



勞工處年報 2017

Labour Department Annual Report





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Chapter 1

Highlights of Year 2017

- 1.1** In 2017, the labour market remained in full employment and tightened on the back of a vibrant local economy. Both the unemployment and underemployment rates went lower progressively over the course of 2017, averaging at post-1997 lows of 3.1% and 1.1% respectively for the year as a whole. Both total employment and the labour force expanded notably, with the former reaching 3 833 100 in 2017. We will continue to closely monitor the labour market situation and enhance our employment services on all fronts, especially in netting suitable vacancies from the market and rendering assistance to job seekers.

Employment Services

Enhancing Employment Services

- 1.2** To help job seekers enter the labour market and respond speedily to the recruitment needs of employers, the Labour Department (LD) organises employment promotion activities at various locations across the territory. A total of 18 large-scale job fairs and 946 district-based job fairs were organised in the year.



Large-scale job fair organised for job seekers

- 1.3** LD adopts a proactive approach in providing employment assistance. For example, in major business closure or redundancy cases, we set up enquiry hotlines and special counters at our job centres to provide special employment services to affected employees. In the year, the free recruitment service provided for employers by LD recorded 1 422 380 vacancies from the private and public sectors; and 154 222 placements were secured.
- 1.4** Since May 2017, we have engaged two Employment Assistants proficient in ethnic minority languages at two selected job centres on a pilot basis to strengthen employment support for ethnic minority job seekers, especially those of South Asian origins.

Strengthening Employment and Training Support for Our Youths

- 1.5** LD spared no efforts in enhancing the employability of young people through the provision of comprehensive youth employment and training support services by administering the Youth Employment and Training Programme (YETP) and operating two youth employment resource centres. In 2017, LD regularised and enhanced the employment project "Action S5" by implementing a new project named "Career Kick-start" to offer on-the-job training of 12 months' duration to young people with acute employment difficulties through placements in non-governmental organisations. Moreover, we increased the attachment allowance and training allowance payable to YETP trainees with effect from September 2017 so as to encourage young persons to participate in workplace attachment training and pre-employment training under YETP. We also continued to collaborate with training bodies, individual employers or specific sectors to launch special employment projects, providing tailor-made pre-employment training and on-the-job training for young people.

Broadening Horizons of our Youths

- 1.6** LD continued to explore with more economies to establish new Working Holiday Scheme (WHS) arrangements while at the same time sought to expand our existing bilateral arrangements. We agreed with France to increase the reciprocal annual quota under WHS from 500 to 750 starting from July 2017. In June 2017, a new WHS was established with Sweden for commencement in January 2018.

Labour Relations

Promoting Harmonious Labour Relations

1.7 To foster harmonious labour relations, LD continued to adopt a proactive and pragmatic approach in helping employers and employees resolve their disagreements through communication, mutual understanding and flexible adjustments. In 2017, we handled a total of 57 labour disputes and 14 666 claims. Over 70% of cases with conciliation service rendered were resolved. The average waiting time for conciliation meetings was 2.5 weeks in the year. Besides, the number of working days lost in Hong Kong as a result of strike remained among the lowest in the world.

Stepping up Enforcement against Wage Offences

1.8 In 2017, LD sustained its all-out efforts to combat wage offences, including breaches of the Statutory Minimum Wage provisions. Territory-wide inspection campaigns targeted at offence-prone trades were launched. Apart from proactive inspections to check compliance, we widely publicised our complaint hotline (2815 2200) and collected intelligence on non-payment of wages in various industries through an early warning system in collaboration with trade unions. We conducted prompt investigation into suspected wage offences and employed veteran ex-police officers to strengthen the investigative work and collection of evidence so as to facilitate speedy prosecution.

1.9 We continued to step up the prosecution against employers and responsible individuals of companies for wage offences. We also strengthened our educational and promotional efforts to remind employers of their statutory obligation to pay wages on time and to encourage employees to lodge claims promptly and come forward as prosecution witnesses.

1.10 Since the implementation of the Employment (Amendment) Ordinance 2010 from October 2010, employers who wilfully and without reasonable excuse defaulted awards for wages or some other entitlements made by the Labour Tribunal or the Minor Employment Claims Adjudication Board have become liable to criminal prosecution. This has further strengthened the deterrent against law-defying employers.

Enhancing Good Human Resource Management Practices and Harmonious Labour Relations

1.11 LD organised a wide range of promotional activities including exhibitions, seminars and talks to promote public understanding of labour laws and publicise “employee-oriented” good human resource management measures. In 2017, a series of seminars were staged for around 260 human resources managers and corporate executives to promote effective communication between employers and employees or employees’ organisations. A newspaper supplement and a casebook were also launched to convey relevant messages to the general public. Promotional activities were organised in collaboration with industry-based tripartite committees to encourage wider adoption of good human resource management methods, including the implementation of family-friendly employment practices in different industries.

Employees’ Rights and Benefits

Statutory Minimum Wage (SMW)

1.12 The increased SMW rate at \$34.5 per hour effective from 1 May 2017 was implemented smoothly. Our employment market remained stable while the income of grassroots employees continued to improve. In the year, LD organised extensive publicity activities to promote the revised SMW rate and the Minimum Wage Ordinance (MWO). To safeguard employees’ entitlement to SMW, we also conducted proactive workplace inspections of establishments in various trades and mounted targeted enforcement campaigns in low-paying sectors.

1.13 The Minimum Wage Commission (MWC) is an independent statutory body established under MWO with the main function of reporting to the Chief Executive in Council its recommendation about the SMW rate at least once in every two years. MWC comprises a Chairperson and 12 Members drawn from the labour sector, business community, academia and Government. The current two-year term of MWC commenced on 1 March 2017.

Safeguarding the Rights of Employees of Government Service Contractors

1.14 To protect the employment rights and benefits of non-skilled workers employed by government service contractors, we conduct inspections of their workplaces to check employers’ compliance with statutory and contractual requirements. With the concerted efforts of LD and procuring departments in stepping up monitoring and enforcement, the situation of contractors abiding by the labour laws had improved.

Protection of Wages on Insolvency Fund

1.15 The Protection of Wages on Insolvency Fund provides assistance in the form of ex gratia payment to eligible employees affected by insolvency of their employers. LD continued its efforts in clamping down at source on employers evading their wage liabilities, thus preventing wage defaults from developing into claims on the fund.

Vigorous Enforcement against Illegal Employment

1.16 LD collaborated with the Police and the Immigration Department to combat illegal employment activities. A total of 220 joint operations were mounted in the year.

Working Hours Policy

1.17 The Standard Working Hours Committee submitted a report with its recommendations on the working hours policy direction to the Government in January 2017. The Government reviewed and followed up on the recommendations, taking into account the views of the community. LD has started formulating sector-specific guidelines through industry-based tripartite committees to provide guidance to the designated industries on working hours arrangements, overtime compensation methods and good working hours management measures.

Safety and Health at Work

Safety of Major Works Projects (MWP)

1.18 In light of the commencement of MWPs, LD's dedicated teams continued to urge contractors to implement safety management systems on construction sites for the prevention of accidents through stepping up inspection and enforcement, publicity and promotion, as well as participating in the project preparatory meetings and site safety management meetings. LD strengthened the coordination with the Development Bureau, relevant works departments and other public works project clients to enhance MWP site safety measures, with a view to ensuring more effective control of risks by contractors. LD also launched enforcement operations with the Marine Department on sea-based construction works to deter work practices contravening safety requirements.

Safety of Hand-dug Tunnelling Works

1.19 With a view to enhancing the occupational safety and health (OSH) of hand-dug tunnelling works, LD issued “Guidance Notes on Safety and Health of Hand-dug Tunnelling Work” by the end of December 2017. The set of guidelines particularly highlights that hand-dug tunnelling method should only be adopted under exceptional circumstances, and specifically requires relevant duty holders to adopt more stringent safety measures.

Safety of Repair, Maintenance, Alteration and Addition (RMAA) Works

1.20 There has been a rising trend in industrial accidents related to RMAA works in recent years and the volume of such works are expected to grow further with the ageing of our buildings and the implementation of mandatory requirements for inspection of buildings and windows by the Government.

1.21 To enhance the safety condition of RMAA works, LD continued to step up inspection and enforcement efforts to deter contractors from adopting unsafe work practices. Territory-wide special enforcement operations on RMAA works with emphasis on high risk processes, such as work-at-height; truss-out scaffolding works; lifting operations; lift installation, repair and maintenance works; electrical work, etc. were also launched. During the special operations, 471 suspension/improvement notices were issued and 292 prosecutions were taken out.

1.22 On the educational and promotional front, we organised a series of intensive promotion and publicity campaigns, targeting RMAA works, work-at-height and electrical work to arouse the safety awareness of all parties involved. These included continuing the two-year publicity campaign which was launched in 2016 in collaboration with the Occupational Safety and Health Council (OSHC) with a wide range of initiatives seeking to reach contractors and workers engaged in RMAA works more effectively and impress upon them the importance of work safety. We also partnered with District Councils/District Offices and the property management sector to organise publicity and promotional activities to promulgate work safety at the district level. In 2017, we in collaboration with OSHC produced a safety promotional video on “Safety Helmet with Chin Strap” for broadcast on the website of LD and OSHC, the Housing Channel of Housing Authority, district job centres and Social Welfare Department offices.

1.23 In 2017, we organised in collaboration with OSHC a series of safety seminars including RMAA works and work-at-height to engage industry stakeholders in exploring means to further enhance the construction safety standard.

1.24 LD and OSHC continued with the Occupational Safety and Health Enterprise Scheme on RMAA Safety Accreditation in 2017. It enhanced the OSH standard of the industry through auditing the safety management system, training and subsidising purchase of fall arresting equipment and related facilities.

1.25 In 2017, LD in collaboration with OSHC launched a new “Safety Helmets with Y-type Chin Straps Sponsorship Scheme for SMEs” and “Enhanced Light-duty Working Platform Sponsorship Scheme for SMEs” to subsidise Small and Medium Enterprises (SMEs) of the construction industry to purchase safety helmets with Y-type chin straps and light-duty working platforms which conform to safety standards to further enhance the protection for workers engaged in works above ground.

Safety Award Schemes

1.26 Two safety award schemes were organised for the catering and construction industries to inculcate a work safety culture and to enhance the safety awareness of employers, employees and their families. The schemes featured a variety of activities which included organising safety performance competitions, roving exhibitions, safety quizzes and award presentation ceremonies cum fun days; conducting site visits; producing radio programmes and DVD-ROMs; as well as broadcasting Announcements in the Public Interest and promotional films on television/radio and buses.

Occupational Safety Enhancement Campaign “Construction Industry: Safety First”

1.27 In 2017, LD organised the Occupational Safety Enhancement Campaign “Construction Industry: Safety First”. The Campaign received strong support and active participation from major stakeholders of the construction industry including representatives from developers, contractors, sub-contractors, workers and safety professional bodies. More than 40 activities/initiatives were rolled out in the themes of safe working practices, use of safety equipment, enhancing safety training and promotion, etc. under the Campaign. The Campaign was concluded in end of 2017.

Complaint Channel

1.28 In 2017, LD produced an OSH poster/notice featuring LD’s complaint hotline in Chinese, English and six other languages of ethnic minorities, viz. Hindi, Indonesian, Nepali, Tagalog, Thai and Urdu, to strengthen the promotion of current complaint channel to construction workers in order to improve the safety condition at work.

Review of the System of Recognition and Monitoring of Mandatory Safety Training Courses

1.29 LD continued the improvement measures to enhance the system of recognition and monitoring of mandatory safety training courses, including our enhanced inspections to training course providers.

Strengthening Local and International Partnerships

Labour Day Reception

1.30 On 28 April 2017, the Secretary for Labour and Welfare, Stephen Sui Wai Keung, hosted a reception at the Hong Kong Convention and Exhibition Centre to pay tribute to the workforce. The Chief Executive, C Y Leung, officiated at the reception, with guests from trade unions, employer associations and other organisations attending.



Chief Executive, C Y Leung (middle), officiating at the Labour Day Reception

Contacts with Other Labour Administrations

1.31 LD maintained active liaison and interflows with other labour administrations through visits and participation in various activities in 2017.

1.32 In March, Ms Tomoko Nishimoto, Regional Director of the International Labour Organisation Regional Office for Asia and the Pacific, was invited by the Government to visit Hong Kong. She met with the Secretary for Labour and Welfare, the Commissioner for Labour and other officials of LD, and shared with the Labour Advisory Board the latest development of international labour affairs.

1.33 In June, a tripartite team comprising the Government, employer and employee representatives attended the 106th Session of the International Labour Conference in Geneva, Switzerland as part of the delegation of the People's Republic of China.



Tripartite team attending the 106th Session of the International Labour Conference in Geneva, Switzerland

Chapter 2

Labour Department

2.1 The Labour Department (LD) is the principal agency in the Hong Kong Special Administrative Region Government responsible for the execution and coordination of major labour administration functions. For details of our structure and services, please visit our website: www.labour.gov.hk.

Vision, Mission and Values

2.2 Our Vision

We aspire to be a leading labour administrator in the region. Our aim is to enhance the well-being of our workforce progressively and to promote the safety and health of those at work at a pace commensurate with the socioeconomic development of Hong Kong.

2.3 Our Mission

- To improve the utilisation of human resources by providing a range of employment services to meet changes and needs in the labour market;
- To ensure that risks to people's safety and health at work are properly managed by enforcement, education and promotion;
- To foster harmonious labour relations through promotion of good employment practices and resolution of labour disputes; and
- To improve and safeguard employees' rights and benefits in an equitable manner.

2.4 Our Values

We believe in:

- Professional excellence
- Proactiveness
- Premier customer service
- Partnership
- Participation

Key Programme Areas

2.5 LD has four areas of work, namely, Labour Relations, Safety and Health at Work, Employment Services, and Employees' Rights and Benefits. The objectives of these areas are set out below:

Labour Relations

- To foster and maintain harmonious employer and employee relations in establishments outside the government sector.

Safety and Health at Work

- To help employers and employees control their risks at work through inspection and enforcement, education and training, as well as publicity and promotion.

Employment Services

- To provide free employment assistance and counselling services to help job seekers find suitable jobs and employers fill their vacancies.

Employees' Rights and Benefits

- To improve and safeguard the rights and benefits of employees.

2.6 Detailed functions and major activities of these programme areas are contained in the following chapters.

Central Support Services

2.7 The Administration Division assumes the primary responsibility for financial, personnel and general resources management.

2.8 The Information and Public Relations Division is responsible for LD's overall strategy on publicity and public relations. It mounts extensive publicity and explains the policy and work of LD to the public through the media, and coordinates the production of publications.

- 2.9** The International Liaison Division oversees matters relating to the application of International Labour Conventions in Hong Kong, LD's participation in the activities of the International Labour Organisation, and liaison with labour administration authorities in the Mainland and other places. It also provides secretariat support to the Labour Advisory Board (LAB).
- 2.10** The Prosecutions Division and the Legal Services Division help enforce relevant legislation by instituting prosecutions against suspected offenders. Major statistics on prosecution work are in Figure 2.1.
- 2.11** The Staff Training and Development Division is responsible for staff training and development of the Labour Administration Branch as well as coordinating training activities.
- 2.12** The Occupational Safety and Health Training Centre organises and coordinates training and development activities for staff of the Occupational Safety and Health Branch.
- 2.13** The Information Technology Management Division offers support to the development and management of information technology services.
- 2.14** An organisation chart of LD is set out in Figure 2.2.

Customer-oriented Services

- 2.15** Performance standards and targets are laid down for a wide range of services. A Customer Liaison Group has been formed to collect feedback from users of LD's pledged services. For details of our performance pledges, please visit the webpage: www.labour.gov.hk/eng/perform/pledge.htm.

Advisory Boards and Committees

- 2.16** LD consults various advisory boards and committees on labour matters. The most important one is LAB. It is a high-level and representative tripartite consultative body which gives advice on matters affecting labour, including legislation and Conventions and Recommendations of the International Labour Organisation. Chaired by the Commissioner for Labour, LAB comprises members representing employees and employers. Its terms of reference, composition and membership for 2017-2018 are in Figure 2.3.



