

Establishment of Safety Management Committee

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Education Department
Hong Kong

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EMB Internal Circular No.28/1999
(Formerly referred as Administration Circular No. 28/99)

Establishment of Safety Management Committee

(Note: This circular should be read by:

- (a) Heads of Government Primary & Secondary Schools - for necessary action;*
- (b) Heads of Sections - for information)*

With the enactment of the Occupational Safety and Health Ordinance in May 1997, every employer, including the Hong Kong Special Administrative Region Government, has an obligation to ensure, as far as reasonably practicable, the safety and health of his employees when they are at work. In the [Circular No. 83/97](#), the Department announced its policy on occupational safety and health. We are committed to providing a safe and healthy working environment to our staff.

2. To implement the policy and monitor the working environment of our schools more effectively, the Schools Safety Management Committee requests schools to establish their own Safety Management Committee (the Committee). The Committee has to be set up on or before 10 September 1999 and to be chaired by head of school or his/her deputy. It will consist of staff from both teaching and non-teaching grades. School may decide on the number of members in the Committee according to their own situation.

3. The major functions of the Committee are:

- I. to implement established occupational safety & health policies and promote the awareness in school;
- II. to collect and collate guidelines and reference materials relating to occupational safety and health so that they could be accessed by all staff easily;
- III. to oversee the implementation of occupational safety in school, including:
 - A. inspection and assessment of the school premises so as to provide a safe working environment;

Our Vision

We provide quality school education for our students, to develop their potential to the full and to prepare them for the challenges in life.

Our Mission

We deliver professional services and ensure effective use of resources. We forge partnerships to promote excellence in school education.

- B. co-ordinating and arranging training on occupational safety and health for staff
- C. ensuring that access and egress are free from obstacles
- D. ensuring proper storage, use, transportation and handling of hazardous materials
- E. assessing the risk arising from manual handling and provide guidance and supervision to the staff
- F. overseeing fire drills;
- IV. to formulate procedures in dealing with emergency;
- V. to investigate and report on incidents and make recommendations for improvement; and
- VI. to provide comments and suggestions to the Department on matters relating to occupational safety.

4. To have better co-ordination of safety works in school, you may group the Committee together with other related safety management groups, like Standing Laboratory Safety Committee and Fire Drills Group.

5. The Committee may find the following documents attached to this circular useful when carrying out its duties:

(i) **Potential Occupational Safety & Health Hazards in Schools** (Appendix 1) which provides an overview on various risk factors in schools and their causes.

(ii) **Review on the Progress of Development of Occupational Safety and Health System in School** (Appendix 2) which helps schools evaluate their present position in connection with occupational safety and health and develop a balanced safety management system. This checklist has to be used at least once annually to monitor the progress.

(iii) **Government Schools Occupational Safety and Health Situation Self-inspection Checklist** (Appendix 3) helps the Committee to identify potential hazards when conducting inspection tours in school. The Committee should then assess the relative importance of the hazards and the priority for attention. Schools are encouraged to tailor the checklist to suit their situation and use the checklist to conduct inspection at least twice annually.

(iv) **Relevant Information of Occupational Safety & Health Ordinance** (Appendix 4) provides addresses and enquiry telephone numbers of Labour Department and Occupational Safety and Health Council.

6. Should you have any enquiries regarding this memo or the implementation of occupational safety in schools, please contact Mr Eric Wong,

Secretary, Schools Safety Management Committee at 2892 6324 or Ms Ophelia Chiang, Departmental Safety Officer at 2892 5717.

M.Y. CHENG
for Director of Education

c.c. DDE
SADs
Departmental Safety Officer
Secretary, Safety Management Steering Committee

POTENTIAL OCCUPATIONAL SAFETY & HEALTH HAZARDS IN SCHOOLS

Risk Factors	Agents/Conditions	Causes
Physical	Lighting, temperature & humidity, noise, radiation	<ul style="list-style-type: none"> • Poor lighting, glare, and shadows • Noise produced by office machine • Extreme temperature and humidity
Chemical	Solvent, and organic compounds, dust, fume, toxic gases and vapours	<ul style="list-style-type: none"> • Correction fluid & detergents commonly used in office • Toxic gases “ozone” emitted from photocopier • Irritating gases from furniture, carpet and other building materials • Toxic chemicals used in laboratories and workshops • Smoking • Poor maintained ventilation
Ergonomic	Low back pain, carpal tunnel syndrome, repetitive strain injuries, office syndrome	<ul style="list-style-type: none"> • Improperly designed work station & chairs • Poor working posture • Poorly adjusted visual display terminals of computers • Prolonged and repetitive motions cause muscle and joint problems • Improper posture in manual handling
Psychological	Work stress	<ul style="list-style-type: none"> • Excessive or under workload • Conflicted personal relationship • Competition • Lack of incentive or award scheme
Biological	Bacteria, virus, Legionnaire’s disease, Sick Building syndrome, and other infectious disease	<ul style="list-style-type: none"> • Poorly maintained ventilation system (air ducting & filters) • Bacteria, virus, fungi and other micro-organisms which cause infection in laboratories and other workplaces
Others	Slip, falls, little cuts and punctures, fire, electric shock etc.	<ul style="list-style-type: none"> • Trip over telephone and electric cords • Damaged floor • Wet floor • Dangerous parts of machinery • Damaged electric tools

REVIEW ON THE PROGRESS OF DEVELOPMENT OF OCCUPATIONAL SAFETY AND HEALTH SYSTEM IN SCHOOL

This checklist helps you to evaluate your school's present position in connection with occupational safety and health. Consider carefully each item as you come to it and then make your decision. The following is a 10 minute safety and health status review.

Simply answer each of the questions by placing a check mark in the appropriate space. Assign 1 point for Yes, 0 point for No, or 1/2 point for Partly. When completed, use the scale at the bottom of the checklist to determine the level of your safety program.

Section 1 Management Commitment

	Yes	Partly	No
1 Does your school have a written Safety & Health Management System ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Does your school have Safety & Health reference material ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Does the school management take a personal interest in Safety & Health ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Does the school management encourage staff to work safety and to follow rules ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score_____

Section 2 Inspection

	Yes	Partly	No
1 Does the school conduct a monthly workplace inspection ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 When potential hazards are found, are they corrected quickly ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Are results shared with the staff and/or the Safety & Health Committee ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Are records kept for comparison purpose ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score_____

Section 3 Training

	Yes	Partly	No
1 Are all new staff given a short induction training ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Do you provide on the job training for all new staff ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 3 Is Safety & Health part of all staff training programs ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 4 Is specific Safety & Health training provided to school management ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 5 Has the school management taken any specific safety & health training? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 6 Does your school have any Safety & Health training in written form ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |

Score_____

Section 4 Rules

- | | Yes | Partly | No |
|--|--------------------------|--------------------------|--------------------------|
| 1 Does your school have general safety rules ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 2 Are all staff aware of the general Safety & Health rules ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 3 Has the school developed specific rules for hazardous jobs ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 4 Are all rules enforced ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |

Score_____

Section 5 First Aid

- | | Yes | Partly | No |
|--|--------------------------|--------------------------|--------------------------|
| 1 Does the school have qualified First Aid trained staff ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 2 Is there at least one suitable First Aid Kit available in the school ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 3 Are records kept of all injury treatments ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |
| 4 Are emergency telephone numbers with the First Aid Kit ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| . | | | |

Score_____

Section 6 Fire Prevention

- 1 Does the school have adequate fire extinguishing
. equipment ?
- 2 Does the school have adequate fire/smoke warning
. devices ?
- 3 Is all staff aware of the proper use of fire
. extinguishers ?
- 4 Is all fire fighting equipment inspected by qualified
. people regularly ?
- 5 Has the Labour Department or the Fire Services Department
. inspected
your school within two years ?

Yes	Partly	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score_____

Section 7 Safety and Health Committee

- 1 Does your school have a Safety & Health Committee ?
.
- 2 Does the Committee assist with Workplace Inspections at
. the school ?
- 3 Does the Committee assist with all accident
. investigations ?
- 4 Does the Committee co-sign any reports ?
.

Yes	Partly	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Score_____

Section 8 Health & Hygiene

- 1 Does all staff understand the difference between Safety
. and Health ?
- 2 Has all staff been fully trained and instructed on the
. handling of
dangerous substances?

Yes	Partly	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 3 | Does staff know how to read Material Safety Data Sheets (MSDS) ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Are all chemicals and biological agents at the workplace labelled ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Does staff understand the meaning of the symbols on the labels ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Score_____

Section 9 Promotion

- | | | Yes | Partly | No |
|---|--|--------------------------|--------------------------|--------------------------|
| 1 | Does your school make an organized effort to promote Safety and Health ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Do you display Safety & Health posters ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Does the school management ever show support for Safety & Health (e.g. posted letters of encouragement and appreciation) ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Score_____

Section 10 Personal Protective Equipment (PPE)

- | | | Yes | Partly | No |
|---|---|--------------------------|--------------------------|--------------------------|
| 1 | Does staff wear PPE when required ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Is staff trained in the use and care of PPE ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Does staff understand what kinds of PPE are available ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Is PPE readily available ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Score_____

Section 11 Accident Investigation

- | | | Yes | Partly | No |
|---|--|--------------------------|--------------------------|--------------------------|
| 1 | Are all personal injuries investigated ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Are all incidents involving a dollar loss investigated ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- .
- 3 Are the investigations in written form ?
- .
- 4 Is the written information analysed for any trends ?
- .
- 5 Does the Safety & Health Committee involve in investigations ?

Score_____

Section 12 Records

- | | Yes | Partly | No |
|--|--------------------------|--------------------------|--------------------------|
| 1 Are records kept of all workplace inspections, accidents and fires ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Are all records available to the Safety & Health Committee ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Score_____

TOTAL SCORE :

HOW DO YOU RATE ?

Add up the scores of the above 12 sections and check against the following table for your school's present position in promoting occupational safety and health.

TOTAL SCORE	REMARKS
40 - 50 points	Your organization has a sound safety & health program.
30 - 39 points	Your organization has a good safety & health program.
25 - 29 points	Your organization has a fair safety & health program which needs some re-design.
15 - 24 points	Your organization has a poor safety & health program and needs help.
0 - 14 points	Your organization has a sub-standard safety & health program and needs urgent help.

**GOVERNMENT SCHOOLS
OCCUPATIONAL SAFETY AND HEALTH SITUATION
SELF-INSPECTION CHECKLIST
SAMPLE**

School : _____

Staff Responsible : _____

Inspection Date : _____

Tick the boxes when all is well. A cross requires attention.

Floors	3	Even surface - no holes?	3	Sawdust, shavings, swarf, offcuts, etc. swept up?
	3	Loose boards nailed down?	3	Special attention to areas around machines?
	3	Dropped objects picked up?	3	Floor openings covered or protected when not in use?
	3	Clean and tidy?	3	Oil and grease spots and spills wiped up?
	3	Stock material out of the way?		
Aisles	3	Wide enough for goods traffic?	3	Clear of cases, material & rubbish?
	3	Adequately lit?	3	Clear of trolleys, handtrucks etc.?
	3	Surface free from defects?	3	Clear of electrical leads?
	3	Marked with yellow or white lines?	3	Clean?
Machines	3	Adequate work space?	3	Clean?
	3	Provision to store waste off-cuts?	3	machine tools in good condition?
	3	Adequately guarded against accidental or casual contact?	3	Noise level acceptable?
			3	Drip pans to prevent oil drips onto the floor?
Work benches	3	Clear of rubbish; tidy and uncluttered?	3	No damaged tools; efficient system for repair and replacement?
	3	Tools not in use kept in place?		
Lighting	3	Are all parts of the interior adequately	3	Are suitable finishes used on the

	lit in accordance with the recommendations in the recognised code?	ceiling and other main interior walls, surfaces?
	3 Is the available natural lighting utilised to best advantage?	3 Are the fittings readily accessible for routine maintenance?
	3 Do any tasks require special treatment, e.g. the provision of a screen or luminous background to make them easy to see?	3 Have employees complained about the lighting in any way? Such complaints often help greatly in pin-pointing defects in existing installations.
	3 Is the type of lamp (incandescent, fluorescent or mercury-vapour) the most economical and satisfactory?	3 Is there good light reflection from walls and ceilings?
	3 No direct or reflected glare?	3 Light fittings clean and in good repairs?
	3 Are the lighting fittings properly placed in relation to the work to minimise unwanted reflections? (This is very important in offices)	3 Do the lighting fittings adequately control glare and is adequate light reaching the ceiling or roof?
Ventilation	3 Ventilation of work environment satisfactory?	3 Regular cleaning of air handling units/air conditioners?
Windows	3 Clean, admitting plenty of daylight?	3 Ledges free of dust, tins or rubbish?
	3 No broken panes?	3 Locking tool working properly?
Stairs and landings	3 No worn or broken treads?	3 Landings clear of crates and other obstructions?
	3 Clean; free of oil and grease?	3 Handrails in good repair?
Ladders and steps	3 Stored in the proper place?	3 No broken or missing rungs, or other defects?
	3 Rubber safety feet where possible?	
Storage	3 Adequate and convenient racks and bins?	3 Stack layers cross-tied where possible?
	3 Clear of traffic area?	3 Floors around stacks and rack clear of rubbish?
	3 Materials stored in racks and bins wherever possible?	3 Required materials taken from tops of stacks - not pulled from below?

