

CHAPTER 2 LEGISLATION AND CODES OF PRACTICE**2.1 GENERAL**

2.1.1 The lists of ordinances, regulations, codes of practice and rules and administrative directions which are relevant to workplace safety and health set out in this chapter are not exhaustive and should not be regarded as complete. Contractors and others responsible for construction safety must appraise themselves of the full extent of their own statutory responsibilities for the safety and health of their workplaces.

2.1.2 Construction site safety is mainly governed by the Factories and Industrial Undertakings Ordinance and its subsidiary Regulations. However, the following Ordinances are also relevant:

- the Dangerous Goods Ordinance
- the Electricity Ordinance
- the Fire Services Ordinance
- the Waste Disposal Ordinance
- the Shipping and Port Control Ordinance
- the Builders' Lifts and Tower Working Platforms (Safety) Ordinance
- the Boilers and Pressure Vessels Ordinance
- the Gas Safety Ordinance
- the Occupational Safety and Health Ordinance

2.2 FACTORIES AND INDUSTRIAL UNDERTAKINGS ORDINANCE**2.2.1 The Ordinance**

(a) This Ordinance controls safety and health at work relating to industrial undertakings (including construction sites). It empowers the Commissioner for Labour to make and amend safety regulations.

(b) The particular provisions to note are as follows :

- (i) Section 6A, under which a proprietor (i.e. the contractor and/or the sub-contractors) has the duty to ensure, so

far as is reasonably practicable, the safety and health at work of all persons employed by him in the construction site. His duty extends to but is not limited to the following matters :

- provision and maintenance of plant and systems of work;
- use, handling, storage and transportation of articles and substances;
- provision of information, instruction, training and supervision;
- provision and maintenance of means of access to and egress from all parts of the site; and
- the provision and maintenance of the working environment.

(ii) Section 6B, under which a person employed has to :

- take reasonable care for the safety and health of himself and of other persons who may be affected by his act or omissions at work; and
- co-operate with the management to comply with safety requirements.

2.2.2 The Subsidiary Regulations

The following subsidiary Regulations of the Factories and Industrial Undertakings Ordinance are relevant to construction works :

- (a) Factories and Industrial Undertakings Regulations
- * (b) Factories and Industrial Undertakings (Confined Spaces) Regulations
- (c) Factories and Industrial Undertakings (Blasting by Abrasives) Special Regulations
- * (d) Factories and Industrial Undertakings (Notification of Occupational Diseases) Regulations
- (e) Quarries (Safety) Regulations

- * (f) Factories and Industrial Undertakings (Woodworking Machinery) Regulations
- * (g) Construction Sites (Safety) Regulations
- * (h) Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
- * (i) Factories and Industrial Undertakings (Cargo and Container Handling) Regulations
- * (j) Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- (k) Factories and Industrial Undertakings (Work in Compressed Air) Regulations
- * (l) Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations
- * (m) Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations
- * (n) Factories and Industrial Undertakings (Cartridge-Operated Fixing Tools) Regulations
- * (o) Factories and Industrial Undertakings (Protection of Eyes) Regulations
- * (p) Factories and Industrial Undertakings (Noise at Work) Regulations
- * (q) Factories and Industrial Undertakings (Electricity) Regulations
- * (r) Factories and Industrial Undertakings (Asbestos) Special Regulations
- * (s) Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations
- * (t) Factories and Industrial Undertakings (Carcinogenic Substances) Regulations
- * (u) Factories and Industrial Undertakings (Dangerous Substances) Regulations
- * (v) Factories and Industrial Undertakings (Suspended Working Platforms) Regulation

A copy of the above Ordinance and subsidiary Regulations should be kept on site for reference by site staff. Enquiries concerning the Ordinance and

Regulations may be made to the Occupational Safety and Health Branch of the Labour Department.

2.2.3 Guides to the Ordinance and Subsidiary Regulations

Labour Department has published guides to the Factories and Industrial Undertakings Ordinance (Sections 6A and 6B) and those subsidiary Regulations in Section 2.2.2 marked with asterisks (*). These guides set out briefly the provisions of the legislation and explain the law in simple language. They are designed to serve as handy references on matters requiring attention. Please note that while every care has been exercised in the preparation of these guides, the Ordinance and subsidiary Regulations remain as the sole authorities for the provisions of the law. A set of these guides should be kept on site for reference by site staff.

2.2.4 Enforcement of the Ordinance and Subsidiary Regulations

The Labour Department is responsible for the enforcement of safety legislation on construction sites through its Occupational Safety and Health Branch. The Quarries (Safety) Regulations are administered by the Mines Division of Civil Engineering Department. Prosecution will be taken out against any breach of the statutory provisions. Occupational Safety Officers of Labour Department will also conduct investigations into serious accidents and make recommendations on the prevention of similar accidents. Senior Shipping Safety Officer of Marine Department is responsible for marine construction safety matters.

2.2.5 Statutory Forms

(a) The statutory forms under the subsidiary regulations of the Factories and Industrial Undertakings Ordinance and applicable to construction sites are listed below :

(i) Factories and Industrial Undertakings Regulations

Form 1 Register of Persons Employed to Work Underground in Industrial Undertakings

Form 2 Medical Examination Report

Form 3 Certificate as to Fitness of Employee/Proposed Employee

(ii) **Factories and Industrial Undertakings
(Notification of Occupational Diseases)
Regulations**

Form of Notice (Notice of Occupational
Disease)

(iii) **Construction Sites (Safety)
Regulations**

Form 1 Reports of Results of Weekly
Inspections of Hoists

Form 2 Certificate of Test and Thorough
Examination of Hoist

Form 3 Hoists : Reports of Results of
Six-monthly Thorough Examinations

Form 4 Excavations and Earthworks :
Reports of Results of Weekly
Examinations

Form 5 Scaffolds: Reports of Results of
Monthly or Other Inspections

(iv) **Factories and Industrial Undertakings
(Work in Compressed Air) Regulations**

Form 1 Lock Attendant's Register

Form 2 Compressed Air Worker's Transfer
Record

Form 3 Compressed Air Worker's Medical
Card

Form 4 Compressed Air Worker's
Decompression Sickness Case Sheet

Form 5 Compressed Air Worker's
Individual Air Record

Form 6 Compressed Air Health Register

Form 7 Notification of Commencement of
Work in Compressed Air

Form 8 Advisory Leaflet for Issue to
Persons Who Work in or Enter
Compressed Air

(v) **Factories and Industrial Undertakings
(Safety Officers and Safety Supervisors)
Regulations**

Form 1 Application for Registration as a
Safety Officer

Form 2A Monthly Report to be Prepared by
Safety Officer Employed at
Construction Sites

Form 3A Weekly Report to be Prepared by
Safety Supervisor Employed at
Construction Sites

Form 4 Notice of Employment of Safety
Officer

Form 5 Notice of Employment of Safety
Supervisor

(vi) **Factories and Industrial Undertakings
(Carcinogenic Substances) Regulations**

Schedule (Health Register of Persons
Employed in connection with Carcinogenic
Substances)

(vii) **Factories and Industrial Undertakings
(Lifting Appliances and Lifting Gear)
Regulations**

Form 1 Reports of Results of Weekly
Inspections of Lifting Appliances

Form 2 Certificate of Test and Thorough
Examination of Anchoring or
Ballasting of Cranes

Form 3 Certificate of Test and Thorough
Examination of Cranes, Crabs and
Winches

Form 4 Certificate of Test and Thorough
Examination of Lifting Appliances
[Except Cranes, Crabs and
Winches]

Form 5 Lifting Appliances : Certificate
of Results of Thorough
Examinations in the Preceding
Twelve Months

Form 6 Certificate of Test and Thorough
Examination of Chains, Ropes and
Lifting Gear

Form 7 Chains, Ropes and Lifting Gear :
Certificate of Results of
Thorough Examinations in the
Preceding Six Months

(viii) **Factories and Industrial
Undertakings (Suspended Working
Platforms) Regulation**

Form 1 Certificate of Weekly Inspection
of Suspended Working Platform

Form 2 Certificate of Thorough
Examination of Suspended Working
Platform

Form 3 Certificate of Load Test and
Thorough Examination of
Suspended Working Platform

(ix) **Factories and Industrial Undertakings
(Noise at Works) Regulations**

Noise Assessment Reports

b) The following standard forms have been
produced by the Labour Department to
facilitate reporting :

(i) Construction Sites (Safety) Regulations

Notification of Construction Work (L.D.
202)

(ii) Factories and Industrial Undertakings
(Asbestos) Special Regulations

Notification of Processes Involving
Asbestos (L.D. 403)

(c) A copy of the forms mentioned above are to
be found at **Appendix I.**

2.3 **OTHER RELEVANT ORDINANCES**

General

2.3.1 The main points of other relevant ordinances are
given below. The site staff, however should
consult the legislation for the details. Enquiries
concerning these ordinances may be made to the
relevant authorities.

2.3.2 **Dangerous Goods Ordinance**

(a) **The Ordinance**

This Ordinance provides legislative control for dangerous goods of categories 1 to 10, both on land and at sea. In particular, Section 6 specifies the requirement of a licence for manufacturing, storing, conveying or using any dangerous goods. Except for category 1 dangerous goods (i.e. explosives), for which the controlling authority is the Commissioner of Mines, the Director of Fire Services is the controlling authority for category 2 (except LPG) to 10 on land, whilst the Director of Marine is the controlling authority for dangerous goods at sea.

(b) **Subsidiary Legislation**

- (i) The Dangerous Goods (Application and Exemption) Regulations
- (ii) The Dangerous Goods (General) Regulations
- (iii) The Dangerous Goods (Shipping) Regulations

2.3.3 **Electricity Ordinance**

(a) **The Ordinance**

This Ordinance requires the registration of electrical workers, contractors and generating facilities; specifies safety requirements for electricity supply, electrical wiring and electrical products; and provides powers for electricity suppliers and the Government on aspects of electrical accidents and enforcement of the Ordinance.

(b) **The Electricity (Wiring) Regulations**

These Regulations lay down general requirements for the design, construction, installation, wiring and protection of fixed electrical installations.

2.3.4 **Fire Services Ordinance**

This Ordinance sets out requirements on prevention of fire hazard; regulation on the registration of fire services installation contractors; control of the sale, supply, installation, repair, maintenance

and inspection of fire services installations or equipment. In particular, Section 2 provides the interpretation of fire hazards; Section 7(c) provides the duty to give advice on fire protection measures and fire hazards as occasion requires; Section 9(1) gives the abatement power of fire hazards. It also sets out the penalties for contravention of the provisions.

2.3.5 Waste Disposal Ordinance

(a) The Ordinance

This Ordinance serves to regulate the production, storage, collection, transportation, disposal, reprocessing and recycling of chemical waste which includes asbestos waste.

Under Section 17, any person having in his possession asbestos waste of the prescribed class and quantity shall before collection, removal and disposal etc., give notice to the Director of Environmental Protection regarding such waste. Such notice may be submitted on standard notification forms which are available from the Solid Waste Control Group of EPD. Upon receipt of the notice, the Director of Environmental Protection may issue directions to the person concerned in respect of collection, removal and disposal etc. of the asbestos waste. Failure to notify the Director of Environmental Protection or non-compliance with the directions is an offence.

(b) Waste Disposal (Chemical Waste) (General) Regulation

- (i) Under Section 6, all chemical waste producers must be registered. Production of asbestos waste without registration is an offence. Forms to apply for registration are available from the Solid Waste Control Group of EPD.
- (ii) Under Section 8, asbestos waste has to be delivered to a prescribed reception point and asbestos waste producers must assign a licenced waste collector to transport the waste to the disposal facility.
- (iii) Under Section 9-19, asbestos waste has to be properly packed and stored before disposal. Contractors may refer to the Code of Practice on the Packing,

Handling, Transport and Disposal of
Asbestos Wastes.

- (iv) Under Section 20-29, asbestos waste producers must engage a Waste Collector (licensed under Section 21 of the Waste Disposal Ordinance) to remove his asbestos waste. He must also maintain records and particulars of waste movements in the form of trip tickets.

2.3.6 **Shipping and Port Control Ordinance**

(a) **The Ordinance**

This Ordinance serves to regulate and control ports and vessels, repairs and breaking up of vessels, cargo handling on vessels, pollution caused by vessels in the waters of Hong Kong, and for other matters affecting vessels, navigation and the safety of vessels at sea.

Under Section 16, the Director of Marine may give directions to vessels in the waters of Hong Kong to control their navigation and movement, to ensure their safety or to prevent the outbreak of fire.

Under Section 20, the Director of Marine may give directions to the owner or master of a vessel on fire, damaged by fire/explosion/collision, disabled or out of control to beach the vessel, remove it from port limits or to take any other actions the Director thinks fit.

Under Section 43, any machinery, equipment or appliance which is in such a condition or is so constructed that it cannot be used without unnecessary risk of accident or bodily injury shall not be used in repairs and breaking up of vessels and in cargo handling on vessels.

Under Section 44, cargo handling on vessels and repairs/breaking up of vessels shall not be carried out in a condition or manner that does not provide adequately against unnecessary risk of accident or bodily injury.

Section 67 requires owners, agents or masters of vessels to report to the Director of Marine collisions, sinkings or strandings, accidents to persons on vessels resulting in death or serious injury, explosion or fire on a vessel, or loss of a person or equipment overboard.

Section 69 requires owners, agents or masters to report fires on vessels to the Director of Fire Services.

(b) **Shipping and Port Control Regulations**

Under Regulation 26, a ship shall have on board at all times such number of crew as is, in the opinion of the Director of Marine, qualified and capable of carrying out all duties which may reasonably be required to ensure the safety of the ship having regard to the circumstances.

Under Regulation 62, no naked light shall be used on board any vessel in the waters of Hong Kong.

Regulation 63 makes it an offence to use a light on a vessel which is likely to interfere with the safe operation of any other vessel.

Under Regulation 70, no person shall commence any construction or reclamation works, dredging, boring, cable laying or any other type of works in the waters of Hong Kong, which interfere or are likely to interfere with the navigation of vessels or with port facilities, without giving the Director of Marine at least 14 days' notice in writing of :

- the nature of the works;
- the date of their commencement;
- the locality in which they will be carried out; and
- the estimated duration of the works.

The person in control of the works shall, during the carrying out of the works, comply with such directions as the Director of Marine may give to ensure the safety of vessels navigating in the vicinity of the works.

(c) **Shipping and Port Control (Cargo Handling) Regulations**

These regulations apply to vessels engaged in cargo handling, including all the lifting appliances and lifting gear on board such vessels.

Regulation 8 states that all workplaces and means of access and any other places on a

vessel to which persons employed may be required to proceed shall be sufficiently lighted.

Regulation 9 states that all confined spaces in a vessel shall be adequately ventilated before any person is permitted to enter, and all practicable measures shall be taken to protect the persons working in such places.

Regulation 13 states that all beams used for hatch coverings, and all hatch coverings without beams to support, shall be fitted with adequate locking devices to prevent their displacement in any circumstances.

Regulation 17 states that no lifting appliance shall be used for hoisting or lowering unless the arrangements for fixing and anchoring the lifting appliance are adequate to secure its safety.

