第十八屆香港職業安全健康大獎

工作安全健康 Safety at work

2019

18th Hong Kong Occupational Safety & Health Award



現已接受報名
Open for Enrollment

截止報名日期 Deadline :
28. 6. 2019

比賽細則
Award Details

職業安全健康局 Occupational Safety & Health Council

勞工處 Labour Department

發展局 Development Bureau

機電工程署 EMSD

香港房屋委員會 Hong Kong Housing Authority

Construction Industry Council 建造業議會

香港工會聯合會 The Hong Kong Federation of Trade Unions

香港工業總會 FHKI Federation of Hong Kong Industries

香港中華出入口商會 The Hong Kong Chinese Importers' & Exporters' Association

香港中華廠商聯合會 The Chinese Manufacturers' Association of Hong Kong

香港中華總商會 CGCC The Chinese General Chamber of Commerce, Hong Kong

香港建造商會 Hong Kong Construction Association

Employers' Federation of Hong Kong

HKGCC Hong Kong General Chamber of Commerce 香港總商會 1861

HKIE The Hong Kong Institution of Engineers

HKQAA Hong Kong Quality Assurance Agency 香港品質保證局

HKFI 香港保險業聯會 The Hong Kong Federation of Insurers

職安局 勞工處

飲食業生財之道

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OSH AWARD 職安健大獎 2019

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簡介

職業安全健康大獎旨在表揚在推行職安健方面有傑出表現的機構，並協助機構：

- *提高僱員的安全及健康意識，改善機構的安全文化*
- *提升機構在顧客、股東及業界心目中的企業形象*
- *建立交流平台，讓機構互相借鏡，藉此提高職安健表現、競爭力及生產力*

「第十八屆香港職業安全健康大獎」分享會暨頒獎典禮將於2019年9月23日(星期一)假灣仔香港會議展覽中心演講廳一舉行，歡迎各行各業人士踴躍參與。

獎項類別

今年頒發的「香港職安健大獎」共分為9個類別：

1 安全管理制度大獎

- 表揚機構在其行業內有效地實施安全管理制度，以達致優良的職安健表現。參賽機構必須證明如何發展、實施和維持一個有效的安全管理制度所包含的重要元素，並突顯其推行的措施及獨特方法。
- 「安全管理制度」是指與經營者機構有關而涉及機構人員職安健事宜的管理功能，包括策劃、發展、組織和實施安全政策及衡量、審核或查核該等功能的執行情況。
- 此大獎包括兩個組別，分別是建造業組及其他行業組。
- 獎項 — 設有金、銀、銅獎及優異獎。

2 安全表現大獎

- 表揚機構在所屬行業有突出的職安健表現，而參賽機構必須於過往三年擁有良好的安全紀錄。
- 「安全表現」是指有關職安健紀錄，包括應呈報的職業傷亡、危險事故、職業病、暫時停工通知書、敦促改善通知書、職安健檢控、安全審核結果、安全氣候指數調查、工作安全行為觀察、安全管理制度、安全獎項、每一千名工人計的傷亡率及致命率等。

- 此大獎包括三個組別，分別是建造業組、中小型企業組及其他行業組。
- 獎項 — 入圍機構可獲得安全表現大獎。

3 職安健改善項目大獎

- 表揚機構在發展獨特的職安健改善項目，以減少有關安全及健康風險，並提高其職安健水平及增加生產力。參賽機構必須突顯其管理層在推行職安健改善項目的承諾、整體推行策略及鼓勵員工參與方法，並須證明有關改善項目的成效及如何解決某類職安健風險或問題。
- 「職安健改善項目」是指任何能夠提升機構內部職安健水平的項目或科技，包括發展專門的風險評估、採用緊急應變措施、推動工作安全行為模式、以及改善工作環境的安全及健康情況等技術。
- 獎項 — 設有金、銀、銅獎及優異獎。

4 職安健宣傳推廣大獎

- 表揚機構為提高其職安健水平而舉辦的宣傳推廣活動，並有卓越的成績，而參賽的活動必須是在過往一年內舉行。參與機構必須突顯其舉辦活動的構思和安排，包括推廣主題的選擇、目標、採用的形式、籌備及資源分配；以及活動的評估方式及成效。
- 「職安健宣傳推廣活動」是指機構為提高僱員甚至是社會人士的職安健意識及改善工作場所的安全文化而設計及舉行的宣傳推廣活動，其形式可包括比賽、研討會、同樂日、巡迴展覽及參觀等。
- 獎項 — 設有金、銀、銅獎及優異獎。

5 職業復康大獎

- 表揚機構致力減少工傷意外和職業病的發生，並推行全面的職業復康計劃，使因工受傷的人士可早日康復，並在安全的情況下重返工作。
- 全面的「職業復康計劃」包括執行「預防工傷為先」的策略（防止意外措施），為受傷僱員提供適時的治療及復康服務、為他們進行工作分析、職能評估、工作鍛鍊、安排試工等，並為他們提供各種協助以解決復工過程中遇上的問題。
- 獎項 — 設有金、銀、銅獎及優異獎。

6 職安健年報大獎

- 表揚機構在年報或可持續發展報告內能適當地發佈相關職安健表現及社區發展資訊，並表揚有關機構能適時、準確及清晰地編製詳盡的年報或可持續發展報告，使股東、持分者、僱員及其他關注其職安健表現和社區發展活動的人士，得以了解該機構的最新發展。
- 「職安健匯報」是指關乎職安健表現及社區發展的報告，內容圍繞機構就持續改善職安健表現及社區發展成就，以不同的方法衡量、披露以及向持分者負責。
- 獎項 — 設有金、銀、銅獎及優異獎。

7 工作安全行為大獎

- 表揚機構為致力持續改善員工的工作安全行為，以鞏固員工的安全態度及強化他們的安全意識。將意外人為因素減少，從而更進一步提高工作安全表現。
- 參賽機構必須展示如何有系統地進行工作安全行為推廣包括計劃、組織、訂定目標、觀察、改善及檢討。
- 獎項 — 設有金、銀、銅獎及優異獎。

8 指差呼稱大獎

- 表揚得獎機構透過推廣指差呼稱以強化及鞏固員工在高風險工作的安全態度及消除人為失誤，達致持續改善安全表現。
- 獎項 — 設有金、銀、銅獎及優異獎。

9 安全文化大獎

- 比賽目的是鼓勵機構或承建商透過建立安全文化以加強安全管理。安全文化是一種境界使所有員工肩負起安全的責任及每天實踐安全目標，員工不止履行工作職責，亦願意去識別及糾正危險工作環境並阻撓危險行為。
- 獎項 — 設有金、銀、銅獎及優異獎。

參賽資格

安全管理制度大獎、職安健宣傳推廣大獎、職安健年報大獎及安全文化大獎

- 接受在截止報名日期前最少一年內，按照商業登記條例（第310章）或公司條例（第622章）在本港註冊及營運的所有工業經營或非工業經營的公司及機構參加。
- 接受所有政府部門及公營機構參加。
- 參賽機構或工作場所不論是製造、建築、維修或提供服務的地方，一律必須在香港境內。
- 參賽機構必須具備有效的商業登記證或公司註冊證明書（政府部門及公營機構除外）。
- 評審小組將於2019年7月24日至8月6日期間前往入圍機構/參賽項目作實地評核。(職安健年報大獎除外)凡入圍大獎的公司及機構，必須於實地評審期間展示及示範其參賽項目(包括所涉及的硬件設備)。倘未能安排評審團於2019年7月24日至8月6日期間進行實地評審，或該參賽項目未能於實地評審期間展示及示範，該機構的參賽資格可被取消。
- 在截止報名日期前的12個月內，並無任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生。
- 在評審結果公布前，如有任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生，參賽資格將被取消。
- 參賽機構轄下的任何工作場所或項目工程如發生嚴重事故，嚴重影響公眾信心及觀感，評審團及主辦機構有權不頒發任何或所有獎項，該機構的參賽資格亦可被取消。
- 為促進業界之交流，成功通過實地評審的入圍機構（職安健年報大獎除外）必須派出代表於2019年9月23日的「香港職業安全健康大獎分享會」上向與會者分享最佳實務經驗，否則其參賽資格可被取消。

職業復康大獎

- 接受在截止報名日期前最少一年內，按照商業登記條例（第310章）或公司條例（第622章）在本港註冊及營運的所有工業經營或非工業經營的公司及機構參加。
- 接受所有政府部門及公營機構參加。
- 參賽機構或工作場所不論是製造、建築、維修或提供服務的地方，一律必須在香港境內。
- 參賽機構必須具備有效的商業登記證或公司註冊證明書（政府部門及公營機構除外）。
- 參賽機構可以其內部推行的職業復康計劃參賽，亦可以其協助其他機構推行的職業復康計劃參賽（例如是保險公司或復康管理服務提供機構）。
- 於截止報名日期前一年內最少有一名受傷僱員參與參賽機構所推行之職業復康計劃，並成功重返工作。
- 評審小組將於2019年7月24日至8月6日期間前往入圍機構/參賽項目作實地評核。凡入圍大獎的公司及機構，必須於實地評審期間展示及示範其參賽項目(包括所涉及的硬件設備)。倘未能安排評審團於2019年7月24日至8月6日期間進行實地評審，或該參賽項目未能於實地評審期間展示及示範，該機構的參賽資格可被取消。

- 在截止報名日期前的12個月內，並無任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生。
- 在評審結果公布前，如有任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生，參賽資格將被取消。
- 參賽機構轄下的任何工作場所或項目工程如發生嚴重事故，嚴重影響公眾信心及觀感，評審團及主辦機構有權不頒發任何或所有獎項，該機構的參賽資格亦可被取消。
- 為促進業界之交流，成功通過實地評審的入圍機構必須派出代表於2019年9月23日的「香港職業安全健康大獎分享會」上向與會者分享最佳實務經驗，否則其參賽資格可被取消。

安全表現大獎

建造業組及其他行業組：

- 接受在2019年前最少三年內，按照商業登記條例（第310章）或公司條例（第622章）在本港註冊及營運的所有工業經營或非工業經營的公司及機構參加。
- 接受所有政府部門及公營機構參加。
- 參賽機構或工作場所不論是製造、建築、維修或提供服務的地方，一律必須在香港境內。
- 參賽機構必須具備有效的商業登記證或公司註冊證明書（政府部門及公營機構除外）。
- 在截止報名日期前的12個月內及2018年內，並無任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生。
- 在評審結果公布前，如有任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生，參賽資格將被取消。
- 參賽機構轄下的任何工作場所或項目工程如發生嚴重事故，嚴重影響公眾信心及觀感，評審團及主辦機構有權不頒發任何或所有獎項，該機構的參賽資格亦可被取消。

中小型企業組：

- 接受在2019年前最少三年內，按照商業登記條例（第310章）或公司條例（第622章）在本港註冊及營運的所有工業經營或非工業經營的中小型企業參加。
- 符合香港特區政府對「中小型企業」的定義；即任何從事製造業而在本港僱用少於100人的企業；或任何從事非製造業而在本港僱用少於50人的企業。
- 「企業」是指為了圖利而從事任何形式的生意、商務、工藝、專業、職業或其他活動，但不包括任何會社，除非該會社是根據商業登記條例內所訂明以圖利為目的。
- 「僱用人數」包括經常參與企業業務的在職東主、合夥人及股東，以及企業的受薪員工，包括由有關企業直接支取薪酬的全職或兼職受薪僱員，當中包括長期或臨時聘用的僱員。
- 參賽機構或工作場所不論是製造、建築、維修或提供服務的地方，一律必須在香港境內。

