

Catering Industry 饮食业安全凝聚计划

Safety Inspiration Programme

2020/2021



食肆同心共抗疫 劳资协力展职安

Join Hands to Fight the Epidemic
Work together to Promote Catering Safety



主办机构 Organisers :

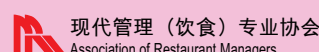
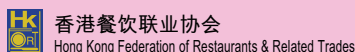
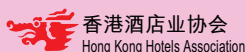


合办及赞助机构 Co-organiser & Sponsor :



职业性失聪补偿管理局
Occupational Deafness Compensation Board

合辦機構 Co-organisers :



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引言 Introduction

饮食业的工伤数字一直高企。过去十年，这行业的工伤意外数字更是本港所有行业之冠。为了提高饮食业的工作安全水平，自1999年起，劳工处每年均与业界合办饮食业安全奖励计划，以培育业界的职业安全与健康文化，并鼓励推广行业安全措施。但鉴于新冠肺炎疫情为饮食业界的营运带来严峻挑战，及各项防疫措施或会为奖励计划各项涉及聚众的重点项目造成不确定的因素，经过审慎评估，我们决定停办本年度的奖励计划。

然而，为了继续推动业界切实采取安全措施及改善工作环境，减低意外风险。今年我们推出一项全新的「饮食业安全凝聚计划」（凝聚计划）。

Catering has been an industry with a high accident toll. In the past ten years, the number of industrial accidents in the catering industry has been the highest among all trades in Hong Kong. To bring about improvement in work safety standard in the catering industry, the Labour Department and key stakeholders in 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. However, in considering the grave challenges incurred to the business of catering establishments by the COVID-19 epidemic and the uncertainties in carrying out various key group gathering activities in the award scheme under the anti-epidemic measures, we decide to suspend the award scheme in this year.

However, in order to continue promoting the industry to take practical safety measures and to improve the working environment to reduce accident risks, a new "Catering Industry Safety Inspiration Programme" (the Programme) will be launched this year.

目的 Objectives

- ◆ 凝聚饮食业界的力量，齐心在疫境同行，推动良好的职业安全与健康文化；
To work together under the epidemic situation and to promote a good occupational safety and health culture by uniting the power of catering industry;
- ◆ 加强饮食业雇主、雇员及业内人士的工作安全与健康意识；及
To reinforce work safety and health awareness of employers, employees and other stakeholders in the catering industry; and
- ◆ 鼓励雇主及雇员作出承诺，同心协力提升食肆的工作安全与健康水平。
To encourage employers and employees to make commitments to work together for heightening the work safety and health standard in the catering establishments.

推行日期 Programme period

2020年11月1日至2021年1月31日

From 1 November 2020 to 31 January 2021



参与资格 Eligibility

凝聚计划不设组别或类别分类，所有符合下列条件的食肆均可参与：

There is no categorisation in the Programme. All catering establishments satisfying the following criteria are welcome to participate :

- ◆ 该食肆须位于香港特别行政区内；
The catering establishment is located in the Hong Kong Special Administrative Region;
- ◆ 该食肆须作为准备食物以供在准备食物的处所消耗及售卖的商业用途。如厨房为多间食肆所共用，只有使用该厨房的其中一间食肆可以报名参与；
The business of the catering establishment is for preparation of food for consumption on the premises. If the kitchen is of shared use, participating in the programme can only be made by one of the catering establishments using the kitchen;
- ◆ 由报名参与凝聚计划的当天起，及至2021年1月31日，该食肆必须持有由食物环境卫生署签发的有效正式牌照；及
The catering establishment must be holding a valid licence issued by the Food and Environmental Hygiene Department on the start of enrolment and until 31 January 2021; and
- ◆ 以集团形式经营的所有食肆，均可参与，报名参与凝聚计划的食肆数目不设上限。
All catering outlets operated by a group can also participate in the Programme. There is no upper limit on the number of enrolments.

