



# 勞工處

## Labour Department

### 職業安全健康中心

### Occupational Safety and Health Centre

### 2016 年度上半年職業安全及健康課程

### Occupational Safety and Health Courses

### January - June 2016



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# 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 Regulation	(半天 上午) (½ day a.m.)	EX	01	27/1
1.2 勤運動、工作醒 More Exercise, Smart Work			02 03 04	15/2 23/3 27/4
<p>課程內容 Course Content :</p> <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。 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. Content includes 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的運動及帶氧運動。 This talk explains how exercise can enhance one's physical fitness and empower 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 exercises and aerobic exercise are included in the talk.</p>				
2.1 沙井中毒的危害 Gas Poisoning in Manholes	(半天 上午) (½ day a.m.)	CS	01	9/3
2.2 密閉空間規例 Confined Spaces Regulation				
<p>課程內容 Course Content :</p> <p>2.1 本講座簡介在沙井工作，怎樣預防氣體中毒意外。 The talk gives a brief introduction to prevention of gassing accidents in manholes.</p> <p>2.2 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等。本課程簡介此規例之各項規定。 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 and etc. This course outlines the requirements of the Regulation.</p>				
3.1 飲食業安全有關法例 Regulations Related to Safety in Catering Industry	(半天 上午) (½ day a.m.)	CI	01	24/2
3.2 飲食業僱員的職業健康 Occupational Health in Catering Industry			02 03	20/4 1/6
<p>課程內容 Course Content :</p> <p>3.1 本課程簡介一系列與飲食業有關的主要安全法例。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；6) 危險物質規例等等。 The course outlines a series of major safety regulations related to catering industry which includes: 1) Occupational Safety and Health Ordinance and Regulation; 2) Factories and Industrial Undertakings Ordinance and Regulation; 3) Guarding &amp; Operation of Machinery Regulation; 4) Fire Precautions in Notifiable Workplaces Regulation; 5) Electricity Regulation; 6) Dangerous Substances Regulation etc.</p> <p>3.2 本講座是為飲食業員工而設。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，並示範工作間的運動。 This talk is designed for employees working in catering industry to enhance their awareness on occupational health. The content includes elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises 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
4.1 危險物質規例 Dangerous Substances Regulations	(半天 上午) (½ day a.m.)	CW	01	20/1
4.2 化學品與職業健康 Chemical and Occupational Health			02	3/2
課程內容 Course Content : 4.1 在這規例下，東主有責任在每個盛載危險物質的容器上加上標籤。本課程簡介該規例中有關標籤的規格，及相關標籤制度。 The Regulations standardize risk symbols and labelling system of dangerous substances, and impose duties on proprietors and workers to take all reasonable safety measures. This course outlines the prescribed form of label, and the labelling system under the Regulations.  4.2 本講座說明化學品進入人體的途徑和對健康的影響，並討論預防化學品危害的措施。 This talk explains how chemicals can enter into human body and their health effect. The measures for preventing chemical hazards are also discussed.			03	1/3
			04	14/3
			05	14/4
			06	26/5
			07	15/6
5.1 安全管理規例 Safety Management Regulation	(半天 上午) (½ day a.m.)	OHC	01	12/1
5.2 職業病預防策略 Strategies for the Prevention of Occupational Diseases			02	2/3
課程內容 Course Content : 5.1 在這規例下 1) 建築地盤; 2) 工廠; 3) 船廠; 4) 電力生產、變壓或輸送; 5) 煤氣或石油氣的生產或輸送; 6) 貨櫃處理作業等行業的東主須發展及執行安全管理制度。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。 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; 6) Container handling to implement a safety management system. This course outlines the 14 safety management elements and the requirements of safety audit and safety review.  5.2 各行各業的工作危害都可能影響僱員的健康，情況嚴重時更可引致職業病。本講座介紹一些導致職業病的常見危害因素和一系列不同層次的控制措施，藉此提高僱員和僱主對職業病預防策略的認識。 Occupational hazards in various industries can affect employees' health and cause occupational disease. This talk introduces some common hazards causing occupational diseases and a hierarchy of control measures to enhance the awareness of employers and employees the strategies for the prevention of occupational disease.			03	21/6



