

# Reference Manual for Inspection Reports on **WORKPLACES**

(Reference to the Occupational Safety and Health Ordinance  
and its subsidiary regulations)



This manual is prepared by the  
Occupational Safety and Health Branch  
Labour Department

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*This edition*                      *March 2004*

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**Reference Manual for  
Inspection Reports  
on  
WORKPLACES**

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## FOREWORD

The Occupational Safety and Health Ordinance (OSHO) is a piece of new legislation enacted on 23 May 1997 which extends the protection of safety and health at work from the industrial sector to the non-industrial sector. It provides that every employer and occupier of premises has a general duty of care to ensure the safety and health of employees when they are at work. The duty includes -

### for employer :

- (a) the provision and maintenance of plant and systems of work that are safe and without risks to health;
- (b) arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of plant and substances;
- (c) the provision of information, instruction, training and supervision to ensure the safety and health at work of the persons employed;
- (d) the maintenance of every part of the workplace in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from the workplace that are safe and without such risks (as regards any workplace under his control); and
- (e) the provision and maintenance of a working environment for the persons employed that is safe and without risks to health.

### for occupier of premises :

ensure, if an employee's workplace is located on premises that are not under the control of the employee's employer,

- (a) the premises;
  - (b) the means of access to and egress from the premises; and
  - (c) any plant or substances kept at the premises
- are safe and without risks to health.

OSHO also provides that an employee while at work -

- (a) must take care for the safety and health of persons (including himself) at the workplace and who may be affected by his acts or omissions at work; and
- (b) must co-operate with the employer or other person to enable requirements imposed by law on the employer or other person in the interest of safety or health to be complied with.

Under OSHO, subsidiary regulations will be enacted to lay down requirements for specific aspects of safety and health in the workplace. This Manual is intended to assist you in complying with requirements of OSHO and its subsidiary regulations. After an Occupational Safety Officer (OSO) of the Labour Department visits your workplace, he or she will issue a Workplace Inspection Report (WIR) to you. The (WIR) will make reference to the requirements contained in this Manual. You are therefore urged to take good care of this Manual for ready reference.

This Manual is designed for easy reference. In case of doubt, you should refer to the original text of the legislation or direct your enquiry to the visiting OSO whose name and telephone number are contained in the WIR.

# **Chapter 1**

## **Occupational Safety and Health Regulation**

### Definitions

“British Pharmaceutical Codex” includes the supplements to it;

“Commissioner” where it appears in this Manual means the Commissioner for Labour;

“dangerous part”, in relation to any plant, means a part specified in Schedule 1;

“first aid facility” means a first aid box or first aid cupboard containing first aid items;

“first aid item” means an item of the kind specified in Schedule 2 or an item required under Section 19;

“fire safety measure” means any installation or equipment manufactured, used or designed to be used for the purposes of —

- (a) extinguishing, preventing or limiting a fire or the effects of a fire; or
- (b) giving warning of a fire; or
- (c) providing access to any premises or place for the purposes of extinguishing, preventing or limiting a fire or the effects of a fire;

“impurities” includes (but not limited to) fumes, dust and disease-causing bacteria;

“load” includes a load that comprises or includes any living being;

“manual handling operation”, in relation to a load, means moving or supporting load (including lifting, lowering, pushing, pulling and carrying the load) by a person’s hands or arms or by some other forms of bodily effort;

“young person” means person who has attained the age of 15 years but not the age of 18 years;

Person responsible for a workplace is the employer of the employees who are employed to carry out work there, or if the employer does not exercise any degree of control over the relevant part or aspect of the workplace, means the occupier of the workplace.

