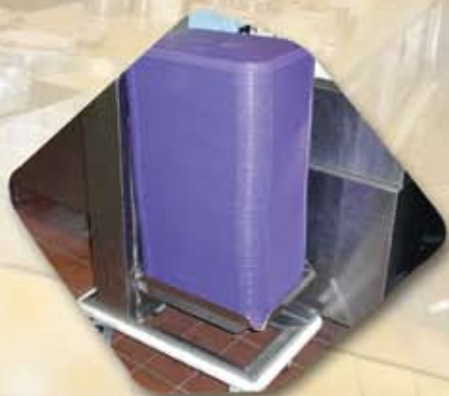


# 飲食業安全獎勵計劃 2010-2011

## CATERING INDUSTRY SAFETY AWARD SCHEME



**安健食肆效率高 你我攜手同締造**

**Occupational Safety and Health Enhances Work Efficiency in the Catering Industry - A Mission for You and Me**

主辦機構 Organisers:



協辦及贊助機構 Co-organiser and Sponsor:



協辦機構 Co-organisers:





# 2010/2011年度飲食業安全獎勵計劃

## 引言

飲食業易生意外，工傷數字一直高企。過去十年，這行業的工傷意外數字更是本港所有行業之冠。為了提高飲食業的工作安全水平，自1999年起，勞工處和業界合辦飲食業安全獎勵計劃，以培育業界的職業安全 and 健康文化，並鼓勵推廣行業安全措施。過去數年，飲食業的職安健表現已逐步改善，成績實在令人鼓舞。為了要持續提升飲食業的安全表現，今年我們再度舉辦「飲食業安全獎勵計劃」(獎勵計劃)。

## 目的

- 加強飲食業僱主、僱員、業內人士和市民大眾的工作安全 and 健康意識；
- 向飲食業界灌輸良好的職業安全 and 健康文化；及
- 透過公開比賽，表揚和獎勵在工作安全 and 健康方面有優良表現的食肆、管理人員和工友。

## 參賽組別 / 獎項類別

獎勵計劃主要分為三個參賽組別：食肆、管理人員及安全工友。

### ✂ 食肆組

1 參賽的食肆將按其業務性質分為下列七個類別作賽：

- 中式酒樓
- 非中式餐館
- 附設廚房的酒店
- 西式快餐店
- 中式及一般快餐店
- 茶餐廳
- 小型食肆及食堂

2 「集團安全表現獎」- 以集團形式經營的食肆，如在食肆組的同一類別中，有多於一間合資格的食肆參賽，該集團便會自動參與競逐該類別的「集團安全表現獎」。此獎項將會按食肆組的七個類別評審。

3 「安全意識獎」- 此獎項是鼓勵非集團形式及單一商舖經營的食肆參加比賽，任何非集團形式及單一商舖經營的食肆均可參與「安全意識獎」。此獎項將會按食肆組的七個類別評審。

✂ 管理人員組 - 被提名的參賽者將按其提名的食肆的業務性質分為七個類別作賽。

### ✂ 安全工友組

## 參賽資格

- 所有符合下列條件的食肆均可參加這個獎勵計劃：
  - ✘ 該食肆須位於香港特別行政區內；
  - ✘ 該食肆須作為準備食物以供在準備食物的處所消耗及售賣的商業用途。如廚房為多間食肆所共用，只有使用該廚房的其中一間食肆可以報名參賽；
  - ✘ 在截止報名日期的過去12個月內，該食肆沒有發生任何嚴重或致命的工業意外/事故，亦無接獲勞工處發出的「暫時停工通知書」
  - ✘ 在評審結果公布前，該食肆如發生嚴重或致命的工業意外/事故或接獲勞工處發出的「暫時停工通知書」，該食肆的參賽資格便會自動被取消；以及
  - ✘ 在2010年8月26日前及比賽期間，該食肆必須持有由食物環境衛生署簽發的有效正式牌照。在2010年8月26日前的過去12個月至評審結果公布前，該食肆並無因任何事故而被食物環境衛生署暫停有關牌照。

