

Labour Department

List of Records by Category

Category	Subject Grouping	
Administration Division	<p><i>Personnel</i></p> <ul style="list-style-type: none"> – Appointment and Recruitment – Biography and Seniority Lists – Circulars – Various – Commendation and Discipline – Communications – Newsletters, etc – Delegation of Authority – Establishment and Organisation – Government Identity Cards and Departmental Warrants – Leave and Passages – Pensions – Postings and Transfers – Promotion – Salaries and Allowances – Staff Housing – Staff Welfare and Relations – Termination of Service – Training and Development <p><i>General</i></p> <ul style="list-style-type: none"> – Accidents – Accommodation and Facilities – Accounts – Acts and Legislation – Agreements – Appeals and Complaints – Associations and Clubs – Badges, Emblems, Flags – Boards and Committees – Buildings and Lands – Charity Circulars and Directives – Committees, Councils, Commissions – Community Health and Safety – Community Services – Conferences and Symposia – Contracts 	<p><i>General (cont'd)</i></p> <ul style="list-style-type: none"> – Convention – Courses – Disposal of Surplus and Unserviceable Stores – Education – Elections – Emergency Planning – Environmental Management – Equipment and Supplies – Estimates of Expenditure – Financial Returns and Reports – Fire Services – Gazette – Government Logistics Department Contract – Health, Safety and Welfare – Holidays, Leave and Hours of Work – Information System and Services – Inspections – Inventions, Patents and Copyright – Inventory – Labour Relations – Legal Advice – Legislation – Licences, Passes and Permits – Loss of Stores – Maintenance Services of Electric / Electronic Equipment – Maintenance of Furniture and Equipment – Management Services – Medical and Public Health – Meetings – Miscellaneous – Office Accommodation – Office Furniture and Equipment – Office Services – Offices – Official Languages – Organisation – Plans and Programme

Category	Subject Grouping	
Administration Division (cont'd)	<i>General (cont'd)</i> – Postal Services – Printing and Stationery – Protocol – Public Sector Reforms – Public Trust Funds – Publications – Publicity – Records Management – Reports, Returns and Statistics – Security – Seminars – Statistics – Stores and Equipment – Stores Matter Concerning with Government Logistics Department	– Stores on Loan – Surplus of Stores – Surveys – Talks and Lectures – Telephone and Communications – Trade and Commerce – Trade Unions – Trading – Transportation – United Nations Agencies – Visits – Wages and Allowances – Welfare – Working Conditions – Workshops

Category	Subject Grouping	
Boilers and Pressure Vessels Division	– Accident Record – Administration and Office Management – Air Receiver Inspectors – Appointed Examiners – Appointment and Postings – Boiler Inspectors – Boiler Receivers and Air Receivers – Boilers and Pressure Vessels Ordinance – Certificate of Competency – Circulars and Orders – Code of Practice – Competent Persons – Complaints – Computerisation – Courses and Seminars – Dangerous Goods Ordinance – Enquiries – Environmental Protection – Estimates and Forecasts – Examinations – Exemption Certificate – External Training – Fees and Charges – Gas Holder – Inspection Reports	– Instructions and Orders – Issue of Certificate of Fitness – Legislation – Liaison with Other Departments – Liaison with Outside Bodies – Meetings and Committees – Office Accommodation – Office Equipment – Performance Pledge – Policy on Pressure Equipment – Prosecution – Prosecution Policies and Procedures – Publications – Publicity – Records Management – Reports and Returns – Research and Surveys – Serving the Community – Staff Reports – Staff Requests – Staff Training – Statistics – Technical Information – Technical Reports and Projects Evaluation – Training of Competent Persons – Work Simplification

