

飲食業安全及健康簡介

SAFETY & HEALTH GUIDE FOR CATERING TRADE



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



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

本簡介由勞工處
職業安全及健康部編印

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

2006 年 1 月版

This edition January 2006

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1 INTRODUCTION

Catering trade is one of the major industries in Hong Kong. However, it is also a major contributor to work accidents. The number of reported accidents for this trade frequently stands high resulting in huge financial loss in terms of compensation and absence from work. If employers and employees have a basic knowledge of safety and health at work and adhere to safe practices, work accidents and economic loss will be reduced.

This booklet gives some work safety and health guidelines on catering trade. It also aims to assist proprietors and employees at work in the catering trade to fulfil their legal responsibilities in work safety and health.

引言

飲食業是本港主要行業之一，但同時亦引致不少工傷事故，這行業呈報的工傷意外數字經常偏高，以致因為要支付賠償而造成巨額金錢損失並導致工人缺勤。如果僱主和僱員都有工作安全及健康的基本知識，並遵守安全守則，工傷意外和經濟損失便會減少。

本小冊子提供一些適用於飲食業的安全及健康指引，目的是協助從事飲食業的東主及僱員，履行本身在工作安全及健康方面的法律責任。



2 LEGAL DUTIES

The safety, health and welfare of workers in industrial undertakings are controlled by the Factories and Industrial Undertakings Ordinance and its subsidiary regulations. Hazardous conditions or practices are mostly covered in specific regulations of the Ordinance. Apart from observing these specific regulations, proprietors and persons employed must also fulfil their general duties under Section 6A and Section 6B respectively of the Ordinance, which are summarised as follows:

General Duties of Proprietors

Under Section 6A(1) of the Ordinance, the general duties imposed on the proprietor of an industrial undertaking are to ensure, so far as is reasonably practicable, the health and safety at work of all persons employed by him.

Under Section 6A(2) of the Ordinance the general duties extend to include five specific areas, namely:

- a) provision and maintenance of plant and systems of work that are safe and without risks to health;
- b) arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c) provision of information, instruction, training and supervision to ensure health and safety at work of all persons employed;

法律上的責任

工人在工業經營內工作時的安全、健康及福利是受工廠及工業經營條例和其附屬規例管制。危險環境及行為主要載於該條例的特定規例中。東主及受僱的人除了要遵守這些特定規例外，亦須履行該條例第6A及6B條所指定的一般責任。該等條文撮錄如下：

東主的一般責任

該條例第6A(1)條規定工業經營的東主須負責的一般責任，是在合理切實可行範圍內，盡量確保其僱用的所有的人健康及工作安全。

該條例第6A(2)條規定，東主的一般責任須包括下列5個指定範圍：

- a) 設置及保持安全和不會危害健康的工業裝置及工作系統；
- b) 作出有關的安排，確保在使用、搬運、貯存和運載物品及物質方面，安全和不會危害健康；
- c) 提供所需的資料、指導、訓練及監督，確保其僱用的所有的人健康及工作安全；

- d) maintenance of the industrial undertaking in a condition that is safe and without risks to health, and provision and maintenance of means of access to and egress from it that are also safe and without health risks; and
 - e) provision and maintenance of a working environment that is safe and without risks to health.
- d) 保持工業經營處於安全和不會危害健康的狀況，以及提供和保持進出該部分的安全和不會危害健康的途徑；及
 - e) 提供及保持一個安全和不會危害健康的工作環境。

General Duties of Persons Employed

Under Section 6B(1)(a) of the Ordinance, the general duties imposed on a person employed at an industrial undertaking are to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;

Under Section 6B(1)(b) of the Ordinance the person employed at an industrial undertaking must co-operate with the proprietor or any other person so far as is necessary to enable them to comply with or to perform their legal duties and responsibilities for securing health and safety at work.

Detailed information on the general duties provisions can be found in the booklet "Know Your General Duties".

