针对噪音来源是最好的控制方法，应被视为首选。应该适当地保养机械工具，以减少操作时产生的噪音。在合理切实可行范围内，应以其他方法代替噪音量高的工序。适当地安排工人的值班时间，以尽量减少工人持续受噪音影响的时间。

如有需要，应配戴适当的听觉保护器，例如耳栓及护耳罩之类。



Legal Provisions under the Factories and Industrial Undertakings (Noise at Work) Regulations:

Under this regulation, 3 action levels of noise are defined:

- a) "First action level"— a daily personal noise exposure of 85 dB(A).
- b) "Second action level"— a daily personal noise exposure of 90 dB(A).
- c) "Peak action level"— a peak sound pressure level of 140 dB or peak sound pressure of 200 Pa.

The proprietor of an industrial undertaking is required to arrange for a noise assessment whenever an employee is likely to be exposed to noise at or above the first action level or peak action level in order to:

- a) identify all employees likely to be so exposed; and
- b) provide enough information to enable appropriate action be taken.

Detailed information on the provisions of the Factories and Industrial Undertakings (Noise at Work) Regulation and some common noise control measures can be found in the booklets "Guidance Notes on Factories and Industrial Undertakings (Noise at Work) Regulation", "A Guide to Factories and Industrial Undertakings (Noise at Work) Regulation" and "A Practical Guide to Industrial Noise Reduction".

工厂及工业经营（工作噪音）规例的法律条文

这规例界定了三种噪音措施声级：

- a) 初级措施声级——达85分贝(A)的每日个人噪音暴露量；
- b) 二级措施声级——达90分贝(A)的每日个人噪音暴露量；
- c) 顶级措施声级——噪音达 140 分贝的峰值声音压力水平或达 200 帕斯卡的峰值声音压力；

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时，工业经营的东主须安排作噪音评估，评估必须：

- a) 找出所有可能处身于上述噪音环境的雇员；和
- b) 提供足够的资料，以便采取适当的行动。

有关工厂及工业经营（工作噪音）规例条文及一般噪音控制措施载于名为「工厂及工业经营（工作噪音）规例指南」、「工厂及工业经营（工作噪音）规例简介」及「减低工业噪音的实用指南」的小册子中。

9 CHEMICALS

Persons working in the catering trade may be exposed to chemical hazards. The most common are cleaning chemicals, e.g. soaps and detergent, bleaching agents and strong caustic solutions. Contact with these chemicals may cause dermatitis, skin burns or eye injury. Flammable liquids, e.g. kerosene and diesel also pose a problem of fire hazard if not handled properly.

All containers of chemicals should be clearly and legibly labelled as to their contents, the risks and the safety precautions to be taken.



Do not eat, smoke or drink in the areas in which such chemical substance is used or stored. Wear protective clothing such as rubber gloves, goggles and / or face shield and respirators if necessary and deposit them properly after use.

Adequate information, instruction and training about the proper and safe use of chemical substance should be given to the workers.

化学品

任职于饮食业的人可能接触到危险的化学品，其中最常见的是去污化学品，例如肥皂、去污剂、漂白剂及高度腐蚀性溶液。接触这些化学品可能会引致皮肤炎、皮肤灼伤或眼部受伤。易燃液体，例如火水及柴油，如果处理不当，亦会引致火警。

所有盛载化学品的容器应加上清楚而明确的标签，说明其成份、危险及须采取的安全措施。

不要在使用或储存这些化学品的地方饮食或吸烟。如有需要，便应佩戴防护衣物，例如胶手套、眼罩及/ 或面罩及呼吸保护器，同时在使用后，将其妥为存放。



雇主应向员工提供关于正确及安全使用化学物质的资料、指示及训练。



Legal Provisions under the Factories and Industrial Undertakings (Dangerous Substances) Regulations:

These regulations require dangerous substance that is present in a specific industrial undertaking for the purpose of, in connection with, or as a result of, any industrial process or operation to be properly labelled on its container the contents, the risks and the safety precautions to be taken. The proprietor of the undertaking is also required, so far as is reasonably practicable, to provide workers with safety information, training on precautions, protective clothing and equipment.

