



劳工处
Labour Department

职业安全健康中心

Occupational Safety and Health Centre



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职业安全及健康课程

Occupational Safety and Health Courses

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雇主及雇员可参考下列资料，选择参加与其行业相关的课程
Employers and employees can refer to the following information for choice of courses related to their industries

行业类别 Industrial Classification	行业例子 Examples of Industry	课程代码 Course Code	页数 Page
制造业 Manufacturing	制造食品、成衣、化学品、塑胶产品、电脑/电子产品、电器设备 Manufacturing of food products, wearing apparel, chemicals, plastic products, computer/electronic products, electrical equipment	CW RME MH AW ME	6 7 7 10 12
电力及燃气供应 Electricity & gas supply	发电、输电及配电 燃气制造及配送 Electricity power generation, transmission & distribution; Manufacture & distribution of gas	MH HS	7 9
建筑业 Construction	楼房的建造、土木工程、油漆 Construction of buildings, civil engineering, painting	CS CW RME MH HS AW ME	6 6 7 7 9 10 12
进出口贸易及批发 Import/export & wholesale trades	各类进出口贸易及批发 Various import/export & wholesale trades	MH OW DSE WS MDOW	7 9 9 10 12
零售业 Retail trades	超级市场、百货公司、油站、各类零售店 Supermarkets, department stores, petrol filling stations, various retail shops	MH	7
运输、仓库、邮政及速递服务 Transportation, storage, postal & courier services	陆路/水上运输、货仓服务、邮政/速递活动 Land/water transport, warehousing, postal/courier activities	MH HS PD	7 9 14
住宿及膳食服务活动 Accommodation & food service activities	酒店、宾馆、旅舍、酒楼餐馆、快餐店 Hotels, guesthouses, boarding houses, restaurants, fast food cafes	CI MH HI HS DSE CLW CD	6 7 8 9 9 13 13

雇主及雇员可参考下列资料，选择参加与其行业相关的课程
Employers and employees can refer to the following information for choice of courses related to their industries

行业类别 Industrial Classification	行业例子 Examples of Industry	课程代码 Course Code	页数 Page
资讯及通讯 Information & communications	书籍 / 杂志 / 软件出版、电视节目编制及广播活动、 电讯活动 Books/Magazines/Softwares publishing, television programming & broadcasting activities, telecommunications activities	MH OW DSE WS LI MDOW	7 9 9 10 11 12
金融及保险 / 地产活动 Financial & insurance/Real estate activities	银行、保险、地产管理服务 Banks, insurance, real estate management services	OW DSE WS LI MDOW	9 9 10 11 12
行政及支援服务活动 Administrative & support service activities	清洁、办公室支援、电话服务中心 Cleaning, office support, call centres	CW MH SG DSE WS LI CLW CD	6 7 8 9 10 11 13 13
教育 Education	学前教育、专上课程院校 Pre-primary education, post-secondary colleges	OW DSE WS MDOW	9 9 10 12
人类保健及社会工作 Human health & social work activities	医院、诊所、护养院、青少年 / 儿童中心 Hospitals, clinics, nursing homes, youth/child centres	CW RME RCH	6 7 13
艺术、娱乐及康乐活动 Arts, entertainment & recreation	游乐园及主题乐园、体育活动 Amusement parks & theme parks, sports activities	MH HS	7 9
其他个人服务活动 Other personal service activities	洗涤、美容、理发服务 Laundry, beauty, hairdressing services	CW HS	6 9
适合各类行业的课程 Courses suitable for all industries		EX SPOD LLD RSI SM HL FA	5 5 11 14 15 15 15

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
1.1 职业安全及健康条例与规例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a. m.)	EX	01	3/2
1.2 勤运动、工作醒 More Exercise, Smart Work			02	10/3
			03	11/5
			04	18/6
课程内容 Course Contents : 1.1 本讲座简单介绍「职业安全及健康条例」下雇主和雇员的一般责任。同时亦会介绍「职业安全及健康规例」。内容包括意外预防、防火措施、工作地点环境、工作地点卫生、急救设施及体力处理操作。 The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations. 1.2 本讲座说明运动能提升个人体能，使员工增加应付工作和日常生活的能力，减低工作时受伤的机会。透过讨论，使雇主和雇员明白如何将运动融入工作间和日常生活中。讲座包括示范和实习工作间运动及带氧运动。 This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.				
2.1 职业安全及健康条例与规例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a. m.)	SPOD	01	17/2
2.2 职业病预防策略 Strategies for the Prevention of Occupational Diseases			02	24/3
课程内容 Course Contents : 2.1 本讲座简单介绍「职业安全及健康条例」下雇主和雇员的一般责任。同时亦会介绍「职业安全及健康规例」。内容包括意外预防、防火措施、工作地点环境、工作地点卫生、急救设施及体力处理操作。 The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations. 2.2 本讲座介绍一般工作上所遇到的健康危害因素和预防及控制措施的原则。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.				

