



勞工處

Labour Department

職業安全 Occupational Safety and Health Centre 健康中心



2023年上半年度

職業安全及健康課程

Occupational Safety and Health Courses
January - June 2023



網上報名

Online application

課程目錄 Courses Index

安全法例與職業健康課程			課程代碼 Course Code	Safety Legislation and Occupational Health Courses	頁數 Page
1	1.1	職業安全及健康條例與規例	EX	Occupational Safety and Health Ordinance and Regulations	6
	1.2	勤運動、工作醒		More Exercise, Smart Work	
2	2.1	職業安全及健康條例與規例	SPOD	Occupational Safety and Health Ordinance and Regulations	6
	2.2	職業病預防策略		Strategies for the Prevention of Occupational Diseases	
3	3.1	沙井中毒的危害	CS	Gas Poisoning in Manholes	7
	3.2	密閉空間規例		Confined Spaces Regulations	
4	4.1	飲食業安全的主要相關法例	CI	Major Safety Regulations Related to Working in Catering Trade	7
	4.2	飲食業僱員的職業健康		Occupational Health in Catering Industry	
5	5.1	危險物質規例	CW	Dangerous Substances Regulations	7
	5.2	化學品與職業健康		Chemicals and Occupational Health	
6	6.1	安全管理規例	RME	Safety Management Regulation	8
	6.2	工業經營中從事危險職業員工的身體檢查		Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings	
7	7.1	體力處理操作的安全規例	MH	Safety Regulations on Manual Handling Operations	8
	7.2	體力處理操作及預防背部勞損		Manual Handling Operations and Prevention of Back Injuries	
8	8.1	職業安全及健康條例與規例	SG	Occupational Safety and Health Ordinance and Regulations	9
	8.2	物業保安員的職業健康		Occupational Health for Security Guards	
9	9.1	酒店業安全的主要相關法例	HI	Regulations Related to Safety in Hotel Industry	9
	9.2	酒店業僱員：化學品與職業健康		Chemicals and Occupational Health in Hotel Industry	
10	10.1	惡劣天氣下及酷熱環境下工作的安全法例	HS	Safety Regulations on Working in Times of Inclement Weather and Hot Environment	10
	10.2	酷熱環境下工作預防中暑		Prevention of Heat Stroke at Work in a Hot Environment	
11	11.1	防止辦公室工作意外的主要相關安全法例	OW	Major Safety Regulations Related to Accident Prevention in Office Work	10
	11.2	辦公室僱員的職業健康		Occupational Health for Office Workers	
12	12.1	「顯示屏幕設備規例」簡介	DSE	A Brief Introduction to the Regulation on Display Screen Equipment	11
	12.2	使用電腦的職業健康錦囊		Health Hints on the Use of Computer	
13	13.1	辦公室工作間設置	WS	Office Workstation Setup	11
	13.2	勤運動、工作醒		More Exercise, Smart Work	
14	14.1	工作間的空氣監測	AW	Air Monitoring in the Workplaces	12
	14.2	化學品與職業健康		Chemicals and Occupational Health	
15	15.1	工作間的照明評估	LI	Lighting Assessment in the Workplaces	12
	15.2	職業病預防策略		Strategies for the Prevention of Occupational Diseases	
16	16.1	站立工作指引	LLD	Guidance Notes on Standing at Work	13
	16.2	預防下肢勞損		Prevention of Lower Limb Disorders	
17	17.1	「顯示屏幕設備規例」及工作間危險評估簡介	DSERA	A Brief Introduction to the Regulation on Display Screen Equipment and Workstation Risk Assessment	13
	17.2	辦公室工作間設置		Office Workstation Setup	
18	18.1	安老院員工：職業健康危害簡介	EHRA	A Brief Introduction on Occupational Health Hazards in Elderly Homes	14
	18.2	安老院員工：體力處理操作的危險評估		Risk Assessments on Manual Handling Operations in Elderly Homes	

