香港安全社区

HONG KONG SAFE COMMUNITY

攜手共建安全社區 | Together We Build Safe Community

職業安全健康局

OCCUPATIONAL SAFETY & HEALTH COUNCIL

香港安全社區

Hong Kong Safe Community
甚麼是「安全社區」？

「安全社區」是指一個社區，結合區內不同組織，包括政府部門、企業、學校、屋邨、醫院及社會服務團體，集合各自的資源和能力，一同減少區內意外及傷患，並營造一個安全、健康和諧的工作、居住及生活環境。

為何建立「香港安全社區」

每個人都渴望在一個安全的環境下生活及工作，建立安全社區對個人和機構以及社會都是有益的。對工商企業而言，一個安全健康的工作環境，不但可以減少意外損失，還可以提升生產力；對學校、醫院等不同的服務機構而言，一個舒適健康的環境，有助提高他們的服務質量；對政府部門而言，一個人人自律的安全社區，可以令區內居民安居樂業。「香港安全社區」正代表區內居民可以安全健康地工作及生活。

怎樣建立「香港安全社區」

每個社區各具特色，而面對的安全問題亦不盡相同，但若我們能從中找出影響社區安全的主要原因，對症下藥，必定可以建立一個更安全健康的社區。你的社區或許已有不少熱心人士、部門機構、社區團體一同合作，推動及改善社區安全。而職業安全健康局亦樂意為各社區提供諮詢服務，協助社區建立一個有系統及可持續發展的安全管理系統。

現時香港安全社區計劃下有四大支援計劃，包括香港安健屋邨、香港安健院舍、國際安全學校及其他安全工作場合。而職安局亦推出「安全社區職業安全健康推廣計劃」，透過財政資助，鼓勵安全社區舉辦職安健宣傳推廣活動。

成為香港安全社區的六項準則

「香港安健認證計劃」為有志成為「香港安全社區」的地區提供標準化的認證服務，欲成為「香港安全社區」的地區必須符合以下六項準則：

1. 建立社區安全政策
   建立社區安全政策以顯示社區在實現安全社區環境的安排和承諾。

2. 建立安全社區組織
   建立包括區內不同持份者的組織以執行社區安全政策。

3. 識別社區的安全需要
   透過監測社區的情況，以識別社區的安全需要。

4. 實施社區安全計劃
   因應社區的安全需要，建立及實施不同的社區安全計劃，以防止傷患，並提升社區成員的安全意識。
5. 評估社區安全計劃
評估社區安全計劃在預防傷患及提升安全意識的效果，並決定是否需要展開其他跟進工作。

6. 共享安全社區經驗
與其他社區分享預防傷患、提升安全意識的經驗，並借鑑其他社區的最佳實務。

「香港安全社區」認證流程簡介：

【香港安全社區認證流程表】

有意申請成為「香港安全社區」的地區，向「香港安健認證計劃」提出申請，認證中心會在十個工作天內發出收悉回函。

社區向「香港安健認證計劃」提交相關文件及報告。

「香港安健認證計劃」認證人員，對社區呈交的文件及報告進行審閱，以決定該社區是否已具備條件進行實地考察或需提供更多資料。

「香港安健認證計劃」認證人員安排進行實地考察，並與社區持份者面談。一般而言，首次認證需安排一天實地考察。

社區若符合「香港安全社區」的六項準則，並通過「香港安健認證計劃」的審核，將獲確認為「香港安全社區」。

社區需在三年後進行重新認證，而審核程序將與首次認證相同。

費用
1. 首次確認的認證費用為港幣30,000元
2. 再確認的認證費用為港幣10,000元

查詢
香港安全社區計劃
吳敏怡女士 2116 5685，余海娟女士 3106 8573，電郵：hksafecom@oshc.org.hk

香港安健認證計劃
許偉文女士 2116 5018，徐健威先生 2116 5056，電郵：certification@oshc.org.hk
What is "Safe Community"?

