# 職業健康大獎
# Occupational Health Award
## 2023-24





## 比賽項目 Competition Categories

- 好心情@健康工作間大獎
  Joyful@Healthy Workplace
  Best Practices Award
- 聽覺保護大獎
  Hearing Conservation Best Practices Award
- 預防肺塵埃沉着病大獎
  Prevention of Pneumoconiosis
  Best Practices Award



**截止報名及遞交報告日期**
**Deadline for Enrolment and Submission of Reports : 29 • 02 • 2024**

職業安全健康局
Occupational Safety & Health Council

勞工處
Labour Department

衞生署
Department of Health

肺塵埃沉着病補償基金委員會
Pneumoconiosis Compensation Fund Board

職業性失聰補償管理局
Occupational Deafness Compensation Board

網上報名 Online Enrolment
https://bit.ly/41NeSGt

## 簡介 Introduction

市民大眾日漸認識職業健康的重要性。一個健康的工作場所，不單可以保障員工健康，更可以提升機構的生產力及建立正面的形象。為了鼓勵僱主及僱員加強認識職業健康，職業安全健康局、勞工處、衞生署、肺塵埃沉着病補償基金委員會及職業性失聰補償管理局於2023年12月至2024年6月期間舉辦「職業健康推廣活動」，活動包括舉行「職業健康大獎2023-24」，並將於2024年7月舉辦「職業健康大獎分享會暨頒獎典禮」。歡迎各界踴躍支持，為提升本港的職業健康水平貢獻力量。

Occupational health is a growing concern among employers and employees. A healthy working environment would not only safeguard employees' health but also enhance productivity and project a positive corporate image. Aiming to promote occupational health in the workplace, the Occupational Safety and Health Council, the Labour Department, the Department of Health, the Pneumoconiosis Compensation Fund Board and the Occupational Deafness Compensation Board launch the "Occupational Health Promotional Campaign 2023-24" from December 2023 to June 2024. There will be a series of activities, including"Occupational Health Award 2023-24". The Occupational Health Award Forum and Award Presentation Ceremony will be held in July 2024. We count on the support of different fronts in enhancing the occupational health standard in Hong Kong.

## 職業健康大獎 Occupational Health Award 2023-24

今年度大獎分為三個組別，包括「好心情@健康工作間大獎」、「聽覺保護大獎」及「預防肺塵埃沉着病大獎」。為鼓勵嘉許機構發揮創意以完善現有的管理措施，「好心情@健康工作間大獎」、「聽覺保護大獎」及「預防肺塵埃沉着病大獎」均設嘉許創意措施的獎項，歡迎機構參加。

There are 3 categories under the Award: "Joyful@Healthy Workplace Best Practices Award", "Hearing Conservation Best Practices Award" and "Prevention of Pneumoconiosis Best Practices Award". Innovative Award will also be presented under "Joyful@Healthy Workplace Best Practices Award", "Hearing Conservation Best Practices Award" and "Prevention of Pneumoconiosis Best Practices Award" to commend good health practice at work from an innovative perspective.

# 甲部 Section A 獎項及評審標準 Types of Award and Judging Criteria

## 好心情@健康工作間大獎 Joyful@Healthy Workplace Best Practices Award

- 超卓機構大獎、卓越機構大獎、傑出機構大獎及良好機構大獎
  Grand Award, Excellence Award, Outstanding Award and Merit Award
- 分別設有「企業 / 機構組」及「業務部 / 中小企組」
  "Enterprise / Organisation Category" and "Branch / Small and Medium Enterprise (SME) Category"
- 獲得超卓機構大獎機構有機會免費參加特色工作坊
  Grand Award organisations may have the chance to attend a free interest class

好心情@健康工作間報名表格
Enrolment form of
Joyful@Healthy Workplace
http://bit.ly/3dbwFh7

精神健康職場約章報名表格
Enrolment form of
Mental Health Workplace Charter

## 評審標準 Judging Criteria

報告須依照以下評審標準撰寫 The report should include the following elements:

### 1) 管理層的承諾 Management Commitment

- 制定政策、資源分配、管理層承諾 / 支持、委任專責人員 / 團隊統籌等
  Setting policy, allocating resources, getting commitment / support by senior management, allocating designated staff or team etc.

### 2)「好心情@健康工作間」計劃 Joyful@Healthy Workplace Plan

- 分析機構於三大行動領域 (健康飲食、體能活動及精神健康) 的需要
  Analyzing the needs of organisations in the three action areas: healthy eating, physical activity and mental health
- 訂立目標及實際可行的時間表 Setting targets and realistic timetable
- 制定有效的健康推廣措施 Developing effective health promotion measures
- 制定策略以鼓勵員工積極參與
  Developing strategies that could encourage active participation from employees

### 3) 推行健康推廣措施 Conducting Health Promotion Measures

- 推行針對全部三大行動領域的健康推廣措施
  Conducting health promotion measures in all three action areas
- 建立有利於推行健康推廣的工作環境
  Cultivating working environment conducive to health promotion