Regulations 20, 21 and 23 require that all lifting appliances shall have been individually tested with a proof load and examined by a competent examiner before being taken into use. Subsequently all derricks and their permanent attachments shall be thoroughly examined by a competent examiner once in every four years and all other lifting appliances shall be thoroughly examined by a competent examiner once at least in every twelve months.

Regulation 23 requires that Certificates of Test and Examination of Lifting Appliances and Lifting Gear shall be attached to the Register of Lifting Appliances and Lifting Gear and the Register is to be available for inspection on board the vessel.

Regulation 25 requires that every crane and derrick shall have the safe working load plainly marked upon it.

Regulation 53 states that the following accidents must be reported to the Director of Marine :

- person is killed or seriously injured in an accident;
- a crane, winch, hoist, derrick or other appliance used in hoisting or lowering cargo collapses or fails (other than breakage of a chain or rope sling); or

- a person, cargo or equipment is lost overboard from a vessel.

(d) Statutory Forms under the Shipping and Port Control (Cargo Handling) Regulations

- (i) The statutory forms under the Shipping and Port Control (Cargo Handling) Regulations are listed below :

Form 1 Register of Lifting Appliances & Lifting Gear

Form 2 Certificate of Test and Examination of Winches, Derricks and Their Accessory Gear

Form 3 Certificate of Test and Examination - Lifting Appliance and Their Accessory Gear Other Than Derricks

Form 4 Certificate of Test and Examination of Pulley Blocks

Form 5 Certificate of Test and Examination of Lifting Gear

Form 6 Certificate of Test and Examination of Wire Rope

2.3.7 Builders' Lifts and Tower Working Platforms (Safety) Ordinance

- (a) This Ordinance serves to provide for the design, construction, installation and maintenance in safe working order of builder's lifts and tower working platforms, for the examination and testing of such lifts and platforms, and to provide for related matters.
- (b) It requires that the owner of a builder's lift or tower working platform, shall at all times, retain the services of a registered contractor and shall ensure that no lift work is carried out except by or under the supervision of such registered contractor or a registered examiner employed by such registered contractor.
- (c) Before a builder's lift or a tower working platform is installed, the written approval of

the Director of Electrical and Mechanical Services (Director) must be obtained and the registered contractor shall notify the Director the location at which it will be installed and of any subsequent major alterations. A registered examiner shall be employed to carry out a test and examination. The builder's lift or tower working platform shall not be used until the owner receives the endorsed original of the certificate of satisfaction from the Director. Thereafter, the registered contractor shall carry out routine maintenance at intervals not exceeding seven days and shall retain a log book recording any repairs, overhaul and routine maintenance that have been carried out.

- (d) The owner of a builder's lift or tower working platform shall ensure that it is at all times operated by a competent operator
- (e) The following statutory forms are to be kept on site and available for inspection :

Form 7 Log Book

Form 14 Certificate of Test and Examination
 of Builder's Lift's Lift or Tower
 Working Platform After Installation

Form 15 Certificate of Periodic Test and
 Examination of Safety Equipment of
 Builder's Lift or Tower Working
 Platform

Form 16 Certificate of Test and Examination
 of Builder's Lift or Tower Working
 Platform After Major Alteration

Form 19 Report on Test and Examination of a
 Builder's Lift or Tower Working
 Platform after Alteration of Height
 of Travel

2.3.8 Boilers and Pressure Vessels Ordinance (Cap 56 : Air Receiver)

This Ordinance and its subsidiary legislation control the use and operation of boilers, steam receivers, pressurised fuel containers and air receivers. Air receivers are often used in construction sites.

- (a) The owner of an air receiver shall, at least 30 days before the equipment is put into use,

apply to the Boilers and Pressure Vessels Authority (the Authority) for registration. Documents to be submitted include :

- Application for Registration (Form 3)
 - Copies of makers and inspection certificates of the air receivers duly endorsed by an Appointed Examiner.
- (b) No air receiver may be operated unless:
- it is registered by the Authority; and
 - it has been examined and issued with a Certificate of Fitness; or
 - it has been exempted by the Authority from the provisions of the Ordinance.
- (c) Appointed Examiners are engineers from the private sectors who are appointed by the Authority under the Pressure Vessels Ordinance Cap 56 as Air Receiver Inspectors, the list can be obtained from the Boilers and Pressure Vessels Division, Labour Department.
- (d) After completion of registration, the owner can then apply for examination of the air receiver by an Appointed Examiner. On satisfactory completion of examination a Certificate of Fitness will be issued.
- (e) The validity of the Certificate of Fitness is 26 months. After extensive repairs have been carried out on an air receiver, the equipment must be examined by an Appointed Examiner and issued with a Certificate of Fitness before being put back into use.

2.3.9 Gas Safety Ordinance

- (a) This Ordinance controls, in the interests of safety, the importation, manufacture, storage, transport, supply and use of gas, and to provide for matters incidental thereto or connected therewith. The Ordinance has been amended in 1996 to incorporate the safety of works to be carried out within the vicinity of the gas pipe.
- (b) The Gas Safety (Gas Supply) Regulations

Regulation 23A states that:

- (1) No person shall carry out, or permit to carry out, any works in the vicinity of a gas pipe unless he or the persons

carrying out the works has, before commencing the works, taken all reasonable steps to ascertain the location and position of the gas pipe

- (2) A person who carries out, or who permits to be carried out, any works in the vicinity of a gas pipe shall ensure that all reasonable measures are taken to protect the gas pipe from damage arising out of the works that would be likely to prejudice safety.
- (c) A code of practice "Avoiding danger from gas pipe", which gives practical guidelines on how to avoid damages was also published by the Electrical and Mechanical Services Department.

2.3.10 OCCUPATIONAL SAFETY AND HEALTH ORDINANCE

The Ordinance

- (a) This Ordinance extends the protection of safety and health at work from the industrial sector under the Factories and Industrial Undertakings Ordinance (FIUO), Cap. 59 and its subsidiary regulations to the non-industrial sector. Unlike the FIUO and its subsidiary regulations, it also binds the Government. Civil servants, either in the capacity of (i) persons responsible for a workplace, (ii) the occupiers of a premises where employed persons are working, or (iii) employees, will be affected, but neither the Government nor any public officer in the officer's capacity as such is liable to be prosecuted for an offence against the Ordinance.
- (b) It extends occupational safety and health protection to all employees at work except those engaged in land, sea and air transport, maritime operation, domestic services and self-employed persons.
- (c) It applies to independent contractors and self-employed persons only in their capacity as employers or as occupiers of premises where workplaces are located.
- (d) The particular provisions to note are as follows :

- (i) Section 6, under which every employer must, so far as reasonably practicable, ensure the safety and health at work of all the employer's employees. His duty includes, but not limited to, the following -
- provision and maintenance of plant and systems of work;
 - arrangements in the use, handling, storage and transport of plant and substances;
 - provision of information, instruction, training and supervision;
 - provision and maintenance of the workplace and means of access to and egress; and
 - provision and maintenance of the working environment.
- (ii) Section 7, under which the occupier of the premises must, if an employee's workplace is located on premises that are not under the control of the employee's employer, ensure that
- the premises;
 - the means of access to and from the premises; and
 - any plant or substances kept at the premises;
- are, so far as reasonably practicable, safe and without risks to health.
- (iii) Section 8, under which an employee while at work must
- take care of the safety and health of persons (including himself) at the workplace and who may be affected by his acts or omissions at work; and
 - co-operate with the employer or other person to enable requirements imposed by law on the employer or other person in the interest of safety or health to be complied with.
- (iv) Sections 9 to 12 empower the Commissioner for Labour to issue Improvement Notice and Suspension Notice to the employer or the occupier concerned to take remedial actions or stop immediately any activity at a workplace with an imminent risk of death or serious bodily injury

- (v) Sections 13 and 14 require person responsible for workplace to report accidents and dangerous occurrences at the workplace to the Labour Department.

(e) **The Subsidiary Regulation**

Under the Ordinance, the Occupational Safety and Health Regulation, which came into full operation on 1 June 1998, lays down requirements for specific aspects of safety and health in the workplace and are grouped under seven parts.

Part I	-	Preliminary
Part II	-	Accident Prevention
Part III	-	Fire Precautions
Part IV	-	Workplace Environments
Part V	-	Hygiene at Workplaces
Part VI	-	First Aid at Workplaces
Part VII	-	Manual Handling Operations

2.4 **CODES OF PRACTICE**

2.4.1 **Codes of Practice**

The following Codes of Practice have been prepared by the Government of the Hong Kong Special Administrative Region to provide guidance on safe practices to protect the workers:

- (a) Code of Practice - Safety and Health at Work with Asbestos (issued by Labour Dept.);
- (b) Code of Practice for Safe Use of Mobile Crane and Tower Cranes (issued by Labour Dept.);
- (c) Code of Practice - Safety and Health at Work for Industrial Diving (issued by Labour Dept.);
- (d) Code of Practice for Safety at Work (Lift and Escalator)(issued by Labour Dept.);
- (e) Code of Practice for the Control of Lead at Work (issued by Labour Dept.);
- (f) Code of Practice for Protection of Quarry and Construction Workers from Silicosis; (issued by Labour Dept.);
- (g) Code of Practice for Scaffolding Safety (issued by Labour Dept.);

- (h) Code of Practice for Protection of Tunnel Workers from Silicosis; (issued by Labour Dept.);
- (i) Code of Practice for Safe Use and Operation of Suspended Working Platforms (issued by Labour Dept.);
- (j) Safety Afloat (A Code of Safe Practice for Operators of Pleasure Vessels and Other Licensed Vessels)(issued by Marine Dept.);
- (k) Code of Practice for the Electricity (Wiring) Regulations; (issued by Electrical and Mechanical Services Dept. (EMSD)) ;
- (l) Code of Practice on the Design and Construction of Builders' Lifts (issued by EMSD);
- (m) Code of Practice on the Design and Construction of Tower Working Platforms (issued by EMSD);
- (n) Code of Practice on Avoiding Danger from Gas Pipes (issued by EMSD) ;
- (o) Code of Practice for the Lighting, Signing and Guarding of Road Works (issued by Highways Dept.) ;
- (p) Code of Practice for the Loading of Vehicles (issued by Transport Dept.) ; and
- (q) Code of Practice on the Packing, Handling, Transport and Disposal of Asbestos Wastes; (issued by Environmental Protection Dept.).

2.5 Reference Manual for Inspection Reports

- (a) Reference Manual for Inspection Reports on Construction Sites (issued by LD);
- (b) Reference Manual for Inspection Reports on Workplaces (issued by LD).

2.6 Occupational Safety and Health Bookshelf (CD-ROM)

An electronic database jointly produced by the Occupational Safety and Health Council (OSHC) and the Occupational Safety and Health Branch of the Labour Department. It contains safety and health booklets, safety posters, produced by OSHC and Labour Department.

Appendices to Chapter 2

- Appendix I - Statutory and Standard Forms for Reporting under the Factories and Industrial Undertakings Ordinance and Subsidiary Regulations.
- Appendix II - Offences and Penalties

FORM 1
Factories and Industrial Undertakings Regulations
**REGISTER OF PERSONS EMPLOYED TO WORK UNDERGROUND
IN INDUSTRIAL UNDERTAKINGS**

[reg. 16B]

1. Name of industrial undertaking:.....

2. Full name of person employed to work underground:

.....
.....

3. Residential address:.....

.....

4. Identity Card No.:.....

5. Date of birth:.....

6. Date on which worker first commenced to work underground in the
undertaking:.....

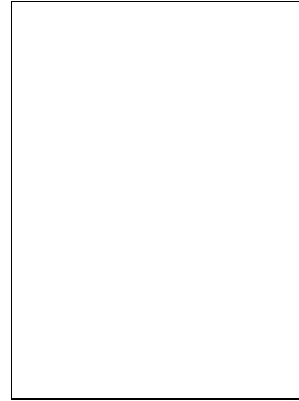
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7. Dates of medical examinations undergone by worker in
accordance with regulation 16C(3):

(a).....

(b).....

(c).....



(Full face photograph of
worker)

Appendix III

Form 2

[reg.16C(3)]

Factories and Industrial Undertakings Regulations

MEDICAL EXAMINATION REPORT

Part I. (To be completed in duplicate by the proprietor of the industrial undertaking)

To :

(name of medical practitioner by whom examination is to be carried out)

1. I,

(full name of proprietor)

.....

(residential address of proprietor)

The proprietor of

(name of industrial undertaking)

Situated at

(address of industrial undertaking)

Request you to examine

*(full name of Employee/proposed Employee *)*

In accordance with regulation 16C(3) of the Factories and Industrial Undertakings Regulations.

2. This employee/proposed Employee* is will be* employed to work underground as a

.....

(specify nature of Employee's/proposed Employee's occupation)

And first commenced/will commence* such work on

(specify date or proposed date)

Date:

Signature of proprietor:

Appendix III (cont.)

Part II. (to be completed in duplicate by the Employee or proposed Employee).

A. Full Name of Employee/proposed Employee*

Date of Birth

Residential Address.....

.....

B History of Past Illnesses.

(a) Is there a history of pulmonary tuberculosis?

.....

. If so give details.....

.....

.....

(b) Is there a history of other chronic respiratory
disease?.....

.....

.....

(c) Is there a history of heart disease, diabetes mellitus or any other serious or prolonged
disease?

.....

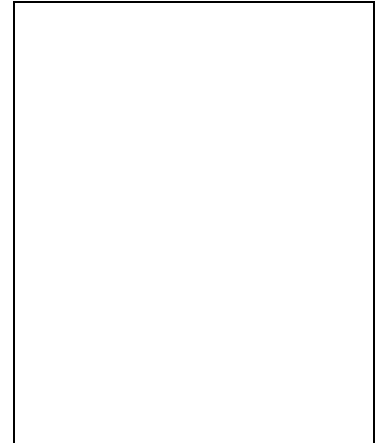
C. Present Complaints (if any).

.....

I declare that to the best of my knowledge the answers given above are accurate.

Date:

Signature of Employee/proposed Employee*:



(Full face photograph of
worker)

Appendix III (cont.)

Part III: (To be completed in duplicate by examining medical practitioner).

- A.** General Nutrition.....
Weightkg Heightins.
Eyes: Visual acuity R. L. Ears
Cardiovascular System Pulse rate B. P.
.....
.....
Abdomen
Hernias
Genito-urinary System
Urine Sp. G Alb. Sugar
Skeletal System
Upper limbs
Lower limbs
Nervous System
.....

- B.** Chest X-ray Examination (date.....)
Dr. reports as
(Medical practitioner by whom X-ray examination is made)

Follows:
.....
.....

- C.** I have examined the above named
(full name)

In accordance with this report, and consider that he is fit/unfit* to work underground in an industrial undertaking to which Part IIA of the Factories and Industrial Undertakings regulations applies.

Date:

Signature of Examining Medical Practitioner:

Name of Examining Medical Practitioner:
(block capitals)

Address:
.....