A "Safe Community" is a community in which government departments, enterprises, corporations, schools, estates, hospitals and social service organizations work together, pooling their own resources and abilities to reduce injuries and accidents, so that everyone in the community could work and live safely and healthily.

Why we need "Hong Kong Safe Community"

Everyone wants to live and work in a safe environment. Building a safe community is beneficial for individuals, organizations and the society. For an enterprise, a safe and healthy workplace not only reduce injuries and the cost of injury compensation, it also enhances the productivity and workers' morale; as for schools and hospitals, a comfortable and safe environment could improve the effective service delivery; a community where safety culture is strong would also benefit the government administration. "Hong Kong Safe Community" is a community which citizens can live and work safely and healthily.

How to establish "Hong Kong Safe Community"

Every community has its own characteristics, and their safety issues are different. If we find out the main reasons which affect community safety, and tackle the problem accordingly, we can build a safer and healthier community. Your community may already have individuals, groups, organizations who committed their time and resources to make your community safer. Working in partnership, Occupational Safety and Health Council is happy to provide an advisory service to help communities to establish systematic and sustainable community safety management systems.

There are four supporting programs under the umbrella of Hong Kong Safe Community Program, including Hong Kong Safe & Healthy Estate, Hong Kong Safe & Healthy Residential Care Home, International Safe School and International Safe Workplace Program. The Occupational Safety and Health Council also launches "Safe Community Occupational Safety and Health Campaign" to encourage safe community to organize OSH activities.

6 criteria for "Hong Kong Safe Community"

Hong Kong Safety and Health Certification Scheme provides standard certification service for community which wants to become "Hong Kong Safe Community". To designate as "Hong Kong Safe Community", the community should fulfill the 6 criteria below:

1. Establishment of Community Safety Policy
   A Community Safety Policy is established to state the commitment and arrangement for achieving a safe community environment.

2. Establishment of Safe Community Organization
   An organizational structure involving different stakeholders in the community is established for achieving the Community Safety Policy.

3. Identification of Community Safety Needs
   Injury surveillance is conducted to identify the safety needs of the community.
4. Implementation of Community Safety Programs
   Base on the identified safety needs, community safety programs are established and implemented to prevent injury cases and enhance safety awareness of community members.

5. Evaluation of Community Safety Programs
   Evaluate community safety programs for their effectiveness on injury prevention and safety awareness enhancement, and whether necessary follow-up actions shall be taken.

6. Sharing of Safety Community Experience
   Sharing experiences on injury prevention, implementation of safety awareness enhancement program with other communities, as well as benchmarking other communities’ best practices.

Flowchart of “Hong Kong Safe Community” Certification:

- **Hong Kong Safe Community Certification Process**
  - The community submits application for Hong Kong Safe Community Certification to Hong Kong Safety and Health Certification Scheme. The acknowledge receipt of application will be issued within 10 working days after submission.
  - The community submits relevant reports and documents to Hong Kong Safety and Health Certification Scheme.
  - Certifier of Hong Kong Safety and Health Certification Scheme will review the submitted reports and documents, and decide if the community is qualified for site visit or extra information is needed.
  - Certifier of Hong Kong Safety and Health Certification Scheme will conduct site visit and interview key stakeholders of the community. In general, the initial designation process involves the arrangement of a one day site visit.
  - If the community fulfills the 6 criteria of “Hong Kong Safe Community” and pass the audit of Hong Kong Safety and Health Certification Scheme, it will be designated as “Hong Kong Safe Community”, the certificate will be valid for 3 years.
  - The community is required to apply for re-designation upon expiry of initial designation. The audit procedures of re-designation will be the same as initial designation.

**Registration Fee**
1. HKD30,000 for certification for designation
2. HKD10,000 for certification for re-designation

**Enquiry**
- **Hong Kong Safe Community Programme**
  - Ms. Akina Ng 2116 5685; Ms. Yanny Yu 3106 8573; email: hksafecom@oshc.org.hk
- **Hong Kong Safety and Health Certification Scheme**
  - Ms. Vicky Hui 2116 5018; Mr. Ray Tsui 2116 5056; email: certification@oshc.org.hk