



職業安全約章

Occupational Safety Charter

實踐約章 成果共享

Safety is a SHARED responsibility



勞工處



職業安全健康局

本小冊子由勞工處和職業安全健康局聯合編製

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職業安全約章

Occupational Safety Charter

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背景

香港經濟高速發展，帶來社會各方面的重大改變：僱主和僱員傾向於建立更密切的夥伴合作關係、人力資源問題備受關注，以及各行各業均把更多資源投資在員工身上。

隨著經濟轉型，各行各業對人力資源的質素有不同的要求。過去保障工作安全的法例僅局限於工業經營，但為了適應社會的新趨勢，政府須把保障範圍擴大至所有僱員，以確保他們的工作安全和健康。

政府在1995年發表了一份《香港工業安全檢討諮詢文件》，就香港工業安全作出全面檢討，以訂定長遠的安全策略。其後，政府採納了多項改善措施，包括致力推廣安全管理，並制定《職業安全及健康條例》，將職業安全及健康的保障範圍擴大至所有行業的僱員。

1996年，勞工處和職業安全健康局共同推出《職業安全約章》，目的是鼓勵勞資雙方攜手合作，以「自我規管」作出發點，共同締造及維持安全和健康的工作環境。約章自推出以來，深受不同行業的歡迎。

簽署約章的機構，均認為約章可加強業務管理，不斷提高企業效益，為僱主帶來更多利潤，而僱員方面亦獲得更大的安全保障。



Background

The rapid pace of economic development in Hong Kong has brought about significant changes in the society. Employers and employees tend to work more closely as partners; human resources issues have attracted much attention and many trades and industries have chosen to invest more on their employees.

Following the economic restructuring, each trade or industry has developed its own needs of quality of human resources. In the past, the legislation on occupational safety and health was restricted to industrial undertakings. To keep abreast of the new trends, the Government needed to extend the protection to all employees across the board to ensure their safety and health at work.

In 1995, the Government published a “Consultation Paper on the Review of Industrial Safety in Hong Kong” with the aim of conducting a thorough review of work safety and mapping out a long-term strategy. Following the consultation, the Government implemented a number of measures, including vigorous promotion of safety management as well as the introduction of the Occupational Safety and Health Ordinance to extend safety and health protection to employees of all economic sectors.

In 1996, the Labour Department and the Occupational Safety & Health Council joined hands to launch the “Occupational Safety Charter”, which aimed to encourage employers and employees to work together to create and maintain a safe and healthy work environment basing on “a spirit of self-regulation”. The Charter has received popular support ever since.

Enterprises who have subscribed to the Charter believe that it can enhance their operational efficiency and help raise corporate profits, while giving employees more protection against occupational hazards.

職業安全的重要

安全是絕對沒有捷徑的，僱主和僱員必須建立緊密的合作關係，同心協力，防止意外。每一宗工傷意外，代價都是很大的，除了受傷僱員身心受苦之外，其家屬亦需承擔一定的痛苦和和壓力，而工傷嚴重者更會喪失謀生能力，甚至喪失生命。為了避免付出沈重的代價，僱員應時刻提高警覺，注意自己及身邊所有人的安全和健康。

在公司或企業方面，如果經常發生工傷意外，不但要支付受傷僱員的補償金，亦會導致其他員工士氣低落，甚至許多工作需要重新安排工序，因而對生產效率、貨期或各方面帶來負面影響。

如果公司營造出一個安全環境，保障僱員的安全及健康，僱員自然會對公司產生歸屬感，在工作上較專心一致，工作效率也會提高，因而有助增強公司的競爭能力。

工作環境的改善，不能只是單向推行，僱主、僱員、專業團體及政府必須肩負「共同承擔責任」的角色。

《職業安全約章》為僱主和僱員提供更多溝通的機會，有助改善兩者的關係。勞資雙方緊密合作，大大提高安全意識，減少工傷，除對公司形象有正面的影響外，還可提高員工的士氣，防止人才流失，大量人才的流失可導致公司或企業的產品和服務質素下降，有損公司的聲譽，因此，各公司均應重視職業安全問題。

Importance of Occupational Safety

There is no fast track to safety. Employers and employees must cooperate fully to prevent work accidents. It really pays a high price for every single injury as it not only subjects the injured employee to unnecessary physical and mental pains, his/her family will also suffer. In some serious cases, work accidents result in a loss of earning capacity or even deaths. To avoid paying dearly for work accidents, all employees should be alert at all times and take care of the safety and health at work of themselves and others.

From the perspective of the company or the enterprise, work accidents not only result in the company having to pay for the employees' compensation, but also in lower staff morale and possibly work rescheduling, leading to lower productivity, shipment delay and other negative effects.

In a safe and healthy work environment, employees will have a stronger sense of belonging to the company and be more devoted to their work, thereby enhancing their efficiency to the benefit of the overall competitiveness of the company.

Improvement of work environment cannot be a one-way task. Instead, employers, employees, professional bodies and the Government should all shoulder a "SHARED Responsibility".

The "Occupational Safety Charter" brings employers and employees closer together for better communication and greater collaboration in enhancing the safety awareness and reducing work injuries. In this way, the corporate image will be improved and the staff morale boosted, followed by a lower staff turnover rate. High staff turnover rates will inevitably lead to deterioration in product and service quality, and will have an adverse impact on corporate image. Companies must therefore take occupational safety as one of their major management responsibilities.

