



职业安全约章

Occupational Safety Charter

实践约章 成果共享

Safety is a SHARED responsibility



劳工处



香港职业安全健康局

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This brochure is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch of the Labour Department, and the Occupational Safety & Health Council. It can also be downloaded from the website of the Labour Department http://www.labour.gov.hk/eng/public/content2_8d.htm. For enquiries about addresses and telephone numbers of the Labour Department's offices, please call 2559 2297.

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职业安全约章

Occupational Safety Charter

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背景

香港经济高速发展，带来社会各方面的重大改变：雇主和雇员倾向于建立更密切的夥伴合作关系、人力资源问题备受关注，以及各行各业均把更多资源投资在员工身上。

随著经济转型，各行各业对人力资源的质素有不同的要求。过去保障工作安全的法例仅局限于工业经营，但为了适应社会的新趋势，政府须把保障范围扩大至所有雇员，以确保他们的工作安全和健康。

政府在1995年发表了一份《香港工业安全检讨咨询文件》，就香港工业安全作出全面检讨，以订定长远的安全策略。其后，政府采纳了多项改善措施，包括致力推广安全管理，并制定《职业安全及健康条例》，将职业安全及健康的保障范围扩大至所有行业的雇员。

1996年，劳工处和职业安全健康局共同推出《职业安全约章》，目的是鼓励劳资双方携手合作，以「自我规管」作出发点，共同缔造及维持安全和健康的工作环境。约章自推出以来，深受不同行业的欢迎。

签署约章的机构，均认为约章可加强业务管理，不断提高企业效益，为雇主带来更多利润，而雇员方面亦获得更大的安全保障。



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.

职业安全的重要

安全是绝对没有捷径的，雇主和雇员必须建立紧密的合作关系，同心协力，防止意外。每一宗工伤意外，代价都是很大的，除了受伤雇员身心受苦之外，其家属亦需承担一定的痛苦和压力，而工伤严重者更会丧失谋生能力，甚至丧失生命。为了避免付出沈重的代价，雇员应时刻提高警觉，注意自己及身边所有人的安全和健康。

在公司或企业方面，如果经常发生工伤意外，不但要支付受伤雇员的补偿金，亦会导致其他员工士气低落，甚至许多工作需要重新安排工序，因而对生产效率、货期或各方面带来负面影响。

如果公司营造出一个安全环境，保障雇员的安全及健康，雇员自然会对公司产生归属感，在工作上较专心一致，工作效率也会提高，因而有助增强公司的竞争能力。

工作环境的改善，不能只是单向推行，雇主、雇员、专业团体及政府必须肩负「共同承担责任」的角色。

《职业安全约章》为雇主和雇员提供更多沟通的机会，有助改善两者的关系。劳资双方紧密合作，大大提高安全意识，减少工伤，除对公司形象有正面的影响外，还可提高员工的士气，防止人才流失，大量人才的流失可导致公司或企业的产品和服务质素下降，有损公司的声誉，因此，各公司均应重视职业安全问题。

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.

目标和使命

订立《职业安全约章》的目的，是宣扬职安健立化，并为各行业的雇主和雇员提供一个基础，让他们商讨有关职安健事项。

虽然约章没有法律约束力，但它彰显了各方面努力改善工作安全标准的决心。制订约章基于一个信念，就是雇员有权利在安全和健康的环境中工作，而雇主则有义务为雇员提供一个安全和健康的工作环境。

制定约章的目标，是鼓励劳资双方携手合作，共同创造一个安全的工作环境，保障员工的安全和健康。任何一间机构的雇主和雇员只要愿意肩负这份责任，便可签署约章。

约章的重点在于建立一个「自我规管」的安全管理制度，由雇主和雇员共同承担责任，以及推广有关安全工作。约章亦订明雇主有责任防止工作意外发生，而雇员也有责任与雇主合作，遵守安全措施，并就防止可能发生的危险提出建议。

我们的使命是确保在职人士的安全与健康得到保障。透过制订约章，我们最终希望所有机构都能自发性地建立安全管理制度，从而在工作场所中培养安全文化。签署约章除可增强员工安全意识，减少意外发生外，对企业提升竞争力亦有帮助。



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.