- 鼓勵員工積極實行健康飲食及恒常運動
  Encouraging employees' in adopting healthy eating and performing regular physical activities
- 鼓勵員工積極實行SME － S -「與人分享」、M -「正面思維」和E -「享受生活」
  Encouraging employees' active participation in S - "Sharing", M - "Mind" and E - "Enjoyment"
- 採取可持續的推廣措施 Conducting sustainable promotional measures
- 創新和改善措施 Implementing Innovative and improvement measures
- 在個別行動領域中表現卓越的機構有機會獲頒發特別獎
  Organisation with outstanding performance in a particular action area may recieve Special Award

**4) 培訓、教育及推廣 Training, Education and Promotion**

- 提供培訓、工作坊 Providing training / workshops
- 發放 / 製作健康資訊以提高認知 Disseminating / Developing health information to increase awareness

**5) 成效檢討 Review of Effectiveness**

- 制定評估計劃 Developing an evaluation plan
- 設立因應評估結果而調整計劃的機制
  Building a mechanism to adjust the plan according to the evaluation results
- 監察員工的生活模式和行為及機構的文化和氣氛等轉變
  Monitoring any changes in the employees' lifestyle and behavior; culture and atmosphere within the organisation
- 分析各項紀錄、指標及統計數字、例如：身高體重指數(BMI)、意外及缺席率、病假、醫療保險索償數字、顧客投訴、生產力及服務質素等
  Analyzing various records, indicators and statistics, like Body Mass Index (BMI), rates of accidents and absenteeism, sick leave, medical insurance claim figures, customer complaints, productivity and service quality

**6) 持續進步及創新措施 Continuous Improvement and Innovation** Measures

- 完善或加強現有管理計劃的措施
  Enhancing or reinforcing the current management plan
- 機構必須在報告具體列出創新改善措施的方案內容及其成效
  Organisations must specify the details and effectiveness of innovative measures in the report
- 採用有效而具有創意的措施，可角逐**「創意措施大獎」**
  Organisations may receive the **"Innovative Award"** for the adoption of effective and innovative measure

7) **推廣優秀表現獎 Distinction in Promotion**

- 機構如在健康飲食 / 體能運動 / 精神健康的推廣上有優秀表現，可獲**「健康飲食推廣優秀表現獎」**、**「體能活動推廣優秀表現獎」**及**「精神健康推廣優秀表現獎」***
  Organisations with distinction in promoting "Healthy Eating", "Physical Activity" and "Mental Health" may receive **"Distinction in Healthy Eating Promotion"**, **"Distinction in Physical Activity Promotion"** and **"Distinction in Mental Health Promotion"***

## 加分項目 Bonus Marks Items

參加機構如符合下列條件，可獲加分以茲鼓勵：
Additional scores will be given if the enrolled organisations have:

- 首次報名參與「好心情@健康工作間大獎」
  Not participated in "Joyful@Healthy Workplace Best Practices Award" before
- 已簽署「精神健康職場約章」
  Signed the "Mental Health Workplace Charter"
- 在截止報名日期前12個月內，曾舉辦最少六項不同的活動或措施以推廣健康飲食 / 體能活動 / 精神健康 (請於報告中列明)
  Organised at least six different activities or events to promote Healthy Eating / Physical Activity / Mental Health within the 12 months preceding the enrolment deadline (Please specify in the report)
- 推行鼓勵員工接種流感疫苗措施 (須在報告內容顯示)
  Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

## 聽覺保護大獎 Hearing Conservation Best Practices Award

### A. 卓越表現大獎 Excellence Award

在工作場所控制噪音及保障員工聽覺方面有傑出成就的公司 / 機構

For companies / organisations with outstanding achievement in hearing conservation at workplaces

- 符合良好表現大獎的條件 Meet the requirements of the Merit Award
- 實行噪音控制計劃並以工程方法在源頭或工序消減噪音
  Adoption of a noise control programme with engineering control measure to reduce the noise level at source
- 採用創新措施減少員工暴露於高噪音工作環境的危害
  Adoption of innovative measures to reduce workers' exposure to noise
- 為員工安排聽力測試 Provide audiometric test for workers

### B. 良好表現大獎 Merit Award

在工作場所保障員工聽覺方面有積極計劃及顯著表現的公司 / 機構

For companies / organisations with notable achievement in hearing conservation at workplaces

- 由合資格人士進行噪音評估 Conduct noise assessment by competent person
- 推行有效的聽覺保護計劃 Implementation of an effective hearing conservation programme

## 評審標準 Judging Criteria

報告須依照以下評審標準撰寫 The report should include following elements:

**1) 管理層的承諾 Management Commitment**

- 獲管理層落實聽覺保護方面的政策
  Policy of company / organisation on hearing conservation endorsed by senior management
- 公司架構顯示對聽覺保護之工作有充分之支持
  Structure of company / organisation on hearing conservation showing their full support

**2) 風險評估 Risk Assessment**

- 鑑定產生大量噪音的工作場所 / 工序
  Identifying the noise hazards in the workplace
- 對噪音危害作風險評估
  Evaluating the risks to safety and health arising from noise hazards identified
- 發展有效控制措施 Developing effective risk control measures

