

Courses Index 課程目錄

The following courses are held at the Occupational Safety and Health Training Centre, Labour Department located at "13/F, City Landmark I, 68 Chung On Street, Tsuen Wan, N.T."

以下課程之授課地點在「新界荃灣眾安街六十八號荃灣城市中心I期十三樓」勞工處職業安全及健康訓練中心

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Legislation - Related Safety Courses for Trainers

為導師設立與安全法例有關課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Major Safety Regulations related to Industrial Accident Prevention 防止工業意外的主要有關安全法例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) This course outlines a series of safety regulations related to industrial accident prevention which includes: 1) Fire precautions; 2) Lifting appliances & lifting gear; 3) Guarding & operation of machinery; 4) Woodworking machinery and etc. 本課程簡介一系列與防止工業意外有關的安全法例並包括：1) 防火措施；2) 起重機械及起重裝置；3) 機械的防護及操作；4) 木工機械；等等。	APS	01 02 03 04 05 06 07 08 09 10	07/01 p.m. 14/01 a.m. 29/01 p.m. 04/02 a.m. 12/02 p.m. 24/02 a.m. 01/03 p.m. 08/03 p.m. 16/03 p.m. 24/03 a.m.	11 12 13 14 15 16 17 18 19 20	02/04 a.m. 20/04 a.m. 28/04 p.m. 05/05 p.m. 13/05 a.m. 21/05 a.m. 31/05 a.m. 07/06 p.m. 15/06 a.m. 28/06 p.m.
Major Health Regulations related to Industrial Accident Prevention 防止工業意外的主要有關健康法例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) This course outlines a series of health regulations related to industrial accident prevention which includes: 1) Protection of eyes; 2) Noise at work; 3) Dangerous substances; 4) Occupational Safety & Health Ordinance and etc. 本課程簡介一系列與防止工業意外有關的健康法例並包括：1) 眼睛保護；2) 工作噪音；3) 危險物質；4) 職業安全及健康條例；等等。	APH	01 02 03 04 05	09/01 a.m. 27/01 p.m. 13/02 a.m. 27/02 p.m. 12/03 p.m.	06 07 08 09 10	29/03 a.m. 14/04 a.m. 30/04 p.m. 17/05 p.m. 14/06 a.m.
Safety Management Regulation and Code of Practice 安全管理規例及工作守則 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) 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; 6) Container handling to implement a safety management system. This course outlines the 14 safety management elements, the requirements of safety audit, safety review. The Code of Practice on Safety Management would also be discussed in this course. 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；6)貨櫃處理作業等行業的東主及承建商須發展及執行安全管理制度。本課程簡介規例中的14項安全管理元素，有關安全審核，安全查核的規定。本課程亦會討論安全管理工作守則。	SM	01 02 03 04 05 06 07 08 09 10 11 12 13 14	02/01 a.m. 12/01 p.m. 19/01 a.m. 30/01 p.m. 04/02 a.m. 10/02 p.m. 16/02 p.m. 20/02 p.m. 25/02 a.m. 03/03 a.m. 10/03 p.m. 17/03 a.m. 24/03 p.m. 31/03 a.m.	15 16 17 18 19 20 21 22 23 24 25 26 27 28	06/04 a.m. 15/04 p.m. 22/04 p.m. 29/04 a.m. 04/05 p.m. 11/05 a.m. 14/05 p.m. 20/05 a.m. 28/05 p.m. 01/06 a.m. 09/06 a.m. 16/06 p.m. 23/06 p.m. 29/06 a.m.