- 競逐「集團安全表現獎」的集團，在食肆組同一類別中必須有多於一間合資格的食肆報名作賽。在評審結果公布前，如有任何一間食肆的參賽資格被取消，該集團便不再符合資格競逐此獎項。
- 「安全意識獎」的參賽食肆必須是非集團式及單一商舖經營的食肆。如食肆在是次比賽獲得其他獎項，則該食肆將不能獲得「安全意識獎」。
- 參賽的管理人員須由其任職及合資格的參賽食肆提名，每間合資格參賽的食肆只可提名一位管理人員參賽。若該食肆的參賽資格被取消，獲提名管理人員的參賽資格亦會自動被取消。
- 飲食業員工不需要個別報名或由其任職的參賽食肆提名參加安全工友比賽。評審人員在進行食肆組的評審工作期間，會揀選有良好工作安全表現及職安健知識的工友，提名他們接受「安全工友獎」。獲評審人員揀選的安全工友的資格不會受其任職食肆的參賽資格所影響。

## 評審方法

### ✂ 食肆組：

**個別食肆：**評審工作會分兩階段進行 — 初步評審和最後評審。

- **初步評審**由勞工處職業安全主任於**2010年8月**進行，評審結果將交予由獎勵計劃的籌辦機構代表組成的工作小組審核，以篩選出一批在安全及健康方面有較佳的表現者進入最後評審。
- **最後評審**工作會於**2010年9月中旬至10月上旬**進行，由勞工處和職業安全健康局代表為核心成員組成的評審小組負責，其他工作小組成員或其代表亦可加入評審小組進行評審工作。評審小組將評審結果交予工作小組審核，然後由工作小組向評判團推薦得獎者，以待確認。

(所有評審結果只供評核之用，與勞工處職業安全主任的日常執法工作無關。)

**「集團安全表現獎」：**根據在食肆組每一類別內由集團經營的參賽食肆在初步評審中的平均得分，進行評審工作。評審由勞工處職業安全主任於**2010年8月**進行。如在每一類別內，由該集團經營的參賽食肆多於5間，則會以其最高得分的5間參賽食肆的平均得分，進行評審。最後評審結果交予工作小組審核，然後由工作小組向評判團推薦得獎者，以待確認。

**「安全意識獎」：**參賽食肆必須是非集團式及單一商舖經營的食肆，並經過初步評審而又未能獲得任何獎項的參賽食肆。經工作小組審核評審結果後，向評判團推薦得獎者，以待確認。

### ✂ 管理人員組：

評審工作會分兩階段進行 — 初步評審和最後評審。

- **初步評審**由勞工處的職業安全主任於**2010年8月**進行，實地評核各參賽者所管理的工作地點的職安健表現，而評審結果會交予由獎勵計劃的籌辦機構代表組成的工作小組審核以便篩選出一批在安全管理方面表現較佳的參賽者進入最後評審。
- **最後評審**由勞工處職業安全主任以面試形式於**2010年9月中旬至10月上旬**進行，以評核參賽者對工作安全和健康的知識。最後評審結果會交予工作小組審核，然後由工作小組向評判團推薦得獎者，以待確認。

### ✂ 安全工友組：

在評審期間，進行評審工作的成員會根據評審準則，其中包括工友的工作安全和健康的表現及其對工作安全和健康的認識等，在各參賽的食肆內選出有良好表現的工友，向由獎勵計劃的合辦機構代表組成的工作小組提名他們為「安全工友」，然後由工作小組向評判團推薦得獎者，以待確認。

## 評審準則

### (a) 工作地點的實際情況

- 廚房的整體設計\*
- 通道、出口及防火裝置
- 地面情況\*
- 物料、設備和器具的堆疊和貯存
- 體力處理操作\*
- 機器、設備及手工具\*
- 電力的使用及裝置
- 個人防護裝備
- 工作環境控制(通風、溫度及噪音等)
- 衛生設施和急救設備