Labour Advisory Board for the 2017-2018 term

Chapter 3

Labour Relations

The Programme of Labour Relations

www.labour.gov.hk/eng/labour/content.htm

3.1 In Hong Kong, employer and employee relations are largely premised on the stipulations of various pieces of labour laws, and the terms and conditions of employment agreed and entered into between the two parties. Employers and employees are free to form trade unions and participate in union activities. The objective of the Labour Relations Programme is to maintain and promote harmonious labour relations in establishments outside the government sector. We achieve this by:

- giving advice on matters relating to conditions of employment, requirements of relevant labour legislation, and good human resource management practices;
- providing voluntary conciliation service to help employers and employees resolve their employment claims and disputes;
- promoting understanding of labour laws and encouraging good human resource management practices;
- adjudicating minor employment claims speedily through the Minor Employment Claims Adjudication Board (MECAB); and
- registering trade unions and their rules, organising courses and conducting visits to trade unions to bring about sound and responsible trade union administration.

3.2 The principal legislation administered by this programme area includes the Employment Ordinance (EO), the Minimum Wage Ordinance (MWO), the Labour Relations Ordinance (LRO), the Minor Employment Claims Adjudication Board Ordinance (MECABO) and the Trade Unions Ordinance (TUO).

3.3 EO sets the basic standard on the conditions of employment that establishments outside the government sector have to meet. MWO establishes a Statutory Minimum Wage regime. The procedures for settling labour disputes in establishments outside the government sector are provided for in LRO. MECABO establishes the machinery known as MECAB to adjudicate minor employment claims when settlement cannot be achieved by conciliation. For the regulation of trade unions, TUO provides a statutory framework for trade union registration and administration.

Our Work and Achievements in 2017

Key indicators of Work

3.4 Some key indicators of work of the Labour Relations Programme Area are contained in [Figure 3.1](#).

Improvement to Employees' Benefits

3.5 In 2017, we completed the review of statutory paternity leave and recommended that statutory paternity leave be increased from the existing three days to five days. Both the Labour Advisory Board and the Panel on Manpower of the Legislative Council (LegCo) were supportive of the proposal. We plan to introduce the relevant amendment bill into LegCo in 2018.

3.6 In May 2017, we introduced a bill into LegCo proposing to empower the Labour Tribunal to make an order for reinstatement or re-engagement as requested by an employee in a case of unreasonable and unlawful dismissal without the need to first secure the employer's agreement if the Tribunal considers that the making of such an order is appropriate and practicable.

Conciliation and Consultation Services

3.7 Our consultation and conciliation services are conducive to the sound record of industrial relations in Hong Kong. In 2017, the labour relations scene remained generally stable. We held 65 941 consultation meetings, and handled 14 666 claims and 57 labour disputes in the year. Over 70% of cases with conciliation service rendered were settled in the year. In 2017, the Labour Department (LD) handled three strikes. The average number of working days lost due to strike per thousand salaried employees and wage earners was 0.05, which was among the lowest in the world. ([Figures 3.2](#) - [3.7](#))

Strengthening Tripartite Cooperation

3.8 LD runs nine industry-based tripartite committees, covering catering, cement and concrete, construction, hotel and tourism, logistics, printing, property management, retail and theatre industries, to promote tripartite dialogue and collaboration at the industry level with a view to fostering harmonious labour relations among employers, employees and the Government. These tripartite committees provide effective forums for members to discuss issues of common concern to their industries. Employment-related matters such as good human resource management, labour relations and employment situation of the industries, occupational safety as well as latest development of Mandatory Provident Fund Schemes were deliberated in the year.

Promotion of Good Employer-Employee Relations

3.9 To enhance public understanding of EO and to promote good human resource management measures, we organised various promotional activities and published free publications covering different themes for employers, employees, human resources professionals and the public. Relevant information was also disseminated through LD's homepage and the media. In the year, six roving exhibitions were organised over the territory. A Good Employer Charter was also launched to encourage employers of different trades and scales to adopt employee-oriented and progressive good human resource management practices. Furthermore, we widely publicised messages on good human resource management as well as statutory employees' rights and protection through extensive network of employers' associations and trade unions.



Kick-off Ceremony cum Seminar of the Good Employer Charter

3.10 We organised a number of experience-sharing sessions and briefings and published newsletters regularly for members of 18 human resources managers' clubs established in different trades. We also published newspaper articles and comic strips, and placed advertisements in public transport network and periodic journals of major employers' associations and trade union federations, etc. to promote a culture on good human resource management and encourage employers to jointly cultivate a family-friendly working environment. In the year, we published a casebook on successful experiences of implementing good human resource management as well as family-friendly employment practices.

Adjudication of Minor Employment Claims

3.11 MECAB provides a speedy, informal and inexpensive adjudication service to members of the public. It is empowered to determine employment claims involving not more than 10 claimants for a sum not exceeding \$8,000 per claimant.

3.12 In 2017, MECAB recorded 812 claims amounting to \$3,369,496 and concluded 828 claims with a total award of \$1,914,303.

Administration of Trade Unions

3.13 The Registry of Trade Unions (RTU) is responsible for administering TUO and Trade Union Registration Regulations. Its major areas of work include registering trade unions and their rules, examining trade unions' annual statements of account and any other returns required by the law to be furnished to RTU, organising courses on trade union legislation and fundamental trade union account management for trade unions and conducting visits to trade unions to facilitate trade unions to manage union affairs in accordance with the law and their respective rules.

3.14 In 2017, 13 new trade unions were registered, making up a cumulative total of 899 trade unions (comprising 836 employee unions, 14 employers' associations, 38 mixed organisations of employees and employers and 11 trade union federations) registered under TUO. Please refer to the following webpage for the key trade union statistics:
www.labour.gov.hk/eng/labour/content3.htm.

3.15 In the year, RTU examined 666 annual statements of account and conducted 363 visits to trade unions with a view to promoting sound and responsible trade union administration. To facilitate trade union officers in acquiring knowledge of union legislation and management, RTU organised four courses on trade union bookkeeping and trade union management and legislation.

Chapter 4

Safety and Health at Work

The Programme of Safety and Health at Work

www.labour.gov.hk/eng/osh/content.htm

4.1 The Occupational Safety and Health Branch is responsible for the promotion and regulation of safety and health at work. The objective of the Programme of Safety and Health at Work is to ensure that risks to people's safety and health at work are properly managed and reduced to the minimum through the three-pronged strategy of inspection and enforcement, education and training, as well as publicity and promotion. More specifically, we achieve the objective by:

- providing a legislative framework to safeguard safety and health at work;
- enforcing compliance with the Occupational Safety and Health Ordinance (OSHO), the Factories and Industrial Undertakings Ordinance (FIUO), the Boilers and Pressure Vessels Ordinance (BPVO) and their subsidiary regulations through inspection of workplaces to ensure that the requirements are complied with;
- investigating accidents and occupational health problems at workplaces and giving advice to employers and employees on how to reduce existing workplace hazards;
- offering advice to owners in the design and layout of factories and workplaces, and in the implementation of safety programmes in the factories/workplaces;
- providing to employers, employees and the general public appropriate information and advice to promote knowledge and understanding of occupational safety and health; and
- organising promotional programmes and training courses to enhance safety awareness of the workforce.

4.2 OSHO protects employees' safety and health at work generally in all branches of economic activities. It is a piece of enabling legislation that empowers the Commissioner for Labour to make regulations prescribing standards for general working environment as well as specific safety and health aspects at work.

- 4.3** FIUO regulates safety and health at work in industrial undertakings, which include factories, construction sites, cargo and container handling areas, as well as catering establishments.
- 4.4** BPVO aims at regulating the standards and operation of boilers and pressure vessels, including steam boilers, steam receivers and air receivers.

Our Work and Achievements in 2017

Work Safety Performance

- 4.5** Through the concerted efforts of all parties concerned, including employers, employees, contractors, safety practitioners, and the Government and public sector organisations, Hong Kong's work safety performance has been improving.
- 4.6** The number of occupational injuries in all workplaces in 2017 stood at 35 631, representing a drop of 15.0% from 41 900 in 2008, while the injury rate per thousand employees decreased to 11.8, down by 25.5% when compared to 15.8 in 2008. The number of industrial accidents for all sectors went down to 11 077, representing 25.8% drop when compared to 14 932 in 2008. The accident rate per thousand workers for all sectors in 2008 and 2017 were 27.2 and 17.2¹ respectively.
- 4.7** In 2017, there were 3 902 industrial accidents in the construction industry, representing an increase of 28.7% when compared to 3 033 in 2008. The accident rate per thousand workers, however, decreased from 61.4 to 32.9, down by 46.4%.

Occupational Diseases

- 4.8** In 2017, there were 304 cases of confirmed occupational disease (including monaural hearing loss), among which, occupational deafness, silicosis and tenosynovitis of the hand or forearm were the most common.

¹ The compilation of the accident rate per thousand workers of all industrial sectors in 2017 was based on the employment size classified under Hong Kong Standard Industrial Classification Version 2.0 (HSIC V2.0) which was different from those under HSIC V1.1 before 2009. Therefore, this accident rate cannot be strictly comparable to those published before 2009.

4.9 For more statistics on occupational safety and health (OSH), please visit the webpage: www.labour.gov.hk/eng/osh/content10.htm.

Key Indicators of Work

4.10 Some key indicators of work of this programme area are shown in [Figure 4.1](#).

Inspection and Enforcement

4.11 To ensure safety and health at work, we inspect workplaces, monitor health hazards, investigate work accidents and occupational diseases, register and inspect boilers and pressure equipment and advise on measures to control hazards or prevent accidents.

4.12 A key element in enforcement is to give advice on the prevention of accidents. We conduct promotional visits to encourage employers to proactively adopt a self-regulatory approach in managing risks at the workplace and enforcement inspections to various workplaces to ensure that duty-holders have observed relevant statutory requirements stipulated in safety legislation. We have stepped up inspection and enforcement efforts to clamp down on unsafe acts. In 2017, we continued to place workplaces with poor safety performance under close surveillance. Improvement notices or suspension notices were issued when necessary to secure a speedy rectification of irregularities, or to remove imminent risks to lives. In 2017, we also conducted 20 special enforcement operations targeting specific workplace hazards or accident-prone workplaces, including new works safety; safety of repair, maintenance, alteration, and addition (RMAA) works; tunnel construction works safety; lift installation, repair and maintenance works safety; electrical safety; bamboo scaffolding safety; work safety for sea-based construction works; safety of waste management works; catering safety; logistic, cargo and container-handling safety as well as fire and chemical safety. In these 20 operations, a total of 19 211 workplaces were inspected, with 1 474 improvement notices and 371 suspension notices issued, and 1 367 prosecutions initiated.

4.13 We conduct independent investigation into complaints lodged by workers on unsafe conditions or malpractices in workplaces. In 2017, we handled 93 complaints and initiated three prosecutions arising from investigation of these cases. We also enhanced the intelligence reporting system on unsafe RMAA works with various strategic partners. In 2017, a total of 1 172 complaint/referral cases were received through the system and other channels. As a result of the follow-up inspections on these cases, we issued 341 suspension/improvement notices and took out 172 prosecutions. We had also established a similar referral mechanism with the Housing Department. In 2017, we received through the mechanism a total of 4 669 notifications of high risk RMAA works in public housing estates and followed up on these referrals. In 2017, the Labour Department (LD) produced an OSH poster/notice featuring LD's complaint hotline in Chinese, English and six other languages of ethnic minorities, viz. Hindi, Indonesian, Nepali, Tagalog, Thai and Urdu, to strengthen the promotion of current complaint channel to construction workers in order to improve the safety condition at work.



OSH Complaint Hotline Publicity Poster/Notice

4.14 From April to September, LD stepped up its enforcement, while enhancing publicity on prevention of heat stroke at work during the hot weather, targeting outdoor workplaces with a higher risk of heat stroke, such as construction sites, outdoor cleansing workplaces and container yards. In this special enforcement campaign, we conducted a total of 27 928 surprise inspections, issued 16 warnings and one improvement notice.

4.15 The Commissioner for Labour, as the Boilers and Pressure Vessels Authority, recognises competent inspection bodies to assess and inspect new pressure equipment during manufacturing. In addition, we conduct examinations, monitor courses for training of competent persons and issue certificates of competency to qualified candidates as competent persons for various types of boilers and steam receivers. In 2017, 562 applications for certificates of competency were processed, with 550 certificates issued/endorsed. We also advised the Fire Services Department on matters related to the approval and preliminary inspections of pressurised cylinders and storage installations for compressed gas.

4.16 As at the end of 2017, LD recorded a total of 228 270 workplaces, including 36 531 construction sites. In the year, 140 868 inspections were conducted under OSHO and FIUO and their subsidiary regulations. As a result, 31 558 warnings and 3 613 suspension or improvement notices were issued. Besides, 4 708 inspections were made under BPVO. 2 924 warnings were given and 17 prohibition orders on the use and operation of boilers and pressure vessels were issued. We also carried out 16 750 and 2 339 investigations on work accidents and suspected occupational diseases/occupational health problems respectively in the year.



Noise assessment conducted by an occupational hygienist in the ramp

Education and Training

- 4.17** We provide training-related services to employers, employees and relevant parties to foster a culture of respect for OSH among the working population. There are three categories of such services, namely provision of training courses, recognition of mandatory safety training (MST) courses and registration of safety officers and safety auditors.
- 4.18** In 2017, we conducted 536 safety and health training courses related to relevant legislation for 5 023 employees and 268 tailor-made talks for another 9 471. We also recognised eight mandatory basic safety training courses (commonly known as “green card” courses) for construction work, nine MST courses for operators of cranes, one MST course for confined spaces operation, two MST courses for operators of loadshifting machine and one MST course for gas welding. LD has in place a system to monitor these MST courses to ensure that courses are conducted in line with the approval conditions. We also continued to implement improvement measures of the MST system.
- 4.19** In 2017, we registered 231 persons as safety officers and 32 as safety auditors. As at the end of the year, there were 3 844 safety officers with valid registration and 1 292 registered safety auditors. Furthermore, a total of 497 applications for renewal or revalidation of registration as safety officers had been approved in 2017.
- 4.20** Occupational health education raises employers’ and employees’ awareness of the prevention of occupational health hazards and occupational diseases. In 2017, a total of 1 313 health talks on various occupational health issues were organised for over 43 000 participants. Apart from organising public health talks, we also provided outreaching health talks at the workplaces of individual organisations. These health talks covered various occupations with more than 40 different topics such as “Occupational Health for Office Workers”, “Manual Handling Operations and Prevention of Back Injuries”, “Occupational Health for Cleansing Workers”, “Prevention of Lower Limb Disorders” and “Occupational Health in Catering Industry”.



Occupational health messages promoted to employers and employees during outreach health talks held in various companies and organisations

4.21 LD had uploaded the “Work Safety Alert” and “Systemic Safety Alert” on its website respectively to help raise the safety awareness of employers, contractors and workers and to remind the Registered Safety Officers and Registered Safety Auditors in exercising their statutory functions to advise their employers/clients to fulfill their safety responsibilities and render the necessary assistance. The Work Safety Alert summarised recent fatal and serious work accidents, and highlighted general safety precautionary measures whereas the Systemic Safety Alert provided accident prevention measures arising from the major systemic problems.

Publicity and Promotion

4.22 We organised a series of promotion campaigns in 2017 aiming at heightening safety awareness among employers and employees and cultivating a positive safety culture at the workplaces, some jointly with relevant stakeholders such as the Occupational Safety and Health Council (OSHC), trade associations, workers’ unions and other government departments.

4.23 The Catering Industry Safety Award Scheme and the Construction Industry Safety Award Scheme were organised again in the year. The two schemes were well received by the industries.



Catering Industry Safety Award Scheme – Award Presentation Ceremony



Construction Industry Safety Award Scheme – Award Presentation Ceremony

4.24 Accidents in RMAA works have become a source of growing concern in recent years and the volume of RMAA works continued to increase. In 2017, LD, in collaboration with OSHC, continued the two-year publicity campaign to remind contractors and workers to pay special attention to safety while carrying out RMAA works, electrical work and working at height which was launched in 2016. Other major publicity activities included broadcasting Announcements in the Public Interest on television/radio/mobile media, staging roving exhibitions, publishing feature articles in newspapers and on the LD website, publishing leaflets and disseminating safety messages to contractors, employers and employees through various means. In 2017, we in collaboration with OSHC produced safety promotional videos on “Safety Helmet with Chin Strap” for broadcast on the website of LD and OSHC, the Housing Channel of Housing Authority, district job centres and Social Welfare Department offices.