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Major Regulations related to Working in Construction Sites 建築地盤安全的主要有關法例 (1 day)(一天)	CR	01 02 03 04 05 06 07 08 09 10 11 12 13 14	02/01 07/01 16/01 28/01 02/02 06/02 13/02 19/02 27/02 05/03 12/03 19/03 26/03 02/04	15 16 17 18 19 20 21 22 23 24 25 26 27 28	07/04 16/04 23/04 30/04 05/05 10/05 14/05 21/05 28/05 04/06 11/06 18/06 25/06 30/06
Legal Requirements on Manual Handling Operations 體力處理操作的安全規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午)	MH	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19	06/01 a.m. 09/01 p.m. 14/01 a.m. 19/01 p.m. 27/01 a.m. 30/01 p.m. 05/02 p.m. 10/02 a.m. 16/02 p.m. 20/02 p.m. 24/02 p.m. 26/02 p.m. 01/03 a.m. 04/03 p.m. 09/03 p.m. 15/03 p.m. 18/03 a.m. 23/03 a.m. 29/03 p.m.	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38	01/04 a.m. 08/04 a.m. 14/04 a.m. 20/04 p.m. 26/04 a.m. 29/04 p.m. 04/05 a.m. 07/05 p.m. 11/05 a.m. 17/05 a.m. 20/05 p.m. 25/05 a.m. 31/05 p.m. 02/06 a.m. 08/06 p.m. 14/06 a.m. 18/06 p.m. 24/06 a.m. 29/06 p.m.

Briefing Sessions on Safety Legislation 安全法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Occupational Safety & Health Ordinance 職業安全及健康條例 (1/2 day)(a.m.)(半天)(上午)	OSO	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16	05/01 08/01 15/01 20/01 28/01 03/02 09/02 12/02 17/02 23/02 02/03 08/03 11/03 17/03 25/03 31/03	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32	06/04 13/04 19/04 22/04 27/04 03/05 05/05 12/05 18/05 24/05 31/05 03/06 10/06 15/06 23/06 28/06
Occupational Safety & Health Regulation 職業安全及健康規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午)	OSR	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20	05/01 p.m. 08/01 p.m. 13/01 a.m. 15/01 p.m. 20/01 p.m. 28/01 p.m. 03/02 p.m. 09/02 p.m. 12/02 p.m. 17/02 p.m. 23/02 p.m. 26/02 a.m. 02/03 p.m. 08/03 p.m. 11/03 p.m. 15/03 a.m. 17/03 p.m. 22/03 a.m. 25/03 p.m. 31/03 p.m.	21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	06/04 p.m. 13/04 p.m. 15/04 a.m. 19/04 p.m. 22/04 p.m. 27/04 p.m. 03/05 p.m. 07/05 p.m. 12/05 p.m. 19/05 p.m. 24/05 p.m. 27/05 a.m. 31/05 p.m. 03/06 p.m. 07/06 a.m. 10/06 p.m. 15/06 p.m. 21/06 a.m. 23/06 p.m. 28/06 p.m.

Briefing Sessions on Safety Legislation 安全法例簡介課程

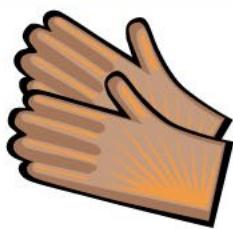
Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Legal Requirements of Working at Height and Codes of Practice on Scaffolds 高空工作的安全規例及棚架的工作安全守則 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) <p>This course outlines Part VA of the Construction Sites (Safety) Regulations and the safety measures of working at height. Content includes the standards of 1) Working platforms; 2) Guard-rails, barriers, toe-boards and fences; 3) Coverings for openings; 4) Gangways and runs; and 5) Scaffolds. The Codes of Practice for Bamboo Scaffolding Safety and Metal Scaffolding Safety would also be discussed in this course.</p> <p>本課程簡介建築地盤(安全)規例第VA部及有關高空工作的規定。內容包括：1) 工作台；2) 護欄、屏障、底護板及圍欄；3) 孔洞覆蓋物；4) 木板路及路徑及5) 棚架等安全設備的規格。本課程亦會探討竹棚架及金屬棚架的工作安全守則。</p>	WH	01 02 03 04 05 06 07 08 09 10 11 12 13 14	05/01 a.m. 12/01 a.m. 16/01 p.m. 30/01 a.m. 05/02 a.m. 09/02 p.m. 16/02 a.m. 20/02 a.m. 26/02 p.m. 02/03 a.m. 09/03 a.m. 16/03 p.m. 22/03 a.m. 30/03 a.m.	15 16 17 18 19 20 21 22 23 24 25 26 27	06/04 p.m. 14/04 p.m. 21/04 p.m. 28/04 a.m. 04/05 p.m. 10/05 a.m. 13/05 p.m. 19/05 p.m. 27/05 a.m. 02/06 a.m. 08/06 p.m. 17/06 a.m. 24/06 p.m.



