

## 《職業安全及健康規例》

OCCUPATIONAL SAFETY AND HEALTH  
REGULATION

## (第 509 章，附屬法例 A)

## (Cap. 509 sub. leg. A)

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## 《職業安全及健康規例》

(第 509 章第 42 條)

## OCCUPATIONAL SAFETY AND HEALTH REGULATION

(Cap. 509 section 42)

[1998 年 1 月 1 日]

[1 January 1998]

### 第 I 部

#### 導言

1. (已失時效而略去)
2. **釋義**  
在本規例中，除文意另有所指外——  
“危險部分”(dangerous part) 就任何作業裝置而言，指附表 1 指明的部分；  
“青年”(young person) 的涵義與《僱傭條例》(第 57 章) 中該詞的涵義相同；  
“保養”、“維持”(maintain) 包括修理；  
“消防安全措施”(fire safety measure) 指為以下目的而製造或使用或為供作以下目的之使用而設計的任何裝置或設備——
  - (a) 消滅、防止或局限火或火的影響；或
  - (b) 發出火警警告；或
  - (c) 為消滅、防止或局限火或火的影響而提供前往任何處所或地點的通道。

### PART I

#### PRELIMINARY

1. (Omitted as spent)
2. **Interpretation**  
In this Regulation, unless the context otherwise requires—  
“dangerous part”(危險部分), in relation to any plant, means a part specified in Schedule 1;  
“fire safety measure”(消防安全措施) means any installation or equipment manufactured, used or designed to be used for the purposes of—
  - (a) extinguishing, preventing or limiting a fire or the effects of a fire; or
  - (b) giving warning of a fire; or
  - (c) providing access to any premises or place for the purposes of extinguishing, preventing or limiting a fire or the effects of a fire;“maintain”(保養、維持) includes repair;

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“young person” (青年) has the same meaning as in the  
Employment Ordinance (Cap. 57).

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## 第 II 部

### 意外的預防

#### 3. 負責人須確保作業裝置有安全設計和保養

- (1) 工作地點的負責人必須在切實可行的範圍內確保除非作業裝置是安全的並且不會危害使用或可能使用該作業裝置的人的安全及健康，否則不得在該工作地點內安裝或存放該作業裝置。
- (2) 如作業裝置安裝或存放在工作地點內，則該工作地點的負責人須確保該作業裝置獲得保養，以使該作業裝置是安全的並且不會危害使用或可能使用該作業裝置的人的安全及健康。
- (3) 工作地點的負責人如沒有遵守第 (1) 或 (2) 款，即屬犯罪，一經定罪，可處第 5 級罰款。

#### 4. 負責人須確保作業裝置的危險部分加以防護

- (1) 工作地點的負責人在切實可行的範圍內——
  - (a) 必須確保在該工作地點安裝或存放的作業裝置的危險部分均加以有效防護；及
  - (b) 尤其必須確保當作業裝置的任何危險部分在開動時，關乎該部分的防護裝置是保持於應有位置。
- (2) 當——
  - (a) 有需要暴露作業裝置的危險部分以作檢查時或有需要立刻作出在該項檢查後所顯示須作出的任何調校或滑潤時；及
  - (b) 有關的檢查、調校或滑潤只能在該作業裝置的危險部分開動時進行，

## PART II

### ACCIDENT PREVENTION

#### 3. Responsible person to ensure safe design and maintenance of plant

- (1) The person responsible for a workplace must, as far as practicable, ensure that plant is not installed or kept in the workplace unless the plant is safe and without risks to the safety and health of persons who use or may use the plant.
- (2) If plant is installed or kept in a workplace, the person responsible for the workplace must ensure that the plant is maintained so that the plant is safe and without risks to the safety and health of persons who use or may use the plant.
- (3) A person responsible for a workplace who fails to comply with subsection (1) or (2) commits an offence and is liable on conviction to a fine at level 5.

#### 4. Responsible person to ensure dangerous parts of plant are guarded

- (1) The person responsible for a workplace must, as far as practicable, ensure—
  - (a) that the dangerous parts of plant installed or kept in the workplace are effectively guarded; and
  - (b) in particular that, when any dangerous part of the plant is in motion, the guard relating to that part is kept in place.
- (2) Subsection (1)(b) does not apply when—
  - (a) it is necessary to expose the dangerous part of the plant for examination, or for carrying out immediately an

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第 (1)(b) 款並不適用。

- (3) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處第 5 級罰款。

#### 5. 負責人須確保青年沒有清潔作業裝置

- (1) 如有青年受僱於有安裝或存放作業裝置的工作地點，則該工作地點的負責人必須確保當該作業裝置的危險部分在開動時，該青年沒有清潔該作業裝置。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處第 5 級罰款。

#### 6. 負責人須確保工作地點的某些部分以柵欄安全圍封

- (1) 如在工作地點內的平台、坑槽或孔洞可對任何人的安全構成危險，則該工作地點的負責人必須確保該平台、坑槽或孔洞——
- (a) 以 900 毫米高（從該平台的上平面或坑槽或孔洞的邊緣量度）的柵欄安全圍封；或
- (b) （如沒有如上述般圍封）有足夠的並令處長滿意的良好保護。
- (2) 如載有滾燙、腐蝕性或有毒物質的器皿置於某工作地點內，則該工作地點的負責人必須確保該器皿——
- (a) 以 900 毫米高（從該器皿的頂部的最高點量度）的柵欄安全圍封；或

adjustment or lubrication indicated to be required upon such an examination; and

- (b) the examination, adjustment or lubrication can be undertaken only when the dangerous part of the plant is in motion.

- (3) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 5.

#### 5. Responsible person to ensure young persons do not clean plant

- (1) If a young person is employed at a workplace where plant is installed or kept, the person responsible for the workplace must ensure that the young person does not clean the plant when a dangerous part of the plant is in motion.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 5.

#### 6. Responsible person to ensure that certain parts of workplace are securely fenced

- (1) If a platform, pit or opening located within a workplace could be a danger to the safety of persons, the person responsible for the workplace must ensure that the platform, pit or opening—
- (a) is securely fenced to a height of 900 mm (measured from the upper surface of the platform, or of the edge of the pit or opening); or
- (b) where it is not so fenced, is sufficiently well protected to the satisfaction of the Commissioner.
- (2) If a vessel containing a scalding, corrosive or poisonous substance is located within a workplace, the person responsible for the workplace must ensure that the vessel—



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- (b) (如沒有如上述般圍封)有足夠的並令處長滿意的良好保護。
- (3) 工作地點的負責人如無合理辯解而沒有遵守第(1)或(2)款，即屬犯罪，一經定罪，可處罰款 \$200,000。
- (4) 工作地點的負責人如被裁定犯第(3)款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款訂明的罰款之外，亦可另判處該負責人不超過 12 個月的監禁，或可判處該負責人不超過 12 個月的監禁，以代替該款訂明的罰款。
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- (a) is securely fenced to a height of 900 mm (measured from the highest point at the top of the vessel); or
- (b) where it is not so fenced, is sufficiently well protected to the satisfaction of the Commissioner.
- (3) A person responsible for a workplace who fails, without reasonable excuse, to comply with subsection (1) or (2) commits an offence and is liable on conviction to a fine of \$200,000.
- (4) If a person responsible for a workplace is found guilty of having committed an offence under subsection (3) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 12 months.
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### 第 III 部

