



勞工處
Labour Department

職業安全健康中心

Occupational Safety and Health Centre



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職業安全及健康課程

Occupational Safety and Health Courses

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僱主及僱員可參考下列資料，選擇參加與其行業相關的課程
Employers and employees can refer to the following information for choice of courses related to their industries

行業類別 Industrial Classification	行業例子 Examples of Industry	課程代碼 Course Code	頁數 Page
製造業 Manufacturing	製造食品、成衣、化學品、塑膠產品、電腦/電子產品、電器設備 Manufacturing of food products, wearing apparel, chemicals, plastic products, computer/electronic products, electrical equipment	CW	6
		RME	7
		MH	7
		AW	11
		ME	15
電力及燃氣供應 Electricity & gas supply	發電、輸電及配電 燃氣製造及配送 Electricity power generation, transmission & distribution; Manufacture & distribution of gas	MH	7
		HS	9
建造業 Construction	樓房的建造、土木工程、油漆 Construction of buildings, civil engineering, painting	CS	5
		CW	6
		RME	7
		MH	7
		HS	9
		AW	11
進出口貿易及批發 Import/export & wholesale trades	各類進出口貿易及批發 Various import/export & wholesale trades	MH	7
		OW	9
		DSE	10
		WS	10
		MDOW	12
零售業 Retail trades	超級市場、百貨公司、油站、各類零售店 Supermarkets, department stores, petrol filling stations, various retail shops	MH	7
運輸、倉庫、郵政及速遞服務 Transportation, storage, postal & courier services	陸路/水上運輸、貨倉服務、郵政/速遞活動 Land/water transport, warehousing, postal/courier activities	MH	7
		HS	9
		PD	13
住宿及膳食服務活動 Accommodation & food service activities	酒店、賓館、旅舍、酒樓餐館、快餐店 Hotels, guesthouses, boarding houses, restaurants, fast food cafes	CI	6
		MH	7
		HI	8
		HS	9
		DSE	10
		CLW	12
	CD	12	

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Employers and employees can refer to the following information for choice of courses related to their industries

行業類別 Industrial Classification	行業例子 Examples of Industry	課程代碼 Course Code	頁數 Page
資訊及通訊 Information & communications	書籍 / 雜誌 / 軟件出版、電視節目編製及廣播活動、 電訊活動 Books/Magazines/Softwares publishing, television programming & broadcasting activities, telecommunications activities	MH OW DSE WS LI MDOW	7 9 10 10 11 12
金融及保險 / 地產活動 Financial & insurance/Real estate activities	銀行、保險、地產管理服務 Banks, insurance, real estate management services	OW DSE WS LI MDOW	9 10 10 11 12
行政及支援服務活動 Administrative & support service activities	清潔、辦公室支援、電話服務中心 Cleaning, office support, call centres	CW MH SG DSE WS LI CLW CD	6 7 8 10 10 11 12 12
教育 Education	學前教育、專上課程院校 Pre-primary education, post-secondary colleges	OW DSE WS MDOW	9 10 10 12
人類保健及社會工作 Human health & social work activities	醫院、診所、護養院、青少年 / 兒童中心 Hospitals, clinics, nursing homes, youth/child centres	CW RME RCH	6 7 13
藝術、娛樂及康樂活動 Arts, entertainment & recreation	遊樂園及主題樂園、體育活動 Amusement parks & theme parks, sports activities	MH HS	7 9
其他個人服務活動 Other personal service activities	洗滌、美容、理髮服務 Laundry, beauty, hairdressing services	CW HS	6 9
適合各類行業的課程 Courses suitable for all industries		EX SPOD RSI SM HL FA	5 5 14 14 14 15

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
1.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a. m.)	EX	01	13/1
1.2 勤運動、工作醒 More Exercise, Smart Work			02	4/2
課程內容 Course Contents :			03	16/3
<p>1.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。</p> <p>The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>1.2 本講座說明運動能提升個人體適能，使員工增加應付工作和日常生活的能力，減低工作時受傷的機會。透過討論，使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。</p> <p>This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.</p>			04	15/5
2.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations	(半天 上午) (½ day a. m.)	SPOD	01	19/2
2.2 職業病預防策略 Strategies for the Prevention of Occupational Diseases			02	13/5
課程內容 Course Contents :				
<p>2.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。</p> <p>The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>2.2 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。</p> <p>The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.</p>				
3.1 沙井中毒的危害 Gas Poisoning in Manholes	(半天 上午) (½ day a. m.)	CS	01	4/6
3.2 密閉空間規例 Confined Spaces Regulations				
課程內容 Course Contents :				
<p>3.1 本講座簡介在沙井工作，怎樣預防氣體中毒意外。</p> <p>The talk gives a brief introduction to prevention of gassing accidents in manholes.</p> <p>3.2 根據這規例，從事密閉空間工作的核准工人須持有有效證明書，東主須委任合資格人士進行危險評估等。本課程簡介此規例之各項規定。</p> <p>The Regulation requires each worker working in confined spaces to hold a valid certificate; the proprietor to appoint a competent person to conduct an assessment, etc. This course outlines the requirements of the Regulation.</p>				