	3	Shelves free of dust and rubbish?	3	Stacks stable with good foundations?
Electrical	3	Gear not in use properly stored?	3	No unprotected leads over traffic or access ways?
	3	No broken plugs, sockets or switches, or sign of overheating?	3	Isolating transformers?
	3	Portable power tools in good condition?	3	Residual Current Device (RCD)?
Rubbish	3	Bins located at suitable points round plant?	3	Oily rags and combustible refuse in covered metal containers?
	3	Bins emptied regularly?		
Yards	3	Clean and free from rubbish?	3	Satisfactory water drainage?
	3	Even surface - no holes?	3	Vehicular traffic-ways clearly marked?
	3	No grease or oil patches?		
Hygiene	3	Mealrooms clean and tidy; provision for regular cleaning?	3	Adequate potable water and drinking utensils or fountain?
	3	Adequate washing facilities with soap or substitute and towels; provision for regular cleaning?	3	Suitable space for storing outdoor clothing?
	3	Adequate and private toilet facilities and toilet paper; provision for regular cleaning?	3	Provision of special clothing for dirty or hazardous processes?
	3	Lockers and locker-rooms clean and tidy?		
Hazard control	3	Materials, equipment, safely stored but readily available?	3	Suitable and appropriate protective facilities provided and used?
	3	Efficient system for rapid repair or replacement of hand and other tools?	3	Non-insulated electrical conductors adequately guarded and clearly marked?
	3	Adequate facilities for materials handling, i.e. lifting and transport of heavy, bulky and multiple loads?		

Fire safety	3	Clear instructions displayed for action in event of fire?	3	Hose reels covering whole of premises and permanently connected to water supply?
	3	Display of Fire Brigade telephone number?	3	Are there provisions of special equipment to cater for risks?
	3	Co-ordination with, and efficient method of calling, the Fire Brigade?	3	Access to all fire safety equipment clear and unobstructed?
	3	Flammable and explosive materials safely stored and handled?	3	Efficient, recently serviced fire-warning system - audible and/or visible as appropriate - and regular testing?
	3	Metal containers with lid readily available for storage of flammable waste?	3	Clear instructions posted about storage, use and disposal of flammable and explosive materials?
	3	Adequate training of personnel in fire fighting?	3	Means of escape from building always available: fire doors and emergency exits clear of obstruction, and unlocked during occupancy?
	3	Fire equipment is periodically examined and in good working conditions?	3	Adequate direction signs for emergency exits, exit doors easily opened from inside?
	3	Inspection of tags and log books to ensure that maintenance of fire equipment is being carried out at the required intervals?	3	Adequate fire drills and evacuation procedure?
	3	Strategically placed hydrants for use by works team and/or Fire Brigade, together with sufficient stand-pipes, keys, hose and nozzles?	3	Correct operation of fire doors? (They should be self-closing and self-latching; opened wedging doors nullify their use as a fire barrier.)
	Chemical, toxic, corrosive and Dust hazards	3	Adequate ventilation for toxic and dust to open air or collection plant?	3
3		Provision of fume cupboards for testing and analysis?	3	Provision of appropriate personal protective equipment and clothing?
3		Safe storage, labelling and handling procedures for toxic and corrosive substances?	3	Provision of emergency eye wash facilities?

