

勞工處

Labour Department

二零二六年一月至三月
職業安全及健康訓練課程

Occupational Safety and Health Training Courses

January – March 2026



職業安全及健康訓練中心

Occupational Safety and Health Training Centre

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Complying with Occupational Safety and Health Legislation is
a Shared Obligation for Employers and Employees

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以下課程之授課地點在「荃灣眾安街六十八號荃灣千色匯 I 十三樓」勞工處職業安全及健康訓練中心

The following courses are held at the Occupational Safety and Health Training Centre, Labour Department which is located at "13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan."

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為導師設立與安全及健康法例相關課程

Legislation Related Safety and Health Courses for Trainers

課程名稱 Course Title	課程代碼 Course Code	課程編碼 Course No.	上課日期 Date	課程編碼 Course No.	上課日期 Date
(1) 防止工業意外的主要相關安全及健康法例及其最新的修訂 Major Safety and Health Legislation related to Industrial Accident Prevention and Their Latest Amendments (半天)(上午或下午)(1/2 day) (a.m. or p.m.) 本課程簡介一系列與防止工業意外相關的安全及健康法例並包括：1) 高處工作、2) 防火措施、3) 電力、4) 起重機械及起重裝置、5) 機械的防護及操作、6) 木工機械、7) 保護眼睛、8) 工作噪音、及9) 危險物質等。 本課程亦會討論在《2023年職業安全及職業健康法例(雜項修訂)條例》生效後對以上法例的最新修訂。 This course outlines a series of major safety and health legislation related to industrial accident prevention which include: 1) Work at height, 2) Fire precautions, 3) Electricity, 4) Lifting appliances and lifting gear, 5) Guarding and operation of machinery, 6) Woodworking machinery, 7) Protection of eyes, 8) Noise at work, and 9) Dangerous substances, etc. The course will also discuss the latest amendments to the above legislation after the 《Occupational Safety and Occupational Health Legislation (Miscellaneous Amendments) Ordinance 2023》 came into force.	SHRA	01 02 03 04 05	08 / 01 a.m. 13 / 01 p.m. 26 / 01 a.m. 28 / 01 p.m. 03 / 02 a.m.	06 07 08 09	10 / 02 p.m. 23 / 02 a.m. 12 / 03 p.m. 25 / 03 a.m.
(2.1) 工廠及工業經營(安全管理)規例 Factories and Industrial Undertakings (Safety Management) Regulation (2.2) 安全視察計劃及意外或事故的調查 Safety Inspection Programme and Accident/Incident Investigation (半天)(上午或下午)(1/2 day) (a.m. or p.m.) 在這法例下，1) 建築地盤、2) 船廠、3) 工廠、4) 電力的生產、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。本課程亦會討論安全視察計劃及意外或事故的調查。 The legislation requires the proprietors and contractors of 1) Construction site, 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. The safety inspection programme and accident/incident investigation will also be discussed in this course.	SM	01 02 03 04 05 06	06 / 01 p.m. 14 / 01 a.m. 16 / 01 p.m. 22 / 01 a.m. 05 / 02 p.m. 10 / 02 a.m.	07 08 09 10 11 12	12 / 02 p.m. 27 / 02 a.m. 11 / 03 p.m. 17 / 03 a.m. 23 / 03 p.m. 30 / 03 a.m.
(3) 防止密閉空間工作意外的主要相關安全法例及其他與危險評估相關的安全法例 Major Safety Legislation related to Accident Prevention on Work in Confined Spaces and other Safety Legislation related to Risk Assessment (半天)(上午或下午)(1/2 day) (a.m. or p.m.) 本課程簡介防止密閉空間工作意外的主要相關安全法例，包括《工廠及工業經營(密閉空間)規例》及相關安全措施，及其他與危險評估相關的安全及健康法例，並包括：1) 職業安全及健康條例和工廠及工業經營條例所訂明提供安全工作系統的規定、2) 工作噪音、3) 安全管理、及4) 體力處理操作。本課程亦會討論進行危險評估的步驟。 This course outlines major safety legislation related to accident prevention on work in confined spaces, including the 《Factories and Industrial Undertakings (Confined Spaces) Regulation》 and related safety measures, and other safety and health regulations related to risk assessment, which include: 1) Provision of Safe System of Work prescribed by the Occupational Safety and Health Ordinance and the Factories and Industrial Undertakings Ordinance, 2) Noise at Work, 3) Safety Management, and 4) Manual Handling Operations. The steps of conducting risk assessment will also be discussed in this course.	PCRA	01 02 03 04 05	07 / 01 p.m. 09 / 01 a.m. 14 / 01 p.m. 22 / 01 a.m. 06 / 02 p.m.	06 07 08 09 10	09 / 02 a.m. 02 / 03 p.m. 06 / 03 a.m. 13 / 03 p.m. 20 / 03 a.m.


