

A Guide to the Factories and Industrial Undertakings

(Safety Officers and Safety Supervisors)

Regulations



Occupational Safety and Health Branch
Labour Department

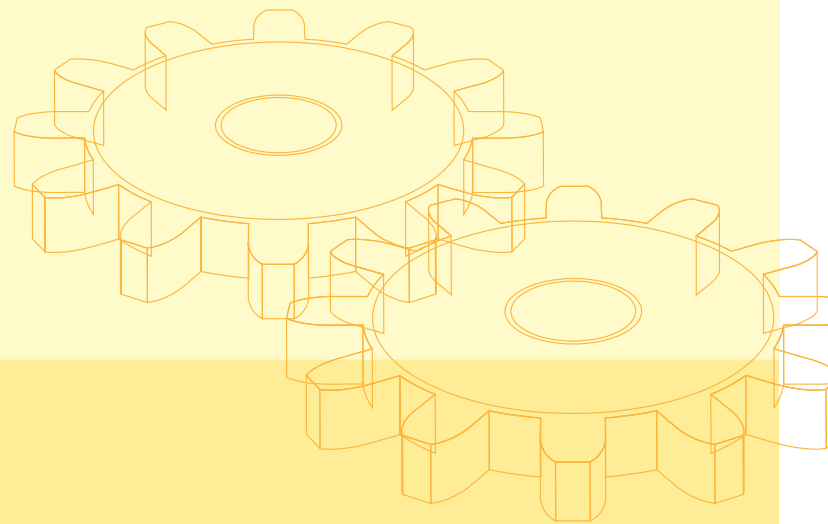
**Corrigendum to A Guide to the Factories and Industrial Undertakings
(Safety Officers and Safety Supervisors) Regulations (Year 2003 edition)
(20 December 2023)**

Item	Paragraph	Current Version	Amendment
1	35	<p>Offences and Penalties</p> <p>A proprietor of an industrial undertaking who contravenes any of the following requirements commits an offence and is liable on conviction to a fine of \$50,000 for —</p> <p>(a) Failing to employ a safety officer as required</p> <p>(b) Employing a person as a safety officer who is not registered as a safety officer or whose registration for the time being has ceased to have effect or is being suspended</p> <p>(c) Employing a safety officer for any purpose other than the discharge of the duties of a safety officer</p> <p>(d) Failing to employ a safety supervisor as required</p> <p>(e) Failing to replace a safety supervisor as directed by the Commissioner for Labour</p> <p>(f) Failing to discharge his responsibilities listed in paragraphs 32,33 and 34</p>	<p>Offences and Penalties</p> <p>A proprietor of an industrial undertaking who contravenes any of the following requirements commits an offence and is liable on conviction to —</p> <p>(a) a fine of \$400,000 for</p> <p>(i) failing to employ a safety officer as required;</p> <p>(ii) employing a person as a safety officer who is not registered as a safety officer or whose registration for the time being has ceased to have effect or is being suspended;</p> <p>(iii) employing a safety officer for any purpose other than the discharge of the duties of a safety officer; or</p> <p>(iv) failing to employ a safety supervisor as required;</p> <p>(b) a fine at level 6 (currently \$100,000) for</p> <p>(i) failing to replace a safety supervisor as directed by the Commissioner for Labour; or</p> <p>(ii) failing to discharge his responsibilities listed in paragraphs 32 and 33; or</p> <p>(c) a fine at level 4 (currently \$25,000) for failing to discharge his responsibility listed in paragraph 34.</p>

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(Safety Officers and Safety Supervisors)

Regulations



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

This edition *April 2003*

This guide is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch of the Labour Department. Addresses and telephone numbers of the offices can be found in website of the Department at <http://www.info.gov.hk/labour/eng/tele/index.htm>.

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Introduction

1. This set of Regulations requires the compulsory employment of Safety Officers and Safety Supervisors in designated industries. The intention is for more hazardous industries to be so designated. For the time being, industries designated for this purpose are : construction; ship building, repairing and breaking; and container handling.
2. This guide explains the main provisions of the Regulations in simple language in order to give the readers the essential information in the law. While every care has been exercised to include important details in this guide, the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations remain the sole authority for the provisions of the law explained.
3. This guide should be read in conjunction with Sections 6A and 6B of the Factories and Industrial Undertakings Ordinance which impose general duties on proprietors and persons employed with regard to the safety and health at work in industrial undertakings.

Application

- | | Related
Regulation |
|--|-----------------------|
| 4. Under the Regulations, a principal contractor or a specialist contractor must employ one registered safety officer <u>on a full time basis</u> when the total number of persons employed on his/her construction site or sites is 100 or more. He/She must also employ one safety supervisor on each site with 20 or more workers. | 3, 14 & 16 |
| 5. These Regulations also apply to shipyards and *container handling workplaces so that a proprietor of a shipyard or a container handling workplace must employ a registered safety officer if that proprietor employs 100 or more employees in one or more of his/her shipyards or container handling workplaces, and must employ a safety supervisor in any of his/her shipyards or container handling workplaces where 20 or more employees are employed. | 3, 14 & 16 |
| 6. Safety supervisors need not be employed full-time, but they must not be given other duties which will adversely affect the performance of their duties as safety supervisors. | 19(C) |

* **The Regulations will be applicable to container handling workplaces in mid-2003.**

"Principal contractor" means any person who enters into a contract with an owner, occupier or developer of property, or with an agent or architect, surveyor or civil, municipal or structural engineer of such owner, occupier or developer, to perform construction work for such owner, occupier or developer in respect of that property.