\*今年重點評核範疇

## (b) 安全管理制度

- 安全政策
- 安全組織
- 風險評估
- 安全規則及守則
- 安全訓練
- 危險情況的視察及事故的調查
- 緊急應變計劃
- 安全推廣

初步評審會根據(a)部的工作地點的實際情況評分；而最後評審則包括(a)部的工作地點的實際情況及(b)部的安全管理制度。

## 獎項



食肆組內各類別分別設有金、銀、銅及優異獎。每個類別的得獎食肆各得獎杯一座及以下面值的現金禮卷：

金獎：港幣三千元

銀獎：港幣二千五百元

銅獎：港幣二千元

優異獎：港幣一千元



「食肆組」內每個類別的「集團安全表現獎」分別設有金、銀、銅及優異獎。每類別獎項的得獎者會獲頒發獎杯一座。



「安全意識獎」的得獎食肆會獲頒發獎杯一座及現金禮券港幣一千元。



「管理人員組」的得獎者會獲頒發獎杯一座及現金禮券港幣一千元。



「安全工友組」的得獎者會獲頒發獎狀一張及現金禮券港幣一千元。



所有未能獲得任何獎項的參賽食肆會獲頒發嘉許狀，以作鼓勵。

## 一般條款

- 籌辦機構有權因應參賽食肆的業務性質界定其所屬的組別及類別。
- 籌辦機構保留更改比賽規則、組別、類別、獎項及所有其他安排的權利，無須事先通知。
- 報名表內如有失實資料，一經發現，食肆的參賽資格將會自動取消。
- 籌辦機構對獎勵計劃的各項事宜保留最終決定權。

**報名日期：2010年7月15日至2010年7月28日。**

## 報名手續



報名表格可於勞工處職業安全及健康部各分區辦事處或香港北角馬寶道28號華匯中心19樓職業安全健康局索取，亦可在勞工處網頁[www.labour.gov.hk](http://www.labour.gov.hk)下載。



參賽食肆須以個別食肆名義報名參賽，而管理人員組的參賽者則須由其任職及合資格的參賽食肆提名，方可參加比賽。



請於截止報名日期前，將填妥的報名表格送達或傳真至香港中環統一碼頭道38號海港政府大樓13樓勞工處職業安全及健康部安全推廣組。

## 結果公布

得獎者會於2010年11月獲個別通知，而所有獎項將於2010年11月舉行的頒獎典禮上頒發。有關詳情，容後公布。

**查詢電話：2852 3567 / 2852 3565**

**傳真號碼：2541 9952**



# Catering Industry Safety Award Scheme (2010/2011)

## Background

Catering has been an industry with a high accident toll. In the past ten years, the number of industrial accidents in the catering industry have been the highest among all trades in Hong Kong. To bring about improvement in work safety in the catering trade, the Labour Department and key stakeholders of the industry have been jointly organising safety award schemes since 1999 with the objectives of fostering a good safety and health culture and promoting safe work practices in the industry. It is encouraging to note the gradual improvements in the safety and health performance of the catering industry in the last years. To sustain the collaborative efforts in raising the safety performance of the catering trade, we will organise the Catering Industry Safety Award Scheme (the Scheme) again this year.

## Objectives

- To reinforce occupational safety and health awareness of employers, employees and stakeholders in the catering industry as well as the general public;
- To inculcate a good occupational safety and health culture in the catering industry; and
- To award catering establishments, groups, supervisors and workers with good performance in occupational safety and health through an open competition.

## Categories of awards / entries

There are three main categories of awards: Catering Establishment, Supervisor and Safe Worker.

### ✂ Catering Establishment Awards

- 1 The Catering Establishment category is further divided into the following **seven sub-categories** according to the nature of business:
  - Chinese Restaurants
  - Restaurants (Non-Chinese)
  - Hotels with kitchen
  - Fast Food Shops serving Western food
  - Fast Food Shops serving Chinese and general categories of food
  - Cafés
  - Light Refreshment Eating Places and Canteens
- 2 "Group Safety Performance Awards" – Any group taking part in the competition with **more than one eligible outlet** in the same sub-category of the Catering Establishment category will be automatically enrolled in the Group Safety Performance Awards. The Award will also be divided into seven sub-categories as in the case of the Catering Establishment category.
- 3 "Safety Awareness Awards" – This Award is introduced to encourage **single-outlet** catering establishments to participate in the scheme. Any **single-outlet catering establishment, other than those operated by a group**, will be eligible for the **Safety Awareness Awards**. The Award will also be divided into seven sub-categories as in the case of the Catering Establishment category.

