

Chapter 1

Highlights of Year 2013

- 1.1** In 2013, Hong Kong's overall labour demand remained sturdy, with total employment rising by 1.8 per cent following the respectable increases of 2.9 per cent and 2.4 per cent in 2011 and 2012 respectively. The annual average unemployment rate remained at a low level of 3.4 per cent in 2013, broadly on par with the 3.3% in 2012, signifying another year of full employment. We will continue to closely monitor the employment market situation and enhance our employment services on all fronts, especially in netting suitable vacancies from the market and rendering assistance to job seekers.

Employment Services

Enhanced Employment Services

- 1.2** To help job seekers enter the labour market and respond speedily to the recruitment needs of employers, the Labour Department (LD) organises employment promotion activities at various locations across the territory. A total of 14 large-scale job fairs and 492 district-based job fairs were organised in the year.



Large-scale job fairs organised by the Labour Department well-received by job seekers

- 1.3** LD adopts a proactive approach in providing employment assistance. For example, in major business closure or redundancy cases, we set up enquiry hotlines and special counters at our job centres to provide special employment services to affected employees. In 2013, the free recruitment service provided for employers by LD recorded 1 218 885 vacancies from the private and public sectors; and 156 727 placements were secured.
- 1.4** To enhance the employability of and employment opportunities for the young people, middle-aged persons and persons with disabilities, LD increased the allowance payable to employers under the Youth Employment and Training Programme (YETP) (formerly known as the Youth Pre-employment Training Programme and Youth Work Experience and Training Scheme), the Employment Programme for the Middle-aged, and the Work Orientation and Placement Scheme with effect from June 2013 so as to encourage employers to offer them more openings and provide them with on-the-job training. Moreover, LD increased the attachment allowance and training allowance payable to YETP trainees with effect from June and September 2013 respectively so as to encourage young persons to participate in workplace attachment training and pre-employment training under YETP.

Strengthening Employment and Training Support for the Youth

- 1.5** LD spared no efforts in enhancing the employability of young people through the provision of comprehensive youth employment and training support services. Apart from administering YETP and operating two youth employment resource centres, we continued in 2013 the implementation of the third phase of "Action S5", a special employment project which rendered assistance to vulnerable young people aged 15 to 24 with acute employment difficulties.

Broadening Horizons of our Youths

- 1.6** LD continued to explore with potential economies to establish new Working Holiday Schemes (WHS) while at the same time sought to expand our existing bilateral arrangements. We signed an agreement with France in May 2013 for commencing WHS in July. In December, we also reached an agreement with the United Kingdom to have a scheme in place starting from January 2014. Furthermore, we also agreed with Korea in 2013 to increase the quota for Hong Kong youths from 200 to 500 per year starting from 2014.

Enhanced Work Incentive Transport Subsidy (WITS) Scheme

- 1.7** The enhancement measures of the WITS Scheme have taken effect since 2013 to allow applicants to choose to apply on an individual or household basis. The income and asset limits for the subsidy also went up under the annual adjustment mechanism. As at the end of 2013, LD granted subsidy payment to 63 974 applicants.

Labour Relations

Promoting Harmonious Labour Relations

- 1.8** In 2013, LD continued to foster harmonious labour relations by proactively and pragmatically helping employers and employees resolve their conflicts through dialogue, mutual understanding and flexible adjustments. In the year, we handled a total of 70 labour disputes and 17 515 claims. Over 70% of cases with conciliation service rendered were settled. The average waiting time for conciliation meetings was 2.5 weeks in the year. Besides, the number of working days lost in Hong Kong as a result of strike remained among the lowest in the world.

Stepping Up Enforcement Against Wage Offences

- 1.9** In 2013, LD sustained its all-out efforts to combat wage offences, including breaches of the Statutory Minimum Wage provisions. Territory-wide inspection campaigns targeted at offence-prone trades were launched. Apart from proactive inspections to check compliance, we widely publicised our complaint hotline (2815 2200) and collected intelligence on non-payment of wages in various industries through an early warning system in collaboration with trade unions. LD conducted prompt investigation into suspected wage offences and employed veteran ex-police officers to strengthen the investigative work and collection of intelligence so as to facilitate speedy prosecution.
- 1.10** We continued to step up the prosecution against employers and responsible persons of companies for wage offences. We also strengthened our educational and promotional efforts to remind employers of their statutory obligation to pay wages on time and to encourage employees to lodge claims promptly and come forward as prosecution witnesses.

1.11 Following the implementation of the Employment (Amendment) Ordinance 2010 from October 29, 2010, employers who wilfully and without reasonable excuse defaulted awards for wages or some other entitlements made by the Labour Tribunal or Minor Employment Claims Adjudication Board are liable to criminal prosecution. This has further strengthened the deterrent against law-defying employers.

Enhancing Good People Management Practices and Harmonious Labour Relations

1.12 LD organised various promotional activities including exhibitions, seminars and talks to promote “employee-oriented” good people management measures. A large-scale seminar was staged in September to encourage employers to strengthen communication with employees and to implement family-friendly employment practices with a view to fostering harmonious labour relations. We also made use of various channels to appeal to employers and employees to make prior work arrangements for typhoons and rainstorms, and to encourage the wider use of written employment contract as well as the adoption of fair and reasonable employment terms.



Employees' Rights and Benefits

Statutory Minimum Wage (SMW)

- 1.13** The SMW rate was adjusted upwards by 7.1 per cent to \$30 on May 1, 2013. The overall employment market remained stable and the earnings of grassroots employees continued to improve. LD organised various publicity activities to promote the revised SMW rate and the SMW legislation. A multi-pronged strategy was adopted to safeguard employees' entitlement to SMW through conducting proactive workplace inspections to establishments of various trades and mounting targeted enforcement campaigns in low-paying sectors.
- 1.14** The Minimum Wage Commission (MWC) is an independent statutory body established under the Minimum Wage Ordinance with the main function of reporting to the Chief Executive in Council its recommendation about the SMW rate at least once in every two years. The Chief Executive has appointed its Chairperson and 12 Members drawn from the labour sector, business community, academia and Government. The new two-year term of MWC started on March 1, 2013. LD and the Economic Analysis and Business Facilitation Unit of the Financial Secretary's Office are responsible for providing secretariat support to MWC.

Safeguarding the Rights of Employees of Government Service Contractors

- 1.15** To protect the statutory rights and benefits of non-skilled workers employed by government service contractors, we conduct inspections to their workplaces to check employers' compliance with legal and contractual requirements. With the concerted efforts of LD and procuring departments in stepping up monitoring and enforcement, the situation of contractors abiding by the labour laws had greatly improved.

Protection of Wages on Insolvency Fund (PWIF)

- 1.16** PWIF provides assistance in the form of ex gratia payment to eligible employees affected by insolvency of their employer. LD continued its efforts in clamping down at source on employers evading their wage liabilities, thus preventing wage defaults from developing into claims on the Fund.

Vigorous Enforcement against Illegal Employment

- 1.17** LD collaborated with the Police and the Immigration Department to clamp down on illegal employment activities. A total of 210 joint operations were mounted in the year.

Standard Working Hours Committee (SWHC)

- 1.18** In April 2013, the Government set up SWHC, comprising members drawn from the labour and business sectors, academia, community and Government. SWHC, appointed for a term of three years, is tasked to follow up on the Government's completed policy study on standard working hours, promote informed and in-depth discussions of the community on the subject of working hours, and assist the Government to identify the way forward.
- 1.19** In accordance with its terms of reference and workplan, SWHC has been taking forward its work in four major areas, namely: (i) enhancing public understanding; (ii) collection of relevant information, including working hours statistics and further research into the working hours regimes of other places; (iii) adoption of an evidence-based approach for discussion on the basis of a range of relevant factors; and (iv) launching public engagement and building community consensus on different options. Two working groups were formed to take charge of wide public consultation and comprehensive working hours surveys. These two working groups strive to submit their reports to SWHC by the end of 2014 for deliberation and formulation of its ensuing work.

Safety and Health at Work

Safety of Major Works Projects (MWPs)

- 1.20** In the light of the commencement of MWPs, LD established a dedicated team to urge contractors to implement safety management systems on construction sites for the prevention of accidents through stepping up inspection and enforcement, publicity and promotion, as well as participating in the project preparatory meetings and site safety management meetings. LD also strengthened the coordination with the Development Bureau, relevant works departments and other public works project clients to enhance MWP site safety measures, with a view to ensuring more effective control of risks by contractors.

Safety of Repair, Maintenance, Alteration and Addition (RMAA) Works

- 1.21** There has been a rising trend in industrial accidents related to RMAA works in recent years and the volume of such works are expected to grow further with the ageing of our buildings and the implementation of mandatory requirements for inspection of buildings and windows by the Government.
- 1.22** To enhance the safety condition of RMAA works, LD continued to intensify enforcement actions by stepping up area patrols and inspections of RMAA works during office and non-office hours to deter contractors from adopting unsafe work practices. Territory-wide special enforcement operations on RMAA works with emphasis on work-at-height and electrical work were also launched. During the special operations, 642 suspension/improvement notices were issued and 353 prosecutions were taken out.
- 1.23** On the educational and promotional front, we organised in 2013 a series of intensive promotion and publicity campaigns, targeting RMAA works, work-at-height and electrical work to arouse the safety awareness of all parties involved. These included continuing the two-year publicity campaign launched in 2012 in collaboration with the Occupational Safety and Health Council (OSHC) with new initiatives seeking to reach contractors and workers engaged in RMAA works more directly and impress upon them the importance of work safety. We also partnered with District Councils/District Offices, Safe and Healthy Communities in various districts and the property management sector to organise publicity and promotional activities to promulgate work safety at the district level.
- 1.24** We organised in collaboration with OSHC a Work-at-Height Safety Forum in April 2013 to engage industry stakeholders in exploring means to further enhance the construction safety standard. The Forum attracted over 550 participants. Besides, LD and OSHC jointly launched a mobile working platform sponsorship scheme for small and medium-sized enterprises (SMEs) to enhance the OSH standard of the industry. As at end of 2013, over 1 000 applications were received with 820 approved, benefiting over 9 700 workers.



- 1.25** LD and OSHC continued the scheme on RMAA safety accreditation in 2013. It enhanced the OSH standard of the industry through the auditing of safety management system, training and subsidising purchase of fall arresting equipment and related facilities.

Safety Award Schemes

- 1.26** Two safety award schemes were organised for the catering and construction industries in the year to inculcate a safety culture and to enhance the safety awareness of employers, employees and their families. The schemes featured a variety of activities which included organising safety performance competitions, roving exhibitions, safety quizzes and award presentation ceremonies cum fun days; conducting site visits; producing radio programmes and DVD-ROMs; as well as broadcasting Announcements in the Public Interest and promotional films on television/radio and buses.

Review of the System of Recognition and Monitoring of Mandatory Safety Training Courses

- 1.27** LD continued the improvement measures to enhance the system of recognition and monitoring of mandatory safety training courses. With the completion of the revision of course contents for the Mandatory Basic Safety Training Revalidation Course (Construction Work) in 2012, we were conducting similar revision of the course contents for the Mandatory Basic Safety Training Full Course (Construction Work) by enriching its content with case analysis of serious construction accidents together with interactive teaching of course tutors. The revision was rolled out in mid-2014.

Prevention of Heat Stroke at Work

- 1.28** To ensure adequate protection of workers from heat stroke at work in summer, we stepped up enforcement and publicity from April to September. Apart from promoting the awareness of employers and employees of heat stroke prevention, we also distributed a guide on “Prevention of Heat Stroke at Work in a Hot Environment” and a general checklist on “Risk Assessment for the Prevention of Heat Stroke at Work”. In the year, we also collaborated with OSHC and relevant workers’ unions to promote prevention of heat stroke at work among professional drivers. Besides, we stepped up our inspections of workplaces with a higher risk of heat stroke. The inspections covered matters such as the provision of adequate drinking water by employers; the provision of sheltered work and rest areas; ventilation facilities; and the provision of appropriate information, instruction and training to workers.

Strengthening Local and International Partnerships

Labour Day Reception

- 1.29** On April 26, 2013, Secretary for Labour and Welfare, Mr Matthew Cheung Kin Chung, hosted a reception at the Hong Kong Convention and Exhibition Centre to pay tribute to the workforce. Acting Chief Executive, Mrs Carrie Lam, officiated at the reception, with guests from trade unions, employer associations and other organisations attending.



The Acting Chief Executive Mrs. Carrie Lam officiating at the Labour Day Reception

Contacts with Other Labour Administrations

1.30 We maintained active liaison and interflows with other labour administrations through visits and participation in various activities.

1.31 In June, a tripartite team comprising the Government, employer and employee representatives, led by the Deputy Commissioner for Labour (Labour Administration), Mr Byron Ng Kwok Keung, attended the 102nd Session of the International Labour Conference in Geneva, Switzerland as part of the delegation of the People's Republic of China.



Deputy Commissioner for Labour (Labour Administration), Mr Byron Ng Kwok Keung (5th from right), and members of the tripartite team attending the 102nd Session of the International Labour Conference in Geneva, Switzerland

1.32 In October, a delegation led by the Commissioner for Labour, Mr Cheuk Wing Hing, visited the Ministry of Human Resources and Social Security of the State Council and met with Minister Yin Weimin in Beijing under the Reciprocal Visit Programme. The delegation also met with senior representatives of the China Enterprise Confederation and the All-China Federation of Trade Unions to exchange views on various labour issues.



Commissioner for Labour, Mr Cheuk Wing Hing (1st from left), meeting Minister Yin Weimin, Ministry of Human Resources and Social Security (2nd from left)

1.33 In December, Mr Xie Shuxing, Deputy Director General of the Department of Human Resource and Social Security of Guangdong Province and Mr Wong Chi Hong, Director of the Labour Affairs Bureau of Macao, led their respective delegations to visit the Hong Kong Special Administrative Region to attend the "Guangdong-Hong Kong-Macao Exchange Meeting on Labour Inspection and Law Enforcement". The delegations exchanged views on labour inspection and law enforcement with the Commissioner for Labour, Mr Cheuk Wing Hing, and LD officers.

Chapter 2

The Labour Department

2.1 The Labour Department (LD) is the principal agency in the Hong Kong Special Administrative Region (HKSAR) Government responsible for the execution and co-ordination of major labour administration functions. For details of our structure and services, please visit our website: www.labour.gov.hk

Vision, Mission and Values

2.2 Our Vision

We aspire to be a leading labour administrator in the region. Our aim is to enhance the well-being of our workforce progressively and to promote the safety and health of those at work at a pace commensurate with the socioeconomic development of Hong Kong.

2.3 Our Mission

- To improve the utilisation of human resources by providing a range of employment services to meet changes and needs in the labour market;
- To ensure that risks to people's safety and health at work are properly managed by enforcement, education and promotion;
- To foster harmonious labour relations through promotion of good employment practices and resolution of labour disputes; and
- To improve and safeguard employees' rights and benefits in an equitable manner.

2.4 Our Values

We believe in:

- Professional excellence
- Pro-activeness
- Premier customer service
- Partnership
- Participation

Key Programme Areas

2.5 LD has four areas of work, namely, Labour Relations, Safety and Health at Work, Employment Services, and Employees' Rights and Benefits. The objectives of these areas are set out below:

Labour Relations

- To foster and maintain harmonious employer and employee relations in establishments outside the government sector.

Safety and Health at Work

- To help employers and employees control their risks at work through inspection and enforcement, education and training, as well as publicity and promotion.

Employment Services

- To provide free employment assistance and counselling services to help job seekers find suitable jobs and employers fill their vacancies.

Employees' Rights and Benefits

- To improve and safeguard the rights and benefits of employees.

