



## 辦公室安全討論(一) —— 體力處理物件 Office Safety Talks (1) Manual Material Handling

### 引言

員工與管理層定期交流心得，是提高工作安全意識的其中一個好方法，亦是建立一個安全而健康的工作場所之基石。這個辦公室安全討論指引，經過特別設計，提出一些可供討論的意念，同時亦在重要的安全與健康的議題上提供寶貴資料。進行安全講座之方式可見於2002年9月刊出的「文職系安全及健康通訊第十九期」。

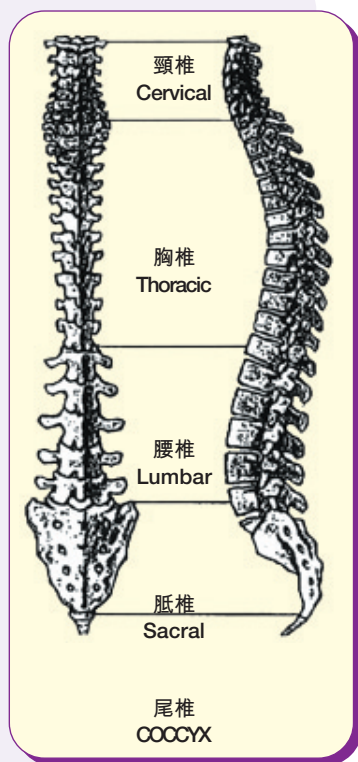
背部損傷有可能但極少由單一意外(如提舉箱子時)導致。在大多情形下，是由多次活動累積而造成。因此，應好好照顧你的背部。

我們的脊柱是由名為脊椎的骨骼所組成。脊椎分為三部份：頸(頸椎)、上背(胸椎)及下背(腰椎)。脊椎亦為脊髓提供以骨骼組成的保護層。脊髓可比喻為一條電話電纜連接著許多微小的電話線，每條電話線把訊息由腦部攜帶至身體特定部位，並因應情況而把訊息攜回身體各處。脊椎是骨骼獨有的部份，因其提供支持並且容許上半身自由活動。上述活動藉著脊椎盤進行。脊椎盤具有避震、減輕負荷及容許進行活動的作用。不正確提舉、錯誤姿勢及扭動身體可能導致脊椎盤外層損毀，引致我們受傷。

Regular talks between employees and supervisors are one of the best ways to raise awareness – foundation of a safety and healthy workplace. Office Safety Talks are designed to help give you ideas for discussion and, at the same time, provide valuable information on important safety and health topics. The ways to conduct a safety talk can be found in Sedentary Workers Safety and Health Bulletin Issue No. 19 in September 2002.

Back injuries can be, but rarely, caused by one single incident such as lifting a box. More likely, they are the result of cumulative effects from improper back care. Therefore, treat your back with respect.

Our spinal column is made up of bones called vertebrae. They are divided into three areas: neck (cervical), upper back (thoracic), and lower back (lumbar). The spine also provides a bony protective cover for the spinal cord. This cord can be compared to a telephone cable connecting hundreds of tiny wires. Each wire carries messages from the brain to specific parts of the body and brings back information on conditions throughout the body. The spine is a unique part of the skeleton because it provides support as well as allowing free movement of the upper body. This movement is made possible by spinal discs. The discs act as shock absorbers, cushioning loads and allowing movement. Incorrect lifting, poor posture, and twisting can cause damage to a disc, making us vulnerable to injury.



## 體力處理物件 Manual Materials Handling



### 引言 Introduction :

提舉及搬運物件可能會導致手臂、肩膀特別是背部拉傷及扭傷。若移動大型物件時視線受阻，亦可能摔倒和跌倒。



Lifting and carrying materials can cause strains and sprains of the arms, shoulders, and in particular our back. Trips and falls can also occur if your vision is blocked when moving bulky materials.