- 參賽機構必須具備有效的商業登記證或公司註冊證明書（政府部門及公營機構除外）。
- 在截止報名日期前的12個月內及2018年內，並無任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生。
- 在評審結果公布前，如有任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生，參賽資格將被取消。
- 參賽機構轄下的任何工作場所或項目工程如發生嚴重事故，嚴重影響公眾信心及觀感，評審團及主辦機構有權不頒發任何或所有獎項，該機構的參賽資格亦可被取消。

職安健改善項目大獎、工作安全行為大獎及指差呼稱大獎

- 接受在截止報名日期前最少一年內，按照商業登記條例（第310章）或公司條例（第622章）在本港註冊及營運的所有工業經營或非工業經營的公司、機構、附屬公司或個別部門參加。
- 接受所有政府部門及公營機構參加。
- 參賽機構、地盤或工作場所不論是製造、建築、維修或提供服務的地方，一律必須在香港境內。
- 參賽機構必須具備有效的商業登記證或公司註冊證明書（政府部門及公營機構除外）。
- 機構亦可委派個別地盤參賽，而參賽的建築地盤須要符合下列條件：
  - 建築地盤位處於香港；
  - 地盤的建築工程為期最少七個月（不包括保養期）。工程須於2019年3月1日前展開，並於2019年9月30日後竣工。
- 評審小組將於2019年7月24日至8月6日期間前往入圍機構/參賽項目作實地評核。凡入圍大獎的公司及機構，必須於實地評審期間展示及示範其參賽項目(包括所涉及的硬件設備)。倘未能安排評審團於2019年7月24日至8月6日期間進行實地評審，或該參賽項目未能於實地評審期間展示及示範，該機構的參賽資格可被取消。
- 在截止報名日期前的12個月內，並無任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生。
- 在評審結果公布前，如有任何嚴重及或致命意外（包括收到由勞工處發出的暫時停工通知書）在該參賽的機構或工作場所發生，參賽資格將被取消。
- 參賽機構轄下的任何工作場所或項目工程如發生嚴重事故，嚴重影響公眾信心及觀感，評審團及主辦機構有權不頒發任何或所有獎項，該機構的參賽資格亦可被取消。
- 為促進業界之交流，成功通過實地評審的入圍機構必須派出代表於2019年9月23日的「香港職業安全健康大獎分享會」上向與會者分享最佳實務經驗，否則其參賽資格可被取消。

參賽程序

(1) 參賽機構須根據評審標準撰寫不多於5頁的報告(不包括相片)，並連同附加資料表格一同遞交，有關視聽資料亦須一併呈交，中英文均可。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。

(2) 參加「職安健年報大獎」的機構須遞交一式六份最新刊發於2018年財政年度的年報或可持續發展報告，以及該年度的安全、健康及社會報告（如有），遲交將不予受理。

(3) 評審團經初步甄選，定出入圍名單，將作實地評核。實地評審工作定於2019年7月24日至8月6日期間進行。

(4) 頒獎典禮將於2019年9月23日假香港會議展覽中心舉行。各組別得獎機構可獲頒發獎座以作紀念，金獎得主更可在其公司信箋、信封、問候紙條、報章、廣告及其他宣傳刊物中展示所獲職安健大獎的標誌，為期兩年。

(5) 職安局亦會與各得獎機構攜手合作，在業內共同推廣職安健活動及出版職安健刊物，以表揚其得獎項目對香港的貢獻。

(6) 評審團認為參賽機構的安全及健康標準值得表揚，方會頒發獎項。評審團亦有權不頒發任何或所有獎項。

(7) 若參賽機構所遞交之報告水準未達評審團所訂之要求，評審團保留接納其報告內容的權利，而該參賽機構及/或項目將不獲發參與證書。

(8) 主辦機構保留對比賽規例、獎項及所有有關事宜作出更改的權利，並無須事先通知。主辦機構對評審結果有最終決定權。

評審程序

評審工作由2019年7月開始，分三個階段進行，包括初步甄選、詳細評核及最後評選。

初步甄選

主辦機構會對參賽機構進行初步甄選，核對有關機構在參賽表格及附加文件所填報的資料是否真確無訛，並挑選合資格的參賽機構進入下一輪評核。

詳細評核

評審小組會視察經過初步甄選入圍的機構，並會晤有關員工以深入了解該機構參賽項目的實際運作情況，從而按照評審準則，進一步就機構的有關文件及其他資料核實該參賽項目的各項內容。評核結果會提交予評審團作最後評選。

最後評選

評審團會定出各獎項的得獎名單。

截止報名日期：2019年6月28日

重要日期

2019年5月31日（星期五） 下午3時30分	「第十八屆香港職業安全健康大獎」簡介會 青衣職安健學院禮堂
2019年6月28日（星期五）	截止報名參賽
2019年7月4日（星期四）	截止呈交報告及附加資料（連照片）
2019年7月下旬	於職安局網站公佈入圍名單
2019年7月24日至8月6日	實地評核入圍機構
2019年9月23日（星期一）	「第十八屆香港職業安全健康大獎」分享會暨頒獎典禮 地點：灣仔香港會議展覽中心演講廳一 費用：每位港幣$100

查 詢

職業安全健康局
聯絡人：羅永堅先生 / 羅泇恩女士
電話：3106 3735 / 2116 5694　傳真：2739 9779
網址：www.oshc.org.hk　電郵：oshaward2019@oshc.org.hk
地址：香港北角馬寶道28號華匯中心19樓

評審標準及附加資料表格

1 安全管理制度大獎

參賽機構須呈交一份完整的安全管理制度報告，闡釋有關如何發展、實施和維持一個有效的安全管理制度。呈報的報告不可超過5頁A4紙（不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。參賽者亦可一併遞交數據或視聽資料以協助評估工作，但所呈交的報告應集中於以下四大範疇：

I. 說明管理層對於機構安全管理制度的領導及承諾；

II. 詳述所採用的安全管理制度模式，與及突顯其加強推行的特別措施或方法；

III. 就有關安全管理制度的推行，說明如何安排員工參與及溝通；

IV. 闡釋有關安全管理制度的成效，例如提供數據證明機構達到持續改善的職安健表現。

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構、地盤或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

以下列出多項安全管理制度的元素，請在合適的空格內填上「✓」號（可選擇一個或以上空格）。參賽者須填妥下列參賽資料，所有附件在遞交前應先妥為分類。

1) 安全政策

- ❑ 機構有制訂安全政策。
- ❑ 安全政策顯示高級管理層不單肯定職安健是提升公司表現一個不可或缺的部份，並積極改善機構的職安健成績。
- ❑ 機構提供足夠及適當的資源以執行這些政策。
- ❑ 機構有定期檢討安全政策，並將有關檢討結果告知全體員工。

(請附上　貴機構最近的安全政策副本，並解釋公司如何調配足夠資源以執行這些政策。請說明　貴機構如何定期檢討安全政策，並且將有關檢討結果告知全體員工。)

2) 安全職責架構

- ❑ 機構有制訂安全職責架構。
- ❑ 清晰的安全及健康責任分配。
- ❑ 所有經理、主管、安全主任及其他安全人員均清楚明白自己應肩負的安全責任，並須對其轄下員工的職安健情況負責。

(請附上一份　貴機構的安全組織架構表，並列明每個職級的安全責任及問責等細節。)

3) 安全訓練

(甲) 經理的安全訓練

- ❑ 機構所有經理均在2018年內或以前參與任何安全管理課程。
- ❑ 部份經理(約_____%的經理)曾在2018年內或以前參與安全管理課程。
- ❑ 機構有定期評核安全管理訓練的成效。

(乙) 主管的安全訓練

- ❑ 機構所有主管均在2018年內或以前參與任何安全督導員訓練課程。
- ❑ 部份主管(約_____%的主管)曾在2018年內或以前參與安全督導員訓練課程。
- ❑ 機構有定期評核安全督導員訓練的成效。

(丙) 工人的安全訓練

- ❑ 機構所有工人均在2018年內或以前曾參與基本及與有關工種所特定的職安健訓練課程，並持有有效證書。
- ❑ 部份工人(約_____%的工人)曾在2018年內或以前參與基本的職安健訓練課程，並持有有效證書。
- ❑ 部份工人(約_____%的工人)曾在2018年內或以前參與有關工種所特定的職安健訓練課程，並持有有效證書。
- ❑ 機構有定期評核職安健訓練的成效。

(請附上2016年至2018年內提供予經理、主管及工人的安全訓練課程類別，並列明每項安全訓練課程的參與人數及每組人數佔　貴機構人數的百分比。請說明如何定期評核有關職安健訓練課程的成效。)

4) 內部安全規則

- ❑ 機構有制訂書面的內部安全規則。
- ❑ 機構有制訂全面的一般性安全規則，規管防護衣物、安全進出通道、交通及機器設備的移動等事項。
- ❑ 機構有為某些特殊工序制訂全面的特定安全規則，例如施工方案或工作許可證等。
- ❑ 機構有定期檢討內部安全規則，並將檢討結果告知全體員工。
- ❑ 機構具備一個良好的執行系統，以確保所有員工均會遵守公司制訂的內部安全規則。

(請列出　貴機構的一般性及特定安全規則，並附上一些範例加以說明。請解釋　貴機構如何定期檢討有關安全規則，並且將檢討結果告知有關員工。若公司定有任何懲罰/獎勵制度以鼓勵員工執行安全規則，亦請詳細闡釋。)

5) 危險情況視察計劃

- ❑ 機構有制訂危險情況視察計劃。
- ❑ 機構曾在2018年內制訂及實施全面的危險情況視察計劃，當中亦清楚列明擬定計劃的目的、視察次數、視察程序、跟進工作及參與視察的員工。
- ❑ 主管級員工有定期視察其管轄範圍的安全情況。
- ❑ 高級管理人員積極參與安全視察工作，並且定期監督視察計劃的成效。

(請詳列　貴機構安全視察計劃的目的、視察次數、視察程序、跟進工作及參與視察工作的員工。請提供2018年內最近三次的各類安全視察記錄，並解釋　貴機構如何定期檢討有關視察計劃的成效。)

6) 個人防護計劃

- ❑ 機構有制訂個人防護計劃。
- ❑ 機構曾在2018年內制訂及實施全面的個人防護計劃，當中清楚列明挑選、採購、簽發、更換及檢查個人防護裝備的程序。
- ❑ 機構有提供經小心挑選的合適個人防護裝備，且存貨量充足。
- ❑ 機構有定期檢討個人防護計劃的成效，並且將之公布給所有員工。

(請詳列挑選、採購、簽發、更換及檢查個人防護裝備的程序。請提供個別工作所採用的個人防護裝備清單，以及數份簽發及檢查記錄的樣本。請解釋　貴機構如何定期檢討個人防護計劃，並且將檢討結果告知全體員工。)

7) 意外 / 事故調查

(甲) 意外/事故報告及調查

- ❑ 機構有制訂報告及調查意外/事故的程序。
- ❑ 機構有制訂一套全面程序以迅速報告及記錄所有意外/事故。
- ❑ 機構具備一套全面程序，對應如何有效調查及跟進各種意外/事故均有清晰指引，並確保能盡快找出意外/事故的原因，以及建議如何防止同類意外/事故再次發生。
- ❑ 機構的安全委員會定期檢討意外/事故的調查報告結果，並將所採取的行動告知員工。

