

# Catering Industry 飲食業安全凝聚計劃

## Safety Inspiration Programme

### 2020/2021



食肆同心共抗疫 勞資協力展職安

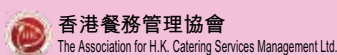
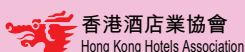
Join Hands to Fight the Epidemic  
Work together to Promote Catering Safety



主辦機構 Organisers :



合辦機構 Co-organisers :



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## 引言 Introduction

飲食業的工傷數字一直高企。過去十年，這行業的工傷意外數字更是本港所有行業之冠。為了提高飲食業的工作安全水平，自1999年起，勞工處每年均與業界合辦飲食業安全獎勵計劃，以培育業界的職業安全 and 健康文化，並鼓勵推廣行業安全措施。但鑑於新冠肺炎疫情為飲食業界的營運帶來嚴峻挑戰，及各項防疫措施或會為獎勵計劃各項涉及聚眾的重點項目造成不確定的因素，經過審慎評估，我們決定停辦本年度的獎勵計劃。

然而，為了繼續推動業界切實採取安全措施及改善工作環境，減低意外風險。今年我們推出一項全新的「飲食業安全凝聚計劃」（凝聚計劃）。

Catering has been an industry with a high accident toll. In the past ten years, the number of industrial accidents in the catering industry has been the highest among all trades in Hong Kong. To bring about improvement in work safety standard in the catering industry, the Labour Department and key stakeholders in the industry have been jointly organising safety award schemes since 1999 with the objectives of fostering a good safety and health culture and promoting safe work practices in the industry. However, in considering the grave challenges incurred to the business of catering establishments by the COVID-19 epidemic and the uncertainties in carrying out various key group gathering activities in the award scheme under the anti-epidemic measures, we decide to suspend the award scheme in this year.

However, in order to continue promoting the industry to take practical safety measures and to improve the working environment to reduce accident risks, a new "Catering Industry Safety Inspiration Programme" (the Programme) will be launched this year.

## 目的 Objectives

- ◆ 凝聚飲食業界的力量，齊心在疫境同行，推動良好的職業安全 and 健康文化；  
To work together under the epidemic situation and to promote a good occupational safety and health culture by uniting the power of catering industry;
- ◆ 加強飲食業僱主、僱員及業內人士的工作安全 and 健康意識；及  
To reinforce work safety and health awareness of employers, employees and other stakeholders in the catering industry; and
- ◆ 鼓勵僱主及僱員作出承諾，同心協力提升食肆的工作安全 and 健康水平。  
To encourage employers and employees to make commitments to work together for heightening the work safety and health standard in the catering establishments.

## 推行日期 Programme period

2020年11月1日至2021年1月31日  
From 1 November 2020 to 31 January 2021



## 參與資格 Eligibility

凝聚計劃不設組別或類別分類，所有符合下列條件的食肆均可參與：

There is no categorisation in the Programme. All catering establishments satisfying the following criteria are welcome to participate :

- ◆ 該食肆須位於香港特別行政區內；  
The catering establishment is located in the Hong Kong Special Administrative Region;
- ◆ 該食肆須作為準備食物以供在準備食物的處所消耗及售賣的商業用途。如廚房為多間食肆所共用，只有使用該廚房的其中一間食肆可以報名參與；  
The business of the catering establishment is for preparation of food for consumption on the premises. If the kitchen is of shared use, participating in the programme can only be made by one of the catering establishments using the kitchen;
- ◆ 由報名參與凝聚計劃的當天起，及至2021年1月31日，該食肆必須持有由食物環境衛生署簽發的有效正式牌照；及  
The catering establishment must be holding a valid licence issued by the Food and Environmental Hygiene Department on the start of enrolment and until 31 January 2021; and
- ◆ 以集團形式經營的所有食肆，均可參與，報名參與凝聚計劃的食肆數目不設上限。  
All catering outlets operated by a group can also participate in the Programme. There is no upper limit on the number of enrolments.