#### 防火措施

#### 7. 負責人在離開工作地點的通道方面的責任

- (1) 工作地點的負責人必須確保當該工作地點在使用時，提供出路以離開該工作地點的所有門均沒有鎖上，或均以令該等門能夠輕易從該工作地點內開啟的方式扣緊。
- (2) 位於某建築物（該建築物的一份或多於一份圖則屬建築事務監督根據《建築物條例》（第 123 章）第 2 部所批准者）內的工作地點的負責人，必須確保在該工作地點的每一個出口均有安裝註明“出口”及“EXIT”字樣並符合消防處處長不時公布的實務守則所規定的照明出口標誌。
- (3) 工作地點的負責人如無合理辯解而沒有遵守第 (1) 或 (2) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。
- (4) 工作地點的負責人如被裁定犯第 (3) 款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款訂明的罰款之外，亦可另判處該負責人不過 6 個月的監禁，或可判處該負責人不過 6 個月的監禁，以代替該款訂明的罰款。
- (5) 就第 (2) 款而言，工作地點的出口是指該款提述的一份或多於一份的該工作地點所位於的建築物的批准圖則所顯示的出口。

(2012 年第 1 號編輯修訂紀錄)

### PART III

#### FIRE PRECAUTIONS

#### 7. Responsibilities of responsible person with respect to means of egress from workplace

- (1) The person responsible for a workplace must ensure that, while the workplace is in use, all doors that provide egress from the workplace are kept unlocked or are otherwise fastened in such a manner that they can easily be opened from inside the workplace.
- (2) The person responsible for a workplace located in a building (being a building with a plan or plans approved by the Building Authority under Part 2 of the Buildings Ordinance (Cap. 123)) must ensure that an illuminated exit sign bearing the word “EXIT” and the characters “出口” is installed, in accordance with a Code of Practice published from time to time by the Director of Fire Services, at each exit from the workplace.
- (3) A person responsible for a workplace who fails, without reasonable excuse, to comply with subsection (1) or (2) commits an offence and is liable on conviction to a fine of \$200,000.
- (4) If a person responsible for a workplace is found guilty of having committed an offence under subsection (3) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 6 months.

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### 8. 負責人須確保逃生途徑獲恰當保養

- (1) 工作地點的負責人必須確保離開該工作地點的所有逃生途徑均保持在安全的狀況，並且不受阻礙。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。
- (3) 工作地點的負責人如被裁定犯第 (2) 款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款訂明的罰款之外，亦可另判處該負責人不過過 6 個月的監禁，或可判處該負責人不過過 6 個月的監禁，以代替該款訂明的罰款。

### 9. 關於離開工作地點的逃生途徑的罪行

- (1) 任何人如——
  - (a) 損毀或阻礙離開工作地點的逃生途徑；或
  - (b) 作出任何事情，阻止該等逃生途徑用作使任何人能在發生火警或其他緊急事故時離開工作地點；或
  - (c) 無合法權限而對該等逃生途徑作出改動，即屬犯罪，一經定罪，可處第 5 級罰款。
- (2) 任何人如被裁定犯第 (1) 款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款

- (5) For the purposes of subsection (2), exit from a workplace is the exit shown on the approved plan or plans of the building in which the workplace is located as referred to in that subsection.

*(E.R. 1 of 2012)*

### 8. Responsible person to ensure that means of escape are properly maintained

- (1) The person responsible for a workplace must ensure that all means of escape from the workplace are maintained in a safe condition and kept free from obstruction.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine of \$200,000.
- (3) If a person responsible for a workplace is found guilty of having committed an offence under subsection (2) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 6 months.

### 9. Offences relating to means of escape from workplace

- (1) Any person who—
  - (a) damages or obstructs a means of escape from a workplace; or
  - (b) does anything that prevents such a means of escape from being used to enable persons to escape from the workplace in the case of fire or other emergency; or
  - (c) without lawful authority, alters such a means of escape,

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訂明的罰款之外，亦可另判處該人不超過 6 個月的監禁，或可判處該人不超過 6 個月的監禁，以代替該款訂明的罰款。

#### 10. 處長可規定附加的消防安全措施

- (1) 處長可藉向工作地點的負責人送達的書面通知，規定該負責人在該通知所指明的期間內，就該工作地點提供任何其他法律所規定或根據任何其他法律規定的消防安全措施以外的附加的消防安全措施。
- (2) 工作地點的負責人如無合理辯解而沒有遵從根據第 (1) 款施加的規定，即屬犯罪，一經定罪，可處罰款 \$200,000。
- (3) 工作地點的負責人如被裁定犯第 (2) 款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款訂明的罰款之外，亦可另判處該負責人不超過 6 個月的監禁，或可判處該負責人不超過 6 個月的監禁，以代替該款訂明的罰款。

#### 11. 損毀或干擾在工作地點提供的消防安全措施的罪行

- (1) 任何人如——
  - (a) 損毀或干擾在工作地點所在的處所內提供的消防安全措施；或
  - (b) 作出任何事情，阻止該等措施用作消防安全措施，

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commits an offence and is liable on conviction to a fine at level 5.

- (2) If a person is found guilty of having committed an offence under subsection (1) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 6 months.

#### 10. Commissioner may require additional fire safety measures

- (1) The Commissioner may, by notice in writing served on a person responsible for a workplace, require the person to provide in respect of the workplace, within such period as is specified in the notice, fire safety measures additional to those required by or under any other law.
- (2) A person responsible for a workplace who, without reasonable excuse, fails to comply with a requirement imposed under subsection (1) commits an offence and is liable on conviction to a fine of \$200,000.
- (3) If a person responsible for a workplace is found guilty of having committed an offence under subsection (2) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 6 months.

#### 11. Offence to damage or interfere with fire safety measures provided at workplace

- (1) Any person who—
  - (a) damages or interferes with the fire safety measures provided at premises where a workplace is located; or

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即屬犯罪，一經定罪，可處第 5 級罰款。

- (2) 任何人如被裁定犯第 (1) 款所訂的罪行，並已證明他蓄意、明知或罔顧後果地犯該罪行，則法庭除可判處該款訂明的罰款之外，亦可另判處該人不超過 6 個月的監禁，或可判處該人不超過 6 個月的監禁，以代替該款訂明的罰款。
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- (b) does anything to prevent those measures from being used as such,

commits an offence and is liable on conviction to a fine at level 5.

- (2) If a person is found guilty of having committed an offence under subsection (1) and it is proved that the person committed the offence intentionally, knowingly or recklessly, the court may, in addition to or instead of imposing the penalty prescribed by that subsection, sentence the person to imprisonment for a term not exceeding 6 months.
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### 工作地點的環境

#### 12. 負責人須保持工作地點清潔及有充足的通風設備

- (1) 在符合第 (2) 款的規定下，工作地點的負責人必須在合理地切實可行的範圍內確保該工作地點及所有安裝或存放於該工作地點內的作業裝置並沒有污垢、廢物及碎料。
- (2) 工作地點的負責人必須確保所有在該工作地點的廢物及碎料均存放在適當的容器內。
- (3) 工作地點的負責人必須確保——
  - (a) 該工作地點有充足的新鮮空氣流通；及
  - (b) 在該工作地點內的空氣在合理地切實可行範圍內盡量沒有雜質。
- (4) 如就工作地點遵守第 (3)(b) 款並不屬切實可行，則該工作地點的負責人——
  - (a) 必須採取所有合理地切實可行的步驟，以保護受僱於該工作地點工作的僱員，免其吸入雜質，並防止雜質在該工作地點積聚；及
  - (b) 在顧及在該工作地點進行的活動後屬切實可行的範圍內，尤其必須確保有安裝和使用有效的排氣裝置，並將該裝置設於盡可能接近雜質的來源和在盡可能接近雜質的來源的情況下使用。
- (5) 工作地點的負責人如沒有遵守第 (1)、(2)、(3) 或 (4) 款，即屬犯罪，一經定罪，可處第 5 級罰款。
- (6) 在本條中，“雜質”(impurities) 包括(但不限於)煙、塵埃及引致疾病的細菌。

## PART IV

### WORKPLACE ENVIRONMENTS

#### 12. Responsible person to keep workplace clean and adequately ventilated

- (1) Subject to subsection (2), the person responsible for a workplace must, as far as reasonably practicable, ensure that the workplace and all plant installed or kept in the workplace are kept free of dirt, waste materials and debris.
- (2) The person responsible for a workplace must ensure that all waste materials and debris at the workplace are kept in suitable containers.
- (3) The person responsible for a workplace must ensure—
  - (a) that the workplace is adequately ventilated by fresh air; and
  - (b) that, as far as reasonably practicable, the air within the workplace is kept free of impurities.
- (4) If it is not practicable to comply with subsection (3)(b) as regards a workplace, the person responsible for the workplace—
  - (a) must take all reasonably practicable steps to protect employees employed at the workplace from inhaling impurities and to prevent accumulation of the impurities at the workplace; and
  - (b) in particular, must, if it is practicable having regard to the activity being undertaken at the workplace, ensure that effective exhaust devices are installed and used as closely as possible to the source of the impurities.