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
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## **DUTIES OF PERSONS RESPONSIBLE FOR THE WORKPLACES**

### **Accident Prevention**

Safe design and maintenance of plant	OSHR -1	The plant shall not be installed or kept in the workplace unless it is safe and without risks to the safety and health of persons who use or may use it.	3(1)
	OSHR -2	The plant shall be maintained so that it is safe and without risks to the safety and health of persons who use or may use it.	3(2)
Guarding of dangerous parts of plant	OSHR -3	The dangerous parts of plant shall be effectively guarded.	4(1)(a)
	OSHR -4	The guard relating to a dangerous part of plant shall be kept in place when that dangerous part is in motion.	4(1)(b)
Cleaning of plant by young person	OSHR -5	The plant shall not be cleaned by the young person when a dangerous part of the plant is in motion.	5(1)
Fencing of certain parts of workplace	OSHR -6	The platform, pit or opening shall be securely fenced to a height of 900mm (measured from the upper surface of the platform, or of the edge of the pit or opening) or sufficiently well protected to the satisfaction of the Commissioner.	6(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	OSHR -7	The vessel containing scalding, corrosive or poisonous substance shall be securely fenced to a height of 900mm (measured from the highest point at the top of the vessel) or sufficiently well protected to the satisfaction of the Commissioner.	6(2)
<b><u>Fire Precautions</u></b>			
Means of egress	OSHR -8	All doors of the workplace that provide egress from the workplace shall be kept unlocked or be otherwise fastened in such a manner that they can easily be opened from inside the workplace.	7(1)
Exit sign	OSHR -9	Illuminated exit sign bearing the word “EXIT” and the characters “出口” shall be installed in accordance with a Code of Practice published by the Director of Fire Services at each exit from the workplace.	7(2)
Means of escape	OSHR -10	All means of escape from the workplace shall be maintained in a safe condition and kept free from obstruction.	8(1)
Fire fighting	OSHR -11	Fire extinguishers (numbers and types as specified) shall be provided as to be readily available for use.	10(1)
	OSHR -12	Fire extinguishers shall be maintained in an efficient state.	10(1)
	OSHR -13	Two buckets of sand shall be provided and so placed as to be readily available for use in (location as specified).	10(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Storage of inflammable substances	OSHR -14	Inflammable substances not exceeding 35 litres in aggregate shall be stored in suitable closed container and the containers shall be kept in a metal cupboard or bin. The metal cupboard or bin shall be situated in a position where it is least likely that the inflammable substances will catch fire.	10(1)
	OSHR -15	Every container, storeroom, cupboard and bin used for storing inflammable substances shall be clearly and boldly marked “Inflammable Substance 易燃物品”.	10(1)
Sources of ignition	OSHR -16	All cotton waste or other material which has been used in such a manner as to render them liable to spontaneous combustion or contaminated with any inflammable substance shall be deposited as soon as is reasonably practicable in a metal container having a self-closing lid or be removed without delay to a safe place.	10(1)
Prevention of escape of vapours	OSHR -17	Inflammable substances used on work benches shall be contained in non-spillable metal containers with suitable lids to prevent escape of vapours from the inflammable substances into the general atmosphere of the workplace.	10(1)
Miscellaneous	OSHR -18	A catchment or metal tray shall be provided and kept under the oil burner.	10(1)
	OSHR -19	Drip trays filled with sand shall be provided and kept under the burner of the boiler.	10(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	OSHR -20	The exhaust ventilation trunking (at location/for process specified) shall be made of fire resisting materials.	10(1)
	OSHR -21	All workrooms in which inflammable substances are used shall be ventilated by an efficient mechanical system to open air.	10(1)
	OSHR -22	All electrical wiring in any workroom in which inflammable substances are used shall be run in metal conduit.	10(1)
	OSHR -23	All electrical light fittings in any workroom in which inflammable substances are used shall be of an enclosed type.	10(1)
	OSHR -24	The service tank of the oil burner shall be banded or placed in a metal tray of sufficient cubic capacity to hold the content of the tank.	10(1)
	OSHR -25	The supply pipe from the service tank to the oil burner shall be fitted with a remote shut-off valve. The shut-off valve shall be situated at an easily accessible position outside the room in which the burner is installed and the direction of opening and closing shall be prominently indicated in English and Chinese.	10(1)
	OSHR -26	A raised door sill, at least 150 millimetres in height, shall be provided across the door opening of the boiler room.	10(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
<b><u>Workplace Environments</u></b>			
Cleanliness	OSHR -27	Every workplace and all plant installed or kept in the workplace shall be kept free of dirt, waste materials and debris.	12(1)
	OSHR -28	All waste materials and debris shall be kept in suitable containers.	12(2)
Ventilation	OSHR -29	Every workplace shall be adequately ventilated by fresh air.	12(3)(a)
	OSHR -30	The air within the workplace shall be kept free of impurities.	12(3)(b)
	OSHR -31	All reasonably practicable steps shall be taken to protect employees from inhaling impurities and to prevent accumulation of the impurities at the workplace.	12(4)(a)
	OSHR -32	Effective exhaust devices shall be installed and used as closely as possible to the source of the impurities.	12(4)(b)
Lighting	OSHR -33	Every workplace shall be sufficiently well lit by natural or artificial lighting.	13(1)
Drainage for floors	OSHR -34	An effective means for draining the workplace shall be installed and maintained.	14(1)
<b><u>Hygiene at Workplaces</u></b>			
Sanitary conveniences, etc.	OSHR -35	Latrine and washing conveniences complying with the provisions of the Building Ordinance (Cap.123) shall be provided.	15(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	OSHR -36	The latrine and washing conveniences shall afford proper separate accommodation for persons of each sex.	15(1)
Supplies of drinking water	OSHR -37	Sufficient potable water shall be provided.	16(1)