Briefing Sessions on Safety Legislation

安全法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Confined Spaces Regulation 密閉空間規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) <p>The Regulation requires workers working in confined spaces to hold a valid certificate; the proprietor to appoint a competent person to conduct an assessment and etc. This course outlines the requirements of the Regulation.</p> <p>根據這規例，從事密閉空間工作的核准工人須持有證明書，東主須委任合資格人士進行危險評估等等。本課程簡介此規例之各項規定。</p>	CS	01 02 03 04 05 06 07 08 09	06/01 p.m. 19/01 a.m. 03/02 p.m. 09/02 a.m. 17/02 p.m. 23/02 p.m. 03/03 a.m. 12/03 a.m. 18/03 p.m.	10 11 12 13 14 15 16 17 18	25/03 p.m. 07/04 a.m. 21/04 a.m. 26/04 p.m. 06/05 a.m. 17/05 p.m. 25/05 a.m. 04/06 a.m. 14/06 p.m.
Lifting Appliances and Lifting Gear Regulations 起重機械及起重裝置規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) <p>This course explains the definitions of "Lifting appliances" and "Lifting gear" and etc.; and examines the requirements of usage and examination of those equipments.</p> <p>本課程解釋「起重機械」(例：各式起重機或吊機)及「起重裝置」(例：吊索及其他有關裝置)等等的定義，並探討法例中有關檢驗及操作該等機械的規定。</p>	LAG	01 02 03 04 05 06 07 08 09 10	06/01 a.m. 13/01 p.m. 20/01 a.m. 02/02 p.m. 11/02 p.m. 18/02 a.m. 25/02 p.m. 04/03 a.m. 16/03 a.m. 23/03 a.m.	11 12 13 14 15 16 17 18 19	01/04 p.m. 13/04 a.m. 27/04 a.m. 06/05 p.m. 18/05 p.m. 27/05 p.m. 09/06 a.m. 17/06 p.m. 29/06 a.m.
Suspended Working Platforms Regulation 吊船規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) <p>The Regulation prescribes standards of operation and examination of suspended working platform. This course outlines the requirements of operation and examination of suspended working platform.</p> <p>這規例訂明在工業經營中使用吊船的準則。本課程簡介吊船規例中有關操作及檢驗吊船的各項規定。</p>	SWP	01 02	18/02 a.m. 30/03 p.m.	03 04	11/05 p.m. 08/06 a.m.



Briefing Sessions on Safety Legislation 安全法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Loadshifting Machinery Regulation 負荷物移動機械規例 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) The Regulation requires the persons who operate 11 types of loadshifting machine to receive training. This course outlines the duties of employers and employees under the Regulation. 本這規例規定操作11類負荷物移動機械的操作員須接受訓練。本課程簡介僱主及僱員在該規例下的責任。	LM	01 02	11/02 p.m. 22/03 p.m.	03 04	07/05 a.m. 16/06 a.m.
Regulations related to 'Green Card' and Gas Welding/Flame Cutting and Code of Practice '平安咁'及氣體焊接/火焰切割的有關法例及工作守則 (1/2 day)(a.m. or p.m.)(半天)(上午或下午) Section 6BA of the Factories and Industrial Undertakings Ordinance requires a person who carries out construction work or container handling to receive relevant recognized safety training. The Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation requires a person who carries out gas welding and flame cutting operation to receive relevant recognised safety training. This course outlines the requirements of the Ordinance and the Regulation. The Code of Practice on Safety and Health at work for Gas Welding and Flame Cutting and the Code of Practice on Safety and Health at work for Manual Electric Arc Welding would also be discussed in this course. 工廠及工業經營條例第6BA條規定從事建築工程或貨櫃處理作業的人士須修讀獲承認的安全訓練課程。工廠及工業經營(氣體焊接及火焰切割)規例規定從事氣體焊接及火焰切割的人士須接受獲承認的安全訓練課程。本課程簡介該兩條法例的各項規定。本課程亦會討論氣體焊接及火焰切割工作的安全與健康工作守則及手工電弧焊接工作的安全與健康工作守則。	MBT	01 02	11/02 a.m. 23/03 p.m.	03 04	04/05 a.m. 09/06 p.m.