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Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
<p>4.1 飲食業安全的主要相關法例 Major Safety Regulations Related to Working in Catering Trade</p> <p>4.2 飲食業僱員的職業健康 Occupational Health in Catering Industry</p>	(半天 上午) (½ day a. m.)	CI	01	17/6
<p>課程內容 Course Contents :</p> <p>4.1 本課程簡介一系列與飲食業相關的主要安全法例。包括：1) 職業安全及健康條例及規例、 2) 工廠及工業經營條例及規例、 3) 機械的防護及操作規例、 4) 應呈報工場的防火設備規例、 5) 電力規例、及 6) 危險物質規例等。 The course outlines a series of major safety regulations related to catering industry which includes: 1) Occupational Safety and Health Ordinance and Regulations, 2) Factories and Industrial Undertakings Ordinance and Regulations, 3) Guarding & Operation of Machinery Regulations, 4) Fire Precautions in Notifiable Workplaces Regulations, 5) Electricity Regulations, and 6) Dangerous Substances Regulations, etc.</p> <p>4.2 簡介飲食業僱員的潛在健康危害因素及控制危害的措施。 To introduce the potential health hazards and control measures in the catering industry.</p>				
<p>5.1 危險物質規例 Dangerous Substances Regulations</p> <p>5.2 化學品與職業健康 Chemicals and Occupational Health</p>	(半天 上午) (½ day a. m.)	CW	01 02 03 04 05 06 07 08 09	7/1 21/1 17/2 4/3 18/3 20/4 5/5 20/5 8/6
<p>課程內容 Course Contents :</p> <p>5.1 在這規例下，東主有責任在每個盛載危險物質的容器加上限定格式的標籤。東主及僱員須採取合理安全措施以符合法例的要求。本課程簡介該規例中有關標籤的規格及標籤制度。 Under the Regulations, the proprietor has a duty to label every container holding dangerous substance in prescribed form. Both the proprietor and workers are required to take all reasonable safety measures to comply with the statutory requirements. This course outlines the prescribed form of labels and the labelling system under the Regulations.</p> <p>5.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.</p>				

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Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
6.1 安全管理規例 Safety Management Regulation	(半天 上午) (½ day a. m.)	RME	01	11/3
6.2 工業經營中從事危險職業員工的身體檢查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings			02	27/5
<p>課程內容 Course Contents :</p> <p>6.1 在這規例下，1) 建築地盤、 2) 船廠、 3) 工廠、 4) 電力生產、 變壓或輸送、 5) 煤氣或石油氣的生產或輸送、及 6) 貨櫃處理作業等行業的東主及承建商須發展、實施及維持一個安全管理制度。本課程簡介規例中的14項安全管理元素，及有關安全審核和安全查核的規定。</p> <p>The Regulation requires the proprietors and contractors of 1) Construction work, 2) Shipyard, 3) Factory, 4) Generation, transformation and transmission of electricity, 5) Generation and transmission of town gas, or liquefied petroleum gas, and 6) Container handling to develop, implement and maintain a safety management system. This course outlines the 14 safety management elements, and the requirements of safety audit and safety review.</p> <p>6.2 向僱主及僱員介紹健康監察的概念，並解釋在工業經營中從事危險職業員工的身體檢查目的及其重要性。</p> <p>Introduces the concept of medical surveillance to employers and employees. It also explains the objectives and importance of medical examinations for workers engaged in hazardous occupations in industrial undertakings.</p>				
7.1 體力處理操作的安全規例 Safety Regulations on Manual Handling Operations	(半天 上午) (½ day a. m.)	MH	01	8/1
7.2 體力處理操作及預防背部勞損 Manual Handling Operations and Prevention of Back Injuries			02	15/1
<p>課程內容 Course Contents :</p> <p>7.1 職業安全及健康規例第 VII 部訂明相關體力處理操作的規定，並包括體力處理操作風險評估，及各項預防性和保護性措施等。本課程簡介有關該規例的各項規定。</p> <p>Part VII of the Occupational Safety and Health Regulation prescribes the safety measures of manual handling operations which include risk assessment, and preventive and protective measures, etc. This course outlines the requirements of the Regulation.</p> <p>7.2 本講座簡單介紹背部結構和功能，並討論腰背受傷的主要成因，預防措施和正確的人力提舉方法。</p> <p>This talk gives a brief description on the structure and functions of the back. It also discusses the main causes and preventive measures of back injuries. Proper manual lifting procedure is introduced.</p>			03	22/1
			04	5/2
			05	10/2
			06	26/2
			07	6/3
			08	10/3
			09	23/3
			10	1/4
			11	7/4
			12	17/4
			13	27/4
			14	6/5
			15	12/5
			16	18/5
			17	1/6
			18	10/6
			19	19/6
			20	23/6