為導師設立與安全及健康法例相關課程

Legislation Related Safety and Health Courses for Trainers

課程名稱 Course Title	課程代碼 Course Code	課程編號 Course No.	上課日期 Date	課程編號 Course No.	上課日期 Date
(4) 防止物流業(包括使用貨車尾板)意外的主要相關安全法例及最新修訂的預防被貨車尾板夾傷的危害的安全指引 Major Safety Legislation related to Accident Prevention in Logistics Industry (including use of tail lifts) and the latest revised Guidance Notes on Prevention of Trapping Hazard of Tail Lifts (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	LTG	01	06 / 01 a.m.	07	06 / 02 a.m.
		02	12 / 01 p.m.	08	11 / 02 p.m.
		03	16 / 01 a.m.	09	13 / 02 a.m.
		04	19 / 01 p.m.	10	27 / 02 p.m.
		05	27 / 01 a.m.	11	02 / 03 a.m.
		06	02 / 02 p.m.	12	23 / 03 p.m.
本課程簡介一系列與物流業(包括使用貨車尾板)相關的安全及健康法例, 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) 貨物搬運、 4) 電力安全、 5) 防火安全、 6) 工作環境 及 7) 貨車尾板之安全操作等。本課程亦會講述於2025年3月最新修訂的《安全指引-預防被貨車尾板夾傷的危害》。 This course outlines a series of safety and health legislation, and safety precautions related to logistics industry (including use of tail lifts) which include: 1) the 《Occupational Safety and Health Ordinance》, 2) Manual handling operations, 3) Cargo Handling, 4) Electrical safety, 5) Fire precautions, 6) Working environment, and 7) Safety operation of tail lifts, etc. The latest revised 《Guidance Notes on Prevention of Trapping Hazard of Tail Lifts》 in March 2025 will also be talked in this course.					