"Specialist contractor" means any person who is nominated by an owner, occupier or developer of property or by an agent or architect, surveyor, or civil, municipal or structural engineer of such owner, occupier or developer, or by the principal contractor, and who enters into a contract -

- (a) with a principal contractor to perform all or any part of the construction work in a construction site which the principal contractor has contracted to perform; or
- (b) with an owner, occupier or developer of property, or with an agent or architect, surveyor or civil, municipal or structural engineer of such owner, occupier or developer, to perform any construction work in a construction site which the principal contractor has not contracted to perform.

"Proprietor" in relation to any industrial undertaking or notifiable workplace includes the person for the time being having the management or control of the business carried on in such industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

"Safety officer" means a person employed as a safety officer in an industrial undertaking under these Regulations.

"Safety supervisor" means a person employed as a safety supervisor in an industrial undertaking under these Regulations.

"Construction site" means a place where construction work is undertaken and also any area in the immediate vicinity of any such place which is used for the storage of materials or plant used or intended to be used for the purpose of the construction work.

"Shipyard" means any yard or dry dock (including the precincts thereof) in which **ships** or **vessels**, except ships or vessels afloat, are constructed, reconstructed, maintained, repaired, refitted, finished or broken up.

"Ship" means any description of vessel used in navigation.

"Vessel" means any ship, boat, junk or any other description of vessel used in navigation and includes any floating dock, floating workshop or floating restaurant.

"Container handling" means the loading, unloading, handling, stacking, unstacking, storing or maintaining (including repairing) of containers.

Safety Officer Advisory Committee

Related
Regulation

7. The function of the Committee is to advise the Commissioner for Labour on matters for the purposes of the Regulations, including qualifications and suitability of a person for registration as a safety officer.

4

Safety Officers

Registration

8. A person who wishes to be registered as a safety officer must apply to the Commissioner for Labour for registration in the approved form (Form I - See Appendix A).

7(1)

9. To be qualified for registration as a safety officer, a person must possess the qualifications listed in the Second Schedule and the Third Schedule of these Regulations (See Appendix B). For registration as a safety officer for construction sites, scheduled qualification A, B, C or D is required while for registration as a safety officer for shipyards or container handling workplaces, scheduled qualification A, B or C is required.

5(1) & 5(2)

10. Notwithstanding Paragraph 9, a person who satisfies the Commissioner for Labour that -
- (a) immediately before these Regulations become applicable to a class of scheduled industrial undertaking, he/she was employed as a full time safety officer in that class of industrial undertaking; and
 - (b) by reasons of his/her education, training, professional experience and skill in industrial safety, he/she is a fit and proper person to be registered as a safety officer,
- shall be deemed to be qualified to be registered as a safety officer for purposes of employment in that class of industrial undertaking. Application made under this condition shall be submitted to the Commissioner for Labour within 12 months after these Regulations become applicable to that class of industrial undertaking.

5(3)

7(1)(b)

Validity Period of Registration

11. The validity period of registration of a safety officer is 4 years. The registration shall cease to have effect on its expiration unless it is renewed or revalidated.

7A(1) & 7A(3)

12. All safety officers registered before 7 June 2002 are deemed, for the purposes of renewal or revalidation under these Regulations, to be registered on that date.

7A(2)

Renewal and Revalidation of Registration

Related
Regulation

13. A registered safety officer who wishes to renew his/her registration must apply to the Commissioner for Labour for renewal of registration in the approved form (Form 6 - See Appendix C) prior to, but not earlier than 9 months before, the expiration of his/her registration. 7B(1)
14. A registration in respect of which an application for renewal is made under Paragraph 13 while the registration expires before the determination by the Commissioner for Labour of such application remains valid pending the determination by the Commissioner of that application. 7B(2)
15. A renewal of registration has effect for a period of 4 years from the day following the day on which the registration would have expired. 7B(3)
16. A safety officer whose registration has expired and ceased to have effect wishes to revalidate his/her registration, he/she must apply to the Commissioner for Labour for revalidation of his/her expired registration in the approved form (Form 6 - See Appendix C). 7B(4)
17. Where the Commissioner for Labour approves the revalidation of an expired registration, the registration becomes revalidated for a period of 4 years from the date of approval. 7B(5)
18. The Commissioner for Labour may, in his discretion, renew or revalidate the registration and may impose such conditions in relation to that renewal or that revalidation as the Commissioner thinks fit. 7B(6)
19. The Commissioner for Labour shall not approve an application for renewal or revalidation unless the Commissioner is satisfied that the applicant has completed a total of not less than 100 hours of Continuing Professional Development Programme in occupational safety and health in the 4 years immediately preceding the application. 7B(7)
- "Continuing Professional Development Programme"** means a course, lecture, seminar or other programme or method of study (whether requiring attendance or not) that, in the opinion of the Commissioner for Labour, is relevant to the needs and professional standards of registered safety officers, enhances professional competence and complies with any notes of guidance in that behalf as may be issued from time to time by the Commissioner.
20. Renewal and revalidation of registration does not apply to a person whose registration as a safety officer has been cancelled by the Commissioner for Labour under Paragraph 22. 7B(9)

Refusal of Registration

- 21.** If the Commissioner for Labour is not satisfied that a person is qualified, competent, fit and proper to be registered as a safety officer, the Commissioner shall not register that person as a safety officer. 7(3)

Cancellation of Registration

- 22.** The Commissioner for Labour may cancel the registration of a safety officer if the Commissioner is of the opinion that his/her registration was obtained by fraudulent means or he/she ceases to meet the requirements in Paragraph 21. 9
- 23.** Where the Commissioner for Labour cancels registration of a safety officer, the Commissioner shall serve notice in writing of the decision to that safety officer and the proprietor of the industrial undertaking where that safety officer is employed. 11(1)