# 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
6.1 體力處理操作的安全規例 Legal Requirements on Manual Handling Operations	(半天 上午) (½ day a.m.)	MH	01	7/1
6.2 體力處理操作及預防背部勞損 Manual Handling Operations and Prevention of Back Injuries			02	13/1
課程內容 Course Content :			03	25/1
6.1 職業安全及健康規例第 VII 部訂明有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等。本課程簡介有關該規例的各項規定。 Part VII of the Occupational Safety and Health Regulation prescribes the safety measures of manual andling operations which include risk assessment, and preventive and protective measures and etc. This course outlines the requirements of the Regulation.			04	4/2
6.2 本講座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的運動。 This talk explains briefly the structure and functions of the back, causes and preventive measures of back injuries. It also discusses the proper manual handling operations. Demonstration of workplace exercises is included.			05	23/2
			06	29/2
			07	10/3
			08	16/3
			09	24/3
			10	6/4
			11	18/4
			12	28/4
			13	6/5
			14	12/5
			15	30/5
			16	8/6
			17	17/6
			18	23/6
7.1 「顯示屏幕設備規例」簡介 A Brief Introduction to the Regulation on Display Screen Equipment	(半天 上午) (½ day a.m.)	DSE	01	6/1
7.2 使用電腦的職業健康錦囊 Health Hints on the Use of Display Screen Equipment			02	30/3
課程內容 Course Content :			03	29/6
7.1 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.				
7.2 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的運動。 This talk is designed for prolonged computer users to enhance their awareness on occupational health. The content includes a brief introduction on the Display Screen Equipment Regulation, elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises is included.				