### ✂ Supervisor Awards

Entries are divided into seven sub-categories as in the case of the Catering Establishment category for competition.

### ✂ Safe Worker Awards

## Eligibility

- The competition is open to all catering establishments if they satisfy the following criteria :
  - ✘ The catering establishment is located in the Hong Kong Special Administrative Region;
  - ✘ The business of the catering establishment is for preparation of food for consumption on the premises. If the kitchen is of shared use, entry to the competition can only be made by one of the catering establishments using the kitchen;
  - ✘ No serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishment in the past 12 months preceding the enrolment deadline;

- ✘ Before the announcement of the assessment results, if a serious or fatal industrial accident/incident happens in the catering establishment, or a Suspension Notice is served by the Labour Department on the catering establishment, the entry of the catering establishment will automatically be disqualified; and
  - ✘ The catering establishment must be holding a valid licence issued by the Food and Environment Hygiene Department before 26 August 2010 and throughout the competition period. The licence has not been suspended by the Food and Environmental Hygiene Department for whatever reason in the past 12 months preceding 26 August 2010 and until the announcement of the competition results.
- For the "Group Safety Performance Awards", the group must have enrolled more than one qualified outlet in the competition in the same sub-category of the Catering Establishment category. If any outlet of the group is disqualified before the announcement of the assessment results, the group will no longer be eligible to compete for this award.
  - For the "Safety Awareness Awards", those single-outlet catering establishments which have won other awards in the competition are **NOT** eligible for this award.
  - Entries for the "Supervisor Awards" must be nominated by the eligible catering establishments that they work with and have entered in the competition. Each eligible catering establishment can only nominate **ONE** supervisor. If the nominating catering establishment is disqualified, its entry for the "Supervisor Awards" will also be automatically disqualified.
  - The workers do not need to enrol individually or be nominated by the eligible catering establishments that they work with for the competition. The workers with good safe practices and occupational safety and health knowledge will be selected and nominated for the "Safe Worker Awards" by the assessment teams during the assessment of the catering establishments entered into the competition. Workers selected for the Safe Worker Awards will not be affected by the eligibility of the catering establishments they are working for.

## Method of Assessment

### ✘ Catering Establishment Awards

Individual catering establishment: The assessment will be carried out in two phases - the preliminary assessment and the final assessment.

- The **preliminary assessment** will be conducted in **August 2010** by Occupational Safety Officers of the Labour Department. Assessment results will be submitted to the Working Group formed by representatives of organising parties for short-listing better performers for the final assessment.
- The **final assessment** will be conducted from **mid September 2010 to early October 2010** by an assessment team comprising representatives from the Labour Department and the Occupational Safety & Health Council as core members. Other Working Group members or their representatives may also join the assessment team. The assessment team will submit the final assessment results to the Working Group formed by representatives of organising parties for consideration. The Working Group will then forward its recommendations for awards to the Adjudication Panel for endorsement.

**(All the assessment results will be used for adjudication only. They are not related to any enforcement action carried out by Occupational Safety Officers of the Labour Department.)**

### Group Safety Performance Awards

The assessment comprises the average score in the preliminary assessment of outlets of a group enrolled in the same sub-category of the Catering Establishment category. If the group has enrolled more than five outlets in the same sub-category, only scores of the **best five outlets** will be used to compute the average. Based on the assessment results, the Working Group formed by representatives of organising parties will forward its recommendations for awards to the Adjudication Panel for endorsement.

### Safety Awareness Awards

Those eligible single-outlet catering establishments which have undergone the preliminary assessment and do not win any other awards in the competition will be awarded. The Working Group formed by representatives of organising parties will forward its recommendations for awards to the Adjudication Panel for endorsement.

### ✘ Supervisor Awards

The assessment will be carried out in two phases - the preliminary assessment and the final assessment.