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### 13. 負責人須確保工作地點有充足的照明

- (1) 工作地點的負責人必須確保該工作地點藉天然光線或人工照明而有充足的良好照明，以確保在該工作地點工作的僱員及其他人的安全及健康。
- (2) 工作地點的負責人如沒有遵守第(1)款，即屬犯罪，一經定罪，可處第5級罰款。
- (3) 在檢控犯第(2)款所訂的罪行的法律程序中，任何人如能夠證明在工作地點提供的照明已遵從由處長就在工作地點提供照明而發出的指引，即可作為免責辯護。

### 14. 負責人須確保工作地點的地面有足夠的排水設施

- (1) 如——
  - (a) 在工作地點進行的活動沾濕或相當可能沾濕該工作地點的地面；而
  - (b) 沾濕的情況可藉排水系統得以避免或根除，
 則該工作地點的負責人必須確保該工作地點有安裝和維持有效的排水裝置。
- (2) 工作地點的負責人如沒有遵守第(1)款，即屬犯罪，一經定罪，可處第5級罰款。

- (5) A responsible person for a workplace who fails to comply with subsection (1), (2), (3) or (4) commits an offence and is liable on conviction to a fine at level 5.
- (6) In this section, “impurities” (雜質) includes (but is not limited to) fumes, dust and disease-causing bacteria.

### 13. Responsible person to ensure that workplace is sufficiently lit

- (1) The person responsible for a workplace must ensure that the workplace is sufficiently well lit, by natural or artificial lighting, to ensure the safety and health of employees and other persons who are at work at the workplace.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 5.
- (3) It is a defence in proceedings for an offence under subsection (2) to show that the lighting at the workplace has been provided in compliance with the guidelines issued by the Commissioner with respect to the provision of lighting at workplaces.

### 14. Responsible person to ensure that floors of workplace are adequately drained

- (1) The person responsible for a workplace must ensure that an effective means for draining the workplace is installed and maintained at the workplace if—
  - (a) an activity carried out at the workplace makes, or is likely to make, the floor of the workplace wet; and
  - (b) the wetness can be avoided or eradicated by means of a drainage system.

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- (2) A responsible person for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 5.
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## 第 V 部

### 工作地點的衛生

#### 15. 須在工作地點提供衛生設施等

- (1) 工作地點的負責人必須確保該工作地點有提供足夠和適當的廁所及清洗設施；此外，如已僱用或擬僱用男性和女性，須為男性和女性提供恰當並分開的該等設施。
- (2) 工作地點的負責人如沒有遵守第(1)款，即屬犯罪，一經定罪，可處第 3 級罰款。
- (3) 任何廁所或清洗設施如不符合《建築物條例》(第 123 章)條文的規定，則就本條而言，該廁所或清洗設施須當作不足夠和不適當。

#### 16. 須向僱員提供足夠的飲用水

- (1) 工作地點的負責人必須確保該工作地點有提供足夠的可供飲用的水，以供受僱在該工作地點工作的僱員飲用。
- (2) 工作地點的負責人如沒有遵守第(1)款，即屬犯罪，一經定罪，可處第 3 級罰款。

## PART V

### HYGIENE AT WORKPLACES

#### 15. Workplace to be provided with sanitary conveniences, etc.

- (1) The person responsible for a workplace must ensure that the workplace is provided with sufficient and suitable latrine and washing conveniences and, where persons of both sexes are or are intended to be employed, such conveniences shall afford proper separate accommodation for persons of each sex.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 3.
- (3) Any latrine or washing convenience which does not comply with the provisions of the Buildings Ordinance (Cap. 123) shall be deemed not to be sufficient and suitable for the purposes of this section.

#### 16. Employees to be provided with adequate supplies of drinking water

- (1) The person responsible for a workplace must ensure that sufficient potable water is provided at the workplace for the consumption by employees who are employed there.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 3.

**第 VI 部****工作地點的急救事宜****17. 定義 (第 VI 部)**

(1) 在本部中 ——

“急救物品” (first aid item) 指屬附表 2 所指明類別的物品或根據第 19 條規定的物品；

“急救設施” (first aid facility) 指急救箱或載有急救物品的急救櫃；

“《英國副藥典》” (British Pharmaceutical Codex) 包括其補編。

(2) 在本部中 ——

(a) 受僱在工作地點工作的僱員的數目即視為在任何時間實際在該工作地點工作的人的數目；

(b) 曾受急救訓練的人須為任何以下人士 ——

(i) 持有由聖約翰救傷隊、醫療輔助隊或香港紅十字會發出的急救合資格證明書的人；或

(ii) 屬《護士註冊條例》(第 164 章) 所指的註冊護士的人；或

(iii) 已完成急救訓練課程並持有由處長認可的組織所發出的證明已完成該課程的證明書的人。

**18. 須在工作地點提供急救設施**

(1) 工作地點的負責人必須確保 ——

**PART VI****FIRST AID AT WORKPLACES****17. Definitions (Part VI)**

(1) In this Part—

“British Pharmaceutical Codex” (《英國副藥典》) includes the supplements to it;

“first aid facility” (急救設施) means a first aid box or first aid cupboard containing first aid items;

“first aid item” (急救物品) means an item of the kind specified in Schedule 2 or an item required under section 19.

(2) In this Part—

(a) the number of employees employed at a workplace shall be taken to be the number of persons actually working therein at any time;

(b) a person trained in first aid shall be a person—

(i) who holds a certificate of competency in first aid issued by the St. John’s Ambulance Association, the Auxiliary Medical Services or the Hong Kong Red Cross; or

(ii) who is a registered nurse within the meaning of the Nurses Registration Ordinance (Cap. 164); or

(iii) who has completed a training course in first aid and who holds a certificate to that effect issued by an organization approved by the Commissioner.

**18. First aid facilities to be provided at workplace**

(1) The person responsible for a workplace must ensure—

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- (a) 為每 100 名 (不足 100 名亦作 100 名計算) 受僱在該工作地點工作的僱員提供和維持獨立的急救設施；及
  - (b) 該等急救設施清楚標明“急救”及“FIRST AID”字樣；及
  - (c) 該等急救設施載有附表 2 所指明的物品及根據第 19 條規定的任何物品；及
  - (d) 所有急救物品均保持在可使用的狀況，而其級別或品質不得低於《英國副藥典》所指明的級別或品質，或不得低於處長為施行本段而批准 (如有的話) 的任何其他國際認可標準。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處第 3 級罰款。

**19. 處長可規定須提供附加的急救物品**

- (1) 處長可藉向工作地點的負責人送達的書面通知，規定該負責人除須將附表 2 所指明的物品包括在須為受僱在該工作地點工作的僱員提供和維持的急救設施內之外，尚須在該通知所指明的期間內，將所有或任何以下物品包括在該急救設施內——
- (a) 指明數量的防水黏性傷口敷料；
  - (b) 指明數量的防水黏貼膠布；
  - (c) 指明數量並用作治理眼睛損傷的洗眼杯。
- (2) 按照第 (1) 款獲送達通知的工作地點的負責人，必須在該通知所指明的期間內提供規定的物品。
- (3) 工作地點的負責人如沒有遵守第 (2) 款，即屬犯罪，一經定罪，可處第 3 級罰款。

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- (a) that a separate first aid facility is provided and maintained for each 100 employees, or part of that number, employed at the workplace; and
  - (b) that the first aid facility is clearly marked “FIRST AID” and “急救”; and
  - (c) that the first aid facility contains the items specified in Schedule 2 and any items required under section 19; and
  - (d) that all first aid items are maintained in a serviceable condition and are of a grade or quality not lower than that specified in the British Pharmaceutical Codex or, if the Commissioner approves any other internationally recognized standard for the purposes of this paragraph, that standard.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 3.