### 建議 Advice :

1. 盡可能使用搬運工具，例如兩輪或四輪的手推車來移動重物。此等工具不但省時省力，而且可保護背部不致勞損。如情況不容許使用或沒有搬運工具時，可向一位或多位同事尋求協助，以搬運過重或外形不規則的物件。



2. 倘須進行提舉，必須接受有關訓練及遵守有關規則：

- 站近物件，雙腳分開以保持平衡
- 保持背部挺直
- 屈膝，背部保持自然直線
- 緊握物件
- 用腿力提起物件，慢慢站直雙腿。雙腿站直後，背部保持挺直姿勢
- 於搬運物件時，緊握物件並將之貼近身體
- 搬運時切勿扭動腰部；利用雙腳轉身，不可扭腰
- 慢慢放下物件，如有需要可屈膝，同時保持背部挺直



1. Whenever possible, use materials handling equipment such as carts or trolleys to lift and move loads. This equipment not only saves time and labour — it can save your back. If conditions prohibit the use of the equipment or unavailable, get one or more co-workers to help you with heavy or awkward loads.

2. Make sure you are trained in and follow safe lifting practices:

- Stand close to the object with feet kept apart for balance
- Keep your back straight
- Bend your knees, while keeping your back its natural form
- Grasp the object firmly
- Lift with the strength of your legs, slowly straightening them and maintain your back in vertical position.
- Hold the object firmly and close to your body as you carry it
- Avoid twisting while you are carrying; turn with your feet, not your waist
- Lower the load slowly, bending your knees if necessary, while keeping your back straight



3. 當從事人力搬運物件時，應經常使用適當的個人防護用具如手套、眼罩及安全鞋。倘覺得個人防護用具未能提供足夠保護，請與管理層商討。

4. 在搬運物件時，應確保看得見搬運路線和保持地面、通道及梯級清潔、乾爽及不凌亂。

3. When handling materials manually, always use the suitable personal protective equipment (PPE) such as gloves, goggles and safety shoes provided. If you feel that your PPE does not offer adequate protection, discuss this with your supervisor.

4. Make sure that you can see where you are going when moving materials. Make sure that floors, aisles, and stairs are clean, dry and uncluttered.

## 要點 Key Points :

- 盡可能使用搬運工具
- 若一定要搬運過重或外形不規則的物件，應尋求協助
- 時刻遵守安全提舉守則
- 注意搬運路線及經常保持工作環境整潔
- Use materials handling equipment whenever possible
- Get help if you must lift heavy or awkward materials
- Always follow safe lifting practices
- Watch where you are going and practice good housekeeping

## 討論 Discussion :

在辦公室內哪類物件需要人工提舉或搬運？可以想到更安全及方便的搬運方法嗎？

What materials are manually lifted and moved in your office? Can you think of safer and easier ways to move them?

## 使用顯示屏幕設備推廣套件 Promotional Pack on the Use of Display Screen Equipment

**<職業安全健康(顯示屏幕設備)規例>**於2003年7月4日正式生效，此規例要求工作場所負責人須為工作間進行風險評估，及在合理可行的情況下採取適當措施將使用顯示屏幕設備的風險降至最低，保障顯示屏幕設備(DSE)使用者的職業安全健康。為此，職安局現推出一套全新的網上風險評估軟件，讓各行各業負責人可根據網上的指引，自行為有關工作地點進行符合法例要求的風險評估，評估表格可作為日後查核的記錄。詳情請瀏覽職安局網頁 [www.oshc.org.hk](http://www.oshc.org.hk)。

職安局現特別製作一套有關使用顯示屏幕設備的推廣套件，免費派發給機構，提醒顯示屏幕使用者的工作安全健康要點。

索取表格可瀏覽本局網頁 [www.oshc.org.hk](http://www.oshc.org.hk) 下載。

**查詢：2739 9377** (葉美芬小姐)

**The Occupational Safety and Health (Display Screen Equipment) Regulation** came into operation on 4 July 2003. It requires that the person responsible for a workplace to take steps to reduce risks in a display screen equipment (DSE) workstation to the lowest extent as is reasonably practicable. To assist in the risk assessment process, OSHC launched an on-line risk assessment software. The organisations could complete the DSE risk assessment in compliance with the legislative requirement and make records for future review. Please visit [www.oshc.org.hk](http://www.oshc.org.hk) for more information.