Briefing Sessions on Occupational Health

職業健康簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
Occupational Health for Office Workers 辦公室僱員之職業健康 (1/2 day)(a.m.)(半天)(上午)	OH	01 02 03	30/01 27/02 26/03	04 05 06	30/04 28/05 25/06
<p>The talk is designed for office workers. Participants are explained about the health hazards in their working environment and their preventive measures. Talk content includes: 1) Ventilation; 2) Lighting and Noise; 3) Chemicals; 4) Safe Environment; 5) Display Screen Equipment (Computer); 6) Furniture; 7) Posture; 8) Occupational Stress; and (9) A brief introduction to Occupational Safety and Health legislation.</p> <p>這是為辦公室員工而設的講座，探討辦公室環境的危害因素及其對健康的影響；亦詳盡討論預防及控制措施，以便員工能明白如何建立一個舒適健康的工作環境。內容包括：1) 通風系統；2) 光線和噪音；3) 化學品；4) 安全環境；5) 電腦；6) 傢俬設計；7) 工作姿勢；8) 工作壓力；9) 簡介職業安全健康法例。</p>					
Occupational Stress 工作壓力 (1/2 day)(a.m.)(半天)(上午)	SD	01 02 03	09/01 13/02 12/03	04 05 06	16/04 14/05 11/06
<p>Stress is part of our daily lives and no one can avoid it. This talk explains how stress affects the employees' health and how they can keep alert to the stress before it becomes a negative one. Group discussions are conducted to explore the possible causes of stress and coping strategies in their work setting. The talk will also outline the Occupational Safety and Health legislation.</p> <p>壓力是我們生活的一部份，沒有人能夠避免它。本講座解釋工作壓力對健康的影響和討論如何提高對壓力的警覺。並以小組討論形式探討工作壓力的原因及減壓方法。本講座亦會簡介職業安全健康法例。</p>					



Briefing Sessions on Occupational Health

職業健康簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
First Aid Care 急救的護理常識 (1/2 day)(a.m.)(半天)(上午) <p>The talk introduces the first aid care in various emergency situations like wound bleeding, fracture, sprain or strain and shock etc. Demonstration and practice of bandaging are included. The talk will also briefly outline the Occupational Safety and Health legislation.</p> <p>本講座的目的是提供正確的急救護理常識，處理一些日常工作所遇到的意外，如受傷流血、骨折、扭傷、休克及燙傷等。並有包紮示範和實習。本講座亦會簡介職業安全健康法例。</p>	FA	01 02 03 04 05	16/01 06/02 20/02 19/03 02/04	06 07 08 09	23/04 21/05 04/06 18/06
Fitness at Work Workshop 「工作與健康」工作坊 (1/2 day)(a.m.)(半天)(上午) <p>Good health is good business. This workshop tells us the relationship between health and work and what we can do to adopt a healthy lifestyle including balanced diet, regular exercise, adequate rest and stress management etc. The talk will also briefly outline the Occupational Safety and Health legislation.</p> <p>這是為在職人士而設的工作坊，透過討論如何實踐均衡飲食、恒常運動、壓力處理等的健康生活方式，使我們能有健康的身體，迎接每天的工作和挑戰。本講座亦會簡介職業安全健康法例。</p>	FW	01 02	02/01 05/03	03	07/05