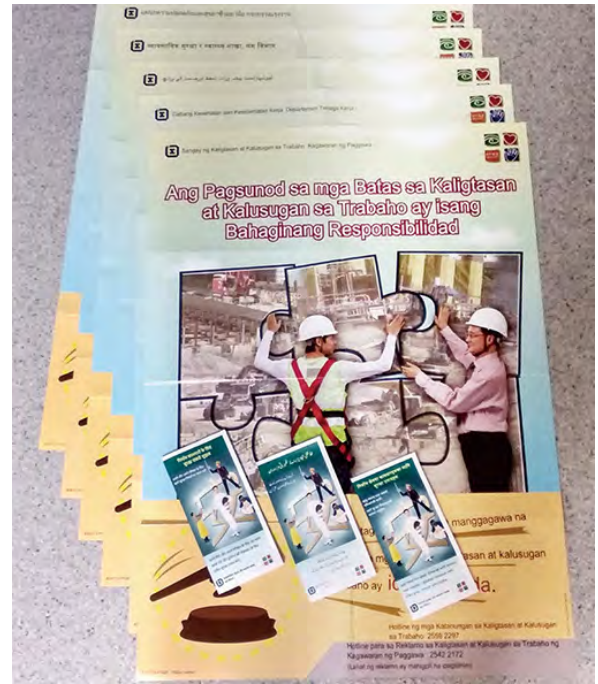
- 4.25** In 2017, LD and OSHC continued the “Portable Residual Current Device Sponsorship Scheme for SMEs” for the construction, RMAA, electrical/mechanical engineering, real estate maintenance management & servicing and repairing of motor vehicles and motorcycles sectors to subsidise their purchase of portable residual current device that met the safety standard to enhance electrical work safety. As at the end of 2017, 540 applications were received with 482 approved, benefiting over 6 900 workers.
- 4.26** LD continued to operate jointly with OSHC the sponsorship scheme for Work-at-height Fall Arresting Equipment for Renovation and Maintenance Work for Small and Medium Enterprises (SMEs) to encourage them to use proper safety equipment.
- 4.27** LD and OSHC continued with the scheme on RMAA safety accreditation in 2017. It enhances the OSH standard of the industry through the auditing of safety management system, training and subsidising SMEs to purchase fall arresting equipment and related facilities. The Employees’ Compensation Insurance Residual Scheme Bureau undertook to offer insurance premium discount to accredited contractors, and thus provides financial incentives for enterprises to continuously improve their occupational safety performance.
- 4.28** We also collaborated with relevant organisations including OSHC, Pneumoconiosis Compensation Fund Board, Occupational Deafness Compensation Board, employers’ associations, trade unions and community groups in promoting occupational health through a variety of activities such as carnivals, occupational health award ceremony, workplace hygiene charter and promotional visits. Moreover, we promoted the prevention of common work-related diseases, such as musculoskeletal disorders which are common among service and clerical personnel and manual workers. In 2017, we continued to collaborate with OSHC, Department of Health and trade unions to promote healthy living among professional drivers.
- 4.29** We also stepped up publicity on the prevention of heat stroke at work through a multitude of activities such as organising public and outreaching health talks, distributing publications, printing promotional posters, broadcasting educational videos on mobile advertising media, and issuing press releases. During the year, we collaborated with OSHC and relevant workers’ unions to promote prevention of heat stroke at work among professional drivers.

4.30 In light of the work of many employees in the retail and catering industries involves prolonged standing, LD augmented our promotional visits in 2017 to meet the management of major chain corporations of these two industries and discuss with them on how to formulate more appropriate policies to reduce health risk of employees caused by prolonged standing. In addition, LD sent letters to more than 400 retail and catering companies to call on the management to take preventive measures to protect the OSH of employees whose work involves prolonged standing.

4.31 In 2017, we published 10 new occupational safety and health publications, including “Guidance Notes on Safety and Health of Hand-dug Tunnelling Work”, “Eye Care at Work”, “Safety Hints for Construction Workers”, “Risk Assessment for the Prevention of Health Hazards of Prolonged Standing”, “Guidelines for Good Occupational Hygiene Practice in a Workplace – Lighting” and “Complaint Hotline” poster, etc. Moreover, we also published various publications in languages of ethnic minorities for promoting work safety and health.



Latest publications on occupational safety and health



Occupational safety and health publications for ethnic minorities

4.32 To promote safety awareness of the industry in operating boilers and pressure vessels, we organised a seminar jointly with OSHC, professional bodies and major industry stakeholders in the theme of “Greener HK with Boilers and Pressure Vessels” in 2017. We revised the “Code of Practice for the Safe Operation of Thermal Oil Heaters” and distributed around 1 600 publications and leaflets regarding registration and safe operation of pressure equipment.

- 4.33** In 2017, the Occupational Safety and Health Branch handled 15 635 enquiries, advising on various safety and health matters. Furthermore, the Occupational Safety and Health Centre provides information and advisory services to workers and employers.
- 4.34** LD collaborated with property management sector to promote RMAA work safety. A Task Force was formed to step up the promotion of work-at-height safety to stakeholders including contractors and workers on the use of suitable working platforms instead of ladders for working above ground and the use of safety helmets with chin straps. In April 2017, LD in collaboration with OSHC launched a new “Safety Helmets with Y-type Chin Straps Sponsorship Scheme for SMEs” to subsidise SMEs of the construction industry to purchase safety helmets which conform to safety standards with a view to reducing head injury during a fall. As at end of 2017, 536 applications were received with 459 approved, benefiting over 7 100 workers.
- 4.35** Using straight ladder or A-ladder for work-at-height carries a lot of risk. In the past, there were several fatal accidents which involved workers falling from these ladders. In order to enhance the safety awareness of employers and workers in work-at-height, LD in collaboration with OSHC launched a new “Enhanced Light-duty Working Platform Sponsorship Scheme for SMEs” in September 2017 to subsidise SMEs to purchase enhanced step platforms and hop-up platforms for work-above-ground. The enhanced versions of step platforms and hop-up platforms are designed to facilitate workers working in restrictive environment which are more conform to the actual needs of workers. As at end of 2017, 110 applications were received with 30 approved, benefiting over 450 workers.
- 4.36** LD collaborated with OSHC to ride on Home Affairs Department’s community platforms to promote RMAA works safety particularly work-at-height safety, to owners’ corporations, property owners and tenants, etc.

Clinical Occupational Health Services

- 4.37** LD runs occupational health clinics in Kwun Tong and Fanling, providing clinical consultations, medical treatment as well as occupational health education and counselling services for workers suffering from work-related and occupational diseases. Workplaces of the patients are inspected if necessary to identify and evaluate occupational health hazards in the work environment.

4.38 In 2017, 11 124 clinical consultations were rendered. Moreover, patient support groups were organised to help patients achieve more desirable rehabilitation progress through health talks, experience sharing and peer support.

Chapter 5

Employment Services

The Programme of Employment Services

www.labour.gov.hk/eng/service/content.htm

- 5.1** The objective of the Employment Services Programme is to provide a comprehensive range of free employment assistance and recruitment services to help job seekers find suitable jobs and employers fill their vacancies. We achieve this by:
- providing user-friendly employment and recruitment services to job seekers and employers;
 - offering dedicated employment-related assistance and personalised service to vulnerable groups of unemployed people;
 - assisting young people to enhance their employability and advising them on careers choice;
 - regulating local employment agencies;
 - safeguarding the interests of local employees employed by employers outside Hong Kong to work in other territories; and
 - processing applications under the Supplementary Labour Scheme and ensuring employment priority for local workers in filling vacancies under the Scheme.
- 5.2** The principal legislation administered by this programme area includes Part XII of the Employment Ordinance (EO), the Employment Agency Regulations made under EO and the Contracts for Employment Outside Hong Kong Ordinance (CEOHKO).
- 5.3** Part XII of EO, together with the Employment Agency Regulations, regulates the operation of employment agencies in Hong Kong through licensing, inspection, investigation and prosecution.
- 5.4** CEOHKO safeguards the interests of local manual workers and those non-manual employees with monthly wages not exceeding \$20,000 who are recruited by employers outside Hong Kong to work in other territories through the attestation of employment contracts for these jobs.

Our Work and Achievements in 2017

Employment Situation in Hong Kong

5.5 In 2017, the labour market tightened on the back of a vibrant local economy, with the annual unemployment rate declining to its post-1997 low of 3.1%. For updated statistics on the labour force, unemployment rate and underemployment rate, please visit the webpage: www.censtatd.gov.hk/hkstat/sub/sp200.jsp?tableID=006&ID=0&productType=8.

5.6 The Labour Department (LD) recorded a total of 1 419 270 vacancies offered by employers of the private sector for free recruitment service in 2017. In the year, a total of 154 222 placements were secured. ([Figures 5.1](#) and [5.2](#))

A Wider Service Choice

Services offered at Job Centres

5.7 Job seekers can browse vacancies at 13 job centres of LD and seek referral service provided by the staff or apply to the employers direct. Job seekers may also meet with employment officers who will provide job search advice as well as assist them in matching and finding suitable jobs in accordance with their individual needs and preferences. Various facilities such as digital display system, touchscreen vacancy search terminals, fax machines, toll-free telephones, computers connected to the Internet and resource corners are available for the use by job seekers.

Industry-based Recruitment Centres

5.8 The three industry-based recruitment centres of LD, namely, the Recruitment Centre for the Catering Industry, the Recruitment Centre for the Retail Industry and the Construction Industry Recruitment Centre, provide free as well as one-stop and on-the-spot recruitment services for employers and job seekers, enhancing the efficiency of recruitment and job search.

Telephone Employment Service

5.9 Job seekers registered at LD may call our Telephone Employment Service Centre on 2969 0888 for job referral service. Through conference calls, staff of the Centre can make arrangement for job seekers to talk to employers direct.

On-line Employment Service

5.10 Our Interactive Employment Service (iES) website (www.jobs.gov.hk) provides round-the-clock on-line employment service and comprehensive employment information. The iES website is one of the most popular government websites, recording around 211 million page views in 2017. It hosts a number of thematic webpages to provide dedicated employment information for specific clientele. Job seekers can also use the iES mobile application to look for suitable vacancies in the job vacancy database of LD anytime and anywhere. The mobile application recorded around 156 million hit counts in 2017.

5.11 The Higher Education Employment Information e-Platform (www.hee.gov.hk) provides employment support for job seekers with higher education so as to enhance their understanding of the Hong Kong employment market and facilitate them to search and apply for suitable job openings. The e-Platform recorded around 2.49 million page views in 2017.

Central Processing of Job Vacancies

5.12 Employers who need to recruit staff can send their vacancy information to our Job Vacancy Processing Centre by fax (2566 3331) or through the Internet (www.jobs.gov.hk). The vacancy information is then disseminated through a network of 13 job centres, three recruitment centres for the catering, retail and construction industries, the iES website and mobile application as well as vacancy search terminals located in various sites throughout the territory after vetting.

Special Recruitment and Promotional Activities

5.13 LD organises a variety of activities to promote our employment services and appeal for vacancies from employers. Job fairs are held to facilitate job seekers and employers to meet and communicate direct. In 2017, we held different kinds of large-scale job fairs to cater for various needs of job seekers and employers from different sectors, including large-scale job fairs in Tuen Mun and Fanling to assist job seekers living in remote areas in securing employment, as well as thematic job fairs assisting ethnic minority and elderly job seekers to find suitable jobs and employers from retail industry to recruit employees. We also staged job fairs that provided employment and vacancy information on the Mainland to deepen job seekers' understanding of the employment opportunities on the Mainland and broaden their choices in job search. Moreover, to enhance efficiency of the recruitment process and facilitate placements of job seekers in the vicinity of their residence, district-based job fairs were held at job centres to assist employers to recruit local residents and to enable job seekers to participate in job interviews without having to travel long distance. In the year, 18 large-scale job fairs and 946 district-based job fairs were held, attracting about 54 000 job seekers.



Career talk held at the "Career Expo for Middle-aged and Elderly Employment"

Intensified Services for the Needy

Middle-aged and Elderly Job Seekers

5.14 LD provides dedicated employment services for elderly persons and promote their employment through various means such as setting up special counters at job centres to provide priority registration and job referral services for elderly job seekers, conducting employers' experience-sharing sessions, and organising employment briefings and job fairs targeted at elderly persons.

5.15 The Employment Programme for the Middle-aged (EPM) assists the unemployed job seekers aged 40 or above to find work. Employers who engage an eligible middle-aged or elderly job seeker in a full-time or part-time permanent job and offer him/her on-the-job training are entitled to a maximum training allowance of \$3,000 per month, for a period of three to six months. In 2017, a total of 2 642 placements were secured through the programme.

New Arrivals and Ethnic Minorities

5.16 LD provides a comprehensive range of employment services to new arrival and ethnic minority job seekers through job centres. These include employment advisory service, job referral, tailor-made employment briefing and resources. Those who have difficulties finding jobs are encouraged to participate in various employment programmes to enhance their employability. We also proactively promote our recruitment activities to them so as to speed up their job search.

5.17 Since September 2014, LD has implemented the “Employment Services Ambassador Programme for Ethnic Minorities” to employ trainees of the Youth Employment and Training Programme who can communicate in ethnic minority languages to work as Employment Services Ambassadors at our job centres, industry-based recruitment centres and job fairs. Moreover, since May 2017, we have engaged two Employment Assistants proficient in ethnic minority languages at two selected job centres on a pilot basis to strengthen employment support for ethnic minority job seekers, especially those of South Asian origins. Furthermore, large-scale and district-based inclusive job fairs are organised to enhance the employment opportunities of the ethnic minorities.

Work Trial Scheme (WTS)

5.18 WTS seeks to enhance the employability of job seekers who have difficulties in finding jobs. There is no age limit for applicants. During the one-month work-trial without employer-employee relationship, participants take up jobs offered by participating organisations. On completion of the one-month work trial, each participant will receive an allowance. With effect from September 2017, the allowance has been increased from \$6,900 to \$7,600, of which \$500 are contributed by the participating organisation. In 2017, a total of 173 job seekers were placed into work trials.

Workers Affected by Large-scale Retrenchment

5.19 In major business closure or redundancy cases, LD sets up hotlines for enquiry and special counters at job centres to provide special employment services to affected employees. We canvass suitable vacancies from employers to facilitate job search of the affected employees. In addition, under our iES website, a dedicated webpage displays vacancies offered by employers interested in recruiting job seekers who have lost their jobs in recent closure or redundancy exercises. This would help the affected employees find suitable jobs more effectively. In the year, we offered such special employment services to some 1 600 affected employees.

Job Seekers with Disabilities

5.20 Our Selective Placement Division (SPD) offers employment assistance to job seekers with disabilities looking for open employment. Employment consultants provide personalised employment services, including employment counselling, job matching and referral and post-placement follow-up services. In 2017, SPD registered 2 833 job seekers with disabilities and secured 2 203 placements. ([Figure 5.3](#))

5.21 To strengthen the employment support for job seekers with disabilities, SPD launched a two-year pilot scheme in September 2016 to engage a non-governmental welfare organisation to provide professional psychological and emotional counselling service to job seekers with disabilities in need of this service.

Work Orientation and Placement Scheme (WOPS)

5.22 WOPS facilitates open employment of persons with disabilities by encouraging employers to offer job vacancies to persons with disabilities through the provision of an allowance. An eligible employer who employs persons with disabilities having employment difficulties is entitled to an allowance equivalent to the amount of actual salary paid to an employee with disabilities less \$500 per month during the first two months of employment, subject to a monthly allowance ceiling of \$5,500. After the first two months, the employer is entitled to an allowance equivalent to two-thirds of the actual salary paid to the employee concerned, subject to an allowance ceiling of \$4,000 per month, and for a maximum payment period up to six months. WOPS also provides pre-employment training to persons with disabilities with a view to enhancing their employability. In 2017, 802 placements were secured through the scheme.

Self Help Integrated Placement Service (SHIPS)

5.23 SHIPS aims at improving the job searching skills of job seekers with disabilities and encouraging them to be more proactive in search for jobs, thereby enhancing their employment opportunities. In 2017, 282 job seekers with disabilities participated in the programme.

Interactive Selective Placement Service (iSPS) Website

5.24 The iSPS website (www.jobs.gov.hk/isps) provides employment services for job seekers with disabilities and employers. The website enables persons with disabilities to register with SPD, browse job vacancy information and perform preliminary job matching. It also enables employers to place vacancy orders, identify suitable job seekers with disabilities to fill their vacancies and request SPD to refer candidates to them for selection interview. The website facilitates employers to browse information on the work capacity of persons with disabilities more readily. At the same time, it helps persons with disabilities access various on-line employment services and other related support services.

