

Talks on Occupational Health 職業健康講座

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編號	Date 上課日期	Course No. 課程編號	Date 上課日期
(15.1) Health Hints on the Use of Computer 使用電腦的職業健康錦囊 (15.2) More Exercise Smart Work 勤運動 工作醒 (1/2 day) (a.m.) (半天) (上午) The talk aims to enhance employees' awareness on occupational health. It includes a brief introduction on the Display Screen Equipment Regulation, elaborating the occupational health hazards and their preventive measures. The talk also explains how exercises enhance one's physical fitness and empower them to cope with their daily work and prevent work related injuries. Demonstration and practice of workplace exercise and aerobic exercise are included in the talk. 本講座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。講座亦說明運動能提升個人的體適能，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。講座包括示範和實習工作間運動及帶氧運動。	DSE	01	9/1	04	10/4
		02	13/2	05	15/5
		03	13/3	06	12/6
(16) Occupational Stress Workshop 工作壓力工作坊 (1/2 day) (a.m.) (半天) (上午) 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. Group activities are used to illustrate the stress coping strategies. The talk also outlines the occupational safety and health legislation. 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壓力如何影響僱員的健康，並以分組活動形式探討處理壓力的方法。本講座亦會簡介職業安全健康法例。	ST	01	27/2	03	26/6
		02	24/4		



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(17) First Aid in the Workplace (Including demonstration and practice of bandaging) 工作間的急救常識 (包括示範和實習繃帶包紮) (1/2 day) (a.m.) (半天) (上午) The talk introduces the first aid care in various emergency situations like wound bleeding, fracture, sprain or strain and shock etc. Demonstration and practice of bandaging are included. The talk also briefly outlines the occupational safety and health legislation. 本講座的目的是提供正確的急救護理常識，處理一些日常工作所遇到的意外，如受傷流血、骨折、扭傷及休克等。並有包紮示範和實習。本講座亦會簡介職業安全健康法例。	FA	01	2 / 1	07	3 / 4
		02	16 / 1	08	17 / 4
		03	30 / 1	09	8 / 5
		04	20 / 2	10	22 / 5
		05	6 / 3	11	5 / 6
		06	20 / 3	12	19 / 6
(18.1) Strategies for the Prevention of Occupational Diseases 職業病預防策略 (18.2) Work and Healthy Life-style 工作與健康生活方式 (1/2 day) (a.m.) (半天) (上午) Occupational hazards in various industries can affect employees' health and cause occupational disease. The 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. The talk also discusses how to adopt a healthy lifestyle that enhances employees' good health to face their daily work and challenges. Demonstration and practice of workplace exercise is included. 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。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，藉此提高僱主及僱員對職業病預防策略的認識。講座亦會討論如何實踐健康生活方式，使僱員能更健康地迎接每天的工作和挑戰。講座包括示範和實習工作間運動。	SPOD	01 02	23 / 1 27 / 3	03	29 / 5



