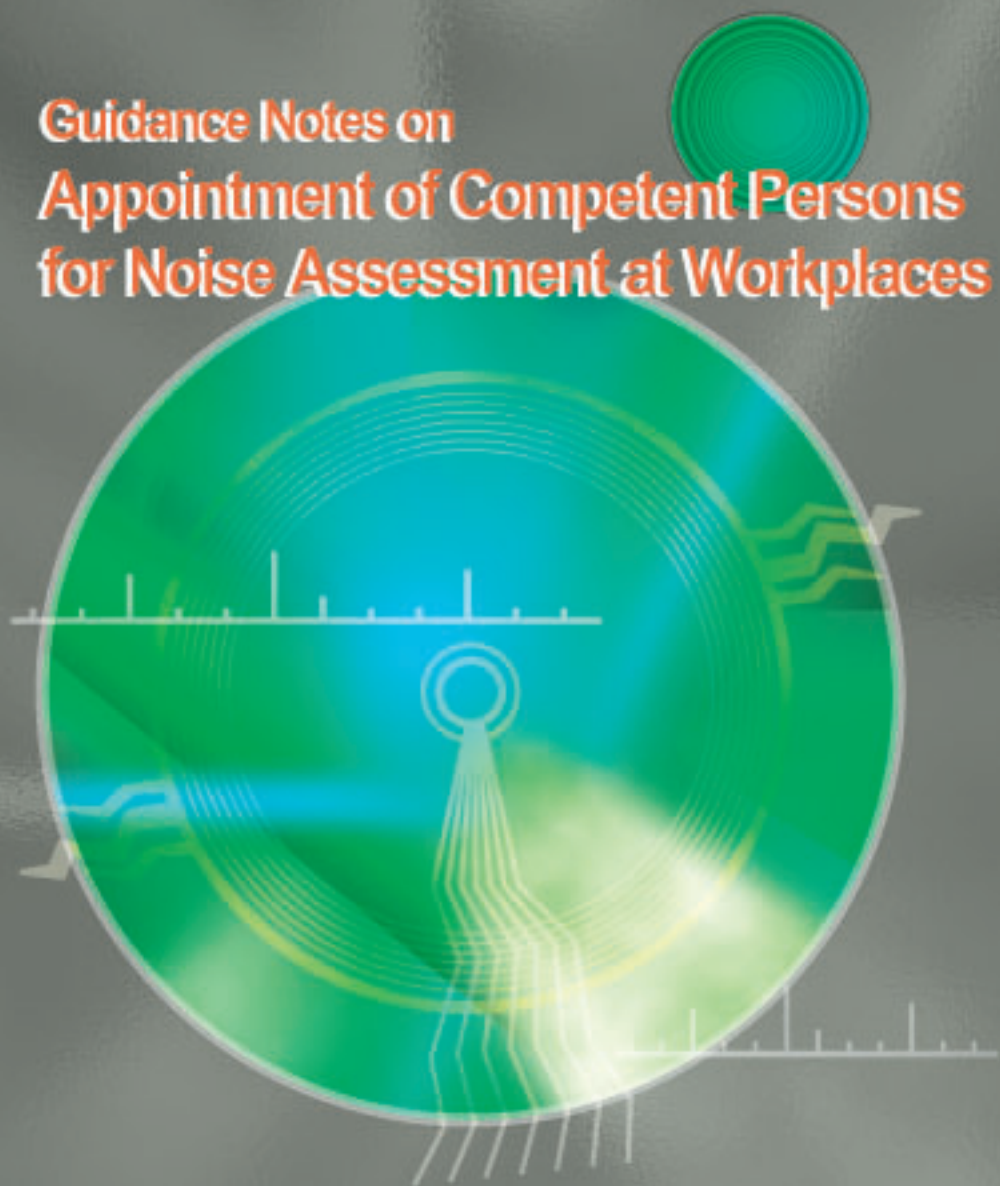


委任有資格人士評估工場噪音指引

Guidance Notes on Appointment of Competent Persons for Noise Assessment at Workplaces