課程目錄 Courses Index

職業健康課程			課程代碼 Course Code	Occupational Health Courses	頁數 Page
19	19.1	職業病預防策略	ME	Strategies for the Prevention of Occupational Diseases	15
	19.2	工業經營中從事危險職業員工的身體檢查		Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings	
20	20.1	辦公室僱員：預防筋肌勞損	MDOW	Prevention of Musculoskeletal Disorders for Office Workers	15
	20.2	勤運動、工作醒		More Exercise, Smart Work	
21	21.1	清潔工人的職業健康	CLW	Occupational Health for Cleansing Workers	16
	21.2	化學品與職業健康		Chemicals and Occupational Health	
22	22.1	清潔工人的職業健康	CD	Occupational Health for Cleansing Workers	16
	22.2	職業接觸性皮炎		Occupational Contact Dermatitis	
23	23.1	院舍員工：體力處理操作及預防背部勞損	RCH	Manual Handling Operations and Prevention of Back Injuries for Workers of Residential Care Home	16
	23.2	化學品與職業健康		Chemicals and Occupational Health	
24	24.1	職業司機的職業健康	PD	Occupational Health for Professional Drivers	17
	24.2	工作與常見的腸胃病		Work and Common Gastrointestinal Diseases	
25	25.1	預防上肢勞損	RSI	Prevention of Upper Limb Disorders	17
	25.2	預防下肢勞損		Prevention of Lower Limb Disorders	
26	26.1	工作壓力	SHW	Occupational Stress	18
	26.2	快樂工作間		Happy Workplace	
27	27.1	工作與健康生活方式	HL	Work and Healthy Lifestyle	18
	27.2	工作與糖尿病及高血壓		Work and Diabetes Mellitus and Hypertension	
28		工作間的急救常識	FA	First Aid in the Workplaces	18
29	29.1	物業保安員的職業健康	SGD	Occupational Health for Security Guards	19
	29.2	工作與糖尿病及高血壓		Work and Diabetes Mellitus and Hypertension	
30	30.1	工作與心腦血管疾病	CCHE	Work and Cardiovascular and Cerebrovascular Diseases	19
	30.2	上班一族有「營」秘笈		Easy Tips for Healthy Eating at Work	

僱主及僱員可參考下列資料，選擇參加與其行業相關的課程
Employers and employees can refer to the following information for choice of courses related to their industries

行業類別 Industrial Classification	行業例子 Examples of Industry	課程代碼 Course Code	頁數 Page
製造業 Manufacturing	製造食品、成衣、化學品、塑膠產品、電腦 / 電子產品、電器設備 Manufacturing of food products, wearing apparel, chemicals, plastic products, computer/electronic products, electrical equipment	CW	7
		RME	8
		MH	8
		AW	12
		ME	15
電力及燃氣供應 Electricity & gas supply	發電、輸電及配電；燃氣製造及配送 Electricity power generation, transmission & distribution; Manufacture & distribution of gas	MH	8
		HS	10
建造業 Construction	樓房的建造、土木工程、油漆 Construction of buildings, civil engineering, painting	CS	7
		CW	7
		RME	8
		MH	8
		HS	10
		AW	12
進出口貿易及批發 Import/export & wholesale trades	各類進出口貿易及批發 Various import/export & wholesale trades	MH	8
		OW	10
		DSE	11
		WS	11
		DSERA	13
		MDOW	15
零售業 Retail trades	超級市場、百貨公司、油站、各類零售店 Supermarkets, department stores, petrol filling stations, various retail shops	MH	8
運輸、倉庫、郵政及速遞服務 Transportation, storage, postal & courier services	陸路 / 水上運輸、貨倉服務、郵政 / 速遞活動 Land/water transport, warehousing, postal/courier activities	MH	8
		HS	10
		PD	17
住宿及膳食服務活動 Accommodation & food service activities	酒店、賓館、旅舍、酒樓餐館、快餐店 Hotels, guesthouses, boarding houses, restaurants, fast food cafes	CI	7
		MH	8
		HI	9
		HS	10
		DSE	11
		CLW	16
資訊及通訊 Information & communications	書籍 / 雜誌 / 軟件出版、電視節目編製及廣播活動、電訊活動 Books/Magazines/Softwares publishing, television programming & broadcasting activities, telecommunications activities	MH	8
		OW	10
		DSE	11
		WS	11
		LI	12
		DSERA	13
		MDOW	15

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Employers and employees can refer to the following information for choice of courses related to their industries