- The **preliminary assessment**, by way of site visits, will be conducted in **August 2010** by Occupational Safety Officers of the Labour Department to assess the safety and health conditions of the workplaces managed by the supervisors. Assessment results will be submitted to the Working Group formed by representatives of organising parties for short-listing better performers in each sub-category for the final assessment.
- The **final assessment**, by way of interviews, will be conducted from **mid September 2010 to early October 2010** by Occupational Safety Officers of the Labour Department to assess the candidates' occupational safety and health knowledge. The overall results will be submitted to the Working Group for consideration. The Working Group will then make recommendations for awards to the Adjudication Panel for endorsement.

## **Safe Worker Awards**

The assessment teams will select safe workers during the assessments. Selection criteria include the workers' performance and knowledge in occupational safety and health. The assessment teams will submit nominations for "Safe Worker Awards" to the Working Group formed by representatives of organising parties for consideration. The Working Group will then make recommendations for awards to the Adjudication Panel for endorsement.

### **Assessment Criteria**

#### **(a) Physical Conditions of the Workplace**

- overall layout of the kitchen\*
- passageways, exits and fire fighting installations
- floor conditions\*
- stacking and storage of materials, equipment and apparatus
- manual lifting and handling\*
- machinery, equipment and hand tools\*
- electrical installation
- personal protective equipment
- workplace environment control (ventilation, temperature and noise etc)
- workplace hygiene and first aid facilities


*\*Focus areas of this year's assessment*

#### **(b) Safety Management System**


- safety policy
- safety organisation
- risk assessment
- safety rules and regulations
- safety training
- inspection of hazardous condition and incident investigation
- emergency preparedness
- safety promotion


The **preliminary assessment** will cover only physical conditions of the workplace in (a) while the **final assessment** will cover both physical conditions of the workplace in (a) and safety management system in (b).


### **The Awards**


 Awards for each sub-category of the "Catering Establishment" category will consist of Gold, Silver, Bronze and Meritorious prizes. Winners of these awards will be presented with a trophy and a cash coupon of the following values:


Gold prize	: HK\$3,000
Silver prize	: HK\$2,500
Bronze prize	: HK\$2,000
Meritorious prize	: HK\$1,000

 Awards for each sub-category of the "Group Safety Performance Awards" will consist of Gold, Silver, Bronze and Meritorious prizes. Winners of these awards will be presented with a trophy.

 Winners of the "Safety Awareness Awards" will each be presented with a trophy & a HK\$ 1,000 cash coupon.

 Winners of the "Supervisor Awards" will each be presented with a trophy and a HK\$1,000 cash coupon.

 Winners of the "Safe Worker Awards" will each be presented with a certificate and a HK\$1,000 cash coupon.




 Certificates of Appreciation will be presented to those catering establishments not winning any prizes in the competition.

## General Conditions

- The organising parties reserve the right to classify categories and sub-categories of entries in accordance with their nature of business.
- The organising parties reserves the right to make any changes to the rules, categories, sub-categories, prizes and all other arrangements without prior notice.
- If the application contains false information, the entry of the catering establishment will automatically be disqualified.
- The organising parties reserves the right to make final decisions on any matters about the Award Scheme.

**Period for Enrolment: From 15 July 2010 to 28 July 2010**

## Application Procedures

-  Enrolment forms can be obtained from all offices of the Occupational Safety & Health Branch, Labour Department or from the Occupational Safety & Health Council at 19/F., China United Centre, 28 Marble Road, North Point, Hong Kong. Enrolment forms can also be downloaded from the website of the Labour Department at [www.labour.gov.hk](http://www.labour.gov.hk).
-  Each catering establishment should apply individually to participate in the competition. Candidates for the "Supervisor Awards" must be nominated by the catering establishments that they work with and have entered in this competition.
-  The completed enrolment form should reach the Safety Promotion Unit, Occupational Safety & Health Branch, Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong before the deadline for enrolment.

## Announcement of Results

Winners of the competition will be notified individually by November 2010. Prizes will be presented at the Award Presentation Ceremony to be held tentatively in November 2010. Details of the arrangements will be announced later.