Category	Subject Grouping	
Careers and Employment Agencies Division	<ul style="list-style-type: none"> – Administration – Audio-Visual Materials – Career Activities – Career Education – Career Information – Circulars and Orders – Commissioner of Oaths – Complaints – Computerisation – Consular Posts – Counselling for Youth – Development Plan – Employment Agencies – Enquiries – Estimates and Forecasts – Exhibitions – External Employment Services – Foreign Domestic Helpers – Guarantors – Internal Organisation – Legal Advice – Legislation – Meetings and Committees 	<ul style="list-style-type: none"> – Office Accommodation – Office Furniture and Equipment – Overseas Employers – Particulars of Licensees for Employment Agencies – Policy – Printing Matters – Prosecution Policy – Publications – Publicity – Records Management – Reference Materials – Reports – Staff Matters – Staff Requests – Staff Training – Statistics – Statutory Declarations – Talks and Seminars – Telephone and Communications – Transport

Category	Subject Grouping	
Development Division	<ul style="list-style-type: none"> – Appointments and Posting – Boards & Committees – Employment and Recruitment – Electronic Data Processing Management – Enquiries and Requests – Environmental Management – Establishment and Organisation – Estimates and Forecasts – Interlibrary Loan – International Labour Organisation – Library Administration – Library Publications Acquisition / Procurement – List of Library Publications – Meetings – Miscellaneous Correspondence 	<ul style="list-style-type: none"> – Office Accommodation – Office Furniture and Equipment – Office Safety and Health – Office Services – Record Management – Reports, Returns and Statistics – Staff Development Matters – Staff Matters – Staff Suggestions Scheme – Staff Training Records – Stores and Inventory – Training Estimates & Forecast – Training Information – Training Programme (Local) – Training Programme / Duty Visits (Outside Hong Kong) – Training Statistics – Training / Visit Reports – Visit Programmes (Inbound) – Visit Programmes (Outbound)

Category	Subject Grouping	
Employees' Compensation Division	<ul style="list-style-type: none"> – Accommodation – Adaptation of Law – Administration – Appointments and Postings – Boards and Committees – Circulars and Orders – Complaints and Petitions – Compulsory Insurance – Computerisation – Employees' Compensation Assistance Ordinance – Employees' Compensation Claims – Employees' Compensation Ordinance – Employees' Compensation Systems in Foreign Countries – Employees' Compensation Assistance Scheme – Estimates and Forecasts – Finance – Insurance – Internal Meetings – International Labour Organisation – Labour Advisory Board – Legal Advice – Legislation – Liaison with Government Departments – Liaison with Outside Organisations – Loan Scheme for Employees Injured at Work and Dependants of Deceased Employees – Management Information – Medical Assessment – Meetings 	<ul style="list-style-type: none"> – Occupational Accidents – Occupational Compensation Scheme – Occupational Diseases – Office Accommodation – Pneumoconiosis and Mesothelioma Compensation Legislation – Pneumoconiosis and Mesothelioma Compensation Scheme – Printing Matters – Prosecution – Publications – Publicity – Records Management – Referrals – Rehabilitation and Retraining Programmes – Review of Operation – Review of Procedures – Serving the Community – Staff Discipline – Staff Employment – Staff Leave – Staff Reports – Staff Requests – Staff Suggestion Scheme – Staff Training – Statistics – Stores and Equipment – Surveys and Research – Telephone and Communications – Trade Unions – Transport – Unions and Pressure Groups – Visits and Visitors – Work Plan – Work Simplification

Category	Subject Grouping	
Employment Claims Investigation Division	<ul style="list-style-type: none"> – Accommodation – Administration – Appointments and Postings – Boards and Committees – Cases Investigation – Circulars – Complaints 	<ul style="list-style-type: none"> – Employment Ordinance – Enquiries – Estimates and Forecasts – Foreign Domestic Helpers – Furniture and Equipment – International Organisations – Legal Advice

Category	Subject Grouping	
Employment Claims Investigation Division (cont'd)	<ul style="list-style-type: none"> - Legislation - Liaison with Government Department - Manual and Forms - Meetings and Conferences - Office Equipment - Policy - Printing Matters - Promotional Activities - Publications - Publicity - Reports 	<ul style="list-style-type: none"> - Speeches - Staff Commendation and Discipline - Staff Establishment - Staff Leave - Staff Training - Statistics - Surveys and Research - Telephone and Transport - Trade Unions - Visits