Detailed information on the provisions of the Factories and Industrial Undertakings (Dangerous Substances) Regulations and labelling methods can be found in the booklet "A Guide to the Factories & Industrial Undertakings (Dangerous Substances) Regulations".

工厂及工业经营（危险物质）规例的法律条文

这些规例规定，为进行任何工业工序或运作、与此有关、或因此而存在于指明工业经营中的危险物质必须在其容器上正确地加上标签，说明其成份、危险及需要采取的安全措施。该工业经营的东主在合理切实可行范围内，亦须为工人提供安全资料以及有关预防措施、防护衣物及设备的训练。

关于工厂及工业经营（危险物质）规例法律条文及标签方法的详细资料，载于名为「工厂及工业经营（危险物质）规例指南」内。

	<p>氢氧化钠溶液(20%) Sodium Hydroxide Solution(20%)</p>
	<p>危险情况 Particular Risks</p> <ul style="list-style-type: none"> • 引致严重灼伤 • Causes severe burns
	<p>安全措施 Safety Precautions</p> <ul style="list-style-type: none"> • 如沾及眼睛，立即用大量清水来清洗，并尽快就医诊治 • 所有受污染的衣物必须立即脱掉 • 戴上适当的防护手套及护眼/ 护面用具 • In case of contact with eyes, rinse immediately with plenty of water and seek medical advice • Take off immediately all contaminated clothing • Wear suitable protective gloves and eye/face protection

10 ELECTRICITY

Electricity can cause shock, burns and fire. In kitchens the risk of electric shock increases due to wet conditions. Every electrical installation should be properly installed and maintained by a competent electrician. Sufficient socket outlets should be provided in the work areas to avoid use of adaptors which may cause overloading easily. Plugs should be correctly connected. Flexible cables should be secured in cord grips.

Electrical appliances should be protected against electric shock by proper earthing and earth leakage circuit breaker. Electric cables and appliances should be checked regularly. Damaged cables and mal-functioning appliances should be taken out of service immediately.

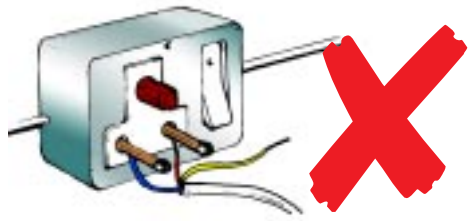
Legal Provisions under the Factories and Industrial Undertakings (Electricity) Regulations:

These regulations lay down basic safety requirements to guard against hazards associated with the distribution and use of electricity in industrial undertakings.

Detailed information on the provisions of the Factories and Industrial Undertakings (Electricity) Regulations can be found in the booklet "Guide to the Factories and Industrial Undertakings (Electricity) Regulations".

电力

电力可引致电击、灼伤及火警。厨房内由于环境潮湿，所以电击的危险较大。所有电力设备都应该由合资格的电器技师正确地安装及维修。工场内应有足够的电源插座，以避免使用接头，因为使用接头容易引致负荷过高。插头应正确地接驳。软线应稳固地安装于线夹内。



电器应妥当地接驳地线及对地漏电断路器，以防止电击。电线及电器应定期检查。损坏了的电线及出现故障的电器应立即停止使用。

工厂及工业经营（电力）规例的法律条文：

这些规例制定各项基本安全规定，以防范工业经营内配电及用电时所引起的各种危险。

有关工厂及工业经营（电力）规例法律条文的详细资料，载于名为「工厂及工业经营（电力）规例指南」的小册子内。

11 MANUAL LIFTING AND HANDLING

Many back injury accidents in the catering trade are caused by incorrect methods of manual lifting and handling of materials. The most effective method of preventing back injury is by using mechanical aids for lifting and handling whenever practicable.