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Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编号 Course No.	上课日期 Date
3.1 沙井中毒的危害 Gas Poisoning in Manholes 3.2 密闭空间规例 Confined Spaces Regulations	(半天 上午) (½ day a. m.)	CS	01	22/4
课程内容 Course Contents : 3.1 本讲座简介在沙井工作，怎样预防气体中毒意外。 The talk gives a brief introduction to prevention of gassing accidents in manholes. 3.2 根据这规例，从事密闭空间工作的核准工人须持有有效证明书，东主须委任合格人士进行危险评估等。本课程简介此规例之各项规定。 The Regulation requires each worker working in confined spaces to hold a valid certificate; the proprietor to appoint a competent person to conduct an assessment, etc. This course outlines the requirements of the Regulation.				
4.1 饮食业安全的主要相关法例 Major Safety Regulations Related to Working in Catering Trade 4.2 饮食业雇员的职业健康 Occupational Health in Catering Industry	(半天 上午) (½ day a. m.)	CI	01	9/6
课程内容 Course Contents : 4.1 本课程简介一系列与饮食业相关的主要安全法例。包括：1) 职业安全及健康条例及规例、2) 工厂及工业经营条例及规例、3) 机械的防护及操作规例、4) 应呈报工场的防火设备规例、5) 电力规例、及6) 危险物质规例等。 The course outlines a series of major safety regulations related to catering industry which includes: 1) Occupational Safety and Health Ordinance and Regulations, 2) Factories and Industrial Undertakings Ordinance and Regulations, 3) Guarding & Operation of Machinery Regulations, 4) Fire Precautions in Notifiable Workplaces Regulations, 5) Electricity Regulations, and 6) Dangerous Substances Regulations, etc. 4.2 简介饮食业雇员的潜在健康危害因素及控制危害的措施。 To introduce the potential health hazards and control measures in the catering industry.				
5.1 危险物质规例 Dangerous Substances Regulations 5.2 化学品与职业健康 Chemicals and Occupational Health	(半天 上午) (½ day a. m.)	CW	01 02 03 04 05 06 07 08 09	6/1 27/1 8/2 1/3 16/3 9/4 5/5 17/5 4/6
课程内容 Course Contents : 5.1 在这规例下，东主有责任在每个盛载危险物质的容器加上限定格式的标签。东主及雇员须采取合理安全措施以符合法例的要求。本课程简介该规例中有关标签的规格及标签制度。 Under the Regulations, the proprietor has a duty to label every container holding dangerous substance in prescribed form. Both the proprietor and workers are required to take all reasonable safety measures to comply with the statutory requirements. This course outlines the prescribed form of labels and the labelling system under the Regulations. 5.2 本讲座介绍化学品进入人体的途径和对健康的影响，并讨论各种控制化学品的办法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
6.1 安全管理规例 Safety Management Regulation	(半天 上午) (½ day a. m.)	RME	01	15/1
6.2 工业经营中从事危险职业员工的身体检查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings			02	21/4
<p>课程内容 Course Contents :</p> <p>6.1 在这规例下, 1) 建筑地盘、 2) 船厂、 3) 工厂、 4) 电力生产、 变压或输送、 5) 煤气或石油气的生产或输送、及 6) 货柜处理作业等行业的东主及承建商须发展、实施及维持一个安全管理制度。本课程简介规例中的14项安全管理元素, 及有关安全审核和安全查核的规定。</p> <p>The Regulation requires the proprietors and contractors of 1) Construction work, 2) Shipyard, 3) Factory, 4) Generation, transformation and transmission of electricity, 5) Generation and transmission of town gas, or liquefied petroleum gas, and 6) Container handling to develop, implement and maintain a safety management system. This course outlines the 14 safety management elements, and the requirements of safety audit and safety review.</p> <p>6.2 向雇主及雇员介绍健康监察的概念, 并解释在工业经营中从事危险职业员工的身体检查目的及其重要性。</p> <p>Introduces the concept of medical surveillance to employers and employees. It also explains the objectives and importance of medical examinations for workers engaged in hazardous occupations in industrial undertakings.</p>				
7.1 体力处理操作的安全规例 Safety Regulations on Manual Handling Operations	(半天 上午) (½ day a. m.)	MH	01	12/1
7.2 体力处理操作及预防背部劳损 Manual Handling Operations and Prevention of Back Injuries			02	20/1
<p>课程内容 Course Contents :</p> <p>7.1 职业安全及健康规例第 VII 部订明相关体力处理操作的规定, 并包括体力处理操作风险评估, 及各项预防性和保护性措施等。本课程简介有关该规例的各项规定。</p> <p>Part VII of the Occupational Safety and Health Regulation prescribes the safety measures of manual handling operations which include risk assessment, and preventive and protective measures, etc. This course outlines the requirements of the Regulation.</p> <p>7.2 本讲座简单介绍背部结构和功能, 并讨论腰背受伤的主要成因, 预防措施和正确的人力提举方法。</p> <p>This talk gives a brief description on the structure and functions of the back. It also discusses the main causes and preventive measures of back injuries. Proper manual lifting procedure is introduced.</p>				
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			20	28/6