(請附上　貴機構報告、調查及跟進意外/事故程序的詳細資料，並提供數份意外調查報告的樣本。請解釋貴機構的安全委員會如何定期檢討有關調查報告的結果，並如何將所採取的行動告知員工。)

(乙) 分析意外/事故的統計數字及趨勢

- ❑ 機構有搜集意外/事故的統計數字。
- ❑ 機構有搜集及分析意外/事故的統計數字。
- ❑ 機構有效運用統計分析結果來辨認意外/事故發生的趨勢和找出關於安全計劃有需要改進的地方，以及評估其安全表現。
- ❑ 高級管理層定期審核意外/事故的統計數字。

(請附上2016年至2018年內各類意外/事故的詳盡統計數字分析，並解釋　貴機構如何有效運用統計分析結果來辨認意外/事故發生的趨勢及找出關於安全計劃有需要改進的地方，以及高級管理層如何定期審核有關統計數字。)

8) 應付緊急事故的準備

- ❑ 機構有制訂應付緊急事故的程序。
- ❑ 機構已確認潛在的緊急情況，並有制訂全面的應變計劃。
- ❑ 機構有舉行定期演習，訓練員工如何應付所有突發的緊急事故。
- ❑ 機構有定期檢討緊急應變計劃及有關演習的成效，並將檢討結果告知全體員工。

(請附上　貴機構在2018年已辨認的緊急情況、所制定的緊急應變計劃/程序，以及所進行的緊急事故演習資料，並解釋如何定期檢討這些應變計劃及演習的成效，並且將檢討結果告知全體員工。)

9) 評核、挑選和管控次承建商

❑ 機構有制訂評核、挑選和管控次承建商的程序。

❑ 機構有制訂一套評核、挑選和管控次承建商的全面程序。

(i) 在挑選及評核次承建商時，機構是否以安全表現作為重要的考慮因素？ 有 / 無

(ii) 機構有否清楚地界定次承建商應盡的安全職責，並向次承建商充份講解？ 有 / 無

(請附上 貴機構評核、挑選和管控次承建商的程序，包括次承建商應盡的安全職責，並解釋 貴機構如何向次承建商講解其安全職責。)

10) 安全委員會

❑ 機構有成立安全委員會。

❑ 機構在2018年內清楚界定安全委員會的會章、成員名單、開會次數、跟進工作、議程及分派會議記錄，並予以執行。

❑ 安全委員會由高級管理人員擔任主席，並由各部門代表出任成員。

❑ 安全委員會有定期舉行會議。請列明於2018年內所舉行的會議次數 (_____ 次)。

❑ 安全委員會能夠順利舉行會議，並有效執行所提出的改善建議。

(請附上 貴機構各個安全委員會的會章、成員名單、開會次數、跟進工作、議程及分派會議記錄等詳細資料，連同2018年內最近三次的安全委員會會議記錄。)

11) 評核與工作有關的危險 (風險評估)

❑ 機構有評核與工作有關的危險。

❑ 機構在2018年內有制訂及執行一套全面的風險評估計劃，當中清楚列明擬定評估的目的、方法、程序、次數、跟進工作和參與評估工作人員的資歷。

❑ 機構根據風險評估結果來制訂風險控制措施，當中包括編製安全工作程序、安全施工方案及工作許可證制度。

❑ 機構有定期檢討或更新風險評估，並將檢討或更新結果告知有關員工。

(請附上 貴機構風險評估計劃的目的、方法、程序、次數、跟進工作及參與風險評估工作人員的資歷詳情。請列出曾進行的風險評估工作，並附上數份風險評估記錄的樣本。請解釋 貴機構如何定期檢討風險評估，並且將檢討結果告知有關員工。)

12) 推廣安全和健康意識

❑ 機構在2018年內有舉辦任何安全和健康推廣活動。

❑ 列出機構曾在2018年內舉辦的安全和健康推廣活動次數 (_____ 次)。

❑ 機構曾在2018年內舉辦安全比賽或嘉許活動，以表揚在安全工作有出色表現的工作單位或員工。

❑ 機構曾舉辦「良好睦鄰」活動，包括與同業共享安全資訊及專業知識，並共同提高業內及社區的安全意識，藉此宣揚職安健的良好實務經驗。

(請附上　貴機構曾在2018年內舉辦的各項職安健宣傳活動，包括「良好睦鄰」活動等。)

13) 控制意外和消除危險的計劃

(甲) 工序安全資訊及工序危險分析計劃

❑ 機構有搜集工序安全資訊及制訂工序危險分析計劃。

❑ 機構有一套全面的安全資料，內容涵蓋工序物料/化學品、技術及設備設計等。

❑ 機構在2018年內有制訂及執行工序危險分析計劃，以確定和分析某些工序的潛在危險，並藉此規劃更完善的工序。

❑ 機構有全面的操作程序和工作指引，包括適當安全的預防措施以監督危險工序，讓有關操作員或其他有關人士依從。

(請列出　貴機構的安全資料清單，內容涵蓋工序物料/化學品、技術及設備設計等，並附上數份樣本加以說明。請詳列　貴機構如何善用工序危險分析計劃以規劃更完善的工序，亦請附上危險分析記錄樣本加以說明。請列出　貴機構制訂的操作程序及工作指引，並提供有關樣本，以及解釋　貴機構如何讓有關操作員或其他有關人士明白該等程序及指引。)

(乙) 維修工序設備及儀器的完整機械性能計劃

❑ 機構有制訂有關工序設備及儀器的完整機械性能計劃。

❑ 機構有一套完整的機械性能計劃，包括設備及儀器的確認及分類、測試及檢查次數、測試及檢查結果的文件記錄、訓練維修人員、以及生產商對防止該設備及儀器的失誤作出建議的文件記錄。

❑ 機構所有工序設備及儀器均有根據完整機械性能計劃的指引進行維修。

(請附上　貴機構用作維修工序設備及儀器的完整機械性能計劃，並連同有關記錄的樣本。)

14) 保障職業健康的計劃

(甲) 職業健康風險評估及衛生監察

- ❑ 機構有制訂一套職業健康風險評估及衛生監察計劃。
- ❑ 機構在2018年內有制訂及執行全面的職業健康風險評估計劃，當中清楚列明評估的目的、方法、程序、次數、跟進工作及參與評估人員的資歷。
- ❑ 職業健康風險控制措施是根據對噪音、震動、輻射、光線、通風、熱力、極端溫度、氣壓和濕度、有關化學品及生物污染的空氣質素等衛生監察結果來制訂。
- ❑ 機構會定期檢討有關職業健康風險評估的成效，並將檢討結果告知有關員工。

(請附上　貴機構職業健康風險評估計劃的目的、方法、程序、次數、跟進工作及參與評估人員的資歷等詳細資料，並列出哪項工作曾進行職業健康風險評估及衛生監察，以及連同評估記錄的樣本一併呈交。請解釋　貴機構如何定期檢討職業健康風險評估，並且將檢討結果告知有關員工。)

(乙) 醫學監察

- ❑ 機構有進行醫學監察工作。
- ❑ 機構根據有關法例要求，定期為有機會接觸致癌物質、石棉及在壓縮空氣工作的工人進行醫學監察。
- ❑ 除根據有關法例規定外，機構亦有按照健康風險評估的結果，為有機會接觸其他有害物質或媒介而引致嚴重且不可康復的健康問題（例如：矽肺病、鉻潰瘍、系統中毒、職業性哮喘、嚴重皮膚炎及癌症等）的工人定期進行醫學監察。

(請列出需要進行醫學監察的工種，並附上有關醫療記錄的樣本。)

2 安全表現大獎

參加機構須填妥以下機構所屬組別及有關安全表現的資料。所有附件在遞交前應先妥為分類。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。

I. 機構所屬組別

☐ 建造業組　　☐ 中小型企業組　　☐ 其他行業組

II. 意外統計數字

	2016年	2017年	2018年
1) 呈報的職業傷亡數字			
2) 死亡數字			
3) 平均僱用人數			
4) 每一千名工人計的傷亡率			
5) 每一千名工人計的致命率			

III. 其他資料

	2016年	2017年	2018年
1) 呈報的危險事故數字			
2) 呈報的職業病數字			
3) 安全審核(建造業組及其他行業組)/安全查核(中小型企業組)*	有/沒有	有/沒有	有/沒有
4) 安全獎項數目*			
5) 勞工處就職安健事宜作出的成功檢控	有/沒有	有/沒有	有/沒有
6) 勞工處發出的暫時停工通知書	有/沒有	有/沒有	有/沒有
7) 勞工處發出的敦促改善通知書	有/沒有	有/沒有	有/沒有
8) 安全氣候調查*	有/沒有	有/沒有	有/沒有
9) 安全管理制度*	有/沒有	有/沒有	有/沒有
10) 工作安全行為觀察*	有/沒有	有/沒有	有/沒有

* 請提供詳細資料及在遞交前妥為分類，例如：

- 安全審核/查核報告（以表格形式列出有關年度的評分記錄、所評核的安全管理元素和審核員 / 查核員姓名）
- 安全獎項記錄（以表格形式列出有關年度所獲頒發的獎項和頒發機構）
- 安全氣候調查（問卷樣本、調查結果和分析報告）
- 安全管理制度（以一頁A4紙簡述所採用的安全管理制度模式，與及所包含的安全管理元素）
- 工作安全行為觀察（工作安全行為清單、觀察結果和分析報告）

IV. 定義

1) **職業傷亡**是根據《僱員補償條例》呈報因工作意外引致死亡或失去工作能力連續三天以上的受傷數字(包括工業意外數字)。由1998年1月1日開始，職業傷亡及工業意外數字是根據個案發生日期作為記錄，在此之前則以個案呈報日期作為記錄。

2) **危險事故**指根據《職業安全及健康條例》(香港法例第509章)附表一所指定的呈報危險事故。這些事故可能會對人身、機械裝置或地方結構造成嚴重損害。

3) **職業病**是根據《職業安全及健康條例》(香港法例第509章)附表二所涵蓋須予呈報的職業病及在工地意外吸入有害氣體所引致的疾病。

4) **安全審核**指收集、評估和核證某安全管理制度在效率、效能及可靠性方面的資料，及考慮對該制度的改善。

5) **安全查核**指查核某安全管理制度的效能及考慮該制度在效能方面的改善。

6) **安全獎項**是指由勞工處、職業安全健康局、發展局、香港房屋委員會及香港建造商會所頒發的職安健獎項。

7) **安全氣候指數調查**是指對機構人員的價值觀態度、認知、勝任能力及其行為模式作出調查，從而決定機構在安全及健康管理的承諾、管理風格和成效。

8) **工作安全行為觀察**是針對性地對一些工作安全的關鍵行為作出觀察及量度，利用所收集的行為資料去找出那些與工作相關的危險行為，然後以一個不記名、不責備、不記過的方式對這些危險行為作出分析及檢討，並透過介入行動去鞏固機構想要的安全行為及糾正那些危險行為。

9) **每一千名工人計的傷亡率的計算方法為：**

$$\frac{\text{呈報的職業傷亡數字}}{\text{每年平均受僱人數}} \times 1{,}000$$

10) **每一千名工人計的致命率的計算方法為：**

$$\frac{\text{死亡數字}}{\text{每年平均受僱人數}} \times 1{,}000$$

11) **每二十萬工時計的缺勤意外嚴重率的計算方法為：**

$$\frac{\text{損失工作日數字}}{\text{每年平均工作時數}} \times 200{,}000$$

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構、地盤或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)