受僱的人的一般責任

該條例第 6B(1)(a) 條規定工業經營的受僱的人須履行的一般責任，是適當地照顧他們自己及其他可能因其工作時的作為或不作為而受影響的人的健康及安全。

該條例第 6B(1)(b) 條規定，工業經營的受僱的人必須在有需要的範圍內與東主或該等其他人士合作，以便他們能遵從或執行有關確保工作時健康及安全的法定職務及責任。

有關一般責任的詳細資料載於名為「認識你的一般責任」的小冊子中。



3 NOTIFICATION OF WORKPLACES

By virtue of the Factories and Industrial Undertakings Ordinance, the person having the management or control of a notifiable workplace shall, in accordance with Section 9(1) of the Ordinance, notify the Commissioner for Labour before commencing an industrial process or carrying on an industrial operation.

A notifiable workplace is defined as any one of the following:

- a) any factory, mine or quarry;
- b) any premises or place in which a dangerous trade or scheduled trade is carried on,

but does not include a construction site within the meaning of the Construction Sites (Safety) Regulations.

Briefly, a factory is a workplace in which:

- a) power driven machinery is used; or
- b) 20 or more persons are employed in manual labour.

Detailed information on the legal provisions and the notification procedures can be found in the booklet "Notify Your Workplace and Construction Work".

工場的呈報

工廠及工業經營條例規定，任何管理或控制應呈報工場的人，須在工業工序展開前或工業操作進行前，按照該條例第 9(1) 條向勞工處處長呈報。

應呈報工場的定義如下：

- a) 任何工廠、礦場或石礦場；
- b) 任何處所或地方，而在其內是進行危險行業或附表所列行業者，

但不包括《建築地盤（安全）規例》所指的建築地盤；

簡單來說，工廠是指：

- a) 使用動力機械的工場；或
- b) 僱用 20 人或以上從事體力勞動的工場。

有關這方面的法律規定和呈報程序的詳細資料載於名為「呈報你的工場及建築工程」的小冊子中。



4 MACHINERY

In catering trade, machinery having cutting, grinding, shearing, rolling, punching, pressing, mixing or similar actions is common and represents potential safety hazards unless properly protected. Dangerous parts of machines must be effectively guarded to prevent causing injury to workers.

Machines should be switched off and isolated from electric supply before cleaning is carried out.

Legal Provisions under the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations:

These regulations require the proprietor of a notifiable workplace to effectively guard the dangerous parts of the machinery or plant in the workplace. Young persons are also not allowed to work at or operate dough brakes or dough mixers unless he has been adequately trained or properly supervised.

Detailed information on the provisions of the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations and guarding methods can be found in the booklet "Handbook on Guarding and Operation of Machinery".

機械

在飲食業中，有切割、碾磨、剪削、滾動、撞擊、擠壓、攪拌或類似運作的機械，均是常用的。除非加上妥善的護罩，否則這些機械會對安全構成潛在危險。機械的危險部分必須安裝有效的護罩，以免令工人受傷。

在清洗機械之前，應該把機械關掉及切離電源。

工廠及工業經營（機械的防護及操作）規例的法律條文：

這些規例規定，應呈報工場的東主須把工場內的機械或工業裝置的危險部件加以有效防護。同時，任何青年除非經充份訓練或有適當監督，否則不得從事麵團輥壓機或麵團混合機的運作或操作這些機械。

有關工廠及工業經營（機械的防護及操作）規例條文及防護方法的詳細資料載於名為「機械的防護及操作手冊」的小冊子中。



5 KNIVES

Knife accidents are very common in the catering trade. They usually involve cut or stab to the hand and forearm. However, serious accidents may result from stab injuries to the body during de-boning. To prevent this type of accidents, workers are advised to wear suitable protective gloves and aprons when possible.

Knives should be kept sharp and only used for the intended job. Never use knives to open cans or drawers. Knives should be properly stored with blade protected.

刀子

刀傷在飲食業很普遍，常見的意外包括割傷或插傷手部及前臂。不過，將肉類去骨時有時亦會插傷身體，引致嚴重意外，為了防止這類意外，工人應該盡可能戴上適當的防護手套及穿上適當的防護圍裙。

刀子應經常保持鋒利，並只用於適當的用途。千萬不可用刀子開罐頭或櫃桶，刀子亦要妥為存放，刀鋒部分並要加以保護。



6 BURNS

Accidents arising from burns are common in the catering trade. Burns usually result from contact with hot pans or ovens and splashing by hot water or oil.