安全及健康法例簡介課程

Briefing Sessions on Safety and Health Legislation

課程名稱 Course Title	課程代碼 Course Code	課程編號 Course No.	上課日期 Date	課程編號 Course No.	上課日期 Date
(5.1) 工業意外個案分析及相關安全法例 Industrial Accident Cases Analysis and Related Safety Legislation (5.2) 與僱員責任相關的主要安全及健康法例 Major Safety and Health Legislation related to Employees' Duties (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	IAED	01	05 / 01 p.m.	07	05 / 02 p.m.
		02	09 / 01 a.m.	08	16 / 02 a.m.
		03	14 / 01 p.m.	09	20 / 02 p.m.
		04*	23 / 01 a.m.	10	02 / 03 a.m.
		05	27 / 01 p.m.	11	09 / 03 p.m.
		06	02 / 02 a.m.		
此課程旨在透過分析死亡或嚴重工業意外個案，以提高參加者對工作危害的相關安全意識，並明白意外經過及成因，從而了解相關安全預防措施及法例。此外，本課程亦會闡釋與僱員責任相關的主要安全及健康法例，以提高僱員對遵守相關法例的意識。 This course aims to raise the safety awareness of participants on the work safety hazards through analysing related fatal or serious industrial accident cases. They will understand the circumstances and causes of the accidents, and acquire the knowledge in relevant safety preventive measures and legislation. Besides, major safety and health legislation related to employees' duties will also be interpreted in this course, so as to enhance their awareness of compliance with these regulations.					
			(*以英語授課 To be conducted in English)		
(6.1) 防止地盤電力工作意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention on Electrical Work on Construction Sites (6.2) 防止地盤清拆工作意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention on Demolition Work on Construction Sites (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	PEDS 	01	15 / 01 a.m.	05	05 / 03 a.m.
		02	22 / 01 p.m.	06	10 / 03 a.m.
		03	06 / 02 p.m.	07	17 / 03 p.m.
		04	27 / 02 a.m.		
本課程介紹防止地盤電力工作意外的主要相關安全法例，包括《工廠及工業經營條例》、《工廠及工業經營(電力)規例》、《建築地盤(安全)規例》及《職業安全及健康條例》。課程內容涵蓋：1) 電力可引致的危險、2) 工作環境的風險、3) 確保電力裝置的安全 4) 提供安全和合適的電力器具及 5) 提供安全的電力裝置。此外，本課程亦會講述防止地盤清拆工作意外的主要相關法例，內容包括：1) 風險評估、2) 高空工作、3) 清拆工程的臨時支撐措施、4) 個人防護裝備的使用、5) 電力安全、6) 防止高空墮物及 7) 人力搬運安全。 This course introduces the Major Safety Legislation related to Accident Prevention on Electrical Work on Construction Sites. It covers the 《Factories and Industrial Undertakings Ordinance》, the 《Factories and Industrial Undertakings (Electricity) Regulations》, the 《Construction Sites (Safety) Regulations》, and the 《Occupational Safety and Health Ordinance》. The course content includes 1) Potential hazards of Electricity, 2) Risks in the Working Environment, 3) Ensuring the safety of electrical installations, 4) Providing safe and suitable electrical equipment and 5) Providing safe electrical devices. In addition, the course also covers the Major Safety Legislation related to Accident Prevention on Demolition Work on Construction Sites. The content includes 1) Risk assessment, 2) Working-at-height, 3) Temporary support for demolition works, 4) Use of personal protective equipment, 5) Electrical safety, 6) Prevention of falling objects and 7) Manual handling safety.					