2.6 Detailed functions and major activities of these programme areas are contained in the following chapters.

- 2.7** The Administration Division assumes the primary responsibility for financial, personnel and general resources management.
- 2.8** The Information and Public Relations Division is responsible for LD's overall strategy on publicity and public relations. It mounts extensive publicity and explains the policy and work of LD to the public through the media, and co-ordinates the production of publications.
- 2.9** The International Liaison Division oversees matters relating to the application of International Labour Conventions in HKSAR, participation in the activities of the International Labour Organisation, and liaison with labour administration authorities in the Mainland and other places. Besides, the division manages the departmental reference library, collects information pertaining to labour administration and provides secretariat support to the Labour Advisory Board (LAB).
- 2.10** The Prosecutions Division and the Legal Services Division help enforce relevant legislation by instituting prosecutions against suspected offenders. Major statistics on prosecution work are at [Figure 2.1](#).
- 2.11** The Occupational Safety and Health Training Centre organises and coordinates training and development activities for staff of the Occupational Safety and Health Branch.
- 2.12** The Information Technology Management Division offers support to the development and management of information technology services.
- 2.13** The Staff Training and Development Division is responsible for staff training and development of the Labour Administration Branch as well as coordinating training activities.
- 2.14** An organisation chart of LD is set out at [Figure 2.2](#).

Customer-oriented Services

- 2.15** Performance standards and targets are laid down for a wide range of services. A Customer Liaison Group has been formed to collect feedback from users of LD's pledged services. For details of our performance pledges, please visit the webpage: www.labour.gov.hk/eng/perform/content.htm



Members of the Customer Liaison Group 2012-2013
visiting the Labour Department's Hong Kong East
Job Centre after meeting

Advisory Boards and Committees

2.16 LD consults various advisory boards and committees on labour matters. The most important one is LAB. It is a high-level and representative tripartite consultative body which gives advice on matters affecting labour, including legislation and Conventions and Recommendations of the International Labour Organisation. LAB is chaired by the Commissioner for Labour and comprises members representing employees and employers. Its terms of reference, composition and membership for 2013-2014 are in [Figure 2.3](#).



Labour Advisory Board meeting

Chapter 3

Labour Relations

The Programme of Labour Relations

www.labour.gov.hk/eng/labour/content.htm

3.1 In Hong Kong, employer and employee relations are largely premised on the terms and conditions of employment agreed and entered into between the two parties. Employers and employees are free to form trade unions and participate in union activities. The objective of the Labour Relations Programme is to maintain and promote harmonious labour relations in establishments outside the government sector. We achieve this by:

- giving advice on matters relating to conditions of employment, requirements of relevant labour legislation, and good people management practices;
- providing voluntary conciliation service to help employers and employees resolve their employment claims and disputes;
- promoting understanding of labour laws and encouraging good people management practices;
- adjudicating minor employment claims speedily through the Minor Employment Claims Adjudication Board (MECAB); and
- registering and regulating trade unions to bring about sound and responsible trade union administration.

3.2 The principal legislation administered by this programme area includes the Employment Ordinance (EO), the Minimum Wage Ordinance (MWO), the Labour Relations Ordinance (LRO), the Minor Employment Claims Adjudication Board Ordinance (MECABO) and the Trade Unions Ordinance (TUO).

3.3 EO sets the basic standard on the conditions of employment that establishments outside the government sector have to meet. MWO establishes a Statutory Minimum Wage regime. The procedures for settling labour disputes in establishments outside the government sector are provided for in LRO. MECABO establishes the machinery known as MECAB to adjudicate minor employment claims when settlement cannot be achieved by conciliation. For the regulation of trade unions, TUO provides a statutory framework for trade union registration and administration.

Our Work and Achievements in 2013

Key indicators of Work

- 3.4** Some key indicators of work of the Labour Relations Programme Area were contained in [Figure 3.1](#).

Conciliation and Consultation Services

- 3.5** Our consultation and conciliation services are conducive to the maintenance of industrial peace. In 2013, the labour relations scene was generally stable. We held 66 928 consultations meetings, handled 17 515 claims and 70 labour disputes in the year. The number of labour disputes and claims handled in 2013 dropped by 7.4 per cent compared with the figure of 18 999 cases in 2012. Over 70% of cases with conciliation service rendered were settled in the year. In 2013, the Labour Department (LD) handled seven strikes, which included a protracted industrial action started in late March and ended in early May. In the year, the number of working days lost per thousand salaried employees and wage earners was 4.15. Overall speaking, Hong Kong's number of working days lost due to strike remains one of the lowest in the world. ([Figures 3.2 - 3.7](#))

Strengthening Tripartite Co-operation

- 3.6** To promote tripartite dialogue and collaboration at the industry level among employers, employees and the Government with a view to fostering harmonious labour relations, we set up nine industry-based tripartite committees covering the catering, construction, theatre, logistics, property management, printing, hotel and tourism, cement and concrete as well as retail industries. These committees provide effective forums for members to discuss issues of common concern in the industries. Employment related matters such as occupational safety and health, strategies for recruiting and retaining staff as well as talent development were deliberated in the year. Industry related publications were also produced to promote employer-employee communication and enlightened management practices relevant to the specific circumstances of individual industry.

Promotion of Good Employer-Employee Relations

- 3.7** To enhance public understanding of EO and to promote good people management measures, we organised a wide range of promotional activities and published various free publications for employers, employees, human resources professionals and the public. Relevant information was also disseminated through LD's homepage and the media. In the year, six roving exhibitions on EO were organised over the territory attracting some 19 000 visitors. Furthermore, new television and radio Announcements in the Public Interest and a new poster were introduced to call on employers and employees to draw up prior work arrangements in times of typhoons and rainstorms.



Television Announcement in the Public Interest to call on employers and employees to make prior work arrangements for typhoons and rainstorms

- 3.8** We established 18 Human Resources Managers' Clubs in different trades, and organised a number of experience-sharing sessions and briefings regularly for human resources practitioners to promote good people management measures. We also introduced a thematic leaflet on five-day work week, published newspaper article and placed advertisements in the periodic journals of major employers' associations to encourage wider adoption of family-friendly employment practices and cultivate such culture.



Adjudication of Minor Employment Claims

3.9 MECAB provides a speedy, informal and inexpensive adjudication service to members of the public. It is empowered to determine employment claims involving not more than 10 claimants for a sum not exceeding \$8,000 per claimant.

3.10 In 2013, MECAB recorded 1 407 claims amounting to \$6,016,464 and concluded 1 523 claims with a total award of \$3,019,691.

Regulation of Trade Unions

3.11 The Registry of Trade Unions (RTU) is responsible for the promotion of sound and responsible trade union administration, and is entrusted with the statutory duty to register trade unions, process and register their rules, examines their annual audited statements of account, and conducts inspection visits to trade unions to ensure that they comply with TUO.

3.12 In 2013, 14 new trade unions were registered, making up a cumulative total of 858 registered trade unions (comprising 809 employee unions, 18 employers' associations and 31 mixed organisations of employees and employers) and eight registered trade union federations. Please refer to the following webpage for the key trade union statistics:

www.labour.gov.hk/eng/labour/content3.htm

3.13 In the year, RTU examined 664 statements of account and conducted 381 inspection visits to trade unions with a view to affirming that their administration and financial management were in compliance with TUO. To facilitate trade union officers in acquiring knowledge of union law and management, RTU organised four courses on trade union bookkeeping, auditing and trade union management and legislation.

Chapter 4

Safety and Health at Work

The Programme of Safety and Health at Work

www.labour.gov.hk/eng/osh/content.htm

- 4.1** The Occupational Safety and Health Branch is responsible for the promotion and regulation of safety and health at work. The objective of the Programme of Safety and Health at Work is to ensure that risks to people's safety and health at work are properly managed and reduced to the minimum through the three-pronged strategy of inspection and enforcement, education and training, as well as publicity and promotion. More specifically, we achieve the objective by:
- providing a legislative framework to safeguard safety and health at work;
 - ensuring compliance with the Occupational Safety and Health Ordinance (OSHO), the Factories and Industrial Undertakings Ordinance (FIUO), the Boilers and Pressure Vessels Ordinance (BPVO) and their subsidiary regulations by conducting inspections and taking out regulatory actions;
 - investigating accidents and occupational health problems at workplaces;
 - providing to employers, employees and the general public appropriate information and advice to promote knowledge and understanding of occupational safety and health; and
 - organising promotional programmes and training courses to enhance safety awareness of the workforce.
- 4.2** OSHO protects employees' safety and health at work generally in all branches of economic activities. It is a piece of enabling legislation that empowers the Commissioner for Labour to make regulations prescribing standards for general working environment as well as specific safety and health aspects at work.
- 4.3** FIUO regulates safety and health at work in industrial undertakings, which include factories, construction sites, cargo and container handling areas, as well as catering establishments.
- 4.4** BPVO aims at regulating the standards and operation of equipment such as boilers, pressure vessels, including thermal oil heaters, steam receivers, steam containers, air receivers and pressurised cement tanks mounted on trucks or trailers.

Our Work and Achievements in 2013

Work Safety Performance

- 4.5** Through the concerted efforts of all parties concerned, including employers, employees, contractors, safety practitioners, and the Government and public sector organisations, Hong Kong's work safety performance has been improving since 1998.
- 4.6** The number of occupational injuries in all workplaces in 2013 stood at 38 027, representing a drop of 13.6 per cent from 44 025 in 2004, while the injury rate per thousand employees decreased to 13.2, down by 27.2 per cent when compared to 18.1 in 2004. The number of industrial accidents for all sectors went down to 11 820, representing 32.6 per cent drop when compared to 17 533 in 2004. The accident rate per thousand workers for all sectors in 2004 and 2013 were 31.5 and 19.6* respectively.

**The compilation of the accident rate per thousand workers of all industrial sectors in 2013 was based on the employment size classified under Hong Kong Standard Industrial Classification Version 2.0 (HSIC V2.0) which was different from those under HSIC V1.1 before 2009. Therefore, this accident rate cannot be strictly comparable to those published before 2009.*

- 4.7** The number of industrial accidents in the construction industry decreased by 15.7 per cent, from 3 833 in 2004 to 3 232 in 2013, while the accident rate per thousand workers also decreased from 60.3 to 40.8, down by 32.5 per cent.

Occupational Diseases

- 4.8** In 2013, there were 198 cases of confirmed occupational disease, among which, occupational deafness, silicosis and tenosynovitis of the hand or forearm were the most common.
- 4.9** For more statistics on occupational safety and health, please visit the webpage: www.labour.gov.hk/eng/osh/content10.htm

Key Indicators of Work

- 4.10** Some key indicators of work of this programme area were shown in Figure 4.1.

Inspection and Enforcement

- 4.11** To ensure safety and health at work, we inspect workplaces, monitor health hazards, investigate work accidents and occupational diseases, register and inspect boilers and pressure equipment and advise on measures to control hazards or prevent accidents.
- 4.12** A key element in enforcement is to give advice on the prevention of accidents. We conduct promotional visits to encourage employers to proactively adopt a self-regulatory approach in managing risks at the workplace and regular enforcement inspections to various workplaces to ensure that duty-holders have observed relevant statutory requirements stipulated in safety legislation. We not only conduct surprise inspections on normal working days but also at night and during holidays to clamp down on unsafe acts. In 2013, we continued to place establishments with poor safety performance under close surveillance. Improvement notices or suspension notices were issued when necessary to secure a speedy rectification of irregularities, or to remove imminent risks to lives and limbs. In 2013, we also conducted 14 special enforcement operations targeting high-risk work safety, including new works safety, safety of RMAA works, electrical safety, safety of waste treatment work, catering safety, logistic, cargo and container-handling safety as well as fire and chemical safety. In these 14 operations, a total of 21 621 workplaces were inspected, with 854 improvement notices and 394 suspension notices issued, and 905 prosecutions initiated.
- 4.13** We conduct independent investigation into complaints lodged by workers on unsafe conditions or malpractices in workplaces. In 2013, we handled 156 complaints and initiated 10 prosecutions arising from investigation of these cases. We also enhanced the intelligence reporting system on unsafe RMAA works with various strategic partners. In 2013, a total of 643 enquiry/complaint/referral cases were received through the system and other channels. As a result of the follow-up inspections on these cases, we issued 91 suspension/improvement notices and took out 61 prosecutions. We had also established a similar referral mechanism with the Housing Department. In 2013, we received through the mechanism a total of 5 313 notifications of high risk RMAA works in public housing estates and followed up on these referrals.

4.14 From April to September, the Labour Department (LD) stepped up its enforcement, while enhancing publicity on prevention of heat stroke at work during the hot weather, targeting outdoor workplaces with a higher risk of heat stroke, such as construction sites, outdoor cleansing workplaces and container yards. In this special enforcement campaign, we conducted a total of 30 646 surprise inspections, and issued 219 warnings and one improvement notice.



An occupational hygienist measuring air contaminants and the heat stress level in a tunneling work site

4.15 The Commissioner for Labour, as the Boilers and Pressure Vessels Authority, recognises competent inspection bodies to assess and inspect new pressure equipment during manufacturing. In addition, we conduct examinations, monitor courses for training of competent persons and issue certificates of competency to qualified candidates as competent persons for various types of boilers and steam receivers. In 2013, 446 applications for certificates of competency were processed, with 424 certificates issued/endorsed. We also advised the Fire Services Department on matters related to the approval and preliminary inspections of pressurised cylinders and storage installations for compressed gas.

4.16 As at the end of 2013, there were a total of 204 444 workplaces, including 30 771 construction sites, in Hong Kong. In the year, 123 115 inspections were conducted under OSHO and FIUO, while 4 761 inspections were made under BPVO. As a result, 30 496 warnings were issued by Occupational Safety Officers while 3 723 warnings were given under BPVO. Altogether, 2 526 suspension or improvement notices were issued. We also carried out 13 266 and 2 884 investigations on accidents and suspected occupational diseases respectively in the year.

Education and Training

4.17 We provide training-related services to employers, employees and relevant parties to foster a culture of respect for occupational safety and health among the working population. There are three categories of such services, namely provision of training courses, recognition of mandatory safety training (MST) courses and registration of safety officers and safety auditors.

4.18 In 2013, we conducted 470 safety and health training courses related to relevant legislation for 5 510 employees and 331 tailor-made talks for another 11 762. We also recognised six mandatory basic safety training courses (commonly known as “green card” courses) for construction work, two MST courses for crane operators and nine for loadshifting machinery operators. LD has in place a system to monitor these MST courses. This includes surprise inspections to ensure that courses are conducted in line with the approval conditions.

4.19 We continued to implement the three major improvement measures as concluded in the comprehensive review of the MST system in 2011, viz. consolidation of the guidance notes on running MST courses, standardisation of the essential course contents and centralised issuance of examination papers. Standardisation of course contents and enhancement of examination arrangement had been in place in the “green card” courses and would progressively be extended to other MST courses.

4.20 In 2013, we registered 296 persons as safety officers and 43 as safety auditors. As at the end of the year, there were 2 846 safety officers with valid registration and 1 137 registered safety auditors. Furthermore, a total of 244 applications for renewal or revalidation of registration as safety officers had been approved in 2013.

4.21 Occupational health education raises employers' and employees' awareness of the prevention of occupational health hazards and occupational diseases. In 2013, a total of 1 099 health talks on various occupational health issues was organised for over 36 000 participants. Apart from organising public health talks, we also provided outreaching health talks at the workplaces of individual organisations. These health talks covered more than 30 different topics including "Occupational Health for Office Workers", "Manual Handling Operations and Prevention of Back Injuries", "Occupational Health for Workers of Residential Care Home for the Elderly", "Prevention of Lower Limb Disorders" and "Occupational Health in Catering Industry".



Large-scale health talks organised by the Labour Department well-received by employers and employees

4.22 LD had uploaded a "Work Safety Alert" on its website to help raise the safety awareness of employers, contractors and workers. The Alert summarised recent fatal and serious work accidents, and highlighted general safety precautionary measures.