Promotional Activities

5.25 To enhance public understanding of the working abilities of persons with disabilities as well as to publicise the services of SPD and WOPS, SPD conducted a series of promotional activities, such as staging of exhibitions, production of publications and advertisements, broadcast of promotional videos, publicising promotional messages through newspapers, publications of employers' associations, radio and television channels, public transport network, wall banners and mobile application advertisements, etc. during the year. In addition, a large-scale seminar was held for employers and human resources practitioners. Promotional visits were paid and publicity materials were sent to employers of different trades with a view to canvassing job vacancies for persons with disabilities.

Work Incentive Transport Subsidy (WITS) Scheme

5.26 LD administers the territory-wide WITS Scheme which aims at helping low-income earners reduce their cost of travelling to and from work and encouraging them to secure or stay in employment. Qualified applicants may receive monthly subsidy of \$600 (or \$300 at half-rate). Up to the end of 2017, a total of 119 528 applicants received subsidies totalling \$1,721 million.

Services for Young People

Youth Employment and Training Programme (YETP)

- 5.27** To enhance the employability of young people, LD administers YETP, a “through-train” programme providing seamless and comprehensive training and employment support to young school leavers aged 15 to 24 with educational attainment at sub-degree level or below.
- 5.28** Trainees can enrol on a year-round basis and are entitled to a full range of coordinated and customised training and employment support services, including pre-employment training, one-month workplace attachment training, on-the-job training of six to 12 months, reimbursement of off-the-job course and examination fees up to \$4,000 per trainee, as well as case management services rendered by registered social workers. Employers who engage trainees under YETP and provide them with on-the-job training are entitled to a maximum training allowance of \$3,000 per month per employee for six to 12 months. With effect from September 2017, the allowance payable to trainees who complete the one-month workplace attachment training has been increased from \$3,000 to \$4,500. The training allowance payable to the trainees who complete the pre-employment training has also been increased from \$50 to \$70 per training day.
- 5.29** In the 2016/17 programme year running from September 2016 to August 2017, 2 614 young people attended pre-employment training and 2 633 trainees were placed into on-the-job training vacancies under YETP.
- 5.30** YETP closely collaborates with training bodies and individual employers or employers of specific sectors to launch special employment projects, providing tailor-made pre-employment training and on-the-job training for young people. In the 2016/17 programme year, 64 special employment projects were launched involving employers in the aviation, healthcare, logistics, personal and business services, property management and retail industries, etc.

5.31 In August and November, LD co-organised the “Solar Project 2017 - Dream Journey with YETP” concert and the Award Ceremony of Most Improved Trainees of YETP with Radio 2 of Radio Television Hong Kong respectively. The events showcased the creditable improvements of trainees after joining YETP and commended the caring efforts of training bodies and employers. Trainees’ successful experience constituted the best encouragement to their peers. It was also a sterling testimony to the achievements of trainees, training bodies, employers and the Government in nurturing the development of the younger generation. In the year, we also launched a newly-designed programme website, leaflets and posters to attract young people to join YETP.

Programme for Youths with Acute Employment Difficulties

5.32 To strengthen the employment support for vulnerable youths, LD regularised and enhanced the employment project “Action S5” in 2017 by implementing a new project named “Career Kick-start” to offer on-the-job training of 12 months’ duration to young people with special needs through placements in non-governmental organisations (NGOs). A total of 72 youths enrolled in the project and commenced their on-the-job training during April to May 2017 in batches.

Youth Employment Support

5.33 LD operates two youth employment resource centres named Youth Employment Start (Y.E.S.). The two centres provide personalised advisory and support services on employment and self-employment to young people aged between 15 and 29 to facilitate them to map out their career path, enhance their employability and support them to pursue self-employment. Services provided include career assessment, career guidance, professional counselling, value-adding training, self-employment support as well as up-to-date labour market information. In 2017, the two centres provided services to 72 878 young people.

Working Holiday Scheme (WHS)

5.34 Since 2001, Hong Kong has established bilateral WHS arrangements with a total of 12 economies, including New Zealand, Australia, Ireland, Germany, Japan, Canada, Korea, France, the United Kingdom (UK), Austria, Hungary and Sweden. WHS aims to provide an opportunity for our youths aged between 18 and 30 to enrich their global exposure and broaden their horizons, by experiencing foreign culture through living and working temporarily overseas while holidaymaking. At the same time, WHS allows youths of our partner economies to learn more about Hong Kong.

- 5.35** Save for the UK and Austria which allow our youths to stay for up to 24 months and six months respectively, the remaining 10 partners issue working holiday visas to eligible Hong Kong youths to stay in their economies for up to 12 months for holidaying and taking up short-term employment to subsidise their expenses, and/or studying short-term courses (except for Ireland).
- 5.36** These WHSs have been well received. As of end-2017, around 85 000 Hong Kong youths participated in WHS. LD will continue to enhance the publicity of WHS and explore with more economies to establish new WHS arrangements or seek to expand our existing bilateral arrangements in order to provide more choices and opportunities for our youths to participate in WHS.

Regulating Local Employment Agencies and Employment Outside Hong Kong

- 5.37** LD monitors the operation of employment agencies through licensing, inspection and investigation of complaints. In 2017, we issued 3 119 employment agency licences and revoked or refused to renew six. As at the end of 2017, there were 3 081 licensed employment agencies in Hong Kong. A total of 1 846 inspections were made to employment agencies in the year.
- 5.38** LD promulgated the Code of Practice for Employment Agencies (the Code) in January 2017 for compliance by the industry with a view to promoting professionalism and quality service in the industry. At the same time, we launched the Employment Agencies Portal (www.eaa.labour.gov.hk), which is a website dedicated to provide members of the public, including employment agency operators/staff, job seekers and employers, with updated information related to the regulation of employment agencies.
- 5.39** To further strengthen the regulation of employment agencies, we introduced an amendment bill into the Legislative Council in June 2017 which proposed to substantially increase the penalties on employment agencies overcharging job seekers or operating without a licence, extend the scope of the offence of overcharging job seekers to include (in addition to the licensee) the management as well as persons employed by employment agencies, provide a legal basis for the Code and set out new grounds for the Commissioner for Labour to refuse to issue or renew or to revoke a licence.
- 5.40** LD also safeguards the interests of local employees engaged by employers outside Hong Kong to work in other territories by attesting all employment contracts entered into in Hong Kong involving manual employees and non-manual employees with monthly wages not exceeding \$20,000.

Regulating Labour Importation

Supplementary Labour Scheme (SLS)

- 5.41** LD administers SLS which operates on the principles of ensuring the priority of local workers in employment while allowing employers with proven local recruitment difficulties to import workers at technician level or below.
- 5.42** We provide active job matching and referral services for local job seekers to ensure their employment priority. Vacancies under SLS are widely publicised. Local workers can attend tailor-made retraining courses, if appropriate, to better equip themselves to fill the vacancies. Applications from employers who have set restrictive and unreasonable job requirements or who have no sincerity in employing local workers will be rejected.
- 5.43** As at the end of 2017, there were 4 930 imported workers working in Hong Kong under SLS.

Policy on Foreign Domestic Helpers (FDHs)

- 5.44** FDHs have been admitted to work in Hong Kong since the 1970's. Apart from enjoying the same statutory rights and benefits as all employees in Hong Kong, FDHs are further protected by a written Standard Employment Contract (SEC), which prescribes that the employer has to provide to the FDH free accommodation with reasonable privacy, free food (or food allowance in lieu), free passage to and from the FDH's place of origin and free medical treatment, etc. FDHs also enjoy wage protection through the Government-prescribed Minimum Allowable Wage (MAW), where employers have to pay FDHs a salary no less than the prevailing MAW when the contracts are signed. The Government attaches great importance to safeguarding their statutory and contractual rights. LD spares no efforts in investigating the suspected offence cases and prosecution action will be taken out if there is sufficient evidence.
- 5.45** In order to strengthen protection for FDHs and enhance their awareness of their rights and benefits, LD continued to organise a string of publicity and educational activities and maintained close liaison with governments of FDH home countries and their consulates in Hong Kong, NGOs serving FDHs and FDH employer groups to discuss matters relating to further protection of FDHs.

- 5.46** With regard to publicity and education, we published in 2017 new leaflets to remind employers of FDHs about their responsibilities to take out employees' compensation insurance and provide free medical treatment for FDHs, and to remind FDHs to beware of employment traps when using services of employment agencies in Hong Kong. A comic book was also published to educate FDHs and employers on their respective employment rights and responsibilities. The FDH Portal (www.fdh.labour.gov.hk) is now also available in Khmer apart from Filipino (Tagalog), Indonesian and Thai. This one-stop on-line platform facilitates FDHs to understand their entitlements before coming to work in Hong Kong.
- 5.47** With regard to enhancing the rights and benefits of FDHs, LD had added a new clause on cleaning outward-facing windows to SEC for FDHs for contracts signed from 1 January 2017 onwards to safeguard the occupational safety of FDHs. Publicity and educational efforts would continue to be stepped up to raise the awareness of FDHs and the general public on occupational safety, particularly in respect of the safety precautions to be taken when cleaning outward-facing windows.
- 5.48** LD will continue to explore new source countries for the importation of FDHs to meet the long-term demand of local families. Following the relaxation of the visa requirement on Cambodian nationals in March and the Secretary for Labour and Welfare's visit to Cambodia in August to finalise the arrangements for the importation of Cambodian domestic helpers, the first batch of domestic helpers from Cambodia arrived by end-2017.
- 5.49** As at the end of 2017, there were 369 651 FDHs in Hong Kong. About 54.4% of the FDHs in Hong Kong were from the Philippines and 43.2% from Indonesia.

Chapter 6

Employees' Rights and Benefits

The Programme of Employees' Rights and Benefits

www.labour.gov.hk/eng/erb/content.htm

6.1 The objective of the Employees' Rights and Benefits Programme is to improve and safeguard employees' rights and benefits in an equitable manner. Our aim is to progressively enhance employment standards in a way which is commensurate with the pace of Hong Kong's economic and social developments and which strikes a reasonable balance between the interests of employers and employees. We achieve this by:

- setting and refining employment standards in consultation with the Labour Advisory Board;
- ensuring compliance with statutory and contractual terms and conditions of employment through inspection of workplaces, investigation into suspected breaches of the statutory provisions and prosecution of offenders;
- processing employees' compensation claims;
- processing applications for ex gratia payment from the protection of Wages on Insolvency Fund (PWIF);
- maintaining close partnership with statutory bodies set up for protecting the rights and benefits of employees; and
- providing customer-oriented information to ensure that employees and employers know their rights and obligations.

6.2 The principal legislation administered by this programme area includes the Employees' Compensation Ordinance (ECO), the Pneumoconiosis and Mesothelioma (Compensation) Ordinance (PMCO), the Occupational Deafness (Compensation) Ordinance (ODCO), the Employment Ordinance (EO) and its subsidiary Employment of Children Regulations and Employment of Young Persons (Industry) Regulations, the Minimum Wage Ordinance (MWO), the Protection of Wages on Insolvency Ordinance (PWIO) as well as Part IVB of the Immigration Ordinance.

- 6.3** ECO establishes a no-fault, non-contributory employees' compensation system so that individual employers are liable to pay compensation for work-related injuries and fatalities. It requires all employers to possess valid insurance policies to cover their liabilities under the laws (including the common law).
- 6.4** PMCO provides for compensation payable to persons who suffer from pneumoconiosis and/or mesothelioma and family members of persons who die of these diseases. Compensation is paid from the Pneumoconiosis Compensation Fund, which is administered by the Pneumoconiosis Compensation Fund Board.
- 6.5** ODCO provides for compensation payable to persons who suffer from noise-induced deafness by reason of employment in specified noisy occupations. Compensation is paid from the Occupational Deafness Compensation Fund, which is administered by the Occupational Deafness Compensation Board.
- 6.6** EO is the main piece of legislation governing conditions of employment. The Employment of Children Regulations made under EO prohibit the employment of children below the age of 15 in industrial undertakings and regulate the employment of children who have attained the age of 13 but under 15 in non-industrial establishments. The Employment of Young Persons (Industry) Regulations set out requirements on the working time arrangements for young persons employed in the industrial sector and prohibit their employment in dangerous trades.
- 6.7** MWO establishes a Statutory Minimum Wage (SMW) system which provides a wage floor with a view to forestalling excessively low wages, but without unduly jeopardising Hong Kong's labour market flexibility, economic growth and competitiveness or leading to significant adverse impact on the employment opportunities of vulnerable workers. Failure to pay SMW amounts to a breach of the wage provisions under EO.
- 6.8** PWIO establishes PWIF to provide timely relief in the form of ex gratia payment to employees affected by their insolvent employers.
- 6.9** The Labour Department (LD) also administers Part IVB of the Immigration Ordinance to combat illegal employment in order to protect the employment opportunities of local workers.

Our Work and Achievements in 2017

Key Indicators of Work

6.10 We stepped up our efforts to safeguard the rights and benefits of employees through various activities in 2017. Some key indicators of work of this programme area are shown in Figure 6.1.

Improvement to Employees' Benefits

6.11 In 2017, ECO, PMCO and ODCO were amended to increase the amounts of a total of 18 compensation items payable in cases involving work accidents or prescribed occupational diseases. The revised levels of compensation have taken effect since 1 April 2017.

6.12 The SMW rate under MWO was increased by 6.2% from \$32.5 to \$34.5 per hour effective from 1 May 2017.

Proactive Efforts to Combat Wage Defaults

6.13 In 2017, LD continued to adopt a proactive strategy to tackle the problem of non-payment of wages at source through enhancing publicity and promotion, stepping up enforcement and prosecution, and making use of the early warning system set up in collaboration with trade unions to gather relevant intelligence. We also proactively monitored selected sectors and establishments with a view to forestalling and detecting cases of wage default at an early stage and intervening early to tackle the problem.

6.14 We continued to step up enforcement and prosecution against employers and responsible individuals of companies for wage offences. We conducted territory-wide inspections of workplaces to detect wage offences. Labour inspectors actively interviewed employees during inspections and conducted investigation speedily into the suspected offences. Prosecutions were taken out whenever sufficient evidence was available.

6.15 During the year, LD secured 766 convicted summonses for wage offences and 126 convicted summonses for defaults of awards made by the Labour Tribunal (LT) or the Minor Employment Claims Adjudication Board (MECAB). One employer and four company directors were sentenced to imprisonment for these offences, and another company director was ordered to perform community service. These sentences disseminated a strong message to employers and company responsible individuals on the seriousness of defaults of wages and awards made by LT or MECAB.

Vigorous Enforcement to Protect Employees' Rights and Benefits

6.16 LD continued vigorous enforcement efforts to ensure that the statutory rights of employees under labour legislation were well protected.

6.17 In 2017, labour inspectors carried out 154 237 workplace inspections of establishments in various trades to enforce labour laws ([Figure 6.2](#)), of which 50 366 inspections were conducted to check compliance with MWO.

6.18 We conducted inspections and trade-targeted operations to enforce ECO's compulsory requirement of taking out employees' compensation insurance policy. In the year, a total of 103 099 inspections were conducted to enforce the statutory requirement.

6.19 We continued to work closely with government departments in monitoring their service contractors to ensure that non-skilled employees of the contractors enjoyed their rights and benefits. A total of 688 inspections were conducted to the workplaces of such workers and 2 424 workers were interviewed to check contractors' compliance with labour laws.

6.20 To ensure compliance with the conditions under the Supplementary Labour Scheme, we investigated 63 complaints and cases on suspected irregularities involving imported workers. Items investigated included wages and working hours arrangement, etc.

Processing Employees' Compensation Cases and Improving Work Injury Protection for Employees

- 6.21** Under the current no-fault employees' compensation system, compensation is payable to injured employees or family members of deceased employees for any work-related injuries or fatalities. Claims for compensation involving fatality are determined by the courts or, under the improved settlement mechanism introduced in August 2000, by the Commissioner for Labour.
- 6.22** In 2017, 51 108 employees' compensation cases, including 14 645 minor cases which involved sick leave of not exceeding three days, were received. At year-end, among the 36 463 fatal cases or non-fatal cases involving sick leave exceeding three days, 21 066 cases were settled. The amount of employees' compensation involved was \$251 million. The remaining cases were pending expiry of employees' sick leave, assessment of permanent incapacity or court judgment. (Figures 6.3 and 6.4)
- 6.23** The Loan Scheme for Employees Injured at Work and Dependents of Deceased Employees provides temporary relief to victims of work accidents. Under the scheme, an interest-free loan up to \$15,000 in each case is made to eligible applicants.
- 6.24** The Task Force on Improving Work Injury Protection for Employees in High-risk Industries coordinated by LD continued the discussions on employees' compensation insurance, case processing and therapy/rehabilitation, conducted consultations and implemented the agreed improvement measures.