Telephone Number:

- Notes: (a) One copy of this completed form should be sent by the examining medical practitioner under confidential cover to the senior occupational health officer; Occupational Health Division, Labour Department. The other copy is to be retained by the examining medical practitioner.
(b) *Delete whichever is inapplicable.

FORM 3

FACTORIES AND INDUSTRIAL UNDERTAKINGS REGULATIONS

CERTIFICATE AS TO FITNESS OF EMPLOYEE/PROPOSED
EMPLOYEE*

To:
(proprietor of industrial undertaking)

.....
(address of industrial undertaking)

I hereby certify that Mr.
(full name)

of
(residential address)

has been examined medically in accordance with regulation 16C(3) of the Factories and Industrial Undertakings Regulations and is fit/unfit* to work underground in an industrial undertaking to which Part IIA of the regulations applies.

Date of issue:

Signed:
(senior occupational health officer)

Note: * Delete whichever is inapplicable.

DANGEROUS OCCURRENCE REPORT FORM**呈報危險事故表格**

To : The Commissioner for Labour, Hong Kong

致 : 香港勞工處處長

In accordance with Regulation 18 of the Factories and Industrial Undertakings Regulations, details of a dangerous occurrence are submitted below :-

現根據工廠及工業經營規例第十八條，謹向 貴處呈報以下之危險事故 :-

Name and address of Industrial Undertaking 工業經營的名稱及地址	
Date and Time of the Dangerous Occurrence 危險事故發生的日期及時間	
Nature of the Dangerous Occurrence 危險事故的性質	
Circumstances 事故發生的現場情況	
Structural/Plant Damage 樓宇、機器或設備受損壞的程度	
Casualties * 有沒有人受傷	
Extent of Work Suspended 工作停止程度	

* In case of injury, the accident reporting form (Form II) must be followed within seven days.
如有工人受傷，必須於危險事故發生後七天內以表格第二款向勞工處呈報。

(CHOP OF COMPANY)
(公司蓋印)

Signature

簽署 _____

Position

職位 _____

Date

日期 _____

Note : This form must be sent to the Commissioner for Labour within 24 hours of a Dangerous Occurrence.
註 : 此表格必須於危險事故發生後二十四小時內向勞工處職業安全主任呈報。

勞工處職業安全及健康部
收集個人資料之目的

(意外、危險事故的報告及提供聲明)

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：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 有關職業安全主任調查意外和危險事故；及
 - (c) 有關視察違例事項和進行法律聆訊。

資料轉移

2. 爲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仕或機構(如政府部門,律師樓....等.)透露。

查閱個人資料

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，應向下列人仕提出：

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道三十八號
海港政府大樓十三樓

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

(Reporting Accident or Dangerous Occurrence and Giving Declaration)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) activities relating to the investigation of accidents and dangerous occurrence by Occupational Safety Officer; and
 - (c) activities relating to checking compliance with legislative requirements and carrying on legal proceedings.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux 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 (HQ)
Occupational Safety - Operations Division
Occupational Safety and Health Branch
Labour Department
13/F, Harbour Building,
38 Pier Road, Central, Hong Kong

[regulation 3(1)]

FORM OF NOTICE
FACTORIES AND INDUSTRIAL UNDERTAKINGS (NOTIFICATION
OF OCCUPATIONAL DISEASES) REGULATIONS

<p>To: Director of Health</p> <p>Notice is hereby given of the following occupational disease- confirmed/suspected*</p> <p>.....</p> <p>Possible cause-</p> <p>Date contracted/of recurrence*-</p> <p>Name of patient/deceased*-</p> <p>Sex- Age-</p> <p>Home address-</p> <p>.....</p> <p>Employed as-</p>	<p>FOR OFFICIAL USE ONLY</p> <p>Case No.:-</p> <p>Ref. No.:-</p> <p>Action taken:-</p>
<p>Name, address and trade or industry of employer-</p> <p>.....</p> <p>Hospital sent to (if any)-</p> <p>Name and address of notifying medical practitioner-</p> <p>Date- 19</p> <p>Signature of notifying medical practitioner</p> <p>* Delete whichever is in applicable.</p>	

[reg. 5]
[規則第 5 條]

建築地盤(安全)規例

吊重機每週一次的檢查結果報告

Construction Sites (Safety) Regulations

Form approved by the Commissioner for Labour for the purposes of regulation 5 of the Construction Sites (Safety) Regulations

Work Commenced Date

[illegible]

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪：一經定罪，可處罰款二十萬元及監禁十二個月。

Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

CSSA-FI

表格二
FORM 2

[規例第 35(1)條]
[reg. 35(1)]

建築地盤(安全)規例
吊重機的測試及徹底檢驗證明書
本表格乃由勞工處處長為施行建築地盤(安全)規例第 35(1)條而認可

Construction Sites (Safety) Regulations

CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF HOIST

*Form approved by the Commissioner for Labour for the purposes of
regulation 35(1) of the Construction Sites (Safety) Regulations*

負責吊重機的承建商姓名
Name of contractor responsible for hoist

建築地盤地址
Address of Site

- | | | |
|----|---|--|
| 1. | (a) 吊重機的類別及識別編號及說明。
Type of hoist and identification number and description. | |
| | (b) 建造日期(如能確定者)·如適用時並填寫前次進行重大更改或重大修理的日期。
Date of construction (if ascertainable) and, where applicable, date of last substantial alteration or substantial repair. | |

- | | | |
|----|--|--|
| 2. | 設計及建造：
該吊重機各部份的機件構造是否良好？物料是否堅固及負重力是否充足？(以所能確定者為依據)
Design and construction -
Are all parts of the hoist of good mechanical construction, sound material, and adequate strength (so far as ascertainable)? | |
|----|--|--|

附註：如需進行任何更換或更改工程，應將詳情註明於下述第 5 段及第 6 段。
Note: Details of any renewals or alterations required should be given in 5 and 6 below.

3. 保養：
有關該吊重機的下開部份是否保養妥善，及工作效能良好？如屬不是，則述明其毛病所在。
Maintenance -
Are the following parts of the hoist properly maintained and in good working order? If not, state what defects have been found.
- (a) 吊重機槽的圍封。
Enclosure of hoistway.
 - (b) 上落閘門及機門。
Landing gates and cage gate(s).
 - (c) 上落閘門及機門的聯鎖。
Interlocks on the landing gates and cage gate(s).
 - (d) 其他的關閉扣接機件。
Other gate fastenings.
 - (e) 機籠或平臺與配件、機籠導軌、緩衝器、吊重機槽的內部等。
Cage or platform and fittings, cage guides, buffers, interior of the hoistway.
 - (f) 固定升降高度的裝設。
Over-running devices.
 - (g) 吊纜或吊鏈，及其他附屬裝置。
Suspension ropes or chains, and their attachments.
 - (h) 安全裝置，即防止平台或機籠墮下的預防措施。
Safety gear, i.e. arrangements for preventing fall of platform or cage.
 - (i) 制動器。
Brakes.
 - (j) 螺旋齒輪或正齒輪。
Worm or spur gearing.
 - (k) 其他電器裝置。
Other electrical equipment.
 - (l) 其他部份。
Other parts.

<p>4. 是否有任何無法接觸的部份？ What parts (if any) were inaccessible?</p>	
<p>5. 爲使該吊重機可供使用或繼續安全使用而須進行的修理、更換或更改工程： Repairs, renewals, or alterations required to enable the hoist to be used or to continue to be used with safety -</p> <p>(a) 立刻： immediately;</p> <p>(b) 在指定時間內(須列明時間)。 within a specified time, the time is to be stated.</p> <p>倘毋須進行任何修理、更換或更改工程時，則填「無」字。 If no such repairs, renewals or alterations are required enter 'NONE'.</p>	
<p>6. 列舉應予注意的毛病(前在第 5 段列明者除外)。 Specify defects (other than those specified at 5 above) which require attention.</p>	
<p>7. 如無發現任何須予注意的毛病及毋須進行任何修理、更換或更改工程者，則註明該吊重機處於安全操作狀況。 If no defects requiring attention are found and no repairs, renewals, or alterations are required, state that the hoist is in safe working condition.</p>	
<p>8. 如需依照第 5 段進行修理、更換或更改工程者，則在該工程完成後該機的最高安全操作負荷。 Maximum safe working load subject to repairs, renewals, or alterations (if any) specified at 5.</p>	

9. 其他觀察所得。
Other observations.

(上述各項，如空位不敷應用，可在此處繼續填寫)
(Space for continuation of entries)

茲證明本人曾於 年 月 日 測試及徹底檢驗此吊重機，而上述一切，

I certify that on I tested and thoroughly examined this hoist
均為測試及檢驗結果的正確報告。

and that the foregoing is a correct report of the result.

註冊專業工程師簽署

Signature of Registered Professional Engineer

註冊資格

Qualification

註冊界別

Discipline

僱用執行此次測試及檢驗的人士、公司或機構的姓名
或名稱及地址。

Name and address of person, company, or association by
whom the person conducting the test and examination is
employed.

}
}

簽發日期

Date of certificate

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site

表 格 三 FORM 3

(規例第 35(3)條)
[reg. 35(3)]

建築地盤(安全)規例

吊重機

每六個月一次的徹底檢驗結果報告

本表格乃由勞工處處長為施行建築地盤(安全)規例第 35(3)條而認可

Construction Sites (Safety) Regulations

HOISTS

REPORTS OF RESULTS OF SIX-MONTHLY THOROUGH EXAMINATIONS

Form approved by the Commissioner for Labour for the purposes of
regulation 35(3) of the Construction Sites (Safety) Regulations

吊重機的說明。 例如：類別，識別標誌，容量 Description of hoist e.g. type, identification mark, capacity	前次徹底檢驗日期 Date of last previous thorough examination	徹底檢驗結果 詳細註明所需進行的修理工作或毛病所在。 如無不妥，則註明「處於安全操作狀況」。 Result of thorough examination. Enter details of repairs required or defects. If none enter 'In safe working condition'.	執行或負責 檢驗者簽署 Signature of person making or responsible for examination	檢驗日期 Date of examination
(1)	(2)	(3)	(4)	(5)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

表 格 四
F O R M 4

[規例第 39(2)條]
[reg. 39(2)]

建築地盤(安全)規例
挖掘及泥土工程
每週檢驗結果報告
本表格乃由勞工處處長為施行建築地盤(安全)規例第 39(2)條而認可

Construction Sites (Safety) Regulations

EXCAVATIONS AND EARTHWORKS
REPORTS OF RESULTS OF WEEKLY EXAMINATIONS

Form approved by the Commissioner for Labour for the purposes of
regulation 39(2) of the Construction Sites (Safety) Regulations

說明或所在地點 Description or location (1)	檢驗日期 Date of examination (2)	檢驗結果 註明該項挖掘或泥土工程及連 帶建立的構築物是否安全穩固 Result of examination. State whether excavation or earthwork and structure erected in connexion therewith is safe and secure (3)	檢驗人員簽署及職階 Signature and designation of person who made the examination (4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.
CSSR-f4

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site

開始施工日期
Work Commenced Date

每十四日一次或在其他場合執行的檢查結果報告
本表格乃由勞工處處長為施行建築地盤(安全)規例第 38F(1)條而認可

Construction Sites (Safety) Regulations

SCAFFOLDS REPORTS OF RESULTS OF FORTNIGHTLY OR OTHER INSPECTIONS

Form approved by the Commissioner for Labour for the purposes of
regulation 38F(1) of the Construction Sites (Safety) Regulations

有關棚架的說明或所在地點 Description or location (1)	檢查日期 Date of inspection (2)	檢查結果 註明該座棚架是否處於安全操作狀態 State whether the scaffold is in safe working order (3)	檢查者簽署及職階 Signature and designation of person who made the inspection (4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪：一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

Construction Sites (Safety) Regulations

Regulation 56(1)

NOTIFICATION OF CONSTRUCTION WORK

建築地盤（安全）規例 56(1)條

建築工程呈報書

(To be completed and returned to the Labour Department within 7 days after the commencement of work)

(本呈報書須於工程開始後七日內交回勞工處)

To : The Commissioner for Labour,
Hong Kong.

致：香港勞工處處長

Name of contractor 承建商姓名	
Address of contractor 承建商地址	
If the contractor is a firm, the name under which it carries on business and the name and address of every partner in the firm 如承建商為一間商號，請填寫其經營業務所用之名稱以及其每一股東之姓名地址	
The name and address of every subcontractor employed on the work 受僱進行該項工程之每名二判承建商之姓名地址	
The location of the construction site 建築地盤之地點	
The nature of the work 工程性質	
The date upon which the work was commenced 開工日期	
The expected duration of the work 預料工程所需時間	

Details of heavy mechanical equipment used or will be used in connexion with the work 工程所使用或將使用之重型機械資料	Equipment 設 備	Number 數 量	Make/Model 制造 / 型號
(Please use additional page(s) when necessary) (如有需要請另加新頁)	Passenger hoist (Builders' lift) 載人吊重機 (建築工地升降機)		
	Material hoist 物料吊重機		
	Gantry crane 龍門式起重機		
	Mobile crane 流動式起重機		
	Tower crane 塔式起重機		
	Pile driver 打樁機		
	Loader 搬土機		
	Bulldozer 推土機		
	Excavator 挖土機		
	Dumper 倒泥卡車		
	Others 其 它		

Signature.....
 簽署

Position.....
 職位

Date.....
 日期

(Chop of company)
 公司印章

表格使用者指南

有關建築地盤(安全)規例內建築工程的呈報

I. 建築工程的動工

根據建築地盤(安全)規例第56條的規定，承建商在建築工程開始後7日內，須將下列事項以書面通知勞工處處長：

- (a) 承建商的姓名及地址(如承建商為一間商號，則提供該商號營業所用的名稱，以及該商號內每一股東的姓名及地址)；
- (b) 所有該地盤工程承建商判工的姓名及地址；
- (c) 建築地盤的地址；
- (d) 建築工程的性質；
- (e) 建築工程動工的日期；
- (f) 該項工程現有或將會使用的機械，若有使用，則須說明機械類別；及
- (g) 建築工程預計所需時間。

II. 呈報變更情形

根據建築地盤(安全)規例第58條的規定，如承建商發覺以前呈報的資料有所變更時，須於7日內將變更情況呈報勞工處處長。

III. 呈報完工日期

根據建築地盤(安全)規例第59條的規定，承建商須於建築工程完成後7日內，以書面呈報勞工處處長。

何謂建築工程？

“建築工程”指—

- (a) 建造、架設、安裝、重建、修葺、維修(包括重新修飾及外圍清理)、翻新、遷移、改動、改善、拆除或拆卸根據工廠及工業經營條例附表3所指明的任何構築物或工程；
- (b) 為預備進行(a)段所提述的工程行動而涉及的任何工程，包括鋪築地基和鋪築地基前的挖掘泥土及沙石工程；
- (c) 為進行(a)或(b)段所提述的任何工程行動而使用機械、工業裝置、工具、裝置及物料。

交回表格地點

填妥申請表格後，可

- (甲) 郵寄或交回香港中環統一碼頭道三十八號海港政府大樓十三樓勞工處職業安全及健康部或各分區辦事處；或
- (乙) 電子傳送至勞工處所設的電子郵件地址ldrgadm@labour.gov.hk

有關資料

若要查詢有關職業安全及健康的事宜，請以下列方式聯絡本處職業安全及健康部：

電話：2559 2297 (非正常辦公時間自動錄音)

電子傳真：2915 1410

電子郵件：ldrgadm@labour.gov.hk

亦可查閱勞工處的互聯網頁內有關本處的服務資料，網址是 www.info.gov.hk/labour。

Guide to Form Users

Notification of construction work under the Construction Sites (Safety) Regulations

I. Commencement of Works

A contractor who undertakes construction work shall, in accordance with Regulation 56, furnish in writing to the Commissioner for Labour the following information within seven days after the commencement of the work:

- (a) the contractor's name and address; (if the contractor is a firm, the name under which it carries on business and the name and address of every partner in the firm.)
- (b) the name and address of every subcontractor employed on the work;
- (c) the location of the construction work;
- (d) the nature of the work;
- (e) the date upon which the work was commenced;
- (f) whether any mechanical power is being or will be used and, if so, its nature; and
- (g) the expected duration of the work.