# 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
8.1 辦公室工作間設置 Office Workstation Setup	(半天 上午) (½ day a.m.)	CH	01	17/2
8.2 勤運動、工作醒 More Exercise, Smart Work				
<p>課程內容 Course Content :</p> <p>8.1 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 headaches, low back pains or other musculoskeletal symptoms. The talk introduces the principles of setting up office furniture and computer properly according to the needs of different tasks, and promotes health at work.</p> <p>8.2 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的運動及帶氧運動。 This talk explains how exercise can enhance one's physical fitness and empower 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 exercises and aerobic exercise are included in the talk.</p>				
9.1 「工作噪音規例」簡介 A Brief Introduction to Noise at Work Regulation	(半天 上午) (½ day a.m.)	NH	01	13/4
9.2 工作噪音與預防聽覺受損 Noise Hazards and Prevention of Hearing Loss				
<p>課程內容 Course Content :</p> <p>9.1 本講座簡介「工作噪音規例」的各項規定。 The talk gives a brief introduction to the Noise at Work Regulation.</p> <p>9.2 本講座說明工作噪音對健康的影響，並介紹預防聽覺受損的措施。 This talk explains the health hazards caused by noise at work. Measures for prevention of hearing loss are also introduced.</p>				
10.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulation	(半天 上午) (½ day a.m.)	TE	01	2/6
10.2 教師的職業健康: 聲線保護的基本常識 Occupational Health for Teachers: Basic Knowledge for Care of Your Voice				
<p>課程內容 Course Content :</p> <p>10.1 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. Content includes accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>10.2 本講座介紹引起聲線毛病的常見成因，並討論在工作環境或日常生活中一些保護聲線的基本方法。 This talk introduces common causes of voice problem. Basic methods for care of voice in daily life and working environment are also discussed.</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
11.1 工作間的空氣監測 Air Monitoring in the Workplace	(半天 上午) (½ day a.m.)	AW	01	13/6
11.2 化學品與職業健康 Chemical and Occupational Health				
<p>課程內容 Course Content :</p> <p>11.1 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 of air impurities in the workplace. 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 workplace.</p> <p>11.2 本講座說明化學品進入人體的途徑和對健康的影響，並討論預防化學品危害的措施。 This talk explains how chemicals can enter into human body and their health effect. The measures for preventing chemical hazards are also discussed.</p>				
12.1 職業安全及健康條例與規例 Occupational Safety and Health Ordinance and Regulation	(半天 上午) (½ day a.m.)	HS	01	8/4
12.2 酷熱環境工作對健康的危害 Health Hazards of Hot Environment at Work			02 03 04	18/5 7/6 24/6
<p>課程內容 Course Content :</p> <p>12.1 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. Content includes accident prevention, fire precautions, workplace environments, hygiene at workplaces, first aid at workplaces and manual handling operations.</p> <p>12.2 本講座介紹在酷熱環境中工作對健康的影響、中暑的徵狀、急救及預防措施，藉此提高員工對預防中暑的關注。 This talk is designed for workers working in hot environment to enhance their awareness on heat stroke prevention. The content includes symptoms of heat stroke, first aid management and the preventive measures.</p>				
13.1 預防工作中的眼睛受傷 Prevention of Eye Injuries at Work	(半天 上午) (½ day a.m.)	LI	01	16/5
13.2 工作間的照明評估 Lighting Assessment in the Workplace				
<p>課程內容 Course Content :</p> <p>13.1 本講座是為在工業經營機構內工作的員工而設。內容簡介眼睛的構造和常見的眼睛意外，並討論在日常生活及工作中的護眼之道和預防眼睛受傷的方法。 This talk is designed for employees working in the industrial undertakings. It introduces briefly the eye structure and possible eye accidents at workplace. Care of eyes and prevention of eye injuries in our daily life and workplace are also discussed.</p> <p>13.2 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 workplace and the measurement of lighting levels with a luxmeter. It also introduces the illumination requirements for various tasks.</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
14.1 辦公室僱員：預防筋肌勞損 Prevention of Musculoskeletal Disorder for Office Workers	(半天 上午) (½ day a.m.)	OW	01	22/1
14.2 勤運動、工作醒 More Exercise, Smart Work			02	16/2
			03	26/4
			04	4/5
課程內容 Course Content : 14.1 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 content includes analyzing the causes and preventive measures of musculoskeletal disorders. Demonstration of workplace exercise is included.  14.2 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的運動及帶氧運動。 This talk explains how exercise can enhance one's physical fitness and empower 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 exercises and aerobic exercise are included in the talk.				
15 安老院舍工作者的職業健康 Occupational Health for Workers of Residential Care Home for the Elderly	(半天 上午) (½ day a.m.)	EW	01	22/2
			02	24/5
課程內容 Course Content : 本講座是為安老院舍工作者而設。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，並示範工作間的運動。 This talk is designed for workers of Residential Care Home for the Elderly to enhance their awareness on occupational health. The content includes elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises is included.				
16 工作壓力 Occupational Stress	(半天 上午) (½ day a.m.)	SM	01	8/1
			02	22/3
			03	12/4
			04	27/5
			05	27/6
課程內容 Course Content : 僱員在工作上難免遇上不同程度的工作壓力。本講座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，並以模擬個案形式探討處理壓力的方法。 Employees may come across different levels of occupational stress. This talk introduces the signs and symptoms of occupational stress, how occupational stress may affect employees' health. Case scenario is used to illustrate the stress coping strategies.				