Category	Subject Grouping	
Employment Information and Promotion Division	<p><i>Central Recruitment</i></p> <ul style="list-style-type: none"> - Administrative Matters - Application for Mod I Posts - Circulars - Complaints - Computer System - Departmental Programme of Legislation - Development Plans - Duty Roster - Employment Assistance - Employment Service Rendered to Massive Redundancy - Estimates and Forecasts - Exhibitions - Facsimile System - Feedback - Filing System - Furniture, Equipment and Office Sundries and Printing Matters - General Subjects - Labour Advisory Board and Labour Advisory Board - Committees - Meetings - Office Accommodation - Operational Matters - Policy Matters - Publicity - Retraining Scheme - Staff Matters - Statistics 	<p><i>Central Recruitment (cont'd)</i></p> <ul style="list-style-type: none"> - Summer Job - Talks and Speeches - Telephone and Communication - Training - Visits - Yearly Reports - Miscellaneous Matters <p><i>Employment Information and Promotion Programme</i></p> <ul style="list-style-type: none"> - Administration - Circulars - Complaints and Compliments - Employment Information and Promotion - External Affairs - International Labour Organization - Labour Department's Boards and Committees - Legislation and Legal Matters - Legislative Council - Meeting - Newsletters - Non-employment Related Projects - Provision of Employment Services - Staff - Statistics - Surveys and Reference Materials

Category	Subject Grouping	
Employment Information and Promotion Division (cont'd)	<i>Job Vacancy Processing</i> <ul style="list-style-type: none"> - Access to Information and Privacy Ordinance - Administrative Matters - Complaints - Computer System - CSSA - Discrimination Ordinance - Duty Lists / Duty Rosters - Employment Assistance to Mass Redundancy - Enquiries - Estimates and Expenditures - Exhibitions - Filing System - General Subjects - Job Matching Programme - Labour Advisory Board Matters and Conventions - Matters Concerning Vacancies and Employers - Meetings - Newsletters / Publications - Office Equipment, Furniture and Office Sundries - Opening of New Branch Offices - Operation Matters - Performance Pledge - Publicity Matters - Staff Matters 	<i>Job Vacancy Processing (cont'd)</i> <ul style="list-style-type: none"> - Statistics - Telephone Employment Service - Telephone System - Visions, Missions and Values - Miscellaneous Matters <i>Telephone Employment Service</i> <ul style="list-style-type: none"> - Office Accommodation - Administrative Matters - Communications Matters - Complaints - Development Plan - Enquiries - Exhibitions - General Subjects - International Labour Organization Matters and Conventions - Meetings - Office Accommodation, Equipment and Furniture - Operational Matters - Organizational Structure - Policy Matters - Publicity Matters - Reports - Staff Matters - Statistics - Talks and Seminars

Category	Subject Grouping	
Employment Services Division	<ul style="list-style-type: none"> - Administration Matters - Exhibitions - General Subjects 	<ul style="list-style-type: none"> - Operational Matters - Policy Matters - Publicity

Category	Subject Grouping	
Information and Public Relations Division	<ul style="list-style-type: none"> – Administration – Campaigns – Circulars and Orders – Contributions to Outside Bodies – Invitation to Ceremonies – Liaison with Government Departments – Meetings – Permission for Reproduction of Departmental Publications 	<ul style="list-style-type: none"> – Publications by Labour Department – Publications by Outside Bodies – Publicity Activities – Replies to Complaints and Enquiries – Reports and Briefs – Requests and Distribution of Publications – Staff Matters – Statistics – Talks / Lectures / Interviews

Category	Subject Grouping	
Information Technology Management Unit	<ul style="list-style-type: none"> – Appointments and Posting – Employments and Recruitment 	<ul style="list-style-type: none"> – Electronic Data Processing Management