II. Notification of Change

The contractor shall, in accordance with Regulation 58, notify the Commissioner for Labour in writing within seven days of any change in the information he has furnished.

III. Notification of Completion

The contractor shall, in accordance with Regulation 59, notify the Commissioner for Labour in writing within seven days of the completion of the construction work.

What is construction work ?

'construction work' means-

- (a) the construction, erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement, dismantling, or demolition of any structure or works specified in the Third Schedule of the Factories and Industrial Undertakings Ordinance;
- (b) any work involved in preparing for any operation referred to in paragraph (a), including the laying of foundations and the excavation of earth and rock prior to the laying of foundations;
- (c) the use of machinery, plant, tools, gear, and materials in connection with any operation referred to in paragraph (a) or (b).

Place of Submission

You can submit the notification form either:

- (a) by post or in person to Occupational Safety and Health Branch of Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong or any branch offices; or
- (b) by electronic transmission to the e-mail address of Labour Department at ldrgadmn@labour.gcn.gov.hk

Useful Information

If you require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone : 2559 2297(auto-recording after office hours)

Fax : 2915 1410

E-mail : ldrgadmn@labour.gcn.gov.hk

Information on the services offered by the Labour Department is also available in our Home Page in the internet at www.info.gov.hk/labour.

勞工處職業安全及健康部
收集個人資料之目的

(建築工程的呈報)

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:
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例;
 - (b) 有關視察違例事項和進行法律聆訊; 或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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仕或機構(如政府部門,律師樓....等.)透露。

查閱個人資料

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, 應向下列人仕提出:

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道三十八號
海港政府大樓十三樓

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

(Notification of Construction Work)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:

- (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
- (b) activities relating to checking compliance of legislative requirements and carrying on legal proceeding; and
- (c) 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 Bureaux 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 (HQ)
Occupational Safety - Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong

FORM 1

[regs. 11 & 14]

Factories and Industrial Undertakings (Work in Compressed Air) Regulations

Lock Attendant's Register

Contractor Date

Construction Site Wet bulb temperature

Name of lock attendant

Record all times as a.m. or p.m.

Name of Worker	Work number or occupation	Compression		Decompression				Remarks
		Time of entry into working chamber	Working pressure	Maximum working pressure during shift	Shift period hrs. mins.	Time decompression commenced	Time decompression finished	

Note: The times recorded on this Form must be taken from the clock provided for the use of the man-lock attendant in accordance with regulation 8.

表格 1

工廠及工業經營 (在壓縮空氣中工作) 規例

氣壓調節室管理員登記冊

承建商 日期

建築地盤 濕球溫度

氣壓調節室管理員姓名

所有時間均須書明上午或下午

工作人員 姓名	工作號碼 或 職業	加 壓		減 壓					備註
		進入氣壓施 工室時間	施工氣壓	所值班次的最高 施工氣壓	所值班次時間 小時 分鐘	開始減壓 時間	完成減壓 時間	減壓所用 時間	

注意：本表格所記錄的時間，須為按照第 8 條設置的供員工氣壓調節室管理員使用的時鐘所顯示的時間。

COMPRESSED AIR WORKER'S TRANSFER RECORD

Name of Worker:

[illegible]

表格 2

[第 11(3) 條]

工廠及工業經營 (在壓縮空氣中工作) 規例

壓縮空氣工作人員進出紀錄

本紀錄須由獲發給紀錄的工作人員保留。紀錄各欄須由氣壓調節室管理員填寫，該管理員並須將所需各項資料填寫在氣壓調節室管理員登記冊 (表格 1) 上。

工作人員姓名：

日期 (1)	氣壓調節室編號或名稱		氣壓 (4)	進入氣壓施 工室時間		離開氣壓施 工室時間		停留在氣壓 施工室時間		減壓總時間 以分鐘計	氣壓調節室 管理員簽署
	進 (2)	出(如與進入 時不同) (3)		時	分	時	分	小時	分鐘		
			(4)	(5)	(6)	(7)	(8)	(9)			

**FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS**

COMPRESSED AIR WORKER'S MEDICAL CARD

CONFIDENTIAL

Contract: Date:

Full name of worker: Date of birth:

Permanent address:

Employment (this contract): Recent occupation: active/sedentary

Previous compressed air experience

Contract	Dates	How long?	Max. pressure	Any bends?
				<i>Yes/No</i>
				<i>Yes/No</i>
				<i>Yes/No</i>

Previous X-ray examinations

Contract	Chest/joints	Date	Result

Medical history

Ever declared unfit for employment in compressed air? *Yes/No*

Operations

Injuries

Bronchitis *Yes/No* Asthma *Yes/No* Hay fever *Yes/No*

Sinusitis *Yes/No* Diabetes *Yes/No* Fits *Yes/No*

Ear trouble *Yes/No* Hernia *Yes/No*

Signature

Medical examination

Height: Weight:

Lungs: Heart: Blood pressure: Ears:

Joints: Urine: Eustachian tubes patent: *Yes/No*

Test in lock: *Yes/No* Fit for employment in compressed air: *Yes/No*

Any reservations?

Doctor's signature:

Add any further notes:

工廠及工業經營(在壓縮空氣中工作)規例

壓縮空氣工作人員身體檢查表

機 密

合約名稱：..... 日期：.....

工作人員全名：..... 出生日期：.....

永久地址：.....

受僱職位(在本合約內)：..... 最近職業性質：多耗體力／坐着工作

以前在壓縮空氣中工作的經驗

合約名稱	日期	工作所歷時間	最高氣壓

是否有佝僂？

是／否

是／否

是／否

以前的 X 光檢查

合約名稱	胸／關節	日期	結果

病 歷

曾否被認定體格不適合受僱於壓縮空氣中工作？ 是／否

手 術

受 傷

支氣管炎 有／無 哮喘 有／無 枯草熱 有／無

鼻竇炎 有／無 糖尿病 有／無 驚 厥 有／無

耳 疾 有／無 疝 氣 有／無

簽 署

身體檢查

高度：..... 重量：.....

肺：..... 心：..... 血壓：..... 耳：.....

關節：..... 尿：..... 歐氏管是否暢通：..... 是／否

曾否受氣壓測試：是／否 體格是否適合受僱於壓縮空氣中工作：是／否

是否有任何保留條件？.....

醫生簽署：.....

註明任何附加按語：.....

FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS

COMPRESSED AIR WORKER'S DECOMPRESSION SICKNESS
CASE SHEET

Contract: Date:

Full name of worker: Identification:

Occupation: Activity: *Manual/Supervisory/Sedentary*

Maximum working pressure: Decanted: *Yes/No*

If multiple exposures—how many?

Total exposure time:

Was decompressed according to tables? *Yes/No*

Man-lock temp.: max. min. Man-lock CO₂

Shift: Day Back Night

Shift if new starter: *1st, 2nd, 3rd, 4th, 5th*

Shift if after absence of 7 days: *1st, 2nd, 3rd, 4th, 5th*

'Cold' infection: head or chest *Yes/No*

Type 1 (bends)

Site of pain: Localized: *Yes/No* Spreading: *Yes/No*

How soon after decompression: Time decompression finished:

Any injury to affected part: *Yes/No* Excessive use of limbs: *Yes/No*

Any symptom other than pain:

Type 2

Signs and symptoms:

Circulatory: *Yes/No* Respiratory: *Yes/No* Visual: *Yes/No*

Neurological: *Yes/No* Skin mottling: *Yes/No* Skin irritation: *Yes/No*

Vomiting: *Yes/No*

Treatment

Time commenced: Time completed:

Pressure of relief: Highest pressure used:

Method of decompression: Number of recompressions:

Residual symptoms:

Fit for employment in compressed air again: *Yes/No* (if in doubt, refer to the appointed medical practitioner)

Evidence of recurrence after leaving medical centre: Yes/No

表格 4

〔第 24 及 27 條〕

工廠及工業經營 (在壓縮空氣中工作) 規例

壓縮空氣工作人員減壓病個案表

合約名稱：..... 日期：.....

工作人員全名：..... 身分證明：.....

職 業：..... 活動程度：體力勞動／監督性質／坐着工作

最高施工氣壓：..... 是否經覆壓減壓？ 是／否

如多次進入氣壓施工室，進入次數共計：.....

時 間 合 計：.....

是否已按照減壓表減壓？ 是／否

員工氣壓調節室溫度：最高..... 最低..... 員工氣壓調節室所含二氧化碳.....

所值班次：早班..... 中班..... 夜班.....

如屬新人，其所值班次為：第 1 班、第 2 班、第 3 班、第 4 班、第 5 班

如在休假 7 天後再復工，其所值班次為：第 1 班、第 2 班、第 3 班、第 4 班、第 5 班

是否患有‘傷風’而引致頭部或胸部不適？ 是／否

第 1 類 (佝僂)

疼痛所在：..... 局部： 是／否 擴散： 是／否

減壓後多久：..... 完成減壓時間：.....

曾否傷及患處： 是／否 是否過度使用四肢： 是／否

除疼痛外，是否尚有其他病狀：.....

第2類

病徵及病狀：

屬循環系統： 是／否 屬呼吸系統： 是／否 屬視覺： 是／否

屬神經系統： 是／否 皮膚起班點： 是／否 皮膚痕癢： 是／否

嘔吐： 是／否

治療

開始時間： 完成時間：

病狀消除時所用氣壓： 所用的最高氣壓：

減壓方法： 覆壓次數：

尚存病狀：

體格是否適合再受僱於壓縮空氣中工作： 是／否 （如有存疑，可諮詢指定醫生）

在離開醫療中心後，是否有復發迹象： 是／否

**FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS**

COMPRESSED AIR WORKER'S INDIVIDUAL AIR RECORD

Contract:

Name of worker: Date of birth:

Identification:

Occupation: Shift worker: *Yes/No*

Total days employed in compressed air:

Date	Length of each shift	Maximum pressure	Decanting time (if applicable)	Shift			Bends		Symp- toms not treated
			* WP to WP	†D	B	N	Type 1	Type 2	

* WP = working pressure

† D = Day

B = Back

N = Night

〔第 24 及 27 條〕

壓縮空氣工作人員的個人工作紀錄

受僱於壓縮空氣中工作的總天數：.....

[illegible]

**FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS**

COMPRESSED AIR HEALTH REGISTER

PART I

Person to whom this register relates

(To be filled in by the employer)

Name:

Address:

Date of birth:

Name, address and telephone number of the appointed medical practitioners :

1.
2.
3.

PART II

*Certificate of examination of the person named in Part I of this register as
to his fitness for employment in compressed air*

(To be filled in by the appointed medical practitioners)

Date of examination	Name of employer and construction site address	Result of examination and any conditions affecting employment in compressed air	Signature of the appointed medical practitioner
(1)	(2)	(3)	(4)

工廠及工業經營(在壓縮空氣中工作)規例

壓縮空氣工作人員健康登記冊

第 I 部

本登記冊所關乎的人

(由僱主填寫)

姓名：

地址：

出生日期：

指定醫生姓名、地址及電話號碼：

1.
2.
3.

第 II 部

本登記冊第 I 部所登記的人體格是否適合受僱於
壓縮空氣中工作的檢查證明書

(由指定醫生填寫)

檢查日期	僱主姓名或名稱及建築地盤地址	檢查結果及任何影響其受僱於壓縮空氣中工作的情況	指定醫生簽署
(1)	(2)	(3)	(4)

FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS

NOTIFICATION OF COMMENCEMENT
OF WORK IN COMPRESSED AIR

*(To be completed and sent before commencement of construction work
in compressed air)*

To: * Factory Inspector, Labour Department, Hong Kong

* The Senior Occupational Health Officer, Labour Department, Hong Kong

† The Police Station

† The Fire Station

Name of contractor	
Address of contractor	
If the contractor is a company or firm, the name under which it carries on business	
The location and telephone number of the construction site where construction work in compressed air will be carried out	
The date on which the work will commence and likely duration of the work	
Number of persons to be employed in compressed air	

(Chop of company or firm)

Signature

Position

Date

* delete where necessary

† name of police or fire services station nearest to the construction site

工廠及工業經營 (在壓縮空氣中工作) 規例

在壓縮空氣中展開工程的呈報

(本表格須於在壓縮空氣中展開建築工程前填妥送交)

致：* 香港勞工處工廠督察

* 香港勞工處職業健康科主任醫生

† 警署

† 消防局

承建商姓名或名稱	
承建商地址	
如承建商為公司或商號，則填寫營業所用名稱	
在壓縮空氣中進行建築工程的建築地盤的地點及電話號碼	
展開工程日期及該工程的相當可能持續期	
受僱於壓縮空氣中工作的人數	

(公司或商號蓋章)

簽署.....

職位.....

日期.....

* 刪去不適用者

† 最接近建築地盤的警署或消防局的名稱

FACTORIES AND INDUSTRIAL UNDERTAKINGS (WORK IN
COMPRESSED AIR) REGULATIONS
(Regulation 32)

ADVISORY LEAFLET FOR ISSUE TO PERSONS WHO WORK
IN OR ENTER COMPRESSED AIR

*Read these rules carefully make sure you understand them
for your own sake — follow them*

Persons who work in or enter compressed air sometimes get pains in their joints soon after leaving the working chamber. These pains are called "the bends", "caisson sickness", or just "pains". They may occur in muscles and other parts of the body. They can almost always be avoided. Pain is sometimes felt in the ears or head during compression. This too can be avoided.

Very rarely a more serious kind of "bends" may occur and a person may even "pass out" suddenly. Immediate recompression is necessary. This is why it is so important that you always wear the label you have been given in case you get the "bends" when you are away from the construction site.

A certain number of persons who work in or enter compressed air develop, after a time, small areas of damage in some of their bones. If these affect the hip or shoulder joints arthritis may follow. Failure to obey these rules will increase the risk of bone damage.

YOU MUST NOT WORK IN OR ENTER COMPRESSED AIR UNTIL
YOU HAVE BEEN PASSED AS FIT BY THE DOCTOR

Do not go to work in or enter compressed air if you have a cold in the head, chest infection, sore throat or earache. If you have any of these complaints, you *must* report to the supervisor in charge of the compressed air operations at the construction site. If you have been off sick through any illness or injury for more than 3 days, you must be re-examined by the appointed medical practitioner before you go back into compressed air.