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编号 Course No.	上课日期 Date
<p>8.1 职业安全及健康条例与规例 Occupational Safety and Health Ordinance and Regulations</p> <p>8.2 物业保安员的职业健康 Occupational Health for Security Guards</p>	(半天 上午) (½ day a. m.)	SG	01	19/1
<p>课程内容 Course Contents :</p> <p>8.1 本讲座简单介绍「职业安全及健康条例」下雇主和雇员的一般责任。同时亦会介绍「职业安全及健康规例」。内容包括意外预防、防火措施、工作地点环境、工作地点卫生、急救设施及体力处理操作。</p> <p>The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>8.2 下肢和腰背劳损是物业保安员常见的职业健康危害。本讲座介绍上述危害的成因和预防措施，同时简介健康生活小锦囊以配合工作需求，并示范和练习工作间运动。</p> <p>Lower limbs and back disorders are the common occupational health hazards among security guards. The talk introduces the causes and preventive measures of these hazards. Tips on healthy living to meet the job demand would also be introduced. Demonstration and practice of workplace exercise are included.</p>				
<p>9.1 酒店业安全的主要相关法例 Regulations Related to Safety in Hotel Industry</p> <p>9.2 酒店业雇员：化学品与职业健康 Chemicals and Occupational Health in Hotel Industry</p>	(半天 上午) (½ day a. m.)	HI	01	14/4
<p>课程内容 Course Contents :</p> <p>9.1 本课程简介一系列与酒店业相关的主要安全法例。包括：1) 职业安全及健康条例及规例，包含与体力处理操作之有关规例、2) 工厂及工业经营条例及规例、3) 机械的防护及操作规例、4) 应呈报工场的防火设备规例、及5)危险物质规例等。</p> <p>The course outlines a series of major safety regulations related to hotel industry which includes: 1) Occupational Safety and Health Ordinance and Regulations, including those connected with manual handling operations regulations; 2) Factories and Industrial Undertakings Ordinance and Regulations, 3) Guarding & Operation of Machinery Regulations, 4) Fire Precautions in Notifiable Workplaces Regulations, and 5) Dangerous Substances Regulations, etc.</p> <p>9.2 本讲座是为酒店业雇员而设。内容包括化学品进入人体的途径、对健康的影响和预防及控制化学品危害的方法。</p> <p>This talk is designed for the employees working in hotel industry. The content includes how chemicals enter the human body, the health impact of chemicals, as well as the prevention and control of chemical hazards.</p>				

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
10.1 恶劣天气下及酷热环境下工作的安全规例 Safety Regulations on Working in Times of Inclement Weather and Hot Environment	(半天 上午) (½ day a. m.)	HS	01	26/4
10.2 酷热环境工作预防中暑 Prevention of Heat Stroke at Work in a Hot Environment			02	12/5
课程内容 Course Contents :			03	22/6
10.1 本课程简介相关酷热环境及恶劣天气下工作的安全及健康条例。 The course outlines the safety and health regulations related to working in hot environment and inclement weather.				
10.2 介绍酷热环境下工作的潜在危害及其预防措施。 Introduces the potential health hazards of working in hot environments and the preventive measures.				
11.1 防止办公室工作意外的主要相关安全法例 Major Safety Regulations Related to Accident Prevention in Office Work	(半天 上午) (½ day a. m.)	OW	01	13/1
11.2 办公室雇员的职业健康 Occupational Health for Office Workers			02	13/4
课程内容 Course Contents :				
11.1 本课程简介一系列相关办公室工作的安全及健康法例，及其安全预防措施。包括：1) 职业安全及健康条例、2) 体力处理操作、3) 办公室设备的安全使用、4) 办公室的电力安全、5) 办公室的防火安全、及 6) 办公室的工作环境等。 The course outlines a series of safety and health regulations, and safety precautions related to office workers which include: 1) Occupational Safety and Health Ordinance, 2) Manual handling operations, 3) Safe use of office equipment, 4) Electrical safety in office, 5) Fire precautions in office, and 6) Office working environment, etc.				
11.2 本讲座是为办公室员工而设。内容包括探讨危害员工职业健康的因素及预防措施，以提高员工对其职业健康的认识，并示范工作间运动。 This talk is designed for office workers to enhance their awareness on occupational health. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.				
12.1 「显示屏幕设备规例」简介 A Brief Introduction to the Regulation on Display Screen Equipment	(半天 上午) (½ day a. m.)	DSE	01	18/2
12.2 使用电脑的职业健康锦囊 Health Hints on the Use of Computer			02	7/4
课程内容 Course Contents :			03	29/6
12.1 本讲座简介「显示屏幕设备规例」的各项规定。 The talk gives a brief introduction to the Regulation on Display Screen Equipment.				
12.2 本讲座是为需要长时间使用电脑的员工而设。内容包括简介职业安全及健康(显示屏幕设备)规例，探讨长时间使用电脑对健康的影响及其预防措施，藉此提高员工对职业健康的关注。讲座包括示范工作间运动。 This talk is designed for prolonged computer users to enhance their awareness on occupational health. The contents include a brief introduction on the Display Screen Equipment Regulation, elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.				