**19. Commissioner may require additional first aid items to be provided**

- (1) The Commissioner may, by notice in writing served on the person responsible for a workplace, require that person to include, in addition to the items specified in Schedule 2, all or any of the following items in the first aid facility, within such period as is specified in the notice, required to be provided and maintained for the employees employed at the workplace—
- (a) a specified quantity of waterproof adhesive dressings for application to wounds;
  - (b) a specified quantity of rolls of waterproof adhesive plaster;
  - (c) a specified quantity of eye baths for the treatment of eye injuries.

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**20. 負責人須指定主管急救設施的僱員**

- (1) 工作地點的負責人必須 ——
  - (a) 指定一個由受僱於該工作地點工作的 2 名或多於 2 名的僱員組成的一組僱員負責每一項根據第 18 條提供和維持的急救設施；及
  - (b) 確保當有人在該工作地點工作時，可在該工作地點隨時找到負責急救設施的每組僱員中的最少一名組員；及
  - (c) 安排在急救設施上附有指明負責該設施的該組組員的姓名的告示；及
  - (d) 確保就每 150 名受僱於該工作地點工作的僱員而言，該等僱員中最少有一名屬曾受急救訓練的人。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處第 3 級罰款。

**21. 處長在若干情況下可豁免負責人使其不須遵從本部的規定**

- (1) 處長如信納 ——

- (2) A person responsible for a workplace who is served with a notice in accordance with subsection (1) must provide the required items within the period specified in the notice.
- (3) A person responsible for a workplace who fails to comply with subsection (2) commits an offence and is liable on conviction to a fine at level 3.

**20. Responsible person to designate employees to be in charge of first aid facilities**

- (1) The person responsible for a workplace must—
  - (a) designate a team of 2 or more of the employees employed at the workplace to be responsible for each first aid facility provided and maintained under section 18; and
  - (b) ensure that at least one member of each team responsible for a first aid facility is available at the workplace when work is being performed there; and
  - (c) arrange for a notice specifying the names of the members of the team responsible for a first aid facility to be affixed to that facility; and
  - (d) ensure that, for each 150 employees employed at the workplace, at least one of those employees is a person trained in first aid.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 3.

**21. Commissioner may exempt responsible person from requirements of this Part in certain circumstances**

- (1) The Commissioner may, by notice in writing served on the person responsible for a workplace, exempt that person from being required to comply with all or any of the requirements

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- (a) 某工作地點設有一間純粹用作為受僱於該工作地點內並在工作時受傷或感到不適的僱員提供急救治療的房間；及
- (b) 該房間已有充足的良好照明及設備，而且其衛生程度亦屬足夠，以確保上述的治療能在安全和不會增加對在該房間接受治療的僱員的安全及健康所造成的危險的情況下提供，

則處長可藉向該工作地點的負責人送達的書面通知，豁免該負責人，使其不須遵從藉本部或根據本部所施加的所有或任何規定。

- (2) 根據第 (1) 款獲豁免的工作地點的負責人必須確保有關的急救治療房間的顯眼處有展示有關的豁免通知。
- (3) 處長如信納——
- (a) 某工作地點已不再設有一間第 (1)(a) 款所提述的房間；或
- (b) 該工作地點設有該房間，但該房間並不符合第 (1)(b) 款的規定，

則他可藉向該工作地點的負責人送達的書面通知，撤銷根據第 (1) 款給予的豁免。

- (4) 處長在撤銷該豁免之前，必須給予有關工作地點的負責人陳詞的機會。

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imposed by or under this Part if the Commissioner is satisfied that—

- (a) at the workplace there is a room set aside solely for providing first aid treatment to employees employed at the workplace who have sustained injury or become ill while at work; and
- (b) the room is sufficiently well lit and equipped, and is sufficiently hygienic, to ensure that treatment can be provided safely and without increasing the risks to the safety and health of employees who receive treatment there.

- (2) The person responsible for a workplace who is exempted under subsection (1) must ensure that the exemption notice is displayed in a conspicuous place in the first aid treatment room concerned.
- (3) The Commissioner may, by notice in writing served on the person responsible for a workplace, revoke an exemption given under subsection (1) if the Commissioner is satisfied that—
- (a) there is no longer such a room set aside at the workplace as referred to in paragraph (a) of that subsection; or
- (b) there is such a room set aside at the workplace but it does not comply with paragraph (b) of that subsection.
- (4) Before revoking such an exemption, the Commissioner must give the person responsible for the workplace concerned an opportunity to be heard.



## 第 VII 部

### 體力處理操作

#### 22. 定義 (第 VII 部)

在本部中——

“初步評估”(preliminary assessment)指按照第 23(1) 或 (2) 條作出的評估，並包括在檢討後按照第 23(4) 條更改的該等評估；

“負荷物”(load)包括由任何生物組成的或包括有任何生物在內的負荷物；

“進一步評估”(further assessment)指按照第 25(1) 條作出的評估，並包括在檢討後按照第 25(3) 條更改的該等評估；

“預防性和保護性措施”(preventive and protective measures)就任何工作地點而言，指該工作地點的負責人因某初步評估或進一步評估或任何該等評估的檢討而已識別為須予採取以符合藉本部或根據本部所施加的規定的措施；

“傷害”(injury)不包括可歸因於以下有毒或腐蝕性物質的傷害——

- (a) 從負荷物漏出或濺出的有毒或腐蝕性物質；或
- (b) 在負荷物的表面上但並沒有從該負荷物漏出或濺出的有毒或腐蝕性物質；或
- (c) 構成負荷物的一部分的有毒或腐蝕性物質；

“關乎安全及健康的危險”(safety and health risks)就在工作地點進行的體力處理操作而言，指因初步評估或進一步評估(視屬何情況而定)而識別為對受僱在該工作地點而進行該等體力處理操作的僱員的安全及健康所構成的危險；

“體力處理操作”(manual handling operation)就任何負荷物而言，指某人用手、臂或某些其他形式的身體動作移動或

## PART VII

### MANUAL HANDLING OPERATIONS

#### 22. Definitions (Part VII)

In this Part—

“further assessment”(進一步評估) means an assessment made in accordance with section 25(1), and includes such an assessment as varied after review in accordance with section 25(3);

“injury”(傷害) does not include an injury attributable to a toxic or corrosive substance that—

- (a) has leaked or spilled from a load; or
- (b) is present on the surface of a load without having leaked or spilled from the load; or
- (c) forms part of a load;

“load”(負荷物) includes a load that comprises or includes any living being;

“manual handling operation”(體力處理操作), in relation to a load, means moving or supporting the load (including lifting, lowering, pushing, pulling and carrying the load) by a person's hands or arms or by some other form of bodily effort;

“preliminary assessment”(初步評估) means an assessment made in accordance with section 23(1) or (2), and includes such an assessment as varied after review in accordance with section 23(4);

“preventive and protective measures”(預防性和保護性措施), in relation to a workplace, means measures that the person responsible for the workplace has, as a result of a preliminary

