

2 Fire Precautions

- ensure all means of escape are maintained in a safe condition and kept free from obstruction.
- ensure exit doors are not locked or fastened in such a manner that they cannot be easily opened from inside the workplace.
- ensure illuminated “出口EXIT” sign is installed at each exit.
- ensure additional fire safety measures required by the Commissioner for Labour are provided within specified period.



3 Workplace Environments

- ensure workplace and all plants installed therein are kept clean.
- ensure workplace is adequately ventilated with fresh air.
- ensure workplace is sufficiently lit.
- ensure an effective means for draining floors of workplace is installed and maintained.

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4 Hygiene at Workplaces

- ensure sufficient and suitable latrine and washing conveniences affording proper separate accommodation for persons of each sex are provided.
- ensure sufficient potable water is provided for consumption by employees.



5 First Aid at Workplaces

- ensure a separate first aid facility containing the items specified under the Regulation is provided and maintained for each 100 employees, or part of that number.
- ensure a team of at least 2 employees is designated to be responsible for each first aid facility.
- ensure for each 150 employees employed at a workplace, at least one of the employees is trained in first aid.



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6 Manual Handling Operations

Risk assessment

- ensure a preliminary assessment of the risks to the safety and health of employees is made before manual handling operations are undertaken.
- ensure a further risk assessment on manual handling operations which may create safety and health risks is made before these operations are undertaken.
- where 10 or more employees are normally employed at any one time to undertake manual handling operations which may create safety and health risks, ensure particulars of these employees and all significant findings of the risk assessments are recorded.

Preventive and protective measures

- avoid manual handling operations which may create safety and health risks to employees.
- take appropriate steps to reduce risks of manual handling operations to the lowest level reasonably practicable, e.g. provide information on the weight of each load, use mechanical aids and protective equipment, assign a team of employees to lift a load.
- where 10 or more employees are normally employed at any one time to undertake manual



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handling operations which may create safety and health risks, appoint sufficient number of competent persons to assist in carrying out the preventive and protective measures.

- assess the respective capabilities of employees in performing manual handling operations which may create safety and health risks. Do not require employees who are incapable to perform the operations to do so.
- inform and train employees who are required to undertake manual handling operations in order to avoid or minimize the risks to their safety and health.

Duties of employees

- do not damage or obstruct means of escape from a workplace.
- do not damage or interfere with fire safety measures.
- use the mechanical aid and protective equipment provided by the employer for use in manual handling operations and conform to the system of work and work practices established by the employer for these operations.
- take reasonable care for the safety and health of other persons in the workplace when undertaking manual handling operations.

Penalty

The person responsible for a workplace who fails to comply with the Regulation commits an offence and is liable on conviction to a maximum fine of \$200,000 and 12 months' imprisonment.

An employee who fails to comply with the Regulation commits an offence and is liable on conviction to a maximum fine of \$50,000 and 6 months' imprisonment.

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Other useful references

The following publications on occupational safety and health published by the Labour Department are available free of charge :

- 1 A Brief Guide to Occupational Safety and Health Ordinance
- 2 Guidance Notes on Fire Safety at Workplaces
- 3 Five Steps to Risk Assessment
- 4 Guidelines for Good Occupational Hygiene Practice in a Workplace
- 5 Occupational Health in Office Environment
- 6 Hints on First Aid