You must be passed medically fit before you start work in or enter compressed air. If the working pressure is over 14 pounds per square inch, you must be examined by the appointed medical practitioner at least once every 4 weeks. If the working pressure is below 14 pounds per square inch, you must be so examined at least once every 3 months.

The lock attendant has to keep a record of all persons who enter and leave the lock, and also has to control all decompression. Always obey his instructions.

YOU MUST ALWAYS WEAR THE LABEL ISSUED TO YOU

If you get an attack of "bends" get back to the construction site as quickly as you can and report to the medical lock attendant who will arrange for treatment in the medical lock.

You must never drink alcohol in compressed air, and smoking is also forbidden.

If you have not worked in or entered compressed air before you must not enter the lock unless an experienced compressed air worker is with you.

If the rate of compression is not controlled by the lock attendant, the contractor employing you may tell the leading man to take charge of the valves which let in the compressed air. If you feel pain or discomfort, warn the leading man or lock attendant at once, and compression will be stopped. If the pain does not go, pressure will be reduced slowly and you will be let out of the lock.

**TO REDUCE THE RISK OF “BENDS” DECOMPRESSION MUST
BE CARRIED OUT STRICTLY ACCORDING TO THE RULES**

Decompression is usually in 2 stages, the first quick and the second very slow, though other methods can be allowed under the Regulations.

The lock attendant must control all decompressions. Do not try to interfere with his control. You can get in touch with him by means of the speaking tube, the telephone or the observation window.

Attacks of “bends” usually start within $1\frac{1}{2}$ hours after decompression. If the working pressure is over 40 pounds per square inch you should stay near the medical lock for at least $1\frac{1}{2}$ hours. If it is less than this you should stay near the medical lock for at least an hour.

**IN THE INTERESTS OF YOUR HEALTH OBEY THESE RULES
IF YOU DO NOT—YOU MAY BECOME SERIOUSLY ILL**

LABOUR DEPARTMENT,
HONG KONG.

(L.N. 570 of 1995)

工廠及工業經營 (在壓縮空氣中工作) 規例
(第 32 條)

本提示小冊供發給在壓縮空氣中工作或
進入壓縮空氣中的人之用

仔細閱讀 確實了解
遵守規則 確保安全

在壓縮空氣中工作或進入壓縮空氣中的人，離開氣壓施工室不久後，關節有時會有疼痛感覺，醫學上稱為“佝僂”、“減壓症”或僅稱“疼痛”。此等疼痛，可能在肌肉及身體其他部位出現，但絕大多數可以避免。加壓時，耳朵或頭部有時會感到疼痛，但此種情況也可避免。

在極罕見情況下，一種較嚴重的“佝僂”病狀可能出現，患者甚至突然“昏厥”而須立即進行覆壓。所以，最重要的是你經常佩帶僱主所發給的身分卡，以便在你離開建築地盤後出現“佝僂”病狀時，別人能知如何救治。

有些人在壓縮空氣中工作或進入壓縮空氣中一段時間後，體內骨骼會產生小部位的損傷。如損傷影響股或肩關節，則會引起關節炎。如不遵守本規則，則會增加骨骼損傷的危險。

未經醫生證明體格適合，切勿在壓縮空氣中工作或進入壓縮空氣中

如患傷風、胸肺發炎、喉痛或耳痛，不可在壓縮空氣中工作或進入壓縮空氣中。若發覺有上述病狀，必須向建築地盤主管壓縮空氣作業的督導員報告。如因患病或受傷而休假超過 3 天，則在再回到壓縮空氣中工作前，必須由指定醫生覆檢身體。

開始在壓縮空氣中工作或進入壓縮空氣中之前，須由醫生證明體格適合。如施工氣壓超過每平方吋 14 磅，必須最少每 4 星期一次由指定醫生檢查。如施工氣壓低於每平方吋 14 磅，則須最少每 3 個月一次由指定醫生檢查。

氣壓調節室管理員須備存紀錄，以記錄所有進入及離開氣壓調節室的人，並須控制一切減壓工作。管理員的指示必須經常遵守。

必須經常佩帶僱主所發給的身分卡

如“佝僂”病狀發作，應盡速返回建築地盤向高壓醫療室管理員報告，該管理員即會安排你在高壓醫療室接受治療。

切勿在壓縮空氣中喝酒，亦不可吸煙。

如從未在壓縮空氣中工作或從未進入壓縮空氣中，則除非有經驗豐富的壓縮空氣工作人員陪同，否則切勿進入氣壓調節室。

如加壓速度並非由氣壓調節室管理員控制，僱用你的承建商會囑咐現場領導人員負責控制放入壓縮空氣的氣閥。如你感覺疼痛或不適，須立即通知現場領導人員或氣壓調節室管理員，加壓即會停止。如疼痛不止，氣壓會慢慢降低，氣壓降低後你即可離開氣壓調節室。

為減低引致“佝僂”的危險，減壓時須嚴守規則

雖然本規例亦容許使用其他方法減壓，但減壓工作通常分兩階段進行，第一階段快速，第二階段則非常緩慢。

一切減壓工作，均須由氣壓調節室管理員控制，切勿試圖干擾。如欲與管理員接觸，可利用通話管、電話或觀察窗。

“佝僂”病狀通常在減壓後 $1\frac{1}{2}$ 小時之內發作。如施工氣壓超過每平方吋 40 磅，你應在高壓醫療室附近逗留最少 $1\frac{1}{2}$ 小時，如氣壓不足 40 磅，則應在高壓醫療室附近逗留最少 1 小時。

為健康着想，請遵守本規則。違背規則，可引致重病

香港勞工處

表格使用者指南

壓縮空氣中工作的呈報

- (a) 根據工廠及工業經營(在壓縮空氣中工作)規例第30條，承建商在壓縮空氣中展開建築工程前，須向勞工處、香港警務處及消防處作出呈報。
- (b) 有關呈報須採用訂明表格。

交回表格地點

填妥申請表格後，可

- (a) 郵寄或交回香港中環統一碼頭道三十八號海港政府大樓十三樓勞工處職業安全及健康部或各分區辦事處；或
- (b) 電子傳送至勞工處所設的電子郵件地址ldrgadm@labour.gc.gov.hk

有關資料

若要查詢有關職業安全及健康的事宜，請以下列方式聯絡本處職業安全及健康部：

電話 : 2559 2297 (非正常辦公時間自動錄音)
電子傳真 : 2915 1410
電子郵件 : ldradm@labour.gc.gov.hk

亦可查閱勞工處的互聯網頁內有關本處的服務資料，網址是 www.info.gov.hk/labour。

Guide to Form Users

Notification of commencement of work in compressed air

- (a) A contractor shall, in accordance with Regulation 30 of the Factories and Industrial Undertakings (Work in Compressed Air) Regulations, notify the Labour Department, Hong Kong Police Force and Fire Services Department before he commences any construction work in compressed air.
- (b) The notification shall be made in a prescribed form.

Place of Submission

You can submit the notification form either:

- (a) by post or in person to Occupational Safety and Health Branch of Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong or any branch offices; or
- (b) by electronic transmission to the e-mail address of Labour Department at ldrgadmn@labour.gov.hk.

Useful Information

If you require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone	: 2559 2297(auto-recording after office hours)
Fax	: 2915 1410
E-mail	: ldrgadmn@labour.gov.hk

Information on the services offered by the Labour Department is also available in our Home Page in the internet at www.info.gov.hk/labour.

勞工處職業安全及健康部
收集個人資料之目的

(壓縮空氣中工作的呈報)

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:
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例;
 - (b) 有關視察違例事項和進行法律聆訊; 或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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仕或機構(如政府部門,律師樓....等.)透露。

查閱個人資料

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, 應向下列人仕提出:

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道三十八號
海港政府大樓十三樓

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

(Notification of Commencement of Work in Compressed Air)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:

- (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
- (b) activities relating to checking compliance of legislative requirements and carrying on legal proceeding; and
- (c) 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 Bureaux 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 (HQ)
Occupational Safety - Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong

表格 1
FORM 1

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

安全主任註冊申請書
APPLICATION FOR REGISTRATION AS A SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 7(1)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 7(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

†個人資料 Personal Particulars

Name in English Surname : Other names :		*中文姓名	
出生日期 Date of Birth _____日 Day _____月 Month _____年 Year		*中文姓名電碼 Chinese Name Code _____	
香港身份證號碼或護照號碼 HK Identity Card No. or Passport No.	性別 Sex	電郵戶口 E-mail Account	
住址 Residential Address		聯絡電話號碼 Contact Telephone No.	
通訊地址（如與上述住址不同者） Correspondence Address (if different from above)			
職業 Occupation			
僱主姓名 Name of Employer			
僱主地址 Address of Employer		聯絡電話號碼 Contact Telephone No.	

#教育或學歷（按接受教育的日期順序列出）

Education or Academic Qualifications (in chronological order)

學校、學院、大學 Schools, Colleges, Universities	學歷(例如：學位、文憑或證書) Qualification (e.g. Degree, Diploma or Certificate)	獲取日期 Date Obtained (月 Month /年 Year)	就讀日期 Date (月 Month /年 Year)	
			由 From	至 To

#專業資格 (按考獲資格的日期順序列出)

Professional Qualifications (in chronological order)

頒發機構(例如：考試局或專業機構) Issuing Authority (e.g. Examination Authority or Professional Institution)	專業資格(例如：註冊專業工程師) Qualification (e.g. Registered Professional Engineer)	獲取日期 Date Obtained (月 Month /年 Year)

#工作經驗／就業詳情 (經驗須與安全主任職務有關)

Working Experience/Employment Record (experience relevant to the duties of safety officer)

僱主(姓名、地址及電話號碼) Employer (Name, Address & Telephone No.)	職位 Position	職務簡述 Brief Description of Duties	日期 Date (月 Month /年 Year)	
			由 From	至 To

本人謹此聲明，本表格內所載詳情是盡本人所知所信屬真實和正確。我明白，如果我以欺詐方法取得註冊為安全主任，根據上述規例的第 9(a)條，該註冊可被取消。現隨本申請書附上我的照片一張。

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief. I understand that if my registration as a safety officer is obtained by fraudulent means, the registration is liable to cancellation under Regulation 9(a) of the aforesaid Regulations. I attach a photograph of myself.



簽署 Signature : _____

日期 Date : _____

附註 Note:

- (1) † 如 '個人資料' 有所更改，請通知勞工處處長。 You are requested to inform the Commissioner for Labour of any change in 'Personal Particulars'.
- (2) * 如適用者，請填寫這項。 Please complete this part if applicable.
- (3) # 如果空位不足夠，請使用附加紙張填寫。 Please use separate sheets in case of insufficient space.
- (4) 請注意附帶的收集個人資料之目的。 Please note the attached "Statement of Purpose for the Collection of Personal Data".

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以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例;
 - (b) 處理有關申請表格，調查及評審申請註冊的事宜;
 - (c) 根據工廠及工業經營(安全主任及安全督導員)規例第 6 條，備存有關安全主任的註冊紀錄冊，供公眾免費查閱;
 - (d) 方便勞工處與你聯絡有關你申請註冊等事宜;及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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。

查閱個人資料

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：
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）
新界荃灣眾安街六十八號荃灣城市中心 I 十三樓

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

Purposes of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
 - (c) maintenance of a register of Registered Safety Officer for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) 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 Bureaux 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, City Landmark I
68 Chung On Street, Tsuen Wan

表格 2A
FORM 2A

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在建築地盤工作的安全主任每月須予填報的報告書
MONTHLY REPORT TO BE PREPARED BY SAFETY OFFICER EMPLOYED ON CONSTRUCTION SITES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 15(2)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 15(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

安全主任姓名
Name of Safety Officer _____

工人總數
Total Workforce _____

*東主姓名
Name of *Proprietor _____

公司名稱
Name of Company _____

安全督導員人數
Number of Safety Supervisors _____

建築地盤數目
Number of Construction Sites _____

月份／年份
Month/Year _____

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
地盤視察 Site Visits : (a) 上蓋建築 Superstructure (b) 土木工程 Civil Engineering (c) 其他 Others			
調查 Investigations : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents (c) 危險事故 (失火、起重機倒塌等) Dangerous Occurrences (fire, collapse of cranes, etc.) (d) 職業病 Occupational Diseases (e) 投訴 Complaints			
訓練 Training : (a) 研討會 Seminars (b) 講座 Lectures (c) 分組討論 Group Discussions			

工作類別 Type of Work	次數 Occasion	地點 Location	行動 Action
安全宣傳資料分發 <i>Distribution of Publicity Materials</i> : (a) 安全海報 Safety Posters (b) 小冊子 Pamphlets (c) 傳閱資料 Circulations			
安全推廣 <i>Safety Promotion</i> : (a) 安全運動 Safety Campaigns (b) 比賽 Competitions (c) 其他 Others			
安全管理 <i>Safety Management</i> : (a) 會見管理階層 Meeting with Management (b) 會見地盤職員 Meeting with Site Staff (c) 會見次承建商 Meeting with Sub-contractors (d) 會見政府機關人員 Meeting with Government Agencies (e) 安全委員會會議 Safety Committee Meeting (f) 和安全督導員的討論 Discussion with Safety Supervisors (g) 其他 Others			
意外統計資料 <i>Accident Statistics</i> : (a) 致命意外 Fatal Accidents (b) 非致命意外 Non-fatal Accidents			
建議 <i>Recommendations</i> :			

簽署 Signature : _____

安全主任 Safety Officer

日期 Date : _____

本人已於_____年_____月_____日與以上安全主任討論本報告書。
I discussed this report with the safety officer on _____.