推广安全 劳资同心

《职业安全约章》所倡导的是「自我规管」精神，我们鼓励雇主和雇员自发性做好安全工作，防止工伤意外。

雇主和雇员必须明白工作安全与性命攸关，在安全的环境中工作，工伤意外自然减少，更可提高工作效率和生产力。

劳工处及职业安全健康局在推行《职业安全约章》方面，担当支援及协调的角色，鼓励机构引进安全管理制度，促进和协助劳资双方建立安全和健康的工作间，并希望他们双方紧密合作，推广工作安全。

在《职业安全约章》下，「安全管理制度」基本上包括以下数点：

- 政策**：清楚列明雇主的责任，以宣扬、缔造和维持安全的工作环境。
- 规划**：在设计及规划阶段，应从安全角度来评估和审核工程及工序，尽量减低风险，并且确保订立有效的紧急应变措施，以应付突发事件。
- 程序**：确保所有雇员都清楚知道机构的安全规则和他们的职责。
- 巡查**：监察危险情况，并采取补救措施，以控制工作上的潜在危险。
- 调查**：确保对所有工作意外和事故都加以分析，得到正确的结论和采取适当的补救行动，防止事件重演。
- 分包承判**：确保分包商完全了解和有能力承担安全管理的责任。

机构推行「安全管理制度」，可让管方和员方积极参与，以建立一个安全和健康的工作环境。



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.

作为雇主，你有责任：

建立安全架构：以确保每一雇员明了自己的角色和责任，从而履行安全管理的承诺。

提供训练：灌输工作安全和健康知识予雇员，改善他们错误的工作方式和技巧，让他们安全地各尽其职，各展所长。

订下危险评估计划：找出潜在的危險，从而订出适当的预防或改善措施。提供安全设备供员工使用，藉以减少危險。

确保工作环境：合乎安全和卫生的条件。

此外，雇主还应注意下列事项：

拟订健康保障计划：调配行政和技术资源，长期推行保护员工健康的工作。

成立安全委员会：成员包括各主要部门劳资双方的代表，负责执行工作安全和健康的任务。

举办安全推广活动：以提高员工安全意识及鼓励他们参与安全管理工作。

作为雇员，你有权利在安全的环境工作外，也要履行以下的责任：

- 遵守安全管理制度内所订的规则和工作程序。
- 积极参加工作安全与健康的训练。
- 积极参与安全推广活动。
- 发现任何工作上潜在危險，立即通知雇主或主管。
- 向雇主或主管提出改善安全建议。

要加强安全意识和要有一个彻底安全的工作环境，实有赖劳资双方的共同努力。

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.

有关方面的责任和支援

政府的责任

在立法和执法方面，政府有责任拟订和改善职业安全及健康法例，并提供足够资源巡查工地，以及敦促雇主及雇员遵守安全法例及守则。

劳工处和职业安全健康局亦会作出积极支援，协助机构培养安全文化，以实践约章的精神。我们提供的支援包括：

谘询：协助企业明白如何符合法例要求，并提供职业安全健康的谘询服务。

培训和教育：评审和监管提供安全训练的机构，举办安全训练课程、研讨会和研习班。

标准及指引：编写法例指南，制订认可安全守则。

宣传和推广：透过大众传媒及其他途径宣扬安全文化。

其他：提供研究、安全审核及顾问服务。

专业及关注团体亦可作出以下贡献：

- 发动业内人士与政府合作。
- 参与职业安全健康的推广活动。
- 向当局反映职业安全健康的情况及提出意见。

我们的目标是改善和促进工作间的安全及健康、减少职业伤亡和预防职业病。我们可以齐心协力，一同推行约章所述的安全文化环节，这样才可在工作安全和健康方面发挥积极的影响力，令香港人可以自己的工作安全表现感到自豪。

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.

签署《职业安全约章》流程图

雇主若有意签署《职业安全约章》

- 可透过电话、图文传真或电子邮件进行查询

劳资双方协商制订切合本身机构的《职业安全约章》

- 制订安全政策、建立安全架构、提供训练、成立安全委员会、举办安全推广活动等等

拟定签署日期和举办签署仪式地点

- 一般筹备时间约需两个月，以便邀请主礼嘉宾和其他嘉宾、安排签署仪式地点和进行其他筹备工作

落实签署仪式的具体安排

- 可联络劳工处和职业安全健康局有关负责人，并安排筹备会议，商讨签署仪式内容

雇主、雇员、承判商（如适用者）一同参与

- 邀请管方、员方和承判商代表参与，见证签署仪式

《职业安全约章》签署仪式

- 按节目程序进行，参与签署约章的机构会获劳工处和职业安全健康局签发的《职业安全约章》证书

推广安全，劳资同心

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、簽署機構制訂約章实例

为了承诺实践安全约章的精神，劳工处会联同职业安全健康局，以及有兴趣参与的机构，进行一项签署仪式。以下列举一宗过往曾签署约章的节目程序和机构制订的约章，以供参考，机构亦可制定切合本身需要的节目程序和约章。

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》机构代表撰文

《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: • 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

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.