Good house keeping is very important to prevent injuries from burns. Containers for hot water or oil should not be overfilled and should be properly placed. Handles of pans should be kept away from aisles. Workers should wear proper work clothes, protective gloves and aprons. Warn others if you are carrying hot items.

灼傷

灼傷意外在飲食業很常見。灼傷通常由於觸及高溫的鍋子或爐，以及被熱水或熱油濺射而起。

良好的廚務管理對於防止灼傷來說，至為重要。盛載熱水或熱油的容器應擺放妥當，不可盛載過滿。鍋子的手柄不可伸出通道。廚工應穿著適當的工作服、保護手套及圍裙。運送熱的東西時應向他人發出警告。



7 FALLS

A large percentage of accidents in catering trade involves falls. Most falls are from slips or trips at floor level. Floor surface should be kept clean and dry and free from trash and other obstacles. Spillage of food or water or oil should be cleaned up immediately.

Floor surface should be laid with non-slip tiles. Effective drainage should be provided to prevent accumulation of water. Workers should wear non-slip shoes. Shoes with high heels and platforms are not suitable for kitchen areas.

Treads of stair should be maintained in a good condition. Stairways should be properly lit. Broken handrails should be repaired immediately. Waste on staircase should be removed as soon as possible.

Climbing is also a common cause of serious falls. Use safe ladders and position them properly. Never stand on boxes or crates to help you reach something.



跌傷

許多飲食業意外都因跌倒而產生。跌傷的原因大部分是由於滑倒或絆倒。地板應該時常保持清潔乾爽，沒有垃圾及其他障礙物。倒瀉食物或水後，要立刻進行清理。



應該使用防滑階磚鋪設地面，同時亦要設有良好排水系統，防止積水。工人應該穿著防滑鞋子。高跟鞋及高底鞋均不宜在廚房範圍內穿著。

樓梯的踏腳地方應要保持良好狀況。樓梯通道要照明充足，損壞了的扶手要立刻修理。階梯上的廢物亦要盡快清理。

爬高工作亦是嚴重跌傷的一個常見原因。使用的梯一定要符合安全標準，同時要小心擺放。千萬不要站在箱子或籃子上往高處拿取物件。



Legal Provisions under the Factories and Industrial Undertakings Regulations:

Regulation 24(a) requires that in every notifiable workplace all platforms, pits and openings in floors and every other place liable to be dangerous to persons to be securely fenced to a height of not less than 900 millimetres or otherwise protected to the satisfaction of the Commissioner.

Regulation 34(1) requires that effective provision to be made for securing and maintaining sufficient and suitable lighting, whether natural or artificial, in every part of a notifiable workplace in which persons are working or passing.

Regulation 35(1) requires that effective means to be provided and maintained for draining off the moisture from any process or work in any notifiable workplace.

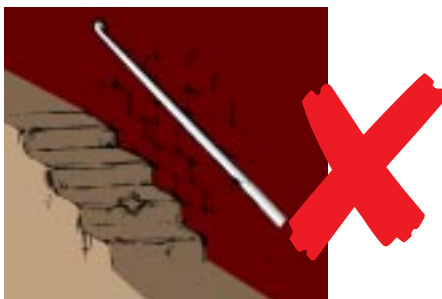
Regulation 39(2) requires that the surface of all the floors of a notifiable workplace to be rendered and maintained in an even and non-slippery condition and the floors to be kept free from any obstruction or hazard which might cause a person to fall down or stumble by tripping or otherwise.

Regulation 39(3) requires that in a notifiable workplace all goods and materials to be stored, stacked or otherwise arranged in such a manner that no danger is caused to any person.