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编号 Course No.	上课日期 Date
<p>13.1 办公室工作间设置 Office Workstation Setup</p> <p>13.2 勤运动、工作醒 More Exercise, Smart Work</p>	<p>(半天 上午) (½ day a. m.)</p>	WS	01	5/3
<p>课程内容 Course Contents :</p> <p>13.1 办公室员工每天长时间在工作间进行各种工作如阅读、书写和操作电脑，不良的工作间设置和不正确的工作姿势容易引致多种不适，包括头痛、腰背痛或其他肌骨骼问题，本讲座介绍办公室家具和电脑设备的正确调校和使用，以配合不同工作的需要，并促进工作健康。 Office workers spend most of their time on their workstations for various activities such as reading, writing and computer operations. Improper workstation setup and poor working postures can lead to various discomforts, including headache, low back pain or other musculoskeletal symptoms. The talk introduces the principles of setting up office furniture and computer equipment properly according to the needs of different tasks, and promotes health at work.</p> <p>13.2 本讲座说明运动能提升个人体能，使员工增加应付工作和日常生活的能力，减低工作时受伤的机会。透过讨论，使雇主和雇员明白如何将运动融入工作间和日常生活中。讲座包括示范和实习工作间运动及带氧运动。 This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.</p>				
<p>14.1 工作间的空气监测 Air Monitoring in the Workplaces</p> <p>14.2 化学品与职业健康 Chemicals and Occupational Health</p>	<p>(半天 上午) (½ day a. m.)</p>	AW	01	24/5
<p>课程内容 Course Contents :</p> <p>14.1 本讲座介绍在工作地点监测空气杂质的原理及不同的方法，并说明怎样使用如测试管及徽章型检测器等简单的气体监测设备，使学员认识如何评估工作间的空气危害。 The talk introduces the basic principles and different methods of monitoring air impurities in the workplaces. Illustration on the use of simple monitoring equipment such as gas detecting tubes and badges will enable participants to know how to conduct risk assessment of airborne hazards in the workplaces.</p> <p>14.2 本讲座介绍化学品进入人体的途径和对健康的影响，并讨论各种控制化学品的办法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.</p>				

安全法例与职业健康课程

Safety Legislation and Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编号 Course No.	上课日期 Date
15.1 工作间的照明评估 Lighting Assessment in the Workplaces 15.2 职业病预防策略 Strategies for the Prevention of Occupational Diseases	(半天 上午) (½ day a. m.)	LI	01	4/1
课程内容 Course Contents : 15.1 良好的照明对保障雇员在工作时的健康十分重要，它可以让雇员舒适及有效率地从事工作。本讲座旨在让参加者认识工作间照明评估及使用测光表量度照明水平的基本概念。讲座亦会介绍各种工作所需的照明水平。 Good lighting plays an important role in safeguarding health at work by enabling employees to perform visual tasks comfortably and efficiently. This talk aims at helping the participants understand the basic concepts of lighting assessment in the workplaces and the measurement of lighting levels with a luxmeter. It also introduces the illumination requirements for various tasks. 15.2 本讲座介绍一般工作上所遇到的健康危害因素和预防及控制措施的原则。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.				
16.1 站立工作指引 Guidance Notes on Standing at Work 16.2 预防下肢劳损 Prevention of Lower Limb Disorders	(半天 上午) (½ day a. m.)	LLD	01	24/2
课程内容 Course Contents : 16.1 很多行业的雇员因为工作关系，需要长时间站立、步行或经常携带重物，容易构成下肢劳损。本讲座简介劳工处出版的刊物《站立工作和服务柜台设计指引》的内容。 Employees in many industries are required prolong standing, walking or even carrying heavy loads at work. The talk briefs the content of Labour Department's publication "Guidance Notes on Standing at Work and Service Counter Design". 16.2 本讲座介绍常见的下肢疾病，包括足底筋膜炎、下肢静脉曲张和膝骨关节炎的症状、治疗及预防下肢劳损方法。讲座包括示范工作间运动。 This talk introduces symptoms of common lower limb disorders such as plantar fasciitis, varicose vein and osteoarthritis of knee, their treatment and preventive measures. Demonstration of workplace exercise is included.				