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Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
<p>8.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulations</p> <p>8.2 物業保安員的職業健康 Occupational Health for Security Guards</p>	(半天 上午) (½ day a. m.)	SG	01	8/4
<p>課程內容 Course Contents :</p> <p>8.1 本講座簡單介紹「職業安全及健康條例」下僱主和僱員的一般責任。同時亦會介紹「職業安全及健康規例」。內容包括意外預防、防火措施、工作地點環境、工作地點衛生、急救設施及體力處理操作。 The talk introduces general duties of employers and employees under the Ordinance. The talk also introduces the requirements of the Occupational Safety and Health Regulation. Contents include accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>8.2 下肢和腰背勞損是物業保安員常見的職業健康危害。本講座介紹上述危害的成因和預防措施，同時簡介健康生活小錦囊以配合工作需求，並示範和練習工作間運動。 Lower limbs and back disorders are the common occupational health hazards among security guards. The talk introduces the causes and preventive measures of these hazards. Tips on healthy living to meet the job demand would also be introduced. Demonstration and practice of workplace exercise are included.</p>				
<p>9.1 酒店業安全的主要相關法例 Regulations Related to Safety in Hotel Industry</p> <p>9.2 酒店業僱員：化學品與職業健康 Chemicals and Occupational Health in Hotel Industry</p>	(半天 上午) (½ day a. m.)	HI	01	22/4
<p>課程內容 Course Contents :</p> <p>9.1 本課程簡介一系列與酒店業相關的主要安全法例。包括：1) 職業安全及健康條例及規例，包含與體力處理操作之有關規例、2) 工廠及工業經營條例及規例、3) 機械的防護及操作規例、4) 應呈報工場的防火設備規例、及5)危險物質規例等。 The course outlines a series of major safety regulations related to hotel industry which includes: 1) Occupational Safety and Health Ordinance and Regulations, including those connected with manual handling operations regulations, 2) Factories and Industrial Undertakings Ordinance and Regulations, 3) Guarding & Operation of Machinery Regulations, 4) Fire Precautions in Notifiable Workplaces Regulations, and 5) Dangerous Substances Regulations, etc.</p> <p>9.2 本講座是為酒店業僱員而設。內容包括化學品進入人體的途徑、對健康的影響和預防及控制化學品危害的方法。 This talk is designed for the employees working in hotel industry. The content includes how chemicals enter the human body, the health impact of chemicals, as well as the prevention and control of chemical hazards.</p>				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
<p>10.1 惡劣天氣下及酷熱環境下工作的安全規例 Safety Regulations on Working in Times of Inclement Weather and Hot Environment</p> <p>10.2 酷熱環境工作對健康的危害 Health Hazards of Hot Environment at Work</p>	(半天 上午) (½ day a. m.)	HS	01 02 03	15/4 25/5 12/6
<p>課程內容 Course Contents :</p> <p>10.1 本課程簡介相關酷熱環境及惡劣天氣下工作的安全及健康條例。 The course outlines the safety and health regulations related to working in hot environment and inclement weather.</p> <p>10.2 介紹酷熱環境下工作的潛在危害及其預防措施。 Introduces the potential health hazards of working in hot environments and the preventive measures.</p>				
<p>11.1 防止辦公室工作意外的主要相關安全法例 Major Safety Regulations Related to Accident Prevention in Office Work</p> <p>11.2 辦公室僱員的職業健康 Occupational Health for Office Workers</p>	(半天 上午) (½ day a. m.)	OW	01 02	10/1 25/3
<p>課程內容 Course Contents :</p> <p>11.1 本課程簡介一系列相關辦公室工作的安全及健康法例，及其安全預防措施。包括：1) 職業安全及健康條例、2) 體力處理操作、3) 辦公室設備的安全使用、4) 辦公室的電力安全、5) 辦公室的防火安全、及 6) 辦公室的工作環境等。 The course outlines a series of safety and health regulations, and safety precautions related to office workers which include: 1) Occupational Safety and Health Ordinance, 2) Manual handling operations, 3) Safe use of office equipment, 4) Electrical safety in office, 5) Fire precautions in office, and 6) Office working environment, etc.</p> <p>11.2 本講座是為辦公室員工而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 This talk is designed for office workers to enhance their awareness on occupational health. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.</p>				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
12.1 「顯示屏幕設備規例」簡介 A Brief Introduction to the Regulation on Display Screen Equipment 12.2 使用電腦的職業健康錦囊 Health Hints on the Use of Computer	(半天 上午) (½ day a. m.)	DSE	01 02 03 04	14/1 12/2 29/4 15/6
課程內容 Course Contents : 12.1 本講座簡介「顯示屏幕設備規例」的各項規定。 The talk gives a brief introduction to the Regulation on Display Screen Equipment. 12.2 本講座是為需要長時間使用電腦的員工而設。內容包括簡介職業安全及健康(顯示屏幕設備)規例，探討長時間使用電腦對健康的影響及其預防措施，藉此提高員工對職業健康的關注。講座包括示範工作間運動。 This talk is designed for prolonged computer users to enhance their awareness on occupational health. The contents include a brief introduction on the Display Screen Equipment Regulation, elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.				
13.1 辦公室工作間設置 Office Workstation Setup 13.2 勤運動、工作醒 More Exercise, Smart Work	(半天 上午) (½ day a. m.)	WS	01	2/3
課程內容 Course Contents : 13.1 辦公室員工每天長時間在工作間進行各種工作如閱讀、書寫和操作電腦，不良的工作間設置和不正確的工作姿勢容易引致多種不適，包括頭痛、腰背痛或其他肌骨骼問題，本講座介紹辦公室傢具和電腦設備的正確調校和使用，以配合不同工作的需要，並促進工作健康。 Office workers spend most of their time on their workstations for various activities such as reading, writing and computer operations. Improper workstation setup and poor working postures can lead to various discomforts, including headache, low back pain or other musculoskeletal symptoms. The talk introduces the principles of setting up office furniture and computer equipment properly according to the needs of different tasks, and promotes health at work. 13.2 本講座說明運動能提升個人體適能，使員工增加應付工作和日常生活的能力，減低工作時受傷的機會。透過討論，使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。 This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.				