行業類別 Industrial Classification	行業例子 Examples of Industry	課程代碼 Course Code	頁數 Page
金融及保險 / 地產活動 Financial & insurance/Real estate activities	銀行、保險、地產管理服務 Banks, insurance, real estate management services	SG	9
		OW	10
		DSE	11
		WS	11
		LI	12
		DSERA	13
		MDOW	15
	SGD	19	
行政及支援服務活動 Administrative & support service activities	清潔、辦公室支援、電話服務中心 Cleaning, office support, call centres	CW	7
		MH	8
		SG	9
		DSE	11
		WS	11
		LI	12
		DSERA	13
		CLW	16
CD	16		
教育 Education	學前教育、專上課程院校 Pre-primary education, post-secondary colleges	OW	10
		DSE	11
		WS	11
		DSERA	13
		MDOW	15
人類保健及社會工作 Human health & social work activities	醫院、診所、護養院、青少年 / 兒童中心 Hospitals, clinics, nursing homes, youth/child centres	CW	7
		RME	8
		EHRA	14
		RCH	16
藝術、娛樂及康樂活動 Arts, entertainment & recreation	遊樂園及主題樂園、體育活動 Amusement parks & theme parks, sports activities	MH	8
		HS	10
其他個人服務活動 Other personal service activities	洗滌、美容、理髮服務 Laundry, beauty, hairdressing services	CW	7
		HS	10
適合各類行業的課程 Courses suitable for all industries		EX	6
		SPOD	6
		LLD	13
		RSI	17
		SHW	18
		HL	18
		FA	18
CCHE	19		

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
1.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a.m.)	EX	01	9/2
1.2 勤運動、工作醒 More Exercise, Smart Work			02	20/3
			03	27/4
			04	25/5
<p>課程內容 Course Contents:</p> <p>1.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。 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.</p> <p>1.2 本講座說明運動能提升個人體適能，使員工增加應付工作和日常生活的能力，減低工作時受傷的機會。透過討論，使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。 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>				
2.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a.m.)	SPOD	01	12/1
2.2 職業病預防策略 Strategies for the Prevention of Occupational Diseases			02	17/4
<p>課程內容 Course Contents:</p> <p>2.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。 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.</p> <p>2.2 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.</p>				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
3.1 沙井中毒的危害 Gas Poisoning in Manholes	(半天 上午) (½ day a.m.)	CS	01	9/3
3.2 密閉空間規例 Confined Spaces Regulations			02	3/5
課程內容 Course Contents:				
3.1 本講座簡介在沙井工作，怎樣預防氣體中毒意外。 The talk gives a brief introduction to prevention of gassing accidents in manholes.				
3.2 根據這規例，從事密閉空間工作的核准工人須持有有效證明書，東主須委任合資格人士進行危險評估等。本課程簡介此規例之各項規定。 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 飲食業安全的主要相關法例 Major Safety Regulations Related to Working in Catering Trade	(半天 上午) (½ day a.m.)	CI	01	16/6
4.2 飲食業僱員的職業健康 Occupational Health in Catering Industry				
課程內容 Course Contents:				
4.1 本課程簡介一系列與飲食業相關的主要安全法例。包括：1) 職業安全及健康條例及規例、2) 工廠及工業經營條例及規例、3) 機械的防護及操作規例、4) 應呈報工場的防火設備規例、5) 電力規例、及 6) 危險物質規例等。 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 簡介飲食業僱員的潛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 危險物質規例 Dangerous Substances Regulations	(半天 上午) (½ day a.m.)	CW	01	6/1
5.2 化學品與職業健康 Chemicals and Occupational Health			02	26/1
			03	1/2
			04	2/3
			05	17/3
			06	6/4
			07	25/4
			08	15/5
			09	23/6
課程內容 Course Contents:				
5.1 在這規例下，東主有責任在每個盛載危險物質的容器加上限定格式的標籤。東主及僱員須採取合理安全措施以符合法例的要求。本課程簡介該規例中有關標籤的規格及標籤制度。 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 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
6.1 安全管理規例 Safety Management Regulation	(半天 上午) (½ day a.m.)	RME	01	19/1
6.2 工業經營中從事危險職業員工的身體檢查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings			02	20/4
課程內容 Course Contents:				
6.1 在這規例下，1) 建築地盤、2) 船廠、3) 工廠、4) 電力生產、變壓或輸送、5) 煤氣或石油氣的生產或輸送、及 6) 貨櫃處理作業等行業的東主及承建商須發展、實施及維持一個安全管理制度。本課程簡介規例中的 14 項安全管理元素，及有關安全審核和安全查核的規定。 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.				
6.2 向僱主及僱員介紹健康監察的概念，並解釋在工業經營中從事危險職業員工的身體檢查目的及其重要性。 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.				
7.1 體力處理操作的安全規例 Safety Regulations on Manual Handling Operations	(半天 上午) (½ day a.m.)	MH	01	5/1
7.2 體力處理操作及預防背部勞損 Manual Handling Operations and Prevention of Back Injuries			02	11/1
課程內容 Course Contents:			03	16/1
7.1 職業安全及健康規例第 VII 部訂明相關體力處理操作的規定，並包括體力處理操作風險評估，及各項預防性和保護性措施等。本課程簡介有關該規例的各項規定。 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.			04	2/2
7.2 本講座簡介介紹背部結構和功能，並討論腰背受傷的主要成因，預防措施和正確的人力提舉方法。 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.			05	7/2
			06	17/2
			07	23/2
			08	7/3
			09	13/3
			10	23/3
			11	4/4
			12	13/4
			13	19/4
			14	4/5
			15	19/5
			16	23/5
			17	1/6
			18	6/6
			19	15/6
			20	26/6

