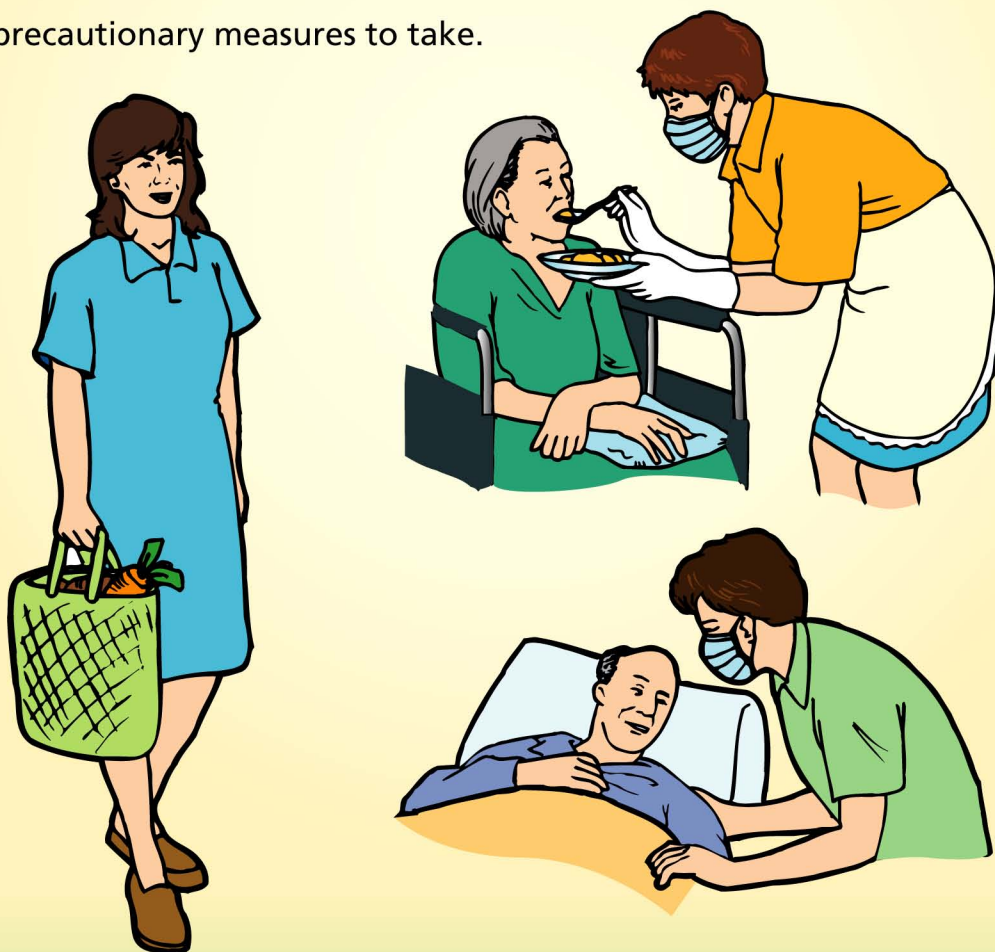


家務助理員**工作安全及健康**

Safety and Health for Household Workers

香港許多家庭都會聘請家務助理員協助打理家務。家務工作看似簡單，但家居環境中亦潛著各種不同的危害及風險。如工作時不注意安全及健康，很有可能發生意外，導致受傷，應引起僱主和家務助理員的重視。本展板簡明扼要地闡述了家務助理員在工作時應注意的安全健康要點以及有關預防措施。

In Hong Kong many families employ household workers to help with their household chores. While such chores may look simple and straightforward, various hazards and dangers are present in the home environment. Both the employer and the household worker must pay close attention to safety and health in carrying out household chores as any neglect may lead to accidents and injuries. The exhibition panels highlight the key safety and health issues for household workers and the related precautionary measures to take.



