Labour Department 勞工處

二零一九年下半年度
職業安全及健康訓練課程
Occupational Safety and Health Training Courses
July - December 2019

職安健

Occupational Safety and Health Training Centre
職業安全及健康訓練中心

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The following courses are held at the Occupational Safety and Health Training Centre, Labour Department which is located at "13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan."

以下課程之授課地點在「荃灣眾安街六十八號荃灣千色匯I十三樓」勞工處職業安全及健康訓練中心

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Legislation Related Safety and Health Courses for Trainers
爲導師設立與安全及健康法例相關課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(1) Major Safety Regulations related to Industrial Accident Prevention **防止工業意外的主要相關安全法例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines a series of safety regulations related to industrial accident prevention which include: 1) Fire precautions, 2) Electricity, 3) Lifting appliances & lifting gear, 4) Guarding & operation of machinery, and 5) Woodworking machinery, etc. 本課程簡介一系列與防止工業意外相關的安全法例並包括：1) 防火措施、 2) 電力、 3) 起重機械及起重裝置、 4) 機械的防護及操作、 及 5) 木工機械等等。	**APS**	**16** **17** **18** **19** **20** **21** **22** **23**	**4 / 7 a.m.** **15 / 7 p.m.** **14 / 8 a.m.** **21 / 8 p.m.** **4 / 9 a.m.** **13 / 9 p.m.** **4 / 10 a.m.** **14 / 10 p.m.**	**24** **25** **26** **27** **28** **29** **30**	**23 / 10 a.m.** **1 / 11 p.m.** **18 / 11 a.m.** **27 / 11 p.m.** **5 / 12 a.m.** **18 / 12 p.m.** **23 / 12 a.m.**
(2) Major Health Regulations related to Industrial Accident Prevention **防止工業意外的主要相關健康法例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines a series of health regulations related to industrial accident prevention which include: 1) Protection of eyes, 2) Noise at work, 3) Dangerous substances, and 4) Occupational Safety & Health Ordinance, etc. 本課程簡介一系列與防止工業意外相關的健康法例並包括：1) 眼睛保護、 2) 工作噪音、 3) 危險物質、及 4) 職業安全及健康條例等等。	**APH**	**15** **16** **17** **18**	**16 / 7 p.m.** **26 / 7 a.m.** **26 / 8 p.m.** **11 / 9 a.m.**	**19** **20** **21** **22**	**2 / 10 p.m.** **28 / 10 a.m.** **20 / 11 p.m.** **23 / 12 a.m.**
(3.1) Safety Management Regulation **安全管理規例** **(3.2) Safety Inspection Programme and Accident/ Incident Investigation** **安全視察計劃及意外或事故的調查** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) 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. The safety inspection programme and accident/incident investigation will also be discussed in this course. 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。本課程亦會討論安全視察計劃及意外或事故的調查。	**SM**	**21** **22** **23** **24** **25** **26** **27** **28**	**3 / 7 p.m.** **11 / 7 a.m.** **18 / 7 p.m.** **12 / 8 a.m.** **29 / 8 p.m.** **5 / 9 a.m.** **16 / 9 p.m.** **2 / 10 a.m.**	**29** **30** **31** **32** **33** **34** **35**	**25 / 10 p.m.** **6 / 11 a.m.** **13 / 11 p.m.** **27 / 11 p.m.** **9 / 12 a.m.** **16 / 12 p.m.** **24 / 12 a.m.**