职业健康课程

Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
17.1 职业病预防策略 Strategies for the Prevention of Occupational Diseases 17.2 工业经营中从事危险职业员工的身体检查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings	(半天 上午) (½ day a. m.)	ME	01	28/5
课程内容 Course Contents : 17.1 本讲座介绍一般工作上所遇到的健康危害因素和预防及控制措施的原则。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces. 17.2 向雇主及雇员介绍健康监察的概念，并解释在工业经营中从事危险职业员工的身体检查目的及其重要性。 Introduces the concept of medical surveillance to employers and employees. It also explains the objectives and importance of medical examinations for workers engaged in hazardous occupations in industrial undertakings.				
18.1 办公室雇员：预防筋肌劳损 Prevention of Musculoskeletal Disorders for Office Workers 18.2 勤运动、工作醒 More Exercise, Smart Work	(半天 上午) (½ day a. m.)	MDOW	01 02 03 04 05	18/1 12/3 23/4 25/5 21/6
课程内容 Course Contents : 18.1 本讲座目的是提醒办公室雇员因长时间从事重复性的工序或持久不正确的坐姿，会容易引致腰背及上肢筋肌劳损。内容包括分析筋肌劳损的成因及预防措施。讲座包括示范工作间运动。 This talk aims to enhance the office workers' awareness of the prevention of musculoskeletal disorders of back and upper limbs arising from prolonged repetitive movements or improper sitting postures. The contents include analyzing the causes and preventive measures of musculoskeletal disorders. Demonstration of workplace exercise is included. 18.2 本讲座说明运动能提升个人体适能，使员工增加应付工作和日常生活的能力，减低工作时受伤的机会。透过讨论，使雇主和雇员明白如何将运动融入工作间和日常生活中。讲座包括示范和实习工作间运动及带氧运动。 This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.				

职业健康课程

Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
19.1 清洁工人的职业健康 Occupational Health for Cleansing Workers 19.2 化学品与职业健康 Chemicals and Occupational Health	(半天 上午) (½ day a. m.)	CLW	01	22/2
课程内容 Course Contents : 19.1 本讲座是为清洁工人而设。内容包括探讨危害员工职业健康的因素及预防措施，以提高员工对其职业健康的认识，并示范工作间运动。 This talk is designed for cleansing workers. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included. 19.2 本讲座介绍化学品进入人体的途径和对健康的影响，并讨论各种控制化学品的办法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				
20.1 清洁工人的职业健康 Occupational Health for Cleansing Workers 20.2 职业接触性皮炎 Occupational Contact Dermatitis	(半天 上午) (½ day a. m.)	CD	01	23/3
课程内容 Course Contents : 20.1 本讲座是为清洁工人而设。内容包括探讨危害员工职业健康的因素及预防措施，以提高员工对其职业健康的认识，并示范工作间运动。 This talk is designed for cleansing workers. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included. 20.2 职业接触性皮炎是一种令人烦恼的疾病。本讲座介绍皮肤的构造和功用，并讨论职业接触性皮炎的主要成因和预防措施。 Occupational contact dermatitis is an annoying disease. This talk introduces the structure and functions of skin. The main causes and preventive measures of occupational contact dermatitis are also discussed in the talk.				
21.1 院舍员工：体力处理操作及预防背部劳损 Manual Handling Operations and Prevention of Back Injuries for Workers of Residential Care Home 21.2 化学品与职业健康 Chemicals and Occupational Health	(半天 上午) (½ day a. m.)	RCH	01 02	19/2 1/6
课程内容 Course Contents : 21.1 本讲座是为院舍员工而设。内容包括简介背部组织及功用，腰背劳损的成因和预防措施，亦会讨论正确的体力处理操作和示范工作间运动。 This talk is designed for workers of Residential Care Home. The contents include a brief explanation on the structure and functions of the back, causes and preventive measures of back injuries. Discussion on proper manual handling operations and demonstration of workplace exercise are also included. 21.2 本讲座介绍化学品进入人体的途径和对健康的影响，并讨论各种控制化学品的办法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				

职业健康课程

Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
22.1 职业司机的职业健康 Occupational Health for Professional Drivers 22.2 工作与常见的肠胃病 Work and Common Gastrointestinal Diseases	(半天 上午) (½ day a. m.)	PD	01	16/4
课程内容 Course Contents : 22.1 职业司机需长时间驾驶，因而衍生一些职业健康的问题。本讲座主要介绍职业司机较常见的健康问题，并提供一些实用的预防方法。 Professional drivers experienced long working hours which may induce some occupational health problems. This talk introduces some occupational health problems commonly encountered by professional drivers. Practical tips on prevention will also be provided. 22.2 紧张的生活节奏和忙碌的工作，容易令上班一族患上肠胃病，这不但对社交和日常生活带来不便，还可能影响他们的工作表现。本讲座简介常见的肠胃病，其成因、症状和治疗方法；同时重点讲解常见肠胃病与工作相互的影响及预防方法，以促进员工的职业健康。 Hectic life and busy work predispose workers to gastrointestinal diseases. These may not only make both social and daily life inconvenient, but also affect their performance at work. This talk introduces briefly some common gastrointestinal diseases, their causes, symptoms and treatments. In addition, it focuses on the mutual influence of work and common gastrointestinal diseases, and preventive measures to promote employees' occupational health.				
23.1 预防上肢劳损 Prevention of Upper Limb Disorders 23.2 预防下肢劳损 Prevention of Lower Limb Disorders	(半天 上午) (½ day a. m.)	RSI	01 02 03 04 05 06 07 08	11/1 26/1 16/2 8/3 26/3 19/4 4/5 11/6
课程内容 Course Contents : 23.1 本讲座目的是提高雇员对上肢劳损的认识。内容包括简介上肢的结构和功能；解释劳损的主要成因和探讨各种预防措施，并示范工作间运动。 This talk aims at enhancing the awareness of the employees on upper limb disorders. There is a brief description on the structure and functions of the upper limbs and discussion on the main causes of upper limb disorders and its preventive measures. Demonstration of workplace exercise is included. 23.2 很多行业的雇员因为工作关系，需要长时间站立、步行或经常携带重物，容易构成下肢劳损。本讲座介绍常见的下肢毛病，包括足底筋膜炎、下肢静脉曲张和膝骨关节炎的症状、治疗及预防下肢劳损方法。讲座包括示范工作间运动。 Employees in many industries are required prolong standing, walking or even carrying heavy loads at work. This talk introduces symptoms of common lower limb disorders such as plantar fasciitis, varicose vein and osteoarthritis of knee, their treatment and preventive measures. Demonstration of workplace exercise is included.				