勞工處
職業安全及健康部
Occupational Safety and Health Branch
Labour Department

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本指引可以在職業安全及健康部各辦事處免費索取，亦可於勞工處網站 http://www.labour.gov.hk/public/content2_8c.htm 直接下載。有關各辦事處的地址及查詢電話，可參考勞工處網站 <http://www.labour.gov.hk/tele/osh.htm> 或致電 2559 2297。

歡迎複印本指引，但作廣告、批核或商業用途者除外。如需複印，請註明錄自勞工處刊物《委任有資格人士評估工場噪音指引》。

This booklet is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch of the Labour Department. It can also be downloaded from http://www.labour.gov.hk/eng/public/content2_8c.htm. For enquiries on addresses and telephone numbers of the offices, please visit <http://www.labour.gov.hk/eng/tele/osh.htm> or call 2559 2297.

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Guidance Notes on Appointment of Competent Persons for Noise Assessment at Workplaces

引言

聽覺保護計劃的第一步是量度和評估工場的噪音。工廠及工業經營(工作噪音)規例第3(1)條規定，當僱員無論何時可能處身於初級或頂級或更高的措施聲級噪音時，東主須安排作噪音評估。評估的目標是：

- (a) 找出所有可能處身於上述噪音環境的僱員；和
- (b) 提供足夠控制噪音資料，以便採取適當的行動，遵守法例的規定。

決定是否需要評估：

當工場安裝了高噪音機器時，通常都需要作噪音評估。常見的高噪音機器的名單載於附錄1。

作為大概的指引，當人們在2米距離要大聲呼喊，才能讓別人聽到，噪音可能已達到初級措施聲級，這時便要作噪音評估。

有資格人士

噪音評估應由受過訓練和有經驗的有資格人士進行，才能達到在引言所述的目標。這位有資格人士不但必須能測量噪音，而且必須能整理及提出關於僱員處身於噪音中的足夠資料，使東主對為了遵守規例應當做的事情，能作出正確的決定，或向他提出意見是否需要更多專家參與。只有技術知識還不足夠；該人員對要處理的情況應具備適當的有關工業經驗和技巧。

Introduction

The first step of an effective hearing conservation programme is to measure and evaluate the noise of the workplace. Section 3(1) of the Factories and Industrial Undertakings (Noise at Work) Regulation requires the proprietor of an industrial undertaking to arrange for a noise assessment wherever an employee is likely to be exposed to noise at or above the first or peak action level. The objectives of such an assessment are to:

- (a) identify all employees likely to be so exposed; and
- (b) provide sufficient noise control information to enable appropriate action to be taken for the purpose of complying with the legal requirements.

Deciding whether an assessment is needed

Noise assessment is usually required wherever 'noisy' machinery is installed. A list of common noisy machinery is given in Appendix 1.

As a rough guide, the first action level might be reached and noise assessment will be needed wherever people have to shout to be heard by someone about 2 metres away.

Competent persons

Noise assessments have to be made by a person who, by reason of his training and experience, is competent to carry out such assessments meeting the objectives stated at introduction. The competent person will need to be capable of not only measuring noise but of bringing together and presenting sufficient information about noise exposures of employees to enable the proprietor to make correct decisions on what should be done to comply with the Regulation, or of advising on whether additional specialist support is needed. Technical knowledge alone will not be sufficient; the person should also possess relevant industrial experience and skill appropriate to the situations to be handled.

所需的專業知識水平主要視乎要評估的不同情況而定。僱員如果經常在整個工作天都處身於穩定的噪音(例如在織布廠內)，只需有能力使用簡單的儀器和將它們的讀數應用於規例的規定便可。不過，評估時是處身於不規則的噪音環境或使用特別的量度儀器時，那位有資格人士就需要對該程序和儀器及它們的局限性有更好的瞭解。

很多工程師和註冊安全主任憑藉對噪音的測量和運用其結果的實際經驗，已擁有足夠的技能來進行正確的評估。但有些人需要更進一步的培訓。他們可以參加短期課程取得必須的訓練，例如，職業安全健康局舉辦的噪音評估訓練課程。下列機構可協助並提供意見給想委任有資格人士的東主：