### 3) 工序控制及健康保障 Process Control and Health Assurance

- 在工作場所實行控制噪音的措施 Implementing risk control measures in the workplace
- 匯編安全工序資訊 Compiling process safety information
- 進行工序危害分析 Conducting process hazard analysis
- 以完整機械性能計劃代替「損壞停機」式的維修
  Replacing breakdown maintenance by a mechanical integrity program
- 安排身體健康監察 Arranging health surveillance

### 4) 培訓、教育及推廣 Training, Education and Promotion

- 訓練工友以獲得保護聽覺的能力，訓練涵蓋有關安全操作程序及安全實務
  Training workers on safe operating procedures and safe work practices to gain a high level of competency
- 教導員工使用合規格的聽覺保護器的重要性及必要性
  Educating workers on the importance and necessity of using approved ear protectors
- 提高、發展和維持有關聽覺保護的健康意識
  Promoting, developing, and maintaining health awareness of hearing conservation

### 5) 成效檢討 Review of Effectiveness

- 計劃的效益評估，透過量化數據作比較，及檢視員工對計劃的反應等
  Evaluating the effectiveness of the programme through various ways, including data comparison and collection of workers' feedback

### 6) 噪音控制工程計劃 Engineering Noise Control Program

- 計劃內容 Programme content
- 計劃成效報告 Programme effectiveness report
- 噪音量度方法 Noise assessment method

### 7) 持續進步及創新 Continuous Improvement and Innovation

- 完善或加強現有管理計劃的措施
  Enhancing or reinforcing the current hearing conservation programme
- 機構必須在報告具體列出創新改善措施的方案內容及其成效
  Organisations must specify the details and effectiveness of innovative measures in the report
- 採用有效而具有創意的措施，可獲**「創意改善措施大獎」**
  Organisations may receive the **"Innovative Improvement Award"** for the adoption of effective and innovative measure

## 加分項目 Bonus Marks Items

參賽機構如符合下列條件，可獲加分以茲鼓勵：
Additional scores will be given if the enrolled organisations have:

- 首次報名參與「聽覺保護大獎」之機構
  Not participated in "Hearing Conservation Best Practices Award" before
- 已簽署「好心情@健康工作間」約章
  Signed the "Joyful@Healthy Workplace" Charter
- 已簽署「精神健康職場」約章
  Signed the "Mental Health Workplace" Charter
- 在截止報名日期前12個月內，曾經安排30位或以上工友參與由職業性失聰補償管理局提供的「流動聽覺篩查服務計劃」
  Within 12 months before the deadline for registration, 30 or more workers have been arranged to participate in the "Mobile Audiometric Screening Service Programme" provided by the Occupational Deafness Compensation Board
- 在截止報名日期前12個月內，曾經為在高噪音工作崗位的員工安排有關「預防職業性失聰」的講座
  Within 12 months before the deadline for registration, talks on "Prevention of Occupational Deafness" have been arranged for employees engaged in noisy workplaces
- 參賽機構為中小企*
  Enrolled organisation is a SME*
- 推行鼓勵員工接種流感疫苗措施 (須在報告內容顯示)
  Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

* **註 Remarks:**

*中小企：即任何從事製造業而在本港僱用少於100人的公司/機構；或任何從事非製造業而在本港僱用少於50人的企業。*

*SME: If it is engaged in manufacturing business, it must employ fewer than 100 persons in Hong Kong; and if it is engaged in non-manufacturing business, it must employ fewer than 50 persons in Hong Kong.*

## 預防肺塵埃沉着病大獎 Prevention of Pneumoconiosis Best Practices Award

### A. 卓越表現大獎 Excellence Award

在工作場所推行有效的預防肺塵埃沉着病措施，有積極計劃及有傑出成就的公司 / 機構
For companies / organisations with outstanding achievement in prevention of pneumoconiosis at workplaces

- 符合良好表現大獎的條件 Meet the requirements of the Merit Award
- 實行粉塵控制計劃以工程方法在源頭或個別工序消除或減低粉塵的產生
  Adoption of a dust control programme with engineering control measure to eliminate or reduce the dust level at sources
- 採用創新措施減少員工暴露於多塵工作環境的危害
  Adoption of innovative measures to reduce workers' exposure to dust hazards
- 風險評估記錄及粉塵量度數據 Risk Assessment records and dust measurement statistics

### B. 良好表現大獎 Merit Award

- 在工作場所進行有效的預防肺塵埃沉着病措施，有積極計劃及顯著表現的公司 / 機構
  For companies / organisations with notable achievement in the prevention of pneumoconiosis at workplaces
- 推行有效的預防肺塵埃沉着病的計劃
  Implementation of effective pneumoconiosis prevention programmes

## 評審標準 Judging Criteria

報告須依照以下評審標準撰寫 The report should include following elements:

### 1) 管理層的承諾 Management Commitment

- 獲管理層落實預防肺塵埃沉着病方面的政策
  Policy of company / organisation on prevention of pneumoconiosis endorsed by senior management
- 公司架構顯示對預防肺塵埃沉着病之工作有充分之支持
  Structure of company / organisation on prevention of pneumoconiosis showing their full support