申請須知

1. 勞工處職業安全及健康訓練中心舉辦的各項有關安全及健康法例的訓練課程（包括為導師設立的培訓課程和簡介課程）的主要目的，旨在使學員了解法例的規定，明瞭各項遵守準則和其他有關法例的事宜。各項課程均無須繳費。
2. 簡介課程專為經常需要簡介安全及健康法例的人士而設，希望他們在修畢課程後，向他們的員工簡介有關的事宜，以期達到「一傳十，十傳百」的效果。為導師設立的培訓課程則旨在訓練導師，或需要執行法例方面的定期訓練工作的人士，希望他們在修畢課程後，能替僱主在機構內提供訓練。
3. 申請報名必須由僱主推薦，以填寫的表格第OSTC-A1 (rev.2019) 號的方式提出；這款表格可向勞工處免費索取。表格內各項資料必須填寫，並且妥為簽署，附以公司的蓋章作實。在填寫表格第OSTC-A1 (rev.2019) 號前，請先閱讀《勞工處職業安全及健康部收集個人資料之目的》。上述表格以A4尺寸影印也會獲得接納。
4. 開課日期前兩週將截止接受申請，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. 授課地點及授課時間：
本冊子內刊載的各項訓練課程均編排在本處職業安全及健康訓練中心內舉行，在申請課程時，請留意有關課程之授課時間。
職業安全及健康訓練中心
地址：荃灣眾安街六十八號荃灣千色匯 I 十三樓
授課時間：上午9時30分至下午5時（全日制課程）
 上午9時30分至下午12時15分（半日制上午課程）
 下午2時15分至下午5時（半日制下午課程）
電話：2940 7057
7. 所有課程均以廣東話教授，間中會以英語作為補充。
8. 勞工處可更改各項課程的時間編排或刪減有關編排，事前毋須作出通知。
9. 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信號，所有全日制課程及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。如天文台在早上七時至十一時三十分改掛三號或以下颱風信號或除下黑色暴雨警告信號，原定半日制下午課程將照常舉行。
10. 只有出席整個課程，並在測試（如有測試）中取得合格的學員，方可獲發出席證書。學員如遲到超過30分鐘、缺課或只出席部分課程，均不會獲發出席證書。要求證明出席部分課程，概不受理。
11. 部分法例規定個別行業的從業員及指定人士須接受有關的認可強制性安全訓練及持有有效的證明書，方可從事有關行業（例：「平安咭」安全訓練；密閉空間工作；操作負荷物移動機械；氣體焊接/火焰切割等等）。本中心簽發的出席證書並不同於該等法例下的有關證明書。有關該等強制性安全訓練的認可課程舉辦機構的名單，請瀏覽本處網頁<http://www.labour.gov.hk/tc/osh/content5.htm>。
12. 有關各種安全意識訓練課程，請向職業安全健康局查詢，
地址：香港北角馬寶道28號華匯中心19樓，電話：2739 9377；
或向建造業議會訓練學院查詢，地址：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 health training courses (including Trainer Courses and Briefing Sessions) offered by the Occupational Safety and Health Training Centre of the Labour Department aims at enabling course participants to understand the statutory requirements, compliance standards and other legislation related issues. **Courses are offered free of charge.**
2. The Briefing Sessions are designed for those who are required to perform regular briefing duties on safety and health legislation. After attending the courses, they are expected to brief their staff on relevant issues to achieve a multiplying effect. The Trainer Courses aim at training the trainers or those who are required to perform regular training duties in legislation related matters. After attending the courses, they are expected to assist their employers in organising in-house training in their own organisations.
3. Application for enrolment must be recommended by the employers in the Form **OSTC-A1(rev.2019)** obtainable from the Labour Department free of charge. Every item in the form must be completed and properly endorsed with the chop of the company. Please see the **"STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT"** before completing the form **OSTC-A1(rev.2019)**. Photocopies of the forms in **A4** size are also accepted.
4. Application closes **TWO WEEKS** before the commencement 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 our "Occupational Safety and Health Training Centre". Please take note of the time of the respective course during application.
Occupational Safety and Health Training Centre
Address : 13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan.
Time: : 9:30 a.m. to 5:00 p.m. (1 day course)
 9:30 a.m. to 12:15 p.m. (half-day morning course)
 2:15 p.m. to 5:00 p.m. (half-day afternoon course)
Tel.: : 2940 7057
7. The medium of instruction for all courses is Cantonese. English may sometimes be used as supplement.
8. The time schedule of the courses may be subject to change or cancellation without prior notice.
9. If Tropical Cyclone Warning Signal No. 8 or above OR Black Rainstorm Warning Signal is still hoisted at 7:00 a.m., all one-day courses and half-day morning courses will be cancelled. The affected participants will be arranged to attend the same course at a later date. If Tropical Cyclone Warning Signal is changed to No. 3 or below OR Black Rainstorm Warning Signal is cancelled between 7:00 a.m. and 11:30 a.m., the half-day afternoon courses will be resumed.
10. Only those participants who have full attendance and have passed the test (if there is a test) will be issued with attendance certificates. **A 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.
11. Some regulations require the workers and specified persons involved to receive the relevant recognised mandatory safety training and hold valid certificates (such as: 'Green Card' safety training, working in confined spaces, operation of loadshifting machinery, gas welding / flame cutting and so on). The attendance certificate issued by our Centre is not equivalent to those certificates required. For further information about the list of those approved course providers, please browse the website of Labour Department at <http://www.labour.gov.hk/eng/osh/content5.htm>.
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 Training Academy located at 95, Yue Kwong Road, Aberdeen, Hong Kong (Tel.: 2100 9200).