Legislation Related Safety and Health Courses for Trainers
爲導師設立與安全及健康法例相關課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(4) Safety Regulations related to Risk Assessment 風險評估的相關安全法例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines the requirements of a series of safety and health regulations related to risk assessment which include: 1) Provision of Safe System of Work prescribed by the Occupational Safety and Health Ordinance and the Factories and Industrial Undertakings Ordinance, 2) Noise at Work, 3) Confined Space, 4) Safety Management, and 5) Manual Handling Operations. The steps of conducting risk assessment will also be discussed in this course. 本課程簡介一系列與風險評估相關的安全及健康法例要求並包括：1) 職業安全及健康條例和工廠及工業經營條例所訂明提供安全工作系統的規定、 2) 工作噪音、 3)密閉空間、 4) 安全管理、 及 5) 體力處理操作。本課程亦會討論進行風險評估的步驟。	RA	20 21 22 23 24 25 26 27	5 / 7 a.m. 12 / 7 p.m. 2 / 8 a.m. 9 / 8 p.m. 21 / 8 a.m. 2 / 9 p.m. 10 / 9 a.m. 24 / 9 p.m.	28 29 30 31 32 33 34 35	8 / 10 a.m. 18 / 10 p.m. 24 / 10 a.m. 4 / 11 p.m. 13 / 11 a.m. 25 / 11 p.m. 4 / 12 a.m. 18 / 12 p.m.
(5) Major Safety Regulations related to Accident Prevention in Office Work 防止辦公室工作意外的主要相關安全法例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines a series of safety and health regulations, and safety precautions related to office work which include: 1) the 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, 6) Office working environment, and 7) Concept of safety management, etc. 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、 6) 辦公室的工作環境、及 7) 安全管理概念等等。	OW	22 23 24 25 26 27 28 29 30 31	3 / 7 p.m. 17 / 7 a.m. 24 / 7 p.m. 8 / 8 a.m. 19 / 8 p.m. 27 / 8 a.m. 4 / 9 p.m. 12 / 9 a.m. 17 / 9 p.m. 27 / 9 a.m.	32 33 34 35 36 37 38 39 40	9 / 10 p.m. 17 / 10 a.m. 29 / 10 p.m. 7 / 11 a.m. 21 / 11 p.m. 27 / 11 a.m. 4 / 12 p.m. 13 / 12 a.m. 30 / 12 p.m.

Briefing Sessions on Safety and Health Legislation
安全及健康法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(6) Safety Regulations on Working in times of Inclement Weather and Hot Environment 惡劣天氣下及酷熱環境下工作的安全法例 (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines the safety and health regulations, the hazards and preventive measures related to working in hot environment and inclement weather. It also introduces the symptoms and first aid management of heat stroke. 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法例，及其危害和預防措施，亦會講解中暑的徵狀及急救方法。	IW	15 16 17 18 19 20 21 22 23	2/ 7 p.m. 5 / 7 a.m. 11 / 7 p.m. 18 / 7 a.m. 24 / 7 p.m. 29 / 7 a.m. 5 / 8 p.m. 13 / 8 a.m. 15 / 8 a.m.	24 25 26 27 28 29 30 31	20 / 8 p.m. 26 / 8 a.m. 29 / 8 p.m. 5 / 9 a.m. 9 / 9 p.m. 17 / 9 a.m. 24 / 9 p.m. 27 / 9 a.m.