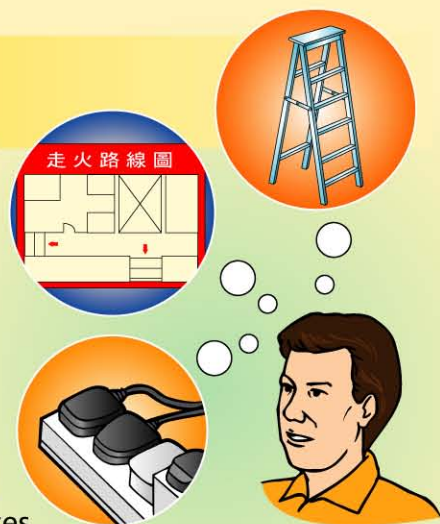
家務助理員工作安全及健康

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1 了解你的工作場所 Getting to know your work environment

家務助理員很多時都會在不同的環境中工作，他們對周圍的環境可能並不熟悉，例如火警逃生路線、出入通道、可應用的器具如梯具、電器、插座等。僱主有責任保障家務助理員的安全及健康，但作為家務助理員亦應主動去獲取這方面的資料，明白並遵守工作上的安全守則。

Household workers are often required to work in different environments. They may not know about the conditions around their work environment well, such as the fire escape, access and exit passageways, equipment such as ladders, electrical appliances and sockets etc. While employers are responsible for ensuring the safety and health of household workers, the household workers should get to know their work environment, understand as well as observe work-related safety guidelines.



2 家務助理的一般工作 Daily works of a household worker

家務助理員的主要工作包括 A household worker is generally responsible for :

- ◆ **打掃和整理家居 Keeping the household neat and tidy :**
清掃、清潔和整理家居包括浴室、地板、牆壁以及窗戶等，以及打理及清洗家具或汽車。
to clean and tidy up a household, including the bathroom, floor, walls and windows, as well as to clean and polish furniture or car.
- ◆ **廚房工作 Kitchen chores :**
採購食物、做飯、及清洗廚房和餐具。
to buy foodstuffs, prepare meals, clean up the kitchen and wash utensils.
- ◆ **衣服護理 Laundry :**
洗滌、晾乾和熨整衣服，有時縫補，送出或取回乾洗的衣服。
to wash, dry and iron clothes and do needlework as necessary; to send and collect laundry for dry-cleaning.



- ◆ **照顧嬰幼兒和老年人 Infant and elderly care :**
照看嬰孩、換洗尿布和其他衣物、給孩子洗浴、餵食和活動、接送小朋友上學。老年人護理工作，如監護、洗浴、陪伴、陪同去看病和簡單的醫療護理服務。
To look after infants, change and wash diapers and other clothing, to give children baths and meals and look after their activities, to send children to school and collect them after school; to take care of the elderly, such as keeping an eye on them, helping them to take baths, keeping them company, taking them to medical treatment, and providing simple nursing care.



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3

高危工作及其預防措施

High risk works and preventive measures

清潔窗戶及高處工作

Window cleaning and working at height

在曬晾衣物、清潔窗戶、冷氣機、燈飾及天花時，如果沒有合適的輔助工具如有長手柄的工具或晾衫竹等、穩固的腳踏或梯具輔助，便很容易跌倒或從高處墮下。

When hanging clothes or cleaning windows, air-conditioners, lights and ceilings, there is a high risk of tripping or falling from heights if there are no supporting tools such as tools with long handles, clothes-hanging poles, stable stepping stool or ladders.



預防措施 Preventive measures

- ◆ 在曬晾衣物及清潔窗戶時，切勿把窗花打開或靠著窗花或玻璃工作。
When hang-drying clothes or cleaning windows, never open the window lattice or lean against it or the glass.
- ◆ 使用有長手柄的工具協助工作，切勿把身體伸出窗外進行清潔。
Using a tool with a long handle, never lean out of the window to do the cleaning.
- ◆ 如對窗戶的穩固性或結構有懷疑，應通知僱主及聘請專業人士進行維修。
If there is any doubt on the stability or structure of a window, inform the employer immediately and arrange repair by a professional.



- ◆ 使用穩固的腳踏或梯具輔助，清潔較高的位置。
Use a solid stepping stool or ladder when cleaning objects located above the head-level.
- ◆ 事前要細心檢查梯具各部份是否完好無缺，木梯沒有裂痕。
Check whether the ladder is intact and unbroken before use. Check for any crack or split in wooden ladder.
- ◆ 上落梯時面向梯具，雙手緊握梯旁，保持三點接觸。
Face the ladder when climbing up or down, gripping two sides with both hands to maintain a 3-point contact.
- ◆ 切勿過份伸展身體於梯子兩旁，應移動梯子就位。
Never stretch the body to reach spots on either side of the ladder. Move the ladder to the right position instead.



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使用電器 Using electrical appliances

工作中經常會使用吸塵機，微波爐、電水煲及其他電器設備等，如電器設備有損壞或不小心使用，便會引起觸電及火警意外。

Vacuum cleaner, microwave, electric kettle and other electrical appliances are used frequently for household chores. If they are broken or used improperly, accidents may be caused by electric shock or fire.