Suspension of Registration

- 24.** If it appears to the Commissioner for Labour that a safety officer has, without reasonable excuse, failed to carry out the duties under the Regulations, the Commissioner may serve on the safety officer a notice stating the intention to suspend his/her registration and the ground or grounds therefor and requiring him/her to show cause in writing, within 14 days after the service of such notice, why the registration should not be suspended. 10(1)
- 25.** Where after a notice is served on a safety officer under paragraph 24, he/she does not show cause in writing why his/her registration should not be suspended or the Commissioner for Labour is of opinion that he/she has not shown good cause in writing why the registration should not be suspended, the Commissioner may by notice in writing suspend the registration for such time, being not more than 12 months, as specified in the notice. 10(2)
- 26.** Where the Commissioner for Labour suspends registration of a safety officer, the Commissioner shall serve notice in writing of the decision to that safety officer and the proprietor of the industrial undertaking where that safety officer is employed. 11(1)

Appeals

- 27.** A person may appeal to the Administrative Appeals Board within 28 days against the Commissioner for Labour's decision to - 12
- (a) refuse his/her registration, renewal of registration, or revalidation of registration, as a safety officer; or
 - (b) cancel his/her registration, or suspend his/her registration, as a safety officer.

Duties

- 28.** The duties of a safety officer are to assist the proprietor of an industrial undertaking in promoting the safety and health of persons employed, including for that purpose - 15
- (a) advising the proprietor as to measures to be taken in the interest of the safety and health of persons employed and, with the proprietor's approval, implementing such measures;
 - (b) advising the proprietor on the implementation of a safety management system in the industrial undertaking;
 - (c) inspecting the workplace to identify potential hazards and reporting the findings with recommendations for correction to the proprietor;
 - (d) investigating accidents (with or without personal injury) and dangerous occurrences and reporting with recommendations for prevention to the proprietor;
 - (e) advising the proprietor of any repair or maintenance that ought to be carried out in the interest of safety and health of persons employed in respect of premises, plant and equipment;
 - (f) assisting in the supervision of safety supervisor;
 - (g) receiving, discussing and countersigning weekly reports (Form 3A or 3B - See Appendices H and I) submitted to him/her by safety supervisors; and
 - (h) preparing and submitting monthly reports to the proprietor in the approved form (Form 2A or 2B - See Appendices F and G).

Safety Supervisor

Qualification

29. The Regulations do not lay down the qualification of a safety supervisor but he/she is expected to be a person experienced in the work of the construction site or industrial undertaking where he/she is employed. A safety supervisor should have the knowledge to advise the proprietor on safety standards for workers, supervise the observance of such standards and promote safety at work.

Duties

30. The duties of a safety supervisor are to assist the proprietor and the safety officer in promoting the safety and health of persons employed, including for that purpose - 17

- (a) assisting the safety officer in carrying out his/her duties;
- (b) supervising the observance by the workers of the safety standards;
- (c) advising the proprietor or the safety officer as to the observance by the workers of the safety standards;
- (d) promoting the safe carrying on of work in the industrial undertaking; and
- (e) preparing and submitting weekly reports to the proprietor or the safety officer in the approved form (Forms 3A or 3B - See Appendices H and I).

Replacement

31. Where it appears to the Commissioner for Labour that a safety supervisor has, without reasonable excuse, failed to carry out his/her duties under these Regulations, the Commissioner may, by notice in writing served on the proprietor of the industrial undertaking where the safety supervisor is employed, direct the proprietor to employ another person as a safety supervisor within a period of time, being not less than 14 days, as specified in the notice. 18(1)

Responsibilities of Proprietor

- 32.** In relation to the duties of a safety officer / safety supervisor employed, the proprietor shall:- 19
- (a) ensure that such duties are carried out under his/her supervision or under the supervision of a person who has control over the work in the workplace;
 - (b) provide necessary assistance, equipment, facilities and information for the proper carrying out of such duties; and
 - (c) ensure that a person employed as a safety supervisor is not required to carry out other work that would prevent him/her from carrying out the duties properly.
- 33.** In relation to a report submitted to him/her by a safety officer / safety supervisor employed, the proprietor shall:- 20 & 21
- (a) discuss the report with the safety officer or the safety supervisor as soon as practicable;
 - (b) countersign the report and indicate the date when the report was discussed;
 - (c) keep the report for a period of 3 years; and
 - (d) produce the report to the Commissioner for Labour within a specified time, when he/she is required to do so by the Commissioner by notice in writing.
- 34.** In relation to display of notice, the proprietor shall display in a conspicuous place at the industrial undertaking a notice in the approved form (Forms 4 and/or 5 - See Appendices D and E) showing in both the English and Chinese languages the name of that proprietor and the name, contact telephone number and duties of the responsible safety officer or safety supervisor. 19A

Offences and Penalties

- 35.** A proprietor of an industrial undertaking who contravenes any of the following requirements commits an offence and is liable on conviction to a fine of \$50,000 for - 22
- (a) Failing to employ a safety officer as required
 - (b) Employing a person as a safety officer who is not registered as a safety officer or whose registration for the time being has ceased to have effect or is being suspended
 - (c) Employing a safety officer for any purpose other than the discharge of the duties of a safety officer
 - (d) Failing to employ a safety supervisor as required
 - (e) Failing to replace a safety supervisor as directed by the Commissioner for Labour
 - (f) Failing to discharge his responsibilities listed in paragraphs 32, 33 and 34

Useful Information

36. If you wish to enquire about this guide or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch through -

Telephone : 2559 2297 (auto-recording after office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation can also be found by visiting our website <http://www.info.gov.hk/labour>.

