

# Guidance Notes On Continuing Professional Development Programmes Under The Factories And Industrial Undertakings (Safety Officers And Safety Supervisors) Regulations

Taught  
Courses

Distance Learning  
Courses

Development of Safety and Health Strategies  
Professional Conferences/Seminars



Occupational Safety and Health Branch  
Labour Department

This publication is prepared by the  
Occupational Safety and Health Branch  
Labour Department

---

*Third Edition February 2012*

This publication is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch or downloaded from website of the Labour Department at <http://www.labour.gov.hk/eng/public/os/C/osb125.pdf>. Addresses and telephone numbers of the offices can be found in website of the Department at <http://www.labour.gov.hk/eng/tele/osh.htm>.

This publication may be freely reproduced except for advertising, endorsement or commercial purposes. Please acknowledge the source as "Guidance Notes on Continuing Professional Development Programmes under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations", published by the Labour Department.

Guidance Notes On  
Continuing Professional Development Programmes  
Under The Factories And Industrial Undertakings  
(Safety Officers And Safety Supervisors)  
Regulations



**Occupational Safety and Health Branch  
Labour Department**

February 2012

# Continuing Professional Development Programmes for Registered Safety Officers

## Introduction

1. The Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) (Amendment) Regulation 2001 (the Amendment Regulation) was approved by the Legislative Council on 5 June 2002. The Amendment Regulation provides, among other things, that the registration of safety officers shall be valid for a period of 4 years subject to renewal or revalidation. Application for renewal or revalidation of registration shall only be approved if the Commissioner for Labour (the Commissioner) is satisfied that the applicant has completed a total of not less than 100 hours of Continuing Professional Development (CPD) Programmes in occupational safety and health in the 4 years immediately preceding the application.
2. Continuing Professional Development Programme refers to a course, lecture, seminar or other programme, including distance learning programmes that, in the opinion of the Commissioner:-
  - is relevant to the needs and professional standards of registered safety officers;
  - enhances professional competence; and
  - complies with any notes of guidance as may be issued from time to time by the Commissioner.

3. The purpose of these Guidance Notes is to provide guidance for registered safety officers to pursue CPD Programmes for the purpose of renewing or revalidating their registration as safety officers.

## The Principles of Continuing Professional Development



4. Every professional has to continuously upgrade his knowledge and skills to keep pace with changes and developments in his professional field. Safety officers, as registered professionals in the occupational safety and health field, are no exception.
5. Becoming a registered safety officer is but the first step towards a life long process of continuing education, training and development. Registered safety officers have a continuing duty to maintain their professional knowledge and skills at a level required to ensure that their clients or their employers receive the benefits of competent professional services based on the latest developments in safety technology, practices and legislation.
6. There are many means of meeting CPD requirements. They include attendance at conferences, seminars, workshops and completion of short or long courses relevant to the needs of a safety officer. In developing these Guidance Notes, the following broad principles have been adopted:-
  - (a) the success of any CPD scheme depends largely on the integrity of the safety profession. It is the ultimate responsibility of the professional to judge within these Guidance Notes whether the programme can develop him/her personally and professionally. No professional can fully delegate this personal responsibility to a set of rules or Guidance Notes. Registered safety officers as a professional group must be relied upon to be self-regulating;

- (b) all CPD Programmes that are in line with these Guidance Notes will, in the opinion of the Commissioner, be relevant to the needs and professional standards of registered safety officers and enhance professional competence, and will therefore be counted towards the CPD hours for the purpose of renewal or revalidation of registration. There is no need for registered safety officers or CPD Programme organisers to submit their CPD Programmes for accreditation, although the Commissioner may, at his discretion, ask registered safety officers for information and evidence to prove their attendance in, participation in and/or completion of CPD Programmes when they apply for renewal or revalidation of registration;
- (c) the range of acceptable CPD Programmes must be sufficiently wide to allow registered safety officers the flexibility to choose the ones that best suit their developmental needs; and
- (d) registered safety officers can decide on the form and frequency of the CPD Programmes during the four years preceding the application for renewal or revalidation of registration.

## Characteristics of CPD Programmes



7. For the purpose of satisfying the requirements for renewal and revalidation of safety officers' registration, CPD Programmes should have the following characteristics:-
  - (a) the CPD Programmes should be related to occupational safety and health and relevant to the needs and professional standards of safety officers;
  - (b) they should be able to enhance the professional competence of safety officers;
  - (c) they should have a clear set of objectives;

- (d) they should have a formal structure for developing or imparting professional knowledge (e.g. lectures, courses, seminars, workshops, briefing sessions or visits);
- (e) they should be formally organised by the Government, Government related organisations, professional bodies, educational institutions, consultants, employee associations or employers; and
- (f) the programmes should require involvement of the safety officer (e.g. as a student, as a conference delegate or speaker).

## Modes of Acceptable Types of CPD Programmes

8. CPD Programmes that meet the above characteristics generally fall into the following categories:-

### **A. Short or Long Courses**

This category covers both taught programmes and distance learning programmes.