### **First Aid at Workplaces**

First aid facilities	OSHR -38	A separate first aid facility shall be provided and maintained for each 100 employees, or part of that number, employed at the workplace.	18(1)(a)
	OSHR -39	The first aid facility shall be clearly marked “FIRST AID” and “急救”.	18(1)(b)
	OSHR -40	The first aid facility shall contain the items specified in Schedule 2 and any items required under section 19.	18(1)(c)
	OSHR -41	All first aid items shall be maintained in a serviceable condition and shall be of a grade or quality not lower than that specified in the British Pharmaceutical Codex or, any other internationally recognised standard approved by the Commissioner.	18(1)(d)
Additional first aid items	OSHR -42	A specified quantity of waterproof adhesive dressings for application to wounds shall be provided and maintained in the first aid facility.	19(1)(a)
	OSHR -43	A specified quantity of rolls of waterproof adhesive plaster shall be provided and maintained in the first aid facility.	19(1)(b)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	OSHR -44	A specified quantity of eye baths for the treatment of eye injuries shall be provided and maintained in the first aid facility.	19(1)(c)
Employees in charge of first aid facilities	OSHR -45	A team of 2 or more employees shall be designated to be responsible for each first aid facility provided and maintained under section 18.	20(1)(a)
	OSHR -46	Ensure that at least one member of each team responsible for a first aid facility is available at the workplace when work is being performed there.	20(1)(b)
	OSHR -47	A notice specifying the names of the members of the team responsible for a first aid facility shall be affixed to that facility.	20(1)(c)
Persons trained in first aid	OSHR -48	Ensure that for each 150 employees employed at the workplace at least one of these employees is a person trained in first aid.	20(1)(d)
	OSHR -49	The notice of exemption from complying with all or any of the requirements on first aid shall be displayed in a conspicuous place in the first aid treatment room set aside solely for providing first aid treatment to employees.	21(2)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
<b><u>Manual Handling Operations</u></b>			
Preliminary assessment of risks	OSHR -50	A preliminary assessment of the risks to the safety and health of employees who undertake manual handling operations shall be made before those manual handling operations are first undertaken at a workplace.	23(1)
	OSHR -51	A preliminary assessment of the risks to the safety and health of employees who undertake manual handling operations shall be made within 14 days after the commencement of this Part if those manual handling operations were being undertaken immediately before the commencement of this Part and those manual handling operations are also undertaken on or after that commencement.	23(2)
	OSHR -52	A review of a preliminary assessment shall be conducted whenever there is reason to believe the assessment is no longer valid.	23(3)(a)
	OSHR -53	A review of a preliminary assessment shall be conducted whenever the circumstances in which the assessment was made have significantly changed.	23(3)(b)
	OSHR -54	The preliminary assessment shall be varied by making such modifications to it as are indicated to be required upon review of the assessment in accordance with section 23(3).	23(4)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Avoid need to undertake certain manual handling operations	OSHR -55	The need for employees to undertake any manual handling operations which may create safety and health risks shall be avoided.	24(1)
Further assessment of risks	OSHR -56	A further assessment of the risks to the safety and health of employees shall be made before those manual handling operations, which may create safety and health risks and are not reasonably practicable to avoid, are undertaken with regard to the matters specified in column 1 of Schedule 3 and the questions relating to those matters specified in column 2 of that Schedule.	25(1)
	OSHR -57	A review of a further assessment shall be conducted whenever there is reason to believe the assessment is no longer valid.	25(2)(a)
	OSHR -58	A review of a further assessment shall be conducted whenever the circumstances in which the assessment was made have significantly changed.	25(2)(b)
	OSHR -59	The further assessment shall be varied by making such modifications to it as are indicated to be required upon review of the further assessment in accordance with section 25(2).	25(3)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Record of assessment	OSHR -60	Where 10 or more employees are normally employed at any one time to undertake manual handling operations which may create safety and health risk, all significant findings resulting from a preliminary assessment, further assessment or review of assessment for those manual handling operations shall be recorded as soon as practicable.	26(1)(a)
	OSHR -61	Where 10 or more employees are normally employed at any one time to undertake manual handling operations which may create safety and health risk, the particulars of any group of employees whose safety or health is identified as being at risk shall be recorded.	26(1)(b)
	OSHR -62	Every record made in accordance with section 26(1) shall be kept in a safe place at the principal place of business in Hong Kong of the person responsible for a workplace for a period of not less than 3 years.	26(2)(a)