Publicity and Promotion

4.23 We organised a series of promotion campaigns in 2013 aiming at heightening safety awareness among employers and employees and cultivating a positive safety culture at the workplaces, some jointly with relevant stakeholders such as the Occupational Safety and Health Council (OSHC), trade associations, workers' unions and other government departments.

- 4.24** The Catering Industry Safety Award Scheme and the Construction Industry Safety Award Scheme were organised again in the year. The two schemes were well received by the industries.



Catering Industry Safety Award Scheme - Award Presentation Ceremony



Construction Industry Safety Award Scheme - Award Presentation Ceremony

- 4.25** Accidents in RMAA works have become a source of growing concern in recent years and the volume of RMAA works continued to increase. In 2013, LD, in collaboration with OSHC, continued to implement the two-year publicity campaign launched in 2012 to remind contractors and workers that safety came first while carrying out RMAA works, electrical work and working at height. Other major publicity activities included broadcasting Announcements in the Public Interest on television/radio/mobile media, staging roving exhibitions, publishing feature articles in newspapers and on the LD website, publishing leaflets and disseminating safety messages to contractors, employers and employees through various means.
- 4.26** To improve the safety performance of construction industry, we organised a Work-at-Height Safety Forum in April 2013 in which representatives of trade associations, workers' unions and professional bodies as well as other participants shared their valuable views on how to enhance work-at-height safety. The Forum attracted over 550 participants. Besides, LD and OSHC jointly launched a mobile working platform sponsorship scheme for small and medium-sized enterprises (SMEs) to enhance the OSH standard of the industry. As at end of 2013, over 1 000 applications were received with 820 approved, benefiting over 9 700 workers.
- 4.27** LD continued to operate jointly with OSHC various sponsorship schemes to encourage SMEs to use proper safety equipment. These included the Sponsorship Scheme for Work-at-height Fall Arresting Equipment for Renovation and Maintenance Work for SMEs and the Reversing Video Device Sponsorship Scheme for Heavy Vehicles on Construction Sites.
- 4.28** LD and OSHC continued the scheme on RMAA safety accreditation in 2013. It enhances the OSH standard of the industry through the auditing of safety management system, training and subsidising SMEs to purchase fall arresting equipment and related facilities. The Employees' Compensation Insurance Residual Scheme Bureau undertook to offer insurance premium discount to accredited contractors, and thus provides financial incentives for enterprises to continuously improve their occupational safety performance.
- 4.29** The Occupational Safety Charter, launched jointly with OSHC since 1996 to promote the spirit of "shared responsibility" in workplace safety and health, sets out a safety management framework for employers and employees to work together to create a safe and healthy working environment. By the end of 2013, 1 215 organisations, including public utilities companies, industrial and non-industrial establishments, banks, construction companies, unions, associations and community organisations, had subscribed to the Occupational Safety Charter.



4.30 We also collaborated with relevant organisations including OSHC, Pneumoconiosis Compensation Fund Board, Occupational Deafness Compensation Board, employers' associations, trade unions and community groups in promoting occupational health through a variety of activities such as carnivals, occupational health award ceremony, workplace hygiene charter and promotional visits. Moreover, we promoted the prevention of common work-related diseases, such as musculoskeletal disorders which are common among service and clerical personnel and manual workers. In 2013, we continued to collaborate with OSHC, Department of Health and trade unions to promote healthy living among professional drivers. The publicity activities included paying promotional visits to transport termini, distributing educational pamphlets and promotional souvenirs, and organising diet and exercise counselling services by professional dietitian and physical fitness instructor respectively.

4.31 We also stepped up publicity on the prevention of heat stroke at work through a multitude of activities such as organising public and outreaching health talks, distributing publications, printing promotional posters, broadcasting educational videos on mobile advertising media, and issuing press releases. In the year, apart from distributing the pamphlet "Prevention of Heat Stroke at Work in a Hot Environment" and promoting a general checklist on "Risk Assessment for the Prevention of Heat Stroke at Work", we also collaborated with OSHC and relevant workers' unions to promote prevention of heat stroke at work among professional drivers.

4.32 We organized a large scale seminar, jointly with OSHC, professional bodies, other major stakeholders and associations in the trade, for sharing the professional knowledge and experience on safety and inspections of boilers and pressure vessels. We also delivered three safety talks to several organisations in the industry in the year.

4.33 In 2013, we published 26 new occupational safety and health publications, including “A Casebook of Fatal Accidents Related to Work-at-Height”, “Noise at Work”, “Checklist for Risk Assessment of Outdoor Work under High Air Pollution Levels”, “Decompression Illness”, “Guidelines for Employers and Employees – Prevention of Avian Influenza” and “Occupational Safety and Health Statistics”. Moreover, we published publications in languages of ethnic minorities for promoting to them work safety and health.



Latest publications on occupational safety and health



Occupational safety and health publications for ethnic minorities

- 4.34** To promote safety awareness of the industry in operating boilers and pressure vessels, we distributed a total of 3 064 publications and leaflets regarding the safe operation of boilers and pressure vessels in 2013 and reviewed two publications, including “Electric Boiler Operator Guide” and “A Guide for Fire Tube Boiler Operation”.
- 4.35** In 2013, the Occupational Safety and Health Branch handled 13 889 enquiries, advising on various safety and health matters. Furthermore, the Occupational Safety and Health Centre provides information and advisory services to workers and employers.

Clinical Occupational Health Services

- 4.36** LD runs occupational health clinics in Kwun Tong and Fanling, providing clinical consultations, medical treatment as well as occupational health education and counselling services for workers suffering from work-related and occupational diseases. Workplaces of the patients are inspected if necessary to identify and evaluate occupational health hazards in the work environment.
- 4.37** In 2013, 11 855 clinical consultations were rendered. Moreover, five patient support groups were organised to help patients achieve more desirable rehabilitation progress through health talks, experience sharing and peer support.

Chapter 5

Employment Services

The Programme of Employment Services

www.labour.gov.hk/eng/service/content.htm

5.1 The objective of the Employment Services Programme is to provide a comprehensive range of free and efficient employment assistance and counselling services to help job seekers find suitable jobs and employers fill their vacancies. We achieve this by :

- providing user-friendly employment services to employers and job seekers;
- offering intensive employment-related assistance and personalised service to vulnerable groups of unemployed people;
- assisting young people to enhance their employability and advising them on careers choice;
- regulating local employment agencies;
- safeguarding the interests of local employees employed by employers outside Hong Kong to work in other territories; and
- ensuring that employment opportunities for local workers are not adversely affected by abuse of the labour importation scheme.

5.2 The principal legislation administered by this programme area includes the Employment Agency Regulations made under the Employment Ordinance (EO) and the Contracts for Employment Outside Hong Kong Ordinance.

5.3 The Employment Agency Regulations, together with Part XII of EO, regulate the operation of employment agencies in Hong Kong through licensing, inspection, investigation and prosecution.

5.4 The Contracts for Employment Outside Hong Kong Ordinance safeguards the interests of local manual workers and those non-manual employees with monthly wages not exceeding \$20,000 who are recruited by employers outside Hong Kong to work in other territories through the attestation of employment contracts for these jobs.

Our Work and Achievements in 2013

Employment Situation in Hong Kong

- 5.5** The Labour Department (LD) recorded a total of 1 216 735 vacancies offered by employers of the private sector for free recruitment service in 2013, an increase of 6.3 per cent when compared with 1 144 424 in 2012. For updated statistics on the labour force, unemployment rate and underemployment rate, please visit the webpage:

www.censtatd.gov.hk/hong_kong_statistics/statistical_tables/index.jsp?chargetID=1&subjectID=2&tableID=006

- 5.6** The economy of Hong Kong remained stable and the local employment market was buoyant in 2013 with the unemployment rate staying at a low level of 3.4%. In the year, a total of 156 727 placements were secured. (Figures 5.1 and 5.2)

A Wider Service Choice

Services offered at Job Centres

- 5.7** Job seekers can select suitable vacancies and seek referral service at all job centres, including the “Employment in One-stop” (EOS) at Tin Shui Wai. Modern facilities such as digital display system, touchscreen vacancy search terminals, fax machines, toll-free telephones, computers connected to the Internet and a resource corner are available.

Telephone Employment Service

- 5.8** Job seekers registered at LD may call our Telephone Employment Service Centre on 2969 0888 for job referral service. Through conference calls, staff of the Centre can make arrangement for job seekers to talk to employers direct.

On-line Employment Service

5.9 Our Interactive Employment Service (iES) website (www.jobs.gov.hk) provides round-the-clock on-line employment service and comprehensive employment information. iES was one of the most popular government websites, recording 0.38 billion page views in 2013. It hosts a number of dedicated webpages for specific clientele. Job seekers can also use the iES smartphone application to look for suitable vacancies in the job vacancy database of LD anytime and anywhere.

Central Processing of Job Vacancies

5.10 Employers who need to recruit staff can send their vacancy information to our Job Vacancy Processing Centre by fax (2566 3331) or through the Internet (www.jobs.gov.hk). The vacancy information is then disseminated through a network of 12 job centres (including EOS), two recruitment centres for the catering and retail industries, the iES website and vacancy search terminals located in various sites throughout the territory after vetting.

Special Recruitment and Promotional Activities

5.11 We organise a variety of activities to promote our employment services and appeal for vacancies from employers. Job fairs are held to facilitate job seekers and employers to meet and communicate direct. To assist job seekers living in remote areas in securing employment, we held large-scale job fairs in Tuen Mun, Tung Chung and Sheung Shui in 2013. Moreover, to respond more promptly to the recruitment needs of employers and provide a more user-friendly service to job seekers of different districts, we held district-based job fairs at job centres (including EOS) to assist employers to recruit local staff and to enable job seekers to participate in job interviews without having to travel long distance. In the year, 14 large-scale job fairs and 492 district-based job fairs were held, attracting over 50 000 job seekers.



Intensified Services for the Needy

Middle-aged Job Seekers

5.12 The Employment Programme for the Middle-aged (EPM) was launched to assist the unemployed aged 40 or above to find work. Employers who engage an eligible middle-aged job seeker in a full-time permanent job and offer him/her on-the-job training are entitled to claim training allowance. To encourage employers to offer more openings to the middle-aged with employment difficulties and provide them with on-the-job training, LD enhanced EPM in June 2013 by increasing the upper limit of training allowance payable to participating employers from \$2,000 to \$3,000 per month per employee engaged, for a period of three to six months. In 2013, a total of 2 562 placements were secured through the programme.

Work Trial Scheme (WTS)

5.13 WTS was launched to enhance the employability of job seekers who have special difficulties in finding jobs. There is no age limit for applicants. During the one-month work-trial without employer-employee relationship, participants take up jobs offered by participating organisations. On satisfactory completion of the one-month work trial, each participant will receive an allowance of \$6,400, of which \$500 will be contributed by the participating organisation. In 2013, a total of 345 job seekers were placed into work trials.

Work Incentive Transport Subsidy (WITS) Scheme

5.14 Since October 2011, the territory-wide WITS Scheme has been open for application with a view to helping low-income earners reduce their cost of travelling to and from work and encouraging them to secure or stay in employment. Qualified applicants may apply for WITS for the previous six to 12 months in each application, with the monthly subsidy of \$600 (or \$300 at half-rate). Based on the enhancement measures of the scheme taking effect since 2013, applicants may choose to apply on an individual or household basis. The income and asset limits for the subsidy had also been raised concurrently under the annual adjustment mechanism. As at year end, a total of 63 974 applicants received subsidies totalling \$513 million.

New Arrivals and Ethnic Minorities

5.15 We provide through our job centres a comprehensive range of employment services to new arrivals and ethnic minority job seekers. These include employment counselling, job referral, tailor-made employment briefing and employment information. Those who have difficulties finding jobs are encouraged to participate in various employment programmes to enhance their employability. We also proactively promote our recruitment activities to them so as to speed up their job search.

Workers affected by Large-scale Retrenchment

5.16 In major business closure or redundancy cases, LD sets up hotlines for enquiry and special counters at job centres to provide special employment services to affected employees. We canvass suitable vacancies from employers to facilitate job search of the affected employees. In addition, under LD's iES website, we set up a dedicated webpage to display vacancies offered by employers interested in recruiting job seekers who lost their jobs in recent closure or redundancy exercises. In 2013, we offered such special employment services to some 1 700 affected employees.

Job Seekers with Disabilities

5.17 The Selective Placement Division (SPD) offers employment assistance to job seekers with disabilities looking for open employment. Placement officers provide personalised employment services, including employment counseling, job matching and referral and post placement follow-up services. In 2013, SPD registered 2 605 job seekers with disabilities and secured 2 461 placements. (Figure 5.3)

Work Orientation and Placement Scheme (WOPS)

5.18 WOPS was launched to facilitate open employment of persons with disabilities by encouraging employers to offer job vacancies to persons with disabilities through the provision of an allowance. Since 1 June 2013, the allowance payable to employers under WOPS has been further increased. An eligible employer who employs persons with disabilities having employment difficulties is entitled to an allowance equivalent to the amount of actual salary paid to an employee with disabilities less \$500 per month during the first two months of employment, subject to a monthly allowance ceiling of \$5,500. After the first two months, the employer is entitled to an allowance equivalent to two-thirds of the actual salary paid to the employee concerned, subject to an allowance ceiling of \$4,000 per month, and for a maximum payment period up to six months. WOPS also provides pre-employment training to persons with disabilities with a view to enhancing their employability. In 2013, 661 placements were secured through the scheme.

Self Help Integrated Placement Service (SHIPS)

5.19 SHIPS aims at improving the job-searching skills of job seekers with disabilities and encouraging them to be more proactive in search for jobs, thereby enhancing their employment opportunities. In 2013, 300 job seekers with disabilities participated in the programme.

Interactive Selective Placement Service (iSPS) Website

5.20 The iSPS website (www.jobs.gov.hk/isps) provides employment services for job seekers with disabilities and employers through the Internet. The website enables persons with disabilities to register with the SPD, browse job vacancy information and perform preliminary job-matching. It also enables employers to place vacancy orders, identify suitable job seekers with disabilities to fill their vacancies and request SPD to refer candidates to them for selection interview. The website facilitates employers to browse information on the work capacity of persons with disabilities more readily. At the same time, it helps persons with disabilities to access various on-line employment services and other related support services.

Promotional Activities

- 5.21** To enhance public understanding of the working abilities of persons with disabilities as well as to publicise the services of SPD and WOPS, SPD conducted a series of promotional activities, such as exhibitions, production of publications and advertisements, broadcast of promotional videos, promotional visits, promotional messages through newspapers, radio channels, public utilities companies and public transport vehicles, etc during the year. In addition, a large-scale seminar was held for employers and human resources practitioners. Visits were paid and publicity materials were sent to employers of different trades with a view to canvassing job vacancies for persons with disabilities.

Services for Young People

Youth Employment and Training Programme (YETP)

- 5.22** To enhance the employability of young people, LD administers YETP, a “through-train” programme providing seamless and comprehensive youth training and employment support to young school leavers aged 15 to 24 with educational attainment at sub-degree level or below.
- 5.23** Trainees can enrol on a year-round basis and are entitled to a full range of coordinated and customised training and employment support services, including pre-employment training, one-month workplace attachment training, on-the-job training of six to 12 months, reimbursement of off-the-job course and examination fees up to \$4,000 per trainee, as well as case management services rendered by registered social workers.
- 5.24** Employers providing on-the-job training under YETP are entitled to a training allowance. To encourage employers to employ young people and provide them with on-the-job training, the training allowance payable to employers who engage young people in on-the-job training for six to 12 months has with effect from June 2013 been increased from \$2,000 to a maximum of \$3,000 per month for each young people engaged. Moreover, to encourage young people to participate in workplace attachment training, the allowance payable to trainees who complete the one-month attachment has with effect from June 2013 been increased from \$2,000 to \$3,000. In addition, to encourage young people to participate in pre-employment training under YETP, the training allowance payable to the trainees who complete the training has with effect from September 2013 been increased from \$30 to \$50 per training day.