Briefings and Promotional Campaigns

- 6.25** In 2017, LD arranged two briefings for government departments and 67 briefings for imported workers to publicise the rights and obligations of the parties concerned.
- 6.26** Extensive publicity campaigns were launched to publicise our complaint telephone hotline (2815 2200) through press releases, newspapers, tram body, inside MTR stations and compartments, etc. to encourage employees to report suspected breaches of employment rights.

6.27 We organised various publicity activities to promote the revised SMW rate and MWO during the year. These activities included: broadcasting television and radio Announcements in the Public Interest through different media; publishing new leaflets and posters; inserting promotional messages in electricity bills; holding seminars and roving exhibitions; and placing advertisements in newspapers, publications of major labour unions and trade associations as well as on Internet platforms and public transport, etc.



New leaflets and posters to publicise the revised SMW rate and SMW legislation



Bus body advertisement to publicise the revised SMW rate

6.28 We continued to promote employers' statutory obligation on timely reporting of work accidents and to take out employees' compensation insurance policies through electronic media, leaflets, the media platform at hospitals, and journals of employers' associations and trade unions, as well as departmental homepage and seminars on ECO. In the year, we held 18 talks on ECO.



Seminar on the Employees' Compensation Ordinance

Partnership with Statutory Bodies

6.29 We maintain close partnership with various statutory bodies that have been set up for implementing the different schemes for the protection of the rights and benefits of employees.

Protection of Wages on Insolvency Fund Board (PWIFB)

6.30 PWIFB established under PWIO is responsible for administering PWIF. Employees who are owed wages, wages in lieu of notice, severance payment, pay for untaken annual leave and pay for untaken statutory holidays by their insolvent employers may apply for ex gratia payment from PWIF in accordance with PWIO. PWIF is mainly financed by a levy on business registration certificates.

6.31 LD provides administrative support to PWIFB, verifies applications and approves ex gratia payment from PWIF. In 2017, we received 2 333 applications and processed 2 880 applications from employees who were owed wages and other statutory entitlements due to business cessation and sought relief from PWIF, with ex gratia payment of \$79.6 million made. A breakdown of applications received by economic sector was shown in Figure 6.5.

6.32 By providing a safety net for employees affected by business closures, PWIF plays an important role in maintaining harmonious labour relations and social stability. Both LD and PWIFB attach great importance to protecting PWIF from possible abuse. To this end, stringent vetting procedures are in place to process all applications. An inter-departmental task force has been formed by representatives of LD, Commercial Crime Bureau of the Police Force, Official Receiver's Office and Legal Aid Department to take concerted actions against suspected fraudulent cases.

Pneumoconiosis Compensation Fund Board (PCFB)

6.33 PCFB is established under PMCO to provide compensation to persons suffering from pneumoconiosis and/or mesothelioma and family members of persons who die of these diseases. PCFB is financed by a levy collected from the construction and quarrying industries. Under PMCO, LD is responsible for determining whether an applicant is entitled to compensation. As at the end of 2017, 1 490 eligible persons were receiving compensation in the form of monthly payments from PCFB. In the year, PCFB made a total compensation payment of \$204 million.

Occupational Deafness Compensation Board (ODCB)

6.34 Established under ODCO, ODCB provides compensation for persons who suffer from noise-induced deafness by reason of employment in specified noisy occupations and financial assistance for their purchase, fitting, repair or maintenance of hearing assistive devices. ODCB also has an important role in launching educational and publicity programmes for the prevention of occupational deafness, and providing rehabilitation programmes for those suffering from occupational deafness. In 2017, ODCB approved 220 applications for compensation with a total compensation payout at \$22.14 million and 608 applications for payment of expenses on hearing assistive devices with a total payout at \$3.28 million. ODCB also provided 436 rehabilitation programmes for people with hearing impairment caused by their employment in specified noisy occupations.

Employees Compensation Assistance Fund Board (ECAFB)

6.35 ECAFB is set up under the Employees Compensation Assistance Ordinance. It is responsible for administering the Employees Compensation Assistance Scheme which provides payment to injured employees and family members of deceased employees who are unable to receive their entitlements for work-related injuries and fatalities from their employers and insurers. In 2017, ECAFB approved 52 applications, leading to payment of \$41.35 million.

Chapter 7

International Labour Affairs

International Instruments Setting out Labour Standards

- 7.1** International Labour Conventions set by the International Labour Organisation (ILO) prescribe relevant labour standards for its Members. As at the end of 2017, 41 International Labour Conventions were applied to Hong Kong, with or without modification (Figure 7.1), notwithstanding that Hong Kong is neither a sovereign entity nor an ILO Member. Other international instruments, including the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights, also touch on labour standards, albeit to a much smaller extent.
- 7.2** Comprehensive legislative and administrative measures are in place in Hong Kong to enable the Government to implement internationally accepted labour standards. Through continuous improvements to labour legislation and administrative measures, Hong Kong maintains labour standards that are comparable with those of neighbouring places with similar economic development as well as social and cultural background.

Participation in the Activities of ILO

- 7.3** Hong Kong participates in the activities of ILO, either as part of the delegation of the People's Republic of China or, for activities which are not limited to states, on its own using the name "Hong Kong, China".
- 7.4** In 2017, the Labour Department (LD) continued to participate actively in activities organised by ILO to keep abreast of the latest development of international labour matters. In the year, representatives from Hong Kong participated as members of the delegation of the People's Republic of China in the 106th Session of the International Labour Conference held in Geneva, Switzerland.

Contacts with Other Labour Administrations

- 7.5** In the year, LD received delegations of labour administrators from other places and sent representatives to participate in labour-related activities in other places so as to exchange views and experience with its counterparts on various labour issues. (Figure 7.2)

Chapter 8: Figures and Charts

- Figure 2.1** Number of summonses convicted and total fines in 2017
- Figure 2.2** Organisation Chart of Labour Department (as at 31 December 2017)
- Figure 2.3** Terms of Reference and Composition of the Labour Advisory Board and Membership for the 2017-2018 term
- Figure 3.1** Key Indicators of Work of the Labour Relations Programme Area in 2017
- Figure 3.2** Number of Labour Disputes Handled by the Labour Relations Division from 2013 to 2017
- Figure 3.3** Number of Claims Handled by the Labour Relations Division from 2013 to 2017
- Figure 3.4** Number of Labour Disputes Handled by the Labour Relations Division in 2017 by Cause
- Figure 3.5** Number of Claims Handled by the Labour Relations Division in 2017 by Cause
- Figure 3.6** Number of Strikes and Number of Employees Involved from 2013 to 2017
- Figure 3.7** Number of Working Days Lost due to Strike per Thousand Salaried Employees and Wage Earners from 2013 to 2017
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- Figure 6.1** Key Indicators of Work of the Employees' Rights and Benefits Programme Area in 2017
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- Figure 6.3** Number of Cases Reported under the Employees' Compensation Ordinance in 2017 by Sex and Age
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- Figure 6.5** Number of Applicants of the Protection of Wages on Insolvency Fund in 2017 by Economic Sector
- Figure 7.1** List of the 41 International Labour Conventions Applied to Hong Kong
- Figure 7.2** Participation in Major International Labour Organisation Activities and Contacts with Other Labour Administrations in 2017

Figure 2.1
Number of summonses convicted and total fines in 2017

Ordinance	Summonses convicted	Fines (\$)
Boilers and Pressure Vessels Ordinance		
Sub-total	6	33,000
Employees' Compensation Ordinance		
Sub-total	755	2,049,800
Employment Ordinance and subsidiary regulations		
Statutory benefits cases	1,151	4,865,080
Young persons cases ¹	-	-
Others ²	5	7,600
Sub-total	1,156	4,872,680
Factories and Industrial Undertakings Ordinance and subsidiary regulations		
Factory cases	419	4,646,700
Building and engineering construction cases	1,516	15,053,300
Sub-total	1,935	19,700,000
Occupational Safety and Health Ordinance and subsidiary regulations		
Sub-total	315	4,050,800
Immigration Ordinance		
Sub-total	9	15,400
Total	4,176	30,721,680

Notes: 1. Cases involving the Employment of Young Persons (Industry) Regulations
2. Cases involving the Employment Agency Regulations and the Employment of Children Regulations

Figure 2.2
Organisation Chart of Labour Department
(as at 31 December 2017)

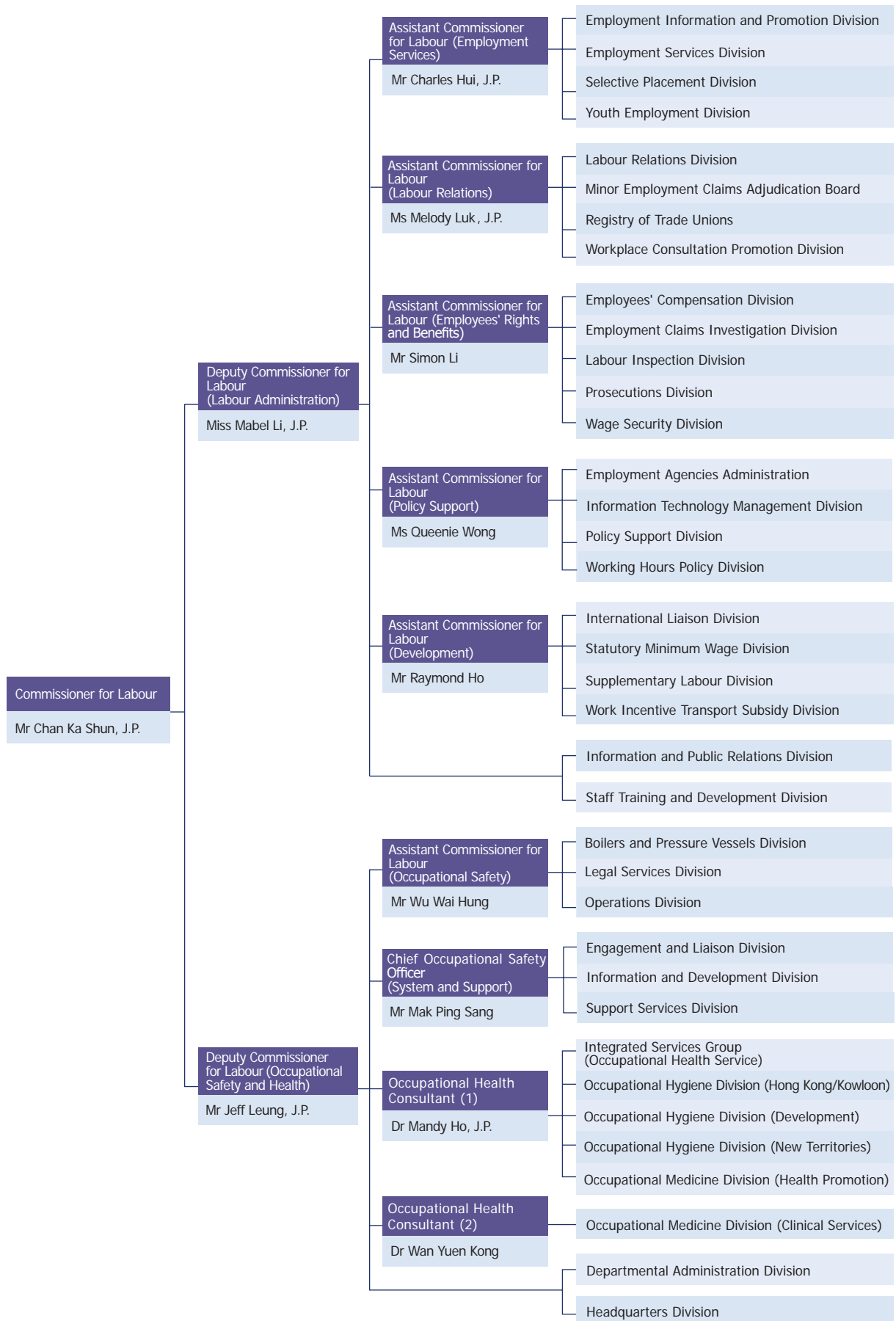


Figure 2.3

Terms of Reference and Composition of the Labour Advisory Board and Membership for the 2017-2018 term

Terms of Reference

The Labour Advisory Board advises the Commissioner for Labour on matters affecting labour, including legislation and Conventions and Recommendations of the International Labour Organisation. It may appoint such committees as it considers necessary and include any person not being a member of the Labour Advisory Board to serve on such committees.

Composition

The composition of the Labour Advisory Board is as follows:

Chairman	Commissioner for Labour (ex-officio)
Members	Five employee members elected by registered employee unions Five employer members nominated by major employer associations One employee member and one employer member appointed ad personam
Secretary	A Senior Labour Officer

Membership

Chairman

Mr Carlson Chan Ka Shun, JP	Commissioner for Labour
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Members

Employee Representatives

Mr Chau Siu Chung

Ms Wong Siu Han

Mr Charles Chan Yiu Kwong

Mr Tang Ka Piu, JP

Mr Daniel Lau Yuk Fai

Ms Rose Chan So Hing

elected by registered employee unions

appointed ad personam

Employer Representatives

Hon Ho Sai Chu, GBM, GBS, JP

Dr Kim Mak Kin Wah, BBS, JP

Mr Irons Sze, BBS, JP

Mr Emil Yu Chen On, JP

Mr Jimmy Kwok Chun Wah, BBS, MH, JP

Mr Cheung Sing Hung, BBS

representing the Chinese General Chamber of Commerce

representing the Employers' Federation of Hong Kong

representing the Chinese Manufacturers' Association of Hong Kong

representing the Hong Kong General Chamber of Commerce

representing the Federation of Hong Kong Industries

appointed ad personam

Secretary

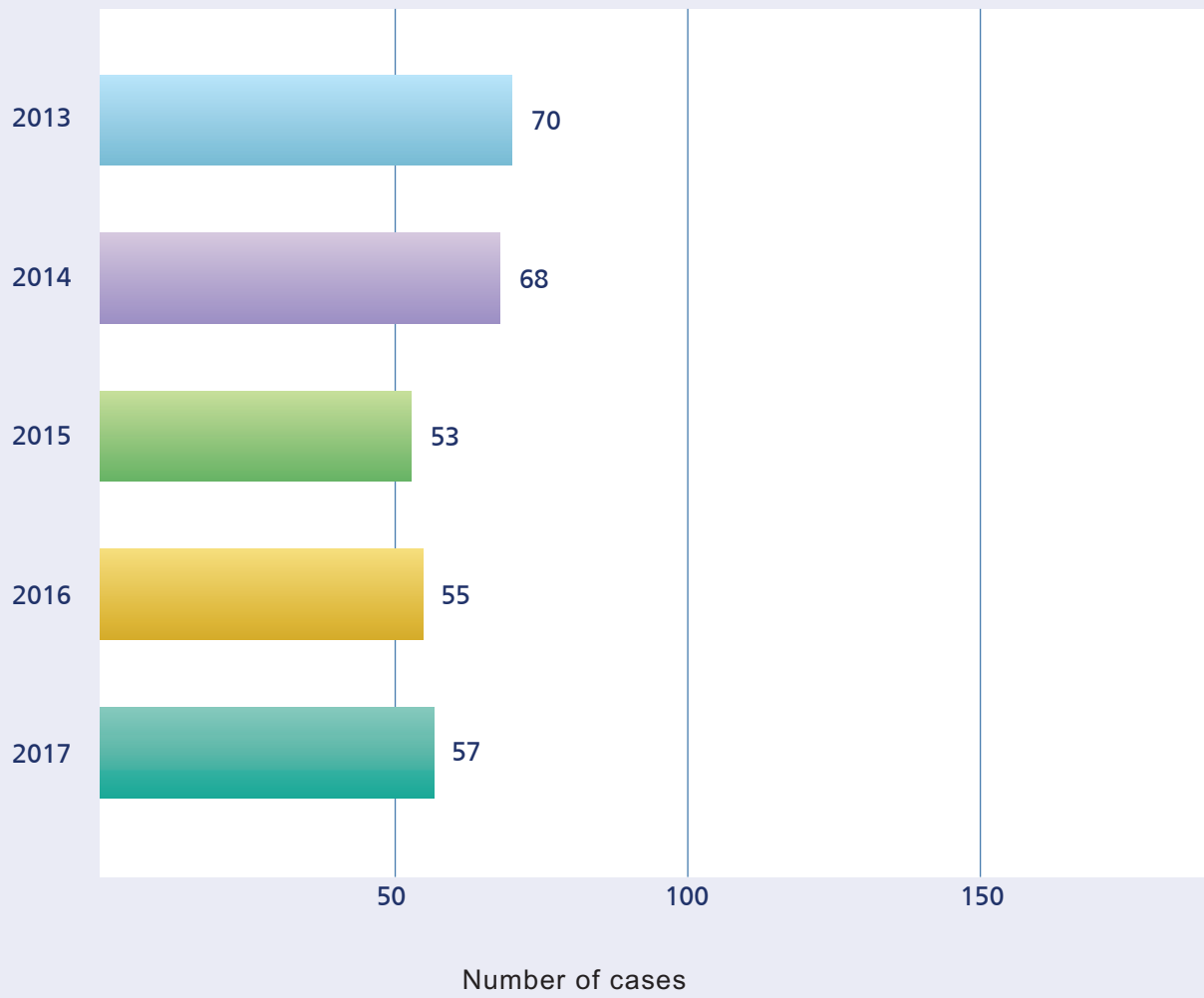
Ms Esther Chan Lai Heung	Senior Labour Officer
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Figure 3.1**Key Indicators of Work of the Labour Relations Programme Area in 2017**