安全及健康法例簡介課程

Briefing Sessions on Safety and Health Legislation

課程名稱 Course Title	課程代碼 Course Code	課程編號 Course No.	上課日期 Date	課程編號 Course No.	上課日期 Date
(7) 建築工程(包括裝修、維修、改建及加建工程)安全的 相關法例與工作守則簡介 A Brief Introduction to Safety Legislation and Codes of Practice related to Construction Work (including Renovation, Maintenance, Alteration and Addition Works) (一 天) (1 day)	CRS	01	07 / 01	06	13 / 02
本課程簡介《建築地盤(安全)規例》，一系列適用於建築 工程，包括裝修、維修、改建及加建工程的安全及健康 規例和工作守則。此外，本課程會討論建造業議會的建 築地盤車輛及流動機械的安全指引，以提升地盤車輛及 流動機械的操作安全所採納的措施。 亦會講述小型流動 工作台及輕便工作台，例如梯台和功夫橈的規格及安全 措施。 This course outlines the 《Construction Sites (Safety) Regulations》，a series of safety and health legislation and the codes of practice applicable to construction work, including Renovation, Maintenance, Alteration and Addition Works. Besides, measures adopted for enhancing the safe operation of site vehicles and mobile plant in the Guidelines on Safety of Site Vehicles and Mobile Plant of the Construction Industry Council will be discussed in this course. Standards and safety measures of small-size mobile working platform and light-duty working platform, such as step platform, and hop-up platform will also be talked.		02	13 / 01	07	04 / 03
		03	21 / 01	08	11 / 03
		04	28 / 01	09	18 / 03
		05	04 / 02	10	27 / 03
8.1) 防止高處工作(包括懸空式竹棚架及吊船) 意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention on Working at Height (including Truss-out Bamboo Scaffolds and Suspended Working Platforms) (8.2) 棚架及吊船的工作守則(包括最新修訂的竹棚架工 作安全守則) Codes of Practice on Scaffolds and Suspended Working Platforms (including the latest revised Code of Practice for Bamboo Scaffolding Safety) (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	PWHS	01	05 / 01 p.m	07	24 / 02 p.m.
本課程講述防止高處工作意外的主要相關法例(包括懸 空式竹棚架及吊船)及其他安全規例，其中會簡介工廠 及工業經營規例、建築地盤(安全)規例、及職業安全及 健康規例內與高處工作相關的安全法例。內容包括：1) 工作平台、2) 護欄、屏障、底護板及圍欄、3) 孔洞 的覆蓋物、4) 木板路及路徑、5) 棚架的規格、及 6) 吊船的安全使用。本課程會探討吊船、金屬及竹棚架的 工作安全守則 (包括竹棚架工作安全守則的最新修訂 內容)， 本課程亦會講述小型流動工作台及輕便工作台， 例如梯台和功夫橈的規格及安全措施。 This course talks about the safety measures of working at height(including truss-out bamboo scaffolds) and the Factories and Industrial Undertakings (Suspended Working Platforms) Regulation. It also outlines the safety requirements on working at height under the Factories and Industrial Undertakings Regulations, the Construction Sites (Safety) Regulations, and the Occupational Safety and Health Regulation. Content includes the standards of 1) Working platforms, 2) Guard-rails, barriers, toe-boards and fences, 3) Coverings for openings, 4) Gangways and runs, 5) Scaffolds and 6) Safe use of suspended working platforms. The Codes of Practice for Suspended Working Platforms, Metal and Bamboo Scaffolding Safety (including the latest amendments to the Codes of Practice for Bamboo Scaffolding Safety) will be discussed in this course. Standards and safety measures of small-size mobile working platform and light-duty working platform, such as step platform and hop-up platform will also be talked in this course.		02	12 / 01 a.m.	08	06 / 03 a.m.
		03	21 / 01 p.m	09	09 / 03 p.m.
		04	27 / 01 a.m.	10	13 / 03 a.m.
		05	04 / 02 p.m	11	17 / 03 p.m.
		06	09 / 02 a.m	12	26 / 03 a.m.

安全及健康法例簡介課程

Briefing Sessions on Safety and Health Legislation

課程名稱 Course Title	課程代碼 Course Code	課程編碼 Course No.	上課日期 Date	課程編碼 Course No.	上課日期 Date
(9.1) 防止吊運工作(包括塔式(天秤)及流動式起重機)意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention on Lifting Work (including Tower and Mobile Cranes) (9.2) 安全使用塔式(天秤)及流動式起重機工作守則 Codes of Practice for Safe Use of Tower and Mobile Cranes (半天)(上午或下午)(1/2 day)(a.m. or p.m.) 本課程簡介防止吊運意外的主要相關安全法例，包括《工廠及工業經營(起重機械及起重裝置)規例》，解釋「起重機械」，例如各式起重機及「起重裝置」，例如吊索及其他相關裝置)等等的定義，並探討法例中有關安全操作及檢驗該等機械(包括塔式和流動式起重機)的規定。此外也會闡述東主、僱主、佔用人及僱員的一般責任。 本課程亦會討論安全使用塔式及流動式起重機工作守則。 This course outlines major safety legislation related to accident prevention on lifting work, including the《Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations》，explains the definitions of “Lifting appliances” e.g. various types of cranes and “Lifting gear” e.g. slings and other relevant gear and etc.; and studies the safety requirements of usage and examination of those equipment (including Tower and Mobile Cranes). The Codes of Practice for Safe Use of Tower and Mobile Cranes will also be discussed in this course.	PTL	01	16 / 01 a.m.	05	12 / 03 a.m.
		02	26 / 01 p.m.	06	19 / 03 p.m.
		03	11 / 02 a.m.	07	23 / 03 a.m.
		04	05 / 03 p.m.		
(10.1) 防止負荷物移動機械(包括叉式起重車)操作意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention on Loadshifting Machinery Operations (including fork-lift truck) (10.2) 安全使用動力操作升降工作台及常見的重型機械 Safe Use of Power-operated Elevating Work Platform and Common Heavy Machinery (半天)(上午或下午)(1/2 day)(a.m. or p.m.) 本課程講述防止負荷物移動機械包括叉式起重車操作的主要相關安全法例，並討論安全使用挖土機工作守則。本課程亦會探討動力操作升降工作台，及常見的重型機械等的安全操作及檢驗規定。 This course talks about major safety legislation related to Accident Prevention on Loadshifting Machinery Operations including fork-lift truck and discusses the Code of Practice on Safe Use of Excavators. It also studies the requirements of safe use and examination of power-operated elevating work platform and some common heavy machinery etc.	PLMC	01	08 / 01 p.m.	06	10 / 03 a.m.
		02	15 / 01 a.m.	07	18 / 03 p.m.
		03	20 / 01 p.m.	08	24 / 03 a.m.
		04	03 / 02 a.m.	09	27 / 03 p.m.
		05	11 / 02 p.m.		