职业健康课程

Occupational Health Courses

课程名称 Course Title		课程代码 Course Code	课程编码 Course No.	上课日期 Date
24 工作压力工作坊 Occupational Stress Workshop	(半天 上午) (½ day a. m.)	SM	01 02 03 05 06	8/1 5/2 15/3 10/5 15/6
课程内容 Course Contents : 雇员在工作上难免遇上不同程度的工作压力。本工作坊介绍工作压力的征状及不当的压力如何影响雇员的健康，并以分组活动形式说明处理压力的方法。 Employees may come across different levels of occupational stress. This workshop introduces the signs and symptoms of occupational stress, how occupational stress may affect employees' health. Group activities are used to explain the stress coping strategies.				
25.1 工作与健康生活方式 Work and Healthy Lifestyle	(半天 上午) (½ day a. m.)	HL	01	2/2
25.2 工作与糖尿病及高血压 Work and Diabetes Mellitus and Hypertension			02	21/5
课程内容 Course Contents : 25.1 本讲座讨论如何实践健康生活方式，例如均衡饮食、恒常运动、充足休息和压力处理，使员工更加健康，迎接每天的工作和挑战。讲座包括示范工作间运动。 This talk discusses how to adopt a healthy lifestyle, such as balanced diet, regular exercise, adequate rest and stress management, that enhances employees' good health to face their daily work and challenges. Demonstration of workplace exercise is included. 25.2 糖尿病及高血压是上班一族常见的慢性疾病。本讲座简介这些疾病的征状及并发症，并重点讲解在酷热环境、涉及大量体力劳动或不定时工作时应注意的事项，以提高糖尿病或高血压患者的职业健康意识。 Diabetes mellitus and hypertension are common chronic diseases among the working population. This talk briefly introduces the signs and symptoms and complications of these diseases with emphasis on the health tips for working in hot environment, irregular work schedule, or performing heavy manual work in order to promote the occupational health awareness of workers with diabetes mellitus or hypertension.				
26 工作间的急救常识(包括示范和实习绷带包扎) First Aid in the Workplaces (Including demonstration and practice of bandaging)	(半天 上午) (½ day a. m.)	FA	01 02 03 04 05 06 07 08 09 10 11	5/1 22/1 9/2 2/3 29/3 12/4 27/4 7/5 18/5 7/6 25/6
课程内容 Course Contents : 本讲座介绍基本的急救护理常识，并透过个案讨论如何处理工作间常见的意外。讲座包括示范和实习绷带包扎。 This talk introduces basic knowledge on first aid, using case scenarios to discuss first aid management of common accidents at workplaces. Demonstration and practice of bandaging are included in the talk.				

申請須知

1. 劳工处职业安全健康中心举办的各项有关安全法例及职业健康课程的主要目的，是使学员认识法例的规定和职业安全健康知识。**各项课程均毋须缴费。**
2. 报名必须填写申请表格第 OSHC-A1 (以A4尺寸影印的表格也会获接纳)。并将表格传真或邮寄至职业安全健康中心。在填写表格OSHC-A1前，请先阅读《劳工处职业安全及健康部收集个人资料之目的》。
3. 中心于开课日期前两个月开始接受报名申请。例如2021年2月3日开办的课程，则需于2020年12月3日或之后报名。
4. 开课日期前一周将截止接受申请。申请参加者姓名必须以香港身份证上的为准。
5. 申请表格一经接纳，便不可作出任何修改；任何更换或另作安排的要求概不受理。
6. **授课地点及时间：**
本册子内刊载的各项课程均在职业安全健康中心举行。
地 址：观塘协和街60号观塘社区健康中心大楼地下
授课时间：上午9时15分至正午12时
7. 所有课程均以广东话教授，间中会以英语作为补充。
8. 已接受报名的课程如有更改或取消，将会个别通知学员。
9. 只有出席整个课程，并在测验(如有)中取得合格的学员，方可获得出席证书。**学员如迟到超过30分钟、缺课或只出席部份课程，均不会获发出席证书。**要求证明出席部份课程，概不受理。
10. 如在早上七时仍然悬挂八号或以上台风信号、黑色暴雨警告或政府公布的「极端情况」，所有课程均会取消；本处会为参加者另行安排时间上课。
11. **查询及服务时间**
查询电话：2361 8240
服务时间： 星期一至五：上午九时至下午五时
 星期六：上午九时至下午一时
12. 有关其他职安健的训练课程，可向职业安全健康局：香港北角马宝道28号华汇中心19楼（电话：2739 9377）；或建造业议会：九龙观塘骏业街56号中海日升中心38楼（电话：2100 9000）查询。