Key Indicators of Work		Number
I.	Conciliation and Consultation Services	
	Labour disputes and claims handled	14 723
	Consultation meetings held	65 941
	Percentage of labour disputes and claims resolved through conciliation	71.7%
II.	Adjudication of Minor Employment Claims	
	Claims adjudicated by Minor Employment Claims Adjudication Board	828
III.	Administration of Trade Unions	
	Registration of new trade unions and changes of union names/rules	140
	Visits to trade unions	363
	Account statements of trade unions examined	666
	Training courses organised for trade unions	4

Figure 3.2

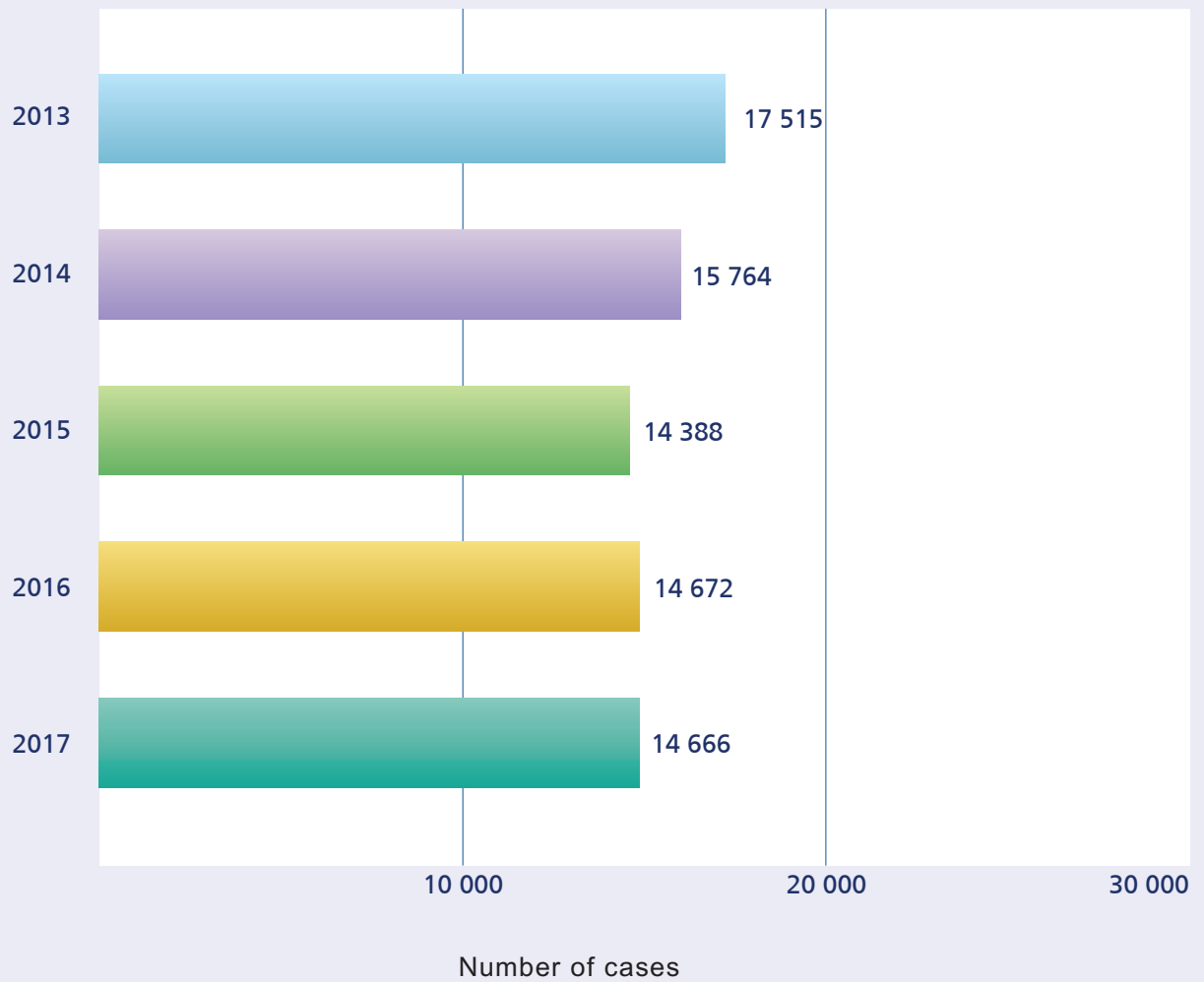
Number of Labour Disputes Handled by the Labour Relations Division from 2013 to 2017



Year	Number of cases
2013	70
2014	68
2015	53
2016	55
2017	57

Figure 3.3

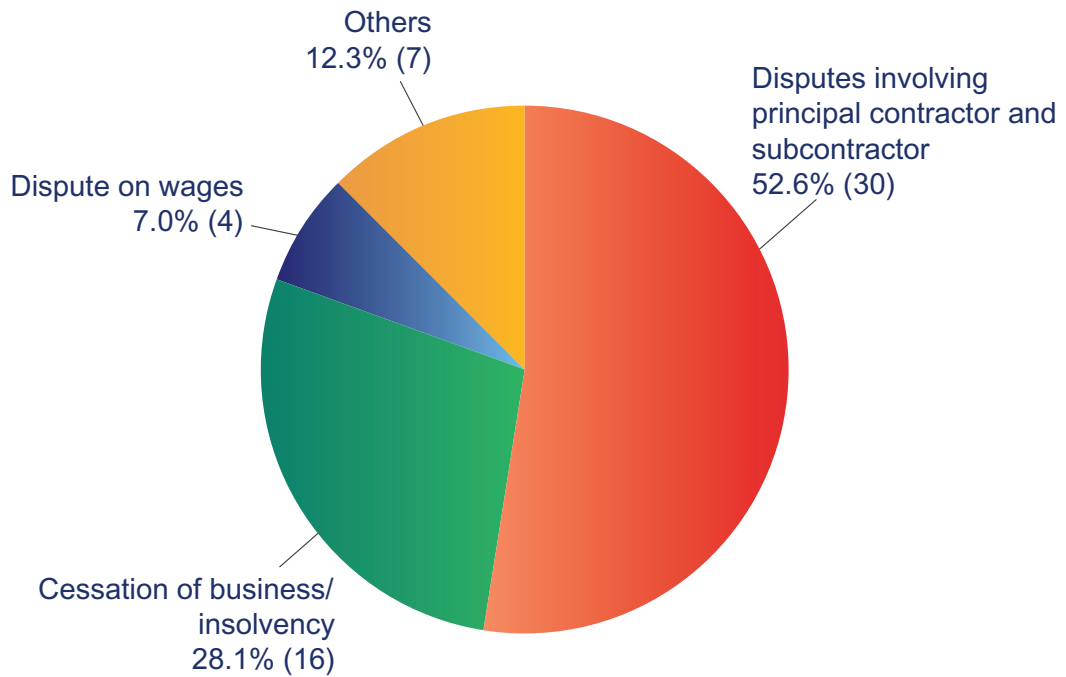
Number of Claims Handled by the Labour Relations Division from 2013 to 2017



Year	Number of cases
2013	17 515
2014	15 764
2015	14 388
2016	14 672
2017	14 666

Figure 3.4

Number of Labour Disputes Handled by the Labour Relations Division in 2017 by Cause



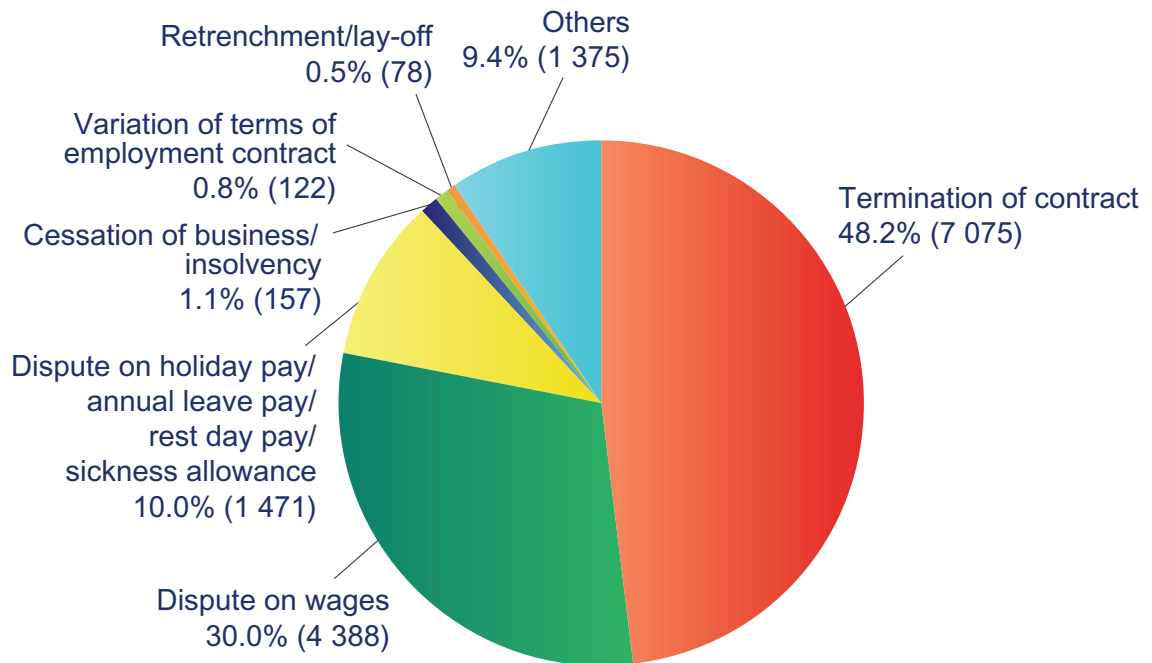
Total number of cases : 57

* Figures in brackets indicate the number of related cases

Cause	Number of cases	Percentage
Disputes involving principal contractor and subcontractor	30	52.6%
Cessation of business/insolvency	16	28.1%
Dispute on wages	4	7.0%
Others	7	12.3%
Total number of cases	57	

Figure 3.5

Number of Claims Handled by the Labour Relations Division in 2017 by Cause

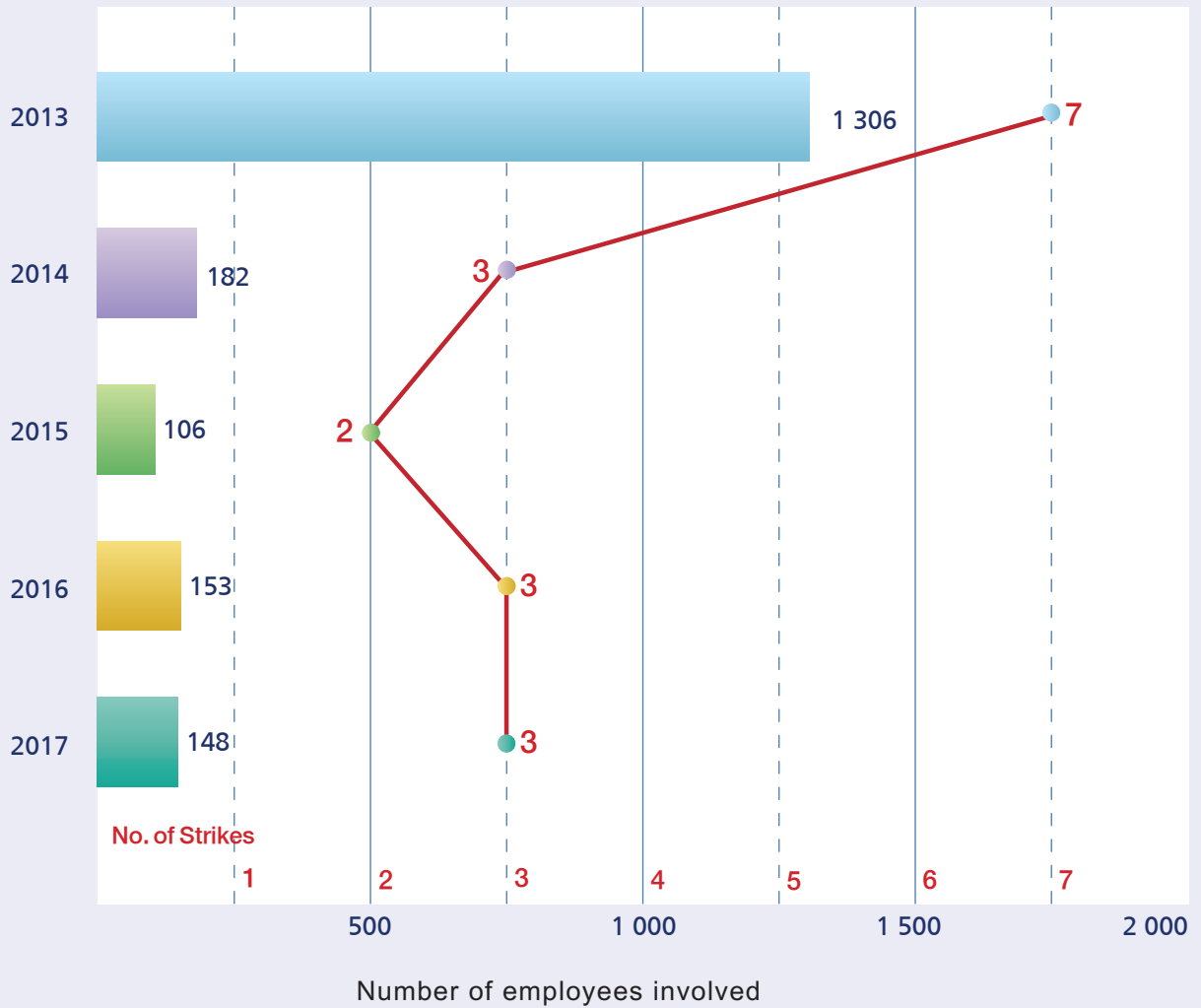


Total number of cases : 14 666

* Figures in brackets indicate the number of related cases

Cause	Number of cases	Percentage
Termination of contract	7 075	48.2%
Dispute on wages	4 388	30.0%
Dispute on holiday pay/annual leave pay/rest day pay/ sickness allowance	1 471	10.0%
Cessation of business/insolvency	157	1.1%
Variation of terms of employment contract	122	0.8%
Retrenchment/lay-off	78	0.5%
Others	1 375	9.4%
Total number of cases	14 666	