工廠及工業經營規例的法律條文

第24(a)條規定，在每間應呈報工場內，所有平台、樓面的坑槽及孔洞以及其他可對人構成危險的地方，須加以安全圍封，高度不少於900毫米，或以其他使處長感到滿意的方式加以防護。

第34(1)條規定應呈報工場內須設置有效的設施，以確保及保持在該處有人工作或經過的每個部分均有足夠及適當的天然或人工照明。



第35(1)條規定，任何應呈報工場均須設置及保持有效的設施，以便將任何工序或工作所產生的水分排去。

第39(2)條規定，在一個應呈報工場內，所有樓面的表面須為平坦及不溜滑，而樓面不得放置可導致任何人因絆腳或其他情況而跌倒或絆倒的障礙物或危險物。

第39(3)條規定，在一個應呈報工場內，所有貨品及物料的貯存、堆疊或以其他方法排列的方式，不得對任何人造成危險。

8 NOISE

Noise problem in kitchen or restaurants is a growing concern to most of us. The source of noise mainly comes from cooking stoves, exhaust system, impact between cooking utensils and chopping of meat and bone, etc.

Excessive noise can induce permanent hearing damage. Noise control at source is considered to be the best and should be the first choice. Machinery should be properly maintained to reduce operating noise. Noisy processes should be replaced so far as is reasonably practicable. Working shifts of workers should be suitably arranged to minimise the period of continuous exposure to noise.

Suitable hearing protectors, e.g. ear plugs or ear muffs should be used if necessary.



噪音

食肆廚房內的噪音問題日益令人關注。噪音主要來自煮食爐、抽風系統、廚房用具碰撞和斬切肉類及骨頭等。

過量噪音可能導致永久性聽覺損害。針對噪音來源是最好的控制方法，應被視為首選。應該適當地保養機械工具，以減少操作時產生的噪音。在合理切實可行範圍內，應以其他方法代替噪音量高的工序。適當地安排工人的值班時間，以盡量減少工人持續受噪音影響的時間。

如有需要，應配戴適當的聽覺保護器，例如耳栓及護耳罩之類。



Legal Provisions under the Factories and Industrial Undertakings (Noise at Work) Regulations:

Under this regulation, 3 action levels of noise are defined:

- a) "First action level"— a daily personal noise exposure of 85 dB(A).
- b) "Second action level"— a daily personal noise exposure of 90 dB(A).
- c) "Peak action level"— a peak sound pressure level of 140 dB or peak sound pressure of 200 Pa.

The proprietor of an industrial undertaking is required to arrange for a noise assessment whenever an employee is likely to be exposed to noise at or above the first action level or peak action level in order to:

- a) identify all employees likely to be so exposed; and
- b) provide enough information to enable appropriate action be taken.

Detailed information on the provisions of the Factories and Industrial Undertakings (Noise at Work) Regulation and some common noise control measures can be found in the booklets "Guidance Notes on Factories and Industrial Undertakings (Noise at Work) Regulation", "A Guide to Factories and Industrial Undertakings (Noise at Work) Regulation" and "A Practical Guide to Industrial Noise Reduction".

工廠及工業經營（工作噪音）規例的法律條文

這規例界定了三種噪音措施聲級：

- a) 初級措施聲級——達85分貝(A)的每日個人噪音暴露量；
- b) 二級措施聲級——達90分貝(A)的每日個人噪音暴露量；
- c) 頂級措施聲級——噪音達140分貝的峰值聲音壓力水平或達200帕斯卡的峰值聲音壓力；

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時，工業經營的東主須安排作噪音評估，評估必須：

- a) 找出所有可能處身於上述噪音環境的僱員；和
- b) 提供足夠的資料，以便採取適當的行動。

有關工廠及工業經營（工作噪音）規例條文及一般噪音控制措施載於名為「工廠及工業經營（工作噪音）規例指南」、「工廠及工業經營（工作噪音）規例簡介」及「減低工業噪音的實用指南」的小冊子中。

9 CHEMICALS

Persons working in the catering trade may be exposed to chemical hazards. The most common are cleaning chemicals, e.g. soaps and detergent, bleaching agents and strong caustic solutions. Contact with these chemicals may cause dermatitis, skin burns or eye injury. Flammable liquids, e.g. kerosene and diesel also pose a problem of fire hazard if not handled properly.

