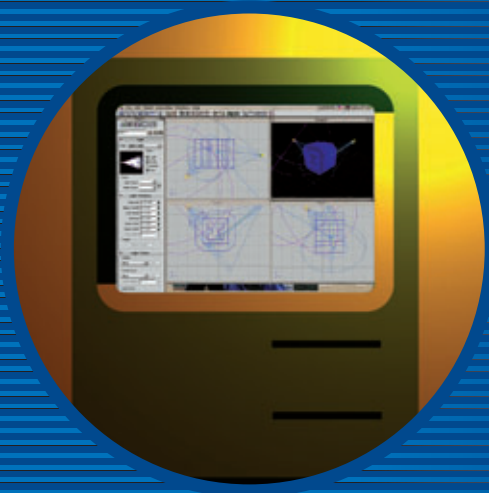




使用顯示屏幕設備 的工作守則

Code of Practice for Working with Display Screen Equipment



本工作守則由勞工處職業安全及健康部印製

This code of practice is prepared by the Occupational Safety and Health Branch,
Labour Department

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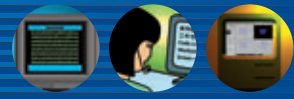
This edition July 2003

本工作守則可以在職業安全及健康部各辦事處免費索取，亦可於勞工處網站 <http://www.labour.gov.hk/public/oh/OHB90.exe> 下載。有關各辦事處的地址及查詢電話，可參考勞工處網站 <http://www.labour.gov.hk/tele/os.htm>。

本工作守則歡迎複印，但作廣告、批核或商業用途者除外。如需複印，請註明錄自勞工處刊物《使用顯示屏幕設備的工作守則》。

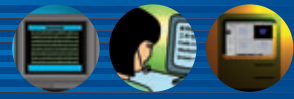
This code of practice is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch or downloaded from website of the Labour Department at <http://www.labour.gov.hk/eng/public/oh/OHB90.exe>. Addresses and telephone numbers of the offices can be found in website of the Department at <http://www.labour.gov.hk/eng/tele/os.htm>.

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1. 簡介

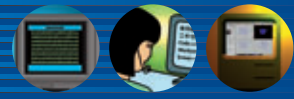
- 1.1 《職業安全及健康(顯示屏幕設備)規例》(下稱「本規例」)旨在保障長時間使用顯示屏幕設備工作的僱員的安全及健康。
- 1.2 本工作守則乃由勞工處處長根據《職業安全及健康條例》(第509章)第40條所發出，目的是為工作地點的負責人及僱員提供下列方面的實務指引，即僱員是否屬於本規例所界定的「使用者」，以及應如何進行本規例所規定的危險評估。本守則所載的指引不應視為已全部包括本規例的所有法律規定，其原意亦非免除有關負責人的法定責任。
- 1.3 本工作守則內的詞語涵義與本規例及《職業安全及健康條例》對這些詞語所下的定義相同。
- 1.4 雖然任何人不會只因違反本工作守則的條文而招致民事或刑事法律責任，但證明某人已遵守或沒有遵守本守則的證據，則可在法律程序中獲該法律程序的任何一方依賴為可確立或否定受爭論事宜的證據。(見《職業安全及健康條例》第41條)
- 1.5 本工作守則內所引述的法定條文，是在二零零三年七月四日有效的條文。



2. 有關「使用者」的釋義

- 2.1 根據本規例第2條，「使用者」是指因本身的工作性質而差不多每天均須長時間使用顯示屏幕設備的僱員。
- 2.2 如因工作性質 (例如從事數據處理、電訊、電腦平面設計等工作) 而差不多每天均須使用顯示屏幕設備，而且又屬下列情況，則僱員便是「使用者」：
- (a) 在一天內連續使用顯示屏幕設備最少四小時；**或**
 - (b) 在一天內累積使用顯示屏幕設備最少六小時。