安全及健康法例簡介課程
Briefing Sessions on Safety and Health Legislation

課程名稱 Course Title	課程代碼 Course Code	課程編碼 Course No.	上課日期 Date	課程編碼 Course No.	上課日期 Date
(11) 防止飲食業意外的主要相關安全法例 Major Safety Legislation related to Accident Prevention in Catering Industry (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	PCAT	01	08 / 01 p.m.	04	12 / 03 a.m.
		02	20 / 01 a.m.	05	16 / 03 p.m.
		03	12 / 02 p.m.	06	20 / 03 a.m.
本課程簡介一系列防止飲食業意外的主要相關安全法例，包括 1) 《工廠及工業經營條例》、2) 《職業安全及健康條例》、3) 防火措施、4) 工作間管理、5) 機械的防護及操作、6) 體力處理操作、7) 危險物質、及 8) 安全管理概念等等。 This course outlines major safety legislation related to accident prevention in catering trade, including 1) the 《Factories and Industrial Undertakings Ordinance》, 2) the 《Occupational Safety and Health Ordinance》, 3) Fire precautions, 4) Housekeeping, 5) Guarding and operation of machinery, 6) Manual handling operations, 7) Dangerous Substances, and 8) Concept of safety management, etc.					
(12) 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulation (半天) (上午或下午) (1/2 day) (a.m. or p.m.)	OSO	01	05 / 01 a.m.	12	11 / 02 a.m.
		02	09 / 01 p.m.	13	25 / 02 p.m.
		03	12 / 01 a.m.	14	03 / 03 p.m.
		04	15 / 01 p.m.	15	06 / 03 p.m.
		05	19 / 01 a.m.	16	09 / 03 a.m.
		06	23 / 01 a.m.	17	10 / 03 p.m.
		07	26 / 01 p.m.	18	16 / 03 a.m.
		08	28 / 01 a.m.	19	19 / 03 a.m.
		09	03 / 02 p.m.	20*	25 / 03 p.m.
		10	06 / 02 a.m.	21	31 / 03 a.m.
		11	09 / 02 p.m.		
本課程簡介《職業安全及健康條例與規例》的各項規定。內容包括：1) 僱主及僱員的一般責任、2) 意外預防、3) 防火措施、4) 工作地點環境、5) 工作地點衛生、6) 急救設施、及 7) 體力處理操作。本課程適合各行各業的僱員。 This course outlines the requirements of the 《Occupational Safety and Health Ordinance and Regulation》. Content includes 1) General duties of employers and employees, 2) Accident prevention, 3) Fire precautions, 4) Workplace environments, 5) Hygiene at workplaces, 6) First aid at workplaces, and 7) Manual handling operations. This course is suitable for employees of all trades.					
(*以英語授課 To be conducted in English)					