簽署 Signature : _____

*東主 *Proprietor

附註 Note :

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。

“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

SOSS-F2A-2 (Rev. 2002)

表格 3A
FORM 3A

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

受僱在建築地盤工作的安全督導員每週須予填報的報告書
WEEKLY REPORT TO BE PREPARED BY SAFETY SUPERVISOR EMPLOYED ON CONSTRUCTION SITES

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 17(2)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 17(2) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

安全督導員姓名
Name of Safety Supervisor _____

安全主任姓名
Name of Safety Officer _____

*東主姓名
Name of *Proprietor _____

公司名稱
Name of Company _____

建築地盤地址
Address of Construction Site _____

工人數目
Number of Workers _____

有關期間：由 _____ 至 _____ 的一個星期
For the week between _____ and _____

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
進出口 Access and Egress : 木板路 Gangways 梯 Ladders 通路 Passageways 其他 Others							
高空作業 Working at Height : 棚架 Scaffolds 工作平台 Working Platforms 樓面邊緣／孔洞 Floor Edges/Openings 升降機槽／孔洞 Lift Shafts/Openings 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
泥土工程 <i>Earthwork</i> : 挖掘工程 Excavations 坑槽 Trenches 沉箱 Caissons 隧道 Tunnels 斜坡 Slopes 其他 Others							
起重機械及起重裝置 <i>Lifting Appliances and Lifting Gear</i> : 起重機 (例如：塔式起重機、龍門起重機、 流動起重機等) Cranes (e.g. Tower Cranes, Gantry Cranes, Mobile Cranes, etc.) 絞車 Winches 滑輪組 Pulley Blocks 載人吊重機 Passenger Hoists 物料或吊斗吊重機，包括吊重機槽 Material or Skip Hoists, including Hoistway 吊船 Suspended Working Platforms 鏈、纜索、吊鉤、吊索 Chains, Ropes, Hooks, Slings 其他 Others							
電力 <i>Electricity</i> : 開關掣 Switches 電線 Wiring 固定裝置 Fixed Installations 手提式照明設備 Portable Lighting 手提工具 Portable Tools 焊機 Welding Machines 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
防火措施 Fire Prevention : 消防器具 Fire Fighting Appliances 走火通道 Means of Escape 危險品倉庫 Dangerous Goods Stores 氣焊氣樽 Gas Welding Cylinders 其他 Others							
健康 Health : 石棉控制 Asbestos Control 塵埃控制 Dust Control 噪音控制 Noise Control 危險物質的防護 Protection from Dangerous Substances 急救設備 First Aid Equipment 清洗設備 Washing Facilities 廁所 Latrine 其他 Others							
機器 Machinery : 木工機械 Woodworking Machines 負荷物移動機械 Loadshifting Machines 磨輪 Abrasive Wheels 啤機 Power Presses 其他 Others							
一般事項 General : 地盤管理 Housekeeping 安全網和斜棚 Safety Nets and Fans 物料堆疊 Stacking of Materials 通路 Passageways 照明設備 Lighting 通風設備 Ventilation 有關僱用安全主任／安全督導員的告示 (有／沒有) Notice of Employment of Safety Officer/Safety Supervisor (YES/NO) 其他 Others							

一般安全檢查 (請填上良好、滿意或欠佳) General Safety Check (G=Good; S=Satisfactory; P=Poor)	星期日 Sunday	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
個人防護設備 <i>Personal Protective Equipment</i> : 安全頭盔 Helmets 護眼用具 Eye Protectors 聽覺保護器 Ear Protectors 呼吸器 Respirators 安全帶 Safety Belts 手套 Gloves 安全鞋 Safety Shoes 反光外套 Reflective Jackets 其他 Others							
建議 <i>Recommendations</i> :							

簽署 Signature : _____
安全督導員 Safety Supervisor

日期 Date : _____

本人已於_____年_____月_____日與以上安全督導員討論本報告書。
I discussed this report with the safety supervisor on .

簽署 Signature : _____
†*東主/安全主任 †*Proprietor / Safety Officer

附註 Note: :

- (1) * “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.
- (2) † 請刪去不適用者。 Delete if inapplicable.

表 格 4
FORM 4

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

有關僱用安全主任的告示
NOTICE OF EMPLOYMENT OF SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 19A(1)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 19A(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

公司名稱 Name of Company		
*東主姓名 Name of *Proprietor		聯絡電話號碼 Contact Telephone No.
工作地址 Workplace Address		
安全主任姓名 Name of Safety Officer		聯絡電話號碼 Contact Telephone No.

根據工廠及工業經營（安全主任及安全督導員）規例 15(1)條規定，上述的安全主任乃協助本人促進本工地僱員的安全及健康，他的職責包括—

In accordance with the provisions of regulation 15(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, the above-named safety officer is to assist me in promoting the safety and health of persons employed therein, including for that purpose—

- (1) 巡視工地； Inspection of Workplace；
- (2) 調查投訴及意外事件； Investigation of Complaints and Accidents；
- (3) 會見工地職員；及 Meeting with Workplace Staff；and
- (4) 其他（以下詳述）。 Others (to be specified).

*東主簽名
Signature of *Proprietor_____

日期 Date _____

附註 Note：

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

表格 5
FORM 5

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

有關僱用安全督導員的告示
NOTICE OF EMPLOYMENT OF SAFETY SUPERVISOR

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 19A(2)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 19A(2) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

公司名稱 Name of Company		
*東主姓名 Name of *Proprietor		聯絡電話號碼 Contact Telephone No.
工作地址 Workplace Address		
安全督導員姓名 Name of Safety Supervisor		聯絡電話號碼 Contact Telephone No.

根據工廠及工業經營（安全主任及安全督導員）規例 17(1)條規定，上述的安全督導員乃協助本人及安全主任促進本工地僱員的安全及健康，他的職責包括—

In accordance with the provisions of regulation 17(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, the above-named safety supervisor is to assist me and the safety officer in promoting the safety and health of persons employed therein, including for that purpose—

- (1) 督導工地員工遵守安全措施及標準； Supervising the observance of safety measures and standards by persons employed；
- (2) 促進工地的工作安全；及 Promoting the safe carrying on work； and
- (3) 其他（以下詳述）。 Others (to be specified).

*東主簽名
Signature of *Proprietor_____

日期 Date _____

附註 Note:：

* “東主”包括當其時管理或控制在該工業經營或應呈報工場中進行的業務的人，亦包括法人團體、商號，以及任何工業經營或應呈報工場的佔用人及此等佔用人的代理人。
“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking or notifiable workplace and includes a body corporate and a firm and also the occupier of any industrial undertaking or notifiable workplace and the agent of such occupier.

本表格乃由勞工處處長就工廠及工業經營(安全主任及安全督導員) 規例第7B(4)條的需要而認可
*Form approved by the Commissioner for Labour for the purposes of regulation 7B(4) of
the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations*

項目 Item no.	主辦者(名稱、地址、 電話號碼及聯絡人) Organizer (Name, Address, Telephone No. & Contact Person)	課程、講座、會議、演講、 研討會、座談會等項目的題目 Title of Course /Talk / Conference/Lecture/ Seminar/ Symposium etc.	日期 (日/月/年) Date (Day/Month/Year)		出席時間 (小時) Duration Attended (in hours)	證明文件 Documentary Proof	
			由 From	至 To		有 Yes	無 No

本人謹此聲明，本表格內所載詳情是盡本人所知所信屬真實和正確。我明白，如果我以欺詐方法取得安全主任註冊的續期/重新確認生效，根據上述規例的第 9(a)條，該續期/重新確認生效可被取消。

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief. I understand that if my renewal/revalidation as a safety officer is obtained by fraudulent means, the registration as renewed/revalidated is liable to cancellation under Regulation 9(a) of the aforesaid Regulations.

照 片
PHOTO

簽名 Signature : _____

日期 Date : _____

附註 Note:

- (1) 請刪去不適用者。 Please delete if inapplicable.
- (2) † 如‘個人資料’有所更改，請通知勞工處處長。 You are requested to inform the Commissioner for Labour of any change in ‘Personal Particulars’.
- (3) * 如適用者，請填寫這項。 Please complete this part if applicable.
- (4) # i) 如果空位不足夠，請使用附加紙張填寫。 Please use separate sheets in case of insufficient space.
ii) 如有需要，本處會要求你呈上有關的證明文件。 You may be required to provide documentary proof upon request.
- (5) 請注意附帶的收集個人資料之目的。 Please note the attached "Statement of Purpose for the Collection of Personal Data".

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以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例;
 - (b) 處理有關申請表格，調查及評審申請註冊的事宜;
 - (c) 根據工廠及工業經營(安全主任及安全督導員)規例第 6 條，備存有關安全主任的註冊紀錄冊，供公眾免費查閱;
 - (d) 方便勞工處與你聯絡有關你申請註冊等事宜;及
 - (e) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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。

查閱個人資料

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：
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）
新界荃灣眾安街六十八號荃灣城市中心 I 十三樓

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

Purposes of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
 - (c) maintenance of a register of Registered Safety Officer for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations;
 - (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
 - (e) 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 Bureaux 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, City Landmark I
68 Chung On Street, Tsuen Wan

[reg. 9(1)]
「規例第九條(1)款」

Factories and Industrial Undertakings (Carcinogenic
Substances) Regulations

工廠暨工業經營(致癌物質)規例

HEALTH REGISTER OF PERSONS EMPLOYED IN CONNEXION WITH
CARCINOGENIC SUBSTANCES

從事與致癌物質有關工作僱員
健康登記表

Part 1

第1部

(to be filled by proprietor in the course of employment of the person)
(由東主在僱用該員期間內填妥)

Name of industrial undertaking:

工業經營名稱:

Address:

地址:

Telephone:

電話號碼:

PARTICULARS OF EMPLOYED PERSON—

僱員個人資料

Name:

姓名:

Sex:

性別:

Identity Card (or other
identification document) No.:

Date of birth:

出生日期:

身份證(或其他身

份證明文件)號碼:

Address:

地址:

Telephone:

電話號碼:

REGISTER OF 6-MONTHLY MEDICAL EXAMINATION—

每六個月進行一次身體檢查的紀錄—

Date of examination 檢查日期	Date urine sample provided 提供尿液樣本日期	Name of appointed medical practitioner 主診醫生姓名
.....
.....
.....
.....

PERIODS OF EMPLOYMENT IN CONNEXION WITH SUBSTANCES UNDER THE
REGULATIONS—

與上述規例所管制物質有關的受僱期間—

Process 工 序	Name of Substance 物質名稱	From 由	To 至
1.
2.
3.
4.

Part 2

第2部

(to be filled and sent by proprietor on cessation of employment of the person)
(由東主在停止僱用該員時填報)

To: Commissioner for Labour, Labour Department, Hong Kong

致：香港勞工處處長

Pursuant to regulation 9(2) of the Factories and Industrial Undertakings (Carcinogenic Substances) Regulations, this register is forwarded herewith.
我現根據工廠暨工業經營（致癌物質）規例第九條第(2)款的規定呈交本登記表。

(Chop of industrial undertaking)
(工業經營的印章)

Signature:

簽署：.....

Name:

姓名：.....

Position:

職位：.....

Date:

日期：.....

Notes:

附註：

- 1 In accordance with regulation 8 every person who is or has been employed in any manufacture, process or work referred to in regulation 5 is required to be medically examined at intervals of not more than 6 months so long as his employment in the industrial undertaking continues. The medical examination includes exfoliative cytology of the urine.

根據上述規例第八條的規定，任何人士，在受僱或已受僱從事上述規例第五條所管制的任何製造活動、工序或工作的時間，必須每隔不超過六個月的時間，接受身體檢查一次，直至不再受僱於該工業經營時為止。身體檢查即包括尿液的脫落細胞診斷。

- 2 Employed persons are required to submit themselves for medical examination at the appointed time and to provide a urine sample.

僱員須在指定時間接受身體檢查，並須提供尿液樣本。

FORM 1
表格一

Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
REPORTS OF RESULTS OF WEEKLY INSPECTIONS OF
LIFTING APPLIANCES

*Form approved by the Commissioner for Labour for the purposes of regulation 7A of the
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations*

工廠及工業經營(起重機械及起重裝置)規例
起重機械的每週一次檢查結果報告

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 7A 條的需要而認可

Name of owner
擁有人姓名

Address of installation
安裝地址

Description of lifting appliance and means of identification 起重機械說明及識別標誌 (1)	Date of inspection 檢查日期 (2)	Result of inspection (including all working gear and anchoring or fixing plant or gear, and where required the automatic safe load indicator and derricking interlock) State whether in safe working order 檢查結果 (包括所有操作裝置及錨定或固定設置或裝置，在需 要時並包括安全負荷自動顯示器及人字吊臂聯鎖)。 註明是否處於安全操作狀態。 (3)	Signature and designation of person who made the inspection 檢查者簽署及職階 (4)

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，一經定罪，可處罰款二十萬元及監禁十二個月。

Address of installation
 安裝地址

ANCHORING OR BALLASTING OF CRANES

工廠及工業經營(起重機械及起重裝置)規例

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第7E(2)及(3)條的需要而認可

I hereby certify that the anchoring and ballasting of the crane described in this certificate was tested and thoroughly examined by me on and that the above particulars are correct.

茲證明本人曾於年月日 測試及徹底檢驗本證明書所指的起重機錨定及壓重，且上述各項均屬確實無訛。

Qualification 註冊資格

Discipline.....注册类别

任何合資格檢驗員或合資格的人，如向擁有交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Certificate No.

證明書編號

CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF CRANE, CRABS AND WINCHES

*Form approved by the Commissioner for Labour for the
purposes of regulation 5(3) & (5) of the Factories and
Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations*

工廠及工業經營(起重機械及起重裝置)規例

起重機、起重滑車及絞車的測試及徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(3)及(5)條的需要而認可

1. Name of owner and address of installation of the appliance 擁有人姓名及機械的安裝地址	
2. Name and address of maker of the appliance 機械製造廠名稱及地址	
3. Type of appliance and nature of power (e.g. Scotch derrick-manual; tower derrick-electric; rail mounted tower-electric) 機械類別及所使用的動力(例如：蘇格蘭式人字起重機 — 人力；塔式人字起重機 — 電力；架設軌道的塔式起重機 — 電力)	
4. Date of manufacture of the appliance 該機械製造日期	
5. Identification number 識別編號	(a) Maker's serial number 製造廠編號
	(b) Owner's distinguishing mark or number (if any) 擁有人的識別標誌編號(如有此標誌或編號者)

<p>6. Safe working load or loads.</p> <p>In the case of a crane with a variable operating radius (including a crane with a derricking jib or with interchangeable jibs of different lengths) the safe working load at various radii of the jib, jibs, trolley or crab must be given; test loads at various radii should be given in column (3) and in the case of a safe working load which has been calculated without the application of a test load "NIL" should be entered in that column.</p> <p>安全操作負荷</p> <p>如該起重機係有伸縮性的操作半徑者(包括裝有人字吊臂或有不同長度的吊臂可供調換的起重機),則須列明吊臂、絞輪或起重滑車在使用各種半徑操作時的安全負荷。測試各種半徑時所用的負荷應填於第(3)欄內,如安全操作負荷並非經過負荷測試而屬計算者,則應在該欄內填「無」字。</p>	<p>(1)</p> <p>Length of jib (metres) 吊臂長度 (以米為單位)</p>	<p>(2)</p> <p>Radius (metres) 半徑 (以米為單位)</p>	<p>(3)</p> <p>Test load (tonnes) 測試時所用負荷 (以公噸為單位)</p>	<p>(4)</p> <p>Safe Working load (tonnes) 安全操作負荷 (以公噸為單位)</p>
<p>7. In the case of a crane with a derricking jib or jibs the maximum radius at which the jib or jibs may be worked (in metres).</p> <p>如該起重機係裝有人字吊臂者,則註明在該吊臂伸至最長時的半徑(以米為單位)。</p>				
<p>8. Defects noted and alterations or repairs required before appliance is put into service. If none enter "None" and state whether in safe working order.</p> <p>註明所發現的毛病及起重機於使用前所需作的修改或修理。如無不妥,則填「無」字並註明是否處於安全操作狀態。</p>				
<p>9. In the case of a crane, state whether the automatic safe load indicator is in good working order.</p> <p>如該機械為起重機,註明該機的安全負荷自動顯示器是否處於安全操作狀態。</p>				