如僱員在一小時內離開顯示屏幕設備不超過十分鐘的時間，則不應視為僱員已中斷連續使用顯示屏幕設備的時間。



3. 危險評估

- 3.1 根據本規例第4條，有關工作地點的負責人須為工作地點的工作間進行危險評估。
- 3.2 工作間的危險評估應包括確定及評估對工作間使用者的安全及健康造成的危險、決定現行預防措施是否足夠，並把評估結果記錄下來。現建議採用一覽表的方法進行該項危險評估。一覽表的內容必須包括有關顯示屏幕、輸入裝置、工作枱、座椅、文件架及腳踏等附件，以及工作環境的一系列問題（視何者適用而定）。現亦建議提供已填妥的一覽表的副本給有關使用者，以供參閱。
- 3.3 附錄所載的工作間危險評估一覽表，可用作工作間危險評估。進行評估的人士在填寫一覽表時，應回答甲部的問題。如答案屬「是」或有關問題不適用時，便毋須作出跟進行動；如答案屬「否」，便須採取跟進行動以減低危險。擬採取的任何跟進行動，均應記錄於一覽表的乙部內。進行評估的人士在完成評估後，應在一覽表上簽名及記錄評估日期。

機構名稱： _____

地址： _____

工作間位置： _____

使用者姓名： _____

工作類別： _____

甲部：評估

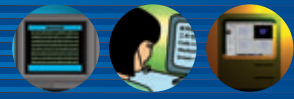
	是	否	不適用	備註
顯示屏幕				
1. 屏幕是否能顯示清晰、分明而穩定的影像？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 字體是否清楚易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 光度及對比度是否可以調校？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 屏幕是否可轉向及調校斜度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. 屏幕是否放置大約在或略低於視線水平和擺放在使用者的前面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 屏幕是否沒有反光及眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
輸入裝置（鍵盤、滑鼠、數字鍵盤等）				
7. 鍵盤是否可調校斜度及與顯示屏幕分離？ （不適用於手提系統）	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. 鍵盤/數字鍵盤上的鍵的字樣是否清晰易辨？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 鍵盤/數字鍵盤是否不會產生眩光？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. 輸入裝置是否放置大約在手肘的高度？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. 輸入裝置的前面是否有足夠空間擺放雙手？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
工作枱				
12. 工作枱是否有足夠空間放置屏幕、 輸入裝置和文件？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. 工作枱下是否有足夠空間容納雙腿？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	是	否	不適用	備註
座椅				
14. 座椅的底架是否穩固？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. 滑輪是否可讓座椅容易移動？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. 座位可否調校高度以配合使用者的身形？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. 靠背可否調校高度和斜度 以便充分承托使用者？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. 座位是否設有軟墊和沒有利邊？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. 如有靠手，靠手的位置是否方便使用者 輕易操作鍵盤？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
文件架				
20. 如果有文件架，文件架的位置是否適當， 以避免不良的頸部姿勢和動作？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
腳踏				
21. 如需使用腳踏，腳踏是否穩固和設有防 滑面？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
照明				
22. 照明度對進行中的工作是否適宜？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
噪音				
23. 工作間所發出的噪音是否可以接受？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

乙部：跟進行動

(如上述任何問題的答案是「否」，便須要作出跟進行動。)

進行評估的人士：_____ 評估日期：_____



查詢

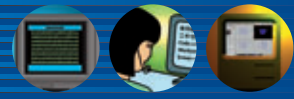
如你對本工作守則或本規例有任何疑問，你可與職業安全及健康部聯絡：

電話 ： 2852 4041

傳真 ： 2581 2049

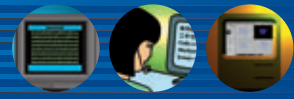
電子郵件 ： enquiry@labour.gov.hk

你亦可以透過互聯網，找到勞工處提供的各項服務及主要勞工法例的資料。網址是 <http://www.labour.gov.hk>。



1. Introduction

- 1.1 The Occupational Safety and Health (Display Screen Equipment) Regulation ("the Regulation") aims at protecting the safety and health of employees who use display screen equipment at work for prolonged periods of time.
- 1.2 This Code of Practice is issued by the Commissioner for Labour under Section 40 of the Occupational Safety and Health Ordinance (Cap. 509) for the purpose of providing the person responsible for a workplace and employees with practical guidance as to whether an employee is a "user" as defined in the Regulation, and how risk assessments required under the Regulation should be performed. The advice contained in this Code should not be regarded as exhaustive to cover all legal requirements under the Regulation, nor is it intended to relieve duty-holders of their statutory responsibilities.
- 1.3 The terms used in this Code of Practice have the same meaning as those in the Regulation and the Occupational Safety and Health Ordinance.
- 1.4 Although a person does not incur any civil or criminal liability only because he has contravened a provision of this Code of Practice, proof of compliance with, or failure to comply with, this Code may be relied on in legal proceedings by any party to the proceedings as tending to establish or negate a matter that is in issue (see section 41 of the Occupational Safety and Health Ordinance).
- 1.5 The statutory provisions to which reference has been made in this Code of Practice are those in force as at 4 July 2003.