目標和使命

訂立《職業安全約章》的目的，是宣揚職安健立化，並為各行業的僱主和僱員提供一個基礎，讓他們商討有關職安健事項。

雖然約章沒有法律約束力，但它彰顯了各方面努力改善工作安全標準的決心。制訂約章基於一個信念，就是僱員有權利在安全和健康的環境中工作，而僱主則有義務為僱員提供一個安全和健康的工作環境。

制定約章的目標，是鼓勵勞資雙方攜手合作，共同創造一個安全的工作環境，保障員工的安全和健康。任何一間機構的僱主和僱員只要願意肩負這份責任，便可簽署約章。

約章的重點在於建立一個「自我規管」的安全管理制度，由僱主和僱員共同承擔責任，以及推廣有關安全工作。約章亦訂明僱主有責任防止工作意外發生，而僱員也有責任與僱主合作，遵守安全措施，並就防止可能發生的危險提出建議。

我們的使命是確保在職人士的安全與健康得到保障。透過制訂約章，我們最終希望所有機構都能自發性地建立安全管理制度，從而在工作場所中培養安全文化。簽署約章除可增強員工安全意識，減少意外發生外，對企業提升競爭力亦有幫助。



Vision & Mission

The objectives of implementing the “Occupational Safety Charter” are to promote the occupational safety and health culture, and to provide employers and employees of all industries with a basis to discuss occupational safety and health matters.

Although the Charter has no legal binding effect, it does reflect the determination of the parties concerned to improve occupational safety standards. The implementation of the Charter is based on the belief that employees do have the right to work in a safe and healthy environment, whereas employers have the obligations to provide them with such work environment.

The Charter aims to encourage both employers and employees to work together to create a safe and healthy work environment, and to protect the safety and health of all staff. Any enterprise can subscribe to the Charter provided that both the management and employees are willing to take up this responsibility.

The essence of the Charter is to establish a “self-regulatory” safety management system, in which both employers and employees have responsibilities in managing and promoting occupational safety. The Charter also specifies that employers are obliged to prevent the occurrence of work accidents, while employees are obliged to cooperate with the management by observing safety rules and make suggestions to prevent potential occupational hazards.

The mission of the Labour Department is to ensure that risks to people’s safety and health at work are properly managed. Through implementing the Charter, we hope that all enterprises will take the initiative in setting up their own safety management system, thereby inculcating a safety culture in their workplaces. Apart from the benefits of enhancing employees’ awareness of safety and reducing occupational accidents, enterprises can also enhance their competitiveness as a result of subscribing to the Charter.



推廣安全 勞資同心

《職業安全約章》所倡導的是「自我規管」精神，我們鼓勵僱主和僱員自發性做好安全工作，防止工傷意外。

僱主和僱員必須明白工作安全與性命攸關，在安全的環境中工作，工傷意外自然減少，更可提高工作效率和生產力。

勞工處及職業安全健康局在推行《職業安全約章》方面，擔當支援及協調的角色，鼓勵機構引進安全管理制度，促進和協助勞資雙方建立安全和健康的工作間，並希望他們雙方緊密合作，推廣工作安全。

在《職業安全約章》下，「安全管理制度」基本上包括以下數點：

- 政策**：清楚列明僱主的責任，以宣揚、締造和維持安全的工作環境。
- 規劃**：在設計及規劃階段，應從安全角度來評估和審核工程及工序，盡量減低風險，並且確保訂立有效的緊急應變措施，以應付突發事故。
- 程序**：確保所有僱員都清楚知道機構的安全規則和他們的職責。
- 巡查**：監察危險情況，並採取補救措施，以控制工作上的潛在危險。
- 調查**：確保對所有工作意外和事故都加以分析，得到正確的結論和採取適當的補救行動，防止事件重演。
- 分包承判**：確保分包商完全了解和有能力承擔安全管理的責任。

機構推行「安全管理制度」，可讓管方和員方積極參與，以建立一個安全和健康的工作環境。



Safety is a **SHARED** Responsibility

The “Occupational Safety Charter” advocates self-regulation, and we encourage employers and employees to take the initiative of setting up their own safety management system for the purpose of preventing work accidents.

Employers and employees must understand that occupational safety involves lives and limbs. A safe work environment not only prevents work accidents but also helps increase productivity and operational efficiency.

Both the Labour Department and the Occupational Safety & Health Council play a supporting and coordinating role in implementing the Occupational Safety Charter. The Labour Department and the Occupational Safety & Health Council work together to encourage enterprises to establish their own safety management system as well as to promote occupational safety with the objective of creating a safe and healthy work environment.

Under the Charter, a safety management system basically covers the following key areas:

- Policy** : Clearly outlines the responsibilities of employers with the aim to promote, create and maintain a safe work environment.
- Planning** : At the design and planning stages, employers should assess and evaluate the project from a safety perspective and should minimize risks as well as ensure the formulation of effective contingency plans to deal with emergency situations.
- Procedures** : Ensure that all employees have a clear understanding of in-house safety rules and regulations and their responsibilities.
- Inspections** : Keep a close watch on hazardous conditions and take remedial measures to control potential occupational hazards.
- Investigations** : Ensure all accidents and incidents at work are analyzed in order to obtain right conclusions and take appropriate remedy actions to avoid similar accidents in future.
- Subcontracting** : Ensure all subcontractors fully understand their responsibilities on safety management and secure their full commitment on implementation.

Organizations implementing safety management system should encourage the participation of both the management and employees in establishing a safe and healthy work environment.