	OSHR -63	Every record made in accordance with section 26(1) shall be available for inspection by any occupational safety officer who calls at the principal place of business in Hong Kong of the person responsible for a workplace during ordinary business hours.	26(2)(b)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Reduce risks and make arrangements for preventive and protective measures	OSHR -64	Ensure appropriate steps are taken to reduce risks to the safety and health of employees to the lowest level reasonably practicable before any manual handling operations which may create safety and health risks are undertaken by employees.	27(1)(a)
	OSHR -65	Ensure relevant information as to the weight of each load and the heaviest side of each load whose centre of gravity is not centrally positioned is provided to employees before any manual handling operations which may create safety and health risks are undertaken by employees.	27(1)(b)
	OSHR -66	Ensure mechanical aids and protective equipment as will secure the safety and health of employees while undertaking manual handling operations are provided before those manual handling operations which may create safety and health risks are undertaken by employees.	27(1)(c)
	OSHR -67	Ensure those manual handling operations involving the lifting of a load and may create safety and health risks to employees is, if reasonably practicable to do so, undertaken by a team of employees.	27(1)(d)
	OSHR -68	Preventive and protective measures shall be taken with respect to the manual handling operations which may create safety and health risks.	27(2)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	OSHR -69	Arrangements shall be made for the effective planning, organization, control, monitoring and review of the preventive and protective measures taken with respect to the manual handling operations undertaken at the workplace which may create safety and health risks.	27(2)
Appointment of assistants	OSHR -70	Where 10 or more employees are normally employed at any one time to undertake manual handling operations which may create safety and health risks, sufficient number of competent persons shall be appointed to assist in carrying out the preventive and protective measures with respect to those manual handling operations.	28(1)
	OSHR -71	Ensure adequate arrangements are made for securing co-operation among appointed competent persons as to the carrying out of the preventive and protective measures.	28(2)
	OSHR -72	Ensure adequate time and resources are allowed for the appointed competent persons to perform their functions.	28(3)
Provision of certain information to employees	OSHR -73	Ensure relevant comprehensible information as to the safety and health risks and the preventive and protective measures taken under section 27(2) with respect to the manual handling operations are provided to the employees who undertake those manual handling operations which may create safety and health risks.	29(1)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Allocation of work tasks to employees	OSHR -74	The respective capabilities of employees to perform work tasks relating to manual handling operations, which may create safety and health risks, without risks to the safety and health of the employees themselves and other persons shall be assessed when allocating the work tasks.	30(1)
	OSHR -75	An employee shall not be required to undertake any manual handling operations which may create safety and health risks unless the employee has been assessed to be capable of performing those manual handling operations.	30(2)
Provision of adequate training to employees	OSHR -76	Necessary training shall be provided to employees for avoiding or minimizing the risks to the safety and health of the employee undertaking manual handling operations which may create safety and health risks.	31(1)
	OSHR -77	Safety and health training shall be provided to those employees employed to undertake manual handling operations which may create safety and health risk — <ul style="list-style-type: none"> <li>(a) when those employees are first employed by the employer.</li> <li>(b) when those employees are exposed to new or changed risks to their safety and health as a result of -</li> </ul>	31(2)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
		<ul style="list-style-type: none"> <li>(i) their being allocated new work tasks relating to manual handling operations which may create safety and health risks to perform.</li> <li>(ii) the use of a new kind of plant which has not been introduced into the employees' workplace before, or the replacement of existing plant installed or kept in the employees' workplace by a new type of plant which has not been introduced into the workplace before.</li> <li>(iii) the introduction of new technology, a new system of work or new work practices at the employees' workplace.</li> <li>(iv) a change in existing technology, the existing system of work or existing work practices at the employees' workplace.</li> </ul>	
	OSHR-78	<p>The training provided under Section 31(1) shall be —</p> <ul style="list-style-type: none"> <li>(a) repeated whenever necessary having regard to the purposes of the Ordinance; and</li> <li>(b) modified to take into account new or changed risks to the safety and health of the employees; and</li> </ul>	31(3)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
		(c) provided during employees' ordinary working hours.	