安全法例與職業健康課程

Safety Legislation and Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
<p>14.1 工作間的空氣監測 Air Monitoring in the Workplaces</p> <p>14.2 化學品與職業健康 Chemicals and Occupational Health</p>	(半天 上午) (½ day a. m.)	AW	01	29/5
<p>課程內容 Course Contents :</p> <p>14.1 本講座介紹在工作地點監測空氣雜質的原理及不同的方法，並說明怎樣使用如測試管及徽章型檢測器等簡單的氣體監測設備，使學員認識如何評估工作間的空氣危害。 The talk introduces the basic principles and different methods of monitoring air impurities in the workplaces. Illustration on the use of simple monitoring equipment such as gas detecting tubes and badges will enable participants to know how to conduct risk assessment of airborne hazards in the workplaces.</p> <p>14.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.</p>				
<p>15.1 工作間的照明評估 Lighting Assessment in the Workplaces</p> <p>15.2 職業病預防策略 Strategies for the Prevention of Occupational Diseases</p>	(半天 上午) (½ day a. m.)	LI	01	25/2
<p>課程內容 Course Contents :</p> <p>15.1 良好的照明對保障僱員在工作時的健康十分重要，它可以讓僱員舒適及有效率地從事工作。本講座旨在讓參加者認識工作間照明評估及使用測光錶量度照明水平的的基本概念。講座亦會介紹各種工作所需的照明水平。 Good lighting plays an important role in safeguarding health at work by enabling employees to perform visual tasks comfortably and efficiently. This talk aims at helping the participants understand the basic concepts of lighting assessment in the workplaces and the measurement of lighting levels with a luxmeter. It also introduces the illumination requirements for various tasks.</p> <p>15.2 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces.</p>				

