



# 文職及專業 服務業

## Sedentary and Professional Services Safety and Health Bulletin

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安全健康通訊



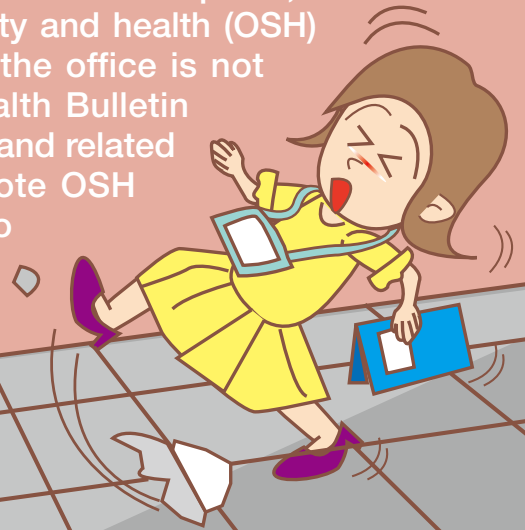
### 辦公室安全健康推廣

### Promotion of Office Safety and Health

引言 INTRODUCTION

與高危行業及惡劣工作環境比較，大家或者以為辦公室是一個既舒適又安全的工作場所。雖然，辦公室內職業安全健康的風險確實要比工廠或其他工作場所為低，然而卻也存在不少問題。本期通訊將討論辦公室內常見的職業安全健康問題，及其預防和改善措施，以協助僱主及僱員積極推廣職業安全健康，從而減低辦公室意外或職業病的發生。

Compared with high-risk industries and hostile working environments, the office is generally believed to be a safe and comfortable workplace, as it is exposed to lower risks of occupational safety and health (OSH) than factories and other workplaces; however, the office is not without problems. This issue of Safety and Health Bulletin will discuss common OSH problems in the office and related preventative and corrective measures to promote OSH concepts among employers and employees so as to reduce the occurrence of accidents or occupational diseases in the office.



辦

### 辦公室安全 Office Safety

辦公室的意外黑點，包括座椅、通道上的雜物、垃圾、電線或電話線、磨損的地毯、開著的抽屜和濕滑的地板均是容易發生意外的地方。

Accident-prone black spots in the office include chairs, sundries, garbage, electric wires or telephone wires in the aisles, worn rugs, open drawers, and wet floor.



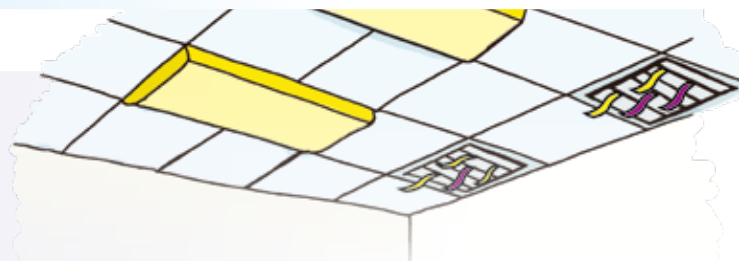
- 濕滑的地板可引致工作人員滑倒。發現地面濕滑時應及時清理，並張貼告示，以提醒行人。
- 在透明光亮的玻璃門適當位置上張貼標誌，以免令人撞向玻璃，導致意外。
- 小心處理和擺放尖銳的物件如界刀、剪刀及釘等，以免弄傷員工。
- 使用後的文件櫃應立即關好，以免絆倒或撞傷行人。
- 凌亂及鬆脫的電線容易使人絆倒。應固定及整齊排放電線，並遠離通道。
- 使用影印機時，要蓋好遮光板，避免強光刺激眼部；影印機應放在通風良好的地方，使機內產生的臭氧能迅速消散。
- 頭髮、衣物等容易被扯進碎紙機內，造成危險。維修保養時應關掉電源，以免意外發生。
- A wet floor may cause workers to fall. Clean the wet floor promptly and post a notice to caution others.
- Stick a warning sign to bright and transparent glass doors where appropriate in case anyone may bump into the glass and get hurt.
- Carefully store and work with sharp items such as paper knives, scissors and tacks to prevent bodily injury.
- Lock up file cabinets immediately after use so as not to trip or hurt others.
- Tangled or loose electric wires may easily cause people to trip up. Arrange them securely and tidily, and keep them away from the aisles.
- Cover the glare shield of a photocopier to protect the eyes from the glare; put the photocopier in a well-ventilated place to quickly disperse ozone from inside the machine.
- Caution that hair and clothes can be easily dragged into a shredder. Turn off the power before servicing the machine to avoid accidents.