## 參與方法 Means to Participate

- ◆ 食肆須以個別食肆名義參與是項計劃；  
Each catering establishment to apply individually to participate in the Programme;
- ◆ 僱主及僱員代表在「職業安全和健康聲明」上簽署，表示雙方承諾以提升食肆的工作安全和健康水平為目標；  
Employer and employees' representative to sign on the "Occupational Safety and Health Statement" to indicate their commitments as to heightening work safety and health of the catering establishment;
- ◆ 把已簽署的「職業安全和健康聲明」張貼在食肆內，並拍照記錄；  
The signed "Occupational Safety and Health Statement" to be displayed inside the catering establishments and a photo is to be taken for record purpose;
- ◆ 於2020年10月31日或之前，將填妥的報名表格，連同拍下已張貼的「職業安全和健康聲明」之照片，一併交回勞工處；  
The completed enrolment form together with the photo of the signed "Occupational Safety and Health Statement" to reach the Labour Department on or before 31 October 2020.
- ◆ 參與的食肆可採用以下任何一種方法交回所需文件：  
The participating catering establishments may submit their enrolment materials through the following means:
  - \* 郵寄至香港中環統一碼頭道38號海港政府大樓13樓勞工處職業安全及健康部安全推廣科。  
By mail to the Safety Promotion Division, Occupational Safety and Health Branch, Labour Department, 13/F, Harbour Building, 38 Pier Road, Central, Hong Kong
  - \* 傳真至2541 9952  
By fax to 2541 9952
  - \* 電郵至ss-spd@labour.gov.hk  
By Email to ss-spd@labour.gov.hk
- ◆ 除本函外，報名表格及「職業安全及健康聲明」亦可於勞工處職業安全及健康部各分區辦事處或香港北角馬寶道28號華匯中心19樓職業安全健康局索取，亦可在勞工處網頁www.labour.gov.hk下載。  
Apart from this brochure, enrolment forms and "Occupational Safety and Health Statements" can also be obtained from all offices of the Occupational Safety and Health Branch, Labour Department or from the Occupational Safety and Health Council at 19/F., China United Centre, 28 Marble Road, North Point, Hong Kong. Enrolment forms can also be downloaded from the website of the Labour Department at www.labour.gov.hk

## 嘉許 Appreciation

- ◆ 如在凝聚計劃推行期內，即2020年11月1日至2021年1月31日，該食肆沒有發生嚴重或致命的工業意外/事故或接獲勞工處發出的「暫時停工通知書」，同時沒有因違反職業安全及健康條例/工廠及工業經營條例及其附屬規例而被勞工處檢控，該食肆將會獲頒發凝聚計劃的參與證書及精美禮品，以作鼓勵。  
To encourage the catering establishments participating in the Programme, certificates of appreciation and fabulous gifts will be presented if no serious or fatal industrial accident/incident has happened and no Suspension Notice has been served by the Labour Department on the catering establishments within the programme period, i.e. from 1 November 2020 to 31 January 2021. Also, the catering establishments are not prosecuted by the Labour Department under the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance or their subsidiary legislations during the programme period.
- ◆ 獲得嘉許的食肆將於2021年2月接獲個別通知，結果亦會於勞工處網頁公布。  
The catering establishments to be presented with certificates of appreciation and fabulous gifts will be notified individually by February 2021. The results will also be announced in the website of the Labour Department.



## 一般條款 General Conditions

- ◆ 籌辦機構保留更改參與凝聚計劃規則、嘉許及所有其他安排的權利，無須事先通知。  
The organising parties reserve the right to make any changes to the rules of participating in the Programme, appreciation and all other arrangements of the Programme without prior notice.
- ◆ 報名表內如有失實資料，一經發現，食肆的參與資格將會自動取消。  
If the application contains false information, the participation of the catering establishment will automatically be disqualified.
- ◆ 籌辦機構對凝聚計劃的各項事宜保留最終決定權。  
The organising parties reserve the rights to make final decision on any matters about the Programme.

## 查詢電話 Phone Enquiry

2852 3567 / 2852 3565

## 傳真號碼 Fax number

2541 9952



## 參加表格 Enrolment Form

郵寄地址： 香港中環統一碼頭道38號海港政府大樓13樓  
Mailing address 勞工處 - 職業安全及健康部安全推廣科  
Safety Promotion Division,  
Occupational Safety and Health Branch - Labour Department,  
13/F., Harbour Building,  
38 Pier Road, Central, Hong Kong

傳真Fax： 2541 9952

電郵Email address： ss-spd@labour.gov.hk

請連同已簽署的「職業安全及健康聲明」之照片一併遞交  
Please submit the enrolment form together with the photo which shows the display of the  
“ Occupational Safety and Health Statement ”

### 參與食肆資料 Particulars of Entry

( 參與食肆必須以個別食肆名義報名參加 Each catering establishment should apply individually to participate )

( 必須填寫表格上的所有資料 Please fill in all information on the enrolment form )

食肆名稱 ( 正楷 ) <sup>(1)</sup>: \_\_\_\_\_ (中文)

Name of Entry (in block letters) <sup>(1)</sup>: \_\_\_\_\_ (英文)

食肆地址 <sup>(1)</sup>: \_\_\_\_\_ (中文)

Address of Entry <sup>(1)</sup>: \_\_\_\_\_ (英文)

聯絡人姓名： \_\_\_\_\_ (中文)

Name of Contact Person : \_\_\_\_\_ (英文)

職位： \_\_\_\_\_ 聯絡電話： \_\_\_\_\_  
Post Contact Tel.