作為僱主，你有責任：

- 建立安全架構**：以確保每一僱員明瞭自己的角色和責任，從而履行安全管理的承諾。
- 提供訓練**：灌輸工作安全和健康知識予僱員，改善他們錯誤的工作方式和技巧，讓他們安全地各盡其職，各展所長。
- 訂下危險評估計劃**：找出潛在的危險，從而訂出適當的預防或改善措施。提供安全設備供員工使用，藉以減少危險。
- 確保工作環境**：合乎安全和衛生的條件。

此外，僱主還應注意下列事項：

- 擬訂健康保障計劃**：調配行政和技術資源，長期推行保護員工健康的工作。
- 成立安全委員會**：成員包括各主要部門勞資雙方的代表，負責執行工作安全和健康的任務。
- 舉辦安全推廣活動**：以提高員工安全意識及鼓勵他們參與安全管理工作。

作為僱員，你有權利在安全的環境工作外，也要履行以下的責任：

- 遵守安全管理制度內所訂的規則和工作程序。
- 積極參加工作安全與健康的訓練。
- 積極參與安全推廣活動。
- 發現任何工作上潛在危險，立即通知僱主或主管。
- 向僱主或主管提出改善安全建議。

要加強安全意識和要有一個徹底安全的工作環境，實有賴勞資雙方的共同努力。

As employers, you are responsible for

Establishing a safety organization to ensure that employees fully understand their roles and responsibilities, and that commitment to safety management can be met.

Providing safety training to equip all staff with the knowledge, skills and attitudes to perform their duties in a safe manner.

Developing a risk assessment programme to identify potential hazards and taking appropriate preventive measures. Employers should also provide suitable safety equipment to staff to reduce potential hazards.

Providing a work environment that is safe and without risk to health.

In addition, employers should also consider the following:

A health assurance programme should be developed with administrative and technological resources committed to the ongoing task of protecting workers from health hazards.

A safety committee should be set up to take on formal responsibility for safety and health at work, with wide representation including employees from all major aspects of the operation.

Safety promotion activities should be organized to raise safety awareness of employees and enlist their support and participation in safety management.

As employees, you do have the right to work in a safe and healthy work environment. You should also take up the following responsibilities:

- Follow the safety rules and work procedures as stipulated in the safety management system
- Participate actively in occupational safety and health training
- Participate actively in safety promotion activities
- Report to your employers or supervisors immediately any potential job hazards
- Make suggestions on safety improvement to your employers or supervisors

In order to raise safety awareness and to create a safe and healthy work environment within an organization, joint efforts of both the employers and employees are undoubtedly required.

有關方面的責任和支援

政府的責任

在立法和執法方面，政府有責任擬訂和改善職業安全及健康法例，並提供足夠資源巡查工地，以及敦促僱主及僱員遵守安全法例及守則。

勞工處和職業安全健康局亦會作出積極支援，協助機構培養安全文化，以實踐約章的精神。我們提供的支援包括：

諮詢：協助企業明白如何符合法例要求，並提供職業安全健康的諮詢服務。

培訓和教育：評審和監管提供安全訓練的機構，舉辦安全訓練課程、研討會和研習班。

標準及指引：編寫法例指南，制訂認可安全守則。

宣傳和推廣：透過大眾傳媒及其他途徑宣揚安全文化。

其他：提供研究、安全審核及顧問服務。

專業及關注團體亦可作出以下貢獻：

- 發動業內人士與政府合作。
- 參與職業安全健康的推廣活動。
- 向當局反映職業安全健康的情況及提出意見。

我們的目標是改善和促進工作間的安全及健康、減少職業傷亡和預防職業病。我們可以齊心協力，一同推行約章所述的安全文化環節，這樣才可在工作安全和健康方面發揮積極的影響力，令香港人可以為自己的工作安全表現感到自豪。

How We Can Help

Government's Responsibility

In the areas of legislation and law enforcement, the Government is responsible for enacting and improving legislation concerning occupational safety and health, as well as providing sufficient resources for conducting inspections to workplaces, and advising employers and employees to comply with the law and codes of practice.

The Labour Department and the Occupational Safety & Health Council work closely to help enterprises cultivate their own workplace safety culture according to the spirit of the Charter. The support we provide includes:

Advice: helping enterprises understand how to comply with statutory requirements, and providing advisory services with regard to occupational safety and health.

Training and Education: accrediting and monitoring safety training providers, organizing courses, seminars and workshops.

Standards and Guidance: compiling guides to legislation and codes of practice.

Publicity and Promotion: promoting safety culture through mass media and other channels.

Others: conducting researches, and providing safety audit and consultancy services.

Professional bodies and concern groups can also make contributions in the following areas:

- Rallying support and cooperation with the Government
- Participating in the promotion of occupational safety and health related activities
- Reflecting to the Government their views on occupational safety and health and making suggestions for improvement.

Our main objectives are to promote and improve occupational safety and health standards in workplaces, as well as to direct our efforts in the reduction of work injuries and prevention of occupational diseases. We trust we can all work together to implement the safety measures stipulated in the Charter. Only in this way can we bring long lasting effects to these areas and be proud of our occupational safety and health standards.