- (a) 職業安全健康局
- (b) 香港生產力促進局(環保產品及管理服務組)
- (c) 聲學學會
- (d) 香港大學機械工程學系
- (e) 香港中文大學社區及家庭醫學系
- (f) 香港科技大學機械工程學系
- (g) 香港理工大學機械工程學系、土木及結構工程學系和工業中心
- (h) 城大專業顧問有限公司(香港城市大學全資擁有公司)

The level of expertise needed will vary considerably with different situations. Where employees are regularly exposed to steady noise throughout the working day (such as in a weaving factory), only the ability to use simple equipment and to relate its readings to the requirements of the Regulation will be needed. However, where irregular exposures and use of more specialised measuring equipment are involved, the competent person will require a better understanding of procedures, equipment and their limitations.

Many engineers and registered safety officers have gained sufficient skill to carry out a proper assessment through practical experience of making noise measurements and using the results. Some will, however, need further training. They may obtain the necessary training by attending short courses, for example, the noise assessment training courses provided by the Occupational Safety and Health Council. Advice to help proprietors find competent persons may be obtained from organisations such as:

- (a) The Occupational Safety and Health Council
- (b) The Hong Kong Productivity Council (Environmental Product & Management Unit)
- (c) Institute of Acoustics
- (d) Hong Kong University, Mechanical Engineering Department
- (e) The Chinese University of Hong Kong, Community and Family Medicine Department
- (f) Hong Kong University of Science and Technology, Mechanical Engineering Department
- (g) Hong Kong Polytechnic University, Mechanical Engineering Department, Civil and Structural Engineering Department and Industrial Centre
- (h) CityU Professional Services Limited (A wholly owned company of City University of Hong Kong)

下列課程的畢業生被認為已獲得適當的訓練去進行噪音評估：

- (a) 職業安全健康局工場噪音評估合格證書課程
- (b) 香港理工學院噪音及震盪控制院士課程
- (c) 香港理工學院噪音及震盪控制進修文憑課程
- (d) 香港理工學院工業安全修業證書課程
- (e) 香港理工學院工業安全進修證書課程
- (f) 香港理工學院高級工業安全修業證書
- (g) 香港理工學院高級工業安全進修證書課程
- (h) 香港理工大學工業安全進修證書課程
- (i) 香港理工大學高級工業安全進修證書課程
- (j) 建造業訓練局建造業安全主任課程
- (k) 香港中文大學職業衛生學文憑課程

評估的檢討

規例第3(2)條要求東主確保噪音評估經常反映最新情況，並應充分配合噪音控制計劃的執行。當與評估有關的工作發生重大變化，或東主有理由相信評估已不再有效時，應進行新的評估。

Graduates of the following courses are considered to have received suitable training in noise assessments:

- (a) Occupational Safety and Health Council Certificate of Competence in Workplace Noise Assessment Course
- (b) Hong Kong Polytechnic Associateship in Noise and Vibration Control Course
- (c) Hong Kong Polytechnic Post-experience Diploma in Noise and Vibration Control Course
- (d) Hong Kong Polytechnic Certificate of Proficiency in Industrial Safety Course
- (e) Hong Kong Polytechnic Post-experience Certificate in Industrial Safety Course
- (f) Hong Kong Polytechnic Certificate of Proficiency in Advanced Industrial Safety Course
- (g) Hong Kong Polytechnic Post-experience Certificate in Advanced Industrial Safety Course
- (h) The Hong Kong Polytechnic University Post-experience Certificate in Industrial Safety Course
- (i) The Hong Kong Polytechnic University Post-experience Certificate in Advanced Industrial Safety Course
- (j) Construction Industry Training Authority Construction Safety Officer Course
- (k) The Chinese University of Hong Kong Diploma in Occupational Hygiene Course

Review of assessments

Section 3(2) of the Regulation requires the proprietor to ensure that the noise assessment is kept up-to-date and adequate for the noise control programme to work. A new assessment should be made whenever there is a significant change in the work to which the assessment relates or where the proprietor has reason to believe that the assessment is no longer valid.