Enquiry

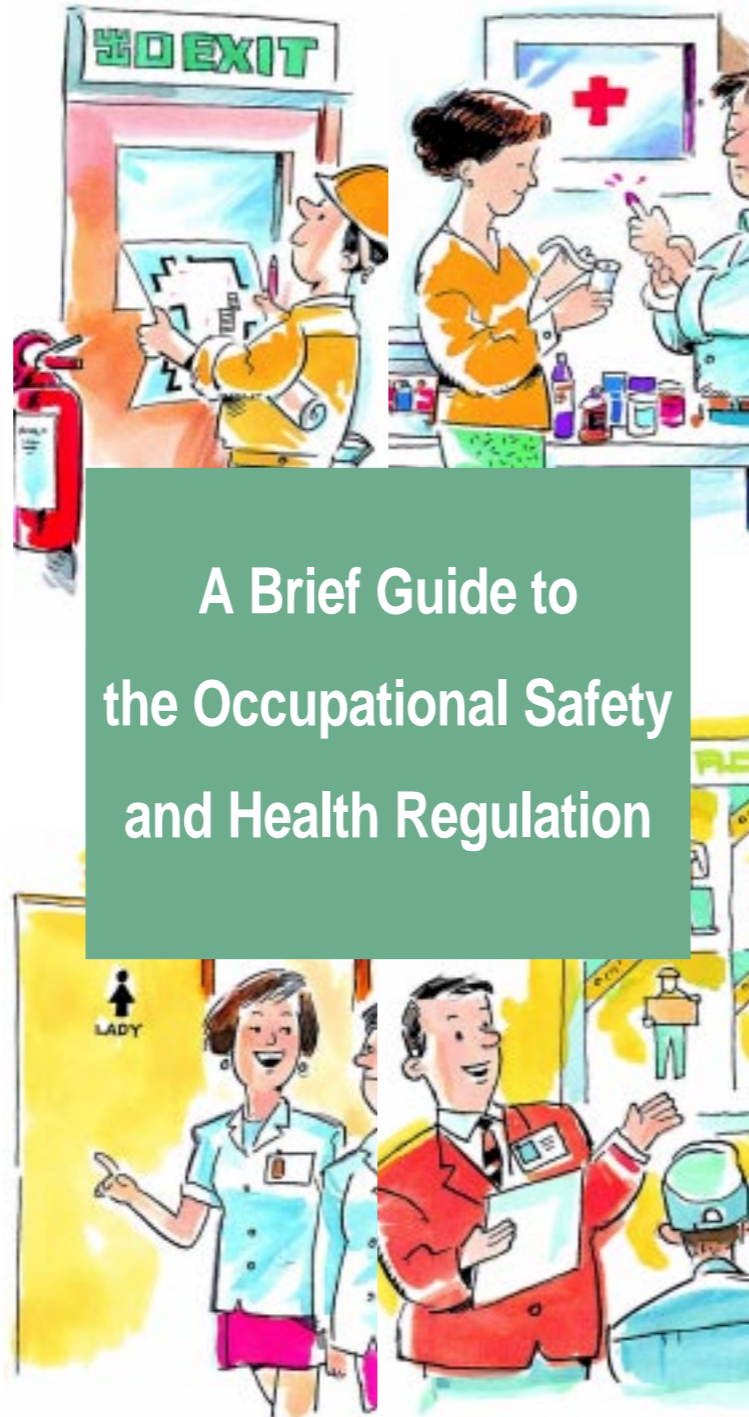
For your easy understanding, this guide is written as simple as possible. In case of any inconsistent with the Regulation, the Regulation itself shall prevail. Should you have any enquiry, you can contact us at :

Advisory Service

- Telephone : 2559 2297
- Fax : 2915 1410
- E-mail : enquiry@labour.gov.hk

Information on the services offered by the Occupational Safety & Health Council can be obtained through hotline 2739 9000.

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A Brief Guide to the Occupational Safety and Health Regulation

The Occupational Safety and Health Regulation (the Regulation) is a subsidiary regulation of the Occupational Safety and Health Ordinance. It was approved by the Legislative Council on 17 June 1997. The Regulation has come into effect by stages: the provisions concerning accident prevention, fire precautions, working environments, hygiene and first aid in workplaces came into effect on 1 January 98 whilst the provisions on manual handling operations became effective on 1 July 98.

The Regulation provides basic protection on occupational safety and health to all employees at work. It aims to incite all sectors to foster a safe and healthy working environment.

Duties of person responsible for a workplace

1 Accident Prevention

- ensure plants installed in a workplace are safe and without risk to employees and are properly maintained.
- ensure dangerous parts of plants are effectively guarded.
- ensure persons under the age of 18 are not allowed to clean plant when a dangerous part of the plant is in motion.
- ensure dangerous places where there is danger of fall are securely fenced.

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This pamphlet summarises briefly the major provisions of the Occupational Safety and Health Regulation in order to let you have a preliminary understanding of the Regulation. If you wish to know more about the Regulation, you can either refer to the original text or contact the Occupational Safety and Health Branch of the Labour Department. Telephone number of the Occupational Safety and Health Branch is at the back of this pamphlet.



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