All containers of chemicals should be clearly and legibly labelled as to their contents, the risks and the safety precautions to be taken.



Do not eat, smoke or drink in the areas in which such chemical substance is used or stored. Wear protective clothing such as rubber gloves, goggles and / or face shield and respirators if necessary and deposit them properly after use.

Adequate information, instruction and training about the proper and safe use of chemical substance should be given to the workers.

化學品

任職於飲食業的人可能接觸到危險的化學品，其中最常見的是去污化學品，例如肥皂、去污劑、漂白劑及高度腐蝕性溶液。接觸這些化學品可能會引致皮膚炎、皮膚灼傷或眼部受傷。易燃液體，例如火水及柴油，如果處理不當，亦會引致火警。

所有盛載化學品的容器應加上清楚而明確的標籤，說明其成份、危險及須採取的安全措施。

不要在使用或儲存這些化學品的地方飲食或吸煙。如有需要，便應佩戴防護衣物，例如膠手套、眼罩及 / 或面罩及呼吸保護器，同時在使用後，將其妥為存放。



東主應向員工提供關於正確及安全使用化學物質的資料、指示及訓練。



Legal Provisions under the Factories and Industrial Undertakings (Dangerous Substances) Regulations:

These regulations require dangerous substance that is present in a specific industrial undertaking for the purpose of, in connection with, or as a result of, any industrial process or operation to be properly labelled on its container the contents, the risks and the safety precautions to be taken. The proprietor of the undertaking is also required, so far as is reasonably practicable, to provide workers with safety information, training on precautions, protective clothing and equipment.

Detailed information on the provisions of the Factories and Industrial Undertakings (Dangerous Substances) Regulations and labelling methods can be found in the booklet “A Guide to the Factories & Industrial Undertakings (Dangerous Substances) Regulations”.

工廠及工業經營（危險物質）規例的法律條文

這些規例規定，為進行任何工業工序或運作、與此有關、或因此而存在於指明工業經營中的危險物質必須在其容器上正確地加上標籤，說明其成份、危險及需要採取的安全措施。該工業經營的東主在合理切實可行範圍內，亦須為工人提供安全資料以及有關預防措施、防護衣物及設備的訓練。

關於工廠及工業經營（危險物質）規例法律條文及標籤方法的詳細資料，載於名為「工廠及工業經營（危險物質）規例指南」內。

	<p>氫氧化鈉溶液(20%) Sodium Hydroxide Solution(20%)</p>
	<p>危險情況 Particular Risks</p> <ul style="list-style-type: none"> • 引致嚴重灼傷 • Causes severe burns
	<p>安全措施 Safety Precautions</p> <ul style="list-style-type: none"> • 如沾及眼睛，立即用大量清水來清洗，並儘快就醫診治 • 所有受污染的衣物必須立即脫掉 • 戴上適當的防護手套及護眼 / 護面用具 • In case of contact with eyes, rinse immediately with plenty of water and seek medical advice • Take off immediately all contaminated clothing • Wear suitable protective gloves and eye/face protection

10 ELECTRICITY

Electricity can cause shock, burns and fire. In kitchens the risk of electric shock increases due to wet conditions. Every electrical installation should be properly installed and maintained by a competent electrician. Sufficient socket outlets should be provided in the work areas to avoid use of adaptors which may cause overloading easily. Plugs should be correctly connected. Flexible cables should be secured in cord grips.

Electrical appliances should be protected against electric shock by proper earthing and earth leakage circuit breaker. Electric cables and appliances should be checked regularly. Damaged cables and mal-functioning appliances should be taken out of service immediately.

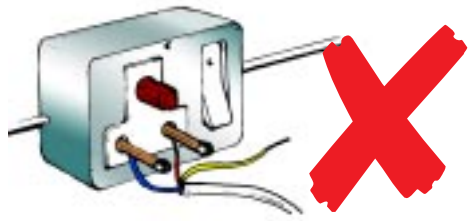
Legal Provisions under the Factories and Industrial Undertakings (Electricity) Regulations:

These regulations lay down basic safety requirements to guard against hazards associated with the distribution and use of electricity in industrial undertakings.