- 5.25** In the 2012/13 programme year running from September 2012 to August 2013, 3 824 young people attended pre-employment training and 2 758 trainees were placed into training vacancies under YETP. In addition, 562 trainees found employment in the open market with the assistance of case managers.
- 5.26** YETP also closely collaborates with training bodies to launch well-received special employment projects for industries and individual establishments. These projects include “tailor-made employment projects” and “tailor-made training-cum-employment projects”. The former refers to projects co-organised with establishments offering large number of on-the-job training vacancies while the latter provides pre-employment job skills training custom-made for a particular establishment which is immediately followed by on-the-job training. In the 2012/13 programme year, 61 special employment projects were conducted for employers in the retail, catering, tourism, education, construction and engineering, social services and personal services industries.
- 5.27** In August, we co-organised the Award Ceremony of Most Improved Trainees of YETP cum Concert with Radio 2 of Radio Television Hong Kong. The event named “Solar Project 2013 – Dream Journey with YETP” showcased the creditable improvements of trainees after joining the programme and commended the caring efforts of training bodies and employers. Trainees’ striving experience for improvement constituted the best encouragement to their peers. It was also a sterling testimony to the achievements of trainees, training bodies, employers and the Government in nurturing the development of the younger generation.



Programme for Youths with Acute Employment Difficulties

5.28 To strengthen the employment support for vulnerable youths, LD in July 2010 launched a special employment project, "Action S5", targeting young people aged 15 to 24 with acute employment difficulties. Under this project, non-governmental organisations are commissioned to nominate vulnerable youths and provide on-the-job training opportunities to them for 12 months. Through intensive and customised training and employment support, the project aims at nurturing the work knowledge and skills of participants for their personal and career development. There were 109, 144 and 83 trainees enrolled in the first three phases of the project respectively. On-the-job training of the third phase was completed at the end of 2013.

Youth Employment Support

5.29 LD operates two youth employment resource centres named Youth Employment Start (Y.E.S.). The two centres provide personalised advisory and support services on employment and self-employment to young people aged between 15 and 29 to facilitate them to map out their career path, enhance their employability and support them to pursue self-employment. Services provided include career assessment, career guidance, professional counselling, value-adding training, self-employment support as well as up-to-date labour market information. In 2013, the two centres provided services to 74 850 young people.

Working Holiday Scheme (WHS)

5.30 The Hong Kong Special Administrative Region (HKSAR) Government has since 2001 established bilateral WHS with a number of economies to provide an opportunity for our youths to gain living experience overseas for broadening their horizons, and for youths of our partners to learn more about Hong Kong. As of end-2013, HKSAR Government has established bilateral WHS arrangements with a total of nine economies, namely New Zealand, Australia, Ireland, Germany, Japan, Canada, Korea, France and the United Kingdom (UK).

5.31 Youths aged 18 to 30 may join the schemes. Save for the UK which allows our youths to stay there for up to 24 months, our partners issue working holiday visas to eligible Hong Kong youths to stay in their economies for up to 12 months. During their stay, the youths can take up short-term employment to subsidise their expenses or attend short-term courses (except for Ireland).

5.32 These WHSs have been well received. As of end-2013, close to 46 000 Hong Kong youths joined the schemes. LD will continue to explore with potential economies to establish new WHS and seek to expand our existing bilateral arrangements.

Regulating Local Employment Agencies and Employment Outside Hong Kong

5.33 We monitor the operation of employment agencies through licensing, inspection and investigation of complaints. In 2013, we issued 2 718 employment agency licences and revoked/refused to renew four. As at end of 2013, there were 2 570 licensed employment agencies in Hong Kong. A total of 1 341 inspections were made to employment agencies in the year.

5.34 We regulate employment outside the territory to safeguard the interests of local employees engaged by employers outside Hong Kong to work in other territories by attesting all employment contracts entered into in Hong Kong involving manual employees and non-manual employees with monthly wages not exceeding \$20,000.

Regulating Labour Importation

Supplementary Labour Scheme (SLS)

5.35 To cater for the genuine needs of employers, LD administers SLS that allows the entry of imported workers to take up jobs at technician level or below which cannot be filled locally. SLS operates on the principles of ensuring the priority of local workers in employment while allowing employers with proven local recruitment difficulties to import labour.

5.36 We provide active job matching and referral services for local job seekers to ensure their employment priority. Vacancies under SLS are widely publicised. Local workers can attend tailor-made retraining courses, if appropriate, to better equip themselves to fill the vacancies. Applications from employers who have set restrictive and unreasonable job requirements or who have no sincerity in employing local workers will be rejected.

5.37 As at the end of 2013, there were 2 976 imported workers working in Hong Kong under SLS.

Policy on Foreign Domestic Helpers (FDHs)

- 5.38** FDHs have been admitted to work in Hong Kong since the 1970's. Apart from enjoying the same statutory rights and benefits as all employees in Hong Kong, FDHs are further protected by a written Standard Employment Contract, which prescribes that the employer has to provide to the FDH free accommodation with reasonable privacy, free food (or food allowance in lieu), free passage to and from the FDH's place of origin and free medical treatment, etc. Furthermore, the Government has since the 1970s prescribed a Minimum Allowable Wage for FDHs as an additional safeguard against exploitation. The Government attaches great importance to safeguarding their statutory and contractual rights. We spare no efforts in investigating the suspected offence cases and prosecution action will be taken out if there is sufficient evidence. In the year, LD widely publicised the rights and benefits of FDHs by, for instance, staging four information kiosks for FDHs at places they frequently gathered in different months. The activities attracted over 24 000 visitors. LD also maintains close liaison with consulates of the FDH-exporting countries, non-governmental organisations serving FDHs and FDH employer groups to deal with issues relating to importation of FDHs.
- 5.39** As at the end of 2013, there were 320 988 FDHs in Hong Kong, an increase of 2.8 per cent compared with 312 395 in 2012. About 51 per cent of the FDHs in Hong Kong were from the Philippines and 46 per cent from Indonesia.

Chapter 6

Employees' Rights and Benefits

The Programme of Employees' Rights and Benefits

www.labour.gov.hk/eng/erb/content.htm

6.1 The objective of the Employees' Rights and Benefits Programme is to improve and safeguard employees' rights and benefits in an equitable manner. Our aim is to progressively enhance employment standards in a way which is commensurate with the pace of Hong Kong's economic and social developments and which strikes a reasonable balance between the interests of employers and employees. We achieve this by:

- Setting and refining employment standards in consultation with the Labour Advisory Board;
- Ensuring compliance with statutory and contractual terms and conditions of employment through inspection to workplaces, investigation into suspected breaches of the statutory provisions and prosecution of offenders;
- Processing employees' compensation claims;
- Processing applications for the Protection of Wages on Insolvency Fund (PWIF);
- Maintaining close partnership with statutory bodies set up for protecting the rights and benefits of employees; and
- Providing customer-oriented information to ensure that employees and employers know their rights and obligations.

6.2 The principal legislation administered by this programme area includes the Employees' Compensation Ordinance (ECO), the Pneumoconiosis and Mesothelioma (Compensation) Ordinance (PMCO), the Employment Ordinance (EO) and its subsidiary Employment of Children Regulations and Employment of Young Persons (Industry) Regulations, the Minimum Wage Ordinance (MWO), the Protection of Wages on Insolvency Ordinance (PWIO) as well as Part IVB of the Immigration Ordinance.

6.3 ECO establishes a no-fault, non-contributory employees' compensation system so that individual employers are liable to pay compensation for work-related injuries or fatalities. It requires all employers to possess valid insurance policies to cover their liabilities under ECO and at common law.

- 6.4** PMCO provides compensation to persons who suffer from pneumoconiosis and/or mesothelioma. Compensation is paid from the Pneumoconiosis Compensation Fund, which is administered by the Pneumoconiosis Compensation Fund Board.
- 6.5** EO is the main piece of legislation governing conditions of employment. The Employment of Children Regulations made under EO prohibit the employment of children below the age of 15 in industrial undertakings and regulate the employment of children who have attained the age of 13 but under 15 in non-industrial establishments. The Employment of Young Persons (Industry) Regulations set out requirements on the working time arrangements for young persons employed in the industrial sector and prohibit their employment in dangerous trades.
- 6.6** MWO establishes a Statutory Minimum Wage (SMW) system which provides a wage floor with a view to forestalling excessively low wages, but without unduly jeopardising Hong Kong's labour market flexibility, economic growth and competitiveness or leading to significant adverse impact on the employment opportunities of vulnerable workers. Failure to pay SMW amounts to a breach of the wage provisions under EO.
- 6.7** PWIO establishes the Protection of Wages on Insolvency Fund (PWIF) to provide timely relief in the form of ex gratia payment to employees affected by their insolvent employers.
- 6.8** The Labour Department (LD) administers Part IVB of the Immigration Ordinance to combat illegal employment in order to protect the employment opportunities of local workers.

Our Work and Achievements in 2013

Key Indicators of Work

- 6.9** We stepped up our efforts to safeguard the rights and benefits of employees through various activities in 2013. Some key indicators of work of this programme area were shown in Figure 6.1.

Amendment to MWO

- 6.10** MWO was amended to increase the SMW rate by 7.1 per cent to \$30 per hour with effect from May 1, 2013.

Proactive Efforts to Combat Wage Defaults

- 6.11** In 2013, LD continued to adopt a proactive strategy to tackle the problem of non-payment of wages at source through enhancing publicity and promotion, stepping up enforcement and prosecution, and making use of the early warning system set up in collaboration with trade unions to gather relevant intelligence. We also proactively monitored selected sectors and establishments with a view to forestalling and detecting cases of wages default at an early stage and intervening early to tackle the problem.
- 6.12** In 2013, LD continued to step up prosecution against employers and responsible persons of companies for wage offences. We conducted territory-wide blitz inspections to workplaces to detect wage offences. Labour inspectors actively interviewed employees during inspections and conducted investigation speedily into the suspected offences. The Employment Claims Investigation Division continued to vigorously conduct prompt investigation into suspected wage offences under EO. Prosecutions were taken out against employers and company responsible persons whenever sufficient evidence was available.
- 6.13** In 2013, 592 summonses were heard in respect of wage offences. The number of convicted summonses was 443. During the year, one employer was imprisoned for wage default and two company directors were given suspended sentences. A company and its director were fined a total of \$80,000 in one prosecution case. In the year, LD secured convictions for 127 summonses relating to default of awards made by the Labour Tribunal (LT) or Minor Employment Claims Adjudication Board. Community service orders were imposed on two company directors for committing wage offences and default of awards made by LT. These sentences sent a strong message to employers on the seriousness of wage defaults.

Vigorous Enforcement to Protect Employees' Rights and Benefits

- 6.14** We continued our vigorous enforcement efforts to ensure that the statutory rights of employees under labour legislation were well protected.

- 6.15** In 2013, labour inspectors carried out 151 912 workplace inspections to establishments in different trades to enforce labour laws ([Figure 6.2](#)), of which 47 801 inspections were conducted to check compliance with MWO.
- 6.16** We conducted inspections and trade-targeted operations to enforce ECO's compulsory requirement of taking out employees' compensation insurance policy. In the year, a total of 98 767 inspections were conducted to enforce the statutory requirement. Employers failing to comply with the requirement were prosecuted.
- 6.17** In the year, we continued to work closely with government departments in monitoring their service contractors to ensure that non-skilled employees of the contractors enjoyed their statutory rights and benefits. A total of 717 inspections were conducted to the workplaces of such workers and 2 514 workers were interviewed to check contractors' compliance with labour laws.
- 6.18** To ensure compliance with the conditions under the Supplementary Labour Scheme, we investigated 56 complaints and cases on suspected irregularities involving imported workers, such as allegations of long working hours and late payment of wages.

Processing Employees' Compensation Cases

- 6.19** Under the current no-fault employees' compensation system, compensation is payable to injured employees or family members of deceased employees for any work-related injuries or deaths. Claims for compensation involving fatality are determined by the courts or the Commissioner for Labour under the improved settlement mechanism introduced in August 2000.
- 6.20** In 2013, 55 168 employees' compensation cases, including 16 096 minor cases which involved sick leave of not exceeding three days, were received. At year-end, among the 39 072 fatal cases or non-fatal cases involving sick leave exceeding three days, 23 740 cases were settled. The amount of employees' compensation involved was \$226 million. The remaining cases were pending due to expiry of sick leave, assessment of permanent incapacity or court judgment. ([Figures 6.3](#) and [6.4](#))
- 6.21** In 2012, 56 763 employees' compensation cases, including 16 266 minor cases which involved sick leave of not exceeding three days were received. As at the end of 2013, among the 40 497 fatal cases or non-fatal cases with sick leave exceeding three days, 36 827 cases were settled. The amount of employees' compensation involved was \$722 million. The number of working days lost was 1 234 467. The remaining cases were pending due to expiry of sick leave, assessment of permanent incapacity or court judgment. ([Figure 6.5](#))

6.22 The Loan Scheme for Employees Injured at Work and Dependants of Deceased Employees provides temporary relief to victims of work accidents. Under the scheme, an interest-free loan up to \$15,000 in each case is made to eligible applicants.

Briefings and Promotional Campaigns

6.23 In 2013, we arranged three briefings for government departments and 37 briefings for imported workers to publicise the rights and obligations of the parties concerned.

6.24 Extensive publicity campaigns were launched to publicise our complaint telephone hotline (2815 2200) through press releases, posters, and advertisements on tram body, inside MTR stations and compartments etc. to encourage employees to report suspected breaches of employment rights.

6.25 During the year, we organised various publicity activities to promote the revised SMW rate and familiarise employers and employees with the SMW legislation. These activities included: conducting seminars on MWO; broadcasting television and radio Announcements in the Public Interest through different media; publishing new promotional leaflets and posters for wide distribution and display; inserting promotional message in water bills and electricity bills; publicising through different channels such as public transport, publications of target organisations, newspapers and internet platforms; and holding roving exhibitions, etc.



External wall banner publicising the revised SMW rate and SMW legislation

6.26 We continued to promote employers' statutory obligation on timely reporting of work accidents and to take out employees' compensation insurance policies through electronic media, leaflets, departmental homepage and seminars on ECO. In the year, we held 12 talks on ECO.



Seminar on the Employees' Compensation Ordinance

Partnership with Statutory Bodies

6.27 We maintained close partnership with various statutory bodies that were set up for implementing the different schemes for the protection of the rights and benefits of employees.

Protection of Wages on Insolvency Fund Board (PWIFB)

6.28 PWIFB is established under PWIO and is responsible for administering PWIF. Employees who are owed wages, wages in lieu of notice, severance payment, pay for untaken annual leave and untaken statutory holidays by their insolvent employers may apply to PWIF for ex gratia payment in accordance with PWIO. It is financed by a levy on the business registration certificates.

6.29 PWIF is financed by a levy on the business registration certificates. In 2013, subsequent to an amendment to the Business Registration Ordinance, the levy rate was reduced with effect from 19 July 2013.

6.30 We provide administrative support to PWIFB, verify applications and approve payment from the fund. We received 2 081 applications in 2013. A breakdown of applicants by economic sector was shown in [Figure 6.6](#). During the year, we processed 2 150 applications, leading to payment of \$48.5 million and the PWIF recorded an annual surplus of \$470 million.

6.31 By providing a safety net for employees affected by business closures, PWIF plays an important role in maintaining harmonious labour relations and social stability. Both LD and PWIFB attach great importance to protecting the fund from possible abuse. To this end, stringent vetting procedures are in place to process all applications. An inter-departmental task force has been formed by representatives of LD, Commercial Crime Bureau of the Police Force, Official Receiver's Office and Legal Aid Department to take concerted actions against suspected fraudulent cases.