Briefing Sessions on Safety and Health Legislation
安全及健康法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(7.1) A Brief Introduction to Safety Regulations related to Working on Construction Sites **建築地盤安全的相關法例簡介** **(7.2) A Brief Introduction to Codes of Practice related to Working on Construction Sites** **建築地盤安全的相關工作守則簡介** (1day) (一天) This course outlines the Construction Sites (Safety) Regulations, its amendment in 2003, a series of safety and health regulations and the codes of practice applicable to construction work. Besides, measures adopted for enhancing the safe operation of site vehicles and mobile plant in the Guidelines on Safety of Site Vehicles and Mobile Plant of the Construction Industry Council will be discussed in this course. Standards and safety measures of small size mobile working platform and light-duty working platform, such as step platform, and hop-up platform will also be talked. 本課程簡介建築地盤(安全)規例，有關該規例在2003年的修訂，一系列適用於建築工程的安全及健康規例和工作守則。此外，本課程會討論建造業議會的建築地盤車輛及流動機械的安全指引，以提升地盤車輛及流動機械的操作安全所採納的措施。亦會講述小型流動工作台及輕便工作台，如梯台和功夫櫈的規格及安全措施。	CR	29 30 31 32 33 34 35 36 37 38 39 40	5/7 11/7 17/7 25/7 1/8 7/8 12/8 23/8 2/9 11/9 19/9 26/9	41 42 43 44 45 46 47 48 49 50 51 52	3/10 10/10 16/10 24/10 4/11 12/11 19/11 26/11 5/12 11/12 19/12 27/12
(8.1) Safety Regulations on Working at Height and a Brief Introduction to Safety Regulations related to Electrical Work on Construction Sites **高處工作的安全規例及建築地盤電力工作的相關法例簡介** **(8.2) Codes of Practice on Scaffolds** **棚架的工作守則** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines Part VA of the Construction Sites (Safety) Regulations, the safety measures of working at height. It also outlines the safety requirements on electrical work under the Factories and Industrial Undertakings (Electricity) Regulations, the Construction Sites (Safety) Regulations and the Occupational Safety and Health Ordinance. Content includes the standards of 1) Working platforms, 2) Guard-rails, barriers, toe-boards and fences, 3) Coverings for openings, 4) Gangways and runs, and 5) Scaffolds. The Codes of Practice for Metal and Bamboo Scaffolding Safety, and their respective amendments in 2013 and 2017 will be discussed in this course. Besides, standards and safety measures of small-size mobile working platform and light-duty working platform, such as step platform, and hop-up platform will also be talked in this course. 本課程簡介建築地盤(安全)規例第VA部，有關高處工作的安全規定，也會簡介工廠及工業經營(電力)規例、建築地盤(安全)規例及職業安全及建康條例內有關電力工作的安全法例。內容包括：1) 工作平台、 2) 護欄、屏障、底護板及圍欄、 3) 孔洞的覆蓋物、 4) 木板路及路徑、及 5) 棚架的規格。本課程會探討金屬及竹棚架的工作守則，以及它們在2013及2017的相關修訂。此外，本課程亦會講述小型流動工作台及輕便工作台，如梯台和功夫櫈的規格及安全措施。	WHE	23 24 25 26 27 28 29 30 31 32 33	3/7 a.m. 10/7 p.m. 18/7 a.m. 30/7 p.m. 6/8 a.m. 14/8 p.m. 22/8 a.m. 28/8 p.m. 4/9 a.m. 11/9 p.m. 16/9 a.m.	34 35 36 37 38 39 40 41 42 43	25/9 a.m. 3/10 p.m. 10/10 a.m. 16/10 p.m. 5/11 a.m. 13/11 p.m. 25/11 a.m. 5/12 p.m. 17/12 a.m. 30/12 p.m.