Detailed information on the provisions of the Factories and Industrial Undertakings (Electricity) Regulations can be found in the booklet "Guide to the Factories and Industrial Undertakings (Electricity) Regulations".

電力

電力可引致電擊、灼傷及火警。廚房內由於環境潮濕，所以電擊的危險較大。所有電力設備都應該由合資格的電器技師正確地安裝及維修。工場內應有足夠的電源插座，以避免使用接頭，因為使用接頭容易引致負荷過高。插頭應正確地接駁。軟線應穩固地安裝於線夾內。



電器應妥當地接駁地線及對地漏電斷路器，以防止電擊。電線及電器應定期檢查。損壞了的電線及出現故障的電器應立即停止使用。

工廠及工業經營（電力）規例的法律條文：

這些規例制定各項基本安全規定，以防範工業經營內配電及用電時所引起的各種危險。

有關工廠及工業經營（電力）規例法律條文的詳細資料，載於名為「工廠及工業經營（電力）規例指南」的小冊子內。

11 MANUAL LIFTING AND HANDLING

Many back injury accidents in the catering trade are caused by incorrect methods of manual lifting and handling of materials. The most effective method of preventing back injury is by using mechanical aids for lifting and handling whenever practicable.

When manual lifting and handling of loads is necessary, the following principles should be used:

- use palm and roots of fingers to grip on the object;
- keep back straight, lift the object up by standing up and pushing with the legs;
- raise the top of the head and tuck the chin in;
- stand with the feet apart but no wider than the hips, with one foot forward in the direction of travel;
- hold the object with the arms close to the body;
- use body weight as a counter-balance when necessary.

人力提舉及搬運

飲食業中，很多背部受傷的意外都是由於以人力搬運及處理物料的方法不正確所致。避免背部受傷的最有效方法，是在可行情況下利用機械輔助設備搬運及處理物件。



當必需以人力搬運及處理重物時，應遵守以下原則：

- 用手掌及手指根部抓緊物件；
- 保持背部挺直，站起及推動雙腿把物件抬高；
- 抬高頭頂，把下巴收緊；
- 兩腳分開站立，但不可超過臀部的闊度，其中一腳向前，對著要移動的方向；
- 將會著物件的手臂緊貼身體；
- 必要時利用身體的重量作為平衡力。

12 FIRE

Grease and oil on the exhaust hoods and ductings can easily be ignited and cause fire. These hoods and ductings should be cleaned regularly to prevent the accumulation of grease and oil.



Fire fighting equipment should be checked periodically and maintained in a serviceable condition. Every exit should be legibly marked and kept in free from obstruction.

When malfunction of the fuel supply system to the ovens or stoves occurs, the system should be shut down immediately. Maintenance people should be summoned to check and repair the system. Never attempt to do anything to the fuel supply system yourself.

Legal Provisions under the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations:

These regulations provide for the prevention of the outbreak of fire and the spread of fire and smoke in case of fire, the provision of fire fighting equipment and the maintenance of fire escapes in notifiable workplaces.

Detailed information on the provisions of the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations can be found in the booklet "A Guide to the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations".

火警

排氣罩及排氣管道上的油漬很易被燃點，因而釀成火災。這些排氣罩及排氣管道應定期清潔，以免油漬積聚。

滅火設備應定期檢查，使此等設備保持良好的工作效能。各出口應清楚標明，且須保持暢通無阻。

煮食爐具的燃料供應系統失靈時，應立即將其關閉，同時，應召喚維修人員檢查及修理發生故障的系統。千萬不可自行修理燃料供應系統。



工廠及工業經營（應呈報工場的防火設備）規例的法律條文：

這些規例旨在規定應呈報工場於防火方面應有的設備，以防火警發生，並於火警發生時，防止火勢及濃煙蔓延，又規定有關方面必須提供滅火設備及保持逃生路徑暢通無阻。

有關工廠及工業經營（應呈報工場的防火設備）規例條文的詳細資料，可參閱名為「工廠及工業經營（應呈報工場的防火設備）規例簡介」的小冊子。

13 HEAT STRESS

Heat stress may be a problem in kitchens due to the hot and humid environment. The situations in kitchens with a large number of stoves and ovens can be particularly serious in summer time.

