

Notes for Application:

1. The primary objective of the legislation-related safety and occupational health courses offered by the Occupational Safety and Health Centre of the Labour Department is to enable course participants to know the legal requirements and enhance their occupational safety and health knowledge. **Courses offered are free of charge.**
2. To enrol for the course, the Form OSHC-A1(Rev.2009April) must be completed (Photocopies of the form in A4 size are also accepted) and faxed or mailed to the Occupational Safety and Health Centre. Please read the “STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT” before completing the form OSHC-A1(Rev.2009April).
3. The Centre starts processing enrolment application 3 months prior to the course date. For example: for course on 20 February 2004, the starting enrollment date is on or after 20 December 2003.
4. Application closes **ONE WEEK** before the date of the course.

5. **Course Venue and Lecturing Time:**

The training courses stated in this booklet are arranged at “Occupational Safety and Health Centre”. Please take note of the venue and time of the respective course during application.

Occupational Safety and Health Centre

Address: 1/F, Kwun Tong Jockey Club Health Centre, 457, Kwun Tong Road, Kowloon.

Tel. : 2361 8240

Time: 9:15 a.m. to 12:00 noon (half-day)

6. The medium of instruction for all courses is Cantonese. English may sometimes be used as supplement.
7. Applicants will be informed individually of any changes in the time schedule or cancellation of the enrolled course.
8. Only those participants who have a full attendance and have passed the test (if there is a test) will be issued with attendance certificates. **Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate.** Request for proof of partial attendance will not be entertained.
9. If Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., all half-day morning courses will be cancelled. The affected participants will be arranged to attend another class.
10. Enquiries and office hours
 - (a) Enquiry Tel: 2361 8240
Fax: 2307 9867
 - (b) Office hours
 - Monday to Friday : 9 a.m. to 5 p.m.
 - Saturday : 9 a.m. to 1 p.m.
11. For various types of safety awareness training courses, please approach the Occupational Safety and Health Council located at 19/F, China United Centre, 28, Marble Road, North Point, Hong Kong. (Tel.:2739 9377) or the Construction Industry Training Authority located at 95, Yue Kwong Road, Aberdeen, Hong Kong. (Tel.:2870 0183).

Occupational Safety & Health Centre, Labour Department
Application for Occupational Safety and Health Course

Tel.: 2361 8240 Fax: 2307 9867

Refer to the application notes and the statement of purpose for the collection of personal data on separate sheet first before application. Please use CAPITAL LETTERS to fill in this application.

Name of Participant: _____ (Mr. / Mrs. / Ms)

Post (in full): _____

Industry (Please tick the appropriate box):

- | | |
|---|---|
| <input type="checkbox"/> Wholesale, retail trades and import/export, restaurants and hotels | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Financing, insurance, real estate and business services | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Transport, storage and communications | <input type="checkbox"/> Public utilities |
| <input type="checkbox"/> Education, medical , recreational and personal services | <input type="checkbox"/> Government /Statutory Body |
| <input type="checkbox"/> Others (Please state _____) | |

Course applied for:

	Course Code	Course No.	Course Date
Example	EX	01	5.1.2004
Course Choice			

Name of Company: _____ Fax: _____

Address of Company: _____ Contact Person: _____
 Telephone: _____

My normal duties include (Please tick the appropriate box):

- conduct occupational safety and health (OSH) training
- brief other staff on OSH legislation and occupational health issues

Authorized person or Applicant signature: _____
 Name: _____
 Post: _____
 Date: _____

Note (1) Please use ONE application form for ONE participant to apply for ONE course only and fill in all the items.
 (2) Only those participants who have a full attendance and have passed the test (if any) will be issued with attendance certificates. Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate. Request for proof of partial attendance will not be entertained.
 (3) The time schedule of the courses may be subject to change or cancellation without prior notice.
 (4) If Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., all half-day morning courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date.

This part is to be completed by the Occupational Safety and Health Centre

- A place has been reserved for the participant. Please turn up at the following venue and time with this form for identification purpose :
1/F, Kwun Tong Jockey Club Health Centre, 457, Kwun Tong Road, Kowloon. (Tel: 2361 8240)
9:15 a.m. – 12:00 noon
- Incomplete / incorrect information (as circled above), please resubmit the application.
 Centre starts processing enrolment application 3 months prior to the course date.
 Sorry, the course choice you picked is **FULL**.

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

Purpose of Collection

1. The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to the training, education and promotion to improve safety and health at work.

Access to Personal Data

2. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

3. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:

Occupational Safety and Health Centre
2/F, Kwun Tong Jockey Club Health Centre,
457, Kwun Tong Road,
Kowloon.
Tel. No.: 2361 8240