Notes for Application

1. The primary objective of the legislation-related safety and occupational health courses offered by the Occupational Safety and Health Centre of the Labour Department is to enable course participants to know the legal requirements and enhance their occupational safety and health knowledge. **Courses offered are free of charge.**
2. To enroll for the course, the Form OSHC-A1 must be completed (Photocopies of the form in A4 size are also accepted) and faxed or mailed to the Occupational Safety and Health Centre. Please read the “STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT” before completing the Form OSHC-A1.
3. The Centre starts processing enrolment application **2 months** prior to the course date. For example, the enrollment date for course on 3 February 2021 will be on or after 3 December 2020.
4. Application closes **ONE WEEK** before the date of the course. The name of participant is required to be the same as that appears in the Hong Kong Identity Card.
5. No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
6. **Course Venue and Time:**
The training courses stated in this booklet are arranged at the Occupational Safety and Health Centre.
Address: G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon
Course Time : 9:15 a.m. to 12:00 noon
7. The medium of instruction for all courses is Cantonese. English may sometimes be used as supplement.
8. Applicants will be informed individually of any changes in the time schedule or cancellation of the enrolled courses.
9. Only those participants who have a full attendance and have passed the test (if any) will be issued with attendance certificates. **Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate.** Request for proof of partial attendance will not be entertained.
10. If Tropical Cyclone Signal No.8 or above, Black Rainstorm Warning OR “Extreme Conditions” announced by the government is still hoisted at 7:00 a.m., courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date.
11. **Enquiries and service hours**
Enquiry Tel: 2361 8240
Service hours : Monday to Friday : 9 a.m. to 5 p.m.
 Saturday : 9 a.m. to 1 p.m.
12. For other occupational safety and health training courses, you can make enquiries from the Occupational Safety and Health Council at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong (Tel.:2739 9377) or the Construction Industry Council at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon (Tel.: 2100 9000).

**劳工处职业安全健康中心
职业安全及健康课程申请表**

电话：2361 8240 传真号码：2307 9867

填写前请先参阅「申请须知」及「收集个人资料之目的」

参加者姓名：(中文) _____ 先生 女士

(英文) _____

(请用正楷填写及必须与香港身份证相同)

职位(全写)： _____

行业(请在有关行业)

- | | |
|---|--|
| <input type="checkbox"/> 制造业
<input type="checkbox"/> 电力及燃气供应
<input type="checkbox"/> 建筑业
<input type="checkbox"/> 进出口贸易、批发及零售业
<input type="checkbox"/> 运输、仓库、邮政及速递服务
<input type="checkbox"/> 住宿及膳食服务活动(如酒店、餐馆)
<input type="checkbox"/> 资讯及通讯
<input type="checkbox"/> 其他(请列明 _____) | <input type="checkbox"/> 金融及保险
<input type="checkbox"/> 地产活动
<input type="checkbox"/> 行政及支援服务活动(如清洁、办公室支援)
<input type="checkbox"/> 教育
<input type="checkbox"/> 人类保健及社会工作(如护养院、青少年中心)
<input type="checkbox"/> 艺术、娱乐及康乐活动
<input type="checkbox"/> 其他服务活动(如洗涤、美容)
<input type="checkbox"/> 公营机构
<input type="checkbox"/> 政府/法定机构 |
|---|--|

申请课程：

	课程代码	课程编号	上课日期
例如	EX	01	3.2.2021
课程选择			

公司名称：

传真号码：

--	--	--	--	--	--	--	--

公司地址：

联络人姓名：

电话号码：

--	--	--	--	--	--	--	--

申请参加课程的目的(请将有关的空格)：

- | | |
|--|--|
| <input type="checkbox"/> 需要执行职业安全及健康训练
<input type="checkbox"/> 向同事简介职业安全及健康法例和知识
<input type="checkbox"/> 认识相关的职业安全及健康法例和知识 | 雇主或学员姓名： _____
职位： _____
日期： _____ |
|--|--|