When manual lifting and handling of loads is necessary, the following principles should be used:

- a) use palm and roots of fingers to grip on the object;
- b) keep back straight, lift the object up by standing up and pushing with the legs;
- c) raise the top of the head and tuck the chin in;
- d) stand with the feet apart but no wider than the hips, with one foot forward in the direction of travel;
- e) hold the object with the arms close to the body;
- f) use body weight as a counter-balance when necessary.

人力提举及搬运

饮食业中，很多背部受伤的意外都是由于以人力搬运及处理物料的方法不正确所致。避免背部受伤的最有效方法，是在可行情况下利用机械辅助设备搬运及处理物件。



当必需以人力搬运及处理重物时，应遵守以下原则：

- a) 用手掌及手指根部抓紧物件；
- b) 保持背部挺直，站起及推动双腿把物件抬高；
- c) 抬高头顶，把下巴收紧；
- d) 两脚分开站立，但不可超过臀部的阔度，其中一脚向前，对著要移动的方向；
- e) 将会著物件的手臂紧贴身体；
- f) 必要时利用身体的重量作为平衡力。

12 FIRE

Grease and oil on the exhaust hoods and ductings can easily be ignited and cause fire. These hoods and ductings should be cleaned regularly to prevent the accumulation of grease and oil.



Fire fighting equipment should be checked periodically and maintained in a serviceable condition. Every exit should be legibly marked and kept in free from obstruction.

When malfunction of the fuel supply system to the ovens or stoves occurs, the system should be shut down immediately. Maintenance people should be summoned to check and repair the system. Never attempt to do anything to the fuel supply system yourself.

Legal Provisions under the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations:

These regulations provide for the prevention of the outbreak of fire and the spread of fire and smoke in case of fire, the provision of fire fighting equipment and the maintenance of fire escapes in notifiable workplaces.

Detailed information on the provisions of the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations can be found in the booklet "A Guide to the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations".

火警

排气罩及排气管道上的油渍很易被燃点，因而酿成火灾。这些排气罩及排气管道应定期清洁，以免油渍积聚。

灭火设备应定期检查，使此等设备保持良好的工作效能。各出口应清楚标明，且须保持畅通无阻。

煮食炉具的燃料供应系统失灵时，应立即将其关闭，同时，应召唤维修人员检查及修理发生故障的系统。千万不可自行修理燃料供应系统。



工厂及工业经营（应呈报工场的防火设备）规例的法律条文：

这些规例旨在规定应呈报工场于防火方面应有的设备，以防火警发生，并于火警发生时，防止火势及浓烟蔓延，又规定有关方面必须提供灭火设备及保持逃生路径畅通无阻。

有关工厂及工业经营（应呈报工场的防火设备）规例条文的详细资料，可参阅名为「工厂及工业经营（应呈报工场的防火设备）规例简介」的小册子。

13 HEAT STRESS

Heat stress may be a problem in kitchens due to the hot and humid environment. The situations in kitchens with a large number of stoves and ovens can be particularly serious in summer time.

The kitchens should be properly ventilated to ensure a comfortable working environment. Stoves and ovens should be provided with exhaust hoods to remove the heat.

Employees should be made aware of the symptoms of heat disorders and the need for water and salt replacement.

中暑

厨房的环境酷热而潮湿，可能产生热力引致中暑的问题。由于厨房内有大量的煮食炉具，所以这情况在夏季可能会特别严重。

厨房应有妥善的抽风系统，确保工作环境舒适。煮食炉具应装设排气罩，以便排除热力。

雇员应注意因温度过高而产生不适的病症，并须留意水份及食盐的补充。



Legal Provisions under the Factories and Industrial Undertakings Regulations:

Regulation 33(1) requires that in every notifiable workplace the provision of adequate ventilation for every workroom by the circulation of fresh air.