### 2) 風險評估 Risk Assessment

- 鑑定可能產生大量粉塵〈特別是可能產生矽塵 / 石棉塵〉工作場所 / 工序
  Identifying the possible dust hazards in the workplace, especially those work processes that might generate a high level of silica / asbestos dust
- 對粉塵危害作風險評估，包括粉塵量度的詳細資料；如收集塵埃的方法、收集塵埃所用的儀器、收集塵埃的策略、分析和運用有關數據
  Evaluating the risks to safety and health arising from dust hazards identified, including details of the dust measurement such as sampling methods, sampling instruments, sampling strategies, analysis and interpretation of the results
- 發展有效控制措施 Developing effective risk control measures

### 3) 工序控制及健康保障 Process Control and Health Assurance

- 在工作場所實行控制粉塵的措施，包括但不限於在工地有使用附設減塵裝置之工具，如附設集塵裝置的充電式手提電鑽、角磨機等
  Implementing risk control measures in the workplace, including but not limited to using cordless tools with dust removal system, like cordless drills with dust removal systems, cordless angle grinders with dust collectors etc., in the workplace.
- 匯編安全工序資訊 Compiling process safety information
- 進行工序危害分析 Conducting process hazard analysis
- 以完整機械性能計劃代替「損壞停機」式的維修
  Replacing breakdown maintenance by a mechanical integrity program
- 安排身體健康監察 Arranging health surveillance

### 4) 培訓、教育及推廣 Training, Education and Promotion

- 培訓工友以獲得預防粉塵危害的知識，訓練涵蓋有關安全操作程序及安全實務
  Training workers on safe operating procedures and safe work practices to gain a high level of competency
- 教導員工使用合規格的呼吸防護器的重要性及必要性
  Educating workers on the importance and necessity of using approved dust respirators
- 提高、發展和維持有關肺塵埃沉着病的健康意識
  Promoting, developing, and maintaining health awareness of pneumoconiosis

### 5) 成效檢討 Review of Effectiveness

- 計劃的效益評估，包括員工對計劃的反饋
  Evaluating the effectiveness of the programme, including employees' feedback

### 6) 塵埃控制工程計劃 Engineering Dust Control Program

- 計劃內容，特別針對游離矽石塵埃 / 含有游離矽石的塵埃 / 石棉塵埃 / 含有石棉的塵埃
  Design of the measures, especially for controlling the dust of free silica / dust containing free silica / dust of asbestos / dust containing asbestos
- 計劃成效報告 Porgramme effectiveness report
- 粉塵量度方法 Dust assessment method

### 7) 持續進步及創新 Continuous Improvement and Innovation

- 完善或加強現有管理計劃的措施
  Enhancing or reinforcing the current prevention of pneumoconiosis programme
- 機構必須在報告具體說明創新改善措施的方案內容及其成效
  Organisations must specify the details and effectiveness of the innovative measures / activities in the report
- 採用有效而具有創意的措施，可獲**「創意改善措施大獎」**
  Organisations may receive the **"Innovative Improvement Award"** for the adoption of effective and innovative measure

## 加分項目 Bonus Marks Items

參賽機構如符合下列條件，可獲加分以茲鼓勵：
Additional scores will be given if the enrolled organisations have:

- 首次報名參與「預防肺塵埃沉着病大獎」之機構
  Not participated in "Prevention of Pneumoconiosis Best Practices Award" before
- 已簽署「好心情@健康工作間」約章
  Signed the "Joyful@Healthy Workplace" Charter
- 已簽署「精神健康職場」約章
  Signed the "Mental Health Workplace" Charter
- 在截止報名日期前12個月內，曾經安排10位或以上工友參與肺塵埃沉着病補償基金委員會主辦之「醫學監測計劃」
  Arranged 10 workers or more to join the "Medical Surveillance Programme" organised by the Pneumoconiosis Compensation Fund Board within the 12 months preceding the enrolment deadline
- 在截止報名日期前12個月內，曾經安排有關預防肺塵埃沉着病的講座
  Arranged seminar related to prevention of pneumoconiosis within the 12 months preceding the enrolment deadline
- 參賽機構為中小企*
  Enrolled organisation is an SME*
- 推行鼓勵員工接種流感疫苗措施 (須在報告內容顯示)
  Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

* **註 Remarks:**

*中小企：即任何從事製造業而在本港僱用少於100人的公司/機構；或任何從事非製造業而在本港僱用少於50人的企業。*

*SME: If it is engaged in manufacturing business, it must employ fewer than 100 persons in Hong Kong; and if it is engaged in non-manufacturing business, it must employ fewer than 50 persons in Hong Kong.*