表格 1 FORM 1

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

安全主任註冊申請書 APPLICATION FOR REGISTRATION AS A SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第7(1)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 7(1) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

† 個人資料 *Personal Particulars*

Name in English Surname : _____ Other names : _____		*中文姓名	
出生日期 Date of Birth _____ 日 Day _____ 月 Month _____ 年 Year		*中文姓名電碼 Chinese Name Code _____	
香港身份證號碼或護照號碼 HK Identity Card No. or Passport No.	性別 Sex	電郵戶口 E-mail Account	
住址 Residential Address		聯絡電話號碼 Contact Telephone No.	
通訊地址（如與上述住址不同者） Correspondence Address (if different from above)			
職業 Occupation			
僱主姓名 Name of Employer			
僱主地址 Address of Employer		聯絡電話號碼 Contact Telephone No.	

教育或學歷（按接受教育的日期順序列出）

Education or Academic Qualifications (in chronological order)

學校、學院、大學 Schools, Colleges, Universities	學歷(例如：學位、文憑或證書) Qualification (e.g. Degree, Diploma or Certificate)	獲取日期 Date Obtained (月 Month /年 Year)	就讀日期 Date (月 Month /年 Year)	
			由 From	至 To

專業資格 (按考獲資格的日期順序列出)

Professional Qualifications (in chronological order)

頒發機構(例如：考試局或專業機構) Issuing Authority (e.g. Examination Authority or Professional Institution)	專業資格(例如：註冊專業工程師) Qualification (e.g. Registered Professional Engineer)	獲取日期 Date Obtained (月 Month /年 Year)

工作經驗／就業詳情 (經驗須與安全主任職務有關)

Working Experience/Employment Record (experience relevant to the duties of safety officer)

僱主(姓名、地址及電話號碼) Employer (Name, Address & Telephone No.)	職位 Position	職務簡述 Brief Description of Duties	日期 Date (月 Month /年 Year)	
			由 From	至 To

本人謹此聲明，本表格內所載詳情是盡本人所知所信屬真實和正確。我明白，如果我以欺詐方法取得註冊為安全主任，根據上述規例的第9(a)條，該註冊可被取消。現隨本申請書附上我的照片一張。

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief. I understand that if my registration as a safety officer is obtained by fraudulent means, the registration is liable to cancellation under Regulation 9(a) of the aforesaid Regulations. I attach a photograph of myself.



簽署 Signature : _____

日期 Date : _____

附註 Note:

- (1) † 如‘個人資料’有所更改，請通知勞工處處長。 You are requested to inform the Commissioner for Labour of any change in ‘Personal Particulars’.
- (2) * 如適用者，請填寫這項。 Please complete this part if applicable.
- (3) # 如果空位不足夠，請使用附加紙張填寫。 Please use separate sheets in case of insufficient space.
- (4) 請注意附帶的收集個人資料之目的。 Please note the attached "Statement of Purpose for the Collection of Personal Data".

勞工處職業安全及健康部
收集個人資料之目的

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 處理有關申請表格，調查及評審申請註冊的事宜；
 - (c) 根據工廠及工業經營(安全主任及安全督導員)規例第6條，備存有關安全主任的註冊紀錄冊，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你申請註冊等事宜；及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門，律師樓.....等）透露。

查閱個人資料

3. 根據個人資料（私隱）條例第18及22條及附表1保障原則第6原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：
 - 勞工處職業安全及健康部
 - 職業安全及健康訓練中心
 - 分區職業安全主任（訓練）
 - 新界荃灣眾安街六十八號荃灣城市中心 I 十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

PURPOSES OF COLLECTION

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
 - (c) maintenance of a register of Registered Safety Officer for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) carrying on research and compilation of statistical data.

CLASSES OF TRANSFEREES

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, Law firms, etc.) for the purposes mentioned in paragraph 1 above.

ACCESS TO PERSONAL DATA

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

ENQUIRIES

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to :
 - Divisional Occupational Safety Officer (Training)
 - Occupational Safety and Health Training Centre
 - Occupational Safety and Health Branch
 - Labour Department
 - 13/F, City Landmark I
 - 68 Chung On Street, Tsuen Wan

SECOND SCHEDULE

Qualifications for Registration as Safety Officer

<u>Scheduled qualification</u>	<u>Industrial undertaking</u>
A, B, C or D	Construction sites
A, B or C	Industrial undertakings to which these regulations apply except construction sites

THIRD SCHEDULE

Scheduled Qualifications

For the purposes of regulation 5 and the Second Schedule, the qualifications for registration as a safety officer are as follows -

- A. A **recognized** degree or post-graduate diploma in occupational safety and health, or equivalent, and **relevant** experience of not less than 1 year.
- B. A degree in Science or Engineering, or equivalent, and a **recognized** certificate, diploma or higher diploma in occupational safety and health, and **relevant** experience of not less than 1 year.
- C. A **recognized** certificate, diploma or higher diploma in occupational safety and health, and **relevant** experience of not less than 2 years, of which one year must be obtained after the academic qualification.
- D. A **recognized** certificate in construction safety and **relevant** experience of not less than 2 years, of which one year must be obtained after the academic qualification.

"**relevant**" means such experience as may from time to time be recognized as being relevant to the duties of a safety officer under these regulations.

"**recognized**" means recognized for the purposes of these regulations by the Commissioner for Labour.