**Phone Enquiry : 2852 3567 / 2852 3565**

**Fax Number : 2541 9952**

# 報名表格 Enrolment Form

## 甲項 Section A

### 參賽食肆資料 Particulars of Entry

(參賽食肆必須以個別食肆名義報名參賽)

(Each catering establishment should apply individually to participate in the competition)

(必須填寫報名表上的所有資料) (Please fill in all information on the enrolment form)

郵寄地址：香港中環統一碼頭道38號海港政府大樓13樓  
勞工處職業安全及健康部安全推廣組  
Mail Address: Safety Promotion Unit,  
Occupational Safety & Health Branch-Labour Department,  
13/F., Harbour Building, 38 Pier Road, Central, Hong Kong  
傳真 Fax: 2541 9952

食肆名稱〔正楷〕<sup>(1)</sup>：\_\_\_\_\_ (中文)  
Name of Entry (in block letters)<sup>(1)</sup>：\_\_\_\_\_ (英文)

食肆地址<sup>(1)</sup>：\_\_\_\_\_ (中文)  
Address of Entry<sup>(1)</sup>：\_\_\_\_\_ (英文)

聯絡人姓名：\_\_\_\_\_ (中文) 職位：\_\_\_\_\_ (中文)  
Name of Contact Person：\_\_\_\_\_ (英文) Post: \_\_\_\_\_ (英文)

聯絡電話：\_\_\_\_\_ 傳真號碼：\_\_\_\_\_ 電郵地址：\_\_\_\_\_  
Contact Tel.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

食物環境衛生署發出的有效牌照號碼<sup>(2)</sup>：\_\_\_\_\_  
Food and Environmental Hygiene Department Valid Licence No<sup>(2)</sup>: \_\_\_\_\_

類別：\_\_\_\_\_ 有效期至：\_\_\_\_\_  
Type: \_\_\_\_\_ Valid until: \_\_\_\_\_

商業登記名稱<sup>(2)</sup>：\_\_\_\_\_  
Name of Corporation on Business Registration Certificate<sup>(2)</sup>: \_\_\_\_\_

食肆是否以集團形式經營 是/否\* 食肆是否為單一店舖 是/否\*  
Is this entry operated by the Group Yes/No\* Is this entry a single outlet: Yes/No\*

集團名稱Name of Group: \_\_\_\_\_

食肆的主要業務性質〔請選擇下列其中一項〕<sup>(3)</sup>：\_\_\_\_\_  
Nature of business (Please choose one of the following)<sup>(3)</sup>: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> 中式酒樓 (Chinese Restaurants)   | <input type="checkbox"/> 西式快餐店 (Fast Food Shops serving Western food)   |
| <input type="checkbox"/> 非中式餐館：主要從事供應非中式食品的餐館例如西式、馬來亞式、日式、韓式、泰式或越南菜式等 (Restaurants(Non-Chinese): restaurants mainly engaged in the provision of non-Chinese food, such as Western, Malaysian, Japanese, Korean, Thai, Vietnamese cuisines etc.) | <input type="checkbox"/> 中式及一般快餐店 (Fast Food Shops serving Chinese and general categories of food)  |
| <input type="checkbox"/> 附設廚房的酒店 (Hotels with kitchen)  | <input type="checkbox"/> 茶餐廳 (Café)   |
|   | <input type="checkbox"/> 小型食肆及食堂：包括甜品店、提供食物的卡拉OK等 (Light Refreshments Eating Places and Canteens: including desserts houses, karaoke establishments serving food, etc.) |

僱用的員工人數：\_\_\_\_\_  
No. of employees: \_\_\_\_\_

聲明：參賽食肆於截止報名日期前12個月內，並無發生任何嚴重或致命的工業意外/事故，亦無接獲勞工處發出的「暫時停工通知書」。在2010年8月26日前的過去12個月內，參賽食肆並無因任何事故而被食物環境衛生署暫停其牌照。  
Declaration: In the past 12 months preceding the enrolment deadline, no serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishment. The licence of food business of this entry has not been suspended by the Food and Environmental Hygiene Department for whatever reason in the past 12 months preceding 26 August 2010.