- 注(一) 每份申请表只可供一位参加者作为申请一项课程之用，并请填写每一项。
- 注(二) 申请表格一经接纳，便不可作出任何修改；任何更换或另作安排的要求概不受理。
- 注(三) 只有出席整个课程，方可获得出席证书。**学员如迟到超过30分钟、缺课或只出席部份课程，均不会获发出出席证书。要求证明出席部份课程，概不受理。**
- 注(四) 如在早上七时仍然悬挂八号或以上台风信号、黑色暴雨警告或政府公布的「极端情况」，所有课程均会取消；本处会为参加者另行安排时间上课。

《确认回条》 由本中心填写

已预留名额，编号为 _____。请参加者携同此**确认申请表及香港身份证**，到下述地点上课：
观塘协和街60号观塘社区健康中心大楼地下
上午九时十五分至正午十二时

- 对不起，申请未获接纳，原因如下：
- 你所拣选的日子，名额已满；
 - 申请表格资料不足/错误(如圈中)；
 - 中心于开课日期前两个月开始接受报名申请；
 - 其他：

Occupational Safety and Health Centre, Labour Department
Application for Occupational Safety and Health Course

Tel: 2361 8240 Fax: 2307 9867

*Please refer to the application notes and the statement of purpose for the collection of personal data before application.
 Please use **BLOCK LETTERS** to fill in this application.*

Name of Participant (Eng): _____ Mr. Ms.
 (In Block Letter and must be the same as in your HK Identity Card)

Name of Participant (Chi): _____

Post (In Full): _____

Industry (Please tick the appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Financial & insurance |
| <input type="checkbox"/> Electricity & gas supply | <input type="checkbox"/> Real estate activities |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Administrative & support service activities (e.g. cleaning, office support) |
| <input type="checkbox"/> Import/export, wholesale trades & retail trades | <input type="checkbox"/> Education |
| <input type="checkbox"/> Transport, storage, postal & courier services | <input type="checkbox"/> Human health & social work activities (e.g. nursing homes, youth centres) |
| <input type="checkbox"/> Accommodation & food service activities (e.g. hotels, restaurants) | <input type="checkbox"/> Arts, entertainment & recreation |
| <input type="checkbox"/> Information & communications | <input type="checkbox"/> Other service activities (e.g. laundry, beauty) |
| <input type="checkbox"/> Others (Please state _____) | <input type="checkbox"/> Public utilities |
| | <input type="checkbox"/> Government/Statutory body |

Course applied for:

	Course Code	Course No.	Course Date
Example	EX	01	3.2.2021
Course Choice			

Name of Company:

Fax:

--	--	--	--	--	--	--	--	--	--	--	--

Address of Company:

Contact Person:

Telephone:

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Aim of applying the course (Please tick the appropriate box):

- to conduct occupational safety and health (OSH) training
- to brief colleagues on OSH legislation and occupational health issues
- to know the related legislations and enhance my knowledge on OSH

Employer or

Applicant Name: _____

Post: _____

Date: _____

- Note (1) Please use ONE application form for ONE participant to apply for ONE course only and fill in all the items.
- (2) No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
- (3) Only those participants who have a full attendance will be issued with attendance certificates. **Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate.** Request for proof of partial attendance will not be entertained.
- (4) If Tropical Cyclone Signal No.8 or above, Black Rainstorm Warning OR "Extreme Conditions" announced by the government is still hoisted at 7:00 a.m., courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date.

«Confirmation Slip» To be completed by the Centre

A place has been reserved for you. Your registration number is _____. Please turn up at the following venue and time with this **Confirmation Slip and HK Identity Card** for identification purpose:
G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon.
9:15 a.m. – 12:00 noon

Sorry, your application is unsuccessful because:

- your course choice was FULL;
- your information is incomplete / incorrect (as circled above);
- enrolment application will only be proceeded 2 months prior to the course date;
- others:

劳工处职业安全及健康部 收集个人资料之目的

收集目的

1. 你这次所提供的个人资料会被劳工处职业安全及健康部用作有关提高工作安全及健康培训、教育及推广的活动。

查阅个人资料

2. 根据个人资料(私隐)条例第18及22条及附表1保障原则第6原则的规定，你有权要求查阅及更正个人资料。要求查阅的权利包括要求获得一份你所提供的个人资料复本。

查询

3. 有关你个人资料的查询，包括查阅及更正个人资料，可与本中心联络：
职业安全健康中心
观塘协和街60号观塘社区健康中心大楼地下
电话:2361 8240

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT

Purpose of Collection

1. The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to the training, education and promotion to improve safety and health at work.

Access to Personal Data

2. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

3. Enquiries concerning the personal data collected, including the making of access and correction, should be addressed to:
Occupational Safety and Health Centre
G/F, Kwun Tong Community Health Centre Building
60 Hip Wo Street, Kwun Tong, Kowloon
Tel. No.: 2361 8240

观塘社区健康中心大楼位置图

Location of Kwun Tong Community Health Centre Building