辦

## 公室照明 Office Lighting

充足的照明是保持工作場所之安全與健康的基本因素。一般辦公室的桌面照明度應介乎 300-500 勒克斯之間。

- 辦公室桌面應淺色而不反光，避免與文件構成強烈對比，令使用者疲勞。
- 電腦屏幕與窗戶和光源成直角，以避免屏幕反光。
- 百葉簾或柔光罩是控制眩光和光線分佈的有效方法；使用向上光源是控制眩光及陰影的好方法。
- 有需要較高的照明時，可考慮提供檯燈作局部照明之用。
- An office desk should be in light color and does not reflect light so as not to create a sharp contrast with papers that may cause users to feel tired.
- Your computer screen should be placed at right angles to the window to avoid unfavorable reflection of light.
- A shutter or diffuser is effective against glare and light dispersion; an upward light source is a good way to reduce glare and shade.
- When necessary, use a cabinet lamp to brightly illuminate a certain part.



Sufficient lighting is essential to keep the workplace safe and healthy. Generally, the luminance of an office desk should be within the range of 300-500 lux.



## 安全 Fire Safety

別以為辦公室環境是低火災風險的工作場所，其實防火是任何辦公室重要的安全健康工作之一。僱主應確保員工明白防火要注意的事項及制定火警緊急疏散計劃，並進行定期防火演習。

- 辦公室內應禁煙。
- 辦公室內不應存放過量之易燃物。
- 切勿阻塞和鎖上出口門戶和通道，出口必須通去一開放的安全地區。
- 切勿阻塞救火設備，應學習如何使用滅火筒及滅火喉等緊急救火設備。
- 員工應熟悉走火的途徑及安全集合地點，並於辦公室工作地點定期進行防火演習。

Do not take it for granted that the office is a workplace with a low risk of fire. Actually, fire prevention forms an important part of office safety and health. Employers must ensure that their employees understand fire hazards, have an emergency evacuation plan in place against fire, and carry out fire drills regularly.

- Smoking is prohibited in the office.
- Do not store excess inflammables in the office.
- Do not block or lock exit doors or passageways. The exit must provide access to an open and safe area.
- Do not obstruct access to fire facilities. Learn how to use fire equipment such as fire extinguishers and fire hose reel.
- Employees should be familiar with the fire access and assembly points, and carry out fire drills in the office on a regular basis.



## 安全使用顯示屏幕設備 Safe Use of Display Screen Equipment

長時間操作電腦顯示屏幕設備可導致肌肉筋骨勞損、疲倦、眼睛疲勞不適和視力模糊等毛病。辦公室員工經常使用電腦屏幕設備，為員工的安全健康著想，僱主應加強電腦工作間的全面管理，包括設備及工作間的環境。

辦公室員工操作電腦顯示屏幕設備時應注意：

- 眼睛與顯示屏之距離應有舒適視距，大約保持在350-600毫米之間。
- 光源應從頂部而來，如背靠窗戶，應善用窗簾阻隔強光，避免眩光效應。
- 如長時間操作，要安排適當的休息時間。
- 休息時作適當的手部、肩部、頸部及腰部的伸展運動，可紓緩筋肌及放鬆緊張的精神狀態。



Using display screen equipment for a prolonged period of time may cause musculoskeletal disorders, fatigue, eye strain and discomfort, or blurred vision. Employers should strengthen workplace management including equipment and working environment to protect the safety and health of office workers who need to use display screen equipment frequently.