公司負責人姓名：\_\_\_\_\_ 職位：\_\_\_\_\_  
Name of Person-in-charge (Company): \_\_\_\_\_ Post: \_\_\_\_\_

公司聯絡電話：\_\_\_\_\_ 公司傳真號碼：\_\_\_\_\_  
Contact Tel. (Company): \_\_\_\_\_ Fax No. (Company): \_\_\_\_\_

公司印章：\_\_\_\_\_ 簽署：\_\_\_\_\_ 日期：\_\_\_\_\_  
Company chop: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 註： (1) 如有需要，籌辦機構會於頒獎典禮的場刊內刊登獲獎食肆的名稱及地址，故請清楚及正確填寫有關資料。  
(2) 請連同參賽表格附上參賽食肆的商業登記副本及食物環境衛生署所發出的有效食肆牌照副本，作核實之用。  
(3) 填寫報名表時如遇有任何疑問，請與獎勵計劃秘書處聯絡(電話: 2852 3567 或 2852 3565)。  
(4) 報名表內的資料如有失實，一經發現，有關食肆的參賽資格將會自動取消。

- Note: (1) Please fill in the information clearly and correctly. The organiser may print the names and the addresses of the winners in the prize presentation ceremony brochure if necessary.  
(2) Please enclose a duplicate of business registration certificate and valid licence issued by the Food and Environmental Hygiene Department with the enrolment form for verification.  
(3) If you have any problems in filling the application form, please contact the Secretariat of the award scheme (Tel.: 2852 3567 or 2852 3565).  
(4) If the application contains false information, the entry of the catering establishment will automatically be disqualified.

## 乙項 Section B

「管理人員組」— 獲提名管理人員資料

Particulars of Nominated Supervisory Staff for "Supervisor Awards"

(此獎項候選人的提名食肆必須為這個獎勵計劃的參賽食肆)

(Candidates for this award must be nominated by entries of this award scheme)

(必須填寫報名表上的所有資料) (Please fill in all information on the enrolment form)

獲提名人士姓名：\_\_\_\_\_ (中文)

Name of Nominee: \_\_\_\_\_ (英文)

職位：\_\_\_\_\_ (中文)

Post: \_\_\_\_\_ (英文)

身份證號碼：

I/D No.: \_\_\_\_\_

聯絡電話：\_\_\_\_\_ (辦事處) \_\_\_\_\_ (流動電話)  
Contact Tel: \_\_\_\_\_ (office) \_\_\_\_\_ (mobile)

參賽食肆名稱：

Name of Entry: \_\_\_\_\_

參賽食肆地址：

Address of Entry: \_\_\_\_\_

參賽食肆傳真號碼：

Fax No.: \_\_\_\_\_

提名人姓名：

Name of Nominator: \_\_\_\_\_

提名人職位：

Post of Nominator: \_\_\_\_\_

提名人聯絡電話：

Contact Tel : \_\_\_\_\_  
(Nominator): \_\_\_\_\_

提名人傳真號碼：

Fax No. (Nominator): \_\_\_\_\_

提名人簽署：

Nominator's Signature: \_\_\_\_\_

公司印章：

Company Chop: \_\_\_\_\_

簡述獲提名人在工作方面的安全表現：〔請另用紙張填寫〕

Please give a brief account of the safety performance of the nominee: (Please attach extra sheets)

你所提供的個人資料會被勞工處職業安全及健康部用作有關提高飲食業工作安全及健康推廣的活動。為此目的，這些個人資料我們或會向其他有關人士或機構透露。你有權要求查閱及更正個人資料，要求查閱的權利包括要求獲得一份你所提供的個人資料複本。你可向本處提出有關你個人資料的查詢。電話：2852 4927

The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to promotion to improve safety and health at work in the catering industry. These data may be disclosed to relevant parties and authorities for the above purpose. You have a right to access, correct and obtain a copy of your personal data provided to this department. You can address your enquiries concerning the personal data collected to this department at 2852 4927