職業健康課程

Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
16.1 辦公室僱員：預防筋肌勞損 Prevention of Musculoskeletal Disorders for Office Workers	(半天 上午) (½ day a. m.)	MDOW	01	3/2
16.2 勤運動、工作醒 More Exercise, Smart Work			02	17/3
課程內容 Course Contents :			03	24/4
16.1 本講座目的是提醒辦公室僱員因長時間從事重複性的工序或持久不正確的坐姿，會容易引致腰背及上肢筋肌勞損。內容包括分析筋肌勞損的成因及預防措施。講座包括示範工作間運動。 This talk aims to enhance the office workers' awareness of the prevention of musculoskeletal disorders of back and upper limbs arising from prolonged repetitive movements or improper sitting postures. The contents include analyzing the causes and preventive measures of musculoskeletal disorders. Demonstration of workplace exercise is included.			04	8/5
16.2 本講座說明運動能提升個人體適能，使員工增加應付工作和日常生活的能力，減低工作時受傷的機會。透過討論，使僱主和僱員明白如何將運動融入工作間和日常生活中。講座包括示範和實習工作間運動及帶氧運動。 This talk explains how exercise enhances one's physical fitness and empowers them to cope with their daily work and prevent work related injuries. Through discussion, employers and employees will understand more on integration of exercise into their workplaces and daily life. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk.			05	2/6
17.1 清潔工人的職業健康 Occupational Health for Cleansing Workers	(半天 上午) (½ day a. m.)	CLW	01	6/4
17.2 化學品與職業健康 Chemicals and Occupational Health				
課程內容 Course Contents :				
17.1 本講座是為清潔工人而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 This talk is designed for cleansing workers. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.				
17.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				
18.1 清潔工人的職業健康 Occupational Health for Cleansing Workers	(半天 上午) (½ day a. m.)	CD	01	17/1
18.2 職業接觸性皮炎 Occupational Contact Dermatitis				
課程內容 Course Contents :				
18.1 本講座是為清潔工人而設。內容包括探討危害員工職業健康的因素及預防措施，以提高員工對其職業健康的認識，並示範工作間運動。 This talk is designed for cleansing workers. The contents include elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercise is included.				
18.2 職業接觸性皮炎是一種令人煩擾的疾病。本講座介紹皮膚的構造和功用，並討論職業接觸性皮炎的主要成因和預防措施。 Occupational contact dermatitis is an annoying disease. This talk introduces the structure and functions of skin. The main causes and preventive measures of occupational contact dermatitis are also discussed in the talk.				

職業健康課程

Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
19.1 院舍員工：體力處理操作及預防背部勞損 Manual Handling Operations and Prevention of Back Injuries for Workers of Residential Care Home 19.2 化學品與職業健康 Chemicals and Occupational Health	(半天 上午) (½ day a. m.)	RCH	01 02	24/3 22/6
課程內容 Course Contents : 19.1 本講座是為院舍員工而設。內容包括簡介背部組織及功用，腰背勞損的成因和預防措施，亦會討論正確的體力處理操作和示範工作間運動。 This talk is designed for workers of Residential Care Home. The contents include a brief explanation on the structure and functions of the back, causes and preventive measures of back injuries. Discussion on proper manual handling operations and demonstration of workplace exercise are also included. 19.2 本講座介紹化學品進入人體的途徑和對健康的影響，並討論各種控制化學品的的方法。 The talk introduces how chemicals enter into human body, their health effects and the control measures.				
20.1 職業司機的職業健康 Occupational Health for Professional Drivers 20.2 工作與常見的腸胃病 Work and Common Gastrointestinal Diseases	(半天 上午) (½ day a. m.)	PD	01	7/2
課程內容 Course Contents : 20.1 職業司機需長時間駕駛，因而衍生一些職業健康的問題。本講座主要介紹職業司機較常見的健康問題，並提供一些實用的預防方法。 Professional drivers experienced long working hours which may induce some occupational health problems. This talk introduces some occupational health problems commonly encountered by professional drivers. Practical tips on prevention will also be provided. 20.2 緊張的生活節奏和忙碌的工作，容易令上班一族患上腸胃病，這不但對社交和日常生活帶來不便，還可能影響他們的工作表現。本講座簡介常見的腸胃病，其成因、徵狀和治療方法；同時重點講解常見腸胃病與工作相互的影響及預防方法，以促進員工的職業健康。 Hectic life and busy work predispose workers to gastrointestinal diseases. These may not only make both social and daily life inconvenient, but also affect their performance at work. This talk introduces briefly some common gastrointestinal diseases, their causes, symptoms and treatments. In addition, it focuses on the mutual influence of work and common gastrointestinal diseases, and preventive measures to promote employees' occupational health.				