# 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
17.1 工作與常見的腸胃病 Work and Common Gastrointestinal Diseases	(半天 上午) (½ day a.m.)	HW	01	19/2
17.2 工作與健康 Work and Healthy Lifestyle			02	17/5
<p>課程內容 Course Content :</p> <p>17.1 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。</p> <p>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 treatment. In addition, it focuses on the mutual influence of work and common gastrointestinal diseases, and preventive measures to promote employees' occupational health.</p> <p>17.2 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的運動。</p> <p>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 exercises is included.</p>				
18 工作間的急救常識(包括示範和實習繃帶包紮) First Aid Care in the Workplace (Including demonstration and practice of bandaging)	(半天 上午) (½ day a.m.)	FA	01	5/1
課程內容 Course Content :			02	15/1
<p>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。</p> <p>This talk introduces basic knowledge on first aid care, using case scenarios to discuss first aid management of common accidents at workplace. Demonstration and practice of bandaging are included in the talk.</p>			03	26/1
			04	2/2
			05	12/2
			06	26/2
			07	4/3
			08	11/3
			09	15/3
			10	29/3
			11	5/4
			12	15/4
			13	29/4
			14	3/5
			15	10/5
			16	25/5
			17	3/6
			18	14/6
			19	22/6
			20	28/6
19.1 焊接作業員工的職業健康 Occupational Health for Welders	(半天 上午) (½ day a.m.)	GP	01	3/3
19.2 勤運動、工作醒 More Exercise, Smart Work				
<p>課程內容 Course Content :</p> <p>19.1 本講座是為焊接作業員工而設，以提高員工對其職業健康的認識。內容包括探討危害員工職業健康的因素及預防措施，並示範工作間的運動。</p> <p>This talk is designed for welders to enhance their awareness on occupational health. The content includes elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises is included.</p> <p>19.2 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的運動及帶氧運動。</p> <p>This talk explains how exercise can enhance one's physical fitness and empower 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 exercises and aerobic exercise are included in the talk.</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
20.1 預防上肢勞損 Prevention of Upper Limb Disorders	RSI	01	19/1
20.2 預防下肢勞損 Prevention of Lower Limb Disorders		02	5/2
		03	8/3
		04	19/4
		05	20/5
		06	10/6
<p>課程內容 Course Content :</p> <p>20.1 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，並示範工作間的運動。 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 limbs disorders and its preventive measures. Demonstration of workplace exercises is included.</p> <p>20.2 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的運動。 Employees in many industries are required prolong standing, walking or even carry 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 exercises is included.</p>			
21.1 清潔工人的職業健康 Occupational Health for Cleansing Workers	SW	01	1/4
21.2 工作間的感染控制概念 Concept of Infection Control in the Workplace		02	13/5
<p>課程內容 Course Content :</p> <p>21.1 本講座是為從事室內清潔的工人而設。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。並示範工作間的運動。 This talk is designed for indoor cleansing workers to enhance their awareness on occupational health. The content includes elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises is included.</p> <p>21.2 有些員工在工作中會接觸到致病的微生物如細菌、病毒等。本講座解釋微生物進入人體的途徑及對健康的影響，並討論工作間的感染控制措施。 Some employees may contact micro-organisms such as bacteria and viruses that cause illnesses in their workplace. This talk explains how micro-organisms may enter into human body and affect one's health. The infection control preventive measures in the workplace are also discussed.</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
22.1 批發及零售業從業員的職業健康 Occupational Health in Wholesale and Retail Industry	(半天 上午) (½ day a.m.)	RT	01	11/5
22.2 預防下肢勞損 Prevention of Lower Limb Disorders				
<p>課程內容 Course Content :</p> <p>22.1 本講座是為批發及零售業從業員而設。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，並示範工作間的運動。 This talk is designed for workers working in wholesale and retail industry to enhance their awareness on occupational health. The content includes elaborating the occupational health hazards and their preventive measures. Demonstration of workplace exercises is included.</p> <p>22.2 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的運動。 Employees in many industries are required prolong standing, walking or even carry 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 exercises is included.</p>				
23.1 安老院舍工作者：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 for the Elderly	(半天 上午) (½ day a.m.)	BIO	01 02	18/3 31/5
23.2 安老院舍工作者：感染控制概念 Concept of Infection Control for Workers of Residential Care Home for the Elderly				
<p>課程內容 Course Content :</p> <p>23.1 本講座是為安老院舍工作者而設。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的運動。 This talk is designed for workers of Residential Care Home for the Elderly. The content includes 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 exercises are also included.</p> <p>23.2 本講座是為安老院舍工作者而設。安老院舍員工在工作中會接觸到致病的微生物如細菌、病毒等。本講座解釋微生物進入人體的途徑及對健康的影響，並討論在安老院舍的感染控制措施。 This talk is designed for workers of Residential Care Home for the Elderly. They may contact micro-organisms such as bacteria and virus that cause illness in their workplace. This talk explains how micro-organisms can enter into human body and damage one's health. The infection control preventive measures in the Residential Care Home for the Elderly are also discussed.</p>				
24.1 職業司機的職業健康 Occupational Health for Professional Drivers	(半天 上午) (½ day a.m.)	PD	01 02	29/1 22/4
24.2 工作與常見影響工作人口的疾病 (糖尿病及高血壓) Work and General Diseases (Diabetes Mellitus and Hypertension)				
<p>課程內容 Course Content :</p> <p>24.1 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.</p> <p>24.2 糖尿病及高血壓是常見的慢性疾病，上班一族往往會因工作而忽略了適當的治療或在工作時未能作出相應的調節；這不但會影響工作，還會危及自己和他人的安全。本講座簡介這些疾病的徵狀及治療方法，並重點講解在酷熱環境中工作、大量體力勞動和不定時工作時應注意的事項，以促進糖尿病或高血壓患者的職業健康。 Diabetes mellitus and hypertension are common chronic diseases. The working population sometime cannot follow the treatment advice or make precautionary measures at work; these may not only affect their work, but also endanger their own and others' safety. This talk introduces briefly the signs and symptoms and complications of these diseases with emphasis on the health hints of working in hot environment, working with high physical demands and irregular work schedule to enhance the awareness on occupational health of those diabetic and hypertensive workers.</p>				