3 職安健改善項目大獎

參賽機構必須呈交一份曾協助公司改善職安健水平的完整職安健改善項目報告。報告不可超過5頁A4紙（不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。參賽機構亦可一併遞交數據或視聽資料等參賽資料以協助評估工作，但所呈交的報告應集中於以下七大範疇：

I. 說明採用了甚麼方法以取得管理層的承諾和資源，與及如何統籌和鼓勵員工參與有關改善項目。

II. 詳述有關職安健改善項目的整體開發及推行策略，有否採用特別分析技術及方法進行開發。

III. 說明有關項目的創意和獨特性，並解釋該項目如何能解決某類職安健風險或問題。

IV. 闡釋有關職安健項目的普及性，與及如何監察有關項目運作的趨勢及結果以證明其持久性。

V. 研究進一步發展有關職安健項目的可行性，致使有關項目能夠在業界得到廣泛應用。

VI. 評估有關職安健改善項目的成效，例如在質和量方面所達致的成績（包括減少意外、提高生產力、降低成本和增加安全意識等。）

VII. 證據說明有關職安健科技項目的知識產權是屬於申請機構，例如已註冊的專利權。

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

4 職安健宣傳推廣大獎

參賽機構須呈交一份職安健宣傳推廣活動的報告，報告不可超過5頁A4紙（不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。參賽機構亦可一併遞交有關數據或視聽資料以協助評估工作，所呈交報告應集中以下三大範疇：

I. 活動舉辦的原因、目標及預計效果。

II. 活動的構思和安排，例如推廣主題的選擇、採用的推廣形式、管理層的全力支持、鼓勵員工（及社區人士，如適用）參與的方法、籌備工作表現及資源分配等。

III. 活動的評估方式及其實際成效，例如參加者的評語及參與人數等。

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

5 職業復康大獎

參賽機構須呈交一份關於其所推行之職業復康計劃的報告書，闡釋計劃所包括的元素、如何推行及其成效。報告書不可超過5頁A4紙（不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。

評估範疇包括：

I. 預防工傷及支持復工文化

- 「預防工傷為先」策略 — 職業復康計劃包括執行預防工傷措施以防止意外發生，與及一旦發生工傷後執行相關措施預防同類意外再次發生。
- 於工作地點建立支持及接納復工工友文化（包括最高管理層的支持）

II. 職業復康計劃之全面性及質素

- 為受傷工友提供適時治療及復康服務（參加機構須提交附件列出提供治療及復康服務之機構/人士）
- 為受傷工友進行評估，繼而訂立復工目標（包括工作分析、職能評估、工作鍛鍊、「試工」安排等*）
- 為受傷工友提供支援（行政、情緒等），例如委派專人跟進受傷工友之情況，協助其達成復工目標（包括復工後的跟進及支援）
- 執行協助受傷工友復工的整體安排，包括創新項目

III. 計劃之成效

- 訂立指標以評估計劃的成效，例如參與計劃之受傷工友成功重返工作的比率、參與計劃之受傷工友之平均病假日數等
- 計劃成效（參加機構須提交參與計劃的工友數目與及成效指標數據）

* 1. 工作分析 — 客觀及有系統的評估其現職工作要求，包括考慮該工作涉及的身體動作、姿勢、頻密率、速率及所需的力量等。
2. 職能評估 — 評估僱員受傷後的工作能力水平與工作的要求是否吻合，從而評定其就業能力和潛能。
3. 工作鍛鍊 — 主要是加強受傷者的生理能力及減輕其心理障礙。
4. 重投工作(試工) — 指在受傷僱員康復期間安排他擔任較輕量的工作，使他在完全康復後更易適應工作崗位。

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

6 職安健年報大獎

參賽機構須遞交一式六份最新刊發於2018年財政年度的年報或可持續發展報告（二選一），以及該年度的安全、健康及社會報告（如有）。評估機構的年報或可持續發展報告能否得獎，主要視乎以下八大範疇：

I. 有否包括機構整體職安健的策略及管理方法、顯著的職安健風險及其影響、相關職安健表現、以及所面對的挑戰及機會等有關資料？

II. 有否鼓勵僱員參與職安健義工服務、與社區團體合作舉辦安全及健康社區活動、以及在行業或社區分享職安健專業知識及資訊？

III. 有否列明機構的利益相關者（例如股東、客戶、供應商、承辦商、僱員、本地社區及監管機構等），並解釋如何對他們合理的期望及關注作出回應？

IV. 除年報外，有否編製其他獨立報告以發表更詳細的職安健資訊及社區發展資料，使讀者更了解當中的工作、進行原因及相關表現？

V. 有否提供公平而合理的概覽，詳述機構的正面貢獻及負面情況，以及訂立合適的主動及被動表現監察指標？有否提供可供分析的累計年度數據來比較其表現及窺探其趨勢？

VI. 有否適時並以利益相關者容易理解、取閱及使用的方式來發佈目前的資料？

VII. 有否遵守相關的報告指引，並列出有根據、完善及可靠的數據，可供外部查證？

VIII. 有否就報告的質素及表現向利益相關者及讀者收集意見（例如，報告是否載有問卷或機構有否安排公開論壇或圓桌會議等）？有否建立機制以回應所收集的意見，並作出持續改善？

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

7 工作安全行為大獎

參賽機構須遞交一份如何在機構內有系統推行工作安全行為的報告書。報告不可超過5頁A4紙(不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。參賽機構亦可一併遞交附加資料如作業安全分析、觀察清單、控制表等以協助評估工作。評估範疇包括：

I. 找出關鍵行為，包括分析運作程序、進行風險評估及參考意外調查報告。

II. 溝通與支持，例如舉辦簡介會，鼓勵員工及分判商參與。

III. 訂定目標與培訓，包括成立小組、培訓觀察員、制訂基準線。

IV. 觀察工作安全行為，包括製作關鍵工作清單、進行觀察程序、行為分析。

V. 介入行動，例如加強培訓、設立獎勵計劃、改善工序等。

VI. 檢討回饋，包括制定工作安全行為百分率趨勢、評估成效及定期檢討。

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構、地盤或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

8 指差呼稱大獎

參賽機構須遞交一份如何在機構內有系統推行指差呼稱活動的報告書，報告不可超過5頁A4紙(不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。

評估範疇包括：

I. 策劃 - 找出關鍵工作需要進行指差呼稱去減少人為出錯的機會

II. 推廣的承諾

III. 宣傳方法 - 員工的參與

IV. 推行計劃 - 工地實施

V. 成效

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構、地盤或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

9 安全文化大獎

參賽機構須遞交一份如何在機構內有系統推行安全文化的報告書。報告不可超過5頁A4紙（不包括相片及附件）。如以電郵遞交，每個郵件不得超過10MB，遲交將不予受理。

評估範疇包括機構的：

I. 告知文化

- ❑ 給所有負責員工提供所需的知識（個人、技術及工作環境）使他們能夠有系統地實施高水平的安全管理制度
- ❑ 各級員工共有的感覺及信念的方法
- ❑ 安全決策的領導能力及工作改進的委任/授權方法

II. 報告文化

- ❑ 意外/事故的呈報、調查及跟進方法
- ❑ 鼓勵員工報告意外/事故及危險行為的方法
- ❑ 對工作安全資料的危害資訊及上向溝通的能力

III. 學習文化

- ❑ 意外/事故及危險行為的檢討及改善機制
- ❑ 參考及學習同業的安全工作方法的安排
- ❑ 分析成功及失敗個案去確保持續進步的能力

IV. 風險意識及策劃文化

- ❑ 對工作前進行風險評估及安全設計的機制
- ❑ 安全計劃書的製作方法
- ❑ 安全設計的製作方法

V. 公平及關愛文化

- ❑ 對員工福利的安排
- ❑ 鼓勵員工參與安全的方法
- ❑ 不責備及建立互信的方法

* 參加機構如符合下列條件，可獲加分以茲鼓勵：

1) 已簽署「優先選用職安健星級企業約章」，成為「優先選用職安健星級企業」或「職安健星級企業支持機構」，(「優先選用職安健星級企業約章」參加表格 http://bit.ly/2pQxPGt)
2) 已簽署「好心情@健康工作間約章」，(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
3) 於該參賽的機構或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作，(中小型企業改良版輕便工作台資助計劃參加表格 http://bit.ly/2hLjvM3)
4) 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）

Introduction

"The Hong Kong Occupational Safety and Health Award" aims to recognize organisations with outstanding achievements in the field of Occupational Safety and Health. It will help your organisation to:

- ***Raise the safety and health awareness of staff and improve the safety culture in the organisation.***
- ***Gain recognition from customers, shareholders and peers.***
- ***Provide a benchmark for excellence in your best practices by enhancing OSH, which in turn improves your OSH performance, competitiveness and productivity.***

"The 18th Hong Kong Occupational Safety and Health Award" Forum and Presentation Ceremony will be held at the Theatre One, Hong Kong Convention and Exhibition Centre on 23rd September 2019 (Monday). You are welcome to participate.

Categories of Awards

The following 9 categories of award will be presented this year:

1 Safety Management System Award

- This award recognizes those organisations that have outstanding achievements in OSH through the implementation of sound safety management systems. Entrants must provide evidence of developing, implementing and maintaining an effective safety management system. They must also demonstrate the adoption of special procedures or methods to enhance implementation and the coverage of key process elements of the safety management system.
- "Safety Management System" refers to the management functions connected with the running of an organisation that relate to the safety and health of personnel, including the planning, development, organisation and implementation of a safety policy, as well as the measurement, audit or review of those functions.
- This award is divided into two categories, ie. construction and other industries.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

2 Safety Performance Award

- This award recognizes those organisations that can demonstrate an outstanding performance in OSH within a particular sector. Entrants must prove a good safety record over the past three years.

- "Safety Performance" refers to such OSH records as reportable occupational injuries, reportable dangerous occurrences, notifiable occupational diseases, suspension notices, improvement notices, prosecutions leading to OSH conviction, safety audit results, safety climate index surveys, work safe behavioural observations, safety management systems, safety awards, the injury rate and the fatality rate per thousand workers.
- This award is divided into three categories, ie. construction, small and medium enterprises (SMEs) and other industries.
- Categories of Award – Shortlisted entries will be awarded Safety Performance Award.

3 OSH Enhancement Program Award

- This award recognizes those organisations with outstanding achievements in developing specialized OSH enhancement programs to reduce safety and health risks, and that are effective in promoting safety, health and productivity. Entrants must demonstrate their management commitment, the strategy for program development and encouragement of staff participation. They must also provide evidence of the effectiveness of program and how it helps to solve the particular OSH risk or problem.
- "OSH Enhancement Program" refers to such program or technology as the development of specialized risk assessment programs, the adoption of emergency response plans, the launching of work safe behavioural programs, and the improvement of safety and health conditions of workplace etc., all of which effectively enhance OSH within the organisation.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

4 OSH Promotion Award

- This award recognizes those organisations with brilliant results in organising promotional activities to improve its occupational safety and health standard. All the participating OSH promotional activities should be held a year before the award announcement. Entrants must demonstrate the objective and target of the activities, conception and arrangement of the activity, preparation work and distribution of resources, assessment methods to define its effectiveness and the actual effectiveness of activities.
- "Occupational safety and health promotional activity" means the promotional activity designed and organized by organisations with the aim to raise the OSH awareness of employees (as well as the public) and improve the safety culture of the workplace. The format can be the competition, seminar, fun day, roving exhibition and visit, etc.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

5 Occupational Rehabilitation Award

- This award recognizes those organisations aiming to reduce occupational accidents and diseases by providing a comprehensive occupational rehabilitation program to the injured employees for a better and speedier recovery and to facilitate their safe and early return-to-work.