簽署《職業安全約章》流程圖

僱主若有意簽署《職業安全約章》

- 可透過電話、圖文傳真或電子郵件進行查詢

勞資雙方協商制訂切合本身機構的《職業安全約章》

- 制訂安全政策、建立安全架構、提供訓練、成立安全委員會、舉辦安全推廣活動等等

擬定簽署日期和舉辦簽署儀式地點

- 一般籌備時間約需兩個月，以便邀請主禮嘉賓和其他嘉賓、安排簽署儀式地點和進行其他籌備工作

落實簽署儀式的具體安排

- 可聯絡勞工處和職業安全健康局有關負責人，並安排籌備會議，商討簽署儀式內容

僱主、僱員、承判商（如適用者）一同參與

- 邀請管方、員方和承判商代表參與，見證簽署儀式

《職業安全約章》簽署儀式

- 按節目程序進行，參與簽署約章的機構會獲勞工處和職業安全健康局簽發的《職業安全約章》證書

推廣安全，勞資同心

Workflow for Subscription to "Occupational Safety Charter"

If employers intend to subscribe to the "Occupational Safety Charter"

- they can make enquiries via telephone, fax or email

Employers and employees formulate their own "Occupational Safety Charter" according to their organization needs

- formulate safety policy and establish a safety organization, provide training, set up a safety committee, as well as organize safety promotion activities, etc

Plan on date and venue for the signing ceremony

- it normally takes approximately two months for confirmation of guests of honour, guest list, venue for the signing ceremony and other preparation work

Confirm the details of the signing ceremony

- contact the Labour Department and the Occupational Safety & Health Council for the arrangement of preparation meetings and discussion of the ceremony programme

Participation of employers, employees and subcontractors (if applicable)

- invite company management, employees and subcontractors to participate in and witness the signing ceremony

Occupational Safety Charter signing ceremony

- proceed according to programme rundown and the Charter-subscribing organization will receive the Occupational Safety Charter certificate issued by the Labour Department and the Occupational Safety & Health Council

Safety is a SHARED Responsibility!

簽署儀式程序、簽署機構制訂約章實例

為了承諾實踐安全約章的精神，勞工處會聯同職業安全健康局，以及有興趣參與的機構，進行一項簽署儀式。以下列舉一宗過往曾簽署約章的節目程序和機構制訂的約章，以供參考，機構亦可制定切合本身需要的節目程序和約章。

職業安全約章簽署儀式程序表

日期：
時間：
地點：

下午

3:15

接待

3:30

總裁先生致歡迎辭

3:35

勞工處處長致辭

3:40

簽署儀式：

- 勞工處處長

- 職業安全健康局主席

- 總裁先生

- 員工代表

- 承辦商

3:50

頒發職業安全約章證書予總裁先生及承辦商

3:55

頒贈紀念品

4:00

團體合照

4:10

茶點招待

4:30

活動完畢



《職業安全約章》文件

在安全的環境下提供服務，是本公司的首要目標。我們的顧客、員工、承辦商和公眾的安全，是我們業務中不可或缺的一部分。

本公司致力為員工提供一個安全、健康的工作環境。這個承諾和公司使命同出一轍，加上公司上下所推動的安全文化，以致我們的員工向顧客提供的服務，在安全方面也不斷改進。

我們深信，職業健康及安全有賴公司管理層、員工和政府三方面合作，才能夠成功推廣，而管理層和員工則肩負以下責任：

管理層

- 確保公司上下遵守一切有關的健康及安全法例、規例及公司安全政策。
- 提供及保持一個安全的工作環境，並妥善管理一切運作及活動，以免對全體員工的健康及安全造成不良影響。
- 確保各部門正確地進行、維持、監察及檢討安全管理制度。
- 採用一種以風險為根據的處理方法，找出公司運作及活動中一切在合理情況下可預見的風險，並盡量減少這些風險。
- 制訂一套公司安全計劃，為每個部門訂立安全目標及衡量成績。
- 提供足夠的安全訓練，使員工具備必需的知識、技能和應有態度，在安全的情況下履行各自的職責。
- 推動安全文化，爭取員工和承辦商的支持。
- 定期檢討安全管理制度，以確保制度恰當、適用及有效，並提供計劃未來的機會。

員工

- 遵守安全規則和工作程序
- 有需要時穿戴個人保護裝備。
- 工作時顧及他人的安全。
- 積極參加工作安全與健康的訓練。
- 呈報不安全情況及非致命意外事件。
- 在適當情況下，向管理層提出改善安全的建議。

只有藉著管理層、員工、承辦商和政府通力合作，我們才能夠在安全方面不斷改進。就讓我們齊心協力，促進職業安全 and 健康。



簽署《約章》機構代表撰文

《約章》自一九九六年推出至今，有許多教人回味的事，也有值得檢討反思的地方。為將這些掇拾起來，特別邀請多位具代表性的人物，談談他們對《約章》的一些感受和分享他們的職安健心得。

Safety Charter Signing Ceremony Programme and Company Safety Charter Samples


To put the spirit of Occupational Safety Charter into action, the Labour Department and the Occupational Safety & Health Council will work with individual interested organizations for a signing ceremony. Below is an example of the ceremony programme and a Safety Charter formulated by an organization for your reference. Organizations can work out their own programme and Charter according to individual needs.