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支撐負荷物 (包括提舉、放下、推動、拉動和搬運該負荷物)。

### 23. 負責人須對危險作出初步評估

- (1) 於在本部的生效日期之後首次在工作地點進行體力處理操作之前，該工作地點的負責人必須確保有就對受僱在該工作地點而進行該等體力處理操作的僱員的安全及健康所構成的危險，作出初步評估。
- (2) 如在緊接本部的生效日期之前體力處理操作已在某工作地點進行而該等體力處理操作在該生效日期當日或之後亦有進行，則該工作地點的負責人必須確保在該生效日期之後 14 天內有就對受僱在該工作地點而進行該等體力處理操作的僱員的安全及健康所構成的危險，作出初步評估。
- (3) 每當 ——
  - (a) 某工作地點的负责人有理由相信按照本條作出的初步評估已不再有效；或
  - (b) 作出該評估時的情況已有重大改變，該負責人必須檢討該評估。
- (4) 工作地點的負責人必須在按照第 (3) 款檢討初步評估後的切實可行的範圍內，盡快藉在該檢討後所顯示須對該評估作出的修改，更改該評估。

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assessment or further assessment or a review of such an assessment, identified as measures that have to be taken in order to comply with the requirements imposed by or under this Part;

“safety and health risks” (關乎安全及健康的危險), in relation to manual handling operations undertaken at a workplace, means risks to the safety and health of employees employed at the workplace who undertake those manual handling operations which have been identified as a result of a preliminary assessment or further assessment, as the case may be.

### 23. Responsible person to make preliminary assessment of risks

- (1) Before manual handling operations are first undertaken at a workplace after the commencement of this Part, the person responsible for the workplace must ensure that a preliminary assessment is made of the risks to the safety and health of employees employed at the workplace who undertake those manual handling operations.
- (2) If manual handling operations were being undertaken at a workplace immediately before the commencement of this Part and those manual handling operations are also undertaken on or after that commencement, the person responsible for the workplace must, within 14 days after that commencement, ensure that a preliminary assessment is made of the risks to the safety and health of employees employed at the workplace who undertake those manual handling operations.
- (3) The person responsible for a workplace must conduct a review of a preliminary assessment made in accordance with this section whenever—
  - (a) that person has reason to believe that the assessment is no longer valid; or

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- (5) 工作地點的負責人如沒有遵守第 (1)、(2)、(3) 或 (4) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

#### 24. 負責人須避免需要進行某些體力處理操作

- (1) 工作地點的負責人必須於合理地切實可行的範圍內，盡量避免受僱於該工作地點工作的僱員，需要進行任何可產生關乎安全及健康的危險的體力處理操作。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

#### 25. 負責人須對危險作出進一步評估

- (1) 如工作地點的負責人在合理地切實可行的範圍內，不能避免受僱於該工作地點工作的僱員需要進行任何可產生關乎安全及健康的危險的體力處理操作，則該負責人必須確保在該工作地點進行該等體力處理操作前，有就對該等僱員的安全及健康構成的危險作出進一步評估，而在作出進一步評估時須顧及附表 3 第 1 欄所指明的事宜及該附表第 2 欄所指明的關乎該等事宜的問題。
- (2) 每當 ——
- (a) 工作地點的負責人有理由相信按照本條作出的進一步評估已不再有效；或

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- (b) the circumstances in which the assessment was made have significantly changed.
- (4) As soon as practicable after reviewing a preliminary assessment in accordance with subsection (3), the person responsible for the workplace must vary the assessment by making such modifications to it as are indicated to be required upon the review.
- (5) A person responsible for a workplace who fails to comply with subsection (1), (2), (3) or (4) commits an offence and is liable on conviction to a fine of \$200,000.

#### 24. Responsible person to avoid need to undertake certain manual handling operations

- (1) The person responsible for a workplace must, as far as reasonably practicable, avoid the need for employees employed at the workplace to undertake any manual handling operations which may create safety and health risks.
- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine of \$200,000.

#### 25. Responsible person to make further assessment of risks

- (1) If it is not reasonably practicable for the person responsible for a workplace to avoid the need for employees employed at the workplace to undertake any manual handling operations which may create safety and health risks, that person must, before those manual handling operations are undertaken at the workplace, ensure that a further assessment is made of the risks to the safety and health of those employees having regard to the matters specified in column 1 of Schedule 3 and the questions relating to those matters specified in column 2 of that Schedule.



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- (b) 作出該評估時的情況已有重大改變，該負責人必須檢討該評估。
- (3) 工作地點的負責人必須於在按照第 (2) 款檢討進一步評估後的切實可行的範圍內，盡快藉在該檢討後所顯示須對該評估作出的修改，更改該評估。
- (4) 工作地點的負責人如沒有遵守第 (1)、(2) 或 (3) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

## 26. 負責人須備存體力處理操作的評估紀錄

- (1) 如於任何同一時間通常有 10 名或多於 10 名的僱員受僱在某工作地點進行可產生關乎安全及健康的危險的體力處理操作，則該工作地點的負責人必須在按照本部作出初步評估或進一步評估或檢討該等評估後的切實可行的範圍內，盡快記錄以下事宜——
- (a) 因該評估或檢討而達致的所有重要定論；及
- (b) 凡該僱主的任何組別的僱員在工作時的安全或健康已被識別為有危險的，則指該等組別的僱員的詳情。
- (2) 工作地點的負責人必須確保按照第 (1) 款作出的每項紀錄均——
- (a) 存放在該人在香港的主要營業地點的安全地方，為期不少於 3 年；及
- (b) 可供任何於日常營業時間到訪該地方的職業安全主任查閱。

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- (2) The person responsible for a workplace must conduct a review of a further assessment made in accordance with this section whenever—
- (a) that person has reason to believe that the assessment is no longer valid; or
- (b) the circumstances in which the assessment was made have significantly changed.
- (3) As soon as practicable after reviewing a further assessment in accordance with subsection (2), the person responsible for the workplace must vary the assessment by making such modifications to it as are indicated to be required upon the review.
- (4) A person responsible for a workplace who fails to comply with subsection (1), (2) or (3) commits an offence and is liable on conviction to a fine of \$200,000.

## 26. Responsible person to keep record of assessment of manual handling operations

- (1) If 10 or more employees are normally employed at a workplace at any one time to undertake manual handling operations which may create safety and health risks, the person responsible for the workplace must, as soon as practicable after making a preliminary assessment or further assessment, or conducting a review of such an assessment, in accordance with this Part, record—
- (a) all significant findings resulting from the assessment or review; and
- (b) the particulars of any group of the employer's employees whose safety or health when they are at work is identified as being at risk.
- (2) The person responsible for a workplace must ensure that every record made in accordance with subsection (1)—

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- (3) 工作地點的負責人如沒有遵守第 (1) 或 (2) 款，即屬犯罪，一經定罪，可處第 6 級罰款。

#### 27. 負責人須減少危險和作出關於預防性和保護性措施的安排

- (1) 工作地點的負責人須在受僱在該工作地點的僱員進行任何可產生關乎安全及健康的危險的體力處理操作前確保——
- 有採取適當的步驟，將對受僱在該工作地點而進行該等體力處理操作的僱員的安全及健康所構成的危險，減至在合理地切實可行的範圍內屬最低的水平；及
  - (a) 段提述的僱員獲提供關於每件負荷物的重量的有關資料，以及關於重心並不是處於中間位置的每件負荷物的最重的一邊的資料；及
  - (a) 段提述的僱員獲提供確保其在進行該等體力處理操作時的安全及健康的機械輔助設備及防護設備；及
  - 當任何該等體力處理操作涉及提舉負荷物，該項體力處理操作是由一組僱員進行的（如這樣做是合理地切實可行的話）。
- (2) 工作地點的負責人須在顧及在該工作地點進行的活動的性質以及在顧及該工作地點的大小後，對就在該工作地點進行可構成關乎安全及健康的危險的體力處理操作而採取的預防性和保護性措施（包括但不限於第 (1) 款提述

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- is kept in a safe place at that person's principal place of business in Hong Kong for a period of not less than 3 years; and
  - is available for inspection by any occupational safety officer who calls at that place during ordinary business hours.
- (3) A person responsible for a workplace who fails to comply with subsection (1) or (2) commits an offence and is liable on conviction to a fine at level 6.