Briefing Sessions on Safety and Health Legislation
安全及健康法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(9.1) Lifting Appliances and Lifting Gear Regulations **起重機械及起重裝置規例** **(9.2) Codes of Practice for Safe Use of Cranes** **安全使用起重機工作守則** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course explains the definitions of "Lifting appliances" (e.g. various types of cranes) and "Lifting gear" (e.g. slings and other relevant gear) and etc.; and studies the requirements of usage and examination of those equipment. The Codes of Practice for Safe Use of Mobile Cranes with its respective amendments in 2017 and Tower Cranes will also be discussed in this course. 本課程解釋「起重機械」(例：各式起重機)及「起重裝置」(例：吊索及其他有關裝置) 等等的定義，並探討法例中有關操作及檢驗該等機械的規定，本課程亦會討論安全使用流動式起重機及它在2017的相關修訂，及塔式起重機工作守則。	**LAG**	**11** **12** **13** **14**	**22 / 7 a.m.** **21 / 8 p.m.** **9 / 9 a.m.** **25 / 9 p.m.**	**15** **16** **17** **18**	**28 / 10 a.m.** **8 / 11 p.m.** **25 / 11 a.m.** **17 / 12 p.m.**
(10) Major Safety Regulations related to Renovation, Maintenance, Alteration and Addition Works **裝修、維修、改建及加建工程安全的主要相關法例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines the Construction Sites (Safety) Regulations, its amendment in 2003, legal requirements of working at height and a series of safety and health regulations applicable to renovation, maintenance, alteration and addition works which include 1) Cartridge-operated fixing tools, 2) Woodworking machinery, 3) Dangerous substances, 4) Abrasive wheel, 5) Electricity, and 6) Lifting operation, etc. Standards and safety measures of truss-out scaffold, small-size mobile working platform and light-duty working platform, such as step platform and hop-up platform will also be discussed in this course. 本課程簡介建築地盤(安全)規例，有關該規例在2003年的修訂，高處工作的安全規例及一系列適用於裝修、維修、改建及加建工程的安全及健康規例，並包括：1) 槍彈推動打釘工具、 2) 木工機械、 3) 危險物質、4) 砂輪、 5) 電力、及 6) 吊運操作等等。本課程亦會討論懸空式棚架、小型流動工作台及輕便工作台，如梯台和功夫櫈的規格及安全措施。	**RMA**	**17** **18** **19** **20** **21**	**8 / 7 a.m.** **29 / 7 p.m.** **15 / 8 a.m.** **29 / 8 p.m.** **6 / 9 a.m.**	**22** **23** **24** **25** **26**	**10 / 10 p.m.** **29 / 10 a.m.** **6 / 11 p.m.** **26 / 11 p.m.** **20 / 12 a.m.**

Briefing Sessions on Safety and Health Legislation
安全及健康法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(11) Major Safety Regulations related to Working in the Catering Trade **飲食業安全的主要相關法例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines the Factories and Industrial Undertakings Ordinance, the Occupational Safety and Health Ordinance and a series of their subsidiary regulations applicable to the catering trade which include: 1) General duties of employers and employees, 2) Fire precautions, 3) Housekeeping, 4) Guarding and operation of machinery, 5) Manual handling operations which include risk assessment, and preventive and protective measures, and 6) Concept of safety management, etc. 本課程簡介工廠及工業經營條例、職業安全及健康條例及一系列適用於飲食業的附屬規例，並包括： 1) 僱主及僱員的一般責任、 2) 防火措施、3) 工作間管理、 4) 機械的防護及操作、 5) 體力處理操作，並包括風險評估，及各項預防性和保護性措施、及 6) 安全管理概念等等。	CAT	09 10 11 12 13	10 /7 p.m. 19 / 8 a.m. 6 / 9 p.m. 18 / 9 a.m. 14 / 10 p.m.	14 15 16 17	30 / 10 a.m. 7 / 11 p.m. 2 / 12 p.m. 17 / 12 a.m.
(12) Occupational Safety and Health Ordinance and Regulation **職業安全及健康條例與規例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) This course outlines the requirements of the Occupational Safety and Health Ordinance and Regulation. Content includes 1) General duties of employers and employees, 2) Accident prevention, 3) Fire precautions, 4) Workplace environments, 5) Hygiene at workplaces, 6) First aid at workplaces, and 7) Manual handling operations. This course is suitable for employees of all trades. 本課程簡介職業安全及健康條例與規例的各項規定。內容包括：1) 僱主及僱員的一般責任、 2) 意外預防、3) 防火措施、 4) 工作地點環境、 5) 工作地點衛生、6) 急救設施、 及 7) 體力處理操作。本課程適合各行各業的僱員。	OSO	49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70	2 / 7 a.m. 5 / 7 p.m. 9 / 7 a.m. 12 / 7 p.m. 16 / 7 a.m. 19 / 7 p.m. 24 / 7 a.m. 29 / 7 p.m. 1 / 8 a.m. 5 / 8 p.m. 9 / 8 p.m. 13 / 8 a.m. 16 / 8 p.m. 20 / 8 a.m. 23 / 8 p.m. 27 / 8 a.m. 3 / 9 p.m. 9 / 9 a.m. 12 / 9 p.m. 17 / 9 a.m. 20 / 9 p.m. 24 / 9 a.m.	71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92	26 / 9 p.m. 2 / 10 a.m. 8 / 10 p.m. 11 / 10 a.m. 15 / 10 p.m. 18 / 10 a.m. 21 / 10 a.m. 28 / 10 p.m. 1 / 11 a.m. 5 / 11 p.m. 11 / 11 a.m. 14 / 11 p.m. 20 / 11 a.m. 25 / 11 p.m. 29 / 11 a.m. 3 / 12 p.m. 10 / 12 a.m. 12 / 12 p.m. 17 / 12 p.m. 20 / 12 a.m. 23 / 12 p.m. 27 / 12 a.m.