Category	Subject Grouping	
Job Matching Center	<ul style="list-style-type: none"> – Accommodation – Administration – Appreciation – Briefings – Circulars – Communication Systems – Computer Equipment and Supplies – Correspondence with Other Government Departments – Correspondence with Outside Parties – Employment Assistance – Enforcement Activities – Equipment and Supplies – Finance 	<ul style="list-style-type: none"> – Information Services – Legislation – Meetings – Organization – Personnel – Promotional Activities – Publicity Matters – Records Management – Reports – Returns – Supplementary Labour Scheme Supplement – Statistics – Training and Development – Visits and Tours

Category	Subject Grouping	
Labour Inspection Division	<ul style="list-style-type: none"> – Administration Matters – Circulars and Orders – Complaints – Employees’ Compensation Ordinance – Employment of Children Regulations – Employment of Young Persons (Industry) Regulations – Employment Ordinance – Enquiries – Estimates – Importation of Labour – Information Technology – Enforcement and Inspection Visits 	<ul style="list-style-type: none"> – International Labour Organisation – Legislation and Policy – Liaison with Government Departments – Meetings – Office Accommodation – Prosecution – Public Relations – Publicity / Publications – Staff Matters – Manual and Forms – Statistics – Training – Visits and Delegations

Category	Subject Grouping	
Labour Relations Division	<p><i>Labour Relations</i></p> <ul style="list-style-type: none"> – Activities – Administration – Associations, Boards, Committees, Government Departments and International Organizations – Law – Reference – Staff – Statistics <p><i>Registry of Trade Unions</i></p> <ul style="list-style-type: none"> – Circulars – Correspondence with the public – Courses and Talks – Legislation – Legal Advice 	<p><i>Registry of Trade Unions (cont’d)</i></p> <ul style="list-style-type: none"> – Liaison with Government Departments – Manuals and Forms – Meetings and Conferences – Office Administration – Personnel Records – Publications – Publicity – Reference Materials – Register of Trade Unions – Registered Union Rules – Reports – Staff Training – Statistics – Statutory Returns of Trade Unions – Visits

Category	Subject Grouping	
Minor Employment Claims Adjudication Board	<ul style="list-style-type: none"> - Administration - Application for Leave to Appeal - Appointments and Postings - Associations of Employers - Boards and Committees - Circulars and Orders - Claims - Commendation and Discipline - Complaints Enquiries - Courses and Talks - Delegations - Employment of Foreign Domestic Helpers - Employment Ordinance - Estimates and Forecasts - Finance and Acquisition - Functions and Events - International Organisations - Interpretation Service - Labour Legislation - Labour Tribunal Decisions - Labour Tribunal Ordinance - Liaison with Government Departments - Manpower Requirements - Manual on Procedures - Minor Employment Claims Adjudication Board Ordinance - Minor Employment Claims Adjudication Board Procedures 	<ul style="list-style-type: none"> - Minor Employment Claims Adjudication Board Suitors' Fund - Meetings and Seminars - Office Accommodation - Office Furniture and Equipment - Performance Pledge - Printing Matters - Protection of Wages on Insolvency Ordinance - Public Relations - Publications - Records Management - Reference Materials - Referrals Cases of Labour Tribunal - Reports - Review - Service of Minor Employment Claims Adjudication Board - Small Claims Tribunal - Speeches - Staff Commendation and Discipline - Staff Establishment - Staff Leave - Staff Training - Statistics - Surveys and Research - Telephone and Communications - Trade Unions