- A comprehensive occupational rehabilitation program includes the implementation of "Prevention First" Policy as well as the accident preventive measures, provision of timely treatment and rehabilitation services, job analysis, physical capability assessment, work hardening, work trial arrangement, etc. to the injured employees. The program also provides support to injured employees to deal with their needs during the return-to-work process.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

6 OSH Annual Report Award

- This award recognizes those organisations with excellence in the presentation of OSH performance and community development information in annual reports or sustainability reports. It also recognizes those organisations that have published timely, accurate, informative and well-presented annual reports or sustainability reports for their shareholders, stakeholders and employees, as well as for others who may have an interest in their OSH performance and community development activities.
- "OSH reporting" is used to describe reporting about OSH performance and community development. It encompasses the various ways in which organisations measure, disclose, and accept accountability to their stakeholders for the continuous improvement of their organisational OSH performance, and their achievements in community development.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

7 Work Safe Behaviour Award

- This award recognizes those organisations with excellence in practicing work safe behaviour program in their workplaces as a continuous improvement effort to enhance the safety awareness of their staff and strengthen their safety attitude. The organisations are subsequently benefited from reduction of human error and improvement in safety performance.
- Entrants must demonstrate how they can implement the work safe behaviour program systematically through planning, organisation, target setting, observation, corrective action and review.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

8 Pointing and Calling Award

- This award recognizes those organisations with excellence in practicing pointing and calling program in their workplaces high risk activities as a continuous improvement effort to ensure employees fully understanding of their work instructions and strengthening their safety awareness, in order to eliminate human errors.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

9 Safety Culture Award

- A Safety Culture Competition will be launched to encourage more organisations and contractors to adopt safety culture approach to enhance their safety management. Safety culture is an environment where all employees feel responsible for safety, pursue safety objectives daily, and go "beyond the call to duty" to identify and intervene to correct hazardous conditions and at-risk behaviours.
- Categories of Award – Gold, Silver, Bronze and Merit Awards.

Eligibility

Safety Management System Award, OSH Promotion Award, OSH Annual Report Award and Safety Culture Award

- Open to all companies and organisations of industrial undertaking or non-industrial undertaking, which are registered under the Business Registration Ordinance (Chapter 310) or Companies Ordinance (Chapter 622) and have been operating in Hong Kong for at least one year prior to the closing date of entry.
- Open to all government departments and public organisations.
- The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- Entrants must possess a valid certificate of incorporation or business registration certificate (except government departments and public organisations).
- on-site assessment will be conducted during 24 July to 6 August 2019 (except OSH Annual Report Award), the finalists should present their project details (including demonstration of the involved hardware devices) during the on-site assessment. Shall the short-listed entry fail to arrange for an on-site assessment or fail to present their project details during the on-site assessment, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace in the 12 months preceding the enrolment deadline.
- An entry will automatically be disqualified if a serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace any time before the announcement of assessment results.
- If a serious incident has happened in any workplace / project under the participating company or seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- In order to foster experience sharing between industries, shortlisted entries (except the OSH Annual Report Award) which have passed the on-site assessment should send representative(s) to share their experience and best practices at the "Hong Kong Occupational Safety & Health Award Forum" on 23 September 2019. Those which fail to comply maybe disqualified.

Occupational Rehabilitation Award

- Open to all companies and organisations of industrial undertaking or non-industrial undertaking, which are registered under the Business Registration Ordinance (Chapter 310) or Companies Ordinance (Chapter 622) and have been operating in Hong Kong for at least one year prior to the closing date of entry.
- Open to all government departments and public organisations.
- The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- Entrants must possess a valid certificate of incorporation or business registration certificate (except government departments and public organisations).
- Entrants can present their in-house occupational rehabilitation program, or present the program that they assist other organisation to implement (e.g. Insurer / rehabilitation management service provider implements the occupational rehabilitation program for other organisations).

- There must be at least one injured employee participated the occupational rehabilitation program and successfully returned to work within one year prior to closing date of entry.
- on-site assessment will be conducted during 24 July to 6 August 2019 (except OSH Annual Report Award), the finalists should present their project details (including demonstration of the involved hardware devices) during the on-site assessment. Shall the short-listed entry fail to arrange for an on-site assessment or fail to present their project details during the on-site assessment, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace in the 12 months preceding the enrolment deadline.
- An entry will automatically be disqualified if a serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace any time before the announcement of assessment results.
- If a serious incident has happened in any workplace / project under the participating company or seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- In order to foster experience sharing between industries, shortlisted entries which have passed the on-site assessment should send representative(s) to share their experience and best practices at the "Hong Kong Occupational Safety & Health Award Forum" on 23 September 2019. Those which fail to comply maybe disqualified.

Safety Performance Award

Construction and Others :

- Open to all companies and organisations of industrial undertaking or non-industrial undertaking, which are registered under the Business Registration Ordinance (Chapter 310) or Companies Ordinance (Chapter 622) and have been operating in Hong Kong for a minimum of three years prior to 2019.
- Open to all government departments and public organisations.
- The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- Entrants must possess a valid certificate of incorporation or business registration certificate (except government departments and public organisations).
- No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace in the 12 months preceding the enrolment deadline and within 2018.
- An entry will automatically be disqualified if a serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace any time before the announcement of assessment results.
- If a serious incident has happened in any workplace / project under the participating company or seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.

Small and Medium Enterprises (SMEs) :

- Open to all Small and Medium Enterprises (SMEs) of industrial undertaking or non-industrial undertaking, which are registered under the Business Registration Ordinance (Chapter 310) or Companies Ordinance (Chapter 622) and have been operating in Hong Kong for a minimum of three years prior to 2019.
- Fulfill the Government of Hong Kong Special Administrative Region (the HKSAR)'s definition of "Small and Medium Enterprises (SMEs)", that is, any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing businesses which employ fewer than 50 persons in Hong Kong.
- "Business" refers to any form of trade, commerce, craftsmanship, professional, calling or other activity carried on for the purpose of gain, but shall not include any club except a club within the meaning of the Business Registration Ordinance which provides services for the purpose of gain.
- "Number of persons employed" include individual proprietors, partners and shareholders actively engaged in the work of the company; and salaried employees of the company, including full-time or part-time salaried personnel directly paid by the company, both permanent and temporary.
- The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- Entrants must possess a valid certificate of incorporation or business registration certificate (except government departments and public organisations).
- No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace in the 12 months preceding the enrolment deadline and within 2018.
- An entry will automatically be disqualified if a serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace any time before the announcement of assessment results.
- If a serious incident has happened in any workplace / project under the participating company or seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.

OSH Enhancement Program Award, Work Safe Behaviour Award and Pointing and Calling Award

- Open to all companies and organisations of industrial undertaking or non-industrial undertaking, including subsidiaries or individual divisions which are registered under the Business Registration Ordinance (Chapter 310) or Companies Ordinance (Chapter 622) and have been operating in Hong Kong for at least one year prior to the closing date of entry.
- Open to all government departments and public organisations.
- The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- Entrants must possess a valid certificate of incorporation or business registration certificate (except government departments and public organisations).
- Individual site of companies is also eligible to participate in the award scheme provided it satisfies the following criteria:
  - The construction site is located in Hong Kong.
  - The construction project should last for at least 7 months excluding the Defects Liability Period. The site should commence work before 1 March 2019 and schedule for completion after 30 September 2019.

- on-site assessment will be conducted during 24 July to 6 August 2019, the finalists should present their project details (including demonstration of the involved hardware devices) during the on-site assessment. Shall the short-listed entry fail to arrange for an on-site assessment or fail to present their project details during the on-site assessment, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace in the 12 months preceding the enrolment deadline.
- An entry will automatically be disqualified if a serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace any time before the announcement of assessment results.
- If a serious incident has happened in any workplace / project under the participating company or seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.
- In order to foster experience sharing between industries, shortlisted entries which have passed the on-site assessment should send representative(s) to share their experience and best practices at the "Hong Kong Occupational Safety & Health Award Forum" on 23 September 2019. Those which fail to comply maybe disqualified.

How to Join?

(1) Applicants are requested to submit forms for providing supporting information and a brief report in no more than 5 pages (excluding photos). Supporting information such as photographs, statistics or audiovisual materials may accompany the submission to facilitate the assessment. If the forms are submitted by email, each email should be less than 10MB. Late submission will not be accepted.

(2) For the "OSH Annual Report Award", applicants are requested to submit 6 copies of their most recently published annual reports or sustainability reports, and their safety, health and social reports (if any) for the 2018 financial year. Late submission will not be accepted.

(3) Site visit will be made to shortlisted entries between 24 July to 6 August 2019 for detailed assessment.

(4) The various categories of awards will be presented to the winners at the ceremony on 23 September 2019 at the Hong Kong Convention and Exhibition Centre. The winners will each receive a prestigious trophy as a memento of their success and the Gold Award winners will be entitled to display the official logo of the award scheme for a period of two years on their company letterheads, envelopes and complimentary slips, and in their press advertising and other promotional materials.

(5) All winners will be expected to work with the Occupational Safety and Health Council in OSH promotion and publication to ensure wide recognition of their performance and to help make the benefits of their achievement available industry-wide.

(6) Awards will be presented only when the judging panel is satisfied with the entrant's commendable safety and health standard. The panel reserves the right to withhold any or all awards.

(7) The judging panel reserves the right not to accept any submission that does not reach the standard set by the judging panel and such entrant would not receive the certificate of participation.

(8) The organiser reserves the right to make any changes to the rules and all other arrangements without prior notice. All decisions made by the organiser are final and binding.

Assessment Process

The assessment for all awards starts in July 2019. This involves a three-stage process - preliminary review, detailed assessment and final judging.

Preliminary Review

The organiser will conduct an initial screening of entrants to cross-check and validate the information submitted in the enrolment form and the supporting documents. Suitable applicants will be shortlisted for further assessment.

Detailed Assessment

During the second stage, the assessment team will visit the shortlisted entries. Responsible staff of the company involved will be interviewed to verify the results stated in the enrolment form and the supporting documents, in accordance with the judging criteria. The results of the assessment will then be presented to the Panel of Judges for final review.

Final Judging

The Judging Panel will make the final decision on the winner list of the awards.