Briefing Sessions on Safety and Health Legislation
安全及健康法例簡介課程

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(13) Safety Regulations on Manual Handling Operations **體力處理操作的安全規例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) Part VII of the Occupational Safety and Health Regulation prescribes the safety measures of manual handling operations which include risk assessment, preventive and protective measures, etc. This course outlines the requirements of the Regulation and introduces the proper manual lifting procedure. It also briefly describes the structure and function of the back; and discusses the main causes and preventive measures of back injuries. Demonstration of workplace exercise is included. 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及正確的人力提舉方法，並簡介背部的結構和功用，亦會討論腰背受傷的主要成因、預防措施和示範工作間運動。	MH	50	4 / 7 a.m.	74	2 / 10 p.m.
		51	8 / 7 p.m.	75	4 / 10 p.m.
		52	12 / 7 a.m.	76	8 / 10 a.m.
		53	16 / 7 p.m.	77	11 / 10 p.m.
		54	19 / 7 a.m.	78	15 / 10 a.m.
		55	23 / 7 p.m.	79	17 / 10 p.m.
		56	25 / 7 a.m.	80	22 / 10 a.m.
		57	30 / 7 a.m.	81	30 / 10 p.m.
		58	2 / 8 p.m.	82	4 / 11 a.m.
		59	6 / 8 a.m.	83	7 / 11 p.m.
		60	8 / 8 p.m.	84	11 / 11 a.m.
		61	12 / 8 a.m.	85	15 / 11 p.m.
		62	15 / 8 p.m.	86	18 /11 a.m.
		63	19 / 8 a.m.	87	22 / 11 p.m.
		64	22 / 8 p.m.	88	26 / 11 a.m.
		65	28 / 8 p.m.	89	29 / 11 a.m.
		66	3 / 9 a.m.	90	3 / 12 p.m.
		67	5 / 9 p.m.	91	6 / 12 a.m.
		68	10 / 9 a.m.	92	9 / 12 p.m.
		69	13 / 9 p.m.	93	12 / 12 a.m.
		70	16 / 9 a.m.	94	16 / 12 p.m.
		71	18 / 9 p.m.	95	19 / 12 a.m.
		72	24 / 9 a.m.	96	24 / 12 p.m.
		73	27 / 9 p.m.	97	30 / 12 a.m.
(14) Dangerous Substances Regulations **危險物質規例** (1/2 day) (a.m. or p.m.) (半天) (上午或下午) 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. It also introduces different forms of chemicals, their routes of entry into human body, health effects and the preventive measures. 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；並介紹化學品的各種形態、進入人體的途徑、對健康的影響和預防措施。	DS	22	4 / 7 p.m.	32	3 / 10 p.m.
		23	9 / 7 a.m.	33	14 / 10 a.m.
		24	15 / 7 p.m.	34	28 / 10 p.m.
		25	22 / 7 a.m.	35	5 / 11 a.m.
		26	1 / 8 p.m.	36	14 / 11 p.m.
		27	23 / 8 a.m.	37	21 / 11 a.m.
		28	27 / 8 p.m.	38	2 / 12 p.m.
		29	2 / 9 a.m.	39	10 / 12 a.m.
		30	12/ 9 p.m.	40	23 / 12 p.m.
		31	23 / 9 a.m.		