安全及健康法例簡介課程

Briefing Sessions on Safety and Health Legislation

課程名稱 Course Title	課程代碼 Course Code	課程編號 Course No.	上課日期 Date	課程編號 Course No.	上課日期 Date
(13) 體力處理操作的安全法例 Safety Legislation for Manual Handling Operations (半天) (上午或下午) (1/2 day) (a.m. or p.m.) 《職業安全及健康規例》第 VII 部訂明有關體力處理操作的安全規定，包括體力處理操作危險評估，及各項預防性和保護性措施等等。本課程簡介有關該法例的各項規定及正確的人力提舉方法，並簡介背部的結構和功用，亦會討論腰背受傷的主要成因、預防措施和示範工作間運動。 Part VII of the 《Occupational Safety and Health Regulation》prescribes the safety measures of manual handling operations which include risk assessment, preventive and protective measures, etc. This course outlines the requirements of the Legislation and introduces the proper manual lifting procedure. It also briefly describes the structure and function of the back; and discusses the main causes and preventive measures of back injuries. Demonstration of workplace exercise is included.	MH	01	02 / 01 p.m.	13	13 / 02 p.m.
		02	06 / 01 a.m.	14	24 / 02 a.m.
		03	09 / 01 p.m.	15	26 / 02 p.m.
		04	13 / 01 a.m.	16	03 / 03 a.m.
		05	16 / 01 p.m.	17	06 / 03 p.m.
		06	19 / 01 a.m.	18	09 / 03 a.m.
		07	22 / 01 p.m.	19	10 / 03 p.m.
		08	26 / 01 a.m.	20	13 / 03 a.m.
		09	03 / 02 p.m.	21	16 / 03 p.m.
		10	05 / 02 a.m.	22	19 / 03 a.m.
		11	09 / 02 p.m.	23	24 / 03 p.m.
		12	12 / 02 a.m.	24	27 / 03 a.m.
(14) 工廠及工業經營(危險物質)規例 Factories and Industrial Undertakings (Dangerous Substances) Regulations (半天) (上午或下午) (1/2 day) (a.m. or p.m.) 在這法例下，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；並介紹化學品的各種形態、進入人體的途徑、對健康的影響和預防措施。 Under the Legislation, the proprietor has a duty to label every container holding dangerous substance in prescribed form. Both the proprietor and employees 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. It also introduces different forms of chemicals, their routes of entry into human body, health effects and the preventive measures.	DS	01	05 / 01 a.m.	07	05 / 03 a.m.
		02	12 / 01 p.m.	08	12 / 03 p.m.
		03	20 / 01 a.m.	09	17 / 03 a.m.
		04	23 / 01 p.m.	10	20 / 03 p.m.
		05	10 / 02 a.m.	11	26 / 03 a.m.
		06	23 / 02 p.m.		

職業健康講座
Talks on Occupational Health

課程名稱 Course Title	課程代碼 Course Code	課程編碼 Course No	上課日期 Date	課程編碼 Course No.	上課日期 Date
(15.1) 使用電腦的職業健康錦囊 Health Hints on the Use of Computer (15.2) 勤運動 工作醒 More Exercise Smart Work (半天) (上午) (1/2 day) (a.m.)	DSE	01	14 / 01	03	11 / 03
本講座包括簡介《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。講座亦說明運動能提升個人的體適能，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。講座包括示範和實習工作間運動及帶氧運動。 The talk aims to enhance employees' awareness on occupational health. It includes a brief introduction on the 《Display Screen Equipment Regulation》, elaborating the occupational health hazards and their preventive measures. The talk also explains how exercises enhance one's physical fitness that empower them to cope with their daily work and prevent work related injuries. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.		02	11 / 02		
(16.1) 工作壓力 Occupational Stress (16.2) 快樂工作間 Happy Workplace (半天) (上午) (1/2 day) (a.m.)	ST	01	25 / 02		
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。除此之外，一個快樂的工作間，能讓員工維持身心健康及愉快地工作。本講座亦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。 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. Besides, a happy workplace can help employees to maintain physical and mental health and work happily. The talk also explains the importance and introduces the essential elements of creating a happy workplace.					