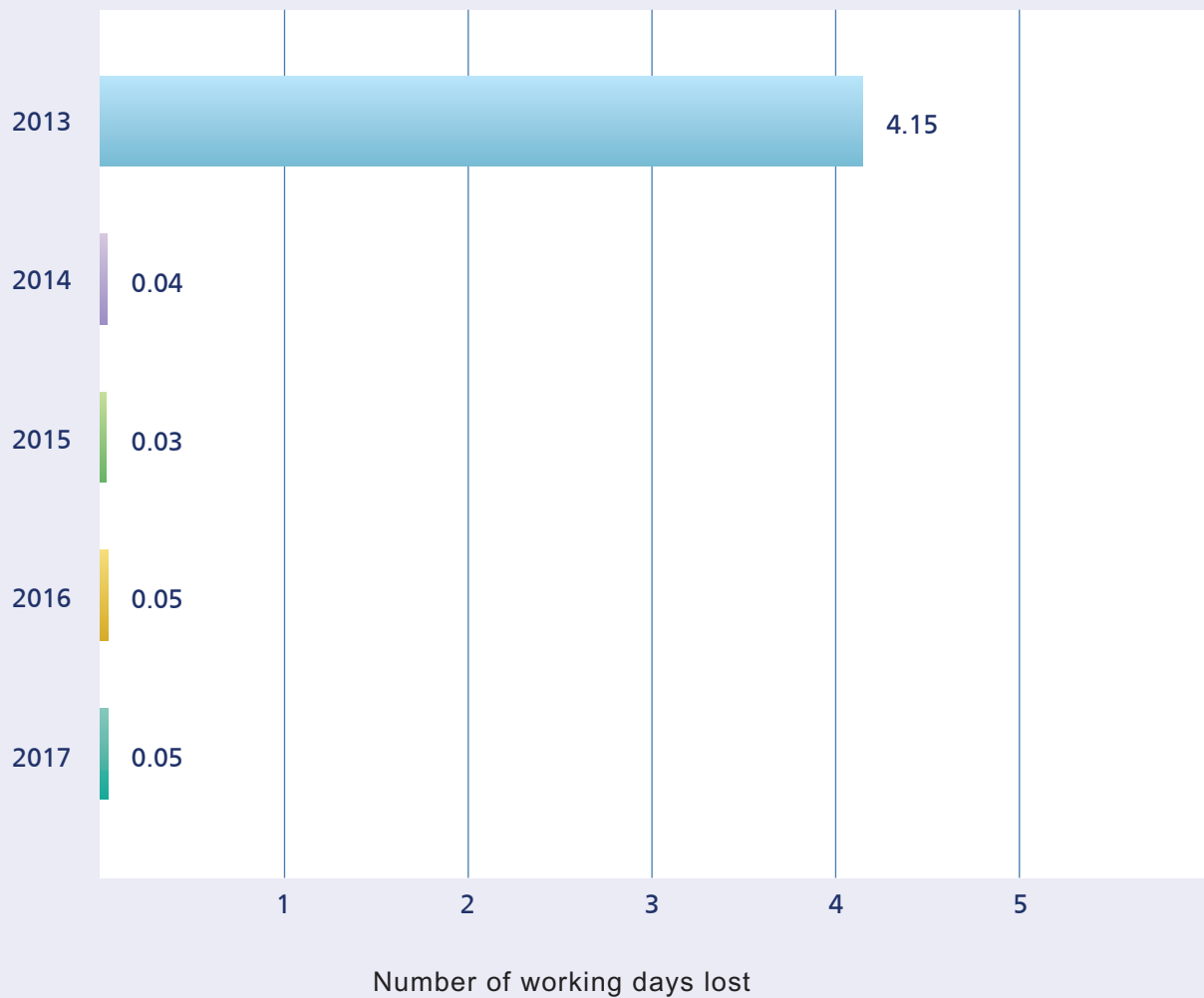
Figure 3.6
Number of Strikes and Number of Employees Involved
from 2013 to 2017



Year	Number of Strikes	Number of employees involved
2013	7	1 306
2014	3	182
2015	2	106
2016	3	153
2017	3	148

Figure 3.7

Number of Working Days Lost due to Strike per Thousand Salaried Employees and Wage Earners* from 2013 to 2017



Year	Number of working days lost
2013	4.15
2014	0.04
2015	0.03
2016	0.05
2017	0.05

* Salaried employees and wage earners include employees and unemployed persons having previous jobs.

Figure 4.1**Key Indicators of Work of the Programme of Safety and Health at Work in 2017**

Key Indicators of Work		Number
I.	Inspections	
	Inspections under FIUO ¹ and OSHO ²	140 868
	Inspections under BPVO ³	4 708
II.	Investigations	
	Investigations of accidents at workplaces	16 750
	Investigations of suspected cases of occupational diseases/ occupational health problems	2 339
III.	Promotion and Education	
	Promotional visits to workplaces under FIUO ¹ and OSHO ²	6 413
	Talks, lectures and seminars organised	2 162
IV.	Pressure Equipment Registration	
	Pressure equipment registered	2 260
	Examinations conducted and exemptions granted, for the issue or endorsement of certificates of competency	550
V.	Clinical Services	
	Clinical consultations conducted	11 124

Notes: 1. Factories and Industrial Undertakings Ordinance
2. Occupational Safety and Health Ordinance
3. Boilers and Pressure Vessels Ordinance

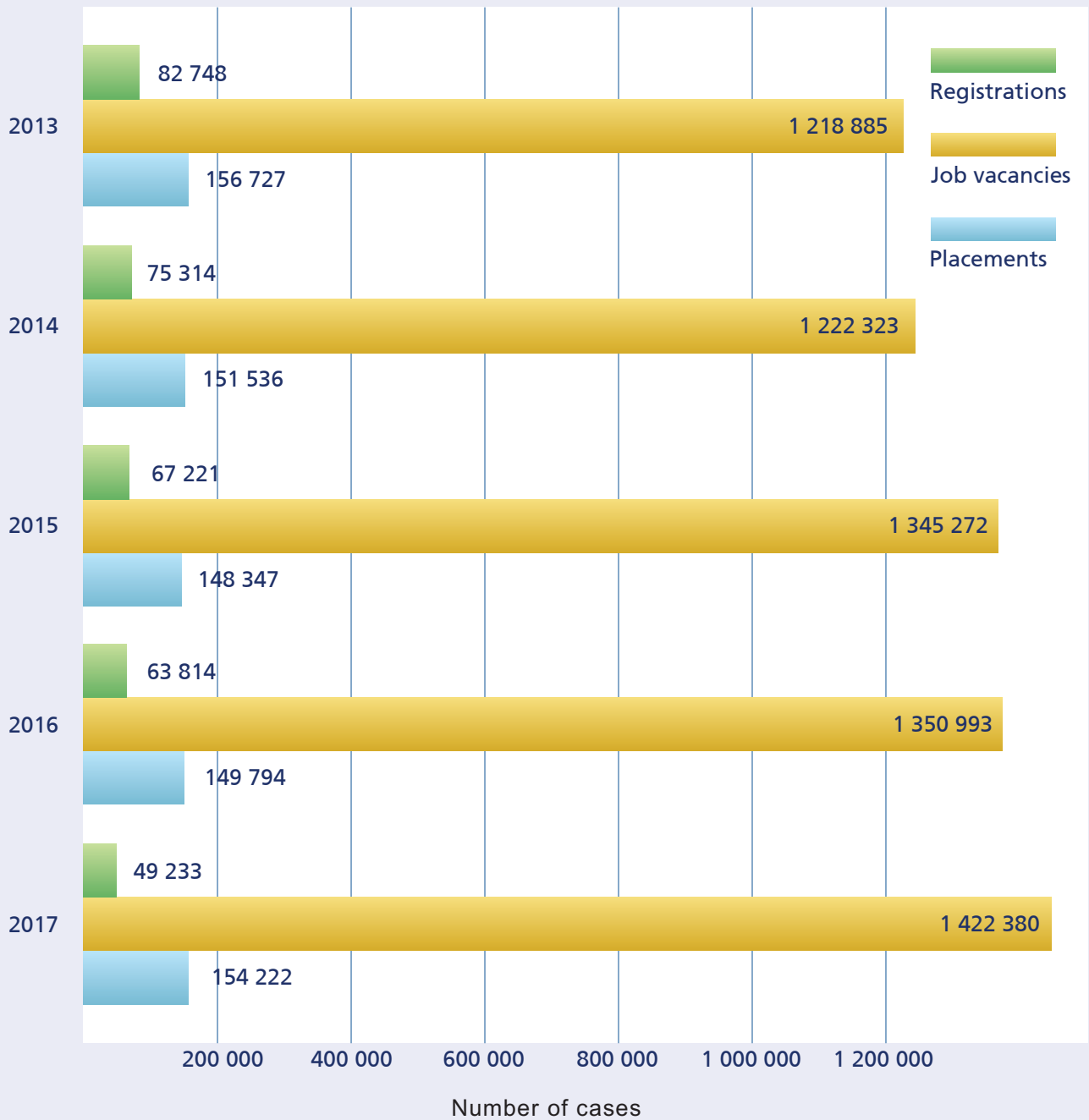
Figure 5.1

Key Indicators of Work of the Employment Services Programme Area in 2017

Key Indicators of Work		Number
I.	Able-bodied Job Seekers	
	Persons registered	49 233
	Placements	154 222
II.	Job Seekers with Disabilities	
	Persons registered	2 833
	Placements	2 203
III.	Regulating Employment Agency	
	Licences issued	3 119
	Inspections	1 846
IV.	Applications under the Supplementary Labour Scheme processed	1 150

Figure 5.2

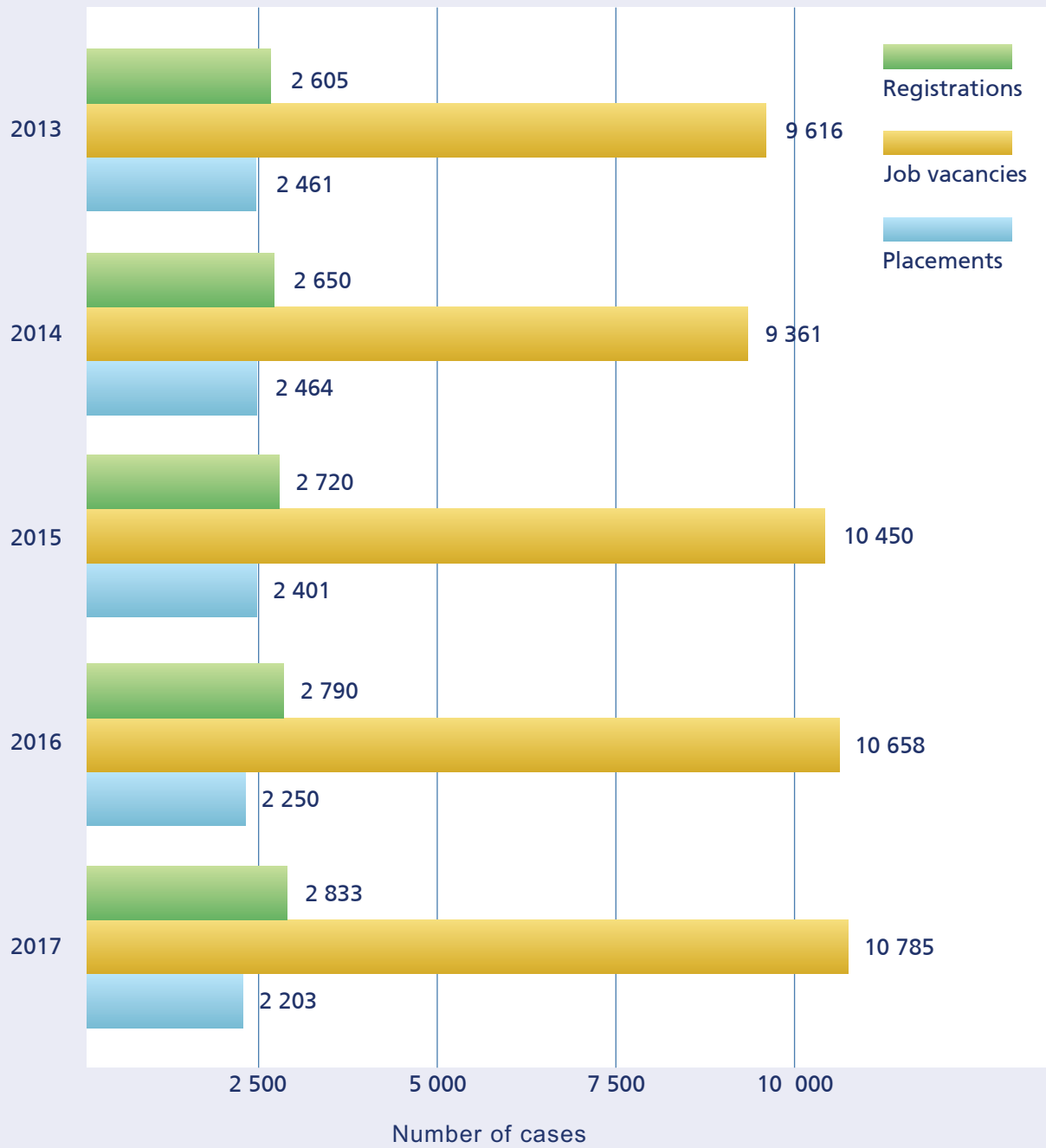
Key Indicators of Work on Employment Assistance Rendered to Able-bodied Job Seekers from 2013 to 2017



Year	Registrations	Job vacancies	Placements
2013	82 748	1 218 885	156 727
2014	75 314	1 222 323	151 536
2015	67 221	1 345 272	148 347
2016	63 814	1 350 993	149 794
2017	49 233	1 422 380	154 222

Figure 5.3

Key Indicators of Work on Employment Assistance Rendered to Job Seekers with Disabilities from 2013 to 2017



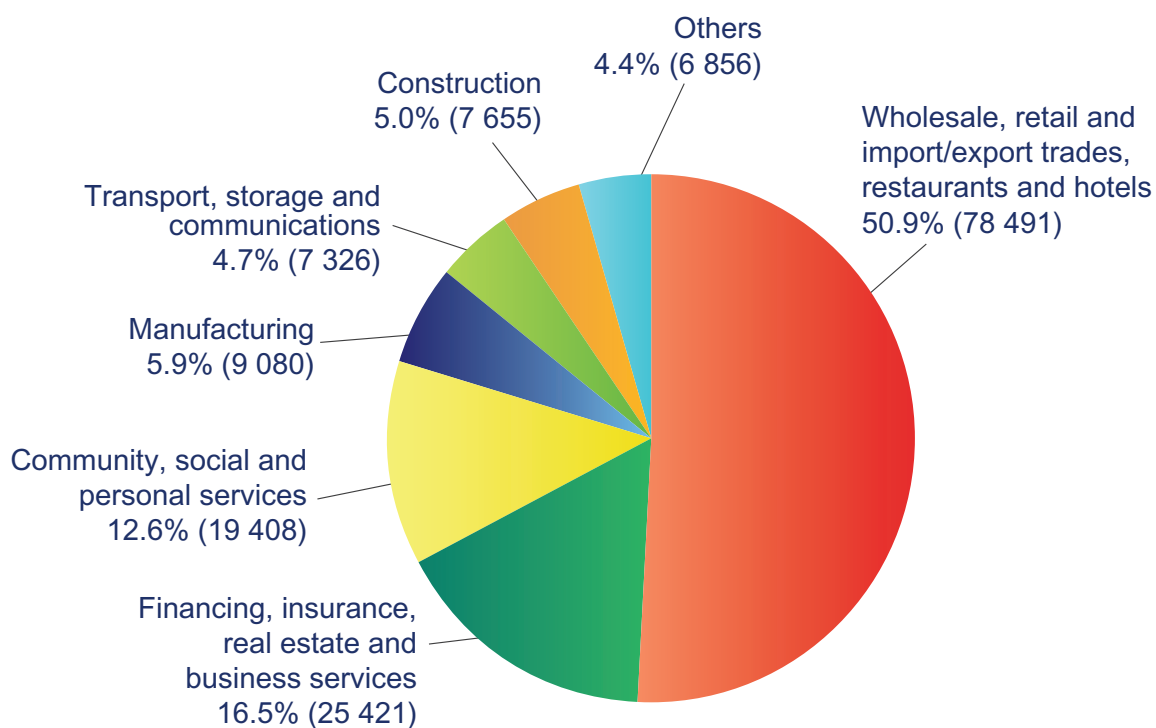
Year	Registrations	Job vacancies	Placements
2013	2 605	9 616	2 461
2014	2 650	9 361	2 464
2015	2 720	10 450	2 401
2016	2 790	10 658	2 250
2017	2 833	10 785	2 203