Category	Subject Grouping	
Occupational Health Service	<p><i>Integrated Services</i></p> <ul style="list-style-type: none"> – Accommodation – Accounting Matters – Appointments and Postings – Circulars and Orders – Complaints – Consultations – Development Plan – Enquiries – Environmental Pollution – Estimates and Forecasts – Factories and Industrial Undertakings Ordinance – Feedback Information – Health Education – International Conferences and Seminars – International Organisations – Legislation – Liaison with Other Government Departments – Liaison with Outside Bodies – Library – Management Information System – Meetings and Committees – Metrication – Occupational Health Services – Ordinance, Regulation and Subsidiary Legislation – Overseas Visits – Performance Pledges – Poison and Toxic Substances – Printing – Prosecution – Public Relations – Publications – Publicity – Records Management – Recruitment – Referrals for Investigations – Reports and Briefs – Safety and Health at Work – Salaries and Allowances – Social Security – Staff Complaints – Staff Leave 	<p><i>Integrated Services (cont'd)</i></p> <ul style="list-style-type: none"> – Staff Matters – Staff Report and Performance – Staff Requests – Statistics and Returns – Stores and Equipment – Surveys, Research and Plans – Training – Transportation – Visits – Working Groups <p><i>Occupational Medicine</i></p> <ul style="list-style-type: none"> – Asbestos Related Disease – Aviation Medicine – Casualty Attendance – Compressed Air Work – Decompression Sickness – Dermatitis – Diving Work – Employees' Compensation and Invaliding Benefits – First Aid Facilities – Hospital Sub-offices – Industrial Processes – Ionising Radiation – Licensing and Permits – Mass Transit Railway – Medical Examinations and Assessments – Medical Schemes – Meetings and Committees – Occupational Diseases – Occupational Medicine – Pneumoconiosis Compensation Legislation – Pneumoconiosis Compensation Scheme – Pneumoconiosis X-ray Examination – Radiation – Rehabilitation – Silicosis – Surveys and Research – Toxicology and Poisoning <p><i>Occupational Hygiene</i></p> <ul style="list-style-type: none"> – Air Pollution – Asbestos Laboratory – Development and Planning

Category	Subject Grouping	
Occupational Health Service (cont'd)	<i>Occupational Hygiene (cont'd)</i> <ul style="list-style-type: none"> – Environmental Monitoring Report – Environmental Pollution – Examination, Calibration and Maintenance – Hygiene Standards – Industrial Projects 	<ul style="list-style-type: none"> – Occupational Hygiene – Occupational Hygiene Laboratory – Personal Protective Equipment – Quality control – Solid Waste Pollution – Surveys and Research – Water Pollution

Category	Subject Grouping	
Occupational Safety Services	<i>Headquarters</i> <ul style="list-style-type: none"> – Administration – Boards and Committees – Circulars and Orders – Code of Practice – Computerization – Conference, Seminars and Visits – Correspondence – Estimates and Forecasts – Industrial Classification – Legislation – Liaison with Other Government Departments – Maintenance – Meetings – Office Accommodation and Furniture – Performance Pledge – Personnel Matters – Reimbursement – Reports and Statistics – Safety Officers – Store and Equipment <i>Accident Analysis and Information Division</i> <ul style="list-style-type: none"> – Industrial Accident Statistics – Occupational Injury Statistics <i>Legal Services</i> <ul style="list-style-type: none"> – Legislation – Office Accommodation – Organization Charts – Telephone Directory – Review and Workplan – Staff Training 	<i>Legal Services (cont'd)</i> <ul style="list-style-type: none"> – Stores and Equipment <i>Operations</i> <ul style="list-style-type: none"> – Factories and Industrial Undertakings (including construction sites) – Non-industrial Undertakings – Notification – Workplace Accidents / Dangerous Occurrences – Workplace Complaints <i>Support Services</i> <ul style="list-style-type: none"> – Accommodation – Administration – Associations – Circulars – Code of Practice – Committees and Boards – Conference, Meetings and Seminars – Estimates – Expenditure – Ordinance and Regulations – Printing Matters – Stationery – Stores and Equipment – Training of Occupational Safety Officer – Visual Aids – Working Groups – Press Release, Speeches – Orders and Instructions – Publications – Returns and Statistics – Safety Campaign / Competition – Stores and Equipment

Category	Subject Grouping	
Policy Support and Strategic Planning Division	<ul style="list-style-type: none"> - Administration - Circulars - Enquiries - Finance - Meeting 	<ul style="list-style-type: none"> - Office Accommodation - Personnel - Policy - Publicity Matters - Training and Visits