職業健康講座
Talks on Occupational Health

課程名稱 Course Title	課程代碼 Course Code	課程編碼 Course No.	上課日期 Date	課程編碼 Course No.	上課日期 Date
(17) 工作間的急救常識 First Aid in the Workplace (半天) (上午) (1/2 day) (a.m.)	FA	01	07 / 01	04	04 / 03
		02	21 / 01	05	18 / 03
		03	04 / 02		
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.					
(18.1) 職業病預防策略 Strategies for the Prevention of Occupational Diseases (18.2) 工作與健康生活方式 Work and Healthy Lifestyle (半天) (上午) (1/2 day) (a.m.)	SPOD	01	28 / 01	02	25 / 03
各行各業的工作危害都可能影響僱員的健康，情況嚴重時更可引致職業病。講座介紹一些導致職業病的常見危害因素和一系列不同層次的控制措施，藉此提高僱主及僱員對職業病預防策略的認識。講座亦會討論如何實踐健康生活方式，使僱員能更健康地迎接每天的工作和挑戰。講座包括示範和實習工作間運動。 Occupational hazards in various industries can affect employees' health and cause occupational disease. The talk introduces some common hazards causing occupational diseases and a hierarchy of control measures to enhance the awareness of employers and employees the strategies for the prevention of occupational disease. The talk also discusses how to adopt a healthy lifestyle that enhances employees' good health to face their daily work and challenges. Demonstration and practice of workplace exercise is included.					

申請須知

網上報讀 ⇨



1. 勞工處職業安全及健康訓練中心舉辦的各項有關安全及健康法例的訓練課程（包括為導師設立的培訓課程、簡介課程和職業健康講座）的主要目的，旨在使學員了解法例的規定，明瞭各項遵守準則和其他有關法例的事宜。
2. 為導師設立的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。簡介課程和職業健康講座專為經常需要簡介安全及健康法例的人士而設，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。
3. 訓練課程是公開予所有僱員免費報讀。申請人可登入申請網站 www.oshtc.labour.gov.hk/wpas/?lang=zh 或掃描右上方二維碼，進行網上報讀課程。在網上報讀課程前，申請人請先閱讀《勞工處職業安全及健康部收集個人資料之目的》。
報名方式：
個人報名 - 每個課程只可選取 1 個課堂。
公司報名 - 以公司名義集體報讀課程，同一課堂的報名人數最多為 8 名及每次只可選取 1 個課堂。
4. 網上報名必須提供電郵地址。當遞交申請後，你會收到驗證電郵，你必須在 24 小時內核實你的電郵地址。當你申請的課程被確認或取消；或申請未能成功等，均會以電郵通知。
5. 開課日期前兩週將截止接受申請，申請參加者姓名必須以香港身份證/護照上的為準。
6. 申請一經接納，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。
7. 授課地點及授課時間：
各項訓練課程均編排在本處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。
地址：荃灣眾安街六十八號荃灣千色匯 I 十三樓
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 分至下午 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）
如有查詢，請致電本中心：2940 7057 或電郵：course-enquiry@oshtc.labour.gov.hk
8. 除特別註明外，所有課程均以廣東話教授，間中會以英語作為補充。
9. 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。
10. 如在早上七時，八號或以上颱風信號、政府公布的「極端情況」或黑色暴雨警告信號仍然生效，所有全日制課程及半日制上午課程均會完全取消，本處會為參加者另行安排時間上課。如在早上七時至十一時三十分改發三號或以下颱風信號、取消「極端情況」或取消黑色暴雨警告信號，原定半日制下午課程將照常舉行。
11. 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、缺課或只出席部分課程，均不會獲發出席證書。要求證明出席部分課程或補發出席證書，概不受理。
12. 部分法例規定個別行業的從業員及指定人士須接受有關的認可強制性安全訓練及持有有效的證明書，方可從事有關行業（例如「平安卡」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同於該等法例下的有關證明書。有關該等強制性安全訓練的認可課程舉辦機構的名單，請瀏覽本處網頁 www.labour.gov.hk/tc/osh/content5_2.htm。
13. 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；
或向建造業議會查詢，地址：九龍觀塘駿業街 56 號中海日升中心 38 樓，電話：2100 9000。