## 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。各項課程均無須繳費。
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. 中心於開課日期前三個月開始接受報名申請。例如2016年4月8日開辦的課程，則需於2016年1月8日或之後，方可接受報名。
4. 開課日期前一週將截止接受申請。申請參加者姓名必需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. 授課地點及授課時間：  
本冊子內刊載的各項課程編排在職業安全健康中心內舉行，在申請課程時，敬希留意有關課程之授課地點及時間。  
職業安全健康中心  
地 址：觀塘協和街60號觀塘社區健康中心大樓地下  
電 話：2361 8240  
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（如有測驗）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訊號或黑色暴雨警報，所有半日制上午課程均會完全取消；本處會為參加者另行安排時間上課。
11. 課程查詢  
(甲) 查詢電話：2361 8240  
傳真：2307 9867  
(乙) 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. 有關多種安全意識訓練課程，請向職業安全健康局查詢，地址是香港北角馬寶道 28 號華匯中心 19 樓（電話：2739 9377）；或向建造業議會查詢，地址是香港香港仔漁光道 95 號（電話：2100 9200）。

## 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 3 months prior to the course date. For example, for course on 8 April 2016, the starting enrolment date is on or after 8 January 2016.
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 Lecturing Time:**  
**The training courses stated in this booklet are arranged at “Occupational Safety and Health Centre”. Please take note of the venue and time of the respective course during application.**  
Occupational Safety and Health Centre  
Address: G/F, Kwun Tong Community Health Centre Building 60 Hip Wo Street, Kwun Tong, Kowloon  
Tel.: 2361 8240  
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 there is a test) 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., all half-day morning courses will be cancelled. The affected participants will be arranged to attend another class.
11. Enquiries and office hours  
(a) Enquiry Tel: 2361 8240  
Fax: 2307 9867  
(b) Office hours  
Monday to Friday : 9 a.m. to 5 p.m.  
Saturday : 9 a.m. to 1 p.m.
12. For various types of safety awareness training courses, please approach the Occupational Safety and Health Council located at 19/F, China United Centre, 28, Marble Road, North Point, Hong Kong (Tel.:2739 9377) or the Construction Industry Council located 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) \_\_\_\_\_  
(請用正楷填寫及請先寫姓)

