



精神健康職場約章
Mental Health Workplace Charter

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Mental Health Workplace Charter

參加表格
Enrolment Form

精神健康諮詢委員會
Advisory Committee on Mental Health



衛生署
Department of Health



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL



勞工處
Labour Department



「精神健康職場約章」網頁
"Mental Health Workplace Charter" Website



《精神健康職場約章》 Mental Health Workplace Charter

政府正推行一個名為「陪我講 Shall We Talk」的精神健康推廣和公眾教育計劃（「計劃」），旨在把「好心情@HK」計劃所得的成果傳承下去，並增加公眾對精神健康的認識，長遠達致建立一個精神健康友善社會的目標。此《精神健康職場約章》（《約章》）為計劃的一部分。

The Government has embarked on an on-going mental health promotion and public education initiative (known as "Shall We Talk") with a view to building a mental health-friendly society in the long run. The Initiative aims to sustain the efforts of the Joyful@HK Campaign, and enhance public understanding of mental health. The Mental Health Workplace Charter ("the Charter") is a part of the Initiative.



「精神健康職場約章」樣本
"Mental Health Workplace
Charter" sample

約章宣言 Charter Statement

「我們重視並承諾推動一個精神健康友善的工作環境。」
***"We value and pledge to promote a mental health-friendly
workplace environment."***

簽署《約章》的機構，可選擇在 12 個行動項目中完成指定數量，以獲取「精神健康友善機構」或「精神健康友善卓越機構」的稱號，並有權在信箋、網站及機構刊物展示其嘉許稱號，為期兩年。

Organisations signing the Charter may choose to attain either of the two titles, namely "Mental Health Friendly Organisation" or "Mental Health Friendly Supreme Organisation", by completing a designated number of action items from a set of 12 action items. Organisations have the right to display their recognition titles on letterheads, website and organisation publications for two years.

精神健康友善機構
Mental Health Friendly Organisation

在行動項目清單（見第三至五頁）目標 I 完成至少三個行動
Completed at least 3 actions under Objective I of List of Action Items
(see page 3 - 5)

精神健康友善卓越機構
Mental Health Friendly Supreme
Organisation

在行動項目清單（見第三至五頁）目標 I 及 II 各完成至少三個行動
Completed at least 3 actions each under Objective I and II of List of
Action Items (see page 3 - 5)

如對《約章》有任何查詢，歡迎致電 3106 4348 馮小姐或 2116 5677 葉先生或電郵至 mentalhealthcharter@oshc.org.hk。
Should you have any enquiries on the Charter, please feel free to contact Ms. FUNG at 3106 4348 or Mr. YIP at 2116 5677 or email to mentalhealthcharter@oshc.org.hk.



參加表格 Enrolment Form

請將填妥的參加表格連同宣言(即第二至八頁)交回：

Please return the completed form and declaration (i.e. pages 2 - 8) to:

職業安全健康局

Occupational Safety and Health Council

電郵 Email: mentalhealthcharter@oshc.org.hk

傳真 Fax: 3106 0263

地址：香港新界青衣涌美路62號

Address: 62 Chung Mei Road, Tsing Yi, New Territories, Hong Kong

如對《約章》有任何查詢，歡迎致電3106 4348馮小姐或2116 5677葉先生或電郵至
mentalhealthcharter@oshc.org.hk

Should you have any enquiries on the Charter, please feel free to contact Ms. FUNG at 3106 4348 or Mr. YIP at 2116 5677 or email to mentalhealthcharter@oshc.org.hk

機構名稱(英文)：

Name of Organisation (English) : _____

機構名稱(中文)：

Name of Organisation (Chinese) : _____

機構網頁：

Website of Organisation : _____

機構地址：

Address of Organisation : _____

僱員人數：

Employment Size : _____

本機構為中小企

Our organisation is a SME

營運年期：

Year(s) of Operation : _____ 年 year(s)

聯絡人姓名：

Name of Contact Person : _____

女士 Ms.

先生 Mr.

聯絡人職銜：

Post Title of Contact Person : _____

聯絡人電話：

Tel Number of Contact Person : _____

傳真：

Fax Number : _____

聯絡人電郵：

Email of Contact Person : _____

機構有否簽署「好心情@健康工作間」計劃約章¹？

Has your organisation signed the Charter of "Joyful@Healthy Workplace" Programme¹?

有 Yes

否 No



「好心情@健康工作間」網頁
Website of "Joyful@Healthy Workplace"

¹ 該計劃由衛生署、勞工處及職業安全健康局舉辦，具有三個行動範疇，分別為健康飲食、體能活動及心理健康。詳情請瀏覽 www.joyfulhealthyworkplace.hk

The Programme, organised by the Department of Health, Labour Department and Occupational Safety and Health Council, has three action areas, namely healthy eating, physical activity and mental well-being. Details can be found at: www.joyfulhealthyworkplace.hk

行業：(請在適當方格內加上 ✓ 號) Industry: (Please put a ✓ in the appropriate box)	
<input type="checkbox"/> 農業、林業及漁業 Agriculture, forestry and fishing	<input type="checkbox"/> 採礦及石業 Mining and quarrying
<input type="checkbox"/> 製造業 Manufacturing	<input type="checkbox"/> 建造業 Construction
<input type="checkbox"/> 電力、燃氣及廢棄物管理 Electricity, gas and waste management	<input type="checkbox"/> 進出口貿易、批發及零售業 Import / export, wholesale and retail trades
<input type="checkbox"/> 運輸、倉庫、郵政及速遞服務 Transportation, storage, postal and courier services	<input type="checkbox"/> 住宿及膳食服務 Accommodation and food services
<input type="checkbox"/> 資訊及通訊 Information and communications	<input type="checkbox"/> 金融及保險 Financing and insurance
<input type="checkbox"/> 地產 Real estate	<input type="checkbox"/> 專業及商用服務 Professional and business services
<input type="checkbox"/> 公共行政以及社會及個人服務 Public administration, and social and personal services	<input type="checkbox"/> 政府決策局及部門 Government Bureaux and Departments
<input type="checkbox"/> 其他： Others: _____	



《精神健康職場約章》行動項目清單

Mental Health Workplace Charter - List of Action Items

本機構承諾會推動一個精神健康友善的工作環境，並在十二個行動項目中完成指定數量，旨在職場推廣心理健康，包括建設一個互相尊重和正面的工作環境；推廣積極聆聽和溝通，鼓勵求助，並促進對精神困擾的及早識別和及時處理；以及為有精神困擾的同事創造一個包容及友善的工作環境。

My Organisation pledges to promote a mental health-friendly workplace environment, by completing a designated number of action items from a set of 12 action items to promote mental well-being at workplace including a respectful and positive environment; active listening and communication, encourage help-seeking, and facilitate early identification of mental distress and timely treatment; as well as create an inclusive and friendly workplace environment for colleagues with mental distress.

(請在適當方格內加上 ✓ 號)
(Please put a ✓ in the appropriate box)

本機構欲參與成為：
My organisation would like to join as:

- 精神健康友善機構(在目標I完成至少三個行動)
Mental Health Friendly Organisation (completed at least 3 actions under Objective I)
- 精神健康友善卓越機構(在目標I及II各完成至少三個行動)
Mental Health Friendly Supreme Organisation (completed at least 3 actions each under Objectives I and II)

目標 I
Objective I

在職場推廣心理健康，包括建設一個互相尊重和正面的工作環境，推廣積極聆聽和溝通，鼓勵求助，並促進對精神困擾的及早識別和及時治療 (A至H共8個項目)

Promote mental well-being at workplace including a respectful and positive environment, active listening and communication, encourage help-seeking, and facilitate early identification of mental distress and timely treatment (A-H, eight items)

請別選 Tick	項目 Item	行動 Action	例子 Examples
<input type="checkbox"/>	A	舉辦促進交流的員工家庭聚會和愉快有趣的活動 Organise family and staff gatherings to promote sharing and activities for fun and enjoyment	舉辦員工家庭同樂日和節日慶祝活動 Organise family and staff fun day, festival celebrations 舉辦興趣小組、義工服務、體育活動和其他康樂活動 Organise interest groups, voluntary services, sports, other recreation activities
<input type="checkbox"/>	B	舉辦講座 / 工作坊 / 活動以加強在工作場合的正面思維和互相尊重 Organise talks / workshops / activities to strengthen positive minds and respect in workplace	安排有關正面思維、壓力管理、培養抗壓能力、聆聽、給予反饋和解決衝突的講座 / 工作坊 / 活動 Arrange talks / workshops / activities on positive thinking, stress management, resilience building, listening, giving feedback and conflict resolution
<input type="checkbox"/>	C	推動有關精神健康的資訊交流 Promote information flow on mental health	提高對常見精神健康問題的意識，例如焦慮和抑鬱 Raise awareness about common mental health issues such as anxiety and depression
<input type="checkbox"/>	D	提供精神健康支援服務的資訊，鼓勵尋求協助 Encourage help-seeking behaviour by providing information on mental health support services	提供熱線、輔導人員、僱員協助計劃 Provide hotline, counsellors, employee assistance programmes
<input type="checkbox"/>	E	舉辦有關精神健康的講座 Organise talks on mental health	由具備專門知識或個人經驗的講者進行較深入的探討 Go a bit deeper with speakers with expertise or personal experience
<input type="checkbox"/>	F	向員工提供培訓，讓他們學習解決衝突、朋輩支援以及處理精神健康緊急狀況的基本技巧 Offer training to staff to equip them with basic skills to resolve conflict, provide peer support, and handle mental health emergency	舉辦或安排員工參加關於精神健康及溝通技巧的訓練課程 Organise or send staff to training courses on mental health and communication skills 提供關於朋輩支援的指導，例如如何開展有關精神健康的對話，以及如何以尊重和非批判的態度去聆聽 Provide guidance on how to offer peer support, such as proper ways to start a conversation concerning mental health and listening with a respectful and non-judgmental attitude
<input type="checkbox"/>	G	鼓勵同事互相聆聽和分享有關精神健康的經驗 Encourage colleagues to listen to each other and share mental health related experience	鼓勵同事互相聆聽並分享有關精神健康的經歷。例如：同事如果願意，可談及怎樣處理壓力、焦慮或抑鬱情緒。資深員工可組織相關分享會以帶頭討論 Encourage colleagues to listen to each other and talk about mental health related experience, e.g. how they deal with stress or anxiety or depressive mood if they feel comfortable doing so. Senior members can take the lead to do so by arranging relevant sharing session(s)
<input type="checkbox"/>	H	引入導師計劃，以促進有關精神健康問題的交流 Introduce mentorship scheme to facilitate sharing on mental health-related concerns	利用非正式場合去聆聽、鼓勵求助和促進康復 Use informal setting to listen, to encourage help-seeking and to promote healing

目標 II
Objective II

為有精神困擾的同事創造一個包容及友善的工作環境 (I 至 L 共 4 個項目)
Create an inclusive and friendly workplace environment for colleagues with mental distress.
(I-L, four items)

請剔選 Tick	項目 Item	行動 Action	例子 Examples
<input type="checkbox"/>	I	指派團隊 / 統籌人員實施所承諾的措施 Assign a team / coordinator to implement committed measures	安排人員或團隊跟進機構承諾實施的行動項目和收集意見 Have a person or team that will help organise, follow up and collect feedback on actions your organisation is committed to
<input type="checkbox"/>	J	制訂人力資源政策，關心有精神健康需要的僱員，並提供有利環境，促進康復 Introduce human resources policies to care for employees with mental health needs and offer supportive environment to facilitate recovery	為有精神健康需要的同事安排合適崗位 / 工作環境；創建一個鼓勵同事接受所需診治 / 出席精神健康培訓課程的環境 (例如彈性工作時間)；調整工作安排，以便有精神健康需要的僱員重返工作崗位 Arrange suitable position / work condition for colleagues with mental health needs; create an encouraging environment (e.g. flexible working hours) for colleagues to attend necessary medical consultation(s) / attend training courses on mental health; adjust work arrangements to facilitate employees with mental health needs to return to work
<input type="checkbox"/>	K	實施工作與生活平衡的措施 Introduce measures to promote work-life balance	實施五天工作週；就員工個人發展 / 興趣提供獎勵或特殊假期 Implement a five-day work week; provide incentive or special holidays to employees for personal development / interests 除非屬偶爾及無可避免的情況，否則應避免在辦公時間以外的時間安排工作 Avoid generating work outside office hours unless it is occasional and strictly unavoidable 將工作排序 Prioritise work 定期與員工溝通，以加深了解他們的個人需要 Communicate regularly with employees to better understand their individual needs
<input type="checkbox"/>	L	提供就業機會給予已康復和正在康復的復元人士 Offer job opportunities to persons recovered or recovering from mental health issues	機構可透過勞工處展能就業科或相關非政府機構招聘這些求職者 Recruit the concerned job seekers through the Selective Placement Division (SPD) of the Labour Department or relevant NGOs



《精神健康職場約章》活動巡禮

Mental Health Workplace Charter - List of Activities

簽署《約章》的機構可獲安排參與增值活動，費用全免。活動分為四類：「到會式」工作坊、講座或網上講座、正向心理諮詢服務、精神健康急救訓練證書基礎課程。

Each signatory of the Charter may apply for value-added activities free of charge, including in-house workshops, seminars or online seminars, tailor-made mental well-being advisory service, and Mental Health First Aid Training Course.

1. 「到會式」工作坊 In-House Workshops



廣東話授課
All available in Cantonese



可選英語
English is available



可選普通話
Putonghua is available



可選網上模式
Internet mode is available

請只劃選一個空格
Tick ONE box only

每間機構於2023-2024年間可選以下其中一場工作坊，每班需有25-35人。
Each organisation may apply for ONE free workshop in 2023-2024. 25-35 participants are required for each workshop.

<input type="checkbox"/>	A 精神健康精讀班 (1.5小時) Mental Well-being Workshop (1.5 hours) 導師教授常見精神健康問題、評估危機與高風險的處理、探討與有情緒困擾人士相處的技巧等。 Instructors will talk about common mental health problems, assessment of crisis and handling of high-risk situations, skills on accompanying people with mental distress, and so forth.	ENG
<input type="checkbox"/>	B 鬆弛練習工作坊 (1小時) Relaxation Exercise Workshop (1 hour) 導師介紹鬆弛技巧，並帶領參加者進行鬆弛呼吸法或減壓瑜伽。 Instructors will introduce relaxation techniques and guide participants to practise relaxation breathing or yoga.	
<input type="checkbox"/>	C 靜觀體驗工作坊 (1小時) Mindfulness Experiential Workshop (1 hour) 導師介紹靜觀理念，並帶領參加者進行靜觀練習。 Instructors will introduce the concept of mindfulness and guide participants in mindfulness practice.	
<input type="checkbox"/>	D 寧神花茶工作坊 (1小時) Floral Tea Workshop (1 hour) 中醫師講解如何從食材中怡神養生，主要內容圍繞花茶。 Chinese medicine practitioners will explain how food ingredients help keep both the mind and body healthy. The workshop will mainly focus on floral tea.	普
<input type="checkbox"/>	E 自我穴位減壓按摩工作坊 (1小時) Self-applied Acupressure Massage Workshop (1 hour) 中醫師講解情志調養方法，主要內容圍繞自我穴位按摩。 Chinese medicine practitioners will explain how to harmonise mood and mind. The workshop will mainly focus on self-applied acupressure massage.	普
<input type="checkbox"/>	F 藝術與身心靈工作坊 (1小時) Art and Wellness Workshop (1 hour) 園藝治療 Horticultural Therapy 和諧粉彩 Japanese Pastel Nagomi Art 導師分享從藝術中紓壓抗逆，並帶領參加者進行園藝治療或和諧粉彩活動。 Instructors share with participants information on relieve stress and enhance resilience through art, and provide guidance in horticultural therapy or Japanese Pastel Nagomi Art.	
<input type="checkbox"/>	G 太極/八段錦工作坊 (1小時) Wu Shu Workshop (1 hour) 導師帶領參加者練習太極或八段錦。 Instructors will guide participants in Tai Chi or Ba Duan Jin practice.	
<input type="checkbox"/>	H 大笑瑜伽工作坊 (1小時) Laughter Yoga Workshop (1 hour) 導師介紹大笑瑜伽理念，並帶領參加者練習大笑瑜伽。 Instructors will introduce the concept of Laughter Yoga and provide guidance to participants in the practice.	
<input type="checkbox"/>	I 頌鉢體驗工作坊 (1小時) Singing Bowl Experiential Workshop (1 hour) 導師介紹如何透過頌鉢放鬆心情，享受寧靜一刻。 Instructors will introduce how to relax and enjoy a moment of tranquility through singing bowls.	新增 New
<input type="checkbox"/>	J 桌上遊戲體驗工作坊 (1小時) Board Game Experiential Workshop (1 hour) 導師帶領參加者體驗桌上遊戲，並透過桌上遊戲讓參加者與同事互動，放鬆心情。 Instructors will guide participants to try board games, as well as let participants interact with colleagues and relax through board games.	新增 New

參加人數 Number of participants :

日期 Date :

時間 Time :

地點 Venue :

- 名額有限，如申請超過限額，將以抽籤決定。
Places for free workshops are limited. If the number of application exceeds the quota, places will be allocated by ballot.
- 參與機構需提供上課場地以及演講時所需的電腦和視聽器材。
Participating organisations should provide the venue for the workshop, along with a computer and visual and audio equipment.
- 職安局將盡量安排參與機構所選擇之日期，惟仍需考慮人手等安排。
The Occupational Safety and Health Council will schedule the workshop on the date specified by the participating organisation as far as practicable, subject to availability of the required manpower.
- 可選擇之上課時間為星期一至五上午九時至下午五時，公眾假期除外。
Workshops can be arranged between 9am and 5pm from Monday to Friday, except on public holidays.
- 參與機構如欲更改工作坊的時間，必須於上課前最少十四個工作天聯絡職安局，每間參與機構最多只可以更改上課時間一次。如機構未有通知職安局而臨時取消工作坊，職安局將向機構收取工作坊之正價。
Participating organisations are required to inform the Occupational Safety and Health Council (OSHC) at least 14 working days before the workshop if they would like to reschedule. Each participating organisation can only reschedule once. Organisations are required to bear the full cost of the workshop if they cancel the workshop in short notice without notifying the OSHC.
- 如免費工作坊額滿，機構可自費申請參加「到會式」工作坊。如有查詢，請電郵至 mentalhealthcharter@oshc.org.hk。
If free workshops are full, organisations can apply for running in-house workshops at their own cost. For enquiries, please send email to mentalhealthcharter@oshc.org.hk.

2. 講座或網上講座 Seminars or Online Seminars

講座將定期舉行，最新資訊將電郵至簽署《約章》的機構及上載《約章》網站。

Seminars will be held regularly. The latest information will be sent to the signatories of the Charter by email and uploaded to the Charter website.

3. 正向心理諮詢服務 Tailor-made Mental Well-being Advisory Service

- 香港心理 生會的专业顧問將透過參與機構向僱員發放電子問卷，分析機構整體僱員的心理狀況。
- 專業顧問亦會與參與機構的負責人會面，了解機構現行支援心理健康的措施與困難，為機構撰寫建議書，提供針對性的建議與發展方向。
- 專業顧問或會按參與機構的需要，於半年後提供跟進服務，檢視機構於推廣心理健康方面的成果與進展。
- Professional consultants from the Mental Health Association of Hong Kong will distribute e-questionnaires via the participating organisation for analysis of the overall mental well-being status of employees.
- Professional consultants will meet with the management to understand the participating organisation's current measures and difficulties in promoting mental well-being. The consultants will then compile a report, providing customised suggestions and directions for the company's future development.
- Subject to the need of the participating organisation, the consultants may provide follow-up service half a year later, to examine the participating organisation's achievements and progress in promoting mental well-being.

建議諮詢日期 Preferred advisory date :

時間 Time :

地點 Venue :

1. 諮詢服務會面約為3小時。
The advisory service meeting will last for about 3 hours.
2. 名額有限，如申請超過限額，將以抽籤決定。
Places for free advisory service are limited. If the number of application exceeds the quota, places will be decided by ballot.
3. 參與機構如欲更改諮詢服務的預約時間，必須於接受諮詢服務前最少十四個工作天聯絡職安局，否則機構須承擔諮詢服務之全數費用。
Participating organisations are required to inform the Occupational Safety and Health Council at least 14 working days before the advisory session if they would like to reschedule. Otherwise, participating organisations are required to bear the full cost of the advisory session.
4. 參與機構於接受諮詢服務後，須履行以下行動：
 - 提交改善計劃建議書；以及
 - 參與「好心情@健康工作間」大獎。After receiving advisory service, participating organisations are required to fulfil the requirements below:
 - Submitting an enhancement proposal; and
 - Participating in Joyful@Healthy Workplace Best Practices Award.
5. 如免費名額用罄，機構可申請自費參加，查詢請電郵至 mentalhealthcharter@oshc.org.hk。
If the number of application exceeds the free quota, organisations can apply for the advisory service at their own cost. For enquiries, please send email to mentalhealthcharter@oshc.org.hk.

