

THINK ABOUT SAFETY IN YOUR WORKPLACE

Occupational safety and health concerns not only employers and employees in the industrial sector, but also everyone who works in Hong Kong.

Because this is such an important issue, the Government encourages both employers and employees to co-operate with each other to create a safer and healthier working environment. This leaflet provides a basic guide on the steps that can be taken towards that goal.

IT'S YOUR RESPONSIBILITY

Everyone benefits from a safe and healthy work environment, and everyone has a role to play in making safety and health part of his/her workplace.

- a) Employers can contribute to safety and health in their workplaces by:
- providing/maintaining plant and work systems that do not endanger safety or health;
 - providing all necessary information, instruction, training, and supervision for ensuring safety and health;
 - maintaining a workplace in a condition that is safe and without risks to health;
 - providing/maintaining safe means of access to and egress from the workplaces; and
 - providing/maintaining a safe and healthy working environment.
- b) Occupiers of premises should also take responsibility for ensuring the safety and health of any person working on the premises, even if they do not directly employ that person.
- c) Employees can also contribute to safety and health in the workplaces by:
- using equipment and following system or work practices provided by their employers.

WHAT CAN BE DONE

To prevent accidents:

- ensure the plant is properly designed, constructed and maintained and that all dangerous parts are effectively guarded;
- make certain that all dangerous areas are securely fenced.



To prevent fire:

- provide illuminated 'EXIT' signs over all exits and clear directions to them;
- keep all means of escape in a safe condition and free from obstruction;
- make sure all exit doors are unlocked;
- provide suitable and adequate fire safety measures.



To provide a safe and healthy working environment:

- keep the workplace clean and ensure it is adequately lit and ventilated;
- provide adequate drainage.



To ensure hygiene:

- provide adequate lavatory and washing facilities, as well as a supply of drinking water.

To provide first aid:

- keep adequate first aid facilities on the premises and appoint designated employees to look after them.



SAFE MANUAL HANDLING OPERATIONS

The persons responsible for the workplaces should:

- assess and review risks to the safety and health of employees who undertake manual handling operations;
- provide proper training and other necessary protective measures for anyone who must undertake manual handling operations.

Employees who undertake manual handling operations should:

- use equipment or follow system or work practices provided by their employer.



For more information, please contact:

**Occupational Safety and Health Branch
Labour Department**

Telephone: 2559 2297

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

WORK FOR A SAFER, HEALTHIER WORKPLACE



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OCCUPATIONAL SAFETY & HEALTH COUNCIL