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
8.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations 8.2 物業保安員的職業健康 Occupational Health for Security Guards	(半天 上午) (½ day a.m.)	SG	01	21/2
課程內容 Course Contents: 8.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。 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. 8.2 下肢和腰背勞損是物業保安員常見的職業健康危害。本講座介紹上述危害的成因和預防措施，同時簡介健康生活小錦囊以配合工作需求，並示範和練習工作間運動。 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.				
9.1 酒店業安全的主要相關法例 Regulations Related to Safety in Hotel Industry 9.2 酒店業僱員：化學品與職業健康 Chemicals and Occupational Health in Hotel Industry	(半天 上午) (½ day a.m.)	HI	01	16/2
課程內容 Course Contents: 9.1 本課程簡介一系列與酒店業相關的主要安全法例。包括：1) 職業安全及健康條例及規例，包含與體力處理操作之有關規例、2) 工廠及工業經營條例及規例、3) 機械的防護及操作規例、4) 應呈報工場的防火設備規例及5) 危險物質規例等。 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. 9.2 本講座是為酒店業僱員而設。內容包括化學品進入人體的途徑、對健康的影響和預防及控制化學品危害的方法。 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.				

安全法例與職業健康課程 Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
10.1 惡劣天氣下及酷熱環境下工作的安全法例 Safety Regulations on Working in Times of Inclement Weather and Hot Environment	(半天 上午) (½ day a.m.)	HS	01	11/5
10.2 酷熱環境下工作預防中暑 Prevention of Heat Stroke at Work in a Hot Environment			02	8/6
			03	20/6
課程內容 Course Contents:				
<p>10.1 本課程簡介相關酷熱環境及惡劣天氣下工作的安全及健康條例。 The course outlines the safety and health regulations related to working in hot environment and inclement weather.</p> <p>10.2 介紹酷熱環境下工作的潛在危害及其預防措施。 Introduces the potential health hazards of working in hot environments and the preventive measures.</p>				
11.1 防止辦公室工作意外的主要相關安全法例 Major Safety Regulations Related to Accident Prevention in Office Work	(半天 上午) (½ day a.m.)	OW	01	28/3
11.2 辦公室僱員的職業健康 Occupational Health for Office Workers			02	9/5
課程內容 Course Contents:				
<p>11.1 本課程簡介一系列相關辦公室工作的安全及健康法例，及其安全預防措施。包括：1) 職業安全及健康條例、2) 體力處理操作、3) 辦公室設備的安全使用、4) 辦公室的電力安全、5) 辦公室的防火安全、及6) 辦公室的工作環境等。 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.</p> <p>11.2 本講座是為辦公室員工而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 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.</p>				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
12.1 「顯示屏幕設備規例」簡介 A Brief Introduction to the Regulation on Display Screen Equipment 12.2 使用電腦的職業健康錦囊 Health Hints on the Use of Computer	(半天 上午) (½ day a.m.)	DSE	01 02 03	18/1 16/3 28/6
課程內容 Course Contents: <p>12.1 本講座簡介「顯示屏幕設備規例」的各項規定。 The talk gives a brief introduction to the Regulation on Display Screen Equipment.</p> <p>12.2 本講座是為需要長時間使用電腦的員工而設。內容包括簡介職業安全及健康(顯示屏幕設備)規例, 探討長時間使用電腦對健康的影響及其預防措施, 藉此提高員工對職業健康的關注。講座包括示範工作間運動。 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.</p>				
13.1 辦公室工作間設置 Office Workstation Setup 13.2 勤運動、工作醒 More Exercise, Smart Work	(半天 上午) (½ day a.m.)	WS	01	10/1
課程內容 Course Contents: <p>13.1 辦公室員工每天長時間在工作間進行各種工作如閱讀、書寫和操作電腦, 不良的工作間設置和不正確的工作姿勢容易引致多種不適, 包括頭痛、腰背痛或其他肌骨骼問題, 本講座介紹辦公室傢具和電腦設備的正確調校和使用, 以配合不同工作的需要, 並促進工作健康。 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 本講座說明運動能提升個人體適能, 使員工增加應付工作和日常生活的能力, 減低工作時受傷的機會。透過討論, 使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。 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>				