1. 勞工處職業安全及健康訓練中心舉辦的各項有關安全法例的訓練課程(包括導師培訓課程和簡介會)的主要目的，是使學員認識法例的規定，明瞭各項遵守準則和其他有關法例的事宜。
各項課程均無須繳費。
2. 簡介會專為經常需要簡介安全法例的人士而設，希望他們在修畢課程後，向他們的員工簡介有關的事宜，以期達到「一傳十，十傳百」的效果。導師培訓課程則旨在訓練導師，或需要執行法例方面的定期訓練工作的人士，希望他們在修畢課程後，能替僱主在機構內提供訓練。
3. 申請報名必須由僱主贊助，以填寫的表格第OSTC-A1(rev.2004.Jan)號的方式提出；這款表格可向勞工處免費索取。表格內各項資料必須填寫，並且妥為簽署，附以贊助公司的蓋章作實。在填寫表格第OSTC-A1(rev.2004.Jan)前，請先閱讀《勞工處職業安全及健康部收集個人資料之目的》。以A4尺寸影印的表格也會獲得接納。
4. 開課日期前兩週將截止接受申請。
5. 申請表格一經接納，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。
6. 授課地點及授課時間：
本冊子內刊載的各項訓練課程均編排在本處荃灣職業安全及健康訓練中心內舉行，在申請課程時，請留意有關課程之授課時間。

荃灣職業安全及健康訓練中心

地址 : 新界荃灣眾安街68號荃灣城市中心I期13樓
授課時間 : 上午9時30分至下午5時 (全日制課程)
 上午9時30分至中午12時15分 (半日制上午課程)
 下午2時15分至下午5時 (半日制下午課程)
電話 : 2940 7057

7. 所有課程均以廣東話教授，間中會以英語作為補充。
8. 勞工處可更改各項課程的時間編排或刪減有關編排，事前毋須作出通知。
9. 如天文台在早上七時仍然懸掛八號或以上颱風訊號或黑色暴雨警報，所有半日制上午課程或全日制課程之上午及下午課堂均會完全取消；本處會為參加者另行安排時間上課。如天文台在早上七時至十一時三十分改掛三號或以下颱風訊號或除下黑色暴雨警報，原定半日制下午課程將照常舉行。
10. 只有出席整個課程，並在測試(如有測試)中取得合格的學員，方可獲發出席證書。
學員如遲到超過30分鐘或缺課等，均作出席部分課程論，並不會獲發出席證書。要求證明出席部分課程，概不受理。
11. 部份法例規定個別行業的從業員及指定人士須取得法定訓練證書方可從事有關行業(例：‘平安咁’安全訓練；密閉空間工作；操作負荷物移動機械；氣體焊接/火焰切割等等)。本中心簽發的出席證書並不等同於該等法定訓練證書。有關該等法定訓練課程提供機構的名單請瀏覽本處網頁<http://www.labour.gov.hk/osh/content5.htm>。
12. 有關各種安全意識訓練課程，請向職業安全健康局查詢，
地址：香港北角馬寶道28號華匯中心19樓 電話：2739 9377；
或向建造業訓練局查詢，地址：香港香港仔漁光道95號 電話：2870 0183。

Notes for Application

1. The primary objective of the legislation-related safety training courses (including Trainer Courses and Briefing Sessions) offered by the Occupational Safety and Health Training Centre of the Labour Department is to enable course participants to know the legal requirements, compliance standards and other legislation-related issues. Courses offered are free of charge.
2. The Briefing Sessions are designed for those who are required to perform regular briefing duties on safety legislation. After attending the courses, they are expected to brief their staff on relevant issues to achieve a multiplying effect. The Trainer Courses aim to train trainers or those who are required to perform regular training duties in legislation-related matters. After attending the courses, they are expected to assist their employers to organize in-house training in their own organizations.
3. Application for enrolment must be made by the sponsoring employers in Form [OSTC-A1\(rev.2004.Jan\)](#) obtainable from the Labour Department free of charge. Every item in the form must be completed and properly endorsed with the chop of the sponsor companies being stamped. Please see the "[STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT](#)" before completing the form [OSTC-A1\(rev.2004.Jan\)](#). Photocopies of the forms in A4 size are also accepted.
4. Application closes **TWO WEEKS** before the commencement date of the course.
5. No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.

6. Course Venue and Lecturing Time:

The training courses stated in this booklet are arranged at our "Occupational Safety and Health Training Centre, Tsuen Wan". Please take note of the time of the respective course during application.