噪音評估報告

第3(3)條要求有資格人士進行評估後，須按照勞工處處長指定表格填寫評估報告。該表格副本載於附錄2。

第3(4)條要求東主在完成評估後28天內將評估報告副本送交勞工處。

第3(5)條要求東主保存有關的評估報告，並隨時提交職業安全主任。

進一步資料

如你對本指引有任何疑問，或想查詢其他職業安全及健康事宜，可與職業安全及健康部聯絡：

電話：2559 2297 (辦公時間外，將會自動錄音)

傳真：2915 1410

電子郵件：enquiry@labour.gov.hk

你亦可以透過互聯網絡的網址是<http://www.labour.gov.hk>，找到勞工處提供的各項服務，及主要勞工法例的資料。

你並可透過職安熱線 2739 9000，找到職業安全健康局提供各項服務的資料。

投訴

如有任何有關不安全工作地方及工序的投訴，請致電勞工處職安健投訴熱線 2542 2172。

Noise Assessment Report

The competent person is required under Section 3(3) to complete an assessment report in a form specified by the Commissioner for Labour after carrying out an assessment. A copy of the form is given in Appendix 2.

The proprietor is required under Section 3(4) to send a copy of assessment report to the Labour Department within 28 days after completing an assessment.

The proprietor is also required under Section 3(5) to make sure that the appropriate assessment report is kept readily available for inspection by our Occupational Safety Officer.

Further information

If you wish to enquire about this booklet or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch through:

Telephone Number : 2559 2297 (auto-recording after office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting <http://www.labour.gov.hk> on the Internet.

Information on the services offered by the Occupational Safety & Health Council can be obtained through hotline 2739 9000.

Complaint

If you have any complaints about unsafe workplaces and practices, please call the Labour Department's occupational safety and health complaint hotline at 2542 2172.

附錄 1

通常須予評估噪音的常見高噪音機器名單

1. 鋸碟切割機
2. 圓形切割機
3. 壓擠及碎料機
4. 磨玻璃機
5. 雲石切割機
6. 金屬研磨機
7. 紙張瓦坑機
8. 塑料壓碎機
9. 衝擊打樁機
10. 五金啤機
11. 岩石 / 混凝土擊碎機
12. 螺絲 / 鐵釘製造機
13. 梭織機
14. 無梭織機
15. 紡紗機
16. 木工機械 (如風車鋸, 刨床機, 打線床, 刨木機)

Appendix 1

List of Common Noisy Machinery of which Noise Assessment is usually required

1. Abrasive cutting machinery
2. Circular cutting machinery
3. Extruding and granulating machinery
4. Glass grinding machinery
5. Marble cutting machinery
6. Metal grinding machinery
7. Paper corrugating machinery
8. Plastic granulating machinery
9. Percussive pile driving machinery
10. Power press
11. Rock/ concrete breaking machinery
12. Screw / nail making machinery
13. Shuttle weaving machinery
14. Shuttleless weaving machinery
15. Spinning machinery
16. Woodworking machinery (such as circular saw, planing machine, spindle moulding machine, thicknessing machine)

Factories and Industrial Undertakings (Noise at Work) Regulation

工廠及工業經營（工作噪音）規例

Name of Industrial Undertaking : _____

工業經營名稱

Address : _____

地址

Date of survey : _____

測量日期

Ref. No. : _____

檔案號碼

Survey made by : _____

測量員

Occupation : _____

職業

Training/experience : _____

訓練／經驗

Item No. 項目號碼	Brief description of area/location machinery/plant activity/task 地區／地點 機器／廠房 活動／工作簡述	Noise level 噪音級數		Daily exposure period 每天暴露時間	L _{EP,d} dB(A) 分貝(A)	No. of employees exposed 暴露於噪音中的僱員數目	Description of ear protector (if provided) 描述聽覺保護器 (如有提供)	Description of demarcated ear protection zone (comment if not demarcated) 描述聽覺保護區的劃定 (若沒有劃定請評論)
		L _{Aeq,T}	L _{peak} (where appropriate 如適用)					

General comments : _____

一般評論

Instrument used : _____

使用儀器

Date of last calibration : _____

上次校準日期

Signature : _____

簽名

Date : _____

日期

Note : This report must be sent to Commissioner for Labour within 28 days of completing the assessment.

註：本報告必須在完成評估後 28 天內送交勞工處處長