4. 精神健康急救訓練證書基礎課程 Mental Health First Aid Training Course

- 課程教授常見的情緒病和精神問題特徵，讓參加者及早辨識精神健康問題，協助當事人適當地紓緩和疏導情緒，防止精神問題惡化。課程設計以課堂學習為主，並輔以影片播放、模擬練習及測驗。
- 每間參署《約章》的機構於2023-24年度最多可派3人報讀，參加者必須為機構之現職員工。
- 課程將定期舉行，有關課程的最新資訊可參閱《約章》網站。
- This course introduces the symptoms of common mental illness and mental health issues, so as to help participants identify mental problems at an early stage, and equips them with the skills to help someone in need to relieve their mood and prevent aggravation of mental problems. This course is mainly conducted through lectures, and is supplemented with video, practical exercises and a test.
- Each signatory of the Charter is given 3 places for the course from 2023-24. Course participants must be current employees of the signatory.
- Course will be held regularly. For the latest information of the course, please refer to the Charter website.

1. 課程時數為12小時，參加者出席率達100%及測驗合格將獲發由澳洲「精神健康急救國際」認可的修業證書。
The course is 12 hours in total. To receive a certificate certified by MHFA International, participants are required to achieve full attendance and pass the test.
2. 參加者須於上課前繳交\$700學費按金，成功取得修業證書後將獲退還學費按金。
Participants are required to pay a deposit of \$700 before the course begins. The deposit will be returned to participants after they receive a certificate.
3. 如申請超過限額，將以抽籤決定。
If the number of application exceeds the quota, places will be allocated by ballot.
4. 如免費名額用罄，機構可自費申請參加課程，如有查詢，請電郵至 mentalhealthcharter@oshc.org.hk。
After the free quota is exhausted, organisations can still apply for the course at their own cost. For enquiries, please send email to mentalhealthcharter@oshc.org.hk.



宣言 Declaration

我謹代表本機構，

On behalf of the Organisation, I

- 聲明以上所填報的資料全屬真確無誤；
declare that all the details given above are true and correct to the best of my knowledge;
- 承諾創造精神健康友善職場；
pledge to create a mental health-friendly workplace;
- 同意職業安全健康局及合辦機構對甄選《精神健康職場約章》參與機構的一切決定均為最終決定；及
agree to abide by the decisions of the Occupational Safety and Health Council and co-organisers, which are final on all matters relating to Mental Health Workplace Charter; and
- 同意職業安全健康局及合辦機構使用參加表格內的資料(個人資料*除外)用作推廣《精神健康職場約章》用途。
agree that the information provided in this enrolment form (except personal data*) to be used by the Occupational Safety and Health Council and co-organisers for promotional purposes of Mental Health Workplace Charter.

《收集個人資料聲明 Personal Data Collection Statement》

1. 提供予合辦機構的資料，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。

The information you provide to the co-organisers, 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 co-organisers.

2. 為讓你得知合辦機構最新的活動，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合辦機構之研究及統計用途。

To keep you informed of co-organiser's activities, the co-organisers 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 related information. Your personal data may also be used for our research and statistical purposes.

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。

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. 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職安局提出。

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 Occupational Safety and Health Council.

5. 本局會在活動進行期間拍照或錄影，以作日後宣傳之用，當中包括但並不限於刊物、多媒體製作、影片及網上宣傳等。

The Occupational Safety and Health Council will have photo-taking or video recording during the activities which will be used for promotion in future, that includes publication, multimedia, video and on-line promotion.

* 本人不同意日後接收合辦機構發出其他活動和相關的資訊。 I do not wish to receive any information from the co-organisers in relation to its activities.

負責人姓名：

Name of Person-in-charge: _____

負責人職銜：

Post Title of Person-in-charge: _____

負責人簽名：

Signature of Person-in-charge: _____

機構印章 Organisation Chop

日期 Date



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

香港北角馬寶道28號華匯中心19樓

19/F, China United Centre, 28 Marble Road,
North Point, Hong Kong

電話 Tel : 2739 9377 傳真 Fax : 2739 9779

電郵 Email : oshc@oshc.org.hk

職安熱線 Hotline : 2739 9000

職安資訊傳真服務 SafeFax : 2316 2576

網址 Website : www.oshc.org.hk