Pneumoconiosis Compensation Fund Board (PCFB)

6.32 PCFB is established under PMCO to provide compensation to persons suffering from pneumoconiosis and/or mesothelioma. PCFB is financed by a levy collected from the construction and quarrying industries. Under PMCO, LD is responsible for determining whether an applicant is entitled to compensation. As at the end of 2013, 1 659 eligible persons were receiving compensation in the form of monthly payments from PCFB. In the year, PCFB made a total compensation payment of \$147 million.

Employees Compensation Assistance Fund Board (ECAFB)

6.33 ECAFB is set up under the Employees Compensation Assistance Ordinance (ECAO). ECAFB is responsible for running the Employees Compensation Assistance Scheme which provides payment to injured employees who are unable to receive their entitlements for employment-related injuries from their employers or insurers. In 2013, ECAFB approved 82 applications, leading to payment of \$54.63 million. With effect from April 1, 2004, the Employees Compensation Insurer Insolvency Bureau established by the insurance industry took over from ECAFB the responsibility of meeting the liabilities arising from employees' compensation insurance policies in the event of the insolvency of the relevant insurers.

Occupational Deafness Compensation Board (ODCB)

6.34 Established under ODCO, ODCB provides compensation and reimbursement of expenses incurred in purchasing, repairing and replacing hearing assistive devices to those persons who suffer from noise-induced deafness due to employment in specified noisy occupations. ODCB also has an important role in launching educational and publicity programmes for the prevention of occupational deafness, and providing rehabilitation programmes for those suffering from occupational deafness. In 2013, ODCB approved 117 applications for compensation with a total compensation payout at \$8.49 million and 413 applications for payment of expenses on hearing assistive devices with a total payout at \$1.31 million. ODCB also provided 359 rehabilitation programmes for people with hearing impairment caused by their employment in specified noisy occupations.

Chapter 7

International Labour Affairs

International Instruments Setting Out Labour Standards

- 7.1** International Labour Conventions set by the International Labour Organisation (ILO) prescribe relevant labour standards for its Members. As at end of 2013, 41 International Labour Conventions were applied to the Hong Kong Special Administrative Region (HKSAR), with or without modification (Figure 7.1), notwithstanding that Hong Kong is neither a sovereign entity nor an ILO Member. Other international instruments, including the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights, also touch on labour standards, albeit to a much smaller extent.
- 7.2** A comprehensive set of labour legislation and administrative measures are in place in HKSAR to enable the Government to implement internationally accepted labour standards. Through continuous improvements to labour legislation and administrative measures, HKSAR maintains a level of labour standards that are comparable with those of neighbouring places with similar economic development as well as social and cultural background.

Participation in the Activities of ILO

- 7.3** HKSAR participates in the activities of ILO, either as part of the delegation of the People's Republic of China or, for activities which are not limited to states, on its own using the name "Hong Kong, China".
- 7.4** In 2013, the Labour Department (LD) continued to participate actively in activities organised by ILO to keep abreast of the latest development of international labour matters. In the year, representatives from HKSAR participated as members of the delegation of the People's Republic of China in the 102nd Session of the International Labour Conference held in Geneva, Switzerland. (Figure 7.2)

Contacts with Other Labour Administrations

- 7.5** Delegations of labour administrators from the Mainland and other places visited LD in the year. LD also sent study missions to the Mainland and Singapore. Apart from strengthening mutual cooperation, these visits provided opportunities for LD's representatives to exchange views and experience with their counterparts on various labour issues.

Chapter 8: Figures and Charts

- Figure 2.1** Number of summonses convicted and total fines in 2013
- Figure 2.2** Organisation Chart of the Labour Department (as at 31 December 2013)
- Figure 2.3** Terms of Reference and Composition of the Labour Advisory Board and Membership for the term 2013-2014
- Figure 3.1** Key Indicators of Work of the Labour Relations Programme Area in 2013
- Figure 3.2** Number of Labour Disputes Handled by the Labour Relations Division from 2009 to 2013
- Figure 3.3** Number of Claims Handled by the Labour Relations Division from 2009 to 2013
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- Figure 3.5** Number of Claims Handled by the Labour Relations Division in 2013 by Cause
- Figure 3.6** Number of Strikes and Number of Employees Involved from 2009 to 2013
- Figure 3.7** Number of Working Days Lost due to Strike per Thousand Salaried Employees and Wage Earners from 2009 to 2013
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- Figure 7.1** List of the 41 International Labour Conventions Applied to the Hong Kong Special Administrative Region
- Figure 7.2** Participation in Major ILO Activities and Contacts with Other Labour Administrations in 2013

Figure 2.1**Number of summonses convicted and total fines in 2013**

Ordinance	Summonses convicted	Fines (\$)
Boilers and Pressure Vessels Ordinance		
Sub-total	16	52,700
Employees' Compensation Ordinance		
Sub-total	1 040	2,275,050
Employment Ordinance and subsidiary regulations		
Statutory benefits cases	750	2,208,777
Young persons cases ¹	0	-
Others ²	8	10,900
Sub-total	758	2,219,677
Factories and Industrial Undertakings Ordinance and subsidiary regulations		
Factory cases	385	2,840,250
Building and engineering construction cases	1 499	12,109,739
Sub-total	1 884	14,949,989
Occupational Safety and Health Ordinance and subsidiary regulations		
Sub-total	187	1,703,800
Immigration Ordinance		
Sub-total	23	28,300
Total	3 908	21,229,516

Notes: 1. Cases involving the Employment of Young Persons (Industry) Regulations

2. Cases involving the Employment Agency Regulations and the Employment of Children Regulations

Figure 2.2

Organisation Chart of the Labour Department (as at 31 December 2013)

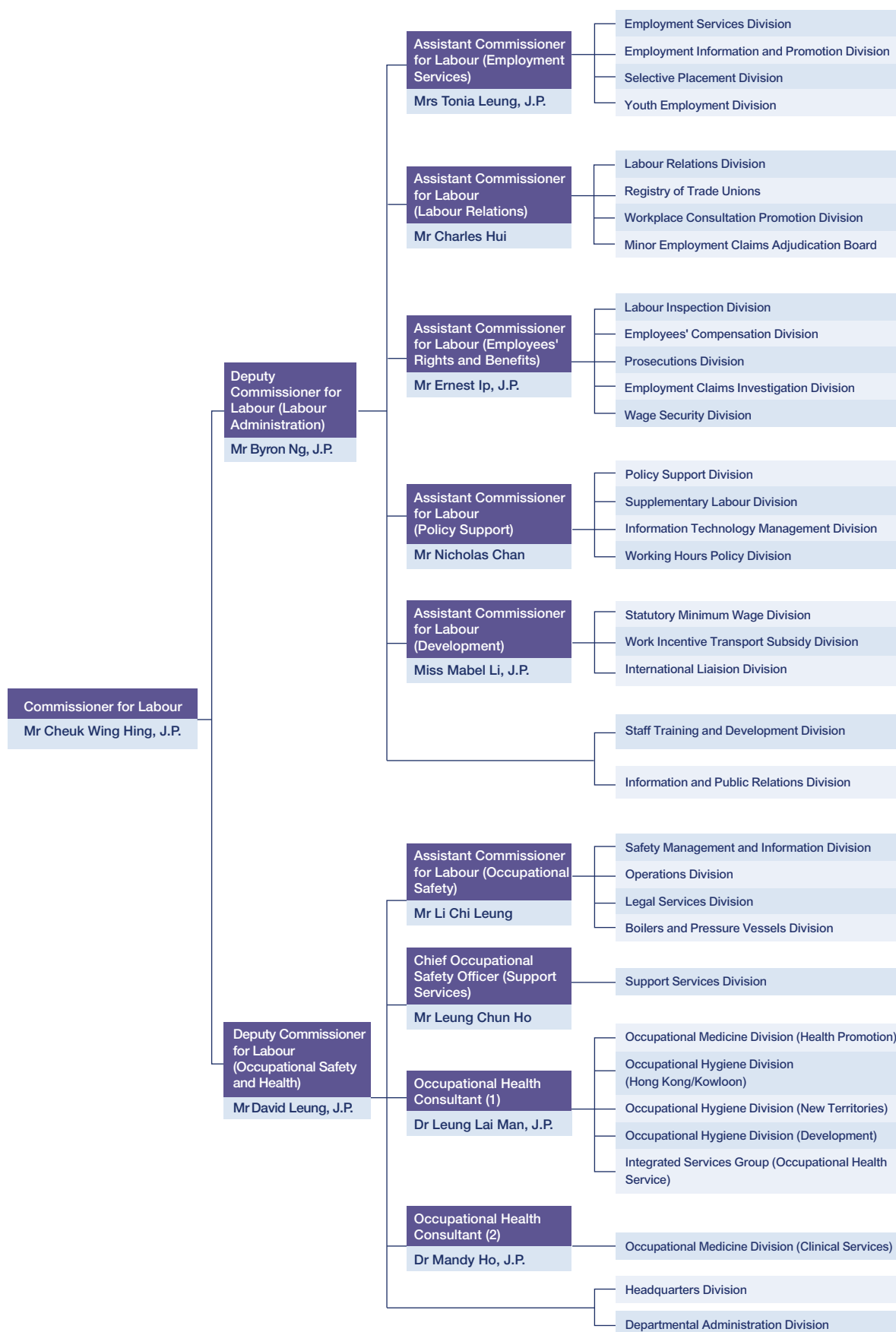


Figure 2.3

Terms of Reference and Composition of the Labour Advisory Board and Membership for the term 2013-2014

Terms of Reference

The Labour Advisory Board advises the Commissioner for Labour on matters affecting labour, including legislation and Conventions and Recommendations of the International Labour Organisation. It may appoint such committees as it considers necessary and include any person not being a member of the Labour Advisory Board to serve on such committees.

Composition

The composition of the Labour Advisory Board is as follows:

Chairman	Commissioner for Labour (ex-officio)
Members	Five employee members elected by registered employee unions
	Five employer members nominated by major employer associations
	One employee member and one employer member appointed ad personam
Secretary	A Senior Labour Officer

Membership (as at 31.12.2013)

Chairman	
Mr Cheuk Wing Hing, JP	Commissioner for Labour

Members

Employee Representatives

Mr Leung Chau Ting	}	elected by registered employee unions
Mr Chung Kwok Sing		
Mr Lee Tak Ming		
Mr Stanley Ng Chau Pei		
Mr Chau Siu Chung		
Ms Rose Chan So Hing		appointed ad personam

Employer Representatives

Mr Ho Sai Chu, GBS, JP	representing the Chinese General Chamber of Commerce
Dr Kim Mak Kin Wah, BBS, JP	representing the Employers' Federation of Hong Kong
Mr Stanley Lau Chin Ho, BBS, MH, JP	representing the Federation of Hong Kong Industries
Mr Irons Sze, JP	representing the Chinese Manufacturers' Association of Hong Kong
Mr Emil Yu Chen On	representing the Hong Kong General Chamber of Commerce
Mr Thomas Ho On Sing, JP	appointed ad personam

Secretary

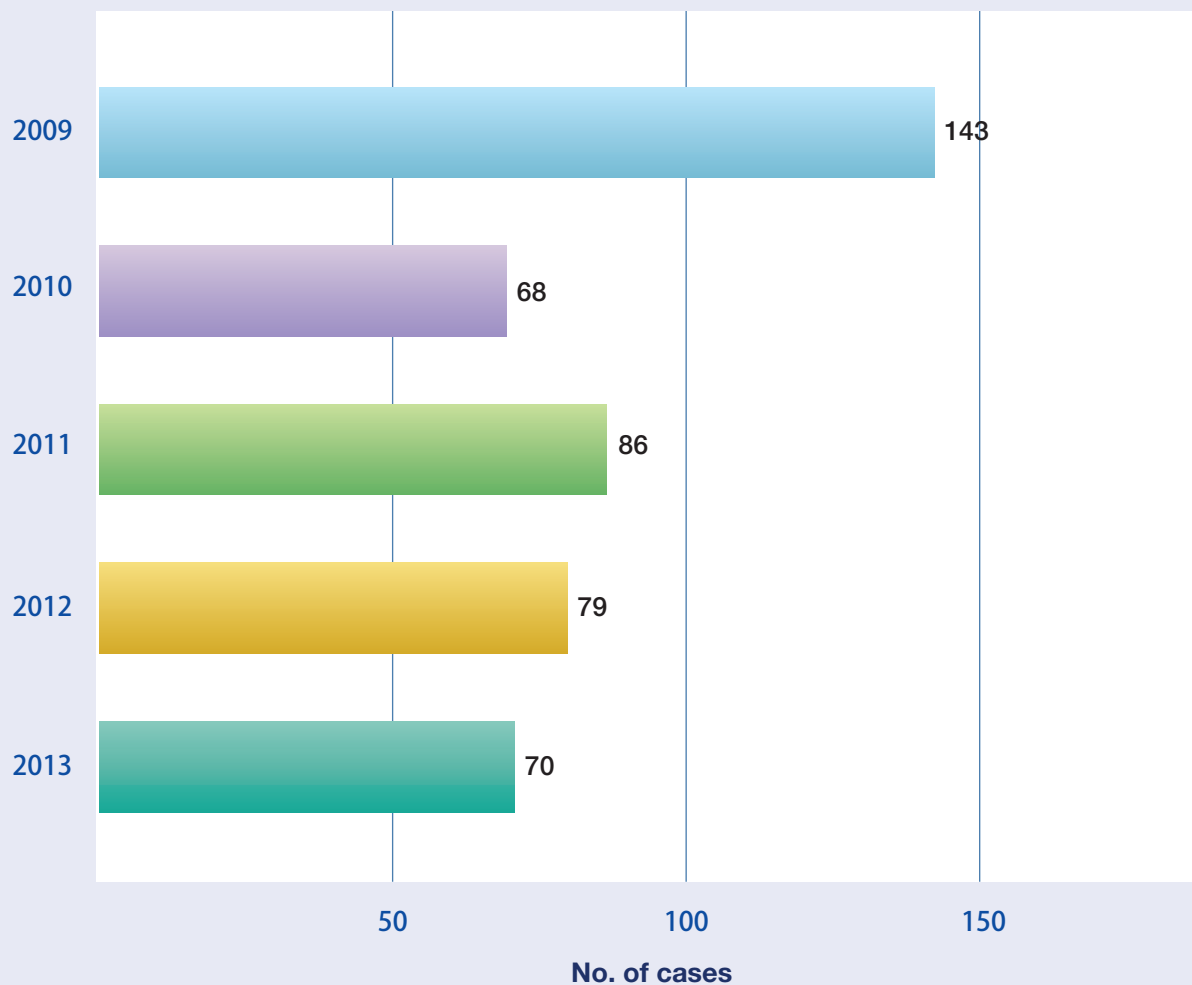
Ms Samantha Lam Yick Wah	Senior Labour Officer
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Figure 3.1**Key Indicators of Work of the Labour Relations Programme Area in 2013**

Key Indicators of Work		Number
I.	Conciliation and Consultation Services	
	Labour disputes and claims handled	17 585
	Consultation meetings held	66 928
	Percentage of labour disputes and claims resolved through conciliation	74.3%
II.	Adjudication of Minor Employment Claims	
	Claims adjudicated by Minor Employment Claims Adjudication Board	1 523
III.	Regulation of Trade Unions	
	Registration of new trade unions and changes of union names/rules	113
	Inspection visits to trade unions	381
	Account statements of trade unions examined	664
	Training courses organised for trade unions	4