Deadline for enrolment : 28th June 2019

Important Dates

31st May 2019, Friday, 3:30 p.m.	**Briefing session on "18th Hong Kong Occupational Safety and Health Award" Hall, OSH Academy, 62 Chung Mei Road, Tsing Yi**
28th June 2019, Friday	**Deadline for enrolment**
4th July 2019, Thursday	**Deadline for submission of report and supporting information (with photos)**
Late July 2019	**Announcement of finalists on OSHC website**
24th July to 6th August 2019	**Site visit to shortlisted entries**
23rd September 2019, Monday	**"18th Hong Kong Occupational Safety and Health Award" Forum and Award Presentation Ceremony Venue : Theatre 1, Hong Kong Convention and Exhibition Centre, Wanchai, Hong Kong Fee : HK$100 per person**

Enquiries

Occupational Safety and Health Council
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Judging Criteria and Forms for Supporting Information

1 Safety Management System Award

Applicants are requested to make a concise submission of the overall strategy on developing, implementing and maintaining an effective safety management system. The brief report should not be more than 5 A4 pages (excluding photos and appendix). If sumbit by email, each email should be less than 10MB. Supporting information, such as statistics or audiovisual materials, may accompany the submission to facilitate the assessment. Late submission will not be accepted. The focus of the report should be on the following four main areas:

I. Describe the management leadership and committment on the safety management system.
II. Demonstrate the safety management model that is using and the adoption of special procedures or methods to enhance implementation.
III. Describe how to arrange employee involvement and communication when implementing the safety management system.
IV. Elaborate the effectiveness of the safety management system, such as providing statistics to prove the continuous improvement in OSH performance.

* Additional scores will be given if the applicant company:

1) Signed the "Charter on Preferential Appointment of OSH Star Enterprise" (Enrolment Form: http://bit.ly/2pQxPGt)
2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisations / construction site / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

Please tick one or more boxes for each element of the safety management system. All attachments should be properly catalogued in the submission.

1) Safety Policy

- ❑ There is a safety policy.
- ❑ The policy indicates the top management's commitment to recognize OSH as an integral part of its business performance and to improve OSH performance.
- ❑ The company provides adequate and appropriate resources to implement the policy.
- ❑ The safety policy is reviewed regularly and made known to all employees.

(Attach a copy of your organisation's latest safety policy. Explain how adequate resources are made available to implement the policy. Describe how the policy is reviewed regularly and made known to all employees.)

2) Safety Organisation

- ❑ There is a safety organisation.
- ❑ Clear allocation of responsibilities for safety and health.
- ❑ All managers, supervisors and safety officers/personnel have clearly defined safety responsibilities and are held accountable for the OSH of employees in areas under their control.

(Attach a copy of your organisation's safety organization chart and provide detailed descriptions of safety responsibilities and the accountability of various categories of personnel, etc.)

3) Safety Training

(a) Managers' Safety Training

- ❑ All managers attended safety management courses in 2018 or earlier.
- ❑ Some managers (around_____% of the managers) attended safety management courses in 2018 or earlier.
- ❑ The effectiveness of the safety management training is evaluated regularly.

(b) Supervisors' Safety Training

- ❑ All supervisors attended safety supervisor courses in 2018 or earlier.
- ❑ Some supervisors (around_____% of the supervisors) attended safety supervisor courses in 2018 or earlier.
- ❑ The effectiveness of the safety supervisor training is evaluated regularly.

(c) Workers' Safety Training

- ❑ All workers attended basic general safety courses and specific safety courses in 2018 or earlier and possess valid certificates.
- ❑ Some workers (around_____% of the workers) attended basic general safety courses in 2018 or earlier and possess valid certificates.
- ❑ Some workers (around_____% of the workers) attended specific safety courses related to their work activities in 2018 or earlier and possess valid certificates.
- ❑ The effectiveness of the worker training is evaluated regularly.

(Attach details of the types of safety training provided for managers, supervisors and workers in 2016 - 2018. State the numbers and the percentage they represent for each group of employees who have undergone which type of safety training. Describe how the effectiveness of the training program is evaluated regularly.)

4) In-house Safety Rules

- ❑ There are written safety rules.
- ❑ Comprehensive general safety rules for protective clothing, safe access and egress, traffic and plant movement, etc. are available.
- ❑ Comprehensive specialized safety rules, such as written method statements or permits to work, etc. are available for specific work activities.
- ❑ The in-house safety rules are reviewed regularly and made known to all employees.
- ❑ There is a good enforcement system in place to ensure that relevant in-house safety rules are complied with.

(Provide a list of the general and specialized safety rules available and attach copies of some examples. Explain how the safety rules are reviewed regularly and made known to relevant employees. Elaborate on the penalty/incentive schemes, if any, to ensure compliance with the safety rules.)

5) Program for Inspection of Hazardous Conditions

- ❑ There is a program for inspection of hazardous conditions.
- ❑ A comprehensive inspection program, which outlines the objectives, frequency, inspection procedures, follow-up actions and personnel involved, was developed and implemented in 2018.
- ❑ Supervisors carry out safety inspections of their areas of responsibilities at regular intervals.
- ❑ The senior management participates actively in safety inspections and regularly monitors the effectiveness of the inspection program.

(Attach details of objectives, frequency, inspection procedures, follow-up actions and personnel involved in the safety inspection program. Provide records of all types of the last three safety inspections in 2018. Explain how the effectiveness of the inspection program is reviewed regularly.)

6) Personal Protection Program

- ❑ There is a personal protection program.
- ❑ A comprehensive personal protection program, which outlines the procedures of selection, procurement, issuing, replacement and inspection of personal protective equipment was implemented in 2018.
- ❑ Sufficient stock of carefully selected and appropriate personal protective equipment is provided.
- ❑ The effectiveness of the personal protection program is reviewed regularly and made known to all employees.

(Attach details of the procedures of selection, procurement, issuing, replacement and inspection of personal protective equipment. Provide a list of personal protective equipment available for different jobs and attach some examples of the issuing and inspection records. Explain how the personal protection program is reviewed regularly and made known to all employees.)

7) Accident / Incident Investigation

(a) Accident / Incident Reporting and Investigation

- ❑ There are accident/incident reporting and investigation procedures.
- ❑ Comprehensive procedures available for prompt reporting and recording of all accidents/incidents.
- ❑ Comprehensive procedures available for effective investigation and follow-up action for all accidents/incidents, ensuring that the cause(s) is/are determined and recommendations are implemented to prevent a recurrence.
- ❑ The safety committee regularly reviews the results of investigation reports and the actions taken are made known to employees.

(Attach details of the procedures of accident/incident reporting, investigation and follow-up action. Provide some examples of accident investigation reports. Explain how the safety committee regularly reviews investigation reports and how actions taken are made known to employees.)

(b) Analysis of Accident / Incident Statistics and Trends

- ❑ Accident/Incident statistics are compiled.
- ❑ Accident/Incident statistics are compiled and analyzed.
- ❑ Accident/Incident statistics are used effectively to identify trends of common causes, and the needs of the safety program, and to evaluate the safety performance.
- ❑ The senior management regularly reviews accident/incident statistics.

(Attach details of all types of accident/incident statistics in 2016, 2017 and 2018. Describe how accident/incident statistics are used effectively to identify trends and the needs of safety programs, and how those statistics are reviewed regularly by senior management.)

8) Emergency Preparedness

- ❑ There are procedures to deal with emergencies.
- ❑ Potential emergency situations have been identified and comprehensive response plans are available.
- ❑ A comprehensive program of drills and exercises is conducted at appropriate intervals to familiarize employees with how to react in all emergencies.
- ❑ The emergency plans and the program of drills and exercises are reviewed regularly and made known to all employees.

(Attach details of the emergency situations identified, the emergency plans/procedures developed, and the program of drills and exercises conducted in 2018. Explain how the emergency plans and drill programs are reviewed regularly and made known to all employees.)

9) Evaluation, Selection and Control of Sub-contractors

- ❑ There are procedures available on the selection, evaluation and control of sub-contractors.
- ❑ Comprehensive procedures are available on the selection, evaluation and control of sub-contractors.
  - (i) Does safety performance feature prominently in the selection and evaluation of sub-contractors? Yes / No*
  - (ii) Are the sub-contractors adequately briefed on clearly defined safety obligations? Yes / No*

(Attach details of the procedures related to the selection, evaluation and control of sub-contractors, including their safety obligations. Explain how the contractors are briefed on their safety obligations.)

10) Safety Committee

- ❑ Safety committees are formed.
- ❑ The terms of reference, membership, frequency, follow-up actions, agenda and distribution of meeting minutes of safety committees were clearly defined and implemented in 2018.
- ❑ Safety committees are chaired by senior management and include representatives from every area of responsibility.
- ❑ Safety committees meet regularly. State the number of meetings in 2018 ( ) .
- ❑ Safety committee meetings are well-conducted and suggestions for improvements implemented efficiently.

(Attach details of the terms of reference, membership, frequency, follow-up actions, agenda and distribution of the meeting minutes for all types of safety committee. Attach the minutes of the last three Safety Committee meetings held in 2018.)

11) Evaluation of Job-related Hazards (Risk Assessment)

- ❑ There are evaluation of job-related hazards.
- ❑ A comprehensive risk assessment program, which outlines the objectives, methods, procedures, frequency, follow-up actions and competency of personnel involved, was developed and implemented in 2018.
- ❑ The development of risk control measures, such as safe working procedures, method statements and permit-to-work systems, is based on the results of risk assessment.
- ❑ The risk assessments are reviewed or updated regularly and made known to relevant employees.

(Attach details of the objectives, methods, procedures, frequency, follow-up actions and competency of personnel involved in the risk assessment program. Provide a list of jobs that have conducted risk assessment and attach copies of some examples of risk assessment records. Explain how the risk assessments are reviewed regularly and made known to relevant employees.)

12) Promotion of Safety and Health Awareness

- ❑ Safety and health promotional activities were organized in 2018.
- ❑ State the number of safety and health promotional activities organized in 2018 ( ).
- ❑ Safety awards or recognition for good safety performance in workplaces or among individuals were conducted in 2018.
- ❑ "Good Neighbour" activities, such as sharing of information and expertise, and working with "intermediaries" to raise awareness, spread good practice and disseminate information, are held at sector and / or community levels.

(Attach details of the types and objectives of the safety and health promotional activities, including "Good Neighbour" activities, if any, organized in 2018.)

13) Program for Accident Control and Elimination of Hazards

(a) Process Safety Information and Hazard Analysis Program

- ❑ Process safety information or hazard analysis program is available.
- ❑ Comprehensive safety information concerning the process of materials/chemicals, technology and equipment design, etc. is available.
- ❑ A process hazard analysis program, which identifies and analyzes the significance of potential hazards and assists in the proper planning of work processes, was developed and implemented in 2018.
- ❑ Comprehensive operating procedures and work instructions, including appropriate safety precautions, are available to control the process hazards identified and for relevant operators or personnel to follow.

(Provide a list of safety information available for the process materials/chemicals, technology and equipment design, etc. and attach copies of some examples. Attach details of the process hazard analysis program that assists in the proper planning of work processes, and attach some examples of hazard analysis records. Provide a list of operating procedures and work instructions available and attach copies of some examples. Explain how relevant operators or personnel are made aware of those information.)

(b) Mechanical Integrity Program for Maintenance of Process Equipment and Instrumentation

- ❑ There is a mechanical integrity program for maintenance of process equipment and instrumentation.
- ❑ A comprehensive mechanical integrity program, including the identification and categorization of equipment and instrumentation, testing and inspection frequency, documentation of testing and inspection results, training of maintenance personnel and documentation of manufacturers' recommendations as to meantime to failure for equipment and instrumentation, etc. is available.
- ❑ All process equipment and instrumentation are maintained in accordance with the mechanical integrity program.

(Attach details of the procedures featured in the mechanical integrity program for maintenance of process equipment and instrumentation. Provide copies of some examples of relevant records.)

