DANGEROUS OCCURRENCE REPORT FORM
呈 報 危 險 事 故 表 格

To : The Commissioner for Labour, Labour Department
致 : 勞工處處長

In accordance with Section 14 of the Occupational Safety and Health Ordinance, I submit below details of a dangerous occurrence:-
茲根據職業安全及健康條例第十四條，謹向 貴處呈報以下之危險事故:-

Address of the Place of the Dangerous Occurrence 危險事故發生地點之地址	
Name and Address of the Occupier or Employer 佔用人或僱主之名稱及地址	
Date and Time of the Dangerous Occurrence 危險事故發生之日期及時間	
Nature of the Dangerous Occurrence 危險事故之性質	
Circumstances 危險事故之現場情況	
Damage/Destruction to Property 財產受損壞之程度	
Casualties * 有沒有人受傷 *	
Extent of Work Suspended 工作停止程度	

* In case of injury, the accident reporting form (Form 2) must be followed within seven days.
如有人受傷，必須於事故發生後七天內以表格 2 向勞工處呈報。

Signature
簽 署 _____

Position
職 位 _____

(CHOP OF COMPANY)
(公司蓋印)

Date
日期 _____

Note : This form must be sent to an Occupational Safety Officer of Labour Department within 24 hours after the dangerous occurrence concerned.
註 : 此表格必須在有關的危險事故發生後的 24 小時內向勞工處職業安全主任呈報。

勞工處職業安全及健康部
收集個人資料之目的
(意外、危險事故的呈報及提供聲明)

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以下用途：**

(a) **有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；**
(b) **有關職業安全主任調查意外和危險事故；及**
(c) **有關視察違例事項和進行法律聆訊。**

資料轉移

2. **為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門、律師樓.... 等）透露。**

查閱個人資料

3. **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。**

查詢個人資料

4. **有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：**

勞工處職業安全及健康部
職業安全 – 行動科
分區職業安全主任（總部）
香港中環統一碼頭道三十八號
海港政府大樓十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT
(Reporting Accident or Dangerous Occurrence and Giving Declaration)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:

(a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
(b) activities relating to the investigation of accidents and dangerous occurrence by Occupational Safety Officer; and
(c) activities relating to checking compliance with legislative requirements and carrying on legal proceedings.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. 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

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:

Divisional Occupational Safety Officer (HQ)
Occupational Safety – Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong