6 安全表現大獎 新增
Safety Performance Award New

參加機構須填妥以下有關安全表現的資料。所有附件在遞交前應先妥為分類。每個檔案不得超過 10MB，遲交將不予受理。

Applicants are requested to complete the following information related to safety performance. All attachments are to be properly catalogued in the submission. Each file should be less than 10MB. Late submission will not be accepted.

為鼓勵安全表現有持續改善的機構，參加機構須提交三年紀錄，三年的評分比例將按年遞增如下：

To encourage the organisation for the continuous improvement of safety performance, applicants are required to submit records covering three years, the three-year grading ratio would be increased annually as below :

2023年	2024年	2025年
佔總分的20% 20% of total marks	佔總分的30% 30% of total marks	佔總分的50% 50% of total marks

下載報告範本 Download Report Template : https://bit.ly/4hm6GXn

直屬員工 Direct Employees : _____ 人

外判員工 Number of Outsourced Employees* : _____ 人

* 物業保安、環境衛生、園藝、花藝及樹藝服務、樓宇設備（例如喉渠、水泵、冷氣、消防設備、電力裝置、升降機及自動梯等承辦商）維修、保養及優化的承辦商
(including employees of contractors providing property security, environmental hygiene, landscaping, floral and arboriculture services, as well as repair, maintenance and enhancement services for building facilities and equipment, such as plumbing and drainage systems, water pumps, air-conditioning systems, fire service installations, electrical installations, lifts and escalators)

I. 意外統計數字（包括直屬及外判員工）
Accident Statistics (Include Direct and Outsourced Employees)

	2023年	2024年	2025年
1) 呈報的職業傷亡數字 Number of reportable occupational injuries			
2) 死亡數字 Number of fatalities			
3) 平均僱用人數 Average number of persons employed			

II. 其他資料 Other Information

	2023年	2024年	2025年
1) 呈報的危險事故數字 Number of reportable dangerous occurrences			
2) 呈報的職業病數字 Number of notifiable occupational diseases			
3) 安全審核 / 查核 Safety audits / Reviews	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
4) 安全獎項數目* Number of safety awards*	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
5) 勞工處就職安健事宜作出的成功檢控 Prosecutions leading to OSH conviction by the Labour Department	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
6) 勞工處發出的暫時停工通知書 Suspension notices served by the Labour Department	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
7) 勞工處發出的敦促改善通知書 Improvement notices served by the Labour Department	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
8) 安全氣候調查* Safety climate surveys*	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
9) 安全管理制度* Safety Management System*	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No
10) 工作安全行為觀察* Work Safety Behavioural Observations*	有/沒有 Yes / No	有/沒有 Yes / No	有/沒有 Yes / No

* 請提供詳細資料及在遞交前妥為分類，例如：
Please provide detailed information separately and such information should be properly catalogued in the submission. For example:

- 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安全審核員 / 查核員姓名）
  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 safety auditor / safety review officer)
- 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）
  Safety award record (use the table format to list out the award that has received for each year and the name of organiser)
- 安全氣候調查（問卷樣本、調查結果和分析報告）
  Safety climate survey (questionnaire sample, survey result and analysis report)
- 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）
  Safety management system (use one A4 page to describe the safety management model that is using and the coverage of the safety management elements)
- 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）
  Work safety behavioural observations (work safety behavioural checklist, observation result and analysis report)