預防措施 Preventive measures

- ◆ 使用電器前須檢查電線是否損壞、纏結，插頭是否完好。
Before use, check whether the electric wires are damaged or tangled and whether the plug is in good condition.
- ◆ 選擇最近的牆身插座，避免拖長電線，可減低電線被踐踏而損壞的機會。
Use the nearest wall-mounted socket to avoid extending the wire to reduce the chances of damaging the wire through stepping over it.



- ◆ 拔除插頭離開插座時，要用手按緊插頭，手不可濕，更不可拉動電線。
When unplugging, grip the plug and never pull the wire. Never do it with wet hands.
- ◆ 所有電器安裝、接駁及維修必須由合格及認可的電氣技工進行。
All electrical installations, connections & repairs must be carried out by qualified electricians.

通渠及使用化學品 Clearing the drains and using chemicals

廚房、手洗間之洗手盆，去水渠及坐廁可能因出現瘀塞而需通渠。市面常見的通渠劑一般屬於強酸性或強鹼性的液溶或粉劑，直接接觸會灼傷甚至腐蝕皮膚。通渠劑可跟渠內瘀塞物產生化學作用，產生毒氣。而漂白水與酸性液體混合即可產生化學反應，亦可放出有毒氣體，引起中毒。因此，使用地點必須有良好通風。切勿使用過多份量的通渠劑或混合其他清潔劑於廁盆或淤塞的渠內，以免產生化學反應。如淤塞情況嚴重，應聘請專業技工進行通渠。

Pipes in the kitchen and those for washbasins, drains and toilet basins in the lavatory may be blocked and require clearing. Drain clearing agents commonly sold in the market are either concentrated acids or concentrated alkalis in either liquid or powder form, and direct contact with them will cause burns or erosion in the skin. The drain clearing agents may also chemically react with the blocking substance, emitting toxic gases. Meanwhile, bleaching liquids also react chemically with acids and release toxic gases causing poisoning. Hence, the place where they are used should be well-ventilated. Never use an excessive amount of pipe clearing agents or mix it with other cleaning agents, so as to avoid chemical reactions. If the blockage is serious, a professional technician should be hired to do the drain clearing.



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家務工作經常會接觸到的各種各樣化學品，例如清潔劑、溶濟、漂白劑、殺蟲劑等等，一般來說，這些化學品都有一定的危害，若使用不當，會影響健康或引起意外。

Various chemicals are often used for housework, such as detergents, solvents, bleach, insecticides and the like. In general, these chemicals are potential hazards and any improper use would affect health or lead to accident.

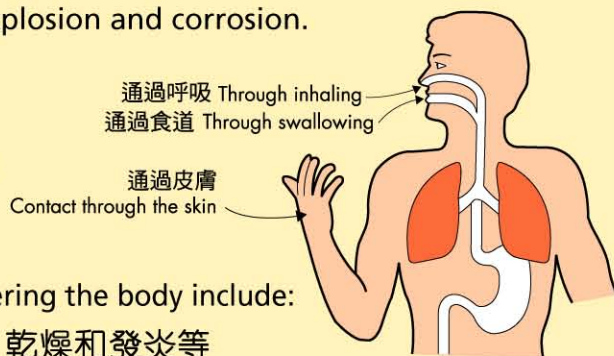
- ◆ 清潔劑或去污劑會損害皮膚的油脂保護層，使皮膚變得乾燥、爆裂，容易受細菌感染，引致發炎。
Detergents or cleaning agents are harmful to human skin, making the skin dry and blistering that easily lead to infection and inflammation.
- ◆ 漂白水含有次氯酸鈉，會刺激甚至腐蝕皮膚引致皮膚敏感、發炎、甚至化學燒傷。漂白水與酸性液體混合即生化學反應，放出有毒氣體。
Bleaching liquid contains sodium chloride that is irritating or corrosive to the skin, causing skin allergy, inflammation and even chemical burns. Mixed with liquid acid, the bleaching liquid will react chemically to release toxic gases.
- ◆ 殺蟲劑可殺蟲外，亦會影響人體的健康，影響程度則要視乎除害劑的毒性、吸收的份量和進入人體的途徑。此外，除害劑亦有其他危害，如引致火警、爆炸和具有腐蝕性。
Insecticides can kill bugs but is hazardous to human health, depending on the toxicity, the quantity inhaled and the way it penetrates into human body. Moreover, insecticide is also hazardous in other aspects such as causing fire, explosion and corrosion.