The Council has prepared a Promotional Pack on the Use of Display Screen Equipment for free distribution providing essential information and tips on safe use of computer.

Request Form can be downloaded from OSHC Homepage [www.oshc.org.hk](http://www.oshc.org.hk)

**Equiries: 2739 9377** (Ms Toby Ip)





# 有獎問答遊戲

## Quiz

文職系安全及健康委員會於本通訊內續設了一個有獎問答遊戲，藉此來提高大家對工作安全的警覺性，希望讀者們踴躍參加，若能答中以下三條問題，便可參加抽獎，有機會獲得價值 \$150 購物禮券壹張，名額共 5 個。

The Sedentary Workers Safety & Health Committee has included a prize quiz to this bulletin to help raise awareness of work safety. We look forward to your participation. If you can answer the following three questions correctly, you can enter the lucky draw and have an opportunity to receive one of a total of 5 shopping vouchers to the value of \$150.

- 大部份背部損傷是由日常不正當保護背部而並非單一意外事故造成。  
Most back injuries are the result of culmulative effects from improper back care rather than a single traumatic event  
a) 是 True                      b) 否 False
- 重複扭動、不正確姿勢及提舉重物均可引致背痛及損傷。  
Repeated twisting, awkward postures, and heavy lifting can all contribute to back pain and injury.  
a) 是 True                      b) 否 False
- 放下物件比提起物件安全。  
Putting the object down is safer than lifting it up.  
a) 是 True                      b) 否 False

請圈出正確答案及填妥下列表格，郵寄或傳真回本局總辦事處，信封面請註明「文職系安全健康通訊問答遊戲」。  
**截止日期：2003年10月31日。**

Please circle the correct answers and fill in the following form and send it or fax it to the Council. Please write "Sedentary Workers Safety & Health Bulletin Prize Quiz" on the envelope. **Closing date: 31 October, 2003.**

姓名Name : \_\_\_\_\_ 身份證號碼Identity card number : \_\_\_\_\_

地址Address : \_\_\_\_\_

日間聯絡電話  
Daytime contact tel number : \_\_\_\_\_

### 參加細則 Rules for participation

#### 1. 個人資料聲明

##### Personal Data Statement

本局會保留閣下個人資料作推廣職業安全及健康，包括研究及統計。本局或需將資料轉遞予服務提供者、活動共同舉辦者和夥伴機構。若閣下不欲收到職業安全及健康訊息，請填寫此聲明表格。

We will keep your personal data for promotion of safety and health at work, including related research and statistical purposes. We may need to transfer such data to service providers, event co-organizers and partner institutions. If you **do not** wish to receive information and news relating to safety and health at work from us, please mark the box at the end of this Statement.

本人不欲收到上述訊息。

I do not wish to receive the aforesaid information and news.

#### 2. 每人只限參加一次。

Each participant may only enter once.

#### 3. 主辦機構之員工及其直系家屬均一律不得參加。

The employees and direct family members of the organising body are not eligible to enter.

#### 4. 得獎結果以主辦機構的決定為準。

The decision of the organising body regarding the prize results is final.

#### 5. 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。

The organising body reserves the right to make changes to any matters related to the competition and will not provide further notice.

#### 6. 倘有任何爭議，一切以主辦機構的決定為最終決定。

In the event of any dispute, all decisions by the organising body are final.



職業安全健康局

文職系安全及健康委員會

Occupational Safety & Health Council

Sedentary Workers Safety & Health Committee

地址：香港北角馬寶道 28 號華滙中心 19 樓

電話 Telephone: 27399377

電子郵件 E-mail: oshc@oshc.org.hk

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

傳真 Facsimile: 27399779

網頁 Homepage: www.oshc.org.hk

© 2003 職業安全健康局版權所有 7/2003

© 2003 Occupational Safety & Health Council 7/2003