傳真號碼： \_\_\_\_\_ 電郵地址： \_\_\_\_\_  
Fax Number E-mail address

食物環境 生署發出的有效牌照號碼<sup>(2)</sup>： \_\_\_\_\_  
Food and Environmental Hygiene Department Valid Licence Number <sup>(2)</sup>

類別： \_\_\_\_\_ 有效期至： \_\_\_\_\_  
Type Valid until

商業登記名稱<sup>(2)</sup>： \_\_\_\_\_  
Name of Corporation on Business Registration Certificate <sup>(2)</sup>

## 食肆的主要業務性質 (請選擇下列其中一項) <sup>(3)</sup> :

### Nature of business (Please choose one of the following) <sup>(3)</sup>

- 中式酒樓  
Chinese Restaurants
- 非中式餐館：主要從事供應非中式食品的餐館例如西式、馬來亞式、日式、韓式、泰式或越南菜式等  
Restaurants (Non-Chinese): restaurants mainly engaged in the provision of non-Chinese food, such as Western, Malaysian, Japanese, Korean, Thai, Vietnamese cuisines etc.
- 附設廚房的酒店  
Hotels with Kitchen
- 西式快餐店  
Fast Food Shops serving Western Food
- 中式及一般快餐店  
Fast Food Shops serving Chinese and General Categories of Food
- 茶餐廳  
Cafes
- 小型食肆及食堂：包括甜品店、提供食物的卡拉OK等  
Light Refreshments Eating Places and Canteens: including desserts houses, karaoke establishments serving food, etc.

僱用的員工人數： \_\_\_\_\_  
Number of employees

公司負責人姓名： \_\_\_\_\_  
Name of Person-in-charge (Company)

職位： \_\_\_\_\_  
Post

公司聯絡電話： \_\_\_\_\_  
Contact Tel. (Company)

公司傳真號碼： \_\_\_\_\_  
Fax Number (Company)

公司印章： \_\_\_\_\_  
Company chop

簽署： \_\_\_\_\_  
Signature

日期： \_\_\_\_\_  
Date

註：

- (1) 如有需要，籌辦機構會公佈其名稱及地址，故請清楚及正確填寫有關資料。  
Please fill in the information clearly and correctly. The organiser may print the names and the addresses of the catering establishment in the appreciation list if necessary.
- (2) 請連同參加表格附上參加食肆的商業登記副本及食物環境衛生署所發出的有效食肆牌照副本，作核實之用。  
Please enclose a duplicate of business registration certificate and valid licence issued by the Food and Environmental Hygiene Department with the enrolment form for verification.
- (3) 填寫報名表時如遇有任何疑問，請與凝聚計劃秘書處聯絡（電話：2852 3565）。  
If you have any problems in filling the application form, please contact the Secretariat of the inspiration programme (Tel.: 2852 3565)
- (4) 報名表內的資料如有失實，一經發現，有關食肆的參與資格將會自動取消。  
If the application contains false information, the entry of the catering establishment will automatically be disqualified.

# Catering Industry 飲食業安全凝聚計劃 Safety Inspiration Programme



食肆同心共抗疫 勞資協力展職安

Join Hands to Fight the Epidemic Work together to Promote Catering Safety

2020/2021



## 職業安全及健康聲明 Occupational Safety and Health Statement

為達至確保工作安全和健康的目標，本食肆管理層及員工會繼續承擔工作安全和健康的責任，並攜手作出以下承諾以提升食肆的職安健表現：

To achieve the goal of safety and health at work, management and staff members of this catering establishment will continue to take responsibility for safety and health at work and join hands to make the following commitments to enhance the occupational safety and health performance of the catering establishment :

建立安全及健康的工作環境  
To establish a safe and healthy work environment

推動安全及健康文化  
To promote safety and health culture

實施安全措施防止意外發生  
To implement safety measures to prevent accidents



參與計劃的食肆名稱 Name of catering establishment to participate in the programme

東主 / 僱主代表 Proprietor / Representative of Employer

僱員代表 Employee Representative

日期 Date

日期 Date

主辦機構 Organisers :



合辦及贊助機構 Co-organiser & Sponsor :



職業性失聰補償管理局  
Occupational Deafness Compensation Board

合辦機構 Co-organisers :