参与方法 Means to Participate

- ◆ 食肆须以个别食肆名义参与是项计划；
Each catering establishment to apply individually to participate in the Programme;
- ◆ 雇主及雇员代表在「职业安全与健康声明」上签署，表示双方承诺以提升食肆的工作安全与健康水平为目标；
Employer and employees' representative to sign on the "Occupational Safety and Health Statement" to indicate their commitments as to heightening work safety and health of the catering establishment;
- ◆ 把已签署的「职业安全与健康声明」张贴在食肆内，并拍照记录；
The signed "Occupational Safety and Health Statement" to be displayed inside the catering establishments and a photo is to be taken for record purpose;
- ◆ 于2020年10月31日或之前，将填妥的报名表格，连同拍下已张贴的「职业安全与健康声明」之照片，一拼交回劳工处；
The completed enrolment form together with the photo of the signed "Occupational Safety and Health Statement" to reach the Labour Department on or before 31 October 2020.
- ◆ 参与的食肆可采用以下任何一种方法交回所需文件：
The participating catering establishments may submit their enrolment materials through the following means:
 - * 邮寄至香港中环统一码头道38号海港政府大楼13楼劳工处职业安全及健康部安全推广科。
By mail to the Safety Promotion Division, Occupational Safety and Health Branch, Labour Department, 13/F, Harbour Building, 38 Pier Road, Central, Hong Kong
 - * 传真至2541 9952
By fax to 2541 9952
 - * 电邮至ss-spd@labour.gov.hk
By Email to ss-spd@labour.gov.hk
- ◆ 除本函外，报名表格及「职业安全及健康声明」亦可于劳工处职业安全及健康部各分区办事处或香港北角马宝道28号华汇中心19楼职业安全健康局索取，亦可在劳工处网页www.labour.gov.hk下载。
Apart from this brochure, enrolment forms and "Occupational Safety and Health Statements" can also be obtained from all offices of the Occupational Safety and Health Branch, Labour Department or from the Occupational Safety and 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

嘉许 Appreciation

- ◆ 如在凝聚计划推行期内，即2020年11月1日至2021年1月31日，该食肆没有发生严重或致命的工业意外/事故或接获劳工处发出的「暂时停工通知书」，同时没有因违反职业安全及健康条例/工厂及工业经营条例及其附属规例而被劳工处检控，该食肆将会获颁发凝聚计划的参与证书及精美礼品，以作鼓励。

To encourage the catering establishments participating in the Programme, certificates of appreciation and fabulous gifts will be presented if no serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishments within the programme period, i.e. from 1 November 2020 to 31 January 2021. Also, the catering establishments are not prosecuted by the Labour Department under the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance or their subsidiary legislations during the programme period.

- ◆ 获得嘉许的食肆将于2021年2月接获个别通知，结果亦会于劳工处网页公布。
The catering establishments to be presented with certificates of appreciation and fabulous gifts will be notified individually by February 2021. The results will also be announced in the website of the Labour Department.



一般条款 General Conditions

- ◆ 筹办机构保留更改参与凝聚计划规则、嘉许及所有其他安排的权利，无须事先通知。
The organising parties reserve the right to make any changes to the rules of participating in the Programme, appreciation and all other arrangements of the Programme without prior notice.

报名表内如有失实资料，一经发现，食肆的参与资格将会自动取消。

- ◆ If the application contains false information, the participation of the catering establishment will automatically be disqualified.

筹办机构对凝聚计划的各项事宜保留最终决定权。

- ◆ The organising parties reserve the rights to make final decision on any matters about the Programme.

查询电话 Phone Enquiry

2852 3567 / 2852 3565

传真号码 Fax number

2541 9952



参加表格 Enrolment Form

邮寄地址： 香港中环统一码头道38号海港政府大楼13楼
Mailing address 劳工处－职业安全及健康部安全推广科
Safety Promotion Division,
Occupational Safety and Health Branch - Labour Department,
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong

传真Fax： 2541 9952

电邮Email address： ss-spd@labour.gov.hk

请连同已签署的「职业安全及健康声明」之照片一并递交
Please submit the enrolment form together with the photo which shows the display of the
“Occupational Safety and Health Statement”

参与食肆资料 Particulars of Entry

(参与食肆必须以个别食肆名义报名参加 Each catering establishment should apply individually to participate)

(必须填写表格上的所有资料 Please fill in all information on the enrolment form)

食肆名称（正楷）⁽¹⁾: _____ (中文)

Name of Entry (in block letters)⁽¹⁾: _____ (英文)

食肆地址⁽¹⁾: _____ (中文)

Address of Entry⁽¹⁾: _____ (英文)

联络人姓名： _____ (中文)

Name of Contact Person : _____ (英文)

职位： _____ 联络电话： _____
Post Contact Tel.

