



Labour Department
勞工處

Occupational Safety and Health
Training Courses

January - June 2002

二 零 零 二 年 上 半 年 度
職 業 安 全 及 健 康 訓 練 課 程

Occupational Safety and Health Training Centre
Occupational Safety and Health Branch
Labour Department
13/F, City Landmark I,
68 Chung On Street, Tsuen Wan, N.T.

勞 工 處 職 業 安 全 健 康 部
職 業 安 全 及 健 康 訓 練 中 心
新 界 荃 灣 眾 安 街 六 十 八 號
荃 灣 城 市 中 心 I 期 十 三 樓

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

(1) Major Safety Regulations related to Industrial Accident Prevention 防止工業意外的主要有關安全法例	Page 3 第 3 頁
(2) Major Health Regulations related to Industrial Accident Prevention 防止工業意外的主要有關健康法例	Page 3 第 3 頁
(3) Dangerous Substances Regulations 危險物質規例	Page 3 第 3 頁
(4) Major Regulations related to Working in Construction Sites 建築地盤安全的主要有關法例	Page 4 第 4 頁
(5) Legal Requirements on Manual Handling Operations 體力處理操作的安全規例	Page 4 第 4 頁
(6) Occupational Safety & Health Ordinance 職業安全及健康條例	Page 5 第 5 頁
(7) Occupational Safety & Health Regulation 職業安全及健康規例	Page 5 第 5 頁
(8) Legal Requirements of Working at Height 高空工作的安全規例	Page 6 第 6 頁
(9) Safety Management Regulation 安全管理規例	Page 6 第 6 頁
(10) Confined Spaces Regulation 密閉空間規例	Page 7 第 7 頁
(11) Lifting Appliances and Lifting Gear Regulation 起重機械及起重裝置規例	Page 7 第 7 頁
(12) Suspended Working Platforms Regulation 吊船規例	Page 7 第 7 頁
(13) Loadshifting Machinery Regulation 負荷物移動機械規例	Page 8 第 8 頁
(14) Regulations related to Mandatory Basic Safety Training 強制性基本安全訓練的有關法例	Page 8 第 8 頁
(15) Occupational Health for the Office Workers 辦公室僱員之職業健康	Page 9 第 9 頁
(16) Occupational Stress 工作壓力	Page 9 第 9 頁
(17) First Aid Care 急救的護理常識	Page 9 第 9 頁
(18) Fitness at Work Workshop 「工作與健康」工作坊	Page 10 第 10 頁

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. 課程編號	Date 上課日期	Course No. 課程編號	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)	APS	01	03/01 p.m.	14	09/04 a.m.
			02	11/01 a.m.	15	17/04 p.m.
			03	14/01 p.m.	16	24/04 a.m.
			04	23/01 a.m.	17	30/04 a.m.
			05	29/01 a.m.	18	07/05 p.m.
			06	07/02 p.m.	19	14/05 p.m.
			07	20/02 p.m.	20	22/05 a.m.
			08	01/03 p.m.	21	29/05 a.m.
			09	07/03 p.m.	22	06/06 a.m.
			10	13/03 p.m.	23	11/06 a.m.
			11	20/03 p.m.	24	18/06 p.m.
			12	26/03 a.m.	25	21/06 a.m.
			13	03/04 p.m.	26	25/06 a.m.
This course outlines a series of safety regulations related to industrial accident prevention include: 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。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。						
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)	APH	01	11/01p.m.	06	24/04 p.m.
			02	23/01p.m.	07	14/05 a.m.
			03	07/03a.m.	08	06/06 p.m.
			04	20/03a.m.	09	11/06 p.m.
			05	09/04p.m.		
This course outlines a series of health regulations related to industrial accident prevention include: 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。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。						
Dangerous Substances Regulations 危險物質規例	(1/2 day a.m.) (半天 上午)	DS	01	02/01	13	11/04
			02	08/01	14	17/04
			03	15/01	15	24/04
			04	23/01	16	08/05
			05	31/01	17	15/05
			06	07/02	18	22/05
			07	20/02	19	28/05
			08	06/03	20	04/06
			09	14/03	21	12/06
			10	20/03	22	19/06
			11	26/03	23	25/06
			12	09/04		
This regulation standardizes risk symbols and labelling system of dangerous substances, and imposes duties on proprietors and workers to take all reasonable safety measures. This course outlines the prescribed form of label, and the labelling system of this regulation. 該規例下，東主有責任在其危險物質上加上標籤。本課程簡介該規例中有關標籤的規格並探討如何製作有關標籤及其他有關的安全規定。						