職位(全寫)： \_\_\_\_\_

行業(請在有關行業✓)：

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> 批發、零售、進出口貿易、飲食及酒店業 | <input type="checkbox"/> 製造業     |
| <input type="checkbox"/> 金融、保險、地產及商用服務業     | <input type="checkbox"/> 建造業     |
| <input type="checkbox"/> 運輸、倉庫及通訊業          | <input type="checkbox"/> 公營機構    |
| <input type="checkbox"/> 教育、醫療、康樂及個人服務業     | <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	EX	01	27.1.2016
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： \_\_\_\_\_

本人的正常職責包括(請將有關的空格✓)：

- |  |                 |
|--|-----------------|
| <input type="checkbox"/> 執行職業安全及健康訓練         | 授權人或學員簽字： _____ |
| <input type="checkbox"/> 向其他職員簡介職業安全及健康法例和知識 | 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) 只有出席整個課程，方可獲得出席證明書。(學員如遲到超過30分鐘、缺課或只出席部份課程，均不會獲發出席證明書。要求證明出席部份課程，概不受理。)  
 註(三) 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(四) 勞工處可更改各項課程的時間編排或刪減有關編排，事前無須作出通知。  
 註(五) 如天文台在早上七時仍然懸掛八號或以上颱風訊號或黑色暴雨警報，所有半日制上午課程均會取消；本處會為參加者另行安排時間上課。

**本部份由勞工處職業安全健康中心填寫**

- 已預留課程選擇，請參加者攜同此函前來下述地點上課：  
觀塘協和街60號觀塘社區健康中心大樓地下〔電話：2361 8240〕  
上午九時十五分至正午十二時
- 申請資料不足/錯誤(如圈中)，申請表未能處理，請再遞交申請表格。  
 中心於開課日期前三個月開始接受申請。  
 對不起，你所選日期的學位已經滿額。

**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 Surname First)

Name of Participant (Chi): \_\_\_\_\_

Post (In Full): \_\_\_\_\_

Industry (Please tick the appropriate box):

- |   |   |
|---|---|
| <input type="checkbox"/> Wholesale, retail trades and import/export, restaurants and hotels | <input type="checkbox"/> Manufacturing              |
| <input type="checkbox"/> Financing, insurance, real estate and business services            | <input type="checkbox"/> Construction               |
| <input type="checkbox"/> Transport, storage and communications                              | <input type="checkbox"/> Public utilities           |
| <input type="checkbox"/> Education, medical, recreational and personal services             | <input type="checkbox"/> Government /Statutory Body |
| <input type="checkbox"/> Others (Please state _____)  |   |

**Course applied for:**

	Course Code	Course No.	Course Date
<b>Example</b>	<b>EX</b>	<b>01</b>	<b>27.1.2016</b>
<b>Course Choice</b>			

Name of Company:

Fax:

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Address of Company:

Contact Person:

Telephone:

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My normal duties include (Please tick the appropriate box):

- conduct occupational safety and health (OSH) training
- brief other staff on OSH legislation and occupational health issues

Authorized person 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) 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.
- (3) No change will be allowed once the application is accepted. No replacement or re-arrangement will be accepted.
- (4) The time schedule of the courses may be subject to change or cancellation without prior notice.
- (5) If Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is still hoisted at 7:00 a.m., all half-day morning courses will be cancelled. Alternative arrangements will be made for the participants to attend the same course at a later date.

**This part is to be completed by the Occupational Safety and Health Centre**

A place has been reserved for the participant. Please turn up at the following venue and time with this form for identification purpose :

G/F, Kwun Tong Community Health Centre Building, 60 Hip Wo Street, Kwun Tong, Kowloon. ( Tel: 2361 8240 )  
9:15 a.m. – 12:00 noon

Incomplete / incorrect information (as circled above), please resubmit the application.

Centre starts processing enrolment application 3 months prior to the course date.

Sorry, the course choice you picked is FULL.

# 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 BY 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**