传真号码： _____ 电邮地址： _____
Fax Number E-mail address

食物环境卫生署发出的有效牌照号码⁽²⁾： _____
Food and Environmental Hygiene Department Valid Licence Number ⁽²⁾

类别： _____ 有效期至： _____
Type Valid until

商业登记名称⁽²⁾： _____
Name of Corporation on Business Registration Certificate ⁽²⁾

食肆的主要业务性质 (请选择下列其中一项) ⁽³⁾ :

Nature of business (Please choose one of the following) ⁽³⁾

- ☐ 中式酒楼
Chinese Restaurants
- ☐ 非中式餐馆：主要从事供应非中式食品的餐馆例如西式、马来亚式、日式、韩式、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.
- ☐ 附设厨房的酒店
Hotels with Kitchen
- ☐ 西式快餐店
Fast Food Shops serving Western Food
- ☐ 中式及一般快餐店
Fast Food Shops serving Chinese and General Categories of Food
- ☐ 茶餐厅
Cafes
- ☐ 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.

雇用的员工人数：_____
Number of employees

公司负责人姓名：_____
Name of Person-in-charge (Company)

职位：_____
Post

公司联络电话：_____
Contact Tel. (Company)

公司传真号码：_____
Fax Number (Company)

公司印章：_____
Company chop

签署：_____
Signature

日期：_____
Date

注：

- (1) 如有需要，筹办机构会公布其名称及地址，故请清楚及正确填写有关资料。
Please fill in the information clearly and correctly. The organiser may print the names and the addresses of the catering establishment in the appreciation list if necessary.
- (2) 请连同参加表格附上参加食肆的商业登记副本及食物环境卫生署所发出的有效食肆牌照副本，作核实之用。
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) 填写报名表时如遇有任何疑问，请与凝聚计划秘书处联络（电话：2852 3565）。
If you have any problems in filling the application form, please contact the Secretariat of the inspiration programme (Tel.: 2852 3565)
- (4) 报名表内的资料如有失实，一经发现，有关食肆的参与资格将会自动取消。
If the application contains false information, the entry of the catering establishment will automatically be disqualified.

Catering Industry 饮食业安全凝聚计划 Safety Inspiration Programme



食肆同心共抗疫 劳资协力展职安

Join Hands to Fight the Epidemic Work together to Promote Catering Safety

2020/2021

职业安全及健康声明 Occupational Safety and Health Statement

为达至确保工作安全和健康的目标，本食肆管理层及员工会继续承担工作安全和健康的责任，
并携手作出以下承诺以提升食肆的职安健表现：

To achieve the goal of safety and health at work, management and staff members of this catering establishment
will continue to take responsibility for safety and health at work and join hands to make
the following commitments to enhance the occupational safety and health performance of the catering establishment :

建立安全及健康的工作环境
To establish a safe and
healthy work environment

推动安全及健康文化
To promote safety and
health culture

实施安全措施防止意外发生
To implement safety measures
to prevent accidents



参与计划的食肆名称 Name of catering establishment to participate in the programme

东主 / 雇主代表 Proprietor / Representative of Employer

雇员代表 Employee Representative

日期 Date

日期 Date

主办机构 Organisers :



劳工处
Labour Department



职业安全健康局
Occupational Safety & Health Council



职业性失聪补偿管理局
Occupational Deafness Compensation Board

合办及赞助机构 Co-organiser & Sponsor :

合办机构 Co-organisers :



香港饮食业联合总会
Hong Kong Catering Industry Association



香港酒店业协会
Hong Kong Hotels Association



稻苗学会
Institution of Dining Art



香港餐务管理协会
The Association for H.K. Catering Services Management Ltd.



香港餐饮联业协会
Hong Kong Federation of Restaurants & Related Trades



饮食业管理专业人员协会
Food and Beverage Management and Professional Staff Association



现代管理（饮食）专业协会
Association of Restaurant Managers



饮食业职工总会
Eating Establishment Employees General Union