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. 課程編號	Date 上課日期	Course No. 課程編號	Date 上課日期
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	08/01	10	04/04
			02	22/01	11	16/04
			03	31/01	12	26/04
			04	06/02	13	09/05
			05	21/02	14	17/05
			06	27/02	15	28/05
			07	06/03	16	07/06
			08	14/03	17	18/06
			09	22/03	18	26/06
			This course outlines the construction sites (safety) regulation and a series of safety and health regulations applicable to construction work include 1) Dangerous substances; 2) Lifting appliances and lifting gear; 3) Abrasive wheel; 4) Protection of eyes; 5) Noise at work; 6) Safety management and etc. 本課程簡介建築地盤(安全)規例及一系列適用於建築工程的安全及健康法例, 包括: 1) 危險物質; 2) 起重機械及起重裝置; 3) 砂輪; 4) 眼睛保護; 5) 工作噪音; 6) 安全管理; 等等。			
Legal Requirements on Manual Handling Operations 體力處理操作的安全規例	(1/2 day a.m.) (半天 上午)	MH	01	03/01	18	10/04
			02	09/01	19	16/04
			03	14/01	20	23/04
			04	17/01	21	25/04
			05	22/01	22	30/04
			06	24/01	23	07/05
			07	30/01	24	14/05
			08	06/02	25	16/05
			09	19/02	26	21/05
			10	27/02	27	23/05
			11	04/03	28	29/05
			12	07/03	29	05/06
			13	13/03	30	11/06
			14	19/03	31	13/06
			15	21/03	32	18/06
			16	28/03	33	24/06
			17	03/04	34	26/06
Occupational safety and health regulation part VII prescribes the safety measures of manual handling operations; include assessment, preventive and protective measures. This course outlines the requirements of this regulation. 職業安全及健康規例第 VII 部訂明有關體力處理操作的規定; 包括體力處理操作評估, 各項預防性和保護性措施。本課程簡介有關該規例的各項規定。						

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. 課程編號	Date 上課日期	Course No. 課程編號	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	02/01	17	08/04
			02	07/01	18	15/04
			03	10/01	19	22/04
			04	16/01	20	29/04
			05	21/01	21	02/05
			06	24/01	22	06/05
			07	28/01	23	13/05
			08	04/02	24	21/05
			09	18/02	25	27/05
			10	25/02	26	30/05
			11	01/03	27	03/06
			12	05/03	28	10/06
			13	11/03	29	17/06
			14	18/03	30	20/06
			15	25/03	31	27/06
			16	02/04		
This ordinance is applicable to all employers. This course outlines the requirements of this regulation and the general duties of employers and employees. This course designated for all employers and employees. 該條例適用於所有僱主。本課程簡介職業安全及健康條例的各項規定及探討僱主及僱員在該條例下的一般責任。適合各行各業的僱主及僱員。						
Occupational Safety & Health Regulation 職業安全及健康規例	(1/2 day p.m.) (半天 下午)	OSR	01	02/01	17	08/04
			02	07/01	18	15/04
			03	10/01	19	22/04
			04	16/01	20	29/04
			05	21/01	21	02/05
			06	24/01	22	06/05
			07	28/01	23	13/05
			08	04/02	24	21/05
			09	18/02	25	27/05
			10	25/02	26	30/05
			11	01/03	27	03/06
			12	05/03	28	10/06
			13	11/03	29	17/06
			14	18/03	30	20/06
			15	25/03	31	27/06
			16	02/04		
This regulation is a subsidiary regulation of the occupational safety and health ordinance. This course outlines the requirements of the occupational safety and health regulation. Content include 1) Accident prevention; 2) Fire precautions; 3) Workplace environments; 4) Hygiene at workplaces; 5) First aid at workplaces and 6) Manual handling operations. 該規例是職業安全及健康條例的附屬法例。本課程簡介職業安全及健康規例的各項規定。內容包括 1) 意外預防； 2) 防火措施； 3) 工作環境； 4) 衛生； 5) 急救設施及 6) 體力處理操作。適合各行各業的從業員。						