Regulation 33(2) requires the provision of efficient exhaust appliance near to the point of origin of dust or fume or other impurity, so as to prevent its entering the air of any workroom.

工厂及工业经营规例的法律条文：

第33(1)条规定，每间应呈报工场的通风效果必须良好，使新鲜空气流通各工作间。

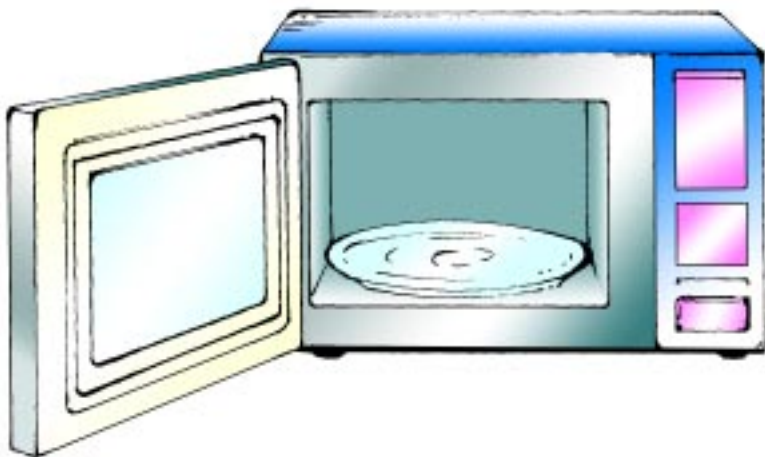
第33(2)条规定，在尘埃或烟气或其他杂质来源之处附近，须设置有效的排气器具，以防止它们进入工作间的空气。

14 MICROWAVE

Microwave ovens are becoming a standard appliance in many restaurants. As ovens get old, hinges and catches may loosen, and microwave may leak. The units should be cleaned regularly, since spilled food can prevent oven doors from closing properly. If the interlocking system fails, the unit may not shut off when the door is opened. Units should be checked periodically for leaks by properly equipped and trained persons.

微波

微波炉愈来愈多被食肆采用，差不多是例必须具备的电器。炉子旧了之后，锁啞和铰链都可能会松脱，微波亦可能会外泄。由于倒泻了的食物可能会令炉子的门不能关闭妥当，所以要定期清洁炉子。如果互锁系统失灵，就算门子打开了，微波炉仍有可能处于操作状态中。为防止微波外泄，应由装备充足及受过训练的人员定时检查炉子。



15 WALK-IN FREEZERS

冻房

Walk-in freezers should have an inside light switch and a way of opening the door from the inside. It is suggested that an alarm system be installed so that an employee who becomes locked inside can call for help.

冻房内应设有电灯开关及室内开门的装置。最好加设警钟，以便有人被困时能够求救。



16

GOODS LIFTS

Goods lifts are commonly installed in catering establishments of multi-storeyed type for transporting food, utensils and other materials between floors. These lifts could cause injuries if not properly constructed, maintained or used. Due to frequent contact with oil and moisture, they easily get out of order. Any suspected defect or malfunction should be reported forthwith to the management.

Legal Provisions under the Factories and Industrial Undertakings (Goods Lifts) Regulations:

Under the Factories and Industrial Undertakings (Goods Lifts) Regulations, the owner of a goods lift should ensure that it is of good construction and made of strong and sound materials, and is properly maintained before it is put into operation. The owner is also required to have the goods lift thoroughly examined by a competent examiner at least annually. The liftway of each goods lift shall be efficiently protected by a substantial enclosure fitted with interlocking doors. A "stop" switch is required to be provided at each landing place. Easily legible notices have to be displayed stating the maximum working load of the lift and prohibiting the carriage of persons. No person shall use a goods lift to carry any load greater than the specified maximum safe working load.