14) Program on Protection of Occupational Health

(a) Occupational Health Risk Assessment and Hygiene Monitoring

- ❑ There are programs on occupational health risk assessment and hygiene monitoring.
- ❑ A comprehensive occupational health risk assessment program, which outlines the objectives, methods, procedures, frequency, follow-up actions and competency of personnel involved, was developed and implemented in 2018.
- ❑ The development of occupational health risk control measures is based on the hygiene monitoring results of the noise, vibration, radiation, lighting, ventilation, heat, extremes of temperature, pressure and humidity, air quality for chemical and biological contaminants, etc.
- ❑ The effectiveness of the occupational health risk assessments is reviewed regularly and made known to relevant employees.

(Attach details of the objectives, methods, procedures, frequency, follow-up actions and competency of personnel involved in the occupational health risk assessment program. Provide a list of jobs that have been subject to occupational health risk assessment and hygiene monitoring, and attach copies of some examples of records. Explain how the occupational health risk assessments are reviewed regularly and made known to relevant employees.)

(b) Medical Surveillance

- ❑ Medical surveillance is conducted.
- ❑ Regular medical surveillance is conducted for any worker that might be exposed to carcinogenic substances, asbestos or compressed air, etc. in accordance with the statutory requirements.
- ❑ In addition to the statutory requirements and in accordance with the health risk assessment results, regular medical surveillance is conducted for any worker that might be exposed to other substances or agents that may cause serious, irreversible health problems (e.g. silicosis, chrome ulceration, systematic toxicity, occupational asthma, severe dermatitis and cancer, etc.).

(Provide a list of jobs in which workers need to undergo medical surveillance and attach copies of some examples of records.)

2 Safety Performance Award

Applicants are requested to complete either the construction or non-construction section. All attachments should to be properly catalogued in the submission. If submit by email, each email should be less than 10MB. Late submission will not be accepted.

I. Category of Organization

☐ Construction ☐ Small and Medium Enterprises (SMEs) ☐ Others

II. Accident Statistics

	2016	2017	2018
1) Number of reportable occupational injuries			
2) Number of fatalities			
3) Average number of persons employed			
4) Injury rate per 1,000 workers			
5) Fatality rate per 1,000 workers			

III. Other Information

	2016	2017	2018
1) Number of reportable dangerous occurrences			
2) Number of notifiable occupational diseases			
3) Safety audits (Construction and others) / Safety Reviews (SMEs)*	Yes / No	Yes / No	Yes / No
4) Number of safety awards*			
5) Prosecutions leading to OSH conviction by the Labour Department	Yes / No	Yes / No	Yes / No
6) Suspension notices served by the Labour Department	Yes / No	Yes / No	Yes / No
7) Improvement notices served by the Labour Department	Yes / No	Yes / No	Yes / No
8) Safety climate surveys*	Yes / No	Yes / No	Yes / No
9) Safety Management System*	Yes / No	Yes / No	Yes / No
10) Work Safety Behavioural Observations*	Yes / No	Yes / No	Yes / No

* Please provide detail informations separately and those informations should be properly catalogued in the submission. For example:

- Safety audit / review report (use the table format to list out the safety audit / review score for each year, the safety management elements assessed and the name of auditor / safety review officer)
- Safety award record (use the table format to list out the award that has received for each year and the name of organiser)
- Safety climate survey (questionnaire sample, survey result and analysis report)
- Safety management system (use one A4 page to describe the safety management model that is using and the coverage of the safety management elements)
- Work safety behavioural observations (work safety behavioural checklist, observation result and analysis report)

IV. Definitions

1) **Occupational injuries** are injuries (including those caused by industrial accidents) arising from work accidents, resulting in death or incapacity for work of more than three consecutive days, and reported under the Employees' Compensation Ordinance. Since 1st January, 1998, occupational injuries and industrial accidents have been recorded by date of occurrence rather than date of reporting as was the case in previous years.
2) **Dangerous occurrences** refer to reportable occurrences as specified in the First Schedule to the Occupational Safety and Health Ordinance (Chapter 509). These are incidents that can potentially cause serious personal injuries or damage to plants and structures.
3) **Occupational diseases** are the notifiable occupational diseases covered by the Schedule 2 to the Occupational Safety and Health Ordinance (Chapter 509) and diseases caused by accidental inhalation of noxious gas at the workplace.
4) **Safety audits** are arrangements for collecting, assessing and verifying information on the efficiency, effectiveness and reliability of a safety management system and considering improvements to the system.
5) **Safety reviews** are arrangements for reviewing the effectiveness of a safety management system and considering improvements to the effectiveness of the system.
6) **Safety awards** mean those occupational safety and health awards presented by the Labour Department, the Occupational Safety and Health Council, the Development Bureau, the Hong Kong Housing Authority and the Hong Kong Construction Association.
7) **Safety climate index surveys** mean those surveys that examine people's values, attitude, perception, competencies, and patterns of behaviour that determine the commitment to, and effectiveness of health and safety management.
8) **Work safety behavioural observations** are methodology to observe and measure specifically the critical work safety behaviour and to use the collected information to identify the related dangerous work behaviour. These dangerous behaviours will subsequently be analyzed and evaluated by an anonymous, blameless and non-punishable manner, and interventions will then be taken to enhance the wanted safety behaviour and to correct the unwanted dangerous behaviour.
9) **Injury rate per 1,000 workers is calculated by:**

$$\frac{\text{Number of reportable occupational injuries}}{\text{Average number of persons employed each year}} \times 1{,}000$$

10) **Fatality rate per 1,000 workers is calculated by:**

$$\frac{\text{Number of fatalities}}{\text{Average number of persons employed each year}} \times 1{,}000$$

11) **Accident severity rate per 200,000 man-hours worked is calculated by:**

$$\frac{\text{Number of lost days due to injuries}}{\text{Average number of man-hours worked each year}} \times 200{,}000$$

* Additional scores will be given if the applicant company:

1) Signed the "Charter on Preferential Appointment of OSH Star Enterprise" (Enrolment Form: http://bit.ly/2pQxPGt)
2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / construction site / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)

3 OSH Enhancement Program Award

Applicants are requested to make a concise submission of any completed OSH enhancement program that has significantly improved the OSH standard in the workplace. The brief report should be not more than 5 A4 pages (excluding photos and appendix). If submit by email, each email should be less than 10MB. Late submission will not be accepted. Supporting information, such as statistics or audiovisual materials, may accompany the submission to facilitate the assessment. The focus of the report should be on the following seven main areas:

I. Describe the methods used to gain management commitment and resources, and how to organise or encourage staff participation.

II. Elaborate on the overall strategy for the development and implementation of the OSH enhancement program cited, and whether adopt specific analytical techniques and methods for development.

III. Demonstrate the creativity and uniqueness of the program cited and how it targets at solving particular OSH risks or problems.

IV. Elaborate on the pervasiveness of the OSH enhancement program cited and how to monitor the trends and results arising from the implementation to indicate long term sustainability.

V. Investigate the potential to further develop the OSH enhancement program cited so that it can be implemented on an industry-wide basis.

VI. Evaluate the effectiveness of the OSH enhancement program, such as qualitative and quantitative results achieved (including accident prevention, productivity improvement, cost saving and safety awareness enhancement, etc.).

VII. Evidence to demonstrate that the intellectual property rights arising from the OSH technology rests with the participating organisation, such as the patents registered, etc.

* Additional scores will be given if the applicant company:

1) Signed the "Charter on Preferential Appointment of OSH Star Enterprise" (Enrolment Form: http://bit.ly/2pQxPGt)
2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

4 OSH Promotion Award

Participating organizations should submit an activity report in no more than 5 A4 pages (excluding photos and appendix). Related information and audio-visual materials are also welcome to submit for reference. If submit by email, each email should be less than 10MB. Late submission will not be accepted. The report to be submitted should be focused on the following three aspects:

I. The reason, objective and expected result of the activity.

II. The conception and arrangement of the activity, for example the selection of promotion topic, the form of promotion, total support of management, method of encouraging staff (as well as the public, if applicable) participation, work performance of preparation and distribution of resources, etc.

III. The method of evaluation and the effectiveness of the activity, such as the number of participants and their comments, etc.

* Additional scores will be given if the applicant company:

1) Signed the "Charter on Preferential Appointment of OSH Star Enterprise" (Enrolment Form: http://bit.ly/2pQxPGt)
2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

5 Occupational Rehabilitation Award

Applicants are requested to submit a report to explain the elements, implementation methods and effectiveness of their occupational rehabilitation programs. The report should not be more than 5 A4 pages (excluding photos and appendix). If submit by email, each email should be less than 10MB. Late submission will not be accepted. The focus of the report should be on the following aspects of the occupational rehabilitation program:

I. Injury prevention and nurture supportive culture for return-to-work

- Prevention Approach – Occupational rehabilitation program includes the implementation of accident preventive measures and the implementation of measures to prevent similar accident to be happened again in the future.
- Nurture / Enhance the supportive culture for return-to-work in workplace (including the commitment from top management).

II. Coverage and quality of the occupational rehabilitation program

- Provide timely treatment and rehabilitation services to injured employees (Applicants are requested to submit the list of treatment and rehabilitation service providers of the program).
- Conduct assessments for injured employees in order to establish the return-to-work target (include job analysis, physical capability evaluation, work hardening, work trial, etc.)*
- Provide supports (administrative, emotional, etc.) to injured employees, e.g. appoint case manager to follow up the situation of each injured employee and assist him or her to achieve the return-to-work target (including the follow-up and support after return-to-work).
- Implement arrangements for facilitating the return-to-work of injured employees, including innovative measures.

III. Effectiveness of the occupational rehabilitation program

- Establish indicators to evaluate the effectiveness of the program, e.g. percentage of successful return-to-work, average number of sick leave days of injured employees, etc.
- Effectiveness of the program (Applicants are requested to submit the number of injured employees that participated the program and the evaluation statistics).

* 1. Job analysis - focus on objective and systematic methods to assess the job requirement, including the involved bodily movement, posture, rate of work and movement of loads, etc.
2. Physical capability - Assess the working capability level of the injured employee in relation to the job requirement, so as to evaluate his potential to return to work.
3. Work hardening - mainly to strengthen the physical capability and relieve the mental deficiency of the injured person.
4. Work trial - arrange the injured employee to take up light duties during the recovery process so as to facilitate them in adapting to the work environment upon full recovery.

* Additional scores will be given if the applicant company:
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2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

6 OSH Annual Report Award

Applicants are requested to submit six copies of their most recently published annual reports or sustainability reports, and their safety, health and social reports (if any) for the 2018 financial year. The following eight areas will be regarded as particularly important in assessing an organisation's annual report or sustainability reports for this award:

I. Does it include relevant information about the organization's overall OSH strategies, significant OSH risks and impacts, related OSH performances, associated challenges and opportunities?

II. Does it encourage employees to participate in OSH voluntary service, and collaborate with community groups to organise safe and healthy community activities; and does it share OSH expertise and information within an organisation's respective sector or within the community?

III. Does it identify its stakeholders (e.g. shareholders, customers, suppliers, contractors, employees, the local community and regulatory authorities, etc.) and explain how it has responded to their reasonable expectations and interests?

IV. Does it develop other standalone reports to present OSH information and community development data in greater detail besides the annual report, so that readers can learn about what the organisation does and why, and how well it is doing?

V. Does it provide a balanced and reasonable overview that covers both positive contribution and negative situation, and identify appropriate proactive and reactive performance indicators; and does it offer cumulative, year-by-year data that can be analyzed to compare its performance and identify trends?