化學品可從三個途徑接觸或進入身體從而對健康產生危害：食道、皮膚、呼吸

Chemicals can enter human body in three ways: swallowing, skin and inhalation.

化學品接觸或進入身體後引致的危害有：

Health hazards caused by chemicals after contact or entering the body include:



- ◆ 皮膚 — 灼傷、痕癢、敏感、乾燥和發炎等
Skin – burns, itch, allergy, dryness and inflammation.
- ◆ 眼睛 — 灼傷、紅腫和流眼水，嚴重時會導致失明
Eyes – burns, redness and swelling, tears or blindness in extreme cases.
- ◆ 呼吸系統 — 刺激引起咳嗽，嚴重時會影響氣管和肺部
Respiratory system – irritation will cause coughing, the respiratory tract and lung may also be affected.
- ◆ 神經系統 — 頭痛、暈眩和麻醉感覺
Nervous system – headaches, dizziness and numbness.
- ◆ 其他器官 — 肝和腎功能受損
Other organs – liver and kidney functions might be affected.



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預防措施 Preventive measures

- ◆ 使用任何化學品時，應仔細閱讀容器上標籤所提供的化學品危害性質及遠離火種。

Before using any chemical, read the label on the container carefully that states its potential hazards. Keep it away from fire.

- ◆ 遵照生產商建議的使用方法及安全措施。

Follow the method of use and safety measures recommended by the manufacturer.



- ◆ 不要隨意與其他消毒劑或清潔劑混合使用。
Do not mix it with other sterilizers or cleaning agents arbitrarily.
- ◆ 使用後要妥善儲存於陰涼、乾燥、通風良好的地方。
Store the chemicals in a shaded, cool, dry and well ventilated place.
- ◆ 盛載容器必須蓋好。
Cover the container securely.
- ◆ 工地地點必須保持空氣流通。
Ensure good ventilation at the area of work.
- ◆ 切勿在工作地點吸煙。
Do not smoke in the work area.

- ◆ 必須使用合適之個人防護裝備，如手套、眼罩、呼吸器、靴鞋及圍裙等。

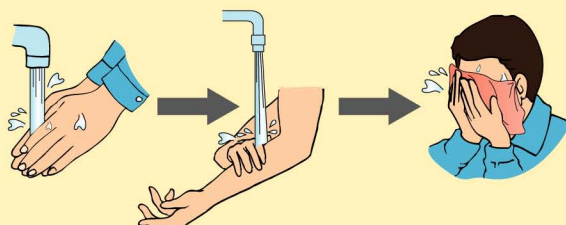
Wear proper personal protective equipment such as gloves, eye-shields, respirator, boots and apron.

- ◆ 工作後或飲食前一定要清潔雙手、手臂和面部。

Wash hands, arms and face immediately after work or before taking food.

- ◆ 發現問題應立即請示僱主。

Notify the employer immediately if any problem arises.



急救措施 Emergency measures

假若被化學品接觸到身體，應採取以下的急救措施：

In case of body contact with chemical, follow these emergency measures :

- ◆ **皮膚** — 用大量清水清洗至少十五分鐘，脫去受污染的衣物

Skin – Flush the skin with abundant clean water for at least 15 minutes. Take off the contaminated clothes.



- ◆ **眼睛** — 撐開眼皮以大量緩和流動的清水沖洗至少十五分鐘，切勿沾染未受污染的眼睛

Eyes – Push the eye open and rinse with slow-running clean water for at least 15 minutes. Avoid splashing the uncontaminated eye while rinsing.

- ◆ **口部** — 用大量清水漱口

Mouth – Rinse the mouth with plenty of water.

- ◆ **吸入** — 打開窗戶及抽氣扇，離開使用化學品的範圍

Inhalation – Open the windows and turn on the exhaust fan. Leave the area where the chemical is being used.



- ◆ 如有需要立即就醫

Seek medical assistance if required.



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4 其他常見危害及其預防措施 Other hazards and preventive measures

肌肉筋骨勞損 Musculoskeletal disorder

家務工作經常涉及頻繁而重複的動作，若果用力不當或工作時姿勢不正確容易造成肌肉筋骨勞損。例如：

Household chores often involve frequent and repetitive actions. Any inappropriate physical exertion or improper posture during work under the following circumstances is likely to cause musculoskeletal disorder :



- ◆ 扶抱長者或小孩子
Crooking the arm to support or hold an elderly or a child
- ◆ 搬移家具 Moving furniture
- ◆ 抹窗 Window-cleaning
- ◆ 吸塵、擦地板及打蠟引起的膝痛、背痛和脊椎骨痛
Vacuuming, scrubbing and waxing the floor, leading to pain to the ankle, back and spine.