I hereby certify that on 19..... the appliance described in this certificate was tested and
茲證明本人曾於一九 年 月 日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
機械,且上述各項均屬確實無訛。

Signature of Registered Professional Engineer
註冊專業工程師簽署

Qualification
註冊資格

Discipline
註冊界別

Name and address of person, company or association by whom the person conducting the test and examination is employed 僱用執行此次測試及檢驗的人士、公司 或機構的姓名或名稱及地址	}
--	---	-------------------------

Date of certificate
簽發日期

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

**Factories and Industrial Undertakings (Lifting Appliances and
Lifting Gear) Regulations**

**CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF
LIFTING APPLIANCES (EXCEPT CRANES, CRABS AND WINCHES)**

*Form approved by the Commissioner for Labour for the
purposes of regulation 5(2) & (4) of the Factories and
Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations*

工廠及工業經營(起重機械及起重裝置)規例

起重機械(起重機、起重滑車及絞車除外)的測試及徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(2)及(4)條的需要而認可

Name of owner and address of installation

擁有人姓名及安裝地址

Description of appliance(s), type and distinguishing mark 該機械的說明、類別及 識別標誌	Test load applied (tonnes) 測試時所用的負荷 (以公噸為單位)	Safe working load (tonnes) 安全操作負荷 (以公噸為單位)	Defects noted, alterations or repairs required. If none, enter "None" and state whether in safe working order 註明所發現的毛病及所需的 修改或修理。 如無不妥，則填「無」字並 註明是否處於安全操作狀態

I hereby certify that on 19..... the appliance described in this certificate was tested and
茲證明本人曾於一九.....年.....月.....日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
機械，且上述各項均屬確實無訛。

Signature of Registered Professional Engineer
註冊專業工程師簽署

Qualification
註冊資格

Discipline
註冊界別

Person or firm by whom person conducting the test and
examination is employed }
僱用執行此次測試及檢驗的人士或商號 }

Date of certificate
簽發日期

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

FORM 5 表 格 五

[reg 5(1)]
[規例第 5(1)條]

Name of owner
擁有人姓名

Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations LIFTING APPLIANCES

CERTIFICATE OF RESULTS OF THOROUGH EXAMINATIONS IN THE PRECEDING TWELVE MONTHS

Form approved by the Commissioner for Labour for the purposes of regulation 5(1) of the
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

Address of installation
安裝地址

工廠及工業經營(起重機械及起重裝置)規例

起重機械在過往十二個月內進行的徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 5(1)條的需要而認可

Description of appliance, e.g. type, identification marks, maximum safe working load, etc. 該機械的說明，例如：類別、識別標誌、 最高安全操作負荷等	Date of examination 檢驗日期	Result of examination Enter details of repairs required or defects. If none enter "None" and state whether in safe working order. 檢驗結果，註明所需進行的修理或毛病的詳情 如無不妥，則填「無」字並註明是否處於安全操作狀態
(1)	(2)	(3)

I hereby certify that the appliances described in this certificate was thoroughly examined by me on and that the above particulars are correct.
茲證明本人曾於 年 月 日 徹底檢驗本證明書所指的起重機，且上述各項均屬確實無訛。

Signature of Registered Professional Engineer
註冊專業工程師簽署

Qualification
註冊資格

Date of certificate
簽發日期

Discipline
註冊界別

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.
任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

**Factories and Industrial Undertakings (Lifting Appliances and
Lifting Gear) Regulations**

**CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF CHAINS,
ROPES AND LIFTING GEAR**

*Form approved by the Commissioner for Labour for the
purposes of regulation 18(1)(d) of the Factories and
Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations*

工廠及工業經營(起重機械及起重裝置)規例

鏈條、纜索及起重裝置的測試及徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 18(1)(d)條的需要而認可

Name of owner and address of installation of the
chain, rope or lifting gear tested and examined

接受測試及檢驗的鏈條、纜索或起重裝置的
擁有人姓名及安裝地址

Description of chain, rope or lifting gear tested and distinguishing mark 接受測試的鏈條、纜索或 起重裝置的說明及 識別標誌	Test load applied (tonnes) 測試時所 使用的負荷 (以公噸為單位)	Safe working load (tonnes) 安全操作負荷 (以公噸為單位)	Defects noted If none, enter "None" and state whether in safe working order. 註明所發現的毛病 如無不妥，則填「無」字並 註明是否處於安全操作狀態。

I hereby certify that on 19..... the gear described in this certificate was tested and
茲證明本人曾於一九.....年.....月.....日依照附表 1 的規定測試及徹底檢驗本證書所指的
thoroughly examined by me in accordance with the First Schedule and that the above particulars are correct.
起重裝置，且上述各項均屬確實無訛。

Signature of Registered Professional Engineer
註冊專業工程師簽署

Qualification
註冊資格

Discipline
註冊界別

Name of owner
擁有人姓名

FORM 7
表格七

[reg 18(1)(e)]
[規例第 18(1)(e)條]

Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

CHAINS, ROPES AND LIFTING GEAR
CERTIFICATE OF RESULTS OF THOROUGH
EXAMINATION IN THE PRECEDING SIX MONTHS

Form approved by the Commissioner for Labour for the purposes of regulation 18(1)(e) of the
Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

Address of installation
安裝地址

工廠及工業經營(起重機械及起重裝置)規例
關於鏈條、纜索及起重裝置

在過往六個月內進行的徹底檢驗結果證明書

本表格乃由勞工處處長就工廠及工業經營(起重機械及起重裝置)規例第 18(1)(e)條的需要而認可

Description of chain, rope or gear, e.g. type, size and identification mark 鏈條、纜索及起重裝置的說明， 例如：類別、尺寸及識別標誌 (1)	Date of examination 檢驗日期 (2)	Safe working load (tonnes) 安全操作負荷 (以公噸為單位) (3)	Result of examination Enter details of repairs required or defects. If none enter "None" and state whether in safe working order 檢驗結果，註明所需進行的修理或毛病的詳情 如無不妥，則填「無」字並註明是否處於安全操作狀態 (4)

I hereby certify that the gear described in this certificate was thoroughly examined by me on and that the above particulars are correct.
茲證明本人曾於 徹底檢驗本證明書所指的起重裝置，且上述各項均屬確實無訛。

Signature of Registered Professional Engineer
註冊專業工程師簽署

Qualification
註冊資格

Date of certificate
簽發日期

Discipline
註冊界別

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

FORM 1

[section 19(1)]
(規例第 19(1)條)

表格一

FACTORIES AND INDUSTRIAL UNDERTAKINGS (SUSPENDED WORKING PLATFORMS) REGULATION

CERTIFICATE OF WEEKLY INSPECTIONS OF SUSPENDED WORKING PLATFORM

Form approved by the Commissioner for Labour for the purposes of Section 19(1) of the Factories and Industrial Undertakings (Suspended Working Platforms) Regulation

Address of Installation

安裝地址：

工廠及工業經營(吊船)規例

吊船的每週檢查證明書

本表格乃由勞工處處長就工廠及工業經營(吊船)規例第 19(1)條的需要而認可

Description of suspended working platform and identification mark 吊船的說明及識別標記	Date of inspection 檢查的日期	Result of inspection (covering all lifting appliances and gear, the working platform, counter-balance, ballast, outriggers, anchoring, supporting or fixing arrangements, all mechanical and electrical apparatus and safety devices) State whether in safe working order 檢查結果 (包括所有起重機械及裝置、工作平台、平衡系統、壓重物、支撐物、錨定、支撐或固定安排、所有機電器具及安全裝置) 述明是否處於安全操作狀態。	Name, signature and designation of the competent person who made the inspection 進行檢查的合資格的人的姓名、簽署及職級
(1)	(2)	(3)	(4)

An owner shall ensure that a suspended working platform is not used for carrying persons unless he has obtained a certificate of weekly inspection signed by a competent person stating that the suspended working platform is in safe working order. Otherwise, he commits an offence and is liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

在未取得合資格的人簽署的每週檢查證明書，述明吊船處於安全操作狀態，擁有人如使用該吊船載人，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Person or firm by whom person conducting the test and
examination is employed
僱用執行此項測試及檢驗的人士或商號

}
}
}

Date of certificate

簽發日期

Any competent examiner or competent person who delivers to an owner a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員或合資格的人，如向擁有人交付他明知有任何要項屬虛假的證明書或作出他明知有任何要項屬虛假的報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Name of Owner

FORM 2 表格二

[section 20(1)]
[規例第 20(1)條]

擁有人姓名 : FACTORIES AND INDUSTRIAL UNDERTAKINGS (SUSPENDED WORKING PLATFORMS) REGULATION

CERTIFICATE OF THOROUGH EXAMINATION OF SUSPENDED WORKING PLATFORM

Form approved by the Commissioner for Labour for the purposes of Section 20(1) of the
Factories and Industrial Undertakings (Suspended Working Platforms) Regulation

Address of Installation

安裝地址 :

工廠及工業經營(吊船)規例
吊船的徹底檢驗證明書

本表格乃由勞工處處長就工廠及工業經營(吊船)規例第 20(1)條的需要而認可

Description of suspended working platform e.g. identification mark, dimensions of working platform, safe working load, maximum number of persons that can be carried safely. 吊船的說明，例如：識別標記、工作平台的尺寸、安全操作負荷、安全運載的最多人數等。	Date of thorough examination 徹底檢驗的日期	Result of thorough examination 徹底檢驗結果		
(1)	(2)	Specify repairs required to enable the suspended working platform to be used safely. If no such repairs are required, state "None". 列明所需修理致能安全地使用此吊船。如無需要修理，則填寫“無”。	Specify repairs (other than those listed in column (3)) required before the issue of the next certificate. If no such repairs are required, enter "None". 列明在下次發證明書前所需的修理(除卻那些在第三欄內所列舉的修理)。如無需要修理，則填寫“無”。	State whether the suspended working platform is in safe working order. 述明吊船是否處於安全操作狀態。
	(3)	(4)	(5)	

I hereby certify that the suspended working platform described in this certificate was thoroughly examined by me on
茲證明本人於 年 月 日徹底檢驗本證明書所述的吊船。

Name and signature of Registered Professional Engineer
註冊專業工程師姓名及簽署

Qualification
資格

Date of issue
簽發日期

Discipline
界別

Any competent examiner who delivers to an owner a certificate or report which is to his knowledge false as to a material particular commits an offence and is liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員，如向擁有人送交他自知有虛假要項的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

FORM 3
表格三

[section 20(2) & (3)]
〔規例第 20(2)及(3)條〕

FACTORIES AND INDUSTRIAL UNDERTAKINGS (SUSPENDED WORKING PLATFORMS) REGULATION

**CERTIFICATE OF LOAD TEST AND THOROUGH EXAMINATION OF
SUSPENDED WORKING PLATFORM**

*Form approved by the Commissioner for Labour for the purposes of Section 20(2) & (3) of the Factories and
Industrial Undertakings (Suspended Working Platforms) Regulation*

工廠及工業經營(吊船)規例

吊船的負荷測試及徹底檢驗證明書

本表格乃由勞工處處長就工廠及工業經營(吊船)規例第 20(2)及(3)款的需要而認可

1. Name of owner of the suspended working platform. 吊船擁有人的姓名。	
2. Address of installation of the suspended working platform. 吊船的安裝地址。	
3. (a) Description of suspended working platform, e.g. identification mark, mode of suspension, dimensions of platform etc. 吊船的說明，例如識別標記、懸吊形式、工作 平台的尺寸等。 (b) Date of manufacture (if ascertainable) 製造日期(如能確定)。	

<p>4. Design and construction — 設計及構造 —</p> <p>Is the suspended working platform of good design and construction, of adequate strength, made of sound material and properly installed? 吊船的設計及構造是否良好、強度是否足夠、物料是否質佳及是否妥為安裝？</p> <p>State “Yes” or “No”. If “No”, specify what defects have been found. And state the suspended working platform is not in safe working order in paragraph 9 below. 述明“是”或“否”。如屬“否”，則列舉其毛病所在。並於下述第九段內，述明吊船不是處於安全操作狀態。</p>	<p><i>Note</i> : Details of any renewals or alterations required should be given in paragraph 7 below. 附註 : 如需要進行任何更換或修改工程，應將詳情註明於下述第 7 段。</p>
<p>5. Are the following parts of the suspended working platform in safe working order? 下列吊船的部分是否處於安全操作狀態？</p> <p>State “Yes” or “No”. 述明“是”或“否”。</p> <ul style="list-style-type: none"> (a) anchorage and support. 錨定及支持。 (b) suspension. 懸吊。 (c) counterbalance and counterweights. 平衡系統及衡重物。 (d) platform. 工作平台。 (e) access to and egress from the suspended working platform. 吊船的進出途徑。 (f) drums and pulleys. 鼓及滑輪。 (g) brakes. 制動器。 	

<p>(h) control levers, switches or other operating devices. 控制桿、開關掣或其他操作器材。</p> <p>(i) winches, climbers or other lifting appliances. 絞車、爬升器或其他起重機械。</p> <p>(j) safety ropes and safety devices (if applicable under Section 14, state 'Yes' or 'No'. If not, state 'N.A.'). 安全纜索及安全器材(如根據規例第 14 條適用，述明“是”或“否”。如不適用，述明“不適用”)。</p> <p>(k) Other parts. 其他部份。</p>	
<p>6. Test load applied (tonne). 測試時使用的負荷(公噸)。</p>	
<p>7. Specify repairs, renewals or alterations required to enable the suspended working platform to be used safely. If no such repairs, renewals or alterations are required, enter "None". 列明所需修理、更換或修改工程致能安全地使用此吊船。如無需要修理、更換或修改、則填寫“無”。</p>	
<p>8. Specify repairs (other than those listed in paragraph 7) required before the issue of the next certificate. If no such repairs are required, enter "None". 列明在下次發證明書前所需的修理(除卻那些在第 7 段內所列舉的修理)。如無需要修理，則填寫“無”。</p>	

9. State whether the suspended working platform is in safe working order. 述明吊船是否處於安全操作狀態。	
10. Safe working load (tonne). 安全操作負荷(公噸)。	
11. Specify the maximum number of persons that can be carried safely. 列明安全運載的最多人數。	
12. Other observations. 其他觀察。	

I certify that on I load tested and thoroughly examined this suspended working platform and that the foregoing is a correct report of the result.