VI. Does it present current information in a timely manner and in a form that is understandable, easily accessible and useful for stakeholders?

VII. Does it comply with relevant reporting guidelines and indicate well-grounded, sound and reliable data that can be examined as part of an external assurance process?

VIII. Does it solicit feedback from stakeholders and readers (e.g. does the report contain questionnaires or does the organisation arrange public forums or round tables, etc.) on the quality of its report and performance; and have mechanisms been developed to respond to the feedback when it is received, with a view for continuous improvement?

* Additional scores will be given if the applicant company:
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2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

7 Work Safe Behaviour Award

Applicants are requested to make a concise submission of how they practice work safe behaviour program systematically in their workplace. The brief report should not be more than 5 A4 pages (excluding photos and appendix). If submit by email, each email should be less than 10MB. Late submission will not be accepted. Supporting information, such as job safety analysis report, observation checklist, control chart, etc. may accompany the submission to facilitate the assessment. The focus of the report should be on:

I. Identify critical behaviour - including work process analysis, risk assessment and reference to accident report;

II. Support and communication - including briefing session to encourage participation of staff and contractors;

III. Target setting and training - including establishment of working group, training of observers and setting the baseline;

IV. Safe behaviour observation - including development of observation checklist, observation program and behaviour analysis;

V. Corrective Action - including enhance training, introduction of award scheme, modification of work process; and

VI. Review and feedback - including monitor percentage of work safe behaviour, evaluation of performance effectiveness, regular review.

* Additional scores will be given if the applicant company:

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2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / construction site / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

8 Pointing and Calling Award

Appliants are requested to make a concise submission of how they implement the pointing and calling program systematically through planning, organizing, promoting, implementing, measuring/ reviewing processes and demonstrating continuous improvement. The brief report should not be more than 5 A4 pages (excluding photos and appendix). If submit by email, each email should be less than 10MB. The focus of the report should be on:

I. Planning – identify critical task(s) that requires Pointing and Calling to minimize the chance of human error

II. Commitment for promotion

III. Promotional Method – staff participation

IV. Planning for Implementation – execution at workplace

V. Effectiveness for implementation of Pointing and Calling

* Additional scores will be given if the applicant company:

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2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)

3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / construction site / workplace (Enhanced light-duty working platform sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)
4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

9 Safety Culture Award

Applicants are requested to make a concise submission of how they practise safety culture program systematically in their workplace. The brief report should not be more than five A4 pages (excluding photos and appendix). If submit by email, each email should be less than 10MB. Late submission will not be accepted. The focus of the report should be on organisation's:

I. Informed Culture
- ❑ Provide the staff in charge with the necessary direction and knowledge about the personal, technical and environmental components of a systematic approach to develop and implement high quality safety management systems.
- ❑ Develop shared perceptions and beliefs of people
- ❑ Safety leadership in job decision and empowerment for job betterment.

II. Report Culture
- ❑ Communicate between levels and different functions on accident/incident reporting, investigation and follow-up
- ❑ Show encouragement and support to those who report hazards, near misses, incidents and errors.
- ❑ Hazard communication and upward communication of job safety information.

III. Learning Culture
- ❑ Training and lessons learned on accidents / incident and at-risk behaviours regularly reviews
- ❑ Partnerships and benchmarking of other organisations
- ❑ Study and analysis of success and failure cases to ensure continuous improvement

IV. Risk Aware and Planning Culture
- ❑ Arrangements on risk assessment and safety design prior to exposure to hazards
- ❑ Safety plan development
- ❑ Safety design methodology

V. Just and Caring Culture
- ❑ Care for the welfare of the workforce
- ❑ Encourage employees participation on safety and health
- ❑ No blame and build trust

* Additional scores will be given if the applicant company:
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2) Signed the "Joyful@Healthy Workplace" Charter (Enrolment Form: https://bit.ly/2PT7nHP)
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4) Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

第十八屆香港職安健大獎 The 18th Hong Kong OSH Award

傳真 Fax: 2739 9779

(請以正楷填寫 Please write in Block Letters)

參賽表格 Enrolment Form

電郵 Email: oshaward2019@oshc.org.hk

截止報名日期為2019年6月28日 Deadline for enrolment : 28 June 2019

機構名稱 (中文) : _____ Name of Organization (English) : _____

地址 Address : _____ 商業登記証號碼 Business Registration No. : _____

個別部門/建築地盤名稱/地址(如適用) Individual Department / Construction Project Title / Address (if applicable) :

(中文) _____ (English) _____

中小型企業 Small and Medium Enterprises : ☐ 是 Yes ☐ 否 No 僱員人數 No. of Employees : _____

業務性質 Nature of Business :

☐ 文職及專業服務業 Sedentary and Professional Services
☐ 資訊及通訊業 Information and Communications
☐ 物流貨運業 Logistics and Freight Transport Industry
☐ 物管、環境衛生及回收業 Property Management, Environmental Hygiene and Recycling Services
☐ 建造業 Construction Industry
☐ 進出口貿易及批發零售業 Import Export and Wholesale Retail Trade
☐ 飲食業及旅遊業 Catering and Hospitality Services
☐ 製造業 Manufacturing Industry
☐ 機電業及汽車維修服務業 Electrical and Mechanical Trade and Repair of Vehicles
☐ 醫護服務業 Health Care Services
☐ 其他行業（請列明） Other Industries (please specify) _____

參賽類別 Categories of Awards (請於適當處加上 ☑ Please ☑ as appropriate)

☐ 1. 安全管理制度大獎 Safety Management System Award
  ☐ (a) 建造業組 Construction Industries ☐ (b) 其他行業組 Other Industries
☐ 2. 安全表現大獎 Safety Performance Award
  ☐ (a) 建造業組 Construction Industries ☐ (b) 中小型企業組 SMEs ☐ (c) 其他行業組 Other Industries
☐ 3. 職安健改善項目大獎 OSH Enhancement Program Award
☐ 4. 職安健宣傳推廣大獎 OSH Promotion Award
☐ 5. 職業復康大獎 Occupational Rehabilitation Award
☐ 6. 職安健年報大獎 OSH Annual Report Award
☐ 7. 工作安全行為大獎 Work Safe Behaviour Award
☐ 8. 指差呼稱大獎 Pointing and Calling Award
☐ 9. 安全文化大獎 Safety Culture Award

參賽項目名稱 Project Name : (中文) _____ (English) _____

聯絡人姓名 Contact person : _____ 職銜 Position : _____

手提電話 Mobile* : _____ 電話 Tel : _____ 傳真 Fax : _____ 電郵 Email : _____

* 加分項目 Additional scores will be given if the applicant company (請於適當位置加 ☑ Please ☑ as appropriate)

☐ 已簽署「優先選用職安健星級企業約章」(「優先選用職安健星級企業約章」參加表格http://bit.ly/2pQxPGt)
Signed the 'Charter on Preferential Appointment of OSH Star Enterprise' (Enrolment form: http://bit.ly/2pQxPGt)

☐ 已簽署「好心情@健康工作間約章」(「好心情@健康工作間約章」參加表格https://bit.ly/2PT7nHP)
Signed the 'Joyful@Healthy Workplace' Charter (Enrolment form: https://bit.ly/2PT7nHP)

☐ 於該參賽的機構、地盤或工作場所推行使用符合安全規格的安全梯台或流動工作台進行高處或離地工作(「中小型企業改良版輕便工作台資助計劃」參加表格http://bit.ly/2hLjvM3) Promote using step platform or mobile working platform that comply with safety standard for work-above-ground at the organisation / construction site / workplace (Enhanced light-duty working platforms sponsorship scheme for SMEs enrolment form: http://bit.ly/2hLjvM3)

☐ 屬中小企（即從事製造業而在本港僱用少於100人，或非製造業而在本港僱用少於50人）
Is a small and medium enterprise (any manufacturing businesses which employ fewer than 100 persons in Hong Kong; or any non-manufacturing business which employ fewer than 50 persons in Hong Kong)

* 本局可能透過短訊提供此活動及職安健資料 The Council may send you the OSH information and the event details by SMS

本機構明瞭並願意遵守參賽的規則及條件。We have read the Rules and Conditions of Entry and agree to abide by them.

本機構同意職業安全健康局有權發布機構參賽的消息及出版刊物以宣傳參賽之項目。We agree to our entry being publicised and published at the discretion of the Occupational Safety and Health Council.

本機構同意須對職業安全健康局就本機構是次參賽而引致的任何被起訴或遭索償作出彌償。We agree to indemnify the Occupational Safety and Health Council against all claims relating to or arising from submission of this entry.

本機構同意主辦機構及評審委員會所作的一切決定為最終決定，並於一切有關香港職安健大獎的事宜上，均具約束力。We agree that all decision made by the Organizer and the Judging Panal are final and binding in all aspects relating to the Hong Kong OSH Award.

授權人士簽署及機構印鑑 Authorized Signature with Organization Chop	簽署者姓名 Name of Signatory	職銜 Position	日期 Date

您從那裡得知本推廣活動的資料 How do you know about this promotional campaign?

☐ 職安局網頁或社交媒體 OSHC website / Facebook / Instagram ☐ 職安局宣傳單張 / 刊物 OSHC Flyer / Publications ☐ 報章 Newspaper : _____
☐ 同事 / 朋友 Colleagues / Friends ☐ 社交媒體 Social media ☐ 其他 Others : _____

《收集個人資料聲明》

1. 你向職業安全健康局（「本局」）所提供的資料，包括《個人資料（私隱）條例》所指的個人資料，只會用於相關活動。
2. 為讓你得知最新的本局活動，本局將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關職業安全健康訓練課程、活動、服務及資訊提供給你。你的個人資料亦可能被用作本局之研究及統計用途。
3. 你可選擇是否同意接收上述資訊。若不同意的話，請於下列拒收資訊一欄之空格內加上「✓」號。
4. 你有權要求查閱及修正你的個人資料。有關申請須以書面向本局提出，地址為香港北角馬寶道28號華匯中心19樓。

* ☐ 本人不同意日後接收由職業安全健康局發出其活動和相關的資訊。

《Personal Data Collection Statement》

1. The information you provide to the Occupational Safety and Health Council (the Council), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the Council.
2. To keep you informed of Council's activities, the Council would like to use your personal data, including your name, telephone number and correspondence and email addresses, to update you in relation to our training courses, events and other OSH related information. Your personal data may also be used for our research and statistical purposes.
3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below *.
4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Council at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong.

* ☐ I do not wish to receive any information from the Council in relation to its activities.

簽署 : _____ 日期 : _____ Signature : _____ Date : _____

Safety and Health at work
工作安全健康

星級
職安健星級企業
OSH Star Enterprise

裝修及維修業安全認可計劃

目的

推動業界採取安全措施及改善工作環境，
並嘉許在職安健有一定水平的企業。



對象

在港從事裝修維修工作的公司。

參與計劃的好處

- 有助保障員工工作安全
- 增強用戶信心
- 拓展更多商機





計劃內容

1) 中小型企業

- 資助購買安全裝備
- 協助建立安全管理系統
- 免費裝修維修安全課程
- 免費安全系統審核及認證服務

2) 非中小型企業

- 提供安全管理系統審核和認證服務

超過500間
不同行業的機構支持
優先選用
職安健星級企業

查詢

電話：歐先生 2116 5029
電郵：rmaastar@oshc.org.hk

職安局　勞工處

職安健星級企業計劃

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OSHC HK

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