預防措施 Preventive measures

- ◆ 採取正確提舉及搬運姿勢，避免頻繁而重複的動作。
Adopt proper posture for lifting and carrying objects. Avoid frequent and repetitive actions.
- ◆ 搬運物件時，應盡量站近要搬運的物件。
Stand as close as possible to the object before lifting.
- ◆ 屈膝蹲下，一腳靠近物件，另一腳的位置稍後，保持腰背平直。
Squat down with one foot closer to the object and the other foot slightly back. Keep the back straight.
- ◆ 抓緊物件，並貼近身體，用腿力慢慢站起來，保持腰背平直。
Grasp the object tightly and close to the body. Stand up slowly by the legs, keeping the back straight.
- ◆ 提舉時，動作須流暢，切勿急速發力。利用雙腳轉身，不可扭腰。
The lifting should be steady and smooth and never jerk the object up. Turn with the feet, not the waist.



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- ◆ 扶抱及打掃時姿勢要正確，保持腰背平直，避免扭腰、彎腰及過份伸展的動作。

Keep the back straight when propping up a person or when sweeping the floor. Avoid twisting or bending the waist, or overstretching the body.

- ◆ 扶抱長者或小孩子時，應多溝通，以配合姿勢。

When propping up or holding up an elderly or a child, speak to them often to ensure coordination of postures of both parties.

- ◆ 使用有長手柄的工具協助工作，例如掃地，避免過份伸展的動作。

Use tools with long handles in housework such as sweeping. Avoid overstretching the body.

- ◆ 使用機械進行地毯除塵和地板打蠟，以減少蹲著或跪著工作的時間，並使用護膝墊。

Use electrical appliances for housework such as vacuuming and floor-waxing to minimize the time in squatting or kneeling down. Use knee pads if possible.

- ◆ 開工前或休息時可進行一些舒展運動，鬆弛肌肉筋骨。

Do some stretching exercises before work or during rest breaks.



絆倒滑倒 Slips or Trips

因地面濕滑而滑倒，或被雜物或電線絆倒是工作意外最常見的原因之一。One of the most common causes of accident at work is slipping on wet floor or tripping on electrical wire or other objects.

預防措施 Preventive measures

- ◆ 移開工作範圍內的雜物。

Clear the working area of unnecessary objects.

- ◆ 使用電線插座時，應選擇最近的牆身插座，避免拖長電線及橫跨通道。

Use the nearest wall-mounted socket to avoid extending the wire too much or across passageway.

- ◆ 立即處理水漬或濺出物，經常保持地面整潔乾爽。

Wipe away any water or spillage on the floor immediately. Keep the floor clean and dry at all times.

- ◆ 在廚房及洗手間門口加設防滑地氈，避免因鞋底 / 腳濕滑而滑倒。

Put anti-slip mats at the entrance to the kitchen and washroom to prevent slipping when walking on wet feet or shoes.



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切傷、割傷 Cuts and slashes

切傷及割傷是廚房工作常見的意外，主要是運用及處理刀具不當所致。
Cuts and slashes are common accidents in kitchen chores, mainly due to improper use and handling of knives.

預防措施 Preventive measures

- ◆ 刀具應保持良好狀態和鋒利。
Knives should be kept sharp and in good condition
- ◆ 選用適當的刀具來進行不同需要的切割工作。
Use the right knife for different cutting purposes.
- ◆ 注意正確的切割技巧，可減少意外發生，例如在切割物料，應緊握刀柄，而刀具應由內向外及由上向下。
Cutting in the correct way can avoid accidents, for example, by holding the handle tightly and cutting the object outward and downward, not the other way round.
- ◆ 除切割外，刀具不應作其他用途，例如用作開罐頭。
Knives should be used for cutting and slicing only and not for other purposes such as opening a tin.
- ◆ 切割物料須在合適的砧板及堅固的桌面上進行。
Cutting should be carried out on a cutting board or on a firm work surface.
- ◆ 桌面及地面應保持整潔，以免影響切割工作。
Keep the work surface and floor clean and tidy to facilitate work while cutting.
- ◆ 小心擺放刀具。切勿放近檯邊或鋒面向外，不用時應存放於適當的刀架內。
Be careful where to put the knife. Do not put it on the table near to the edges or with its cutting edge pointing outward. Place it back in a proper knife-rack after use.
- ◆ 刀具跌下時，切勿試圖以手擋接。
Do not try to catch or stop a falling knife.
- ◆ 刀具不應與其他器具及碗碟一起清洗，防止清洗時因不察覺而被刀割傷。
Knives should not be washed together with other utensils, dishes and bowls to avoid any accidental cuts while washing.