### **DUTIES OF EMPLOYEES**

OSHR -79	An employee shall, when undertaking manual handling operations which may create safety and health risks, use any mechanical aid or protective equipment, and conform to any system of work and any work practices that the employer has provided or established.	32(1)(a)
OSHR -80	An employee shall, when undertaking manual handling operations which may create safety and health risks, take reasonable care for the safety and health of other persons who are at the employee's workplace and who may be affected by the employee's acts or omissions when undertaking those manual handling operations.	32(1)(b)

### **DUTIES OF ANY PERSONS**

Means of escape	OSHR -81	No person shall damage or obstruct a means of escape from a workplace.	9(1)(a)
	OSHR -82	No person shall do anything that prevents a means of escape from a workplace being used to enable persons to escape from the workplace in the case of fire or other emergency.	9(1)(b)
	OSHR-83	No person shall alter a means of escape provided from a workplace.	9(1)(c)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Fire safety measures not be damaged	OSHR -84	No person shall damage or interfere with the fire safety measures provided at premises where a workplace is located.	11(1)(a)
	OSHR -85	No person shall do anything that prevents the fire safety measures from being used as such.	11(1)(b)

## **SCHEDULE 1**

### **Dangerous Parts of Plant**

1. Revolving shafts, couplings, spindles, mandrels, bars and flywheels.
2. In-running nips between pairs of rotating parts.
3. In-running nips of the belt and pulley type.
4. Projections on revolving parts.
5. Discontinuous rotating parts.
6. Revolving beaters, spiked cylinders and revolving drums.
7. Revolving mixer arms in casings fitted with openings.
8. Revolving worms and spirals in casings fitted with openings.
9. Revolving high-speed cages in casings fitted with openings.
10. Revolving cutting tools.
11. Reciprocating cutting tools.
12. Reciprocating press tools and dies.
13. Reciprocating needles.
14. Closing nips between platen motions.
15. Projecting belt fasteners and fast running belts.
16. Nips between connecting rods or links, and rotating wheel cranks or discs.
17. Traps arising from the traversing carriages of self-acting machines.