Occupational Safety Charter signing ceremony programme

Date: _____
 Time: _____
 Venue: _____

SAMPLE

PM 3:15 3:30 3:35 3:40 3:50 3:55 4:00 4:10 4:30	Reception Welcome speech by CEO Speech by Commissioner for Labour Signing ceremony: <ul style="list-style-type: none"> • Commissioner for Labour • Chairman, Occupational Safety & Health Council • CEO • Employee representative • Contractors Presentation of Occupational Safety Charter certificate to CEO and contractors Presentation of souvenirs Group photo Refreshments End of programme
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Occupational Safety Charter Document

Providing goods and services under a safe and healthy work environment is the first priority in our organization. The safety of our customers, employees, contractors and the public is a critical part of our business.

Our company strives to provide a safe and healthy work environment for our employees. This commitment goes in line with our corporate mission, which, complemented by a heavily promoted safety culture within our company, enables us to improve our standards in providing our services to our customers.

We strongly believe the successful promotion of occupational safety and health relies on the joint efforts of corporate management, employees and the SAR government. Management and employees should take up the following responsibilities:

Management

- Ensure all staff members throughout the company observe all relevant safety and health regulations and corporate safety policy
- Provide and maintain a safe work environment, and implement all operations and activities carefully to prevent any adverse effects on the health and safety of all staff members
- Ensure all departments to correctly implement, maintain, control and evaluate the safety management system
- Adopt a risk-based approach to find out the foreseeable risks that can occur in the daily operations and activities of the company under reasonable conditions and try to minimize these risks
- Establish a set of corporate safety system and set objectives and targets for each department, and to evaluate the results
- Provide sufficient safety training to equip employees with essential knowledge, skills and attitude, so that they can execute their respective duties under safe conditions
- Promote a safety culture and request support from employees and contractors
- Evaluate the safety management system on a regular basis to ensure appropriateness, applicability and effectiveness of the system, as well as to provide opportunity for future planning

Employees

- Observe the safety regulations and work procedures
- Put on personal protective equipment if need arises
- Take care of the safety of others at work
- Actively participate in the training on occupational safety and health
- Report all unsafe conditions and non-fatal accidents
- Reflect recommendations on safety improvement to the management under appropriate conditions

Only by jointly collaborating with management, employees, contractors and the government can we make continuous improvements in corporate safety. Let's pool our efforts to promote occupational safety and health!

What do our Charter Subscribers Say

What do our Charter Subscribers Say

Since the launch of the "Occupational Safety Charter" in 1996, there have been some events over the years that are worth our evaluation. We are pleased to invite several special guests to share with us some of their insights on Safety Charter and occupational safety.

每一家企業均有不同業務的聚焦地方，煤氣公司特別將安全及可靠的煤氣生產作為公司的焦點，公司領導層更將之視為「使命」，他們相信「優良服務」是需要用者「安心」，而贏取客戶信任的方法，就是做好「安全」。

香港中華煤氣有限公司常務董事陳永堅，就該公司獨有的文化解釋說：『煤氣的業務有別於其他行業，公司業務是依靠「服務」，並非以營業員推銷產品；為提高服務質素，為使用者「安心」，「安全」是不容忽視。煤氣是涉及氣體工程，也涉及公眾安全及客戶本身安全，偶一不慎便造成嚴重事故。』

談及「職業安全約章」對其公司的影響時，他表示：煤氣公司早於1982年，已制定一套「主動性職業安全制度」，及至一九九六年簽署「約章」，從其中汲取了許些原素，孕育出另一套安全文化。與過往不同者：是員工顯得自律，巡查工作的次數減少，而工傷率從1996年至2000年的四年間下降了15個百分點，足可見「約章」的成功。另外，「約章」又確認了員工的參與，使安全管理獲得員工全力支持，達至勞資雙贏的目的。



回說過往，他感慨地說：『其實僱主在「職業安全」上比僱員還要緊張。』他重拾十數年前的經歷說：十多年前，勞動行業仍流行師徒相授，也許是傳統的習慣，對於工業安全設施，總感到有所抗拒，更甚者有些扭曲觀念，認為佩帶安全設備進行工作，就不夠功夫，這種個人驕傲心態，彷彿將自己想像作影片中的「成龍」。工業意外是沒有人可以預測，亦不可以依靠個人的功夫就可避免，貪方便逞英雄，往往造成不必要的傷害。縱觀西方國家就不然，由於工會力量強大，對僱主的要求相當嚴格，僱主不單要提供足夠的安全訓練、設施，更要提供一個安全工作環境及符合標準的工作間，這樣才有工人樂於工作。不過西方和東方的文化不同，羨慕別人倒不如尋回自己，東方人有獨特的自我約制文化，正如先古賢哲所提倡修身精神，透過個人的自身修齊，再加上群體影響，這種動力遠勝任何一種規章，亦是「職業安全約章」所倡導的精神，也就是吸引本公司簽署「約章」的原因。

他續說：「約章」就好比一種催化劑，加強員工自律意識，對培訓工作起了積極作用，他打過比喻說：作為一個教育工作者，只能盡力將知識傳授給學生，若學生自學要求不高，甚至沒有向學心，心也不想去做，只作敷衍，那何來學成？同樣，若僱員主動向公司提出培訓要求，並不是公司指定動作，員工學習得來倍感興趣，自然學有所用。

Mr. Alfred W K Chan
Managing Director

Every enterprise has a different business focus. The Hong Kong & China Gas Company Limited (Towngas) has specifically focussed on providing safe and reliable gas supply services, which is often heralded as the mission of the management. It believes that 'quality service' should give its users a 'peace-of-mind', and the best way to win customers' vote of trust is to make safety as its top priority.