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燙傷、燒傷 Scalds and burns

廚房內有很多熱燙的器皿及食物，偶一不慎，都可造成灼傷或燙傷。所以必須好好處理滾熱的東西。

There are many hot utensils and food in the kitchen. Carelessness may cause burns and scalds easily. Boiling or hot material must be handled with care.



預防措施 Preventive measures

- ◆ 鍋柄不可伸出通道及越過正在燃燒的爐頭上。

Ensure that the handle of any cooking pots and pans should not stick out in the passageway and not be right above a burning cooker.

- ◆ 調校適當爐火，勿讓火勢過猛。

Adjust the flame to a suitable level to keep it from getting too strong.

- ◆ 小心察看正受熱或高溫烹煮之食物，勿讓冒升的蒸氣所傷，例如當受熱的容器是有蓋封，應先穿戴隔熱手套或採用乾毛巾並與容器保持距離，慢慢將蓋子由較遠一邊開始揭開。

Be careful when checking on food being heated or cooked under high temperature to avoid scalding by steam. For example, use a pair of kitchen mittens or dry towel to handle hot covered container. Remove the cover gently on the far side and away from the body.



- ◆ 食物放進滾油煎炸前應保持乾身，以減低食物放入滾油時，因水份所濺射起的油觸及身體。

Foodstuffs should be kept dry before deep frying to avoid splashes on the body caused by water in the hot oil.

- ◆ 運送滾熱食物時切勿匆忙，並留意四周環境，有需要時應向旁人發出警告，以防碰撞而釀成的燙傷。

Never rush around while bringing out steaming hot food. Watch out and alert anyone near if necessary to avoid bumping into the hot food and being scalded.

生物危害 Biological hazards

家務工作可能會接觸到不同類型的生物性危害，例如病毒、細菌、真菌、寄生蟲等等。這些致病源通常經由呼吸道進入人體，或經接觸受感染者的分泌物而傳播，接觸染有病菌的物件亦可染病。生物性危害對人體的健康危害主要可分為三類：感染、過敏與中毒。

Through housework, it is possible to be exposed to various kinds of biological hazards, such as virus, germs, fungi and parasites. The pathogens usually enter the human body through the respiratory tract or through contact with the body fluids of the infected. Contact with contaminated objects may also cause infection. Biological hazards can be categorized into three types: infection, allergy and poisoning.



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家務助理員**工作安全及健康**

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預防措施 Preventive measures

- ◆ 照顧小孩或長者時，要注意衛生，特別是處理排泄物後要徹底洗手。受污染的物品要適當地棄置於有蓋垃圾桶。
Pay attention to hygiene when looking after children or the elderly. In particular, wash hands thoroughly after handling excrement. Contaminated objects should be disposed of in a covered rubbish bin properly.
- ◆ 清理嘔吐物及排泄物時應加強預防措施，必要時應使用全套(口罩 + 手套 + 圍裙 + 護目鏡)的個人防護裝備，並注意要正確地使用口罩。
Extra precaution is required when cleaning up vomit and excrement. Use the full set of personal protective equipment (mask, gloves, apron and eye-shields) when necessary. Make sure to use a mask properly.
- ◆ 照顧有發燒或嘔吐腹瀉症狀的病人，要注意保護自己，免受感染。必要時，應帶口罩和手套。護理之後，應徹底清洗和消毒。
Protect yourself when taking care of invalids suffering from fever, vomit or diarrhea. Wear a mask and gloves if necessary and wash hands thoroughly after work.



- ◆ 打理寵物亦應注意衛生，可考慮使用口罩及手套。
Mind your personal hygiene while taking care of pets. Wear a mask or gloves.
- ◆ 如接觸寵物會引起過敏反應，應與僱主商量，減少與寵物接觸。
If you are allergic to pets, discuss this with the employer and minimize contact with the pets.

壓力因素 Stress

由於時常須在短時間內完成工作、工作時間過長，沒有足夠休息時間或常與自己的家庭和社區分離，便會容易感到有壓力，從而影響身體健康。

Stress can be induced easily by having to finish household chores within a short period, long working hours, insufficient rest and isolation from the family and community. Health may thus be affected.