表格 6
FORM 6

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

安全主任註冊的‡續期 / 重新確認生效申請書
APPLICATION FOR ‡ RENEWAL/REVALIDATION AS A SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第7B(4)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 7B(4) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

‡ 個人資料 *Personal Particulars*

Name in English		*中文姓名	
Surname :		Other names :	
香港身份證號碼或護照號碼 HK Identity Card No. or Passport No.		電郵戶口 E-mail Account	
住址 Residential Address		聯絡電話號碼 Contact Telephone No.	
通訊地址（如與上述住址不同者） Correspondence Address (if different from above)			
職業 Occupation			
僱主姓名 Name of Employer			
僱主地址 Address of Employer		聯絡電話號碼 Contact Telephone No.	

專業進修計劃詳情 *Record of Continuing Professional Development Programme*

項目 Item no.	主辦者 (名稱、地址、 電話號碼及聯絡人) Organizer (Name, Address, Telephone No. & Contact Person)	課程、講座、會議、演講、 研討會、座談會等項目的題目 Title of Course /Talk / Conference/Lecture/ Seminar/ Symposium etc.	日期 (日/月/年) Date (Day/Month/Year)		出席時間 (小時) Duration Attended (in hours)	證明文件 Documentary Proof	
			由 From	至 To		有 Yes	無 No

項目 Item no.	主辦者 (名稱、地址、 電話號碼及聯絡人) Organizer (Name, Address, Telephone No. & Contact Person)	課程、講座、會議、演講、 研討會、座談會等項目的題目 Title of Course /Talk / Conference/Lecture/ Seminar/ Symposium etc.	日期 (日/月/年) Date (Day/Month/Year)		出席時間 (小時) Duration Attended (in hours)	證明文件 Documentary Proof	
			由 From	至 To		有 Yes	無 No

本人謹此聲明，本表格內所載詳情是盡本人所知所信屬真實和正確。我明白，如果我以欺詐方法取得安全主任註冊的 † 續期/重新確認生效，根據上述規例的第9(a)條，該 † 續期/重新確認生效可被取消。

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief. I understand that if my † renewal/revalidation as a safety officer is obtained by fraudulent means, the registration as † renewed/revalidated is liable to cancellation under Regulation 9(a) of the aforesaid Regulations.



簽署 Signature : _____

日期 Date : _____

附註 Note:

- (1) † 請刪去不適用者。 Please delete if inapplicable.
- (2) † 如 '個人資料' 有所更改，請通知勞工處處長。 You are requested to inform the Commissioner for Labour of any change in 'Personal Particulars'.
- (3) * 如適用者，請填寫這項。 Please complete this part if applicable.
- (4) # i) 如果空位不足夠，請使用附加紙張填寫。 Please use separate sheets in case of insufficient space.
ii) 如有需要，本處會要求你呈上有關的證明文件。 You may be required to provide documentary proof upon request.
- (5) 請注意附帶的收集個人資料之目的。 Please note the attached "Statement of Purpose for the Collection of Personal Data".

勞工處職業安全及健康部
收集個人資料之目的

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 處理有關申請表格，調查及評審申請註冊的事宜；
 - (c) 根據工廠及工業經營(安全主任及安全督導員)規例第6條，備存有關安全主任的註冊紀錄冊，供公眾免費查閱；
 - (d) 方便勞工處與你聯絡有關你申請註冊等事宜；及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構（如政府部門，律師樓.....等）透露。

查閱個人資料

3. 根據個人資料（私隱）條例第18及22條及附表1保障原則第6原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：
 - 勞工處職業安全及健康部
 - 職業安全及健康訓練中心
 - 分區職業安全主任（訓練）
 - 新界荃灣眾安街六十八號荃灣城市中心I 十三樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT

PURPOSES OF COLLECTION

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
 - (c) maintenance of a register of Registered Safety Officer for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) carrying on research and compilation of statistical data.

CLASSES OF TRANSFEREES

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, Law firms, etc.) for the purposes mentioned in paragraph 1 above.

ACCESS TO PERSONAL DATA

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

ENQUIRIES

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to :
 - Divisional Occupational Safety Officer (Training)
 - Occupational Safety and Health Training Centre
 - Occupational Safety and Health Branch
 - Labour Department
 - 13/F, City Landmark I
 - 68 Chung On Street, Tsuen Wan

表格 4 FORM 4

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

有關僱用安全主任的告示 NOTICE OF EMPLOYMENT OF SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第19A(1)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 19A(1) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

公司名稱 Name of Company		
*東主姓名 Name of *Proprietor		聯絡電話號碼 Contact Telephone No.
工作地址 Workplace Address		
安全主任姓名 Name of Safety Officer		聯絡電話號碼 Contact Telephone No.

根據工廠及工業經營（安全主任及安全督導員）規例15(1)條規定，上述的安全主任乃協助本人促進本工地僱員的安全及健康，他的職責包括—

In accordance with the provisions of regulation 15(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, the above-named safety officer is to assist me in promoting the safety and health of persons employed therein, including for that purpose —

- (1) 巡視工地； Inspection of Workplace;
- (2) 調查投訴及意外事件； Investigation of Complaints and Accidents;
- (3) 會見工地職員；及 Meeting with Workplace Staff; and
- (4) 其他 (以下詳述)。 Others (to be specified).

*東主簽名
Signature of *Proprietor _____

日期 Date _____

附註 Note :

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
"Proprietor" includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

表格 5 FORM 5

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

有關僱用安全督導員的告示 NOTICE OF EMPLOYMENT OF SAFETY SUPERVISOR

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第19A(2)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 19A(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

公司名稱 Name of Company		
*東主姓名 Name of *Proprietor		聯絡電話號碼 Contact Telephone No.
工作地址 Workplace Address		
安全督導員姓名 Name of Safety Supervisor		聯絡電話號碼 Contact Telephone No.