安全法例與職業健康課程 Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
14.1 工作間的空氣監測 Air Monitoring in the Workplaces 14.2 化學品與職業健康 Chemicals and Occupational Health	(半天 上午) (½ day a.m.)	AW	01	13/2
課程內容 Course Contents:				
14.1 本講座介紹在工作地點監測空氣雜質的原理及不同的方法，並說明怎樣使用如測試管及徽章型檢測器等簡單的氣體監測設備，使學員認識如何評估工作間的空氣危害。 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.				
14.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				
15.1 工作間的照明評估 Lighting Assessment in the Workplaces 15.2 職業病預防策略 Strategies for the Prevention of Occupational Diseases	(半天 上午) (½ day a.m.)	LI	01	18/5
課程內容 Course Contents:				
15.1 良好的照明對保障僱員在工作時的健康十分重要，它可以讓僱員舒適及有效率地從事工作。本講座旨在讓參加者認識工作間照明評估及使用測光錶量度照明水平的基本概念。講座亦會介紹各種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 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.				

安全法例與職業健康課程 Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
16.1 站立工作指引 Guidance Notes on Standing at Work	(半天 上午) (½ day a.m.)	LLD	01	12/6
16.2 預防下肢勞損 Prevention of Lower Limb Disorders				
課程內容 Course Contents:				
<p>16.1 很多行業的僱員因為工作關係，需要長時間站立、步行或經常攜帶重物，容易構成下肢勞損。本講座簡介勞工處出版的刊物《站立工作和服務櫃檯設計指引》的內容。 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".</p> <p>16.2 本講座介紹常見的下肢疾病，包括足底筋膜炎、下肢靜脈曲張和膝骨關節炎的徵狀、治療及預防下肢勞損方法。講座包括示範工作間運動。 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.</p>				
17.1 「顯示屏幕設備規例」及工作間危險評估簡介 A Brief Introduction to the Regulation on Display Screen Equipment and Workstation Risk Assessment	(半天 上午) (½ day a.m.)	DSERA	01	8/2
17.2 辦公室工作間設置 Office Workstation Setup			02	1/3
			03	12/4
			04	10/5
			05	7/6
課程內容 Course Contents:				
<p>17.1 本講座簡介「顯示屏幕設備規例」的各項規定及使用顯示屏幕設備的工作間的危險評估。 The talk gives a brief introduction to the Regulation on Display Screen Equipment and the risk assessment of a workstation involving the use of display screen equipment.</p> <p>17.2 辦公室員工每天長時間在工作間進行各種工作如閱讀、書寫和操作電腦，不良的工作間設置和不正確的工作姿勢容易引致多種不適，包括頭痛、腰背痛或其他肌骨骼問題。本講座介紹辦公室傢具和電腦設備的正確調校和使用，以配合不同工作的需要，並促進工作健康。 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>				

安全法例與職業健康課程 Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
18.1 安老院員工：職業健康危害簡介 A Brief Introduction on Occupational Health Hazards in Elderly Homes	(半天 上午) (½ day a.m.)	EHRA	01	4/1
			02	22/2
			03	29/3
18.2 安老院員工：體力處理操作的危險評估 Risk Assessments on Manual Handling Operations in Elderly Homes			04	26/4
			05	24/5
			06	21/6
<p>課程內容 Course Contents:</p> <p>18.1 在安老院工作的員工經常進行體力處理操作、清潔及護理工作。他們在工作期間可能面對各種健康危害。本講座簡介安老院內常見的職業健康危害及預防措施。 Workers working at elderly homes often carry out manual handling operations, cleaning activities and personal care work. They may be exposed to various health hazards at work. This talk introduces the common occupational health hazards in elderly homes and preventive measures.</p> <p>18.2 本講座簡介如何為安老院員工的體力處理操作進行危險評估。 The talk gives a brief introduction on how to conduct risk assessments on manual handling operations of workers in elderly homes.</p>				