## 乙部 Section B 參加資格 Eligibility

### 好心情@健康工作間大獎 Joyful@Healthy Workplace Best Practices Award

- 必須為「好心情@健康工作間」約章簽署機構。
  Should be one of the signatories of the "Joyful@Healthy Workplace" Charter.
- 企業組：接受工業經營或非工業經營的企業 / 機構，包括所有政府部門及公營機構參加。
  Enterprise / Organisation Category: open to enterprises and organisations of industrial undertaking or non-industrial undertaking, including government departments and public organisations.
- 業務部 / 中小企組：接受附屬公司、個別地盤 / 工作場所、個別部門或中小企，即任何從事製造業而在本港僱用少於100人的公司 / 機構；或任何從事非製造業而在本港僱用少於50人的企業參加。
  Branch / SME Category: open to subsidiary, individual construction site / workplace, individual division or SME, i.e. if it is engaged in manufacturing business, it must employ fewer than 100 persons in Hong Kong; and if it is engaged in nonmanufacturing business, it must employ fewer than 50 persons in Hong Kong.
- 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)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。
  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) and operating in Hong Kong for at least one year prior to the closing date for entry.
- 接受所有政府部門及公營機構參加。
  Open to all government departments and public organisations.
- 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。
  The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.
- 參賽機構必須具備有效的商業登記證(政府部門及公營機構除外)。
  Entrants must possess a valid business registration certificate (except government departments and public organisations).
- 機構委派個別工作場所參賽須要符合下列條件：
  For individual workplace of enterprise / organisation participating in the award scheme, it must satisfy the following criteria:
  - 位處於香港 The workplace is located in Hong Kong.

- 如參賽的是地盤，其建築工程為期最少七個月（不包括保養期）。參賽地盤或項目須於2023年12月1日至2024年6月30日期間有工程進行。如有特殊原因，參賽機構未能符合工期要求，可於截止遞交報名日期前，個別以書面陳述原因，再由評審團考慮及商議。
  If the entry is a construction site, the construction works undertaken should last for at least 7 months excluding the Defects Liability Period. The construction site / project should have construction works undertaken during the period between 1 December 2023 and 30 June 2024. If the organisations is not able to meet this criteria with special reasons, please submit a written statement of reasons before the deadline for enrolment. The judging panel will discuss for the arrangement.

- 在截止報名日期前12個月內，該參賽的機構或工作場所並無發生任何嚴重*或致命意外，或收到由勞工處發出的暫時停工通知書。
  There has been no serious accident in that organisation/workplace within the 12 months preceding the enrolment deadline, nor has it received a suspension notice from the Labour Department.
- 在評審結果公布前，該參賽的機構或工作場所如發生任何嚴重*或致命意外；或收到由勞工處發出的暫時停工通知書，參賽資格將被取消。
  Entry will be automatically disqualified any time before the announcement of assessment results if a serious accidents* or fatal accident has happened in that organization / workplace; or if that organization / workplace has received suspension notice from the Labour Department.
- 入圍機構須派出代表於2024年7月的「職業健康大獎分享會暨頒獎典禮」上向與會者分享經驗及最佳實務。
  The shortlisted companies should send representative(s) to share their experiences and best practices on the Occupational Health Award Forum cum Award Presentation Ceremony in July 2024.

## 聽覺保護大獎 Hearing Conservation Best Practices Award
## 預防肺塵埃沉着病大獎 Prevention of Pneumoconiosis Best Practices Award

- 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）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。
  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) and operating in Hong Kong for at least one year prior to the closing date for entry.
- 接受所有政府部門及公營機構參加。
  Open to all government departments and public organisations.
- 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。
  The scope of all entries, be it related to manufacturing, construction, maintenance or delivery of service, must be within the territory of Hong Kong.

- 參賽機構必須具備有效的商業登記證（政府部門及公營機構除外）。
  Entrants must possess a valid business registration certificate (except government departments and public organisations).
- 機構須委派個別工作場所參賽，並要符合下列條件：
  For individual workplace of enterprise / organisation participating in the award scheme, it must satisfy the following criteria:
  - 位處於香港 The workplace is located in Hong Kong.
  - 如參賽的是地盤，其建築工程為期最少七個月（不包括保養期）。參賽地盤或項目須於2023年12月1日至2024年6月30日期間有工程進行。如有特殊原因，參賽機構未能符合工期要求，可於截止遞交報名日期前，個別以書面陳述原因，再由評審團考慮及商議。
    If the entry is a construction site, the construction works undertaken should last for at least 7 months excluding the Defects Liability Period. The construction site / project should have construction works undertaken during the period between 1 December 2023 and 30 June 2024. If the organisations is not able to meet this criteria with special reasons, please submit a written statement of reasons before the deadline for enrolment. The judging panel will discuss for the arrangement.
- 在截止報名日期前12個月內，該參賽的機構或工作場所並無發生任何嚴重*或致命意外，或收到由勞工處發出的暫時停工通知書。
  There has been no serious accident in that organisation/workplace within the 12 months preceding the enrolment deadline, nor has it received a suspension notice from the Labour Department.
- 在評審結果公布前，該參賽的機構或工作場所如發生任何嚴重*或致命意外；或收到由勞工處發出的暫時停工通知書，參賽資格將被取消。
  Entry will be automatically disqualified any time before the announcement of assessment results if a serious accidents* or fatal accident has happened in that organization / workplace; or if that organization / workplace has received suspension notice from the Labour Department.
- 入圍機構須派出代表於2024年7月的「職業健康大獎分享會暨頒獎典禮」上向與會者分享經驗及最佳實務。
  The shortlisted companies should send representative(s) to share their experiences and best practices on the Occupational Health Award Forum cum Award Presentation Ceremony in July 2024.

# 丙 部 Section C 參賽過程 Participating Procedures

## 參加辦法 Application Procedures

- 參賽機構需要於**2024年2月29日(星期四)或之前遞交報名表格及呈交有關大獎的詳細計劃報告**，其內容不多於5頁，中英文均可。其他相關文件、相片、數據或視聽材料等附加資料亦可一併呈交。如以電郵遞交，每個郵件不得超過10MB，**遲交將不予受理**。
  **Applicants are requested to submit enrolment form and written report** in English or Chinese on the related Award in no more than 5 pages **on or before 29 February 2024 (Thursday)**. Relevant documents and materials such as photographs, statistics or audiovisual materials may accompany the submission as supplementary information to facilitate the assessment. Applications submitted by email should be less than 10MB. **Late submission will not be accepted**.

## 評審團 Judging Panel

1) 評審團及主辦機構對參賽機構的資格及參賽類別，以及整個獎項計劃的賽果及各項事宜均擁有最終決定權，並具約束力。參賽機構必須遵從主辦機構及評審團作出的任何決定。
   All decisions made by the judging panel and the organiser are final and binding in all matters relating to the award scheme such as the eligibility of applicants, the award category that the applicant can enter and the result of award presentation. Participating companies that submit an entry are expected to abide by whatever decisions made by them.
2) 參賽機構轄下的任何地盤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。
   If a serious incident* has happened in any construction site / project under the participating company or / and seriously affects public confidence and perception, the panel reserves the right to withhold any or all awards and its entry may risk disqualification.

* **註 Remarks:**

*嚴重意外事故包括以下一項或多於一項的情況：*
*"Serious incident" means an incident involving either one or a combination of the following:*

i. *身體嚴重受傷：*
   - *導致喪失一臂或一腿或截肢；*
   - *或導致或可能導致永久地完全殘廢*

   *Serious bodily injury:*
   - *Resulting in a loss or an amputation of a limb; or*
   - *Which has caused or is likely to cause permanent total disablement to the injured*

ii. *導致或造成身體嚴重受傷事故（但未及上述的嚴重程度）；或對工作場所或附近的物業造成破壞而對公眾安全構成威脅*
   *(參考發展局工務技術通告DEVB TCW No. 3/2009)*
   *Dangerous occurrence or incident at workplace leading to or resulting in an injury that is considered serious (but not up to the extent as described above), or damage to works or property on or adjacent to the workplace that posed a potential threat to public safety.*
   *(With reference to DEVB TCW No. 3/2009 Works Technical Circulars, Development Bureau)*

3) 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。
Awards will be presented only where the judging panel is satisfied that the entrant's safety and health standard is commendable. The panel reserves the right to withhold any or all awards.

4) 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之權利，而該參賽機構及 / 或項目將不獲發嘉許證書 / 參與證書。
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.

5) 若主辦機構因不可抗力的因素而未能安排實地評審，該參賽項目的評分將會作調整。若參賽項目未能安排評審小組進行實地評審，或未能於實地評審期間展示及示範項目的內容，大會有權取消其參賽資格，或只發出參與證書。
If the organiser cannot arrange the on-site assessment due to a force majeure event, the organiser reserves the right to adjust the score of the short-listed entry. The organiser also reserves the right to disqualify any short-listed entry or only presenting the certificate of participation to the short-listed entry, who fails to arrange the on-site assessment or unable to present the project details to the judging panel during the on-site assessment.

6) 參賽機構簽署參賽表格，即同意職安局可向勞工處及 / 或相關機構提供就是次比賽之報名資料，以作核對其安全紀錄。
By signing the enrolment form, enrolled organisations agree that the Occupational Safety and Health Council reserves the right to submit the application information to Labour Department and / or related organisations for verifying the safety record.

## 評審程序 Assessment Process

評審工作由2024年3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。
The assessment for all awards starts from March 2024. This involves a three-stage process – preliminary review, detailed assessment and final judging.

### 1. 初步甄選 Preliminary review

- 主辦機構會對參賽機構進行初步甄選，主辦機構亦會視乎需要與政府部門核實參賽項目的資料，入圍的參賽機構將進入下一輪評核。
  The organiser will conduct an initial screening of entrants. The organisers may validate the information with government departments when neccessary. Suitable applicants will be shortlisted for further assessment.

### 2. 詳細評核 Detailed assessment

- 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公司參賽項目的實際運作情況，從而按照評審準則，進一步就公司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。評審小組將於2024年4月9日至4月23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（包括所涉及的裝置）。倘未能安排評審團進行實地評審，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。如評審工作因其他情況而未能如期進行，實地評審將延期或以其他形式進行，當中包括但不限於網上形式或由入圍機構以錄像形式進行評審。

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 judging panel for final review. On-site assessment will be conducted during 9 April to 23 April 2024. The short-listed entry should present the project details (including the involved equipment) during the on-site assessment. Shall the short-listed entry fails to arrange for an on-site assessment or unable to present the project details during the on-site assessment, it may risk disqualification. If the site visit could not be conducted due to other circumstances, the site assessment may postpone or shall be conducted in other means, including but not limited to online assessment with video recording.

3. **最後評選 Final judging**

- 評審團會選出各獎項的最後得獎名單。
  The judging panel will make the final decision on the winner list of the awards.

分享會暨頒獎典禮於2024年7月舉行，成功通過實地評審的入圍機構須派員親身於當日向與會者分享最佳實務經驗，否則參賽資格可能會被取消。
The Forum and Award Presentation Ceremony will be held in July 2024, shortlisted entries successfully passed the on-site assessment should send representative(s) to share their experience and best practices. Those which fail to comply may be disqualified.

## 重要日期 Important Dates

| | |
|---|---|
| **2024年2月29日(星期四)**<br>**29 February 2024 (Thursday)** | **截止報名、遞交報告及補充資料 ***<br>**Deadline for enrollment, submission of report and supporting information*** |
| 2024年4月9日至4月23日 (11個工作天)<br>9 April – 23 April 2024 (11 working days) | 實地評核入圍機構<br>Site visit to shortlisted entries |
| 2024年7月<br>July 2024 | 職業健康大獎分享會暨頒獎典禮<br>Occupational Health Award Presentation Ceremony |

* *遲交將不予受理。Late submission will not be accepted.*

## 查詢 Enquiries

聯絡人 Contact Person (電話 Tel)：
劉焯明先生 Mr Enoch Lau (3106 5672) / 郭可婷女士 Ms Ella Kwok (3106 2115)
梁穎寶女士 Ms Rainbow Leung (2116 5636) / 侯藹琳女士 Ms Helen Hau (2116 5671)
傳真 Fax : 2739 9779　　電郵 E-mail : ohaward2023@oshc.org.hk

# 職業健康大獎 Occupational Health Award

## 參賽表格 Enrolment Form

請於2024年2月29日或之前傳真回2739 9779或電郵至ohaward2023@oshc.org.hk
Please fax to 2739 9779 or email to ohaward2023@oshc.org.hk on or before 29 February 2024

(請以正楷填寫 Please write in BLOCK letters)　　請於適當處加"✓" Please"✓" as appropriate

參賽組別 Category : ❑ **(A) 好心情@健康工作間大獎 Joyful@Healthy Workplace Best Practices Award**

**二選一 Please choose ONE** ⇨
- ❑ **企業 / 機構組 Enterprise / Organisation**
- ❑ **業務 / 中小企組 Branch / SME**

❑ **有意參加「創意措施大獎」(可選填) Interested in participating in the "Innovative Award" (Optional)**

❑ **(B) 聽覺保護大獎 Hearing Conservation Best Practices Award**
❑ **有意參加「創意改善措施大獎」(可選填) Interested in participating in the "Innovative Improvement Award" (Optional)**

❑ **(C) 預防肺塵埃沉着病大獎 Prevention of Pneumoconiosis Best Practices Award**
❑ **有意參加「創意改善措施大獎」(可選填) Interested in participating in the "Innovative Improvement Award" (Optional)**

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

地址 : _____ (中文)　Address : _____ (English)

成立年份 Year of establishment : _____　僱用人數 Numbers of employees : _____

業務部 / 項目名稱(適用於地盤) Branch / Project title (Applicable to construction site) : _____

_____ (中文)　_____ (English)

業務部 / 項目地址 : _____ (中文)

Address of branch / Project : _____ (English)

開工日期 (適用於地盤) Work Commencement Date (Applicable to construction site) : _____

完工日期 (適用於地盤) Work Completion Date (Applicable to construction site) : _____

業務性質 Business nature :

☐ 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
☐ 機電業及汽車維修服務業 Electrical and Mechanical Trade and Repair of Vehicles
☐ 製造業 Manufacturing Industry
☐ 醫護服務業 Health Care Services
☐ 其他行業(請列明) Other industries (please specify) : _____

❑ 在截止報名日期前的12個月內，並無任何嚴重或致命意外 (包括收到由到勞工處發出的暫時停工通知書) 在該參賽機構或工作場所發生。
No serious accident or fatal accident (including received the suspension notice from the Labour Department) has happened in that organisation / workplace within the 12 months preceding the enrolment deadline.