根據工廠及工業經營（安全主任及安全督導員）規例17(1)條規定，上述的安全督導員乃協助本人及安全主任促進本工地僱員的安全及健康，他的職責包括—

In accordance with the provisions of regulation 17(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, the above-named safety supervisor is to assist me and the safety officer in promoting the safety and health of persons employed therein, including for that purpose —

- (1) 督導工地員工遵守安全措施及標準； Supervising the observance of safety measures and standards by persons employed;
- (2) 促進工地的工作安全；及 Promoting the safe carrying on work; and
- (3) 其他（以下詳述）。 Others (to be specified).

*東主簽名
Signature of *Proprietor _____

日期 Date _____

附註 Note:

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
"Proprietor" includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

表格 2A FORM 2A

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在建築地盤工作的安全主任每月須予填報的報告書 MONTHLY REPORT TO BE PREPARED BY SAFETY OFFICER EMPLOYED ON CONSTRUCTION SITES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第15(2)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 15(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

安全主任姓名 _____ 工人總數 _____
Name of Safety Officer _____ Total Workforce _____

* 東主姓名 _____
Name of *Proprietor _____

公司名稱 _____ 安全督導員人數 _____
Name of Company _____ Number of Safety Supervisors _____

建築地盤數目 _____ 月份／年份 _____
Number of Construction Sites _____ Month/Year _____

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
地盤視察 Site Visits : (a) 上蓋建築 Superstructure (b) 土木工程 Civil Engineering (c) 其他 Others			
調查 Investigations : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents (c) 危險事故 (失火、起重機倒塌等) Dangerous Occurrences (fire, collapse of cranes, etc.) (d) 職業病 Occupational Diseases (e) 投訴 Complaints			
訓練 Training : (a) 研討會 Seminars (b) 講座 Lectures (c) 分組討論 Group Discussions			

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
安全宣傳資料分發 <i>Distribution of Publicity Materials</i> : (a) 安全海報 Safety Posters (b) 小冊子 Pamphlets (c) 傳閱資料 Circulations			
安全推廣 <i>Safety Promotion</i> : (a) 安全運動 Safety Campaigns (b) 比賽 Competitions (c) 其他 Others			
安全管理 <i>Safety Management</i> : (a) 會見管理階層 Meeting with Management (b) 會見地盤職員 Meeting with Site Staff (c) 會見次承建商 Meeting with Sub-contractors (d) 會見政府機關人員 Meeting with Government Agencies (e) 安全委員會會議 Safety Committee Meeting (f) 和安全督導員的討論 Discussion with Safety Supervisors (g) 其他 Others			
意外統計資料 <i>Accident Statistics</i> : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents			
建議 <i>Recommendations</i> : 			

簽署 Signature : _____
 安全主任 Safety Officer

日期 Date : _____

本人已於_____年_____月_____日與以上安全主任討論本報告書。
 I discussed this report with the safety officer on _____.

簽署 Signature : _____
 *東主 *Proprietor

附註 Note :

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。

"Proprietor" includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

SOSS-F2A-2 (Rev. 2002)

表格 2B
FORM 2B

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在 † 船廠 / 貨櫃處理作業工場工作的安全主任每月須予填報的報告書
MONTHLY REPORT TO BE PREPARED BY SAFETY OFFICER EMPLOYED
IN † SHIPYARDS/CONTAINER HANDLING WORKPLACES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第15(2)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 15(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

安全主任姓名 _____ 工人總數 _____
Name of Safety Officer _____ Total Workforce _____

* 東主姓名 _____
Name of *Proprietor _____

公司名稱 _____ 安全督導員人數 _____
Name of Company _____ Number of Safety Supervisors _____

† 船廠 / 貨櫃處理作業工場數目 _____ 月份 / 年份 _____
Number of † Shipyards/Container Handling Workplaces _____ Month/Year _____

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
† 船廠 / 貨櫃處理作業工場視察 † Shipyard/Container Handling Workplace Visits : (a) † 船舶 / 船隻 / 貨櫃處理場地 † Ship/Vessel/ Container Handling Area (b) 工場 Workshop (c) 其他 Others			
調查 Investigations : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents (c) 危險事故 (失火、起重機倒塌等) Dangerous Occurrences (fire, collapse of cranes, etc.) (d) 職業病 Occupational Diseases (e) 投訴 Complaints			
訓練 Training : (a) 研討會 Seminars (b) 講座 Lectures (c) 分組討論 Group Discussions			

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
安全宣傳資料分發 <i>Distribution of Publicity Materials</i> : (a) 安全海報 Safety Posters (b) 小冊子 Pamphlets (c) 傳閱資料 Circulations			
安全推廣 <i>Safety Promotion</i> : (a) 安全運動 Safety Campaigns (b) 比賽 Competitions (c) 其他 Others			
安全管理 <i>Safety Management</i> : (a) 會見管理階層 Meeting with Management (b) 會見工作地點職員 Meeting with Workplace Staff (c) 會見次承建商 Meeting with Sub-contractors (d) 會見政府機關人員 Meeting with Government Agencies (e) 安全委員會會議 Safety Committee Meeting (f) 和安全督導員的討論 Discussion with Safety Supervisors (g) 其他 Others			
意外統計資料 <i>Accident Statistics</i> : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents			
建議 <i>Recommendations</i> :			

簽署 Signature : _____
安全主任 Safety Officer

日期 Date : _____

本人已於_____年_____月_____日與以上安全主任討論本報告書。
I discussed this report with the safety officer on _____.

簽署 Signature : _____
*東主 *Proprietor

附註 Note :

(1) † 請刪去不適用者。 Delete if inapplicable.