茲證明本人曾於年月日 為此吊船進行了負荷測試及徹底檢驗，而前文所述的測試及檢驗結果是正確的。

Name and Signature of Registered Professional Engineer
註冊專業工程師的姓名及簽署

Qualification
資格

Discipline
界別

Name and address of person, company, or association by whom the person conducting the test and examination is employed.
僱用執行此項測試及檢驗的人士、公司或機構的姓名或名稱及地址。

}
}

Date of issue
簽發日期

Any competent examiner who delivers to an owner a certificate or report which is to his knowledge false as to a material particular commits an offence and is liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

任何合資格檢驗員，如向擁有人送交他自知有虛假要項的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Noise Assessment Report

噪音評估報告

Factories and Industrial Undertakings (Noise at Work) Regulation

工廠及工業經營（工作噪音）規例

[section 3(3)]

[規例第 3(3) 條]

Name of Industrial Undertaking : _____

工業經營名稱

Address : _____

地址

Date of survey : _____

測量日期

Ref. No. : _____

檔案號碼

Survey made by : _____

測量員

Occupation : _____

職業

Training/experience : _____

訓練/經驗

Item No. 項目號碼	Brief description of area/location machinery/plant activity/task 地區/地點 機器/廠房 活動/工作簡述	Noise level 噪音級數		Daily exposure period 每天暴露時間	L _{eq,d} dB(A) 分貝(A)	No. of employees exposed 暴露於噪音中的僱員數目	Description of ear protector (if provided) 描述聽覺保護器 (如有提供)	Description of demarcated ear protection zone (comment if not demarcated) 描述聽覺保護區的劃定 (若沒有劃定請評論)
		L _{Aeq,T}	L _{peak} (where appropriate) 如適用)					

General comments : _____

一般評論

Instrument used : _____

使用儀器

Date of last calibration : _____

上次校準日期

Note : This report must be sent to Commissioner for Labour within 28 days of completing the assessment.

註：本報告必須在完成評估後 28 天內送交勞工處處長

Signature : _____

簽名

Date : _____

日期

表格 3
FORM 3

工廠及工業經營(安全管理)規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY MANAGEMENT) REGULATION

註冊安全審核員進行安全審核通知書
NOTICE OF CONDUCTING SAFETY AUDIT BY REGISTERED SAFETY AUDITOR

由勞工處處長就工廠及工業經營(安全管理)規例第18 條指明的認可格式
*Approved form specified by the Commissioner for Labour for the purposes of section 18 of
the Factories and Industrial Undertakings (Safety Management) Regulation*

致：香港勞工處處長
To：The Commissioner for Labour, Hong Kong

註冊安全審核員的資料
Information of Registered Safety Auditor

註冊安全審核員姓名 Name of Registered Safety Auditor		聯絡電話號碼 Contact Telephone No.
聯絡地址 Contact Address		

委任上述註冊安全審核員的東主或承建商的資料
Information of Proprietor or Contractor who has appointed the above Registered Safety Auditor

東主或承建商名稱 Name of proprietor/contractor		聯絡電話號碼 Contact Telephone No.
東主或承建商地址 Address of proprietor/contractor		
業務性質 Nature of Business		
進行安全審核的地點 Place of Conducting Safety Audit		
開始進行審核的日期及時間 Date and Time of Commencement of Safety Audit		

註冊安全審核員簽名
Signature of Registered Safety Auditor _____

日期 Date _____

附註：有關註冊安全審核員須將此通知書於該安全審核開始進行前不少於十四天，呈交勞工處處長
Note：The registered safety auditor concerned shall give notice to the Commissioner for Labour not less than 14 days before the date of
commencement of the safety audit
SM-F3

勞工處職業安全及健康部
收集個人資料之目的

(安全審核的呈報)

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：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 有關視察違例事項和進行法律聆訊；或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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仕或機構（如政府部門，律師樓....等）透露。

查閱個人資料

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，應向下列人仕提出：

勞工處職業安全及健康部
職業安全 – 行動科
分區職業安全主任（總部）
香港中環統一碼頭道三十八號
海港政府大樓十三樓

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

(Notification of Safety Audit)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
 - (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) activities relating to checking compliance of legislative requirements and carrying on legal proceedings; and
 - (c) 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 Bureaux 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 (HQ)
Occupational Safety – Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building
38 Pier Road, Central, Hong Kong

表格 4 FORM 4

工廠及工業經營(安全管理)規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY MANAGEMENT) REGULATION

委任安全查核員 APPOINTMENT OF SAFETY REVIEW OFFICER

由勞工處處長就工廠及工業經營(安全管理)規例第19(1)(a)條指明的認可格式
*Approved form specified by the Commissioner for Labour for the purposes of section 19(1)(a) of
the Factories and Industrial Undertakings (Safety Management) Regulation*

工業經營名稱 Name of Industrial Undertaking	
#東主/承建商 Name of #Proprietor/Contractor	聯絡電話號碼 Contact Telephone No.
工業經營地址 Address of Industrial Undertaking	

根據《工廠及工業經營(安全管理)規例》第 19 條規定，現委任以下的安全查核員進行對上述工業經營的定期安全查核及遞交有關的安全查核報告。

In accordance with the provisions of section 19 of the Factories and Industrial Undertakings (Safety Management) Regulation, the following safety review officer is hereby appointed to conduct safety reviews regularly in relation to the above industrial undertaking and submit the corresponding safety review report.

安全查核員姓名 Name of Safety Review Officer		聯絡電話號碼 Contact Telephone No.
直接僱員 * 是 / 否 Direct Yes / No Employee	聯絡地址 (如非直接僱員) Contact Address (if not direct employee)	

獲授權簽署人 Authorized Signatory : _____

姓名 Name : _____

職位 Post Title : _____

日期 Date : _____

(組織蓋印)

(Chop of Organisation)

附註:

Note:

(1) 為符合《工廠及工業經營(安全管理)規例》第 19(1)(b)(i)條的規定，東主/承建商須安排將此委任文件的文本在每個進行有關工業經營的地方的顯眼位置展示。

For the purpose of section 19(1)(b)(i) of the Factories and Industrial Undertakings (Safety Management) Regulation, the proprietor/contractor shall cause a copy of this appointment to be displayed in a conspicuous position at each place where the relevant industrial undertaking is carried on.

(2) # “東主”包括當其時管理或控制在該工業經營中進行的業務的人，亦包括法人團體、商號、以及該工業經營的佔用人及此等佔用人的代理人。

“Proprietor” includes the person for the time being having the management or control of the business carried on in the industrial undertaking and includes a body corporate and a firm and the occupier of the industrial undertaking and the agent of such occupier.

(3) * 請刪去不適用者 Delete if inapplicable

工廠及工業經營(石棉)規例
Factories and Industrial Undertakings (Asbestos) Regulation

[規例第 17(3)條]
[Section 17(3)]

受僱於石棉工作的人的健康登記冊
Health Register for Person Employed in Asbestos Work

本表格乃由勞工處處長就工廠及工業經營(石棉)規例第 17(3)條的需要而認可

Form approved by the Commissioner for Labour for the purposes of section 17(3) of the Factories and Industrial Undertakings (Asbestos) Regulation

工業經營的名稱

Name of Industrial Undertaking _____

身份證號碼

Identity card no. _____

該人在工業經營首次受僱於
石棉工作的日期

受僱人姓名

Name of

employed person _____

出生日期

Date of birth _____

Date on which the person first
employed in asbestos work in
the industrial undertaking _____

健康檢查日期 Date of medical examination	進行健康檢查的 註冊醫生姓名 Name of registered medical practitioner conducting the examination	健康檢查結果 (註明該人是否被證明適合 從事石棉工作) Result of medical examination. (State whether the person is certified fit for working with asbestos)	填寫此記項的人的 姓名、簽名及職位 Name, signature and position of person making this entry	填寫此項日期 Date of making this entry

- 注意**
- (i) 須為每名受僱於石棉工作的人分別備存健康登記冊。
 - (ii) 此健康登記冊須附有由進行健康檢查的醫生所簽發的證明書。
 - (iii) 健康登記冊須保存為期最少 5 年，自登記冊內最後一項記項的日期起計。
 - (iv) 在健康登記冊所涉的人在僱用終止時，東主須給予該人一份健康登記冊的副本。
 - (v) 任何東主不遵守工廠及工業經營(石棉)規例第 17(3)條為受僱於石棉工作的人備存健康登記冊，即屬犯罪，可處第 5 級罰款。
- Note**
- (i) A separate health register shall be maintained for each person employed in asbestos work
 - (ii) The certificate issued by the medical practitioner conducting the examination shall be attached to this health register,
 - (iii) Health register shall be kept for at least 5 years from the date of last entry in the register.
 - (iv) A copy of the health register shall be given to the person covered by it upon termination of his employment.
 - (v) A proprietor who fails to maintain health register for person employed in asbestos work in accordance with section 17(3) of the Factories and Industrial Undertakings (Asbestos) Regulation commits an offence and is liable to a fine at level 5

工廠及工業經營(石棉)規例
Factories and Industrial Undertakings (Asbestos) Regulation

[規例第 6(4)條]
[Section 6(4)]

通知 (i) 石棉工作
(ii) 改變已通知的石棉工作
Notification of (i) Asbestos Work
(ii) Change in Notified Asbestos Work

本表格乃由勞工處處長就工廠及工業經營(石棉)規例第 6(4)條的需要而認可

Form approved by the Commissioner for Labour for the purposes of section 6(4) of the Factories and Industrial Undertakings (Asbestos) Regulation

- * ☐ 通知石棉工作：須填寫第一部及第二部。
Notification of asbestos work: complete Part I and Part II
- * ☐ 通知改變已通知的石棉工作：須填寫第一部及第三部。
Notification of change in notified asbestos work: complete Part I and Part III

第一部 Part I

(1) 工業經營名稱 Name of industrial undertaking			
(2) 註冊辦事處地址 Address of registered office			
(3) 東主/經理姓名 Name of proprietor/ Manager		(4) 電話 Tel. No.	
(5) 工作場地地址(如與(2)相同可省略) Address of workplace (omit if same as (2))		(6) 電話 Tel. No.	

第二部 Part II

(7) 工作場地負責人姓名 Name of responsible person at workplace	(8) 職位 Position	(9) 電話 Tel. No.
(10) 石棉工作人數 Number of asbestos workers	男 Male 女 Female	
(11) Date of commencement of asbestos work 開始進行石棉工作日期	(12) 石棉工作完工日期 Date of completion of asbestos work	
(13) 石棉工作性質 Nature of asbestos work		
(14) 石棉工作涉及的石棉物料(註明物料含溫石棉或閃石類石棉) Type of asbestos containing material involved in asbestos work (indicate whether chrysotile or amphibole asbestos is present in the material)		

第三部 Part III (祇須填寫有改變的詳情 Fill in the particulars that have been changed)

(15) 開始進行石棉工作日期 Date of commencement of asbestos work	(16) 石棉工作完工日期 Date of completion of asbestos work
(17) 石棉工作性質 Nature of asbestos work	
(18) 石棉工作涉及的石棉物料(註明物料含溫石棉或閃石類石棉) Type of asbestos containing material involved in asbestos work (indicate whether chrysotile or amphibole asbestos is present in the material)	

* 請在適當空格內加上「√」。
Please '√' in the appropriate box.

注意 (i) 任何工業經營的東主在開始進行石棉工作之前，須給予勞工處處長不少於 28 天的書面通知。

(ii) 任何工業經營的東主在得知已通知石棉工作有所改變後，須在 7 天內將該改變通知勞工處處長。

(iii) 任何東主不遵守工廠及工業經營(石棉)規例第 6(1) 或第 6(3) 條通知石棉工作或通知改變已通知的石棉工作，即屬犯罪，可處第 5 級罰款。

Note (i) Notification of asbestos work shall be submitted to the Commissioner for Labour not less than 28 days before commencement of the asbestos work.

(ii) Notification of change in notified asbestos work shall be submitted to the Commissioner for Labour within 7 days after a proprietor becomes aware of the change.

(iii) A proprietor who fails to give notification of asbestos work or fails to give notification of change in notified asbestos work in accordance with sections 6(1) or 6(3) of the Factories and Industrial Undertakings (Asbestos) Regulation commits an offence and is liable to a fine at level 5.

簽名 Signature	姓名(正楷) Name in Block Letter	職位 Position	日期 Date
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表格使用者指南

呈報石棉工作

- (a) 根據工廠及工業經營(石棉)規例第6條的規定，東主須就下列工作在開始進行之前給予勞工處處長不少於28天通知：
- (i) 石棉塗層或石棉絕緣物工作；或
 - (ii) 其他石棉工作，而在該石棉工作中暴露於石棉的程度會超逾措施水平。
- (b) 凡石棉工作出現重要改變，東主須在獲悉該改變後7天內，將該改變通知勞工處處長。
- (c) 有關通知須採用認可格式。

交回表格地點

填妥申請表格後，可

- (a) 郵寄或交回香港中環統一碼頭道三十八號海港政府大樓十三樓勞工處職業安全及健康部或各分區辦事處；或
- (b) 電子傳送至勞工處所設的電子郵件地址ldrgadmn@labour.gcn.gov.hk

有關資料

若要查詢有關職業安全及健康的事宜，請以下列方式聯絡本處職業安全及健康部：

電話 : 2559 2297 (非正常辦公時間自動錄音)
電子傳真 : 2915 1410
電子郵件 : ldradmn@labour.gcn.gov.hk

亦可查閱勞工處的互聯網頁內有關本處的服務資料，網址是 www.info.gov.hk/labour。

Guide to Form Users

Notification of asbestos work

(a) A proprietor shall, in accordance with section 6 of the Factories and Industrial Undertakings (Asbestos) Regulation, notify the Commissioner for Labour not less than 28 days before he commences to undertake:

- (i) work with asbestos coating or asbestos insulation; or
- (ii) other type of asbestos work in which the extent of exposure is liable to exceed the action level.

(b) Where there is significant change in the particulars of the asbestos work after commencement, the proprietor shall notify the Commissioner for Labour of the change within 7 days.

(c) The notification shall be made in an approved form.

Place of Submission

You can submit the notification form either:

- (a) by post or in person to Occupational Safety and Health Branch of Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong or any branch offices; or
- (b) by electronic transmission to the e-mail address of Labour Department at ldrgadm@labour.gov.hk.

Useful Information

If you require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone	: 2559 2297(auto-recording after office hours)
Fax	: 2915 1410
E-mail	: ldrgadm@labour.gov.hk

Information on the services offered by the Labour Department is also available in our Home Page in the internet at www.info.gov.hk/labour.

勞工處職業安全及健康部
收集個人資料之目的

(呈報石棉工作)

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:
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例;
 - (b) 有關視察違例事項和進行法律聆訊; 或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲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仕或機構(如政府部門, 律師樓....等.) 透露。

查閱個人資料

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, 應向下列人仕提出:

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道三十八號
海港政府大樓十三樓

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

(Notification of Asbestos Work)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:

- (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
- (b) activities relating to checking compliance of legislative requirements and carrying on legal proceeding; and
- (c) 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 Bureaux 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 (HQ)
Occupational Safety - Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong

Appendix II OFFENCES AND PENALTIES**(a) Proprietor**

- (i) A proprietor of an industrial undertaking who fails to comply with the general duties provisions commits an offence and is liable to a fine as stated in the Regulations.
- (ii) A proprietor of an industrial undertaking who fails to comply with the general duties provisions wilfully and without reasonable excuse commits an offence and is liable to a fine as stated in the Regulations and to imprisonment.

(b) Person Employed

- (i) A person employed at an industrial undertaking who fails to comply with the general duties provisions commits an offence and is liable to a fine as stated in the Regulations.
- (ii) A person employed at an industrial undertaking who wilfully and without reasonable excuse does anything while at work likely to endanger himself or other persons commits an offence and is liable to a fine of as stated in the Regulations and to imprisonment.