Detailed information on the provisions of the Factories and Industrial Undertakings (Goods Lifts) Regulations can be found in the booklet "Guide to Safety Regulations on Goods Lifts".

载货升降机

多层式的食肆都普遍采用载货升降机运载食物、用具及货物等。如果这些升降机构造不良，缺乏保养或使用不当就很可能引致工伤。

由于升降机时常能接触到油和水，所以很容易发生故障。如果怀疑升降机发生故障或操作不正常，就应立即向管理人员报告。

工厂及工业经营（载货升降机）规例的法律条文：

根据工厂及工业经营（载货升降机）规例，载货升降机的拥有人须确保其升降机构造良好及妥为维修。升降机须最少每年一次由合资格检验员彻底检验。升降机槽须由装有连锁门户的坚固围封装置予以有效保护。每部升降机须设置一个“停”拨动掣于每个上落处。同时，须展示易读的中英文告示，述明升降机之最高操作负荷及述明升降机禁止载人。任何人不应使用升降机运载超过其最高安全操作负荷的负荷物。

有关工厂及工业经营（载货升降机）规例条文载于名为「载货升降机安全规例指南」的小册子内。

17 FIRST AID

急救设备

Well equipped first aid boxes should be provided in suitable locations in every kitchen. There should be at least one person trained in first aid for each hundred employees in the establishment.

每个厨房都应在适合的地方设置急救箱。一间机构内，每百名雇员起码要有一人曾受急救训练。

Legal Provisions under the Factories and Industrial Undertakings (First Aid in Notifiable Workplaces) Regulations:

工厂及工业经营（应呈报工场的急救设备）规例的法律条文：

These regulations lay down standards and require the provision of first aid equipment and person trained in first aid in notifiable workplaces.

这些规例规定应呈报工场必需备有急救设施及曾受急救训练的人，并订明有关的标准。

Detailed information on the provisions and standards of first aid equipment can be found in the booklet "Hints on First Aid".

有关提供急救设施及有关标准的细节，载于名为「急救指南」的小册子内。



18 EMPLOYER AND EMPLOYEE RESPONSIBILITIES

雇主及雇员的责任

An employer's commitment to a safe and healthful environment is essential in the reduction of workplace injury and illness. This commitment can be demonstrated through personal concern for employee safety and health issues, and by setting good examples for workplace safety and health. Employers should assure that appropriate channels of communication exist between workers and supervisors to allow information and feedback on safety and health concerns and performance. Regular self inspections of the workplace will help prevent hazards by assuring that established safe work practices are being followed and that unsafe conditions or procedures are identified and corrected properly.



Employees are also accountable for their safety and health. It is extremely important that they too have a strong commitment to workplace safety and health. Workers should immediately inform their supervisor or their employer of any hazards that exist in the workplace and of the conditions, equipment and procedures that may be potentially hazardous.

雇主对促进安全及健康环境的承诺，对减少工场的意外和疾病，极为重要。这种承诺可透过其个人对雇员安全及健康事宜的关注及为促进工场安全及健康树立榜样，得到体现。雇主应确保工人与主管之间存在适当的沟通渠道，以便他们就有关安全及健康的事宜和表现，交流资料及意见。亲自定期检查工场，以确保既定的安全工作准则得到遵守及找出有欠安全的环境和程序，适当的加以纠正，有助防止工作危险。

雇员对本身的安全及健康，亦有责任。他们对工场的安全及健康的承诺，亦极其重要。工人如发现工场、环境、设备或程序存有任何潜在危险，应立即通知其主管或雇主。



19 USEFUL INFORMATION

If you wish to enquire about this guide 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

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

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

Complaints

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.

资料查询

如你对本简介有任何疑问，或想查询其他职业安全及健康事宜，可与劳工处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

电邮：enquiry@labour.gov.hk

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

你并可透过职安热线 2739 9000，查询职业安全健康局所提供各项的服务的资料。

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。