Talks on Occupational Health
職業健康講座

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	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	07 08 09	10 / 7 14 / 8 11 / 9	10 11 12	9 / 10 13 / 11 11 / 12
(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	04	28 / 8	05	23 / 10

Talks on Occupational Health
職業健康講座

Course Title 課程名稱	Course Code 課程代碼	Course No. 課程編碼	Date 上課日期	Course No. 課程編碼	Date 上課日期
(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	13 14 15 16 17 18 19	3/7 17/7 31/7 7/8 21/8 4/9 18/9	20 21 22 23 24 25 26	2/10 16/10 30/10 6/11 20/11 4/12 18/12
(18.1) Strategies for the Prevention of Occupational Diseases **職業病預防策略** **(18.2) Work and Healthy Lifestyle** **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	04 05	24/7 25/9	06	27/11

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.July）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.July）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，八號或以上颱風信號或黑色暴雨警告信號仍然生效，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發三號或以下颱風信號或取消黑色暴雨警告信號，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等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.July) 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.July). 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 in force 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 has been 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).

申請表格可寄往 ： 勞工處職業安全及健康訓練中心
荃灣眾安街 68 號荃灣千色匯 I 13 樓 (電話: 2940 7057)
或傳真至 ： 2940 7426

職業安全及健康訓練課程申請表

本申請表格應由參加者僱主填寫。 並請先參閱11及15頁的「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) |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

香港
身份證號碼: |_|_|_|_|_|_|X|X|(X) 職位(全寫)：

請將有關的課程代碼空格填滿 (例子：● APH)

課程年度 ： 2 0 1 9

課程代碼 ：
(只選一項)

○ APH	○ CR	○ FA	○ MH	○ RA	○ SPOD
○ APS	○ DS	○ IW	○ OSO	○ RMA	○ ST
○ CAT	○ DSE	○ LAG	○ OW	○ SM	○ WHE

請將有關的課程編碼空格填滿 (例子： 03)

0 1 2 3 4 5 6 7 8 9
●○○○○○○○○○
○○○●○○○○○○

	課程選擇 (一)	課程選擇 (二)	課程選擇 (三)
課程編碼：	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○	0 1 2 3 4 5 6 7 8 9 ○○○○○○○○○○ ○○○○○○○○○○

公司名稱： 傳真號碼：|_|_|_|_|_|_|_|_|

公司地址： 聯絡人姓名：

電話號碼：|_|_|_|_|_|_|_|_|

本人證明上述參加者的正常職責包括(請將有關的空格填滿)：
○ 執行職業安全及健康訓練； ○ 向其他職員簡介職業安全及健康法例

授權人簽字：

姓名：

職位：

日期： 公司或機構蓋印

註 (一) 每份申請表只可供一位參加者作爲申請一項課程之用，並請填寫每一項。
(二) 每一機構最多只可提名 8 位參加者報讀每一課程。
(三) 開課日期前**兩週**將截止接受申請。
(四) 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。
(五) 只有出席整個課程，並在測試(如有測試)中取得合格的學員，方可獲得出席證明書。
學員如遲到超過30分鐘、缺課或只出席部分課程，均不會獲發出席證明書。要求證明出席部分課程，概不受理。
(六) 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。
(七) 如在早上七時，八號或以上颱風信號或黑色暴雨警告信號仍然生效，所有全日制課程及半日制上午課程均會完全取消，本處會爲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發三號或以下颱風信號或取消黑色暴雨警告信號，原定半日制下午課程將照常舉行。

* 刪去不適用者

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OSTC-A1(rev.2019.July)