#### 27. Responsible person to reduce risks and make arrangements for preventive and protective measures

- (1) The person responsible for a workplace must, before any manual handling operations which may create safety and health risks are undertaken by employees employed at the workplace, ensure that—
- appropriate steps are taken to reduce risks to the safety and health of the employees employed at the workplace who undertake those manual handling operations to the lowest level that is reasonably practicable; and
  - the employees referred to in paragraph (a) are provided with relevant information as to the weight of each load and the heaviest side of each load whose centre of gravity is not centrally positioned; and
  - the employees referred to in paragraph (a) are provided with such mechanical aids and protective equipment as will secure their safety and health while undertaking those manual handling operations; and
  - when any of those manual handling operations involves the lifting of a load, the manual handling operation is, if reasonably practicable to do so, undertaken by a team of employees.

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的措施)作出安排,以及對該等預防性和保護性措施的有效計劃、組織、控制、監察及檢討作出安排。

- (3) 工作地點的負責人如沒有遵守第 (1) 或 (2) 款,即屬犯罪,一經定罪,可處罰款 \$200,000,但如屬第 (1) 款所訂的罪行而且只是沒有遵守該款 (d) 段的規定,則一經定罪,可處第 6 級罰款。

## 28. 負責人須委任助理人

- (1) 如於任何同一時間通常有 10 名或多於 10 名僱員受僱在某工作地點進行可產生關乎安全及健康的危險的體力處理操作,則該工作地點的負責人,必須委任為協助執行與該等體力處理操作有關的預防性和保護性措施所需的數目的合資格的人,此外,該工作地點的負責人在決定須委任的合資格的人的所需數目時,必須顧及——
- 受僱在該工作地點進行該等體力處理操作的僱員的數目;及
  - 該工作地點的大小;及
  - 對該等僱員在該工作地點所面對的危險;及
  - 該等危險在該工作地點內的分布。
- (2) 如根據第 (1) 款獲委任的合資格的人多於一名,則工作地點的負責人必須作出充足的安排,以確保該等合資格的人就執行該款所提述的預防性和保護性措施能互相合作。
- (3) 該工作地點的負責人必須確保——

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- (2) The person responsible for a workplace must, having regard to the nature of the activities carried out at and the size of the workplace, make arrangements for preventive and protective measures, including but not limited to those measures referred to in subsection (1), to be taken with respect to the manual handling operations which may create safety and health risks undertaken at the workplace and for the effective planning, organization, control, monitoring and review of those preventive and protective measures.
- (3) A person responsible for a workplace who fails to comply with subsection (1) or (2) commits an offence and is liable on conviction to a fine of \$200,000 except that, in the case of an offence against subsection (1) where only paragraph (d) of that subsection is the subject of the failure, is liable on conviction to a fine at level 6.

## 28. Responsible person to appoint assistants

- (1) If 10 or more employees are normally employed at a workplace at any one time to undertake manual handling operations which may create safety and health risks, the person responsible for the workplace must appoint such number of competent persons as may be necessary to assist in carrying out the preventive and protective measures with respect to those manual handling operations and, in determining the necessary number of competent persons to be appointed, the person responsible for the workplace must have regard to—
- the number of employees employed at the workplace to undertake those manual handling operations; and
  - the size of the workplace; and
  - the risks to which those employees are exposed at the workplace; and

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- (a) 給予根據第 (1) 款獲委任的合資格的人執行其職能的時間；及
- (b) 執行該等職能所需要的資源，
- 在顧及受僱在該工作地點進行可產生關乎安全及健康的危險的體力處理操作的僱員的數目、該工作地點的大小、對該等僱員在該工作地點所面對的危險及該等危險在該工作地點內的分布後屬充足。
- (4) 任何人如曾接受訓練並具有經驗及其他特質，而該等訓練、經驗及特質是為確保該人有能力協助有關工作地點的負責人遵從藉本部或根據本部施加於該負責人的規定而屬需要者，則只在該情況下，該人方就本條而言屬合資格的人。
- (5) 工作地點的負責人如沒有遵守第 (1)、(2) 或 (3) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

**29. 負責人須向僱員提供若干資料**

- (1) 工作地點的負責人必須確保受僱在該工作地點而進行可產生關乎安全及健康的危險的體力處理操作的僱員除獲提供根據第 27(1)(b) 條規定的資料外尚獲提供關於以下事宜的有關易於明白的資料——

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- (d) the distribution of those risks within the workplace.
- (2) If more than one competent person is appointed under subsection (1), the person responsible for the workplace must ensure that adequate arrangements are made for securing co-operation among those competent persons as to the carrying out of the preventive and protective measures referred to in that subsection.
- (3) The person responsible for the workplace must ensure that—
- (a) the time allowed for the competent persons appointed under subsection (1) to perform their functions; and
- (b) the resources necessary to perform those functions, are adequate, having regard to the number of employees employed at the workplace to undertake manual handling operations which may create safety and health risks, the size of the workplace, the risks to which those employees are exposed at the workplace, and the distribution of those risks within the workplace.
- (4) A person is a competent person for the purposes of this section only if that person has undergone the training, and has the experience and other characteristics, necessary to ensure that he has the capacity to assist the person responsible for the workplace in complying with the requirements imposed by or under this Part on persons responsible for workplaces.
- (5) A person responsible for a workplace who fails to comply with subsection (1), (2) or (3) commits an offence and is liable on conviction to a fine of \$200,000.

**29. Responsible person to provide certain information to employees**

- (1) The person responsible for a workplace must ensure that employees employed at the workplace who undertake manual handling operations which may create safety and health risks are provided with, in addition to the information required

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- (a) 關乎安全及健康的危險；及
  - (b) 關乎該等體力處理操作而根據第 27(2) 條所採取的預防性和保護性措施。
- (2) 工作地點的負責人如沒有遵守第 (1) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

### 30. 僱主在分配工作予僱員時的責任

- (1) 有關的僱員的僱主在分配與可產生關乎安全及健康的危險的體力處理操作有關的工作時，必須評估該等僱員各自在不危及該等僱員本身及其他人的安全及健康的情況下執行該等工作的能力。
- (2) 除非僱主已評估其某僱員為有能力進行可產生關乎安全及健康的危險的體力處理操作，否則他不得要求該僱員進行任何該等體力處理操作。
- (3) 僱主如違反第 (1) 或 (2) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

### 31. 僱主須為僱員提供足夠的訓練

- (1) 僱主必須為其僱員提供訓練，而該等訓練須是為避免對在進行可產生關乎安全及健康的危險的體力處理操作中的該等僱員的安全及健康所構成的危險或為將該等危險減至最低程度而所需者。
- (2) 當 ——

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under section 27(1)(b), relevant comprehensible information as to—

- (a) the safety and health risks; and
- (b) the preventive and protective measures taken under section 27(2) with respect to those manual handling operations.

- (2) A person responsible for a workplace who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine of \$200,000.

### 30. Duty of employer when allocating work tasks to employees

- (1) When allocating work tasks relating to manual handling operations which may create safety and health risks, the employer of the employees concerned must assess the respective capabilities of the employees to perform those tasks without risks to the safety and health of the employees themselves and other persons.
- (2) An employer must not require any of his employees to undertake any manual handling operations which may create safety and health risks unless the employer has assessed that the employee is capable of performing those manual handling operations.
- (3) An employer who contravenes subsection (1) or (2) commits an offence and is liable on conviction to a fine of \$200,000.