The kitchens should be properly ventilated to ensure a comfortable working environment. Stoves and ovens should be provided with exhaust hoods to remove the heat.

Employees should be made aware of the symptoms of heat disorders and the need for water and salt replacement.

中暑

廚房的環境酷熱而潮濕，可能產生熱力引致中暑的問題。由於廚房內有大量的煮食爐具，所以這情況在夏季可能會特別嚴重。

廚房應有妥善的抽風系統，確保工作環境舒適。煮食爐具應裝設排氣罩，以便排除熱力。

僱員應注意因溫度過高而產生不適的病癥，並須留意水份及食鹽的補充。



Legal Provisions under the Factories and Industrial Undertakings Regulations:

Regulation 33(1) requires that in every notifiable workplace the provision of adequate ventilation for every workroom by the circulation of fresh air.

Regulation 33(2) requires the provision of efficient exhaust appliance near to the point of origin of dust or fume or other impurity, so as to prevent its entering the air of any workroom.

工廠及工業經營規例的法律條文：

第33(1)條規定，每間應呈報工場的通風效果必須良好，使新鮮空氣流通各工作間。

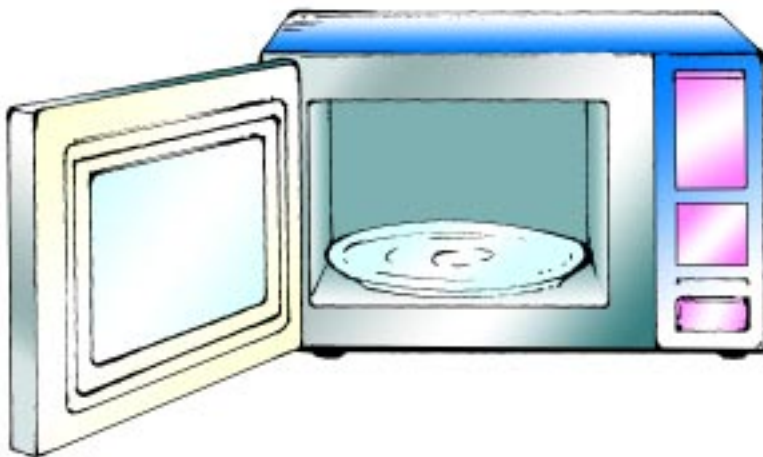
第33(2)條規定，在塵埃或煙氣或其他雜質來源之處附近，須設置有效的排氣器具，以防止它們進入工作間的空氣。

14 MICROWAVE

Microwave ovens are becoming a standard appliance in many restaurants. As ovens get old, hinges and catches may loosen, and microwave may leak. The units should be cleaned regularly, since spilled food can prevent oven doors from closing properly. If the interlocking system fails, the unit may not shut off when the door is opened. Units should be checked periodically for leaks by properly equipped and trained persons.

微波

微波爐愈來愈多被食肆採用，差不多是例必具備的電器。爐子舊了之後，鎖鈎和鉸鏈都可能會鬆脫，微波亦可能會外洩。由於倒瀉了的食物可能會令爐子的門不能關閉妥當，所以要定期清潔爐子。如果互鎖系統失靈，就算門子打開了，微波爐仍有可能處於操作狀態中。為防止微波外洩，應由裝備充足及受過訓練的人員定時檢查爐子。



15 WALK-IN FREEZERS

凍房

Walk-in freezers should have an inside light switch and a way of opening the door from the inside. It is suggested that an alarm system be installed so that an employee who becomes locked inside can call for help.