職業健康課程 Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
19.1 職業病預防策略 Strategies for the Prevention of Occupational Diseases 19.2 工業經營中從事危險職業員工的身體檢查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings	(半天 上午) (½ day a.m.)	ME	01	12/5
課程內容 Course Contents: 19.1 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces. 19.2 向僱主及僱員介紹健康監察的概念，並解釋在工業經營中從事危險職業員工的身體檢查目的及其重要性。 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.				
20.1 辦公室僱員：預防筋肌勞損 Prevention of Musculoskeletal Disorders for Office Workers 20.2 勤運動、工作醒 More Exercise, Smart Work	(半天 上午) (½ day a.m.)	MDOW	01 02 03 04	13/1 3/3 11/4 5/6
課程內容 Course Contents: 20.1 本講座目的是提醒辦公室僱員因長時間從事重複性的工序或持久不正確的坐姿，會容易引致腰背及上肢筋肌勞損。內容包括分析筋肌勞損的成因及預防措施。講座包括示範工作間運動。 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. 20.2 本講座說明運動能提升個人體適能，使員工增加應付工作和日常生活的能力，減低工作時受傷的機會。透過討論，使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。 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.				

職業健康課程 Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
21.1 清潔工人的職業健康 Occupational Health for Cleansing Workers 21.2 化學品與職業健康 Chemicals and Occupational Health	(半天 上午) (½ day a.m.)	CLW	01	10/2
課程內容 Course Contents: 21.1 本講座是為清潔工人而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 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. 21.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				
22.1 清潔工人的職業健康 Occupational Health for Cleansing Workers 22.2 職業接觸性皮炎 Occupational Contact Dermatitis	(半天 上午) (½ day a.m.)	CD	01	27/3
課程內容 Course Contents: 22.1 本講座是為清潔工人而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 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. 22.2 職業接觸性皮炎是一種令人煩擾的疾病。本講座介紹皮膚的構造和功用，並討論職業接觸性皮炎的主要成因和預防措施。 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.				
23.1 院舍員工：體力處理操作及預防背部勞損 Manual Handling Operations and Prevention of Back Injuries for Workers of Residential Care Home 23.2 化學品與職業健康 Chemicals and Occupational Health	(半天 上午) (½ day a.m.)	RCH	01 02	27/1 24/4
課程內容 Course Contents: 23.1 本講座是為院舍員工而設。內容包括簡介背部組織及功用，腰背勞損的成因和預防措施，亦會討論正確的體力處理操作和示範工作間運動。 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. 23.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures..				

職業健康課程 Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
24.1 職業司機的職業健康 Occupational Health for Professional Drivers	(半天 上午) (½ day a.m.)	PD	01	18/4
24.2 工作與常見的腸胃病 Work and Common Gastrointestinal Diseases				
<p>課程內容 Course Contents:</p> <p>24.1 職業司機需長時間駕駛，因而衍生一些職業健康的問題。本講座主要介紹職業司機較常見的健康問題，並提供一些實用的預防方法。 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.</p> <p>24.2 緊張的生活節奏和忙碌的工作，容易令上班族患上腸胃病，這不但對社交和日常生活帶來不便，還可能影響他們的工作表現。本講座簡介常見的腸胃病，其成因、徵狀和治療方法；同時重點講解常見腸胃病與工作相互的影響及預防方法，以促進員工的職業健康。 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.</p>				
25.1 預防上肢勞損 Prevention of Upper Limb Disorders	(半天 上午) (½ day a.m.)	RSI	01	17/1
25.2 預防下肢勞損 Prevention of Lower Limb Disorders			02	3/2
			03	20/2
			04	6/3
			05	21/4
			06	8/5
			07	2/6
			08	27/6
<p>課程內容 Course Contents:</p> <p>25.1 本講座目的是提高僱員對上肢勞損的認識。內容包括簡介上肢的結構和功能；解釋勞損的主要成因和探討各種預防措施，並示範工作間運動。 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.</p> <p>25.2 很多行業的僱員因為工作關係，需要長時間站立、步行或經常攜帶重物，容易構成下肢勞損。本講座介紹常見的下肢毛病，包括足底筋膜炎、下肢靜脈曲張和膝骨關節炎的徵狀、治療及預防下肢勞損方法。講座包括示範工作間運動。 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.</p>				