職業健康課程

Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
21.1 預防上肢勞損 Prevention of Upper Limb Disorders	(半天 上午) (½ day a. m.)	RSI	01	3/1
21.2 預防下肢勞損 Prevention of Lower Limb Disorders			02	24/1
課程內容 Course Contents :			03	21/2
21.1 本講座目的是提高僱員對上肢勞損的認識。內容包括簡介上肢的結構和功能；解釋勞損的主要成因和探討各種預防措施，並示範工作間運動。 This talk aims at enhancing the awareness of the employees on upper limb disorders. There is a brief description on the structure and functions of the upper limbs and discussion on the main causes of upper limb disorders and its preventive measures. Demonstration of workplace exercise is included.			04	9/3
21.2 很多行業的僱員因為工作關係，需要長時間站立、步行或經常攜帶重物，容易構成下肢勞損。本講座介紹常見的下肢毛病，包括足底筋膜炎、下肢靜脈曲張和膝骨關節炎的徵狀、治療及預防下肢勞損方法。講座包括示範工作間運動。 Employees in many industries are required prolong standing, walking or even carrying heavy loads at work. This talk introduces symptoms of common lower limb disorders such as plantar fasciitis, varicose vein and osteoarthritis of knee, their treatment and preventive measures. Demonstration of workplace exercise is included.			05	27/3
			06	14/4
			07	4/5
			08	16/6
22 工作壓力工作坊 Occupational Stress Workshop	(半天 上午) (½ day a. m.)	SM	01	20/1
課程內容 Course Contents :			02	18/2
僱員在工作上難免遇上不同程度的工作壓力。本工作坊介紹工作壓力的徵狀及不適當的壓力如何影響僱員的健康，並以分組活動形式說明處理壓力的方法。 Employees may come across different levels of occupational stress. This workshop introduces the signs and symptoms of occupational stress, how occupational stress may affect employees' health. Group activities are used to explain the stress coping strategies.			03	13/3
			04	21/4
			05	22/5
			06	5/6
23.1 工作與健康生活方式 Work and Healthy Lifestyle	(半天 上午) (½ day a. m.)	HL	01	14/2
23.2 工作與糖尿病及高血壓 Work and Diabetes Mellitus and Hypertension			02	19/5
課程內容 Course Contents :				
23.1 本講座討論如何實踐健康生活方式，例如均衡飲食、恆常運動、充足休息和壓力處理，使員工更加健康，迎接每天的工作和挑戰。講座包括示範工作間運動。 This talk discusses how to adopt a healthy lifestyle, such as balanced diet, regular exercise, adequate rest and stress management, that enhances employees' good health to face their daily work and challenges. Demonstration of workplace exercise is included.				
23.2 糖尿病及高血壓是上班一族常見的慢性疾病。本講座簡介這些疾病的徵狀及併發症，並重點講解在酷熱環境、涉及大量體力勞動或不定時工作時應注意的事項，以提高糖尿病或高血壓患者的職業健康意識。 Diabetes mellitus and hypertension are common chronic diseases among the working population. This talk briefly introduces the signs and symptoms and complications of these diseases with emphasis on the health tips for working in hot environment, irregular work schedule, or performing heavy manual work in order to promote the occupational health awareness of workers with diabetes mellitus or hypertension.				

職業健康課程

Occupational Health Courses

課程名稱 Course Title		課程代碼 Course Code	課程編碼 Course No.	上課日期 Date
24 工作間的急救常識(包括示範和實習繃帶包紮) First Aid in the Workplaces (Including demonstration and practice of bandaging)	(半天 上午) (½ day a. m.)	FA	01 02 03 04 05 06 07 08 09 10 11	6/1 31/1 11/2 24/2 3/3 3/4 28/4 11/5 26/5 9/6 29/6
課程內容 Course Contents : 本講座介紹基本的急救護理常識，並透過個案討論如何處理工作間常見的意外。講座包括示範和實習繃帶包紮。 This talk introduces basic knowledge on first aid, using case scenarios to discuss first aid management of common accidents at workplaces. Demonstration and practice of bandaging are included in the talk.				
25.1 職業病預防策略 Strategies for the Prevention of Occupational Diseases 25.2 工業經營中從事危險職業員工的身體檢查 Medical Examinations for Workers Engaged in Hazardous Occupations in Industrial Undertakings	(半天 上午) (½ day a. m.)	ME	01	20/3
課程內容 Course Contents : 25.1 本講座介紹一般工作上所遇到的健康危害因素和預防及控制措施的原則。 The talk introduces general concepts on the identification of occupational health hazards, principles of control and preventive measures in the workplaces. 25.2 向僱主及僱員介紹健康監察的概念，並解釋在工業經營中從事危險職業員工的身體檢查目的及其重要性。 Introduces the concept of medical surveillance to employers and employees. It also explains the objectives and importance of medical examinations for workers engaged in hazardous occupations in industrial undertakings.				

申請須知

1. 勞工處職業安全健康中心舉辦的各項有關安全法例及職業健康課程的主要目的，是使學員認識法例的規定和職業安全健康知識。**各項課程均毋須繳費。**
2. 報名必須填寫申請表格第 OSHC-A1 (以A4尺寸影印的表格也會獲接納)。並將表格傳真或郵寄至職業安全健康中心。在填寫表格OSHC-A1前，請先閱讀《勞工處職業安全及健康部收集個人資料之目的》。
3. 中心於開課日期前兩個月開始接受報名申請。例如2020年1月13日開辦的課程，則需於2019年11月13日或之後報名。
4. 開課日期前一週將截止接受申請。申請參加者姓名必須以香港身份證上的為準。
5. 申請表格一經接納，便不可作出任何修改；任何更換或另作安排的要求概不受理。
6. **授課地點及時間：**
本冊子內刊載的各項課程均在職業安全健康中心舉行。
地 址：觀塘協和街60號觀塘社區健康中心大樓地下
授課時間：上午9時15分至正午12時
7. 所有課程均以廣東話教授，間中會以英語作為補充。
8. 已接受報名的課程如有更改或取消，將會個別通知學員。
9. 只有出席整個課程，並在測驗（如有）中取得合格的學員，方可獲得出席證書。學員如遲到超過30分鐘、缺課或只出席部份課程，均不會獲發出出席證書。要求證明出席部份課程，概不受理。
10. 如天文台在早上七時仍然懸掛八號或以上颱風信號或黑色暴雨警告，所有課程均會取消；本處會為參加者另行安排時間上課。
11. 查詢及服務時間
查詢電話：2361 8240
服務時間： 星期一至五：上午九時至下午五時
 星期六：上午九時至下午一時
12. 有關其他職安健的訓練課程，可向職業安全健康局：香港北角馬寶道28號華匯中心19樓（電話：2739 9377）；或建造業議會：香港香港仔漁光道95號（電話：2100 9200）查詢。