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. 課程編號	Date 上課日期	Course No. 課程編號	Date 上課日期
Legal Requirements of Working at Height 高空工作的安全規例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午)	WH	01	04/01 a.m.	16	10/04 a.m.	
		02	09/01 a.m.	17	16/04 p.m.	
		03	15/01 p.m.	18	19/04 a.m.	
		04	23/01 p.m.	19	23/04 p.m.	
		05	30/01 p.m.	20	30/04 p.m.	
		06	01/02 p.m.	21	03/05 p.m.	
		07	08/02 p.m.	22	08/05 a.m.	
		08	15/02 a.m.	23	15/05 p.m.	
		09	19/02 p.m.	24	23/05 p.m.	
		10	26/02 a.m.	25	31/05 a.m.	
		11	05/03 a.m.	26	05/06 a.m.	
		12	08/03 a.m.	27	10/06 p.m.	
		13	15/03 a.m.	28	13/06 p.m.	
		14	21/03 p.m.	29	19/06 a.m.	
		15	27/03 p.m.	30	25/06 p.m.	
This course outlines the construction sites (safety) regulation part VA, the safety measures of working at height. Content include the standards of 1) Working platforms; 2) guard-rails, barriers, toe-boards and fences; 3) coverings for openings; 4) gangways and runs; and 5) scaffold. 本課程簡介建築地盤(安全)規例第 VA 部，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。						
Safety Management Regulation 安全管理規例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午)	SM	01	03/01 p.m.	19	03/04 a.m.	
		02	09/01 p.m.	20	09/04 p.m.	
		03	14/01 a.m.	21	12/04 a.m.	
		04	18/01 p.m.	22	17/04 a.m.	
		05	22/01 p.m.	23	23/04 a.m.	
		06	29/01 p.m.	24	25/04 p.m.	
		07	01/02 p.m.	25	03/05 a.m.	
		08	07/02 a.m.	26	07/05 a.m.	
		09	15/02 p.m.	27	10/05 p.m.	
		10	19/02 a.m.	28	15/05 a.m.	
		11	22/02 p.m.	29	22/05 p.m.	
		12	26/02 p.m.	30	29/05 p.m.	
		13	04/03 p.m.	31	04/06 p.m.	
		14	08/03 p.m.	32	12/06 p.m.	
		15	13/03 a.m.	33	14/06 p.m.	
		16	19/03 a.m.	34	19/06 p.m.	
		17	21/03 p.m.	35	24/06 p.m.	
		18	26/03 p.m.	36	28/06 a.m.	
This 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 and safety review, and etc. 該規例下，1) 建築地盤；2) 工廠；3) 船廠；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 項安全管理元素及簡介有關安全審核及安全查核的規定。						

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. 課程編號	Date 上課日期	Course No. 課程編號	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)	(1/2 day) (a.m. or p.m.) (半天) (上午或下午)	CS	01	04/01 p.m.	13	08/04 p.m.
			02	10/01 a.m.	14	12/04 p.m.
			03	17/01 p.m.	15	18/04 a.m.
			04	29/01 a.m.	16	25/04 a.m.
			05	08/02 a.m.	17	08/05 p.m.
			06	15/02 p.m.	18	16/05 a.m.
			07	20/02 a.m.	19	23/05 p.m.
			08	28/02 p.m.	20	30/05 p.m.
			09	04/03 p.m.	21	05/06 p.m.
			10	12/03 a.m.	22	14/06 a.m.
			11	19/03 p.m.	23	21/06 p.m.
			12	27/03 a.m.	24	28/06 p.m.
This regulation requires, the confined spaces worker to hold a valid certificate; the proprietor to appoint a competent person to conduct an assessment. This course explains the common hazards appear while working in confined spaces, and outlines the requirements of this regulation. 根據該規例，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。本課程探討密閉空間工作的常見危險，及簡介法例中有關危險評估及其他的各項規定。						
Lifting Appliances and Lifting Gear Regulation 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)	(1/2 day) (a.m. or p.m.) (半天) (上午或下午)	LAG	01	18/01 a.m.	07	10/04 p.m.
			02	25/01 a.m.	08	18/04 p.m.
			03	08/02 p.m.	09	10/05 a.m.
			04	26/02 p.m.	10	24/05 p.m.
			05	13/03 p.m.	11	04/06 a.m.
			06	27/03 a.m.	12	20/06 p.m.
This course outlines the definitions of “Lifting appliances” and “Lifting gear”; and the requirements of usage and examination of those equipments. 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)的定義，並探討法例中有關檢驗及操作該等機械的規定。						
Suspended Working Platforms Regulation 吊船規例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午)	(1/2 day) (a.m. or p.m.) (半天) (上午或下午)	SWP	01	17/01 p.m.	04	11/04 a.m.
			02	22/02 a.m.	05	24/05 a.m.
			03	15/03 p.m.	06	12/06 a.m.
This regulation prescribes standards of operation and examination of suspended working platform. This course outlines the requirements of operation and examination of suspended working platform. 吊船規例中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						