(2) * “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。

"Proprietor" includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

SOSS-F2B-2 (Rev. 2002)

表格 3A FORM 3A

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在建築地盤工作的安全督導員每週須予填報的報告書 WEEKLY REPORT TO BE PREPARED BY SAFETY SUPERVISOR EMPLOYED ON CONSTRUCTION SITES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第17(2)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 17(2) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

安全督導員姓名
Name of Safety Supervisor _____

安全主任姓名
Name of Safety Officer _____

*東主姓名
Name of *Proprietor _____

公司名稱
Name of Company _____

建築地盤地址
Address of Construction Site _____

工人數目
Number of Workers _____ 有關期間：由 _____ 至 _____ 的一個星期
For the week between _____ and _____

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
進出口 Access and Egress : 木板路 Gangways 梯 Ladders 通路 Passageways 其他 Others							
高空作業 Working at Height : 棚架 Scaffolds 工作平台 Working Platforms 樓面邊緣／孔洞 Floor Edges/Openings 升降機槽／孔洞 Lift Shafts/Openings 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
泥土工程 <i>Earthwork</i> : 挖掘工程 Excavations 坑槽 Trenches 沉箱 Caissons 隧道 Tunnels 斜坡 Slopes 其他 Others							
起重機械及起重裝置 <i>Lifting Appliances and Lifting Gear</i> : 起重機 (例如：塔式起重機、龍門起重機、 流動起重機等) Cranes (e.g. Tower Cranes, Gantry Cranes, Mobile Cranes, etc.) 絞車 Winches 滑輪組 Pulley Blocks 載人吊重機 Passenger Hoists 物料或吊斗吊重機，包括吊重機槽 Material or Skip Hoists, including Hoistway 吊船 Suspended Working Platforms 鏈、纜索、吊鈎、吊索 Chains, Ropes, Hooks, Slings 其他 Others							
電力 <i>Electricity</i> : 開關掣 Switches 電線 Wiring 固定裝置 Fixed Installations 手提式照明設備 Portable Lighting 手提工具 Portable Tools 焊機 Welding Machines 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
防火措施 Fire Prevention : 消防器具 Fire Fighting Appliances 走火通道 Means of Escape 危險品倉庫 Dangerous Goods Stores 氣焊氣樽 Gas Welding Cylinders 其他 Others							
健康 Health : 石棉控制 Asbestos Control 塵埃控制 Dust Control 噪音控制 Noise Control 危險物質的防護 Protection from Dangerous Substances 急救設備 First Aid Equipment 清洗設備 Washing Facilities 廁所 Latrine 其他 Others							
機器 Machinery : 木工機械 Woodworking Machines 負荷物移動機械 Loadshifting Machines 磨輪 Abrasive Wheels 啤機 Power Presses 其他 Others							
一般事項 General : 地盤管理 Housekeeping 安全網和斜棚 Safety Nets and Fans 物料堆疊 Stacking of Materials 通路 Passageways 照明設備 Lighting 通風設備 Ventilation 有關僱用安全主任/安全督導員的告示 (有/沒有) Notice of Employment of Safety Officer/Safety Supervisor (YES/NO) 其他 Others							

表格 3B
FORM 3B

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在 † 船廠 / 貨櫃處理作業工場工作的安全督導員每週須予填報的報告書
WEEKLY REPORT TO BE PREPARED BY SAFETY SUPERVISOR EMPLOYED
IN † SHIPYARDS/CONTAINER HANDLING WORKPLACES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第17(2)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 17(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

安全督導員姓名
Name of Safety Supervisor _____

安全主任姓名
Name of Safety Officer _____

*東主姓名
Name of *Proprietor _____

公司名稱
Name of Company _____

† 船廠 / 貨櫃處理作業工場地址
Address of † Shipyard/Container Handling Workplace _____

工人數目 _____ 有關期間：由 _____ 至 _____ 的一個星期
Number of Workers _____ For the week between _____ and _____

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
進出口 Access and Egress : 木板路 Gangways 梯 Ladders 通路 Passageways 其他 Others							
高空作業 Working at Height : 棚架 Scaffolds 工作平台 Working Platforms 邊緣 / 孔洞 Edges/Openings 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
密閉空間 <i>Confined Spaces</i> : 進出口 Access and Egress 空氣監察儀器 Air Monitoring Equipment 機械通風 Mechanical Ventilation 工作許可證 (有/沒有) Work Permits (Yes/No) 救生設備 Rescue Equipment 呼吸器具 Breathing Apparatus 復甦器具 Reviving Apparatus 其他 Others							
起重機械及起重裝置 <i>Lifting Appliances and Lifting Gear</i> : 起重機 (例如：塔式起重機、龍門起重機、 流動起重機、人字起重機等) Cranes (e.g. Tower Cranes, Gantry Cranes, Mobile Cranes, Derrick Cranes, etc.) 絞車 Winches 滑輪組 Pulley Blocks 懸吊式棚架 Suspended Scaffolds 鏈、纜索、吊鈎、吊索 Chains, Ropes, Hooks, Slings 其他 Others							
電力 <i>Electricity</i> : 開關掣 Switches 電線 Wiring 固定裝置 Fixed Installations 手提式照明設備 Portable Lighting 手提工具 Portable Tools 焊機 Welding Machines 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
防火措施 Fire Prevention : 消防器具 Fire Fighting Appliances 走火通道 Means of Escape 危險品倉庫 Dangerous Goods Stores 氣焊氣樽 Gas Welding Cylinders 其他 Others							
健康 Health : 石棉控制 Asbestos Control 塵埃控制 Dust Control 噪音控制 Noise Control 危險物質的防護 Protection from Dangerous Substances 急救設備 First Aid Equipment 清洗設備 Washing Facilities 廁所 Latrine 其他 Others							
機器 Machinery : 木工機械 Woodworking Machines 磨輪 Abrasive Wheels 啤機/油壓啤機 Power Presses/Hydraulic Presses 機械工具 (例如：車床、銑床等) Machine Tools (e.g. Lathes, Milling Machines etc.) 負荷物移動機械 Loadshifting Machines 其他 Others							
一般事項 General : 交通控制 Traffic Control 場地管理 Housekeeping 防止遇溺 Prevention of Drowning 物料堆疊 Stacking of Materials 通路 Passageways 照明設備 Lighting 通風設備 Ventilation 有關僱用安全主任/安全督導員的告示 (有/沒有) Notice of Employment of Safety Officer/ Safety Supervisor (YES/NO) 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
個人防護設備 <i>Personal Protective Equipment :</i> 安全頭盔 Helmets 護眼用具 Eye Protectors 聽覺保護器 Ear Protectors 呼吸器 Respirators 安全帶 Safety Belts 手套 Gloves 安全鞋 Safety Shoes 反光外套 Reflective Jackets 其他 Others							
建議 <i>Recommendations :</i> 							