Notes for Application

1. The primary objective of the legislation-related safety and occupational health courses offered by the Occupational Safety and Health Centre of the Labour Department is to enable course participants to know the legal requirements and enhance their occupational safety and health knowledge. **Courses offered are free of charge.**
2. To enroll for the course, the Form OSHC-A1 must be completed (Photocopies of the form in A4 size are also accepted) and faxed or mailed to the Occupational Safety and Health Centre. Please read the "STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT" before completing the Form OSHC-A1.
3. The Centre starts processing enrolment application **2 months** prior to the course date. For example, the enrollment date for course on 13 January 2020 will be on or after 13 November 2019.
4. Application closes **ONE WEEK** before the date of the course. The name of participant is required to be the same as that appears in the Hong Kong Identity Card.
5. No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
6. **Course Venue and Time:**
The training courses stated in this booklet are arranged at the Occupational Safety and Health Centre.
Address: G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon
Course Time : 9:15 a.m. to 12:00 noon
7. The medium of instruction for all courses is Cantonese. English may sometimes be used as supplement.
8. Applicants will be informed individually of any changes in the time schedule or cancellation of the enrolled courses.
9. Only those participants who have a full attendance and have passed the test (if any) will be issued with attendance certificates. **Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate.** Request for proof of partial attendance will not be entertained.
10. If Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., courses will be cancelled. The affected participants will be arranged to attend another class.
11. Enquiries and service hours
Enquiry Tel: 2361 8240
Service hours : Monday to Friday : 9 a.m. to 5 p.m.
 Saturday : 9 a.m. to 1 p.m.
12. For other occupational safety and health training courses, you can make enquiries from the Occupational Safety and Health Council at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong (Tel.:2739 9377) or the Construction Industry Council at 95 Yue Kwong Road, Aberdeen, Hong Kong (Tel.: 2100 9200).

**勞工處職業安全健康中心
職業安全及健康課程申請表**

電話：2361 8240 傳真號碼：2307 9867

填寫前請先參閱「申請須知」及「收集個人資料之目的」

參加者姓名：(中文) _____ 先生 女士
(英文) _____
(請用正楷填寫及必須與香港身份證相同)

職位(全寫)： _____

行業(請在有關行業✓)

- | | |
|--|--|
| <input type="checkbox"/> 製造業 | <input type="checkbox"/> 金融及保險/地產活動 |
| <input type="checkbox"/> 電力及燃氣供應 | <input type="checkbox"/> 行政及支援服務活動(如清潔、辦公室支援) |
| <input type="checkbox"/> 建造業 | <input type="checkbox"/> 教育 |
| <input type="checkbox"/> 進出口貿易及批發 | <input type="checkbox"/> 人類保健及社會工作(如護養院、青少年中心) |
| <input type="checkbox"/> 零售業 | <input type="checkbox"/> 藝術、娛樂及康樂活動 |
| <input type="checkbox"/> 運輸、倉庫、郵政及速遞服務 | <input type="checkbox"/> 其他個人服務活動(如洗滌、美容) |
| <input type="checkbox"/> 住宿及膳食服務活動(如酒店、餐館) | <input type="checkbox"/> 公營機構 |
| <input type="checkbox"/> 資訊及通訊 | <input type="checkbox"/> 政府/法定機構 |
| <input type="checkbox"/> 其他(請列明 _____) | |