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. 課程編號	Date 上課日期	Course No. 課程編號	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)	LM	01	25/01 p.m.	04	11/04 p.m.
			02	28/02 a.m.	05	16/05 p.m.
			03	12/03 p.m.	06	13/06 a.m.
<p>This regulation requires those person who operate 11 types of loadshifting machine shall receive training. This course outlines the duties of employers and employees under this regulation.</p> <p>本法例規定操作 11 類負荷物移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。</p>						
Regulations related to Mandatory Basic Safety Training 強制性基本安全訓練的有 關法例	(1/2 day) (a.m. or p.m.) (半天) (上午或下午)	MBT	01	04/01 p.m.	07	19/04 p.m.
			02	15/01 p.m.	08	26/04 p.m.
			03	01/02 a.m.	09	09/05 a.m.
			04	21/02 p.m.	10	31/05 p.m.
			05	11/03 p.m.	11	06/06 a.m.
			06	28/03 p.m.	12	26/06 p.m.
<p>Factories and industrial undertakings ordinance section 6BA requires a person who carry out construction work or container handling shall receive recognized safety training. This course outlines the requirements of this regulation.</p> <p>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工友須修讀承認的安全訓練課程。本課程簡介該法例的各項規定。</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. 課程編號	Date 上課日期	Course No. 課程編號	Date 上課日期
Occupational Health for the Office Workers 辦公室僱員之職業健康	(1/2 day a.m.) (半天 上午)	OH	01	18/01	04	26/04
	02		15/02	05	24/05	
	03		15/03	06	21/06	
<p>This talk explains the health hazards in office environment and their preventive measures. 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 etc.</p> <p>講座探討辦公室環境的危害因素及其對健康的影響。內容包括：1) 通風系統；2) 光線和噪音；3) 化學品；4) 安全措施；5) 電腦；6) 傢俬設計；7) 工作姿勢；8) 工作壓力；等等</p>						
Occupational Stress 工作壓力	(1/2 day a.m.) (半天 上午)	SD	01	25/01	04	03/05
	02		22/02	05	31/05	
	03		22/03	06	28/06	
<p>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.</p> <p>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成因及減壓方法。</p>						
First Aid Care 急救的護理常識	(1/2 day a.m.) (半天 上午)	FA	01	04/01	04	12/04
	02		01/02	05	10/05	
	03		01/03	06	07/06	
<p>This 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.</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。</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. 課程編號	Date 上課日期	Course No. 課程編號	Date 上課日期
Fitness at Work Workshop 「工作與健康」工作坊	(1/2 day a.m.)	FW	01	11/01	04	19/04
	(半天 上午)		02	08/02	05	17/05
			03	08/03	06	14/06
<p>This workshop tells us the relation of health and work and what we can do to adopt a health lifestyle including balanced diet, regular exercise, adequate rest and stress management etc.</p> <p>為在職人士而設的工作坊，透過討論如何實踐均衡飲食、恆常運動、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。</p>						

申請須知

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(包括簡介會和導師培訓課程)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. 申請報名必須由提供津貼的僱主,以填寫的表格第 OSTC-A1(rev.2002.Jan)號的方式提出;這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,附以津貼公司的蓋章作實。在填寫表格第 OSTC-A1(rev.2002.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,諸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(電話:2940 7057)
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)
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:強制性基本安全訓練;密閉空間工作;及操作負荷物移動機械等等)。本中心簽發的出席證書並不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.info.gov.hk/labour>。
12. 有關多種安全意識訓練課程,請向職業安全健康局查詢,地址是香港北角馬寶道 28 號華匯中心 19 樓(電話:2739 9377);或向建造業訓練局查詢,地址是香港香港仔漁光道 95 號(電話:2870 0183)。

Notes for Application:

1. The primary objective of the legislation-related safety training courses (Briefing Sessions and Trainer Courses) 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.2002.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.2002.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. (Tel: 2940 7057)
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)
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: mandatory basic safety training, working in confined spaces, operation of loadshifting machinery and etc.). The attendance certificate issued by our centre is not equivalent to those require certificate. For further information about the list of recognised/approved course providers, please browse the homepage of labour department **<http://www.info.gov.hk/labour>**.
12. For various types of safety awareness training courses, please approach the Occupational Safety and Health Council (Tel: 2739 9377) or the Construction Industry Training Authority (Tel.: 2870 0183).

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仕或機構(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，應向下列人仕提出：

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.