Figure 3.2

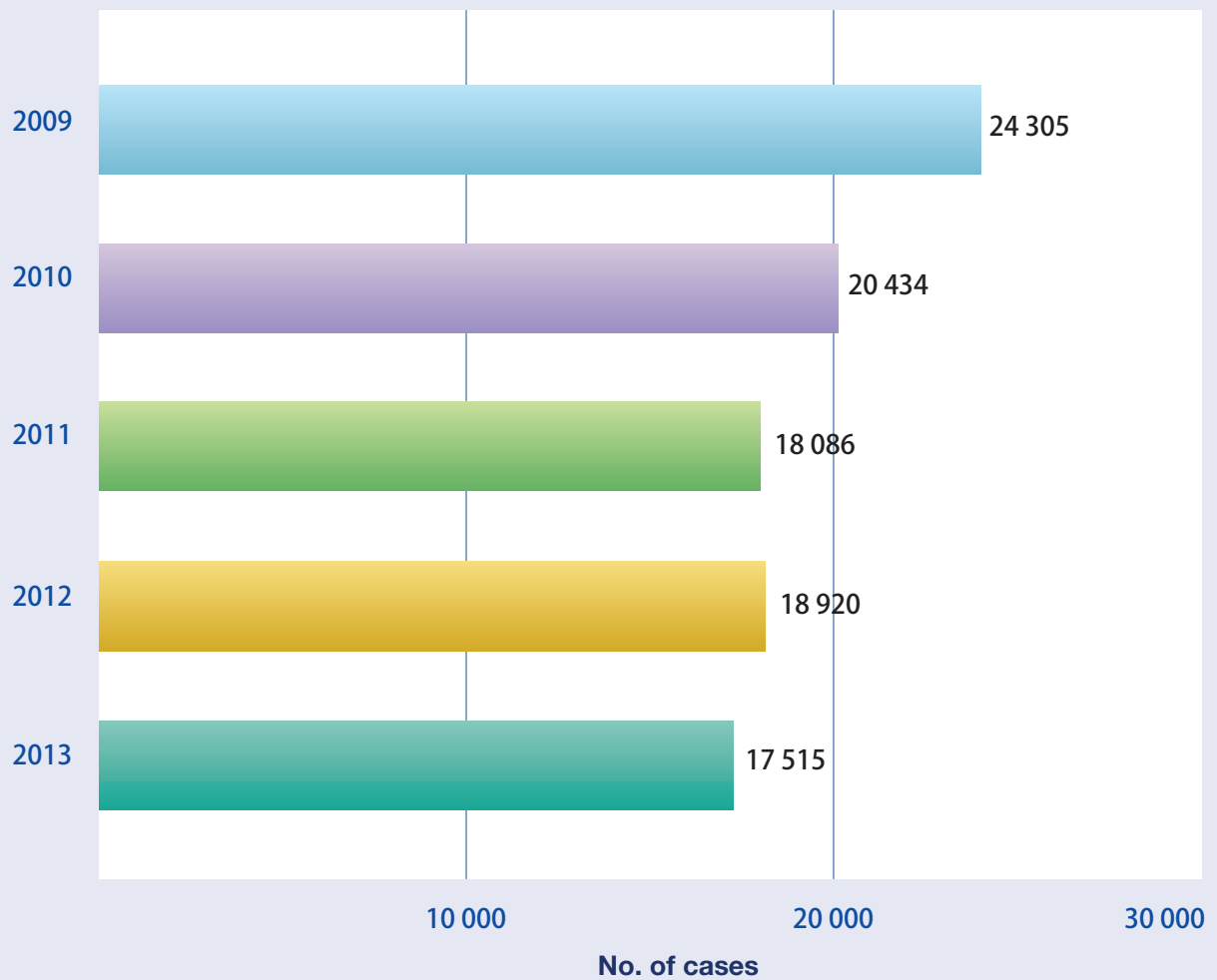
Number of Labour Disputes Handled by the Labour Relations Division from 2009 to 2013



Year	No. of cases
2009	143
2010	68
2011	86
2012	79
2013	70

Figure 3.3

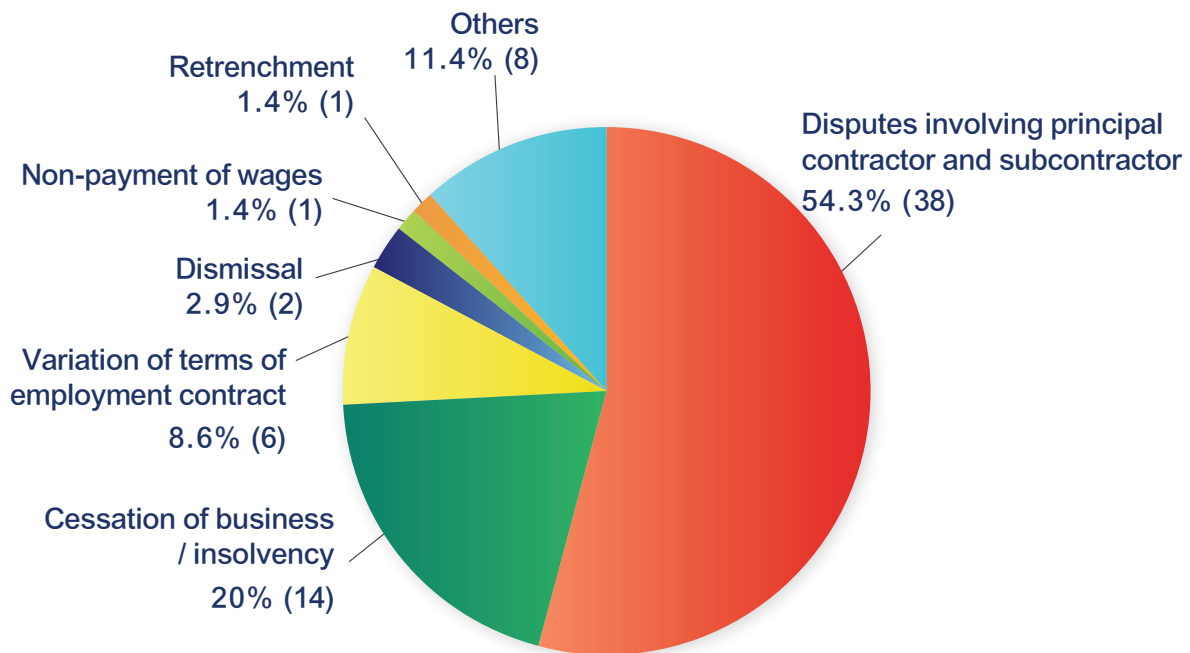
**Number of Claims Handled by the Labour Relations Division
from 2009 to 2013**



Year	No. of cases
2009	24 305
2010	20 434
2011	18 086
2012	18 920
2013	17 515

Figure 3.4

Number of Labour Disputes Handled by the Labour Relations Division in 2013 by Cause



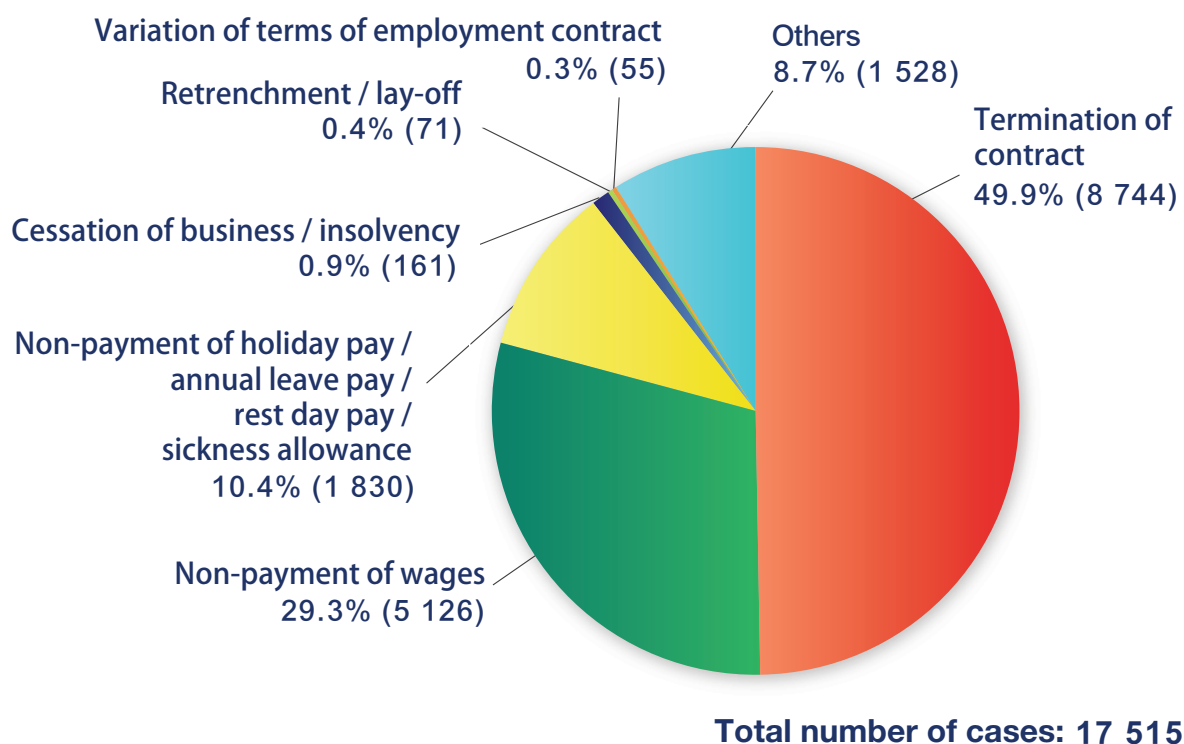
Total number of cases : 70

* Figures in bracket indicate the number of related cases

Cause	Number of cases	Percentage
Disputes involving principal contractor and subcontractor	38	54.3%
Cessation of business / insolvency	14	20%
Variation of terms of employment contract	6	8.6%
Dismissal	2	2.9%
Non-payment of wages	1	1.4%
Retrenchment	1	1.4%
Others	8	11.4%

Total number of cases

70

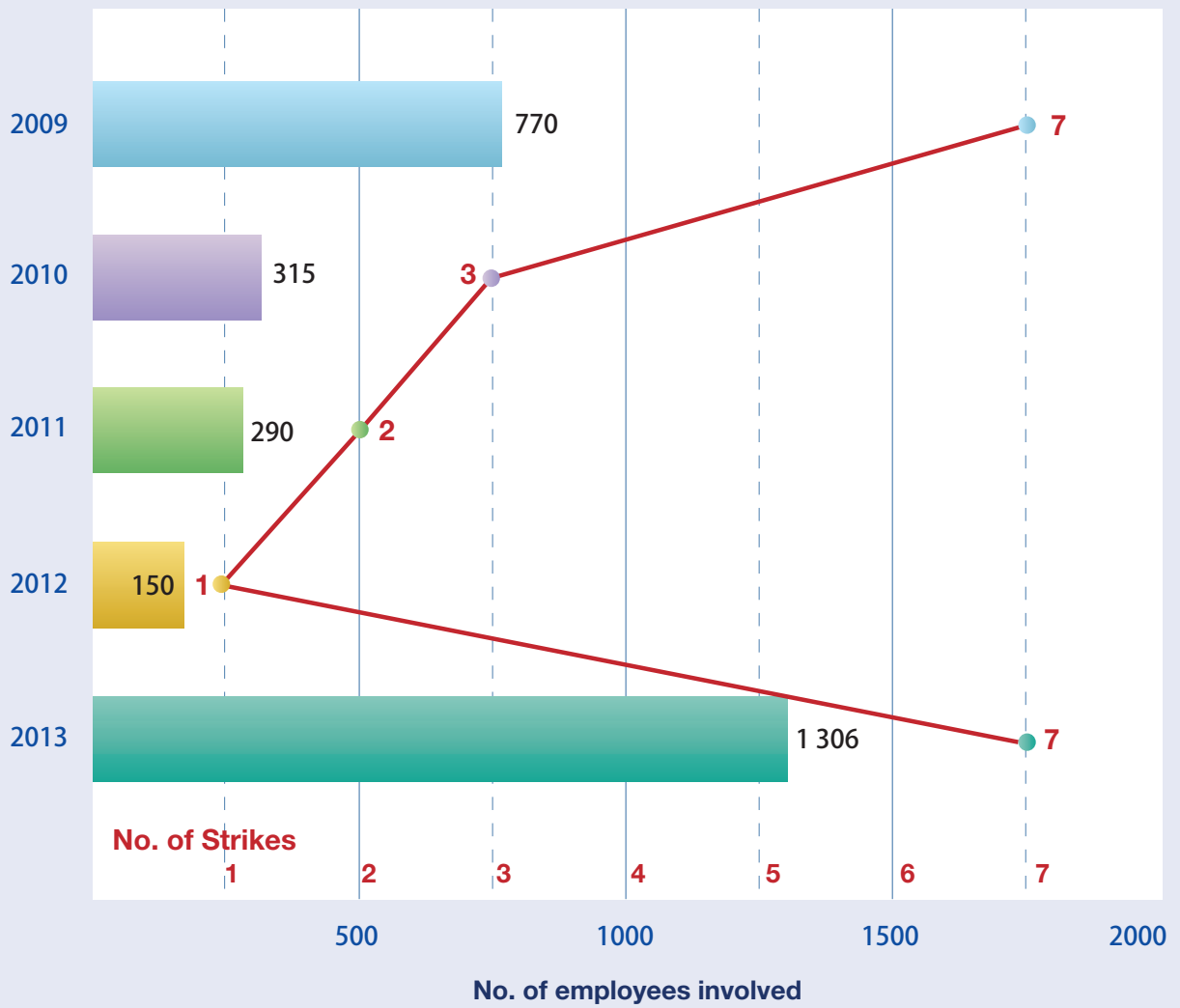
Figure 3.5**Number of Claims Handled by the Labour Relations Division
in 2013 by Cause**

* Figures in bracket indicate the number of related cases

Cause	Number of cases	Percentage
Termination of contract	8 744	49.9%
Non-payment of wages	5 126	29.3%
Non-payment of holiday pay / annual leave pay / rest day pay / sickness allowance	1 830	10.4%
Cessation of business / insolvency	161	0.9%
Retrenchment / lay-off	71	0.4%
Variation of terms of employment contract	55	0.3%
Others	1 528	8.7%
Total number of cases	17 515	

Figure 3.6

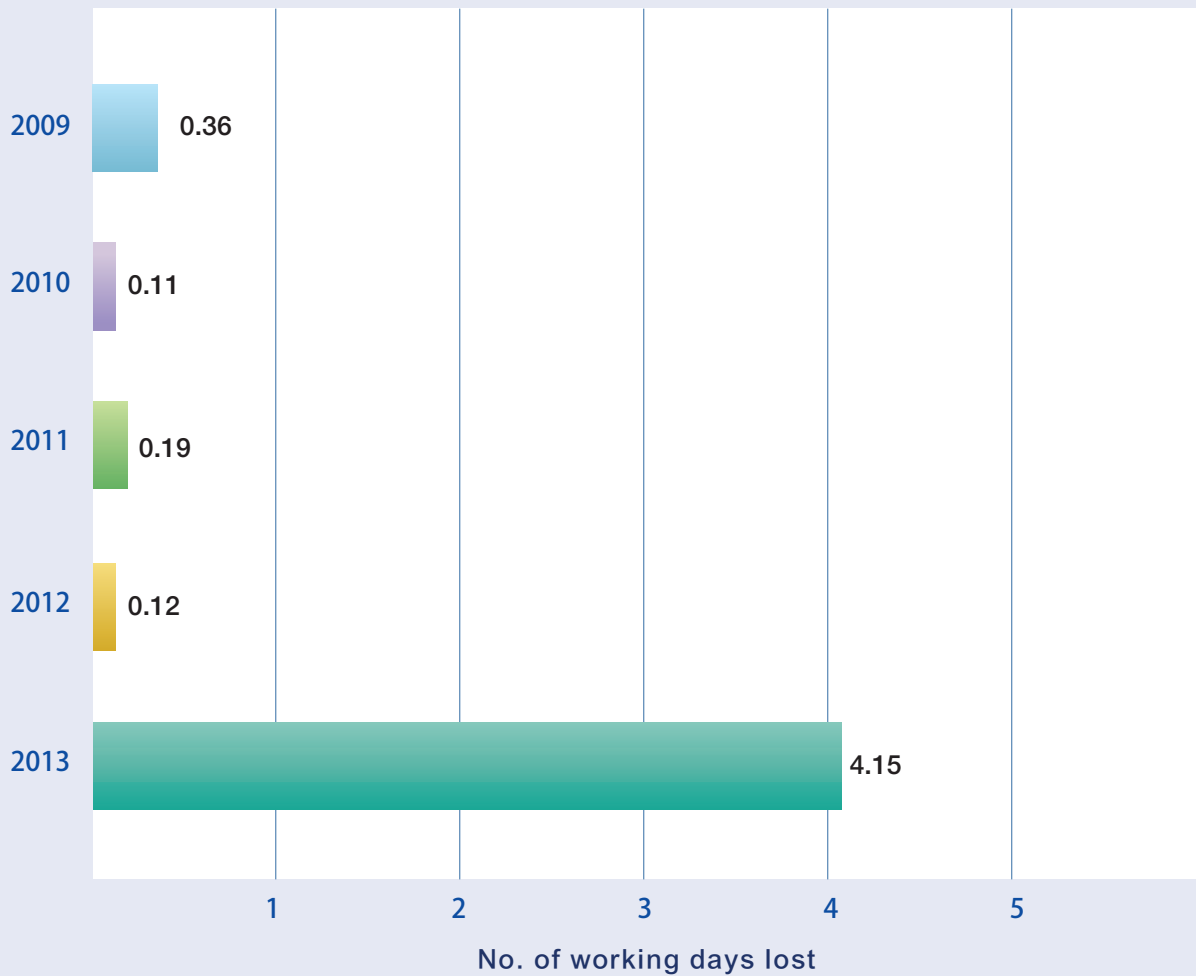
Number of Strikes and Number of Employees Involved from 2009 to 2013



Year	No. of Strikes	No. of employees involved
2009	7	770
2010	3	315
2011	2	290
2012	1	150
2013	7	1 306

Figure 3.7

Number of Working Days Lost due to Strike per Thousand Salaried Employees and Wage Earners* from 2009 to 2013



Year	No. of working days lost
2009	0.36
2010	0.11
2011	0.19
2012	0.12
2013	4.15

* Salaried employees and wage earners include employees and unemployed persons having previous jobs.