Office workers should do as follows when using display screen equipment:

- Keep your eyes at a comfortable distance, usually 350-600 mm, from the computer screen.
- Light should come from a source above. If you sit with your back against a window, use a curtain to protect your eyes from glare.
- Take a break after working for a long time.
- During breaks, stretch your hands, shoulders, neck and waist to relax muscles and relieve mental stress.



## 體力處理操作

# Manual Handling Operations

辦公室的工作常有涉及體力處理操作的工序，不正確的操作姿勢可導致背部受傷。搬運重物時應注意正確姿勢，要抓緊物件並將物件貼近身體才開始移動，還要保持背部挺直。放下物件時，要屈膝而非彎腰。一般安全體力處理操作法則如下：

Office work often involves manual handling operations. An incorrect posture may cause back injury. When handling a heavy object, be sure to take correct posture. Hold the object tightly and do not move until the object comes close to your body. Also, keep your back upright. When putting down a heavy object, bend your knees, not waist. Follow the instructions below to ensure safety in general manual handling operations:

- 1** 開始時要靠近被搬運的物件。取得一穩固立足點，雙腳分立在重物兩邊。  
First, come close to the heavy object you want to move. Stand firmly with feet apart over the object.



- 2** 蹲下，將兩腿稍為叉開，背部挺直，屈膝。  
Crouch down with your feet slightly apart and keep your back straight. Bend your knees.



- 3** 緊握物件，確保不會溜手。  
Hold the object tightly to prevent it from slipping off.



- 4** 吸氣，肺部膨脹有助於支持脊柱。  
Take a breath. Inflated lungs help support your spine.



- 5** 用腿力提舉重物，慢慢站直雙腿，雙腿站直後，回復直立之姿勢。  
Lift the object up using leg power. Straighten your legs slowly. Then return to the standing posture.



- 6** 緊握物件並將之貼近身體。  
Hold tightly the object close to your body.



- 7** 提舉時，動作須流暢，切勿急劇，利用雙腳轉身，不可扭腰。  
Lift it up smoothly and slowly. Use your feet instead of waist to turn around.



### 有獎問答遊戲 Quiz :

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答案 Answer : 1. C 2. C 3. C 得獎者 Winners : 趙定歡、高彩芬、Miranda Ko Hoi Ying、Lee Wing Yim、William Lau Wai Lam

恭喜以上各得獎者，得獎者將獲專函通知領獎事宜。

Congratulations to the above winners, winners will be notified separately in writing.



## 職及專業服務業安全及健康委員會活動花絮 Activities Highlights of Sedentary and Professional Safety & Health Committee

### 講座活動 OSH Seminars:

本委員會於2013年11月1日假基督教家庭服務中心禮堂舉行「工作壓力管理」講座，由精神科專科醫生陳佳勳教授擔任講者，向參加者除講解工作壓力的起因，並提供趕走壓力與及情緒管理的良方。

A seminar on Work Stress Management was held at the Auditorium of Christian Family Service Centre on 1 November 2013. The speaker at the seminar was Prof. Chen, Specialist in Psychiatry. Aimed to introduce the signs and symptoms of occupational stress, and illustrate the stress and emotion coping strategies.



另一場講座活動亦於2014年3月25日假香港科學館演講廳舉行完畢，由註冊眼科視光師吳浩先生擔任講者，向參加者剖析引致眼睛勞損的各種原因及預防方法，同時亦分享護眼良方。

A seminar on “Ocular Health for Sedentary Workers” was held at the Lecture Hall of Hong Kong Science Museum on 25 March 2014. The speaker at the seminar was Mr Ng, Optometrists. Aimed to address various common hazards causing ocular problem and diseases, preventive measures was also discussed.

兩場講座之參與人數均十分理想，成效不俗。

The seminar received enthusiastic responses and showed an encouraging result.

### 展覽 Exhibition :

#### 職安健巡迴展覽之「工作壓力管理」

委員會於2014年3月13日至14日假九龍太子始創中心大堂舉辦職安健巡迴展覽。位處交通樞紐、四通八達的展覽地段，吸引了不少上班族及途人，宣傳效果不俗。



#### Roadshow on Work Stress Management

The committee organized a roving exhibition in Pioneer Centre, Prince Edward on 13-14 March 2014. As the venue was at the transport hub with convenient access, the exhibition attracted some office workers and pedestrian, obtained an excellent promotional result.