Occupational Safety and Health Training Centre, Tsuen Wan

Address : 13/F, City Landmark I, 68 Chung On Street, Tsuen Wan.
Time : 9:30 a.m. to 5:00 p.m. (1-day course)
9:30 a.m. to 12:15 p.m. (half-day morning course)
2:15 p.m. to 5:00 p.m. (half-day afternoon course)
Tel : 2940 7057

7. The medium of instruction for all courses is Cantonese, English may sometimes be used as supplement.
8. The time schedule of the courses may be subject to change or cancellation without prior notice.
9. If Tropical Cyclone Signal No. 8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., all one-day courses (both the morning & afternoon sessions) and half-day morning courses will be cancelled. The affected participants will be arranged to attend another class. If Tropical Cyclone Signal has been changed to No. 3 or below OR Black Rainstorm Warning is cancelled between 7:00 a.m. to 11:30 a.m., the half-day afternoon courses will be resumed.
10. Only those participants who have a full attendance and have passed the test (if there is a test) will be issued with attendance certificates. Participant who has been late for the class for over 30 minutes or absent from the class etc., will be regarded as partial attendance and will not be issued with an attendance certificate. Request for proof of partial attendance will not be entertained.
11. Some regulations required the involved workers and specified persons to receive recognised/approved training and hold a valid certificate (such as: 'Green Card' safety training, working in confined spaces, operation of loadshifting machinery, gas welding / flame cutting and etc.). The attendance certificate issued by our centre is not equivalent to those required certificate. For further information about the list of recognised/approved course providers, please browse the homepage of Labour Department <http://www.labour.gov.hk/eng/osh/content5.htm>.
12. For various types of safety awareness training courses, please approach the Occupational Safety and Health Council located at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong. (Tel.: 2739 9377) or the Construction Industry Training Authority located at 95 Yue Kwong Road, Aberdeen, Hong Kong. (Tel.: 2870 0183).

申請表格可寄往：勞工處職業安全及健康訓練中心
新界荃灣眾安街 68 號荃灣城市中心 I 期 13 樓（電話：2940 7057）
或傳真至：2940 7426

職業安全及健康訓練課程申請表

本申請表格應由參加者僱主填寫。並請先參閱11及15頁的「申請須知」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) _____

身份証號碼：_____ () 職位(全寫)：_____

請將有關的課程代碼空格填滿 (例子：●APH)

課程年度：2 0 0 4

課程代碼：	<input type="radio"/> APH	<input type="radio"/> CS	<input type="radio"/> FW	<input type="radio"/> MBT	<input type="radio"/> OSO	<input type="radio"/> SM
(只選一項)	<input type="radio"/> APS	<input type="radio"/> DS	<input type="radio"/> LAG	<input type="radio"/> MH	<input type="radio"/> OSR	<input type="radio"/> SWP
	<input type="radio"/> CR	<input type="radio"/> FA	<input type="radio"/> LM	<input type="radio"/> OH	<input type="radio"/> SD	<input type="radio"/> WH

請將有關的課程編號空格填滿 (例子：03) 0 1 2 3 4 5 6 7 8 9

●○○○○○○○○○○
○○○●○○○○○○○

	課程選擇 (一)	課程選擇 (二)	課程選擇 (三)
課程編號：	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○

公司名稱：

傳真號碼：_____

公司地址：

聯絡人姓名：_____

電話號碼：_____

本人證明上述參加者的正常職責包括(請將有關的空格填滿)：

執行職業安全及健康訓練； 向其他職員簡介職業安全及健康法例

授權人簽字：_____

姓名：_____

職位：_____

日期：_____

公司或機構蓋印

註(一) 每份申請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) 每一機構最多只可提名 8 位參加者報讀每一課程。

註(三) 開課日期前兩週將截止接受申請。

註(四) 申請表格一經接納，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(五) 只有出席整個課程，並在測試(如有測試)中取得合格的學員，方可獲得出席證明書。學員如遲到超過30分鐘，或缺課等，均作出席部分課程論，並不會獲發出席證明書。要求證明出席部分課程，概不受理。