Notes for Application:

1. The primary objective of the legislation related safety and health training courses (including Trainer Courses, Briefing Sessions and Occupational Health Talks) offered by the Occupational Safety and Health Training Centre of the Labour Department aims at enabling course participants to understand the statutory requirements, compliance standards and other legislation-related issues.
2. The Trainer Courses aim at training the 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 in organising in-house training in their own organisations. The Briefing Sessions and Occupational Health Talks are designed for those who are required to perform regular briefing duties on safety and health legislation. After attending the courses, they are expected to brief their staff on relevant issues to achieve a multiplying effect.
3. The training courses are open to all employees for enrolment and **offered free of charge**. Applicant can log in to the application website www.oshtc.labour.gov.hk/wpas/?lang=en or scan the QR code on the upper right to apply for courses. Please see the **"STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT"** before online enrolment for the courses.
 Ways of application:
 Individual application - You can select one class in each course at a time.
 Company application - Enrol the course collectively in the name of the company. The maximum number of applicants for the same class is 8 and only one class can be selected at a time.
4. E-mail address must be provided for online application. After submitting the application, you will receive a verification email. You must verify the email address within 24 hours. When the course you applied for is confirmed or cancelled; or if the application is successful, and etc., you will be notified by email.
5. Application closes **TWO WEEKS** before the commencement date of the course. The name of participant is required to be **the same as that appears in the Hong Kong Identity Card/Passport**.
6. No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
7. **Course Venue and Lecturing Time:**
 The training courses stated in this booklet are arranged at our **Occupational Safety and Health Training Centre**. Please take note of the time of the respective course during application.
 Address : 13/F, KOLOUR • Tsuen Wan 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)
 For enquiries, please contact our centre at: 2940 7057 or email: course-enquiry@oshtc.labour.gov.hk
8. Unless otherwise stated, the medium of instruction for all courses is Cantonese. English may sometimes be used as supplement.
9. The time schedule of the courses may be subject to change or cancellation without prior notice.
10. If Tropical Cyclone Warning Signal No. 8 or above, "extreme conditions" announced by the government or Black Rainstorm Warning Signal is still in force at 7:00 a.m., all one-day courses and half-day morning courses will be cancelled. The affected participants will be arranged to attend the same course at a later date. If Tropical Cyclone Warning Signal has been changed to No. 3 or below, "extreme conditions" is cancelled or Black Rainstorm Warning Signal is cancelled between 7:00 a.m. and 11:30 a.m., the half-day afternoon courses will be resumed.
11. Only those participants who have full attendance and have passed the test (if there is a test) will be issued with attendance certificates. **A participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate.** Request for proof of partial attendance or re-issuance of attendance certificates will not be entertained.
12. Some regulations require the workers and specified persons involved to receive the relevant recognised mandatory safety training and hold valid certificates (such as 'Green Card' safety training, working in confined spaces, operation of loadshifting machinery, gas welding / flame cutting and so on). The attendance certificate issued by our Centre is not equivalent to those certificates required. For further information about the list of those approved course providers, please browse the website of Labour Department www.labour.gov.hk/eng/osh/content5_2.htm.
13. 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 Council located at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon (Tel.: 2100 9000).

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

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：

荃灣眾安街六十八號荃灣千色匯 I 十三樓
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)

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)
Occupational Safety and Health Training Centre
Occupational Safety and Health Branch
Labour Department
13/F., KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan.