Figure 4.1**Key Indicators of Work of the Programme of Safety and Health at Work in 2013**

Key Indicators of Work		Number
I.	Inspections	
	Inspections under the FIUO ¹ and the OSHO ²	123 115
	Inspections under the BPVO ³	4 761
II.	Investigations	
	Investigations of accidents at workplaces	13 266
	Investigations of suspected cases of occupational diseases	2 884
III.	Promotion and Education	
	Promotional visits to workplaces under the FIUO ¹ and the OSHO ²	5 901
	Talks, lectures and seminars organised	1 944
IV.	Pressure Equipment Registration	
	Pressure equipment registered	1 892
	Examinations conducted and exemptions granted, for the issue or endorsement of certificates of competency	424
V.	Clinical Services	
	Clinical consultations conducted	11 855

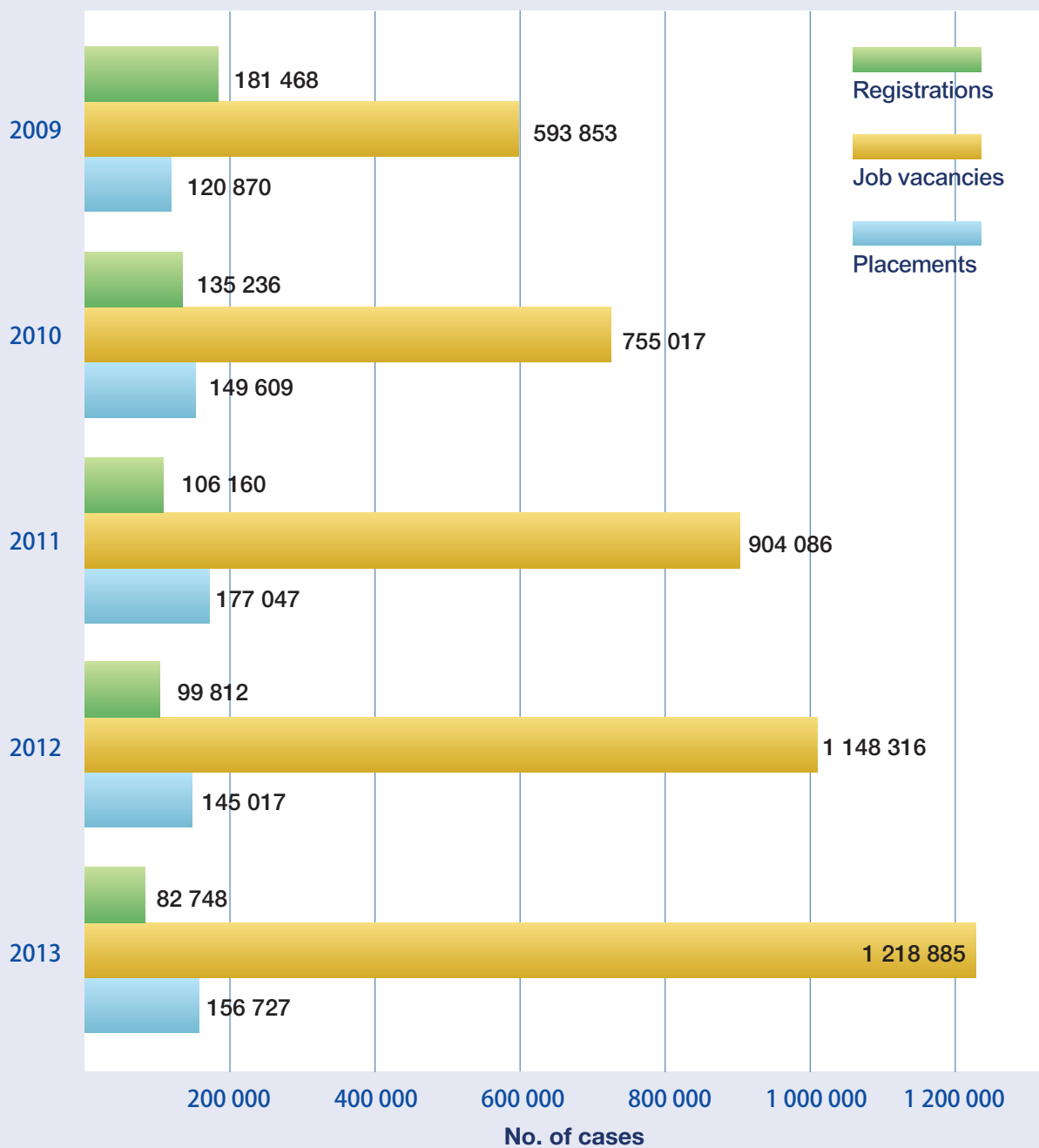
Notes: 1. Factories and Industrial Undertakings Ordinance
2. Occupational Safety and Health Ordinance
3. Boilers and Pressure Vessels Ordinance

Figure 5.1**Key Indicators of Work of the Employment Services Programme Area in 2013**

Key Indicators of Work		Number
I.	Able-bodied Job Seekers	
	Persons registered	82 748
	Placements	156 727
II.	Job Seekers with Disabilities	
	Persons registered	2 605
	Placements	2 461
III.	Regulating Employment Agency	
	Licences issued	2 718
	Inspections	1 341
IV.	Applications under the Supplementary Labour Scheme processed	1 114

Figure 5.2

Key Indicators of Work on Employment Assistance Rendered to Able-bodied Job Seekers from 2009 to 2013



Year	Registrations	Job vacancies	Placements
2009	181 468	593 853	120 870
2010	135 236	755 017	149 609
2011	106 160	904 086	177 047
2012	99 812	1 148 316	145 017
2013	82 748	1 218 885	156 727

Figure 5.3

Key Indicators of Work on Employment Assistance Rendered to Job Seekers with Disabilities from 2009 to 2013



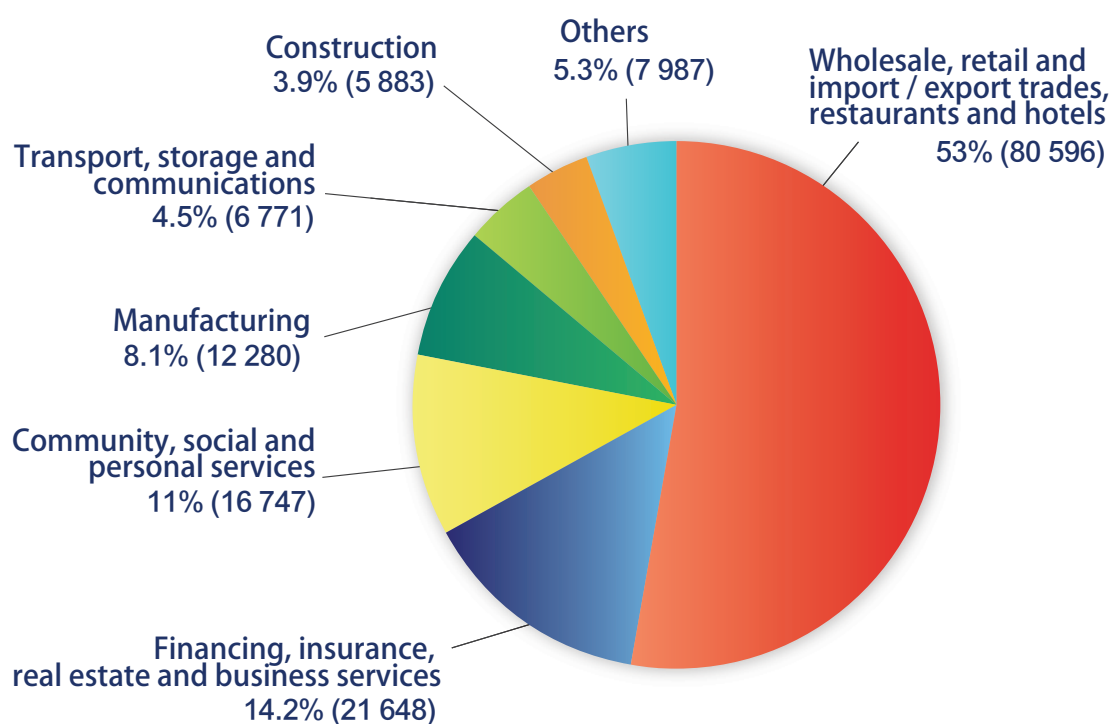
Year	Registrations	Job vacancies	Placements
2009	3 185	8 443	2 436
2010	3 051	7 881	2 405
2011	2 672	7 436	2 403
2012	2 686	9 369	2 512
2013	2 605	9 616	2 461

Figure 6.1**Key Indicators of Work of the Employee Rights and Benefits Programme Area in 2013**

Key Indicators of Work		Number
I.	Inspections to workplaces	151 912
II.	Employees' compensation claims received	55 168
III.	Sick leave clearance interviews for injured employees conducted	42 051
IV.	Assessment of loss of earning capacity of injured employees	
	Ordinary assessment	19 696
	Special assessment	0
	Review assessment	3 646
V.	Applications for payment under the Protection of Wages on Insolvency Fund processed	2 150
VI.	Cases related to imported workers investigated	56
VII.	Convicted summonses on wage offences	443

Figure 6.2

Number of Inspections Made in 2013 by Major Economic Sector



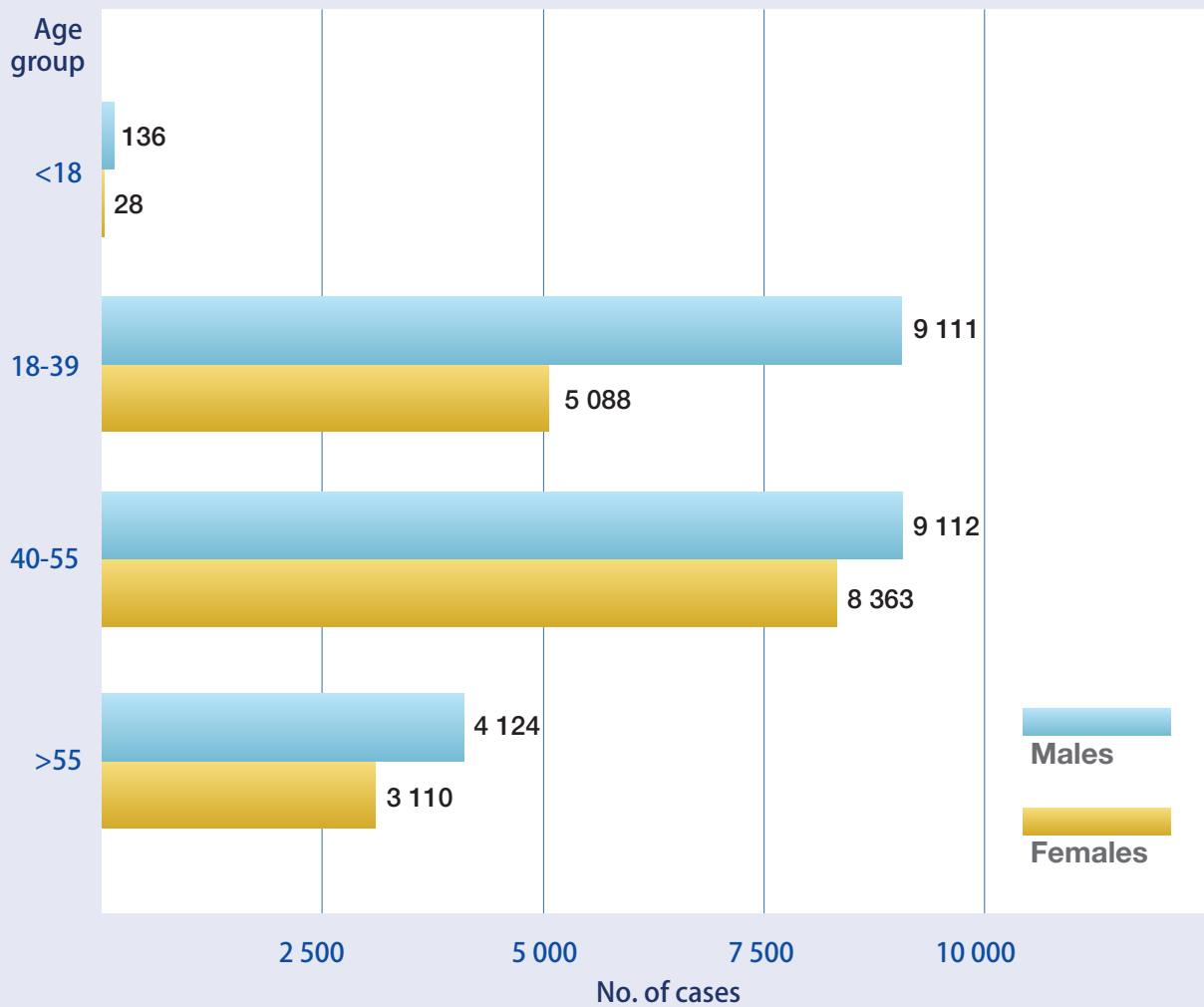
Total no. of inspections: 151 912

* Figures in bracket indicate the number of related inspections

Economic Sector	No. of inspections	Percentage
Wholesale, retail and import / export trades, restaurants and hotels	80 596	53%
Financing, insurance, real estate and business services	21 648	14.2%
Community, social and personal services	16 747	11%
Manufacturing	12 280	8.1%
Transport, storage and communications	6 771	4.5%
Construction	5 883	3.9%
Others	7 987	5.3%
Total number of inspections	151 912	

Figure 6.3

Number of Cases Reported under the Employees' Compensation Ordinance in 2013 by Sex and Age*