## **SCHEDULE 2**

### **Items Contained in First Aid Facility**

#### **Part I**

##### **WORKPLACES AT WHICH THE NUMBER OF EMPLOYEES EMPLOYED IS LESS THAN 10**

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 1 small sterilized unmedicated dressing for injured fingers.
3. At least 1 medium-sized sterilized unmedicated dressing for injured hands or feet.
4. At least 3 adhesive wound dressings of assorted sizes.
5. At least 1 triangular bandage of unbleached calico, the longest side of the bandages measures not less than 1.3 m and each of the other sides not less than 900 mm.
6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 2 m long.
7. At least 1 packet of absorbent cotton wool of 30 g.
8. A pressure bandage.
9. Safety pins.

#### **Part II**

##### **WORKPLACES AT WHICH THE NUMBER OF EMPLOYEES EMPLOYED IS 10 OR MORE BUT LESS THAN 50**

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 6 small sterilized unmedicated dressings for injured fingers.
3. At least 3 medium-sized sterilized unmedicated dressings for injured hands or feet.
4. At least 12 adhesive wound dressings of assorted sizes.
5. At least 2 triangular bandages of unbleached calico, the longest side of each bandage measures not less than 1.3 m and each of the other sides not less than 900 mm.
6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 4.5 m long.
7. At least 3 packets of absorbent cotton wool of 30 g.
8. A pressure bandage.
9. Safety pins.

### **Part III**

#### **WORKPLACES AT WHICH THE NUMBER OF EMPLOYEES EMPLOYED IS 50 OR MORE**

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 12 small sterilized unmedicated dressings for injured fingers.
3. At least 6 medium-sized sterilized unmedicated dressings for injured hands or feet.
4. At least 24 adhesive wound dressings of assorted sizes.
5. At least 4 triangular bandages of unbleached calico, the longest side of each bandage measures not less than 1.3 m and each of the other sides not less than 900 mm.
6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 4.5 m long.
7. At least 6 packets of absorbent cotton wool of 30 g.
8. A pressure bandage.
9. Safety pins.

### SCHEDULE 3

#### MATTERS AND QUESTIONS TO BE CONSIDERED WHEN MAKING ASSESSMENT OF RISKS OF UNDERTAKEN MANUAL HANDLING OPERATIONS

Column 1 Matter	Column 2 Question
1. The tasks	<p>Do they involve holding or manipulating loads at distance from the body's trunk?</p> <p>Do they involve unsatisfactory bodily movement or posture especially —</p> <ul style="list-style-type: none"><li>(a) twisting the body's trunk?</li><li>(b) stooping?</li><li>(c) reaching upwards?</li></ul> <p>Do they involve excessive movement of loads, especially —</p> <ul style="list-style-type: none"><li>(a) excessive lifting or lowering distances?</li><li>(b) excessive carrying distances?</li></ul> <p>Do they involve —</p> <ul style="list-style-type: none"><li>(a) excessive pushing or pulling of loads?</li><li>(b) risk of sudden movement of loads?</li><li>(c) frequency or prolonged physical effort?</li><li>(d) insufficient rest or recovery periods?</li><li>(e) a rate of work imposed by a process?</li></ul>
2. The loads	<p>Are they —</p> <ul style="list-style-type: none"><li>(a) heavy?</li><li>(b) bulky or unwieldy?</li><li>(c) difficult to grasp?</li><li>(d) unstable, or with contents likely to shift?</li><li>(e) sharp, hot or otherwise potentially damaging?</li></ul>
3. The working environment	<p>Are there space constraints that prevent good posture?</p> <p>Are there uneven, slippery or unstable floors?</p> <p>Are there variations in level of floors or work surfaces?</p> <p>Are there extremes of temperatures or humidity?</p> <p>Are there conditions causing ventilation problems or gusts of wind?</p> <p>Are the lighting conditions poor?</p>