2. Interpretation of "user"

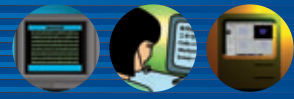
2.1 Under Section 2 of the Regulation, "user" is defined to mean an employee who, by reason of the nature of his work, is required to use display screen equipment for a prolonged period of time almost every day.

2.2 An employee would be a "user" if he, by the nature of his work, e.g. data processing, telecommunications, computer graphic design, etc, is required to use display screen equipment almost every day,

(a) continuously for at least 4 hours during a day; OR

(b) cumulatively for at least 6 hours during a day.

Breaks not exceeding 10 minutes in an hour away from the display screen equipment shall not be regarded as breaking the continuity of use of the display screen equipment.



3. Risk assessment

- 3.1 Under Section 4 of the Regulation, the person responsible for a workplace is required to perform a risk assessment of a workstation in the workplace.
- 3.2 A risk assessment of a workstation should consist of a process of identifying and assessing the risks to the safety and health of users of the workstation, deciding whether existing precautions are adequate and recording the findings. It is recommended that such a risk assessment be made by means of a checklist. The checklist should comprise a set of questions on the display screen, input devices, work desk, chair, accessories like document holder and footrest, and the working environment, as appropriate. It is also recommended that a copy of the completed checklist be provided to users concerned for reference.
- 3.3 The Workstation Risk Assessment Checklist at the Annex may be used in performing risk assessments of workstations. In completing the checklist, the person making the assessment should answer the questions in Part A. Where the answer is "Yes" or the question is not applicable, no follow-up action is required. Where the answer is "No", follow-up actions will be needed to reduce the risks. Any follow-up action to be taken should be recorded in Part B of the checklist. On completion of the assessment, the person making the assessment should sign and record the date of assessment on the checklist.

Annex Workstation Risk Assessment Checklist

Name of organization: _____

Address: _____

Workstation location: _____

Name of user: _____

Description of task: _____

Part A : Assessment

	Yes	No	N.A.*	Remarks
Display Screen				
1. Does the screen give a clear, sharp and steady image?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the characters readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are the brightness and contrast adjustable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the screen swivel and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the screen positioned at about or slightly below the eye level and in front of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is the screen free from reflections and glare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Input Devices (keyboard, mouse, numeric pad, etc.)				
7. Is the keyboard tiltable and detached from the display screen? (not applicable to portable systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are the characters on the keys of the keyboard/numeric pad readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the keyboard/numeric pad glare free?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are the input devices positioned at about the elbow level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Is there enough space to rest hands in front of the input devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Desk				
12. Is the desk surface large enough for the screen, input devices and documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is there adequate leg-room below the desk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annex Workstation Risk Assessment Checklist

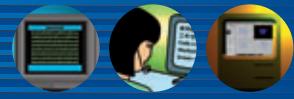
	Yes	No	N.A.*	Remarks
Chair				
14. Is the base of the chair stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Do the casters allow easy movement of the chair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is the seat height adjustable to suit the body size of the user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Is the backrest adjustable in both height and tilt to provide adequate support to the lower back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Is the seat pan padded and free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Do the armrests, if any, allow the user to get close enough to key comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Document Holder				
20. Is the document holder, if provided, properly positioned to avoid awkward neck posture and movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Footrest				
21. Is the footrest, if required, stable and provided with a non-slip surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Illumination				
22. Is the lighting level suitable for the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise				
23. Is the noise produced by the workstation acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Part B : Follow-up Actions

(If a "No" answer is given to any of the above questions, follow-up actions are required.)

Person making the assessment: _____ Date of assessment: _____

Note: *Not Applicable



Enquiry

If you wish to enquire about this Code of Practice or the Regulation, please contact the Occupational Safety and Health Branch through:

Telephone : 2852 4041
Fax : 2581 2049
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 Home Page in the Internet. Address of our Home Page is <http://www.labour.gov.hk>.



勞工處職業安全及健康部
Occupational Safety and Health Branch
Labour Department