Courses conducted by the Government, Government related organisations, professional bodies, educational institutions, consultants or in-house courses organised by the employers and conducted either by the employers' training staff or by outside course providers, or a combination of these, with face-to-face lectures and discussions, are accepted as taught programmes.

Acceptable distance learning courses include structured self-study courses organised by the Government, Government related organisations, professional bodies, educational institutions or other course providers and delivered through correspondence, audio cassettes, video cassettes, television broadcasts, interactive videos, computer-based learning programmes and e-learning.

## **B. Professional Conferences/Seminars**

This category covers the range of professional activities or gatherings such as conferences, seminars, symposiums, forums, workshops, briefing sessions and visits which provide a suitable venue and environment for exchange of professional and/or technical information relevant to the safety profession.

## **C. Professional Publications and Innovations**

This category includes contributions to the knowledge of occupational safety and health through publication of articles, journal papers and books, and the development of new safety technology.

## **D. Professional Services**

To claim CPD hours in this category, the safety officer shall participate in services on advisory boards, technical or research committees or special working groups of statutory bodies or professional bodies dealing with occupational safety and health.

## **E. Development of Safety and Health Strategies/Training Programmes**

This category covers activities for developing safety and health strategies or training programmes for implementation in an organisation. Safety officers who are responsible for developing such strategies or training programmes are eligible to claim CPD hours.

# Counting of CPD Hours



9. The maximum permissible number of CPD hours to be claimed under each of the categories of the CPD Programmes is specified at the Annex.



10. When a registered safety officer chooses to attend a short or long course as a CPD Programme, he / she must complete the course as mentioned in section 6. Completion of the course must mean fulfilling all the course requirements leading to the issue of the certificate of award. If a registered safety officer wishes to claim CPD hours for completion of individual modules / stages of a long course, he / she should make sure before enrollment that: (i) the requirements of the course have spelt out clearly that such course is structured to allow for completion in stages or by modules; and (ii) certificates / proof of attainment would be awarded upon successful completion / fulfilment of all requirements of individual modules / stages of the course.
11. Under the category of Short or Long Courses, CPD hours claimed in connection with taught programmes should be the actual hours of attendance at the lectures.
12. As for distance learning programmes, CPD hours should be determined by reference to the required hours of study as published by the course providers.
13. CPD hours earned under the category of Professional Conferences/Seminars should be the actual hours of attendance at such conferences/seminars.
14. CPD hours earned under the category of Professional Services should be the actual hours of attendance at the meetings of the relevant boards, committees and groups mentioned in section 8D.
15. Under the category of Professional Publications and Innovations, 1 CPD hour may be awarded for every 500 words published and up to 50 CPD hours may be earned for each item of Innovation.
16. Under the category of Development of Safety and Health Strategies/Training

Programmes, not more than 10 hours may be earned for the development of each strategy or training programme.

17. A CPD activity shall be claimed only **ONCE** and only in **ONE** category. There shall be no double counting of CPD hours related to activities specified under these Guidance Notes. For example, if an applicant attends the same safety training course several times, it can be claimed for CPD hours only once. Similarly, if an applicant claims CPD hours by undertaking a dissertation towards an academic qualification under the category of Continuing Education Courses, he or she shall not claim the activity under Professional Publications.
18. All CPD activities for which CPD hours are claimed must have been undertaken within the cycle to which the application for renewal or revalidation relates. CPD hours in excess of the requirement cannot be carried forward to the succeeding CPD cycle.

## Recording and Reporting of CPD Programmes

19. A safety officer who wishes to renew or revalidate his registration should keep a personal record of the CPD Programmes pursued during the preceding four years and set up a personal system for filing any supporting documentation to prove attendance in, participation in and/or completion of CPD Programmes.
20. The onus of furnishing all information and evidence, as may be required by the Commissioner, to prove involvement in CPD Programmes rests with the safety officer.

## Enquiry



21. For enquiries on these Guidance Notes, please contact the Labour Department through:

Occupational Safety and Health Training Centre

Labour Department

13/F City Landmark I, 68 Chung On Street

Tsuen Wan, New Territories

Telephone: 2940 7050 and 2940 7055

Fax: 2940 6251

E-mail: [dso-t-6@labour.gov.hk](mailto:dso-t-6@labour.gov.hk)

## Complaints



22. If you have any complaint about unsafe workplaces and practices, please call the Labour Department's occupational safety and health complaint hotline on 2542 2172. All complaints will be treated in the strictest confidence.

## Counting of maximum permissible CPD hours in each CPD cycle

Category	Maximum CPD hours in each CPD cycle
<b>A) Short or Long Courses</b>	
Taught Courses (offered by the Government, Government related organisations, professional bodies or educational institutions)	100
Taught Courses (offered by others)	50
Distance Learning Courses (offered by the Government, Government related organisations, professional bodies or educational institutions)	100
Distance Learning Courses (offered by others)	50
<b>B) Professional Conferences/Seminars</b>	100
<b>C) Professional Publications and Innovations</b>	100
<b>D) Professional Services</b>	50
<b>E) Development of Safety and Health Strategies/ Training Programmes</b>	50



**Occupational Safety and Health Branch  
Labour Department**