

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 enroll for the course, the Form OSHC-A1 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.
3. The Centre starts processing enrolment application 3 months prior to the course date. For example for course on 6 January 2015, the starting enrolment date is on or after 6 October 2014. .
4. Application closes **ONE WEEK** before the date of the course. The name of participant is required to be the same as that appears in the Hong Kong Identity Card.
5. No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.

6. 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

The Centre will be relocated to “Kwun Tong Community Health Centre Building” Hip Wo Street in early 2015. Applicants will be informed individually of the exact date of removal and the new venue address once confirmed.

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 courses.
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 and Health Centre, Labour Department
Application for Occupational Safety and Health Course

Tel.: 2361 8240 Fax: 2307 9867

Please refer to the application notes and the statement of purpose for the collection of personal data before application. Please use **BLOCK LETTERS** to fill in this application.

Name of Participant (Eng): _____ (Mr. / Ms)
 Name of Participant (Chi): **(In Block Letter and Surname first)** _____
 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	21.1.2015
Course Choice			

Name of Company: _____	Fax: _____ _ _ _ _ _ _ _ _ _
Address of Company: _____ _____	Contact Person: _____ Telephone: _____ _ _ _ _ _ _ _ _ _

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

<input type="checkbox"/> conduct occupational safety and health (OSH) training	Authorized person or
<input type="checkbox"/> brief other staff on OSH legislation and occupational health issues	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) No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
 (4) The time schedule of the courses may be subject to change or cancellation without prior notice.
 (5) 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 correction, 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