聯絡人姓名 Contact person : _____　職銜 Position : _____　電話 Tel. : _____

手提 Mobile : _____　電郵 E-mail : _____　傳真 Fax : _____

本局可能透過短訊提供此活動的資料 Council may send you the event details by SMS

* **加分項目 Additional scores will be given if the applicant company (請於適當位置加✓ Please ✓ as appropriate)**
**適用於「好心情@健康工作間大獎」Applicable to "Joyful@Healthy Workplace Best Practice Award"**

❑ 首次報名參與「好心情@健康工作間大獎」之機構 Not participated in "Joyful@Healthy Workplace Best Practices Award" before
❑ 已簽署「精神健康職場」約章 Signed the "Mental Health Workplace" Charter
❑ 在截止報名日期前12個月內，曾舉辦最少六項活動或措施以推廣健康飲食 / 體能活動 / 精神健康 (請於報告中列明)
Organised at least six different activities or events to promote Healthy Eating / Physical Activity / Mental Health within the 12 months preceding the enrolment deadline (Please specify in the report)
❑ 推行鼓勵員工接種流感疫苗措施 (須在報告內容顯示)
Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

**適用於「聽覺保護大獎」Applicable to "Hearing Conservation Best Practices Award"**

- ❑ 首次報名參與「聽覺保護大獎」之機構 Not participated in "Hearing Conservation Best Practices Award" before
- ❑ 已簽署「精神健康職場」約章 Signed the "Mental Health Workplace" Charter
- ❑ 已簽署「好心情@健康工作間」約章 Signed the "Joyful@Healthy Workplace" Charter
- ❑ 本機構為中小企 Our Organisation is a SME
- ❑ 在截止報名日期前12個月內，曾經為在高噪音工作崗位的員工安排有關「預防職業性失聰」的講座
  Within 12 months before the deadline for registration, talks on "Prevention of Occupational Deafness" have been arranged for employees engaged in noisy workplaces
- ❑ 在截止報名日期前12個月內，曾經安排30位或以上工友參與由職業性失聰補償管理局提供的「流動聽覺篩查服務計劃」
  Within 12 months before the deadline for registration, 30 or more workers have been arranged to participate in the "Mobile Audiometric Screeing Service Programme" provided by the Occupational Deafness Compensation Board
- ❑ 推行鼓勵員工接種流感疫苗措施（須在報告內容顯示）
  Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

**適用於「預防肺塵埃沉着病大獎」Applicable to "Prevention of Pneumoconiosis Best Practices Award"**

- ❑ 首次報名參與「預防肺塵埃沉着病大獎」之機構 Not participated in "Prevention of Pneumoconiosis Best Practices Award" before
- ❑ 已簽署「精神健康職場」約章 Signed the "Mental Health Workplace" Charter
- ❑ 已簽署「好心情@健康工作間」約章 Signed the "Joyful@Healthy Workplace" Charter
- ❑ 在截止報名日期前12個月內，曾經安排10位或以上工友參與肺塵埃沉着病補償基金委員會主辦之「醫學監測計劃」
  Arranged for 10 workers or more to join the "Medical Surveillance Programme" organised by the Pneumoconiosis Compensation Fund Board within the 12 months preceding the enrolment deadline
- ❑ 在截止報名日期前12個月內，曾經安排有關預防肺塵埃沉着病的講座
  Arranged seminar related to prevention of pneumoconiosis within the 12 months preceding the enrolment deadline
- ❑ 本機構為中小企 Our Organisation is a SME
- ❑ 推行鼓勵員工接種流感疫苗措施（須在報告內容顯示）
  Implemented measures to encourage employees to get Seasonal Influenza Vaccine. (Evidence should be shown in the report)

*本機構明瞭並願意遵守參賽的規則及條件。本人確認上述所填報之一切資料均正確無誤。*
*We have read the Rules and Conditions of Entry and agree to abide by them. I hereby declare that the above information is correct to my fullest understanding.*
*本機構同意職業安全健康局有權與政府部門進行資料核實。*
*We agree that the Occupational Safety and Health Council may validate the information with government departments.*
*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作活動宣傳之用，而參與推廣計劃時提供的文章均屬職業安全健康局版權所有。*
*We agree to our entry being publicised and published at the discretion of the Occupational Safety and Health Council. The Council shall own the copyright of any articles provided by the participating organisations for the event.*
*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，並於一切有關比賽的事宜上，均具約束力。*
*We agree that all decision made by the Organisers and the Judging Panel are final and binding in all aspects relating to the Competitions.*

_____ _____

授權人士簽署及機構印鑑 Authorised signature with organisation chop　　日期 Date

簽署者姓名 Name of Signatory : _____　簽署者職銜 Position : _____

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

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，只會用於與本局活動相關的用途。
   The information you provide to the Occupational Safety & 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. 為讓你得知本局的最新活動，本局將使用你的個人資料，包括你的姓名、電話號碼、通訊和電郵地址，向你提供本局有關職業安全健康的訓練課程、活動、服務及其他有關職業安全健康的資訊。你的個人資料亦可能被用作本局之研究及統計用途。
   To keep you informed of the Council's latest activities, the Council shall use your personal data, including your name, telephone number and correspondence and email addresses, to provide you with updates in relation to our training courses, events, services and other occupational safety and health 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. 你可以要求查閱、改正或刪除你的個人資料。有關申請須以書面向本局提出，請電郵致 oshc@oshc.org.hk。
   You have may make data access requests, data correction requests and data erasure requests to the Council in relation to your personal data. If you wish to do so, please submit a written request and email to oshc@oshc.org.hk.

* ☐ 本人不同意日後接收由職業安全健康局發出其課程、活動、服務和相關的資訊。
  I do not wish to receive any information from the Council in relation to its training courses, activities, services other related information.

簽署 Signature : _____　日期 Date : _____

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