預防措施 Preventive measures

- ◆ 與僱主加強溝通，安排合理的工作量及工作時間。
Discuss with the employer for reasonable workload and working hours.
- ◆ 多與家人及朋友傾訴及溝通，保持家庭及社交生活。
Talk and communicate with your family and friends to maintain your family and social circles.
- ◆ 學習自我鬆弛亦不失為一個減壓的好方法。
Learning how to relax is a good way to relieve stress.
- ◆ 若壓力超出可承擔的能力，應尋求專業人士協助。
Seek professional assistance if you feel overwhelmed by stress.



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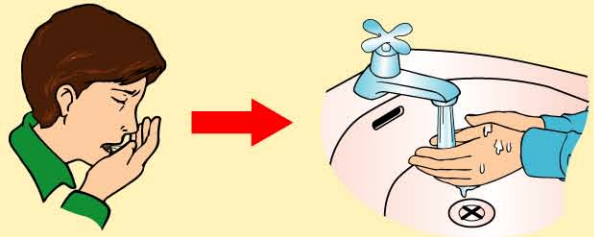
5 個人衛生 Personal hygiene

- ◆ 洗手是避免細菌感染的最簡單、最基本的方法，但常常被人忽略的。每次工作完畢、如廁後、當雙手沾染呼吸道分泌物、以及在處理食物或進食前、觸碰面部前，都應洗手。

Washing hands is the simplest and most primary method to avoid bacterial infection, but it is also often neglected. Wash hands when finishing work, after going to the lavatory, after touching respiratory excretion, and also before cooking, having meals or touching the face.

- ◆ 培養良好個人健康生活習慣，打噴嚏和咳嗽時應該掩著鼻子，然後要用洗手液洗手。

Maintain healthy personal habits. Cover your nose when sneezing or coughing and then wash your hands with liquid soap.



洗手技巧一正確洗手方法 The correct way to wash hands

洗手前應先除去手錶、戒指、飾物等以達至較佳之洗手效果。

For thorough cleaning, remove any watch, ring or jewelry before washing hands.

正確洗手方法 The correct way to wash hands

1



弄濕手掌和手腕。
Wet the palms and wrists.

2



塗上洗手清潔劑。磨擦雙手至少十秒鐘。磨擦所有手指、手掌、手背、指縫及手腕。

Put some soap on the hands. Rub your hands for at least 10 seconds. Rub all the fingers, the palms, back of the hands, insides of fingers and wrists.

3



於流水下徹底沖淨。
Rinse under running water.

4



使用吹風機或抹手紙徹底弄乾雙手。

Dry hands completely with dryer or paper towels.



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6 如何正確使用個人防護裝備 Proper use of personal protective equipment

呼吸防護裝備 Respiratory protective equipment

- ◆ 防塵口罩 — 預防吸入打掃時飄揚的塵埃。
Dust mask - to prevent inhaling air-borne dust particles when dusting.
- ◆ 外科手術口罩 — 預防吸入經飛沫傳染的病源。
Surgical mask - to prevent pathogens transmitted through respiratory droplets.
- ◆ 呼吸器 — 在有機會吸入過量化學品蒸氣的情況下，應選用適當的呼吸器。
Respirator - use a suitable respirator when excessive chemical vapour may be inhaled.

佩戴任何呼吸防護裝備，正確的佩戴方法最為重要。以下是防塵口罩和外科手術口罩的佩戴方法。

Regardless of the type of respiratory protective equipment used, it is most important to wear it properly. The proper way to wear a dust mask or a surgical mask is illustrated.

佩戴 N95 口罩程序 How to wear a N95 mask



按面型選擇普通 / 細碼型號，拉鬆頭帶。金屬軟條向上，將手穿過頭帶。
Choose a small or medium-sized face-piece that fits the face. Pull two head bands loose. Make sure the metal strip is on top. Insert one hand through the head bands and hold the mask.



戴上口罩，頭帶分別置於頭頂後及頸後。
Put on the mask, cover the nose and mouth. Next pull the head bands one by one over the head. The lower head bands should be pulled over the head and down to the back of your neck. The upper one should be above the ears.



將雙手食指及中指由中央頂部向兩旁同時按壓金屬軟條。
Press the metal strip on both sides with the fingers of both hands and check to make sure it fits snugly.