Please send this application to : Occupational Safety and Health Training Centre, Labour Department
13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan (Tel : 2940 7057)
OR Fax to : 2940 7426

Application for Occupational Safety and Health Training Course

This application is to be filled by the employer of the course participant.
Please refer to the 'Notes for Application' and the 'Statement of purpose for the collection of personal data' on pages 12 and 15.
Please use CAPITAL LETTERS *to fill in this application.*

Name of Participant:
*(Mr / Mrs / Ms)

Hong Kong Identity Card No.: X X (X) Post (in full):

Please shade the appropriate circle (e.g. ● APH)

Course Year : 2 0 1 9

Course Code : (Select ONE course only)

○ APH	○ CR	○ FA	○ MH	○ RA	○ SPOD
○ APS	○ DS	○ IW	○ OSO	○ RMA	○ ST
○ CAT	○ DSE	○ LAG	○ OW	○ SM	○ WHE

Please shade the appropriate circle (e.g. 03)

	0	1	2	3	4	5	6	7	8	9
	●	○	○	○	○	○	○	○	○	○
	○	○	○	●	○	○	○	○	○	○

	Choice (1)	Choice (2)	Choice (3)
Course No.:	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

Name of Company :

Fax:

Address of Company :

Contact Person:

Tel:

I certify that this participant's normal duties include *(Please shade the appropriate circles)*:

○ conducting occupational safety and health (OSH) training; ○ briefing other staff on OSH legislation

Authorised Signature:

Name:

Post:

Date:

Chop of Company or Organisation

Note (1) Please use ONE application form for ONE participant to apply for ONE course only and fill in all the items.
(2) Each company / organisation is limited to EIGHT nominations for each course.
(3) Application closes **TWO WEEKS** before the commencement date of the course.
(4) No change will be allowed once the application is accepted. No replacement or re-arrangement will be allowed.
(5) Only those participants who have full attendance and have passed the test (if any) 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.**
(6) The time schedule of the courses may be subject to change or cancellation without prior notice.
(7) If Tropical Cyclone Warning Signal No. 8 or above OR Black Rainstorm Warning Signal is still in force at 7:00 am, all one-day courses and half-day morning courses will be cancelled. Alternative arrangements will be made for the participants 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 am to 11:30 am, the half-day afternoon courses will be resumed.

* delete as appropriate

OSTC-A1(rev.2019.July)

21460

勞工處職業安全及健康部
收集個人資料之目的
(申請訓練)

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以下用途：

   (甲) 評估你的申請作訓練的安排；
   (乙) 關於與訓練有關的事宜；
   (丙) 方便勞工處與你聯絡有關你申請等事宜；及
   (丁) 將有關資料用作研究及統計分析。

資料轉移

2. 為了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構 (如政府部門，律師樓....等) 透露。

查詢個人資料

3. 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

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：

   荃灣眾安街六十八號荃灣千色匯 I 十三樓
   勞工處職業安全及健康部
   職業安全及健康訓練中心
   分區職業安全主任(訓練)

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY OCCUPATIONAL SAFETY AND HEALTH BRANCH LABOUR DEPARTMENT
(Application for Training)

Purpose of Collection

1. The personal data you provide will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
   (a) assessment of your application for the placement of training;
   (b) activities relating to the training matters;
   (c) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
   (d) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureau and Departments, Law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. 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

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to:

   Divisional Occupational Safety Officer (Training)
   Occupational Safety and Health Training Centre
   Occupational Safety and Health Branch
   Labour Department
   13/F, KOLOUR • Tsuen Wan I, 68 Chung On Street, Tsuen Wan.

Occupational Safety and Health Training Centre (OSHTC)
職業安全及健康訓練中心

13/F, KOLOUR·Tsuen Wan I, 68 Chung On Street, Tsuen Wan.
荃灣眾安街六十八號荃灣千色匯I十三樓
Tel 電話：2940 7057　Fax 傳真：2940 7426