Mr. Alfred W K Chan, Managing Director of Towngas, comments on his company's unique organizational culture, "The gas industry is quite different from other industries in that we focus very much on our 'service' rather than just focusing on sales increments. To raise our service standard, and to give a better peace-of-mind to our customers, safety is a topic not to be ignored. Towngas involves gas engineering as well as customers and public safety; thus a minor act of negligence could lead to disastrous results."

Speaking about the effects of the "Occupational Safety Charter", he expresses that Towngas has established its own set of proactive occupational safety practices back in 1982. When it subscribed to the Charter in 1996, the management absorbed some new elements and cultivated a new occupational safety culture. The difference between the two cultures: an obvious increase in sense of self-discipline among employees, a reduction in the frequency of site inspection, and a dramatic decrease of 15% in injury rate during the 4- year period from 1996 to 2000. All these events reflect the success of the Charter. Besides, the widespread popularity of the Charter among employees - also reflects a confirmation of employees.

Looking back, Mr. Chan comments, "In fact, in many cases employers are more concerned about occupational safety than employees." He points out that over 10 years ago, the mentor system was very much honoured in many blue-collar industries. Partially due to hearsay, workers were quite reluctant to observe occupational safety practices. Some even believed that wearing safety belts and other safety accessories during work implied a lack of skills and experience. This kind of distorted ideas of heroism has turned workers to become 'Jacky Chan' in movies. Occupational casualties cannot be predicted and cannot be prevented based on personal skills. However, it is a completely different scenario in western societies. Due to the strong push from labour unions, they exert a harsh demand on the employers in terms of sufficient safety training, facilities, a safe working environment and workstations that meets the minimum safety standards. However in the present Hong Kong work environment, we should rather concentrate on our unique eastern sense of self-discipline, much like that heralded by our ancestors. A self-disciplined spirit coupled with the peer pressure would result in a much stronger force than any regulation. He concludes, "It is this spirit heralded by the Charter, and it is under such a spirit that we subscribed to the Charter."



He continues that the Charter is like a catalyst that helps strengthen the concept of occupational safety among employees and impose a stronger impact during employees training. He gives the example of an educator who devotes his lifetime efforts to pass on his knowledge to his students. If the students do not wish to excel or even study, there is no way they can succeed in their education. The same principle applies for enterprises with regard to the promotion of occupational safety. If employees proactively request the employers to provide safety training instead of only the enterprises making it a compulsory act, employees will certainly benefit the most from it in the end.



「職業安全約章」推行已越五載，持守「約章」者表示，「約章」的執行不在於規章條文之內，最重要還是提升個人的自我約制精神。

就香港中國企業協會會員機構簽署「約章」後的安全表現情況，協會副會長孫文傑回應表示：該會會員來自十六個不同行業，會員公司近一千一百多家。於一九九八年五月簽署「約章」後，迄今三年，其間協會將「職業安全」重點置放在高危性行業上，對於其他行業所蒐集回的安全數據

據，則較為零散，再加上協會現時仍沒有一個專責機構，統籌企業安全生產等工作，以致許些資料尚需整理，一時間未能提供整合性統計數字。若有需要，可安排作全面普查。

他沉思片刻說：若以單一行業的表現作評估的話，亦不乏參考數據。就以從事建築業為主的中國海外集團為例：集團在一九九七年地盤之千人工傷意外率為67，至二千年已降至39。從這個高危行業上，足可反映「約章」施行前後的改變。

在「約章」推行方面，他指出：儘管各會員公司從事的業務不盡相同，但在職業安全方面，目標是一致的。推廣工作安全，建立安全文化，關注員工的工作安全和健康，是每一個企業不斷發展壯大的重要因素。為達致這一目標，會員公司已經制訂一整套確保安全生產的指引，具體說明企業所承擔的責任，管理人員和員工亦清楚了解各自所擔當的角色，及接受經常性訓練。

他補充說：「光是依賴一套規章制度是不足夠的，最重要的事，是如何培養出一種自我約制精神。」

提到這點，他面帶嚴肅說：『所謂法治，不是有法律便是「法治」，有法律而不執行也非法治。法治包括三方面：首先是很清楚的法律，繼而要有一個強大的執法機構，最後更重要一方面，就是全社會人員自發地遵守法律，養成遵守法律的「風氣」。以上三環相扣才組成「法治』。回說過來，「職業安全約章」所倡導者是培養出一種自律精神，亦即是更進一步體驗到「法治」的可貴。

Interview 2 The Hong Kong Chinese Enterprises Association

Mr. Sun wen-jie
Vice Chairman

The "Occupational Safety Charter" has been launched for over 5 years. Subscribers of the Charter express that the execution is not bound by the Charter, but more importantly it helps raise the spirit of self discipline.

When asked about the safety records after the Hong Kong Chinese Enterprises Association subscribed to the Charter, Mr. Sun wen-jie, Vice Chairman of the Hong Kong Chinese Enterprises Association reveals, "Our Association comprises over 1,100 member companies from 16 different industries. Since subscription to the Charter in May 1998, we have placed our emphasis and efforts on highly hazardous industries during the 3-year period. As for collection of safety records from other less hazardous industries, the results are not complete. One reason for this is due to the lack of a specific department that manages occupational safety related matters, resulting in data processing backlog. A comprehensive survey may be necessary should need arises."