檢查妥當：
正壓檢查 — 以雙手輕按口罩，然後刻意呼吸，空氣應該不會從口罩邊緣洩漏。
負壓檢查 — 以雙手輕按口罩，然後刻意吸氣，口罩應會稍凹陷。
Check:
Positive pressure checking: cover the mask gently with both hands. Breathe out deeply. No air should be escapes from the edge of the mask.
Negative pressure checking: cover the mask gently with both hands. Breathe in deeply. The centre of the mask should cling to the face.

註：有氣閥的口罩應依從製造商的檢查方法

Note: For the masks with valves, check them according to the instruction of the manufactures.

佩戴外科手術口罩方法 How to wear a surgical mask



將口罩戴上，金屬軟條應該向上。
Put the mask over the face, with the metallic strip at the top.



頭帶分別綁於頭頂後及頸後。
Tie the strings behind the head and neck.



將金屬軟條向內按壓至該部份壓成鼻樑形狀。
Gently press the metallic strip over your nose.



完成時，口罩必須覆蓋鼻至下巴，緊貼面部。
The mask should cover from the nose to the chin and fits snugly over the face.

注意：
• 佩戴口罩後，避免觸摸口罩，以防減低保護作用。若必須觸摸口罩，在觸摸前、後都要徹底洗手；
• 一般情況下，外科手術口罩應每天更換。口罩如有破損或弄污，應立即更換。

Note:
• Try not to touch the mask once it is worn over the face in order not to reduce its protection. If it is necessary to handle the mask, hands must be washed before and after touching the mask.
• Under normal circumstances, a surgical mask should be changed daily. Replace the mask immediately if it is damaged or soiled.



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眼罩／面罩 Eye-shields or face shield

- ◆ 安全眼罩能保護眼部免受飛沫或化學品濺入眼內。
Safety eye-shields protect the eyes from respiratory droplets or chemicals.
- ◆ 眼鏡能用作保護眼部免受硬物碎片飛彈入眼內。
Spectacles prevent any fragment from hard objects from getting into the eyes.
- ◆ 如有需要，可考慮採用面罩以保護面部。
Protect the face with a face shield if necessary.
- ◆ 不論面罩或眼罩／眼鏡，應定期清洗。
Wash and clean face shield, eye-shield or spectacles regularly.
- ◆ 應定期檢查，如發現有變形、裂痕、刮花或變得不清晰，應立即更換。
Check the protective shields regularly. Replace them if they become out of shape, cracked, scratched or foggy.



手套 Gloves

- ◆ 橡膠保護手部避免接觸化學品或分泌物。
The latex protects the hands from contacting chemical or body secretions.
- ◆ 手套應合身以免妨礙動作或影響手感。
Gloves should fit snugly but should not restrict movement or affect the sensibility.
- ◆ 應避免過長指甲以免戳穿手套。
Keep the nails short to avoid pricking.
- ◆ 使用前及使用後應徹底洗淨雙手。
Wash hands thoroughly before and after use.
- ◆ 使用前應檢查有否漏氣情況。檢查時，可捲起手套的開口位置以確定能否將空氣封著在內，如有漏氣情況，應立即更換（注意：檢查時切勿用口吹氣入內，以免手套直接接觸口鼻）。
Check if there is any puncture before use. To do it, you may roll up the bottom of the glove to see if it can perfectly trap the air inside. A punctured glove should be replaced immediately. (Warning: Do not blow the glove directly to avoid your mouth and nose having contact with it.)



將手套開口摺起並將手套捲起以將空氣封著在內
Fold the bottom of the glove and roll it up to trap the air inside.

若空氣被封在內，手套會脹起，表示沒有漏氣情況
An inflated glove means that the air is trapped inside and there is no puncture in it.

不論是任何一種個人防護裝備，我們必須正確選擇和使用，以及妥善保養和存放，才可發揮其應有的保護功能。可重覆再用的保護器具應在使用後徹底清潔及消毒才可再用。如發現有破損，便要立即更換。
All personal protective equipment require your correct selection and use, as well as good maintenance and due care, to protect you from hazards. Re-useable protective equipments should be cleaned and sterilized thoroughly before they are used again. Damaged items should be replaced immediately.

7

總結

Conclusion

職業安全健康是家務助理員值得關注的切身問題。希望業內的僱主、管理人員及員工根據本身的工作環境及性質，找出工作中的潛在危害，並採取適當的控制方法，保障從業員的工作安全及健康。
Household workers should pay attention to their occupational safety and health. Employers, supervisors and the employees should identify potential work-related hazards by assessing their work nature and environment, and take appropriate control measures to safeguard the safety and health of the workers.



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