Column 1 Matter	Column 2 Question
4. Individual capability	Does the operation — <ul style="list-style-type: none"> <li>(a) require unusual strength or height, or other abnormal physical characteristics?</li> <li>(b) create a hazard to persons who are pregnant or have a health problem?</li> <li>(c) require special information or training for its safe performance?</li> </ul>
5. Other matters	Is movement or posture hindered by personal protective equipment or by clothing?

**Chapter 2**  
**Occupational Safety and Health (Display Screen Equipment) Regulation**

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
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**DUTIES OF PERSONS RESPONSIBLE FOR THE WORKPLACES**

Risk Assessment	DSE-1	A risk assessment of a workstation shall be performed before it is first used by users.	4(1)
	DSE-2	A risk assessment of a workstation used by users shall be performed within 14 days after the commencement of this Regulation if the workstation is in service immediately before that commencement.	4(2)
	DSE-3	A risk assessment of a workstation shall consist of a process of identifying and assessing the risk to the safety and health of its users.	4(3)(a)
	DSE-4	A risk assessment of a workstation shall consist of a process of deciding whether existing precautions are adequate.	4(3)(b)
	DSE-5	A risk assessment of a workstation shall consist of a process of recording the findings of the assessment.	4(3)(c)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	DSE-6	A risk assessment performed in respect of a workstation shall be reviewed and the record of findings revised accordingly if there is reason to believe that there has been a significant change in the conditions of a previous assessment.	4(4)(a)
	DSE-7	A risk assessment performed in respect of a workstation shall be reviewed and the record of findings revised accordingly if there has been a significant change in that workstation.	4(4)(b)
Assessment Record	DSE-8	A record of all risk assessments performed in respect of a workstation shall, so far as reasonably practicable, be kept.	4(5)
	DSE-9	A record of all risk assessments performed in respect of a workstation shall include all findings recorded or revised under sections 4(3)(c) and 4(4) of this Regulation.	4(5)
	DSE-10	A record of all risk assessments performed in respect of a workstation shall be retained for a period of at least 2 years after that workstation ceases to be used by any users.	4(5)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
	DSE-11	Any record kept and retained under section 4(5) of this Regulation shall be produced for inspection upon request by an occupational safety officer.	4(6)(a)
	DSE-12	A copy of the record kept and retained under section 4(5) of this Regulation shall be delivered to an occupational safety officer for inspection within such period as may be specified in a request in writing sent by the officer.	4(6)(b)
Reduction of Risks	DSE-13	Steps shall be taken to reduce any risks identified in a risk assessment performed under section 4 of this Regulation to the lowest extent as is reasonably practicable.	5
Provision of Information	DSE-14	A copy of the record of findings of a risk assessment performed under section 4 of this Regulation in respect of a workstation shall, so far as reasonably practicable, be made available to its users.	6(a)
	DSE-15	A copy of the record of any action taken after a risk assessment performed under section 4 of this Regulation in respect of a workstation shall, so far as reasonably practicable, be made available to its users.	6(b)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
Requirements for Workstation	DSE-16	A workstation shall, so far as reasonably practicable, be suitable having regard to the safety and health of its users.	7
Provision of Training by Employer	DSE-17	A user employed shall, so far as reasonably practicable, be provided with necessary safety and health training in the use of workstations.	8

### **DUTIES OF USERS OF WORKSTATIONS**

Users to co-operate with Responsible Person	DSE-18	A user of a workstation shall, so far as reasonably practicable, conform to any system of work and work practice that have been established in order to comply with the requirements imposed by this Regulation.	9(a)
	DSE-19	A user of a workstation shall, so far as reasonably practicable, comply with any risk reduction measure taken as a result of any risk identified in a risk assessment performed under section 4 of this Regulation.	9(b)