- 1 充足的照明是保持辦公室工作場所的安全及健康要素。一般辦公室桌面的照明度應介乎多少光度？**  
**Sufficient lighting is essential to keep the workplace safe and healthy. What luminance of an office desk should be?**
- A. 100-250 勒克斯 lux  
 B. 300-500 勒克斯 lux  
 C. 800-1000 勒克斯 lux
- 2 辦公室員工須經常操作電腦，以下那項措施可紓緩筋肌及精神狀態？**  
**Office workers need to use display screen equipment frequently, which of the following arrangement can relax muscles and relieve mental stress?**
- A. 安排適當的休息時間 Take a break after working for a long time  
 B. 休息時做伸展運動 Stretching during breaks  
 C. 以上皆是 Both of the above
- 3 辦公室的工作常有涉及體力處理操作，搬運重物時要注意甚麼？**  
**Office work often involves manual handling operations, which correct posture when handling a heavy object?**
- A. 保持腰背挺直 Keep your back straight  
 B. 用腿力提舉 Lift the object up using leg power  
 C. 以上皆是 Both of the above

請圈出正確答案及填妥下列表格，郵寄或傳真回 **2739 9779** 本局總辦事處，信封面請註明「文職及專業服務業安全健康通訊問答遊戲」。截止日期：**2014年8月15日**。Please circle the correct answers and fill in the following form and send it or by fax **2739 9779** to the Council. Please write "Sedentary and Professional Services Safety and Health Bulletin Prize Quiz" on the envelope. **Closing date: 15/8/2014.**

姓名 Name	香港身份證號碼 Identity Card No.
<small>必須與香港身份證姓名相同 As appeared on HK Identity Card</small>	<small>只須填寫首四個號碼，例如：A123XXX(X) HK Identity Card No. (First 4 digits), i.e.: A123XXX(X)</small>
地址 Address	
聯絡電話 Contact Tel. No	

所有資料將於活動結束後銷毀。Data will be destroyed after completion of the activities.

#### 參加細則

1. 歡迎年滿 15 歲或以上的香港居民參加，每人只限參加一次。
2. 得獎者的姓名必須與香港身份證上的姓名相同，否則將被取消得獎資格。
3. 參加者有機會贏得價值 \$150 超市禮券。
4. 主辦機構之員工及其直系家屬均一律不得參加。
5. 得獎結果以主辦機構的決定為準，各得獎者將獲專函個別通知。
6. 主辦機構保留更改有關是項活動事宜的權利，恕不另行通知。
7. 倘有任何爭議，一切以主辦機構的決定為最終決定。
8. 歡迎複印參加表格。

#### Rules for Participation

1. Hong Kong citizens aged 15 or above are welcome to participate, each participant may only enter once.
2. Winner will be disqualified if their name is not identical to that appeared on the HK Identity Card.
3. Participant will get the chance to win a prize of supermarket voucher valued at HK\$150.
4. The employees and direct family members of the organising body are not eligible to enter.
5. The decision of the organising body regarding the prize results is final, winners will be notified separately in writing.
6. The organising body reserves the right to make changes to any matters related to the activities and will not provide further notice.
7. In the event of any dispute, all final decisions are to be made by the organising body.
8. Welcome to photocopy the form

### 免費訂閱表格 Free Subscription Form

本人對文職及專業服務業安全健康通訊感興趣，並希望以電子郵件索取：  
 I am interested in the Sedentary and Professional Services Safety and Health Bulletin and want to subscribe it by e-mail:

中文姓名 Chi Name	英文姓名 Eng Name	電話 Tel. No
傳真 Fax No	電子郵件 E-mail Address	

填妥後請將表格傳真至 2739 9779 職業安全健康局 Please fax the form to Occupational Safety and Health Council (Fax No. : 2739 9779)

#### 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 & 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.



**職業安全健康局**  
**Occupational Safety & Health Council**  
 文職及專業服務業安全及健康委員會  
**Sedentary and Professional Services Safety and Health Committee**

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簽署 Signature	日期 Date
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