簽署 Signature : _____
安全督導員 Safety Supervisor

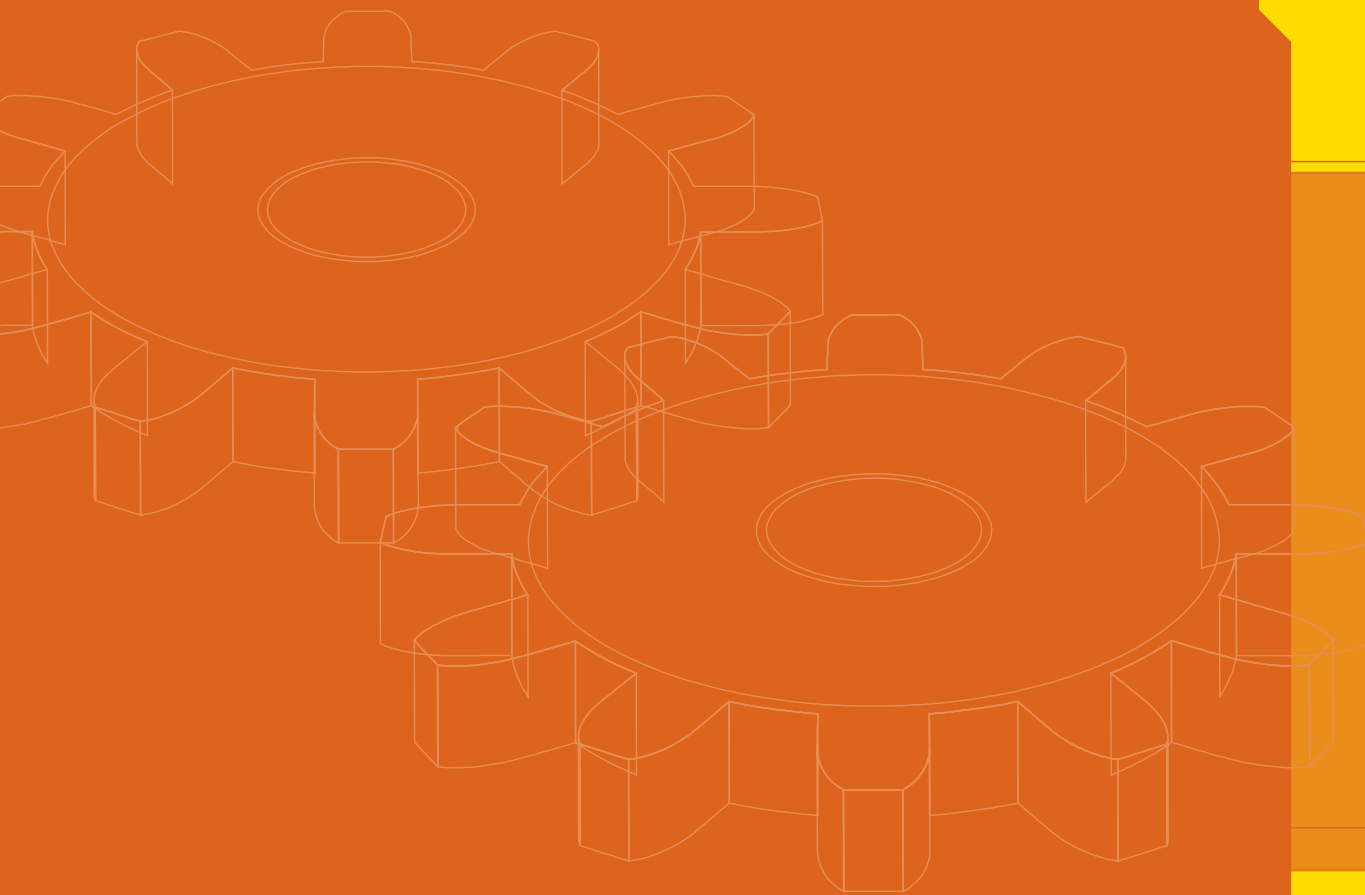
日期 Date : _____

本人已於_____年_____月_____日與以上安全督導員討論本報告書。
I discussed this report with the safety supervisor on _____.

簽署 Signature : _____
†* 東主/安全主任 †*Proprietor / Safety Officer

附註 Note :

- * “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
"Proprietor" includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.
- † 請刪去不適用者。 Delete if inapplicable.



**Occupational Safety and Health Branch
Labour Department**