Taking a moment, he continues, "If we conduct our evaluation of one particular industry, we should have sufficient statistics for reference. Taking the example of China Overseas Holdings whose core industry is construction, the rate of occupational accidents at construction sites was 67 per thousand workers in 1997; that number was reduced to 39 per thousand workers in 2000. From this encouraging statistic, the improvement after implementation of safety measures as stipulated in the Charter is fully reflected."

On the promotion of the Charter, he points out that although there are obvious differences in the industries in which member companies operate, the goal of upholding occupational safety is the same for all members. Promoting the concept of occupational safety, establishing a culture of occupational safety and addressing occupational safety and health issues of employees are important elements for every growing enterprise. To meet this objective, their member companies have established a set of regulations on safe production, which spell out in detail the roles and responsibilities of the enterprises themselves. Management and staff members also gain better understanding of their respective roles via regular training.

He adds that "merely relying on a set of regulations" is not sufficient to induce improvements. The most important thing is to develop a self-regulatory spirit."

On this point, he expresses his views in a serious tone, "A legal-based sovereignty cannot claim its full effects merely by establishment of a legal system. A sovereignty who does not exercise its given legal rights cannot be called a legal-based sovereignty. A legal-based sovereignty consists of three elements: first, we must have a fair legal system, then we need a strong law-enforcement body. Last but not least, all citizens should be observing the law and help develop a law-observing environment in the society. The above three elements combine to contribute a true legal-based system. On the same token, the Occupational Safety Charter works in the same way in that it reminds practitioners to develop a self disciplinary spirit, in order to realize the benefits of a 'legal system'."



九龍巴士(一九三三)有限公司

專訪 3

陳祖澤先生及雷兆光先生

董事長

人力資源經理

KMB



一家公共集體運輸機構，藉著勞資雙方的共同承諾，一起承擔「職業安全」責任，短短兩年間，工傷率下降百分之十七。

九龍巴士公司董事長陳祖澤先生談及「職業安全約章」時表示：有關「職業安全健康」，僱主和僱員雙方都有責任。如果純粹由第三者—政府—立例去施行的話，總比不上僱主和僱員直接參與，共同為自己訂下承諾，達致更佳效果。

人力資源經理雷兆光先生補充說：現今企業與企業間競爭日益白熱化，人力培訓是提升公司競爭力的最佳資源，在「九巴」而言，人力資源佔60%，可見員工對公司的重要性，倘若員工因工受傷，公司便會出現人手壓力，為提高安全生產力，九巴於一九九八年加入簽署「職業安全約章」，至二零零零年，這兩年間維修人員工傷率下降十七個百分點。

陳祖澤先生補充：職業安全可直接影響公司生產力；工傷意外減少，可增加營運效率，最後會減低成本。因為工傷是一個很大的開支，除損失員工生產力外，還要支付醫療費用，甚至牽涉法律訴訟、罰款等。這些都是支出，如果能夠減少或免除的話，必然對公司帶來好處，其次員工在良好安全的工作間工作，對公司自然有歸屬感，所以公司關心安全，員工做得安心。

對於「職業安全」的推動，陳祖澤先生表示：一方面是要執行，另一方面是教育。他相信每一位員工包括自己在內，均不想發生意外及受傷，或者對自己健康有任何影響。話說回來，推動員工注重安全的心得是對員工說：「你都不想令自己受傷，或是導致其他同事受傷；再者公司是從事公共事業的就更加要注意安全，做一個好榜樣。」這樣員工多會接受。

他續說：目前公司員工約有一萬多名，公司為加強上司與下屬的關係，會藉著推廣安全信息、透過公司內部刊物、員工互聯網和勞資協商會議，以加強安全意識，同時更增強上司與下屬的溝通機會，達到上下一心共同向前的目的。

The Kowloon Motor Bus Co. (1933) Ltd.

Interview 3

Mr. John C. C. Chan and **Mr. James C Louey**

Managing Director

Human Resources Manager

KMB

After committing itself to adopting the shared responsibility of occupational safety together with its employees, a public transportation corporation finds that its accident rate has dropped drastically by 17%.

When asked about his views on the 'Occupational Safety Charter', **Mr. John Chan**, Managing Director of KMB, expresses that both employers and employees are responsible for maintaining occupational safety and health. He adds, "if we rely upon a third party- the SAR Government to set the rules and regulations, the result would far less be effective than a mutual decision reached by both employers and employees themselves."

Mr. James C Louey, Human Resources Manager, comments that in today's business world, when competition between enterprises have become throat-cutting, human resources training is the best method for enhancing overall competitiveness. At KMB, human resources take up about 60% of the company's assets. Under such circumstances, any work-related accidents will easily cause mounting pressure on manpower. In order to raise overall productivity safely, KMB has subscribed to the 'Occupational Safety Charter' in 1998. By 2000, the accident rate for maintenance workers has dropped drastically by 17%.

Mr. Chan adds, "Occupational safety is directly related to overall corporate productivity. Reduction of occupational accidents can lead to enhanced operation efficiency and ultimately reduced overheads. Occupational accident is a high expense item for us, as apart from lost productivity from staff, we also need to pay for medical expenses, may be even litigation fees and fines etc. If we can reduce or even refrain from incurring such expenses, it will certainly bring long term benefits to the corporation. When staff work in a safe and healthy work environment, they will naturally develop a sense of belonging with the company. Thus the implementation of occupational safety measures brings numerous benefits to both employers and employees."