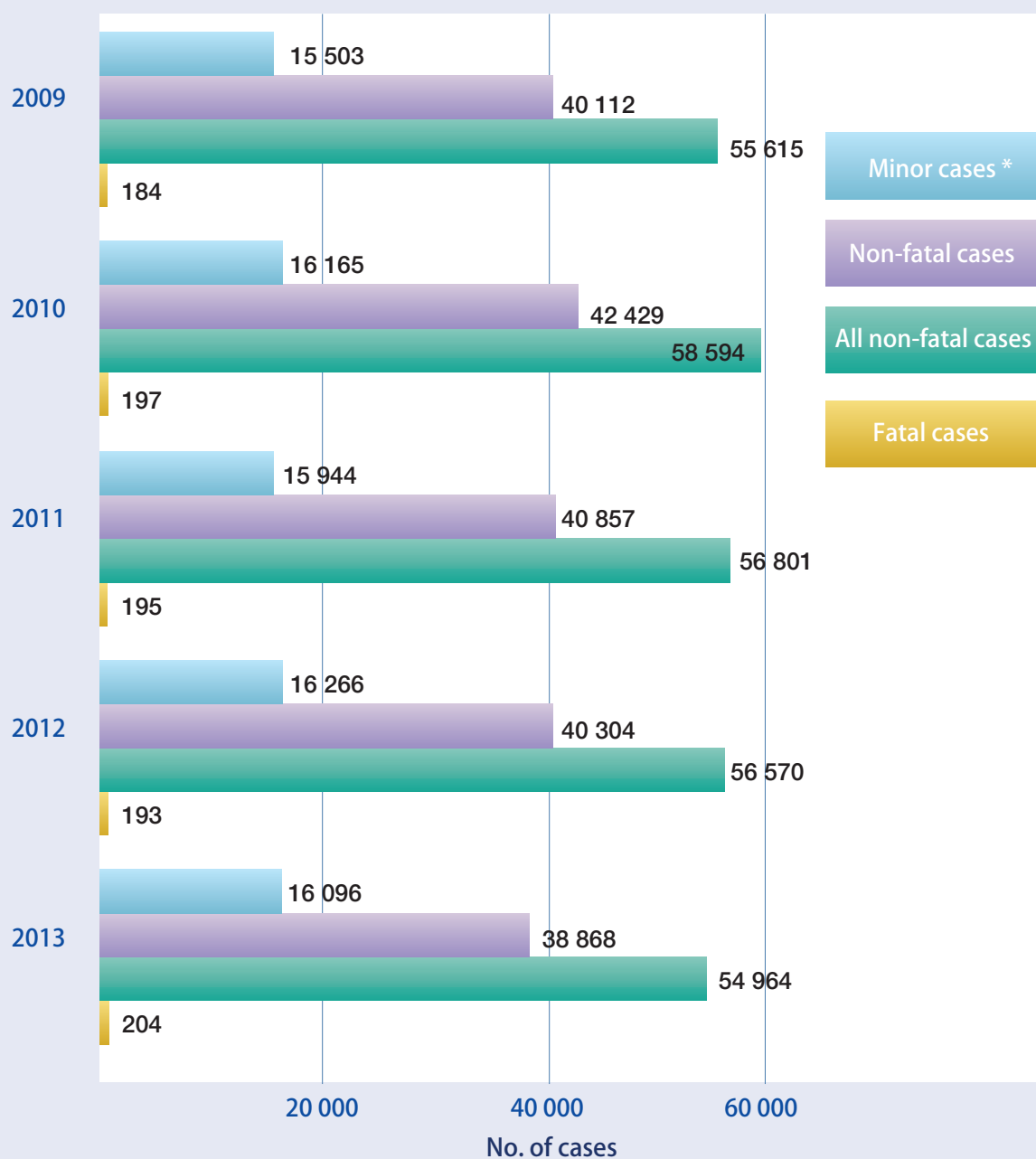


Age group	Males	Females
<18	136	28
18-39	9 111	5 088
40-55	9 112	8 363
>55	4 124	3 110

* The figures have not included 16 096 cases involving sick leave of not exceeding three days.

Figure 6.4

Number of Cases Reported under the Employees' Compensation Ordinance from 2009 to 2013

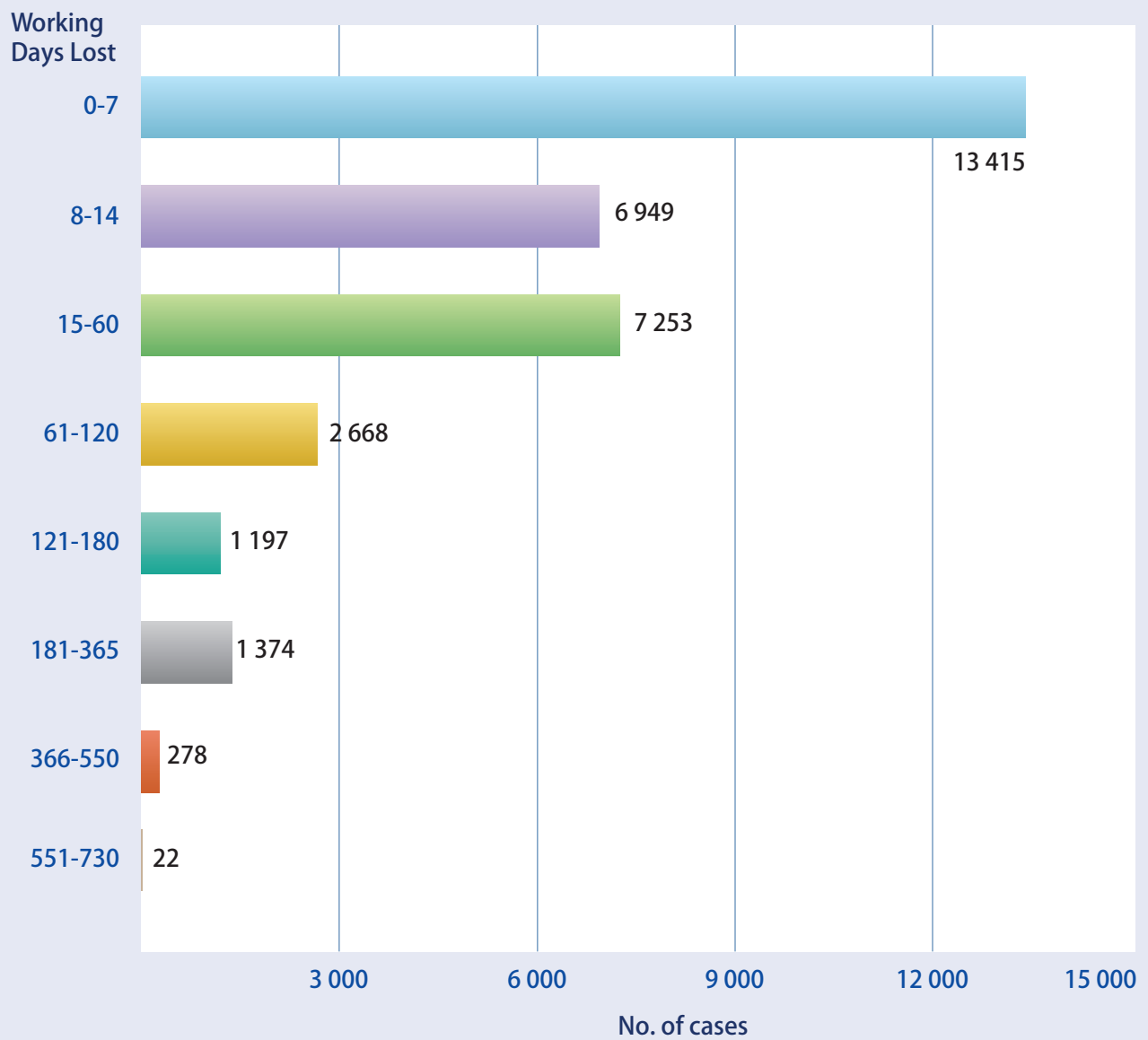


Year	Minor cases *	Non-fatal cases	All non-fatal cases	Fatal cases
2009	15 503	40 112	55 615	184
2010	16 165	42 429	58 594	197
2011	15 944	40 857	56 801	195
2012	16 266	40 304	56 570	193
2013	16 096	38 868	54 964	204

* Minor cases refer to cases involving sick leave of not exceeding three days.

Figure 6.5

Number of Employees' Compensation Cases by Working Days Lost for Cases Reported in 2012 and Result Known as at 31 December 2013*

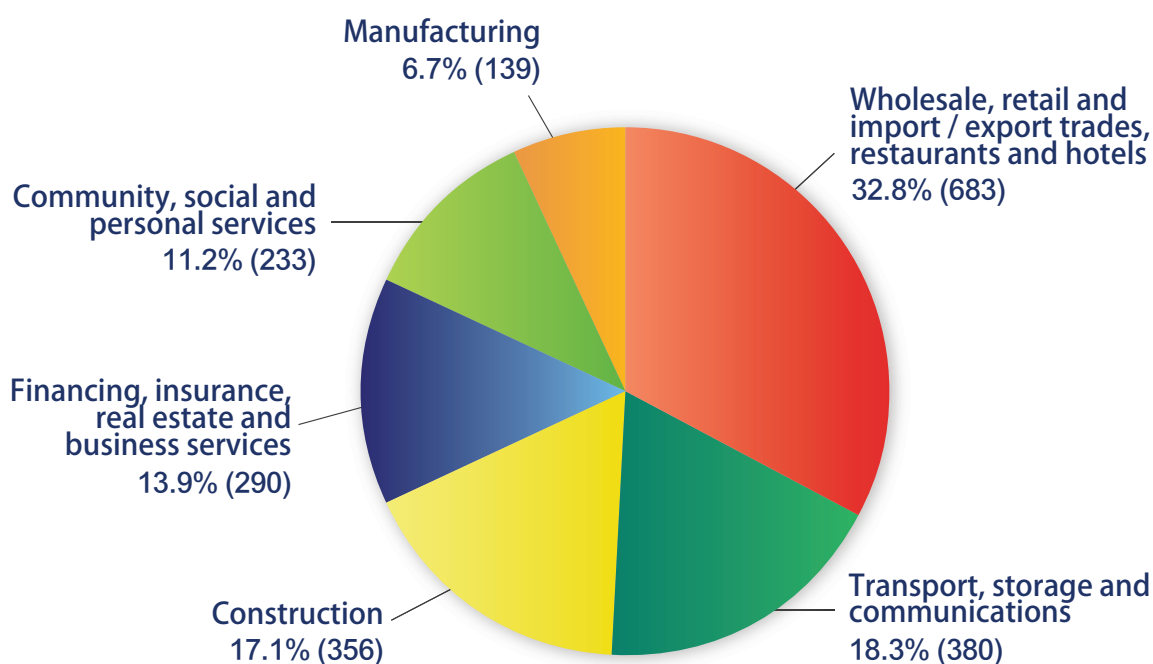


Working Days Lost	No. of Cases
0-7	13 415
8-14	6 949
15-60	7 253
61-120	2 668
121-180	1 197
181-365	1 374
366-550	278
551-730	22

*Excludes cases involving sick leave of not exceeding three days.

Figure 6.6

Number of Applicants of the Protection of Wages on Insolvency Fund in 2013 by Economic Sector



Total number of applicants: 2 081

* Figures in bracket indicate the number of related cases

Economic Sector	No. of applicants	Percentage
Wholesale, retail and import / export trades, restaurants and hotels	683	32.8%
Transport, storage and communications	380	18.3%
Construction	356	17.1%
Financing, insurance, real estate and business services	290	13.9%
Community, social and personal services	233	11.2%
Manufacturing	139	6.7%
Others	0	-

Total number of applicants

2 081

Figure 7.1**List of the 41 International Labour Conventions Applied to the Hong Kong Special Administrative Region**

Convention No.	Title
2.	Unemployment Convention, 1919
3.	Maternity Protection Convention, 1919
8.	Unemployment Indemnity (Shipwreck) Convention, 1920
11.	Right of Association (Agriculture) Convention, 1921
12.	Workmen's Compensation (Agriculture) Convention, 1921
14.	Weekly Rest (Industry) Convention, 1921
16.	Medical Examination of Young Persons (Sea) Convention, 1921
17.	Workmen's Compensation (Accidents) Convention, 1925
19.	Equality of Treatment (Accident Compensation) Convention, 1925
22.	Seamen's Articles of Agreement Convention, 1926
23.	Repatriation of Seamen Convention, 1926
29.	Forced Labour Convention, 1930
32.	Protection against Accidents (Dockers) Convention (Revised), 1932
42.	Workmen's Compensation (Occupational Diseases) Convention (Revised), 1934
50.	Recruiting of Indigenous Workers Convention, 1936
64.	Contracts of Employment (Indigenous Workers) Convention, 1939
65.	Penal Sanctions (Indigenous Workers) Convention, 1939
74.	Certification of Able Seamen Convention, 1946
81.	Labour Inspection Convention, 1947
87.	Freedom of Association and Protection of the Right to Organise Convention, 1948
90.	Night Work of Young Persons (Industry) Convention (Revised), 1948
92.	Accommodation of Crews Convention (Revised), 1949
97.	Migration for Employment Convention (Revised), 1949
98.	Right to Organise and Collective Bargaining Convention, 1949
101.	Holidays with Pay (Agriculture) Convention, 1952
105.	Abolition of Forced Labour Convention, 1957
108.	Seafarers' Identity Documents Convention, 1958
115.	Radiation Protection Convention, 1960
122.	Employment Policy Convention, 1964
124.	Medical Examination of Young Persons (Underground Work) Convention, 1965
133.	Accommodation of Crews (Supplementary Provisions) Convention, 1970
138.	Minimum Age Convention, 1973
141.	Rural Workers' Organisations Convention, 1975
142.	Human Resources Development Convention, 1975
144.	Tripartite Consultation (International Labour Standards) Convention, 1976
147.	Merchant Shipping (Minimum Standards) Convention, 1976
148.	Working Environment (Air Pollution, Noise and Vibration) Convention, 1977
150.	Labour Administration Convention, 1978
151.	Labour Relations (Public Service) Convention, 1978
160.	Labour Statistics Convention, 1985
182.	Worst Forms of Child Labour Convention, 1999

Figure 7.2**Participation in Major ILO Activities and Contacts with Other Labour Administrations in 2013**

Month	Activities
Jan	The Labour Department sent a delegation to Singapore to study its experiences in work injury compensation enforcement.
Mar	Mr. Chen Yehshin, Director of the Department of Labour of Taipei City Government led a delegation to visit the HKSAR. The delegation met with the Deputy Commissioner for Labour (Occupational Safety and Health) and exchanged views with officers of the Labour Department on the occupational safety and health framework in Hong Kong.
Jun	Deputy Commissioner for Labour (Labour Administration) led a tripartite team comprising government, employer and employee representatives to attend the 102nd Session of the International Labour Conference in Geneva, Switzerland as part of the delegation of the People's Republic of China.
Oct	The Commissioner for Labour led a delegation under the Reciprocal Visit Programme to visit the Ministry of Human Resources and Social Security of the State Council and met with Minister Yin Weimin in Beijing. The delegation also exchanged views on labour issues with the China Enterprise Confederation and the All-China Federation of Trade Unions.
Nov	The Labour Department sent a delegation to attend the "Guangdong-Hong Kong-Macao Training Programme on Labour Inspection and Law Enforcement" in Macao.
Dec	Mr Xie Shuxing, Deputy Director General of the Department of Human Resource and Social Security of Guangdong Province and Mr Wong Chi Hong, Director of the Labour Affairs Bureau of Macao led their respective delegations to visit the HKSAR to attend the "Guangdong-Hong Kong-Macao Exchange Meeting on Labour Inspection and Law Enforcement". The delegations exchanged views on labour inspection and law enforcement with the Commissioner for Labour and officers of the Labour Department.