每一家企业均有不同业务的聚焦地方，煤气公司特别将安全及可靠的煤气生产作为公司的焦点，公司领导层更将之视为「使命」，他们相信「优良服务」是需要用者「安心」，而赢取客户信任的方法，就是做好「安全」。

香港中华煤气有限公司常务董事陈永坚，就该公司独有的文化解释说：『煤气的业务有别于其他行业，公司业务是依靠「服务」，并非以营业员推销产品；为提高服务质素，为使用者「安心」，「安全」是不容忽视。煤气是涉及气体工程，也涉及公众安全及客户本身安全，偶一不慎便造成严重事故。』

谈及「职业安全约章」对其公司的影响时，他表示：煤气公司早于1982年，已制定一套「主动性职业安全制度」，及至一九九六年签署「约章」，从其中汲取了些许原素，孕育出另一套安全文化。与过往不同者：是员工显得自律，巡查工作的次数减少，而工伤率从1996年至2000年的四年间下降了15个百分点，足可见「约章」的成功。另外，「约章」又确认了员工的参与，使安全管理获得员工全力支持，达至劳资双赢的目的。



回说过往，他感慨地说：『其实雇主在「职业安全」上比雇员还要紧张。』他重拾十数年前的经历说：十多年前，劳动行业仍流行师徒相授，也许是传统的习惯，对于工业安全设施，总感到有所抗拒，更甚者有些扭曲观念，认为佩带安全设备进行工作，就不够功夫，这种个人骄傲心态，仿佛将自己想像作影片中的「成龙」。工业意外是没有人可以预测，亦不可以依靠个人的功夫就可避免，贪方便逞英雄，往往造成不必要的伤害。纵观西方国家就不然，由于工会力量强大，对雇主的要求相当严格，雇主不单要提供足够的安全训练、设施，更要提供一个安全工作环境及符合标准的工作间，这样才有工人乐于工作。不过西方和东方的文化不同，羡慕别人倒不如寻回自己，东方人有独特的自我约制文化，正如先古贤哲所提倡修身精神，透过个人的自身修齐，再加上群体影响，这种动力远胜任何一种规章，亦是「职业安全约章」所倡导的精神，也就是吸引本公司签署「约章」的原因。

他续说：「约章」就好比一种催化剂，加强员工自律意识，对培训工作起了积极作用，他打过比喻说：作为一个教育工作者，只能尽力将知识传授给学生，若学生自学要求不高，甚至没有向学心，心也不想去做，只作敷衍，那何来学成？同样，若雇员主动向公司提出培训要求，并不是公司指定动作，员工学习得来倍感兴趣，自然学有所用。

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.



「职业安全约章」推行已越五载，持守「约章」者表示，「约章」的执行不在于规章条文之内，最重要还是提升个人的自我约制精神。

就香港中国企业协会会员机构签署「约章」后的安全表现情况，协会副会长孙文杰回应表示：该会会员来自十六个不同行业，会员公司近一千一百多家。于一九九八年五月签署「约章」后，迄今三年，其间协会将「职业安全」重点置放在高危性行业上，对于其他行业所搜集回的安全数据，

则较为零散，再加上协会现时仍没有一个专责机构，统筹企业安全生产等工作，以致许些资料尚需整理，一时间未能提供整合性统计数字。若有需要，可安排作全面普查。

他沉思片刻说：若以单一行业的表现作评估的话，亦不乏参考数据。就以从事建筑业为主的中国海外集团为例：集团在一九九七年地盘之千人工伤意外率为67，至二千年已降至39。从这个高危行业上，足可反映「约章」施行前后的改变。

在「约章」推行方面，他指出：尽管各会员公司从事的业务不尽相同，但在职业安全方面，目标是一致的。推广工作安全，建立安全文化，关注员工的工作安全和健康，是每一个企业不断发展壮大的重要因素。为达致这一目标，会员公司已经制订一整套确保安全生产的指引，具体说明企业所承担的责任，管理人员和员工亦清楚了解各自所担当的角色，及接受经常性训练。