Regarding the promotion of occupational safety, Mr. Chan reveals his secrets of 'implementation on one hand while education on the other'. He believes that every employee, including himself, does not wish to encounter injuries or health-threatening accidents. When asked about how he confronts his staff regarding occupational safety, he simply answers, "You don't wish to get yourself or your colleagues injured; and since we are in the public utility business we should set a good example for others by paying extra attention to observing good occupational safety practices." He adds that his staff most likely accepts his views.

He further adds that at present the company has over 10,000 staff. In order to promote the concept of occupational safety, the company spreads the message via internal newsletters, internal intranet and discussion sessions between management and staff, while at the same time help fostering a stronger, closer relationship between supervisors and subordinates as they work together towards a common goal.



專訪 4

盧文端太平紳士 香港中華廠商聯合會副會長



工業安全對廠商是否那麼重要？而僱主對僱員的工作安全態度有什麼改變？一些國際標準對業界競爭力有否幫助？廠商會副會長認為培養自律精神強勝於任何制度。

廠商會副會長盧文端表示：去年中該會屬下35家會員同時加入簽署「職業安全約章」，若籌備時間充裕些，預計簽署會員會更多。對會員踴躍簽署，他解釋說：現今廠商已意識到人力資源是企業的重要財富，若僱員因工受傷，僱主不單要

支付受傷僱員的補償金，還要付出很多難以計算的代價，例如家屬所承受的痛苦、工人喪失謀生能力、員工士氣低落、重新安排工序和公司形象受損等。

提到形象，盧文端說：現今廠商對形象十分重視，因為形象就是競爭的本錢。他說：香港廠商主要從事出口貿易，近年來東南亞產品在價錢上已相當接近，外商往來訂貨，已不單只在於價格上，更著眼於工地的安全設施，以及僱員工作環境的管理，甄選合作廠商亦視乎所取得的國際檢定證書的多寡，目前本港已有不少廠商取得 SA8000。

他補充說：國際認可標準雖是一套理想機制，但人畢竟是人，施行制度總會有些盲點，稍有放鬆或監管疏漏，什麼標準制度也是徒然。他回過來自豪地說：在去年簽署約章的35家機構中，其公司亦佔一席位，在他決定簽署之前覽閱「職業安全約章」，深受「約章」的精神鼓舞，若僱主及僱員能培育出一種「自律文化」，遠勝任何一套「安全」標準或規章制度。

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Interview 4 The Chinese Manufacturers' Association of Hong Kong

M.T. Lo, Jp, Vice-President

Is occupational safety really an important issue for factory proprietors? And what is the employees attitude towards occupational safety from an employer's point of view? Are international standards helpful in raising competitiveness among industries? Mr. M. T. LO, Vice-President of the Chinese Manufacturers' Association of Hong Kong, believes that a self-disciplined spirit overrules any restrictive measures.

Mr. LO reveals that in last year, 35 members of their Association have subscribed to the Occupational Safety Charter, and more would have joined if they were given more time for preparation. When asked about the enthusiastic response, Mr. LO explains that nowadays factory proprietors are fully aware of the fact that human resource is an important asset of their enterprises. If employees get hurt, employers not only have to compensate them for their medical expenses, but also need to pay a much higher cost, for example to ease the pain suffered by the employee's family, the loss of working ability, low working morale, rearrangement of work schedule and damage to corporate image etc.

On the topic of corporate image, Mr. LO mentioned that enterprises nowadays place great emphasis on their corporate images as they realize its critical importance in differentiating themselves from their competitors. He continues that local factory proprietors focus primarily on export trade, and in recent years, because of competitiveness, the cost of South East Asian products have got closer and closer. Overseas clients who do businesses with our local merchants here do not only focus on prices alone but also the level of occupational safety and the working environment of the staff. Choosing whom to do business with any of these merchants will also depend on the number of international accredited certificates acquired. At present there are many factory proprietors who have already obtained SA8000 recognition.

He continues that although the international standard is an ideal measuring standard, they sometimes discover blind spots in its execution. Once relaxed or failed to oversee, any standard will become useless. He proudly continues that his company was one of the 35 member companies that has subscribed to the Charter last year. Before deciding to sign the Charter, he browsed the 'Occupational Safety Charter' and was deeply encouraged by its spirit. He added that if employers and employees can develop a 'spirit of self-discipline', it will be far more effective than any safety standard or restrictive measures.



查詢

如你對本小冊子有任何疑問，或想查詢其他職業安全及健康事宜，可與勞工處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
電郵 : enquiry@labour.gov.hk

你也可透過互聯網絡，找到勞工處提供的各項服務及主要勞工法例的資料，本處的網址是 <http://www.labour.gov.hk>。

並可與職業安全健康局聯絡：

電話 : 2739 9377
職安熱線 : 2739 9000
傳真 : 2739 9779
職安資訊傳真服務 : 2316 2576
電郵 : oshc@oshc.org.hk
網頁 : <http://www.oshc.org.hk>

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。

Further Enquiries

If you wish to enquire about this brochure or know more about occupational safety and health information, you may contact Occupational Safety and Health Branch of the Labour Department through:

Telephone : 2559 2297 (auto-recording after office hour)
Facsimile : 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 our Home Page on the Internet. Address of our Home Page is <http://www.labour.gov.hk>.

Information on the services offered by Occupational Safety and Health Council can be obtained through :

Telephone : 2739 9377
Hotline : 2739 9000
Facsimile : 2739 9779
SafeFax : 2316 2576
E-mail : oshc@oshc.org.hk
Home Page : <http://www.oshc.org.hk>

Complaints

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

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