Computer	3	Use proper filters on the computer screens?	3	Place VDU on the right side of the light source(s)?
	3	Work surface height suitable?	3	Adjustable chair provided?
	3	Keyboard placement suitable?	3	Screen placement suitable?
	3	Footrest provided?		
Laboratory	3	Safety rules are set up and enforced?	3	Suitable PPE are available?
	3	Fume cupboard are operating properly?	3	Fire extinguishers are available?
	3	Eye wash facilities are available?	3	Laboratory staff have been trained in first aid
	3	Emergency procedure are set up?	3	Arrangement for hazardous waste disposal?
Outdoor activities	3	Planning include safety measures before any outdoor activities?	3	Mobile phone available for emergency call?
	3	Accident & emergency procedure?	3	First aid arrangement?
Manual Handling	3	Have risk assessments for the employees who undertake manual handling operations been carried out where necessary?	3	Have proper training given to employees who must conduct manual handling operations?
	3	Are there mechanical aids and other necessary protective measures given to employees who must undertake manual handling operation?		

First Aid Facilities

- 3 Is there a sufficient number of first-aid box or first-aid cupboard containing first-aid items provided and maintained as according to the legislative requirements?
- 3 Does the first-aid box or first-aid facility contain necessary items such as sterilised unmedicated dressings, gloves, adhesive wound dressings, triangular bandages of unbleached calico, and adhesive plaster etc. in accordance with the legislative requirement?
- 3 Is the first-aid box or first-aid cupboard clearly marked “FIRST AID” or a Red Cross?
- 3 Are designated employees appointed to look after first-aid facilities?

Relevant Information of Occupational Safety & Health Ordinance

If you require further information or assistance, please contact the following offices / departments :

Web Site of Labour Department :<http://www.info.gov.hk/labour>

2) “Occupational Safety & Health Ordinance, Chapter 509” & “Occupational Safety & Health Regulation” can be bought at Government Publications Centre or browse at web site:

<http://www.info.gov.hk/justice/laws/index.htm>

3) Hotline for “Occupational Safety & Health Ordinance” & its subsidiary regulations, Tel. No.: 25592297

4) For enquiry of “Occupational Safety & Health Ordinance” & “Occupational Safety & Health Regulation”, please contact the following regional offices of Occupational Safety – Operations Division of the Labour Department :

<u>Regional Offices</u>	<u>Telephones</u>
Hong Kong & Islands Region	
Wanchai	2121 0852
Eastern	2121 0855
Central & Western	2975 6446
Southern & Islands	2975 6439
Kowloon Region	
Kowloon City, To Kwa Wan & Hung Hom	2733 2361
Shamshuipo	2391 4543
Wong Tai Sin	2390 5139
Yaumati, Tsimshatsui & Mongkok	2390 4692
New Territories East & Kwun Tong Region	
Kwun Tong and Tseung Kwan O	2396 5639
Tai Po and North	2390 4649
Shatin and Sai Kung	2399 2257
Kowloon Bay and Ngau Tau Kok	2399 2251
New Territories West Region	
Tsing Yi	2417 6216
Kwai Chung	2437 1548
Tsuen Wan	2437 1545
Tuen Mun and Yuen Long	2437 1540

5) For occupational health aspects, please contact “Occupational Health Service, Labour Department” :

Address : Labour Department - Occupational Health Service
15/F, Harbour Building, 38 Pier Road, Central, H.K.
Tel. No. 2852 4041

6) Free publication on occupational safety & health can be obtained at :

Address : Labour Department
Occupational Safety - Advisory & Development Division
25/F., Western Harbour Centre, 181 Connaught Road West, Hong Kong.
Tel. No. 2975 6414

7) Free safety & health legislation-related training courses are provided by “Occupational Safety and Health Training Centre, Labour Department” :

Address : Labour Department - Occupational Safety and Health Training Centre
13/F, City Landmark, 68 Chung On Street, Tsuen Wan, New Territories.

Tel. No. 2940 7057

- 8) For other types of safety & health awareness training courses, please contact “Occupational Safety and Health Council” :

Address : 1/F, Kimberley Centre, 35 Kimberley Road, Tsim Sha Tsui, Kln.
Tel. No.: 2311 3322

- 9) For training courses on First Aid, please contact :

St. John's Ambulance Association

Address : St. John Tower II, 2 McDonnell Road, H.K.

Tel. No. 2530 8000

Hong Kong Red Cross Training Centre

Address : G/F, Fu Sau House, Block 10, Tai Wo Hau Estate, Tsuen Wan, N.T.

Tel. No. 2424 6430

- 10) For enquiry of training / information of fire protection, please contact Fire Protection Bureau, Fire Services Department.

Address : 5/F, 1 Hong Chong Road, Tsim Sha Tsui East, Kln.
Tel. No. 2733 7605