註(六) 勞工處可更改各項課程的時間編排或刪減有關編排，事前毋須作出通知。

註(七) 如天文台在早上七時仍然懸掛八號或以上颱風訊號或黑色暴雨警報，所有半日制上午課程或全日制課程之上午及下午課堂均會完全取消；本處會為參加者另行安排時間上課。如天文台在早上七時至十一時三十分改掛三號或以下颱風訊號或除下黑色暴雨警報，原定半日制下午課程將照常舉行。

* 刪去不適用者



Please send this application to : Occupational Safety and Health Training Centre, Labour Department
 13/F, City Landmark I, 68, Chung On Street, Tsuen Wan, N.T. (Tel : 2940 7057)
 OR Fax to : 2940 7426

Application for Occupational Safety and Health Training Course

This application is to be filled by the employer of the course participant.

Please refer to the application notes and the statement of purpose for the collection of personal data on pages 12 and 15.

Please use CAPITAL LETTERS to fill in this application.

Name of Participant:

*(Mr / Mrs / Ms)

Identity Card No.: () Post (in full):

Please shade the appropriate circle (e.g. ● APH)

Course Year : 2 0 0 4

Course Code :	<input type="radio"/> APH	<input type="radio"/> CS	<input type="radio"/> FW	<input type="radio"/> MBT	<input type="radio"/> OSO	<input type="radio"/> SM
(Select ONE course only)	<input type="radio"/> APS	<input type="radio"/> DS	<input type="radio"/> LAG	<input type="radio"/> MH	<input type="radio"/> OSR	<input type="radio"/> SWP
	<input type="radio"/> CR	<input type="radio"/> FA	<input type="radio"/> LM	<input type="radio"/> OH	<input type="radio"/> SD	<input type="radio"/> WH

Please shade the appropriate circle (e.g. 03)

0 1 2 3 4 5 6 7 8 9

●○○○○○○○○○○

	Choice (1)	Choice (2)	Choice (3)
Class No.:	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○
Name of Company :		Fax: <input type="text"/>	
Address of Company :		Contact Person: <input type="text"/>	

I certify that this participant's normal duties include (Please shade the appropriate circles):

conduct occupational safety and health (OSH) training; brief other staff on OSH legislation

Authorized Signature:

Name:

Post:

Date:

Chop of Company or Organization

Note (1) Please use ONE application form for ONE participant to apply for ONE course only and fill in all the items.

- (2) Each company / organisation is limited to EIGHT nominations for each course.
- (3) Application closes **TWO WEEKS** before the commencement date of the course.
- (4) No change will be allowed once the application is accepted. No replacement or re-arrangement will be allowed.
- (5) 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 or absent from the class will not be issued with an attendance certificate. Request for proof of partial attendance will not be entertained.
- (6) The time schedule of the courses may be subject to change or cancellation without prior notice.
- (7) If Tropical Cyclone Signal No. 8 or above OR Black Rainstorm Warning is still hoisted at 7:00 am, all one-day courses (both the morning & afternoon sessions) and half-day morning courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date. If Tropical Cyclone Signal has been changed to No. 3 or below OR Black Rainstorm Warning is cancelled between 7:00 am to 11:30 am, the half-day afternoon courses will be resumed.

* delete as appropriate



勞工處職業安全及健康部 收集個人資料之目的 (申請訓練)

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：
 - (甲) 評估你的申請作訓練的安排；
 - (乙) 關於與訓練有關的事宜；
 - (丙) 方便勞工處與你聯絡有關你申請註冊等事宜；及
 - (丁) 將有關資料用作研究及統計分析。

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
職業安全及健康訓練中心
分區職業安全主任(訓練)4
新界荃灣眾安街六十八號荃灣城市中心I期十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT (Application for Training)

Purpose of Collection

1. The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) assessment of your application for the placement of training;
 - (b) activities relating to the training matters;
 - (c) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (d) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureau 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 (Training)4
Occupational Safety and Health Training Centre
Occupational Safety and Health Branch
Labour Department

13/F., City Landmark I, 68 Chung On Street, Tsuen Wan.