職業健康課程 Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
26.1 工作壓力 Occupational Stress	(半天 上午) (½ day a.m.)	SHW	01	3/1
26.2 快樂工作間 Happy Workplace			02	6/2
			03	10/3
			04	3/4
			05	16/5
			06	9/6
課程內容 Course Contents:				
<p>26.1 僱員在工作上難免遇到不同程度的工作壓力。本講座介紹工作壓力的徵狀及其對僱員健康的影響，並講解一般處理壓力的方法。 Employees may come across different levels of occupational stress. This talk introduces the signs and symptoms of occupational stress, how occupational stress may affect employees' health and explains the stress-coping strategies.</p> <p>26.2 工作佔我們日常生活大部分的時間，工作時間長及工作壓力等因素，或會令上班族生活及工作失衡。若能建設一個快樂的工作間，就能讓員工維持身心健康及愉快地工作。本講座說明建立快樂工作間的重要性，並講解營造一個快樂工作間的重要元素。 Work accounts for most of our daily life, long working hours and work pressure, etc., may cause employees a work-life imbalance. Building a happy workplace can help employees to maintain physical and mental health and work happily. The talk explains the importance and introduces the essential elements of creating a happy workplace.</p>				
27.1 工作與健康生活方式 Work and Healthy Lifestyle	(半天 上午) (½ day a.m.)	HL	01	24/3
27.2 工作與糖尿病及高血壓 Work and Diabetes Mellitus and Hypertension			02	5/5
課程內容 Course Contents:				
<p>27.1 本講座討論如何實踐健康生活方式，例如均衡飲食、恆常運動、充足休息和壓力處理，使員工更加健康，迎接每天的工作和挑戰。講座包括示範工作間運動。 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.</p> <p>27.2 糖尿病及高血壓是上班族常見的慢性疾病。本講座簡介這些疾病的徵狀及併發症，並重點講解在酷熱環境、涉及大量體力勞動或不定時工作時應注意的事項，以提高糖尿病或高血壓患者的職業健康意識。 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.</p>				
28 工作間的急救常識 First Aid in the Workplaces	(半天 上午) (½ day a.m.)	FA	01	9/1
			02	14/2
			03	24/2
			04	14/3
			05	14/4
			06	2/5
			07	29/5
			08	19/6
課程內容 Course Contents:				
<p>本講座介紹基本的急救常識，並透過個案講解在工作間遇上意外事故，例如受傷流血和骨折等，如何協助及處理傷患員工。本講座亦會簡介職業安全健康法例。 The talk will introduce basic knowledge of first aid and explain how to assist and handle injured employees in workplace accidents like wound bleeding and fracture through case illustrations. The talk also briefly outlines the occupational safety and health legislation.</p>				

職業健康課程 Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
29.1 物業保安員的職業健康 Occupational Health for Security Guards	(半天 上午) (½ day a.m.)	SGD	01	13/6
29.2 工作與糖尿病及高血壓 Work and Diabetes Mellitus and Hypertension				
課程內容 Course Contents:				
<p>29.1 下肢和腰背勞損是物業保安員常見的職業健康危害。本講座介紹上述危害的成因和預防措施，同時簡介健康生活小錦囊以配合工作需求，並示範和練習工作間運動。 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>29.2 糖尿病及高血壓是上班一族常見的慢性疾病。本講座簡介這些疾病的徵狀及併發症，並重點講解在酷熱環境、涉及大量體力勞動或不定時工作時應注意的事項，以提高糖尿病或高血壓患者的職業健康意識。 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.</p>				
30.1 工作與心腦血管疾病 Work and Cardiovascular and Cerebrovascular Diseases	(半天 上午) (½ day a.m.)	CCHE	01 02 03	20/1 21/3 22/5
30.2 上班一族有「營」秘笈 Easy Tips for Healthy Eating at Work				
課程內容 Course Contents:				
<p>30.1 心血管疾病和腦血管疾病 (心腦血管疾病) 是香港常見的致命疾病。本講座的目的是提高僱主及僱員對心腦血管疾病的認識，並介紹健康生活方式和工作間的護「心」保「腦」小貼士，讓僱主及僱員攜手實踐，從而促進僱員的健康及提高機構的生產力。 Cardiovascular diseases and cerebrovascular diseases (CCVD) are common causes of death in Hong Kong. This talk aims to increase the awareness of employers and employees on CCVD, to introduce healthy lifestyle and to provide tips on protecting their "heart" and "brain" in the workplace so that employers and employees can work hand-in-hand to promote employees' health and to enhance organisation's productivity.</p> <p>30.2 本講座主要為提高僱主和僱員對健康飲食的認識，從而確立正確的健康飲食觀念，並透過機構去推廣健康飲食，讓僱員可以「吃得有營，活得健康，做得更醒」。 This talk aims to raise the awareness of both employers and employees about healthy eating, so as to establish a right concept of making wise food choices. Through promoting healthy eating in the workplace, employees can "eat well, stay healthy and work smart" .</p>				