他补充说：「光是依赖一套规章制度是不足够的，最重要的事，是如何培养出一种自我约制精神。」

提到这点，他面带严肃说：『所谓法治，不是有法律便是「法治」，有法律而不执行也非法治。法治包括三方面：首先是很清楚的法律，继而要有一个强大的执法机构，最后更重要一方面，就是全社会人员自发地遵守法律，养成遵守法律的「风气」。以上三环相扣才组成「法治』。回说过来，「职业安全约章」所倡导者是培养出一种自律精神，亦即是更进一步体验到「法治」的可贵。

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

专访

3

陈祖泽先生及雷兆光先生

董事长

人力资源经理

KMB



一家公共集体运输机构，藉著劳资双方的共同承诺，一起承担「职业安全」责任，短短两年间，工伤率下降百分之十七。

九龙巴士公司董事长陈祖泽先生谈及「职业安全约章」时表示：有关「职业安全健康」，雇主和雇员双方都有责任。如果纯粹由第三者—政府—立例去施行的话，总比不上雇主和雇员直接参与，共同为自己订下承诺，达致更佳效果。

人力资源经理雷兆光先生补充说：现今企业与企业间竞争日益白热化，人力培训是提升公司竞争力的最佳资源，在「九巴」而言，人力资源占60%，可见员工对公司的重要性，倘若员工因工受伤，公司便会出现人手压力，为提高安全生产力，九巴于一九九八年加入签署「职业安全约章」，至二零零零年，这两年间维修人员工伤率下降十七个百分点。

陈祖泽先生补充：职业安全可直接影响公司生产力；工伤意外减少，可增加营运效率，最后会减低成本。因为工伤是一个很大的开支，除损失员工生产力外，还要支付医疗费用，甚至牵涉法律诉讼、罚款等。这些都是支出，如果能够减少或免除的话，必然对公司带来好处，其次员工在良好安全的工作间工作，对公司自然有归属感，所以公司关心安全，员工做得安心。

对于「职业安全」的推动，陈祖泽先生表示：一方面是要执行，另一方面是教育。他相信每一位员工包括自己在内，均不想发生意外及受伤，或者对自己健康有任何影响。话说回来，推动员工注重安全的心得是对员工说：「你都不想令自己受伤，或是导致其他同事受伤；再者公司是从事公共事业的就更加要注意安全，做一个好榜样。」这样员工多会接受。

他续说：目前公司员工约有一万多名，公司为加强上司与下属的关系，会藉著推广安全信息、透过公司内部刊物、员工互联网和劳资协商会议，以加强安全意识，同时更增强上司与下属的沟通机会，达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.



专访4

卢文端太平绅士 香港中华厂商联合会副会长



工业安全对厂商是否那么重要？而雇主对雇员的工作安全态度有什么改变？一些国际标准对业界竞争力有否帮助？厂商会副会长认为培养自律精神强胜于任何制度。

厂商会副会长卢文端表示：去年中该会属下35家会员同时加入签署「职业安全约章」，若筹备时间充裕些，预计签署会员会更多。对会员踊跃签署，他解释说：现今厂商已意识到人力资源

是企业的重要财富，若雇员因工受伤，雇主不单要支付受伤雇员的补偿金，还要付出很多难以计算的代

价，例如家属所承受的痛苦、工人丧失谋生能力、员工士气低落、重新安排工序和公司形象受损等。

提到形象，卢文端说：现今厂商对形象十分重视，因为形象就是竞争的本钱。他说：香港厂商主要从事出口贸易，近年来东南亚产品在价钱上已相当接近，外商往来订货，已不单只在于价格上，更着眼于工地的安全设施，以及雇员工作环境的管理，甄选合作厂商亦视乎所取得的国际检定证书的多寡，目前本港已有不少厂商取得SA8000。

他补充说：国际认可标准虽是一套理想机制，但人毕竟是人，施行制度总会有些盲点，稍有放松或监管疏漏，什么标准制度也是徒然。他回过来自豪地说：在去年签署约章的35家机构中，其公司亦占一席位，在他决定签署之前浏览「职业安全约章」，深受「约章」的精神鼓舞，若雇主及雇员能培育出一种「自律文化」，远胜任何一套「安全」标准或规章制度。



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

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Telephone : 2559 2297 (auto-recording after office hour)
Facsimile : 2915 1410
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