### 31. Employer to provide adequate training to employees

- (1) An employer must provide his employees with such training as will be necessary for avoiding or minimizing the risks to the safety and health of those employees when they are undertaking manual handling operations which may create safety and health risks.



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- (a) 僱員是首次受僱於某僱主；或
- (b) 該等僱員因以下事宜而面對新的或已改變的對其安全及健康構成的危險——
- (i) 該等僱員被分配關於可產生關乎安全及健康的危險的體力處理操作的新工作；或
  - (ii) 使用以前未曾引入該等僱員的工作地點的新類型的作業裝置或以未曾引入該工作地點的新類型的作業裝置取代已在該工作地點安裝或存放的現有作業裝置；或
  - (iii) 在該等僱員的工作地點引入新的科技、新的工作系統或新的工作實務；或
  - (iv) 在該等僱員的工作地點改變現有的科技、現有的工作系統或現有的工作實務，
- 則在不限制第 (1) 款的效力的情況下，僱用該等僱員進行可產生關乎安全及健康的危險的體力處理操作的僱主必須向該等僱員提供安全及健康訓練。
- (3) 僱主必須確保第 (1) 款規定他須提供的訓練——
- (a) 每當在顧及本條例的目的後屬需要時予以重複進行；及
  - (b) 經過變通，以將對其僱員的安全及健康所構成新的或已改變的危險列入考慮；及
  - (c) 在僱員的日常工作時間提供。
- (4) 任何僱主如沒有遵守第 (1)、(2) 或 (3) 款，即屬犯罪，一經定罪，可處罰款 \$200,000。

- (2) Without limiting the effect of subsection (1), an employer who employs employees to undertake manual handling operations which may create safety and health risks must provide safety and health training to those employees—
- (a) when those employees are first employed by the employer; or
  - (b) when those employees are exposed to new or changed risks to their safety and health as a result of—
    - (i) their being allocated new work tasks relating to manual handling operations which may create safety and health risks to perform; or
    - (ii) the use of a new kind of plant which has not been introduced into the employees' workplace before, or the replacement of existing plant installed or kept in the employees' workplace by a new type of plant which has not been introduced into the workplace before; or
    - (iii) the introduction of new technology, a new system of work or new work practices at the employees' workplace; or
    - (iv) a change in existing technology, the existing system of work or existing work practices at the employees' workplace.
- (3) An employer must ensure that the training which he is required to provide under subsection (1)—
- (a) is repeated whenever necessary having regard to the purposes of the Ordinance; and
  - (b) is modified to take into account new or changed risks to the safety and health of his employees; and
  - (c) is provided during the employees' ordinary working hours.

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第 VII 部  
第 32 條

PART VII  
Section 32

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Cap. 509A

**32. 工作時僱員須照顧其他人並與僱主合作**

- (1) 僱員在進行可產生關乎安全及健康的危險的體力處理操作時，必須——
  - (a) 使用其僱主已為遵守藉本部或根據本部所施加的規定而提供的任何機械輔助設備或防護設備，以及遵循其僱主已為遵從藉本部或根據本部所施加的規定而提供或設立的在其工作地點的任何工作系統或工作實務；及
  - (b) 為在其工作地點工作的其他人及可能被該僱員在進行該等體力處理操作時的作為或不作為所影響的其他人的安全及健康，採取合理的謹慎措施。
- (2) 任何僱員如沒有遵守第(1)款，即屬犯罪，一經定罪，可處第5級罰款。

**32. Employees at work to take care of others and to co-operate with employer**

- (1) An employee must, when undertaking manual handling operations which may create safety and health risks—
  - (a) use any mechanical aid or protective equipment, and conform to any system of work and any work practices at the employee's workplace, that the employee's employer has provided or established in order to comply with the requirements imposed by or under this Part; and
  - (b) take reasonable care for the safety and health of other persons who are at the employee's workplace and who may be affected by the employee's acts or omissions when undertaking those manual handling operations.
- (2) An employee who fails to comply with subsection (1) commits an offence and is liable on conviction to a fine at level 5.

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第 509A 章

附表 1  
第 1 條

SCHEDULE 1  
Section 1

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## 附表 1

## SCHEDULE 1

[s. 2]

### 作業裝置的危險部分

### DANGEROUS PARTS OF PLANT

[第 2 條]

1. 旋轉軸、聯結器、心軸、芯棒、桿條及飛輪。
2. 一對旋轉部件之間的轉入夾口。
3. 傳動帶滑輪組的轉入夾口。
4. 轉動部件的突出部分。
5. 斷續旋轉部件。
6. 旋轉打臂、有針滾筒及滾筒。
7. 設有孔口的罩殼內的旋轉混合器攪臂。
8. 設有孔口的罩殼內的旋轉螺桿及螺旋。
9. 設有孔口的罩殼內的旋轉高速轉筒。
10. 旋轉切削工具。
11. 往復切削工具。

1. Revolving shafts, couplings, spindles, mandrels, bars and flywheels.
2. In-running nips between pairs of rotating parts.
3. In-running nips of the belt and pulley type.
4. Projections on revolving parts.
5. Discontinuous rotating parts.
6. Revolving beaters, spiked cylinders and revolving drums.
7. Revolving mixer arms in casings fitted with openings.
8. Revolving worms and spirals in casings fitted with openings.
9. Revolving high-speed cages in casings fitted with openings.
10. Revolving cutting tools.
11. Reciprocating cutting tools.
12. Reciprocating press tools and dies.



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第 509A 章

附表 1  
第 12 條

SCHEDULE 1  
Section 13

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12. 往復壓具及衝模。
  13. 往復走針。
  14. 印壓運行之間的閉合夾口。
  15. 突出的傳動帶緊固件及快速運轉傳動帶。
  16. 連結桿或連結環節之間，及回轉輪曲柄或轉盤之間的夾口。
  17. 自動機器的移動支架所造成的陷阱。
- 

- 
13. Reciprocating needles.
  14. Closing nips between platen motions.
  15. Projecting belt fasteners and fast running belts.
  16. Nips between connecting rods or links, and rotating wheel cranks or discs.
  17. Traps arising from the traversing carriages of self-acting machines.
-

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第 509A 章

附表 2 —— 第 I 部  
第 1 條

SCHEDULE 2—PART I  
Section 1

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Cap. 509A

## 附表 2

## SCHEDULE 2

[ss. 17, 18 & 19]

### 急救設施所包含的物品

### ITEMS CONTAINED IN FIRST AID FACILITY

[第 17、18 及 19 條]

#### 第 I 部

#### PART I

#### 受僱的僱員數目少於 10 名的工作地點

#### WORKPLACES AT WHICH THE NUMBER OF EMPLOYEES EMPLOYED IS LESS THAN 10

1. 處長發出的急救護理指南一份。
2. 最少 1 份供護理受傷手指用的小號消毒不含藥敷料。
3. 最少 1 份供護理受傷手腳用的中號消毒不含藥敷料。
4. 最少 3 份各種尺碼的黏性傷口敷料。
5. 最少 1 塊原色棉布三角繃帶，繃帶最長的一邊不短於 1.3 米，其餘兩邊每邊不短於 900 毫米。
6. 最少 1 卷大約 25 毫米闊和最少 2 米長的黏貼膠布（氧化鋅）。
7. 最少 1 包 30 克包裝的吸水脫脂棉。
8. 壓迫繃帶一條。

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 1 small sterilized unmedicated dressing for injured fingers.
3. At least 1 medium-sized sterilized unmedicated dressing for injured hands or feet.
4. At least 3 adhesive wound dressings of assorted sizes.
5. At least 1 triangular bandages of unbleached calico, the longest side of the bandage measures not less than 1.3 m and each of the other sides not less than 900 mm.