Figure 6.1

Key Indicators of Work of the Employees' Rights and Benefits Programme Area in 2017

Key Indicators of Work		Number
I.	Inspections to workplaces	154 237
II.	Employees' compensation claims received	51 108
III.	Sick leave clearance interviews for injured employees conducted	42 616
IV.	Assessment of loss of earning capacity of injured employees	
	Ordinary assessment	17 675
	Special assessment	0
	Review assessment	3 854
V.	Applications for payment under the Protection of Wages on Insolvency Fund processed	2 880
VI.	Cases related to imported workers under the Supplementary Labour Scheme investigated	63
VII.	Convicted summonses on wage offences	766

Figure 6.2
Number of Inspections Made in 2017 by Major Economic Sector



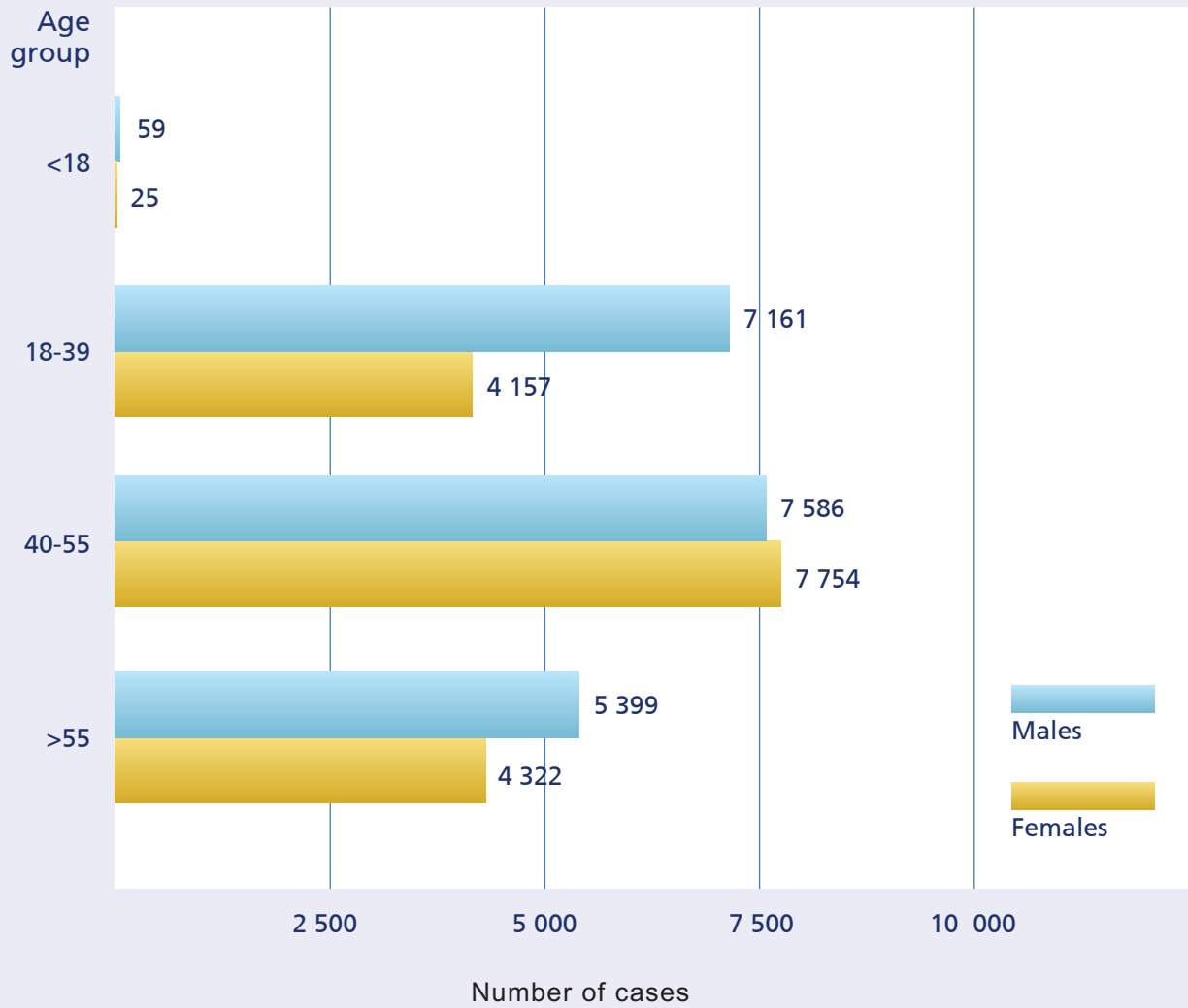
Total number of inspections : 154 237

* Figures in brackets indicate the number of related inspections

Economic sector	Number of inspections	Percentage
Wholesale, retail and import/export trades, restaurants and hotels	78 491	50.9%
Financing, insurance, real estate and business services	25 421	16.5%
Community, social and personal services	19 408	12.6%
Manufacturing	9 080	5.9%
Transport, storage and communications	7 326	4.7%
Construction	7 655	5.0%
Others	6 856	4.4%
Total number of inspections	154 237	

Figure 6.3

Number of Cases Reported under the Employees' Compensation Ordinance in 2017 by Sex and Age*

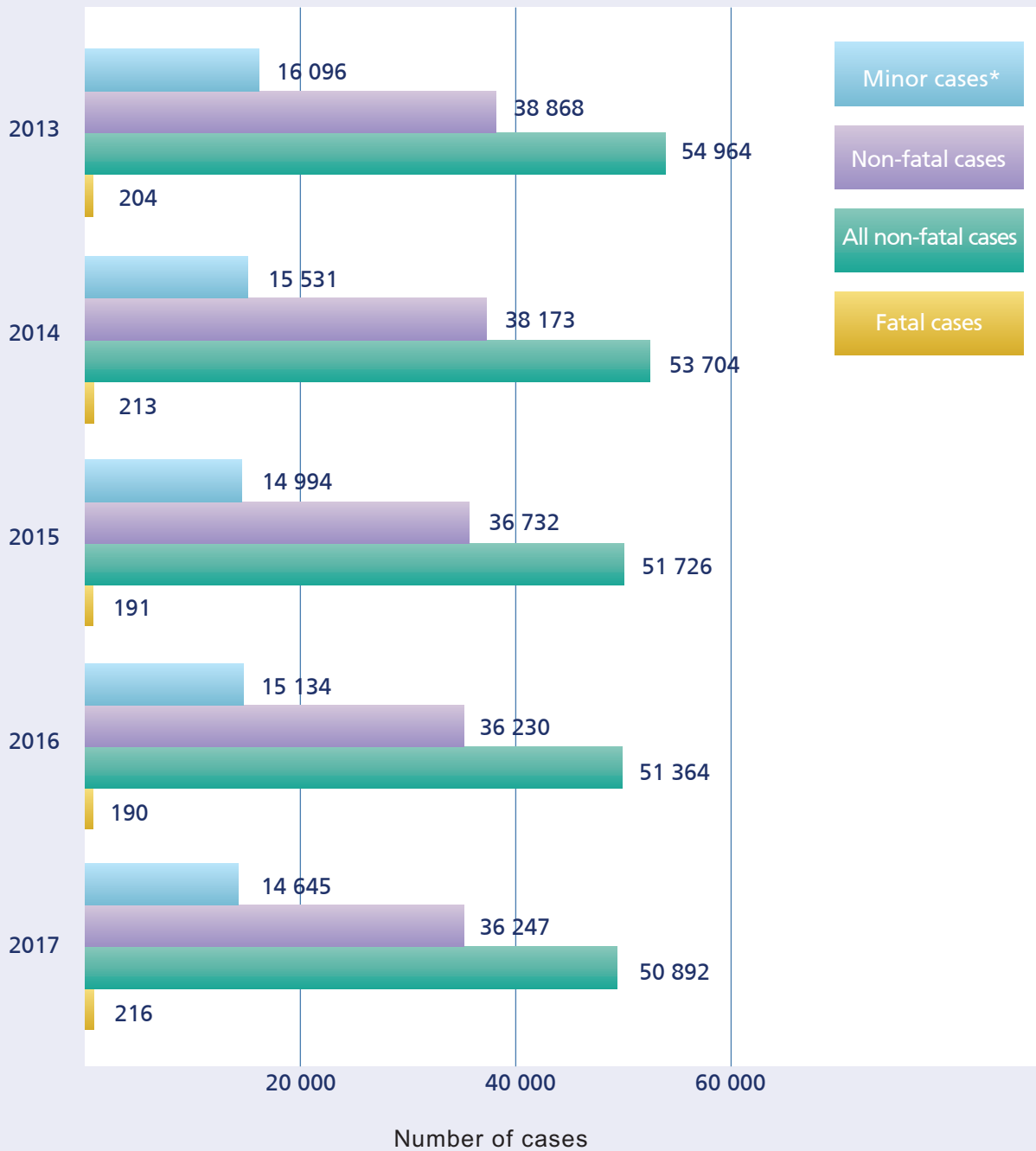


Age group	Males	Females
<18	59	25
18-39	7 161	4 157
40-55	7 586	7 754
>55	5 399	4 322

* The figures have not included 14 645 cases involving sick leave of not exceeding three days.

Figure 6.4

Number of Cases Reported under the Employees' Compensation Ordinance from 2013 to 2017

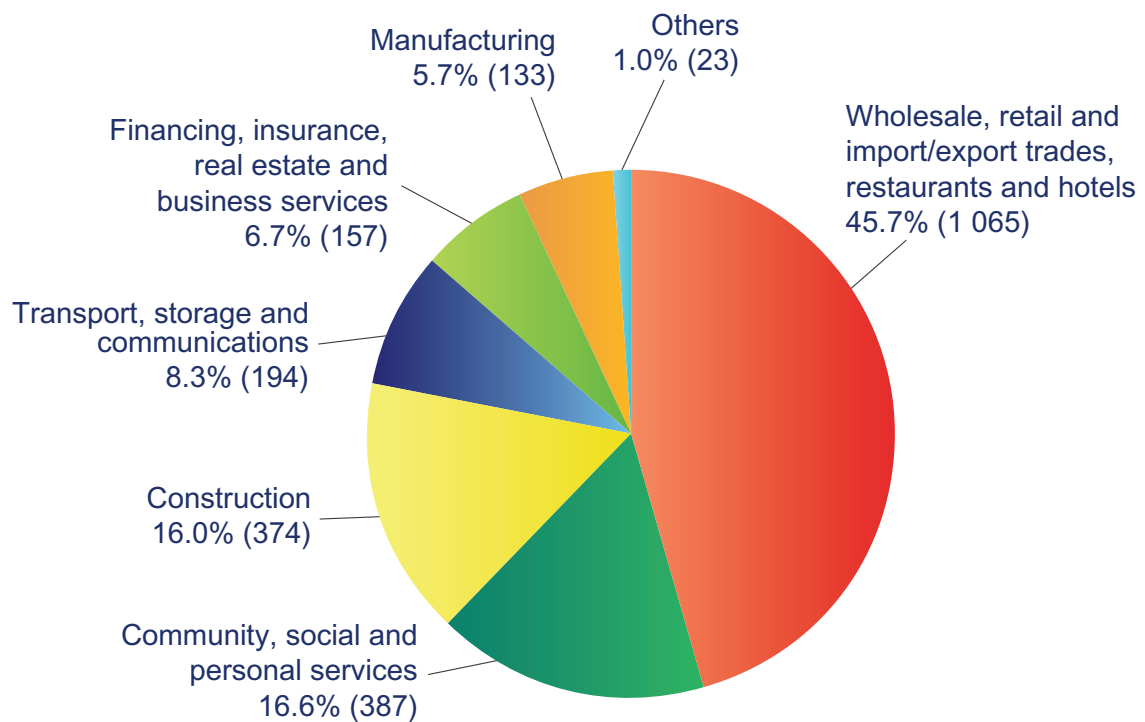


Year	Minor cases*	Non-fatal cases	All non-fatal cases	Fatal cases
2013	16 096	38 868	54 964	204
2014	15 531	38 173	53 704	213
2015	14 994	36 732	51 726	191
2016	15 134	36 230	51 364	190
2017	14 645	36 247	50 892	216

* Minor cases refer to cases involving sick leave of not exceeding three days.

Figure 6.5

Number of Applicants of the Protection of Wages on Insolvency Fund in 2017 by Economic Sector



Total number of applicants: 2 333

* Figures in brackets indicate the number of related applicants

Economic Sector	Number of applicants	Percentage
Wholesale, retail and import/export trades, restaurants and hotels	1 065	45.7%
Community, social and personal services	387	16.6%
Construction	374	16.0%
Transport, storage and communications	194	8.3%
Financing, insurance, real estate and business services	157	6.7%
Manufacturing	133	5.7%
Others	23	1.0%
Total number of applicants	2 333	

Figure 7.1**List of the 41 International Labour Conventions Applied to Hong Kong**

Convention Number	Title
2.	Unemployment Convention, 1919
3.	Maternity Protection Convention, 1919
8.	Unemployment Indemnity (Shipwreck) Convention, 1920
11.	Right of Association (Agriculture) Convention, 1921
12.	Workmen's Compensation (Agriculture) Convention, 1921
14.	Weekly Rest (Industry) Convention, 1921
16.	Medical Examination of Young Persons (Sea) Convention, 1921
17.	Workmen's Compensation (Accidents) Convention, 1925
19.	Equality of Treatment (Accident Compensation) Convention, 1925
22.	Seamen's Articles of Agreement Convention, 1926
23.	Repatriation of Seamen Convention, 1926
29.	Forced Labour Convention, 1930
32.	Protection against Accidents (Dockers) Convention (Revised), 1932
42.	Workmen's Compensation (Occupational Diseases) Convention (Revised), 1934
50.	Recruiting of Indigenous Workers Convention, 1936
64.	Contracts of Employment (Indigenous Workers) Convention, 1939
65.	Penal Sanctions (Indigenous Workers) Convention, 1939
74.	Certification of Able Seamen Convention, 1946
81.	Labour Inspection Convention, 1947
87.	Freedom of Association and Protection of the Right to Organise Convention, 1948
90.	Night Work of Young Persons (Industry) Convention (Revised), 1948
92.	Accommodation of Crews Convention (Revised), 1949
97.	Migration for Employment Convention (Revised), 1949
98.	Right to Organise and Collective Bargaining Convention, 1949
101.	Holidays with Pay (Agriculture) Convention, 1952
105.	Abolition of Forced Labour Convention, 1957
108.	Seafarers' Identity Documents Convention, 1958
115.	Radiation Protection Convention, 1960
122.	Employment Policy Convention, 1964
124.	Medical Examination of Young Persons (Underground Work) Convention, 1965
133.	Accommodation of Crews (Supplementary Provisions) Convention, 1970
138.	Minimum Age Convention, 1973
141.	Rural Workers' Organisations Convention, 1975
142.	Human Resources Development Convention, 1975
144.	Tripartite Consultation (International Labour Standards) Convention, 1976
147.	Merchant Shipping (Minimum Standards) Convention, 1976
148.	Working Environment (Air Pollution, Noise and Vibration) Convention, 1977
150.	Labour Administration Convention, 1978
151.	Labour Relations (Public Service) Convention, 1978
160.	Labour Statistics Convention, 1985
182.	Worst Forms of Child Labour Convention, 1999

Figure 7.2

Participation in Major International Labour Organisation Activities and Contacts with Other Labour Administrations in 2017

Month	Activities
Mar	Ms Tomoko Nishimoto, Regional Director of the International Labour Organisation Regional Office for Asia and the Pacific, was invited to visit Hong Kong. She met with the Secretary for Labour and Welfare and other senior officials of the Labour Department, and shared with the Labour Advisory Board the latest development of international labour affairs.
Jun	The Deputy Commissioner for Labour (Labour Administration) led a tripartite team comprising the Government, employer and employee representatives to attend the 106th Session of the International Labour Conference in Geneva, Switzerland as part of the delegation of the People's Republic of China.
Nov	Mr Yang Hansheng, Consultant of the Labour Inspection and Enforcement Bureau, Department of Human Resource and Social Security of Guangdong Province and Mr Lai Kin Lon, Head of Labour Inspection Department, Labour Affairs Bureau of Macao, led their respective delegations to visit Hong Kong to attend the "Guangdong-Hong Kong-Macao Training Programme on Labour Inspection and Law Enforcement".



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