凍房內應設有電燈開關及室內開門的裝置。最好加設警鐘，以便有人被困時能夠求救。



16

GOODS LIFTS

Goods lifts are commonly installed in catering establishments of multi-storeyed type for transporting food, utensils and other materials between floors. These lifts could cause injuries if not properly constructed, maintained or used. Due to frequent contact with oil and moisture, they easily get out of order. Any suspected defect or malfunction should be reported forthwith to the management.

Legal Provisions under the Factories and Industrial Undertakings (Goods Lifts) Regulations:

Under the Factories and Industrial Undertakings (Goods Lifts) Regulations, the owner of a goods lift should ensure that it is of good construction and made of strong and sound materials, and is properly maintained before it is put into operation. The owner is also required to have the goods lift thoroughly examined by a competent examiner at least annually. The liftway of each goods lift shall be efficiently protected by a substantial enclosure fitted with interlocking doors. A "stop" switch is required to be provided at each landing place. Easily legible notices have to be displayed stating the maximum working load of the lift and prohibiting the carriage of persons. No person shall use a goods lift to carry any load greater than the specified maximum safe working load.

Detailed information on the provisions of the Factories and Industrial Undertakings (Goods Lifts) Regulations can be found in the booklet "Guide to Safety Regulations on Goods Lifts".

載貨升降機

多層式的食肆都普遍採用載貨升降機運載食物、用具及貨物等。如果這些升降機構造不良，缺乏保養或使用不當就很可能引致工傷。

由於升降機時常能接觸到油和水，所以很容易發生故障。如果懷疑升降機發生故障或操作不正常，就應立即向管理人員報告。

工廠及工業經營（載貨升降機）規例的法律條文：

根據工廠及工業經營（載貨升降機）規例，載貨升降機的擁有人須確保其升降機構造良好及妥為維修。升降機須最少每年一次由合資格檢驗員徹底檢驗。升降機槽須由裝有連鎖門戶的堅固圍封裝置予以有效保護。每部升降機須設置一個“停”撥動掣於每個上落處。同時，須展示易讀的中英文告示，述明升降機之最高操作負荷及述明升降機禁止載人。任何人不應使用升降機運載超過其最高安全操作負荷的負荷物。

有關工廠及工業經營（載貨升降機）規例條文載於名為「載貨升降機安全規例指南」的小冊子內。

18 EMPLOYER AND EMPLOYEE RESPONSIBILITIES

An employer's commitment to a safe and healthful environment is essential in the reduction of workplace injury and illness. This commitment can be demonstrated through personal concern for employee safety and health issues, and by setting good examples for workplace safety and health. Employers should assure that appropriate channels of communication exist between workers and supervisors to allow information and feedback on safety and health concerns and performance. Regular self inspections of the workplace will help prevent hazards by assuring that established safe work practices are being followed and that unsafe conditions or procedures are identified and corrected properly.



Employees are also accountable for their safety and health. It is extremely important that they too have a strong commitment to workplace safety and health. Workers should immediately inform their supervisor or their employer of any hazards that exist in the workplace and of the conditions, equipment and procedures that may be potentially hazardous.

僱主及僱員的責任

僱主對促進安全及健康環境的承諾，對減少工場的意外和疾病，極為重要。這種承諾可透過其個人對僱員安全及健康事宜的關注及為促進工場安全及健康樹立榜樣，得到體現。僱主應確保工人與主管之間存在適當的溝通渠道，以便他們就有關安全及健康的事宜和表現，交流資料及意見。親自定期檢查工場，以確保既定的安全工作準則得到遵守及找出有欠安全的環境和程序，適當的加以糾正，有助防止工作危險。

僱員對本身的安全及健康，亦有責任。他們對工場的安全及健康的承諾，亦極其重要。工人如發現工場、環境、設備或程序存有任何潛在危險，應立即通知其主管或僱主。



19 USEFUL INFORMATION

If you wish to enquire about this guide 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 our Homepage on the Internet. Address of our Homepage is <http://www.labour.gov.hk>.

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

Complaints

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.

資料查詢

如你對本簡介有任何疑問，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

你亦可以透過互聯網絡，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>。

你並可透過職安熱線 2739 9000，查詢職業安全健康局所提供各項的服務的資料。

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。