Category	Subject Grouping	
Prosecutions Division	<ul style="list-style-type: none"> - Administration - Circulars and Orders - Liaison with Other Divisions - Offence Records 	<ul style="list-style-type: none"> - Policy - Requisition on Staff - Requisition of Stores and Equipment - Statistics

Category	Subject Grouping	
Selective Placement Division	<ul style="list-style-type: none"> - Administration - Case Files for Disabled Job Seekers - Committees - Complaints - Development Plan - District Administration - Employment Assistance - Enquiries - Equipment for Disabled - Estimates and Forecasts - Feedback Information - International Labour Organisation - Legislation - Meetings - Multi-disciplinary Vocational Assessment - Office Accommodation - Office Furniture and Equipment 	<ul style="list-style-type: none"> - Operation Facilities - Policy - Promotional Matters to Employers - Public Assistance - Publicity - Recruitment of Staff for Government Departments - Reference Materials - Rehabilitation Development Co-ordination Committee - Reports - Selective Placement Service - Staff Matters - Staff Requests - Staff Training - Statistics - Survey Reports - Talks and Seminars - Vacancy Information - Visits

Category	Subject Grouping	
Workplace Consultation Promotion Division	<ul style="list-style-type: none"> – Accommodation – Administration – Appointments and Postings – Boards and Committees – Circulars – Complaints – Courses and Talks – Employers’ Organisation – Employment Ordinance – Enquiries – Estimates and Forecasts – Exhibition – Functions and Events – Industries – International Organisations – Legal Advice – Legislation – Liaison with Government Departments – Manual and Forms – Meetings and Conferences – Office Equipment 	<ul style="list-style-type: none"> – Policy – Printing Matters – Promotional Activities – Public Relations – Publications – Publicity – Reference Materials – Reports – Seminars – Speeches – Staff Commendation and Discipline – Staff Establishment – Staff Leave – Staff Training – Statistics – Surveys and Research – Telephone and Transport – Trade Unions – Visits – Working Groups

Category	Subject Grouping	
Wage Security Division	<ul style="list-style-type: none"> – Accommodation – Administrative Matters – Circulars – Establishment – Forecasts and Estimates – Legislation and Legal Advice – Liaison with Government Departments – Manual and Forms – Meetings / Committees – Policy 	<ul style="list-style-type: none"> – Posting and Acting Appointments – Press Release and Publications – Protection of Wages on Insolvency Fund Board – Protection of Wages on Insolvency Ordinance – Staff Matters – Staff Training – Statistics – Stores and Equipment

Category	Subject Grouping	
Youth Employment Division	<p><i>Youth Pre-employment Training Programme</i></p> <ul style="list-style-type: none"> - Access to information - Accommodation - Accounts and Accounting - Appointments and Postings - Circulars and Directives - Committees, Council, Commissions - Communication Systems - Computer Equipment and Supplies - Electronic Data Processing Management - Employment and Recruitment - Equipment and Supplies - Establishment - Finance - Furniture and Furnishings - Information Services - Insurance Matters - Meetings - Modular Training - Office Machines and Equipment - Office Services - On-the-Job Training - Organization - Publicity & Promotional Activities - Quality Assurance of Training - Reimbursement claims - Special Training Packages - Staff Matters - Staff Relations 	<p><i>Youth Pre-employment Training Programme (cont'd)</i></p> <ul style="list-style-type: none"> - Statistics - Surveys & Information Papers - Training and Development - Transportation - Visit and Tours - Workplace Attachment Training - Workshops <p><i>Youth Work Experience and Training Scheme</i></p> <ul style="list-style-type: none"> - Accommodation, Stores and Equipment - Appointment of Training Bodies - Complaints - Departmental Orders and Circulars - Evaluation and Review - Financial Matters - General Administration - General Correspondence - General Enquiries - Leave Records - On-the-job Training - Off-the-job Vocational Courses - Promotion and Publicity - Quality Assurance - Recruitment of Trainees - Research Papers - Registration of Case Managers - Seminars, Talks and Ceremonies - Staff - Statistics - Website