申請課程：

	課程代碼	課程編號	上課日期
例如	EX	01	13.1.2020
課程選擇			

公司名稱：

傳真號碼：

--	--	--	--	--	--	--	--	--	--

公司地址：

聯絡人姓名：

電話號碼：

--	--	--	--	--	--	--	--	--	--

本人申請參加課程的目的(請將有關的空格✓)：

- 需要執行職業安全及健康訓練
 向同事簡介職業安全及健康法例和知識
 認識相關的職業安全及健康法例和知識

僱主或學員簽名： _____

姓名： _____

職位： _____

日期： _____

註(一) 每份申請表祇可供一位參加者作為申請一項課程之用，並請填寫每一項。

註(二) 申請表格一經接納，便不可作出任何修改；任何更換或另作安排的要求概不受理。

註(三) 只有出席整個課程，方可獲得出席證書。學員如遲到超過30分鐘、缺課或只出席部份課程，均不會獲發出
出席證書。要求證明出席部份課程，概不受理。

註(四) 如天文台在早上七時仍然懸掛八號或以上颱風信號或黑色暴雨警告，所有課程均會取消；本處會為參加者
另行安排時間上課。

《確認回條》 由本中心填寫

- 已預留名額，編號為 _____。請參加者攜同此**確認申請表及香港身份證**，到下述地點上課：

**觀塘協和街60號觀塘社區健康中心大樓地下
上午九時十五分至正午十二時**

- 對不起，申請未獲接納，原因如下：

- 你所揀選的日期，名額已滿；
 申請表格資料不足/錯誤(如圈中)；
 中心於開課日期前兩個月開始接受報名申請；
 其他：

Occupational Safety and Health Centre, Labour Department
Application for Occupational Safety and Health Course

Tel: 2361 8240 Fax: 2307 9867

*Please refer to the application notes and the statement of purpose for the collection of personal data before application.
 Please use **BLOCK LETTERS** to fill in this application.*

Name of Participant (Eng): _____ Mr. Ms.
 (In Block Letter and must be the same as in your HK Identity Card)

Name of Participant (Chi): _____

Post (In Full): _____

Industry (Please tick the appropriate box):

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Financial & insurance/Real estate activities |
| <input type="checkbox"/> Electricity & gas supply | <input type="checkbox"/> Administrative & support service activities (e.g. cleaning, office support) |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Education |
| <input type="checkbox"/> Import/export & wholesale trades | <input type="checkbox"/> Human health & social work activities (e.g. nursing homes, youth centres) |
| <input type="checkbox"/> Retail trades | <input type="checkbox"/> Arts, entertainment & recreation |
| <input type="checkbox"/> Transport, storage, postal & courier services | <input type="checkbox"/> Other personal service activities (e.g. laundry, beauty) |
| <input type="checkbox"/> Accommodation & food service activities (e.g. hotels, restaurants) | <input type="checkbox"/> Public utilities |
| <input type="checkbox"/> Information & communications | <input type="checkbox"/> Government/Statutory Body |
| <input type="checkbox"/> Others (Please state _____) | |

Course applied for:

	Course Code	Course No.	Course Date
Example	EX	01	13.1.2020
Course Choice			

Name of Company: _____

Fax: _____

Address of Company: _____

Contact Person: _____

Telephone: _____

My aim of applying the course (Please tick the appropriate box):

- to conduct occupational safety and health (OSH) training
 to brief colleagues on OSH legislation and occupational health issues
 to know the related legislations and enhance my knowledge on OSH

Employer or

Applicant Signature: _____

Name: _____

Post: _____

Date: _____

- Note (1) Please use ONE application form for ONE participant to apply for ONE course only and fill in all the items.
 (2) No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
 (3) Only those participants who have a full attendance will be issued with attendance certificates. **Participant who has been late for the class for over 30 minutes, absent from the class or present at only part of the course will not be issued with an attendance certificate. Request for proof of partial attendance will not be entertained.**
 (4) If Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date.

«Confirmation Slip» To be completed by the Centre

- A place has been reserved for you. Your registration number is _____. Please turn up at the following venue and time with this **Confirmation Slip and HK Identity Card** for identification purpose:
G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon.
9:15 a.m. – 12:00 noon

Sorry, your application is unsuccessful because:

- your course choice was FULL;
 your information is incomplete / incorrect (as circled above);
 enrolment application will only be proceeded 2 months prior to the course date;
 others:

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有關提高工作安全及健康培訓、教育及推廣的活動。

查閱個人資料

2. 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

3. 有關你個人資料的查詢，包括查閱及更正個人資料，可與本中心聯絡：
職業安全健康中心
觀塘協和街60號觀塘社區健康中心大樓地下
電話:2361 8240

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

Purpose of Collection

1. The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to the training, education and promotion to improve safety and health at work.

Access to Personal Data

2. 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

3. Enquiries concerning the personal data collected, including the making of access and correction, should be addressed to:
Occupational Safety and Health Centre
G/F, Kwun Tong Community Health Centre Building
60 Hip Wo Street, Kwun Tong, Kowloon
Tel. No.: 2361 8240

觀塘社區健康中心大樓位置圖

Location of Kwun Tong Community Health Centre Building