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第 509A 章

附表 2 —— 第 II 部  
第 1 條

SCHEDULE 2—PART II  
Section 1

S2-4  
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9. 安全扣針多枚。

6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 2 m long.

7. At least 1 packet of absorbent cotton wool of 30 g.

8. A pressure bandage.

9. Safety pins.

## 第 II 部

## PART II

受僱的僱員數目為 10 名或多於 10 名  
但少於 50 名的工作地點

### WORKPLACES AT WHICH THE NUMBER OF EMPLOYEES EMPLOYED IS 10 OR MORE BUT LESS THAN 50

1. 處長發出的急救護理指南一份。
2. 最少 6 份供護理受傷手指用的小號消毒不含藥敷料。
3. 最少 3 份供護理受傷手腳用的中號消毒不含藥敷料。
4. 最少 12 份各種尺碼的黏性傷口敷料。
5. 最少 2 塊原色棉布三角繃帶，每塊繃帶最長的一邊不短於 1.3 米，其餘兩邊每邊不短於 900 毫米。
6. 最少 1 卷大約 25 毫米闊和最少 4.5 米長的黏貼膠布（氧化鋅）。

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 6 small sterilized unmedicated dressings for injured fingers.
3. At least 3 medium-sized sterilized unmedicated dressings for injured hands or feet.
4. At least 12 adhesive wound dressings of assorted sizes.

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第 509A 章

附表 2 — 第 III 部  
第 1 條

SCHEDULE 2—PART III  
Section 1

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Cap. 509A

7. 最少 3 包 (每包 30 克包裝) 吸水脫脂棉。
8. 壓迫繃帶一條。
9. 安全扣針多枚。

5. At least 2 triangular bandages of unbleached calico, the longest side of each bandage measures not less than 1.3 m and each of the other sides not less than 900 mm.
6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 4.5 m long.
7. At least 3 packets of absorbent cotton wool each of 30 g.
8. A pressure bandage.
9. Safety pins.

### 第 III 部

### PART III

受僱的僱員數目為 50 名或多於 50 名的工作地點

WORKPLACES AT WHICH THE NUMBER OF  
EMPLOYEES  
EMPLOYED IS 50 OR MORE

1. 處長發出的急救護理指南一份。
2. 最少 12 份供護理受傷手指用的小號消毒不含藥敷料。
3. 最少 6 份供護理受傷手腳用的中號消毒不含藥敷料。
4. 最少 24 份各種尺碼的黏性傷口敷料。
5. 最少 4 塊原色棉布三角繃帶，每塊繃帶最長的一邊不短於 1.3 米，其餘兩邊每邊不短於 900 毫米。

1. A copy of the leaflet, issued by the Commissioner, giving advice on first aid treatment.
2. At least 12 small sterilized unmedicated dressings for injured fingers.
3. At least 6 medium-sized sterilized unmedicated dressings for injured hands or feet.

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第 509A 章

附表 2 — 第 III 部  
第 6 條

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6. 最少 1 卷大約 25 毫米闊和最少 4.5 米長的黏貼膠布 (氧化鋅)。
  7. 最少 6 包 (每包 30 克包裝) 吸水脫脂棉。
  8. 壓迫繃帶一條。
  9. 安全扣針多枚。
- 

SCHEDULE 2—PART III  
Section 4

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Cap. 509A

- 
4. At least 24 adhesive wound dressings of assorted sizes.
  5. At least 4 triangular bandages of unbleached calico, the longest side of each bandage measures not less than 1.3 m and each of the other sides not less than 900 mm.
  6. At least 1 roll of adhesive plaster (zinc oxide), approximately 25 mm wide and at least 4.5 m long.
  7. At least 6 packets of absorbent cotton wool each of 30 g.
  8. A pressure bandage.
  9. Safety pins.
-

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附表 3

SCHEDULE 3

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## 附表 3

## SCHEDULE 3

[s. 25(1)]

## 對進行體力處理操作的危險而作出評估時須考慮的事宜及問題

MATTERS AND QUESTIONS TO BE CONSIDERED  
WHEN MAKING ASSESSMENT OF RISKS  
OF UNDERTAKING MANUAL HANDLING  
OPERATIONS

[第 25(1) 條]

第 1 欄	第 2 欄
事宜	問題
1. 工作	<p>該等工作是否涉及在遠離身體軀幹的情況下持有或操控負荷物？</p> <p>該等工作是否涉及不良的身體動作或姿勢，尤其是——</p> <p>(a) 扭動身體的軀幹？</p> <p>(b) 彎身？</p> <p>(c) 向上伸展？</p> <p>該等工作是否涉及過量移動負荷物，尤其是——</p> <p>(a) 過長的提舉或放下的距離？</p> <p>(b) 過長的運載距離？</p> <p>該等工作是否涉及——</p> <p>(a) 過量推動或拉動負荷物？</p> <p>(b) 負荷物突然移動的危險？</p> <p>(c) 經常的或長期的身體動作？</p> <p>(d) 不足夠的休息或復原期間？</p> <p>(e) 由工序施加的工作速率？</p>

Column 1	Column 2
Matter	Question
1. The tasks	<p>Do they involve holding or manipulating loads at distance from the body's trunk?</p> <p>Do they involve unsatisfactory bodily movement or posture, especially—</p> <p>(a) twisting the body's trunk?</p> <p>(b) stooping?</p> <p>(c) reaching upwards?</p> <p>Do they involve excessive movement of loads, especially—</p> <p>(a) excessive lifting or lowering distances?</p> <p>(b) excessive carrying distances?</p> <p>Do they involve—</p> <p>(a) excessive pushing or pulling of loads?</p> <p>(b) risk of sudden movement of loads?</p> <p>(c) frequent or prolonged physical effort?</p> <p>(d) insufficient rest or recovery periods?</p> <p>(e) a rate of work imposed by a process?</p>

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## 附表 3

## SCHEDULE 3

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2. 負荷物 該負荷物是否 ——
- (a) 重的？
  - (b) 笨重的或難於移動的？
  - (c) 難於抓住的？
  - (d) 不穩定的或載有相當可能移動的東西的？
  - (e) 尖的、鋒利的、熱的或以其他形式而具潛在損害性的？
3. 工作環境 在該工作環境內有沒有妨礙良好姿勢的空間限制？  
在該工作環境內有沒有凹凸不平的、滑溜的或不穩定的地面？  
在該工作環境內有沒有地面或施工面的水平變動？  
在該工作環境內有沒有極端高或低的溫度或濕度？  
在該工作環境內有沒有引致通風問題或陣風問題的狀況？  
在該工作環境內的照明狀況是否不佳？
4. 個人能力 有關的操作是否 ——
- (a) 要求異常的體力或高度或其他不正常的身體特質？
  - (b) 對有孕或有健康問題的人構成危險？
  - (c) 要求特殊資料或訓練才使其得以安全執行？
5. 其他事宜 動作或姿勢是否受個人防護設備或衣服阻礙？

2. The loads Are they—
- (a) heavy?
  - (b) bulky or unwieldy?
  - (c) difficult to grasp?
  - (d) unstable, or with contents likely to shift?
  - (e) sharp, hot or otherwise potentially damaging?
3. The working environment Are there space constraints that prevent good posture?  
Are there uneven, slippery or unstable floors?  
Are there variations in level of floors or work surfaces?  
Are there extremes of temperature or humidity?  
Are there conditions causing ventilation problems or gusts of wind?  
Are the lighting conditions poor?
4. Individual capability Does the operation—
- (a) require unusual strength or height, or other abnormal physical characteristics?
  - (b) create a hazard to persons who are pregnant or have a health problem?
  - (c) require special information or training for its safe performance?
5. Other matters Is movement or posture hindered by personal protective equipment or by clothing?