勞工處職業安全及健康部 收集個人資料之目的

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作有關提高工作安全及健康培訓、教育及推廣的活動。

查閱個人資料

2. 根據個人資料(私隱)條例第18及22條及附表1保障原則第6原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢

3. 有關你個人資料的查詢，包括查閱及更正個人資料，可與本中心聯絡：
職業安全健康中心
觀塘協和街60號觀塘社區健康中心大樓地下
電話：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

勞工處職業安全健康中心

職業安全及健康課程報名表

電話：2361 8240 傳真號碼：2307 9867

填寫前請先參閱「報名須知」及「收集個人資料之目的」

參加者姓名：(中文) _____ 先生 女士
(英文) _____

(請用正楷填寫及必須與香港身份證相同)

職位(全寫)： _____

行業(請在有關行業✓)

- | | |
|--|--|
| <input type="checkbox"/> 製造業 | <input type="checkbox"/> 金融及保險 |
| <input type="checkbox"/> 電力及燃氣供應 | <input type="checkbox"/> 地產活動 |
| <input type="checkbox"/> 建造業 | <input type="checkbox"/> 行政及支援服務活動(如清潔、辦公室支援) |
| <input type="checkbox"/> 進出口貿易、批發及零售業 | <input type="checkbox"/> 教育 |
| <input type="checkbox"/> 運輸、倉庫、郵政及速遞服務 | <input type="checkbox"/> 人類保健及社會工作(如護養院、青少年中心) |
| <input type="checkbox"/> 住宿及膳食服務活動(如酒店、餐館) | <input type="checkbox"/> 藝術、娛樂及康樂活動 |
| <input type="checkbox"/> 資訊及通訊 | <input type="checkbox"/> 其他服務活動(如洗滌、美容) |
| <input type="checkbox"/> 其他(請列明 _____) | <input type="checkbox"/> 公營機構 |
| | <input type="checkbox"/> 政府/法定機構 |

申請課程：

	課程代碼	課程編號	上課日期
例如	EX	01	9.2.2023
課程選擇			

公司名稱：

傳真號碼：

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

聯絡人姓名： _____

公司地區：

電話號碼：

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

申請參加課程的目的(請將有關的空格✓)：

- | | |
|--|----------------|
| <input type="checkbox"/> 需要執行職業安全及健康訓練 | 僱主或學員姓名： _____ |
| <input type="checkbox"/> 向同事簡介職業安全及健康法例和知識 | 職位： _____ |
| <input type="checkbox"/> 認識相關的職業安全及健康法例和知識 | 日期： _____ |

註(一) 每份報名表祇可供一位參加者作為申請一項課程之用，並請填寫每一項。

註(二) 報名表格一經接納，便不可作出任何修改；任何更換或另作安排的要求概不受理。

註(三) 只有出席整個課程，方可獲發出證書。參加者如遲到超過 30 分鐘、缺席或只出席部份課程，均不會獲發出證書。證明出席部份課程的要求，概不受理。

註(四) 如在早上 7 時或之後懸掛 / 仍然懸掛八號或以上颱風信號、黑色暴雨警告或政府公布的「極端情況」，所有課程均會取消。

註(五) 請瀏覽網頁 www.coronavirus.gov.hk/chi/index.html，查閱有關 2019 冠狀病毒病的最新資訊及建議。

《確認回條》由本中心填寫

已預留名額，編號為 _____。請參加者攜同此**確認報名表及香港身份證**，到下述地點上課：
觀塘協和街 60 號觀塘社區健康中心大樓地下
上午 9 時 15 分至正午 12 時

- 對不起，申請未獲接納，原因如下：
- 你所揀選的日期，名額已滿；
 - 報名表格資料不足 / 錯誤(如圈中)；
 - 中心於開課日期前兩個月開始接受報名申請；
 - 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 same as in your HK Identity Card)

(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 & 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	9.2.2023
Course Choice			

Name of Company:

Fax: _____

Contact Person: _____

District of Company:

Telephone: _____

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) Attendance certificates will be issued to participants with full attendance only. **No attendance certificates will be issued to participants who have been late for more than 30 minutes, absent from the class or attended partially.** 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 hoisted /still hoisted at 7:00 a.m. or after, courses will be cancelled.
- (5) Please visit the website www.coronavirus.gov.hk/eng/index.html for the latest information and advice on the COVID-19.

«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:

觀塘社區健康中心大樓位置圖

Location of Kwun Tong Community Health Centre Building



職業安全健康中心

九龍觀塘協和街 60 號觀塘社區健康中心大樓地下

Occupational Safety and Health Centre

G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon