

建立一個安全及健康的辦公室

Making your office a Safe and Healthy Place to Work



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL
文職系安全及健康委員會
Sedentary Workers Safety & Health Committee





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引言

現況

在現今香港社會中，超過百萬人經常會在辦公室或家中使用顯示屏幕設備。很多顯示屏幕操作者士曾有投訴筋骨勞損或過量眩光的問題。過去數年來，辦公室安全已引起公眾關注。

法例

〈職業安全及健康（顯示屏幕設備）規例〉旨在保障長時間使用顯示屏幕設備工作的僱員的安全健康。根據這條例，工作地點的負責人必須執行對工作間的風險評估和嘗試在合理可行情況下，將風險減至最低，有關規例的詳細內容，請參考勞工處的〈職業安全及健康（顯示屏幕設備）規例〉摘要。顯示屏幕設備不是在辦公室唯一需要處理的事項。根據職業安全及健康條例，僱主有責任確保其僱員的職業安全及健康，範圍包括：辦公室機器、體力處理操作、辦公室整理及走火通道。同時，溫度、通風系統、照明、空間分佈、工作間及座椅，都與一個良好的工作環境有關。

時間

意外是昂貴的。試想想因不適及痛楚，甚至阻礙工作所付出的代價。現在是時候學習如何把你的辦公室成為一個安全及健康的工作環境。

測試

這本小冊子提供有關辦公室安全及健康的測試。我們建議你閱讀章節一至章節十三，透過回答章節十四的是非問題，測試一下自己對辦公室安全及健康的認識。



Introduction

It is a fact

Nowadays, over millions people in Hong Kong use visual display workstations on a regular basis at office or at home. Many visual display operators complain of musculoskeletal discomfort or excessive glare. Over the past few years public concerns over office safety had quite an impact.

It is a law

Occupational Safety and Health (Display Screen Equipment) Regulation aims at protecting the safety and health of the employees who use display screen equipment at work for prolonged periods of time. The person responsible for a workplace needs to perform a risk assessment of a workstation in the workplace and take steps to reduce any risks identified to the lowest extent as is reasonably practicable. For details, please refer to a Brief on the Occupational Safety and Health (Display Screen Equipment) Regulation published by the Labour Department. Display screen equipment (DSE) is not the only matter dealt with in an office. Under the Occupational Safety and Health Ordinance, the employer is accountable for and has a duty to ensure the occupational safety and health of his or her employees. Office machinery, manual operation, housekeeping, means of fire escape are also needed to cover. Providing good working conditions which are connected with temperature, ventilation, lighting, space allocation, workstations and seating are included.

It is a time

Accidents are costly. Consider the price to be paid in discomfort and pain, and also disruptions in work. It is a time to learn how you can make your office a SAFE and HEALTHY place to work.

It is a test

This booklet provides a test of your knowledge of office safety and health. You are advised to read chapter 1 to chapter 13. Test your knowledge about office safety and health by ticking "true" or "false" of the questions provided in chapter 14.



2. 職業安全及健康法例

職業安全及健康法例旨在確保工作地點的安全及健康，並在合理可行的情況下，將風險減至最低。

職業安全及健康條例

根據法例，工作地點負責人必須：

- 提供及保持工作安全制度。
- 提供辦公室職安健資料、指引、訓練及監督，以確保每一個僱員的安全，使其不會受傷及健康不會受危害。
- 確保其僱員在使用、處理、貯存或運載作業裝置或物質方面的安排是安全和不會危害健康。
- 確保工作地點及其進出通道之安全和不會危害健康。
- 提供及確保工作環境安全和不會危害健康。

職業安全及健康規例

根據法例，工作地點負責人必須確保：

- 作業時裝置的危險部份設有防護。
- 年青僱員不能清潔裝置。
- 某些工作地點以欄柵安全圍封。
- 在工作地點有緊急逃生的途徑。
- 正確保養走火通道。
- 工作地點保持清潔及空氣流通。
- 工作地點保持充足的照明。
- 樓面要有足夠的排水設施。
- 工作地點設有廁所及清洗設施。
- 有充足的飲用水供僱員飲用。
- 工作地點設有急救設施。
- 評估僱員從事人力搬運時的存在危害，以減低受傷的風險。盡量避免從事人力搬運的需要。





The Legal Background to Office Occupational Safety and Health

Occupational safety and health legislation aims to ensure that the workplace is safe and healthy and to reduce risk if any to the lowest extent as is reasonably practicable.

Occupational Safety and Health Ordinance

The law requires person responsible for a workplace to provide and maintain:

- Safe systems of work.
- Provide information, instruction, training and supervision to ensure that each employee is safe from injury and risks to health.
- Arrangements for ensuring safe and absence of risks to health in connection with the use, handling, storage or transport of plant or substances.
- Workplace, means of access to and egress from the premises safe and without risk.
- A safe and without risk working environment.

Occupational Safety and Health Regulation

The law requires person responsible for a workplace to ensure

- Dangerous parts of plant are guarded when in use.
- Young persons do not clean plant.
- Certain parts of workplace are securely fenced.
- Means of egress from workplace are properly maintained.
- Fire escapes are properly maintained.
- Workplace is kept clean and adequately ventilated.
- Workplace is adequately lit.
- Floors of workplace are adequately drained.
- Lavatory and washing facilities of workplace are provided.
- Employees are provided with adequate supply of drinking water.
- First-aid facilities are provided at workplace.
- Risk assessment is done to reduce risk of injury to employee from manual handling operation and avoid the need to undertake certain manual handling operations that may create safety and health risks .



3. 關於辦公室安全及健康

〈職業安全及健康（顯示屏幕設備）規例〉

與法例有關的工作地點負責人應：

- 對工作地點內的任何工作間首次供使用者使用前，對該工作間作出風險評估。
- 若工作間有顯著改變，應檢討風險評估。
- 保存所有風險評估紀錄，並在該工作間不再使用後，保留該紀錄最少兩年。
- 通知使用者有關風險評估結果及已採取的行動。
- 確保工作間是合適給員工使用，並有考慮他們的安全及健康問題。
- 提供足夠的安全及健康培訓予員工。

法例亦要求僱員於工作時需適當地保障個人及他人工作安全及健康。各僱員必須與工作地點負責人衷誠合作。

顯示屏幕設備

你的僱主

如果你工作上需要長時間，差不多每天使用顯示屏幕設備，法例要求你的僱主必須採取措施以保障你的工作安全及健康。

工作間

如有需要，工作間的負責人應調整工作間，以確保僱員的安全及健康。當中包括適當的工作間設計、座椅、照明、噪音控制等。





About Office Safety and Health

Occupational Safety and Health (Display Screen Equipment) Regulation

The law requires the person responsible for the related workplace to:

- Perform a risk assessment of a workstation in the workplace before it is first used by users.
- Review the risk assessment if there has been a significant change in the conditions.
- Keep a record of risk assessments for a period of at least 2 years after the workstation ceases to be used by any user.
- Inform users about the findings of the risk assessment and any action being taken.
- Ensure the workstations used are suitable having regarded to the safety and health and welfare of those users.
- Provide users with adequate safety and health training.

The laws also require that employees to take reasonable care to protect their own safety and health at work as well as the safety and health of others at work. All users should co-operate with responsible person.

Display Screen Equipment (DSE)

Your employer

The law requires your employer to take steps to ensure your safety and health if you work with DSE for prolonged period of time almost every day.

Your workstation

Workstation will be adjusted, as necessary, to ensure your employee's health and safety. This includes appropriate workstation layout, chair, lighting, noise control and more.



座椅及靠背位置

調校座椅可增加你的整體穩定，提高你的舒適程度、改善腿部血液循環、減少背部壓力和幫助減少疲勞。調校你的靠背和改善你的姿勢，以達致較舒適的效果。

電腦顯示屏幕及鍵盤

放置你的電腦顯示屏幕於視線水平，以減少頸部不適和改善整體姿勢。擺放你的鍵盤在手肘高度及在應用時保持手腕平直和放鬆肩膀，會使你感到更舒適。

滑鼠

避免長時間使用滑鼠，手腕盡量平直和提供手部承托。

眼睛

使用電腦工作時，應有適當的休息。你亦可暫時做其他不需應用顯示屏幕設備的工作，以改變眼部和肌肉的節奏。眼部運動、閉合眼睛、防止乾澀和觀望遠景也可減少眼睛疼痛。使用顯示屏幕設備工作前，請測試你的眼睛和日後經常檢查。

文件夾和手墊

使用文件夾可預防頸部因來回閱讀文件和顯示屏幕而產生不適。文件夾應放置於視線水平，並靠近電腦顯示屏幕以減低頸部和眼部疲累。使用手墊可減低對手腕造成的壓力，改善姿勢和提高舒適程度。





Your chair and back rest position

Adjusting your chair can increase your overall stability, enhance your general comfort, improve leg circulation, reduce stress on your back, and help minimize fatigue. Adjust your backrest and change your posture to achieve better comfort.

Your computer monitor and keyboard

Place your monitor at seated eye level to reduce neck strain and improve overall posture. Position your keyboard at elbow height to key with straight wrists, relaxed shoulders, and greater comfort.

Your computer mouse

To avoid long sessions using a mouse, similar to keyboard use, try to keep the wrist straight and supported with elbows at your side.

Your eyes

Break up your computer work with breaks. Your work routine will provide tasks that do not require DSE, to give your eyes and muscles a change of pace. Reduce eye soreness by doing eye exercises, closing your eyes, preventing dryness, and looking off into the distance. Test your eyes before you start DSE work, and regularly thereafter.

Your copy holders and wrist rests

Using a copy holder can help you prevent neck strain from looking up and down between your monitor and documents. Position your copy holder at eye level and near the monitor to minimize neck and eye strain. Use a wrist rest to reduce pressure and improve wrist posture and comfort.





4. 滑倒、絆倒和跌倒

只要小心留意，就可以減少滑倒，絆倒和跌倒等潛在危害。

地板表面

- 留意那些剛剛漆上光蠟的地板、隆起的地毯、地板和磁磚。
- 穿著合適的鞋子。
- 拾起鉛筆、紙屑和其他有機會引致滑倒的物品。
- 抹走所有溢出的液體。



梯間和通道

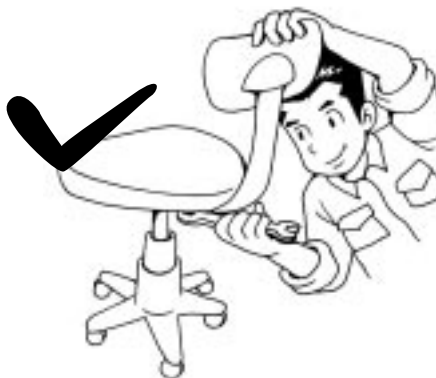
- 避免被貨物阻礙你的視線。
- 不要堆疊箱子等會令人絆倒的物品。
- 在梯間時，要使用扶手。如發現破損的台階，向你的上級報告。

座椅

- 避免坐在座椅上向後傾斜。
- 定期檢查座椅有否殘破的彈簧、鬆脫的螺絲和有損壞的焊接位。
- 當要攀爬時，請勿以座椅代替梯子。

電線和抽屜

- 注意橫放在地上的電話線和電線。
- 取物後謹記關閉所有的抽屜。





Slip, Trips and Falls

You can prevent accidents by watching for potential hazards of slip, trips and falls.

Floor surfaces

- Watch out for recently waxed floors; loose carpeting, floor boards and tiles.
- Wear appropriate shoes.
- Pick up pencils, paper clips and other objects that might cause a slip.
- Wipe up all spills.

Stairways and walkways

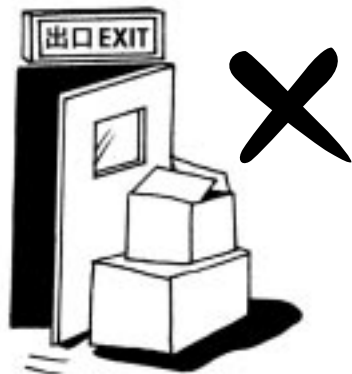
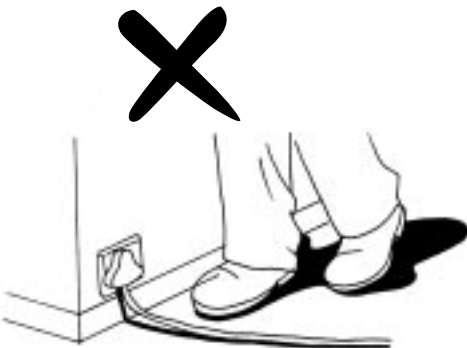
- Avoid obstructing your vision with loads.
- Don't store boxes, etc. where people might trip.
- On stairways, use handrails. Report worn threads and broken or loss stairs to your supervisor.

Chairs

- Avoid tilting back in a chair.
- Routine inspect chairs for broken springs, loose screws and defective welds.
- Be sure-footed when climbing - use a stepladder not a chair.

Leads and drawers

- Beware of telephone and electrical leads lying across the floor.
- Close all the drawers.





5. 辦公室機器

一般指引

- 留心學習操作機器的程序。
- 只可使用機器的特定操作裝置。如需要較複雜的調校、維修或保養，應通知你的上級。
- 注意電力危害，例如負荷過重的插頭或不妥善的地線，已磨損或無遮蓋的電線。關掉所有過熱、冒煙、產生火花或漏電的機器，並報告所發生的問題。

碎紙機

- 在碎紙機或其他沒有遮蓋或防護的機器附近工作時，應避免穿著寬袖衣服和佩戴領呔、皮帶及懸吊飾物。

影印機

- 影印機應放在有足夠通風的地方，使所有塵埃、氣體或蒸氣能安全地消散。如放置在密封的房間內，或需要安裝機械通風系統。
- 避免接觸到影印機的炭粉或其他化學物料。如需要加添炭粉，應盡量使用膠手套及圍裙。完成後，須清洗手部及面部。
- 在影印時，應蓋好遮光板。





Office Machines

General guidelines

- Be attentive when learning how to operate machines.
- Only use the controls that are designed for operators. If more complex adjustments, repairs or maintenance are required, inform your supervisor.
- Be alert for electrical hazards, such as overloaded outlets or improper earth wires, frayed or bare wires. Unplug any machine that overheats, smokes, sparks or causes shocks, and report the problem.

Shredder

- Avoid wearing loose sleeves, ties, belts, dangling jewellery, etc., around shredders or machines with exposed or unguarded moving parts.

Photocopier

- Equipment should be installed in an adequately ventilated area to facilitate safe removal of any dusts, gases or vapours. If installed in an enclosed room, mechanical ventilation may be required.
- Avoid physical contact with toners or other chemicals of photocopier. If you must add toner, wear rubber gloves and an apron, if possible. Wash hands and face when finished.
- Keep document cover down during copying.



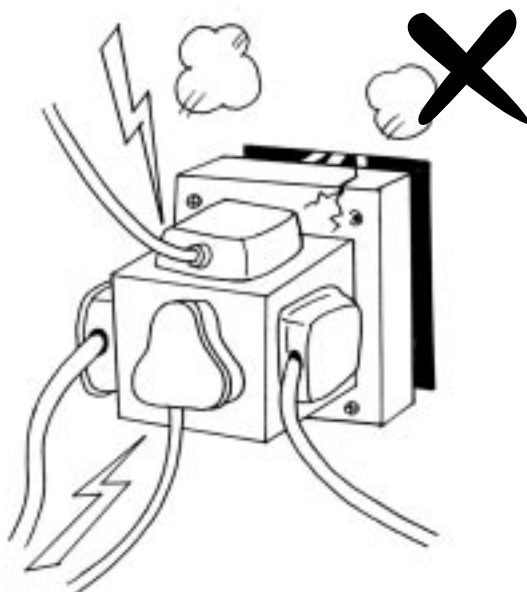


6. 辦公室可移動的電器用具

日常生活中，很多設備都會可以搬動，例如吸塵機、電熱水壺、暖爐、電風扇、電視、檯燈、傳真機、和手提電腦等。這些設備均配有電線和插頭。

尋找損壞的徵兆

- 首先，識別你所用的設備和它的位置與使用方法。當電線和插座分開後，你需留意以下各種徵兆：
 - 損毀的電線，例如表層有切口、磨損(除一些輕微的表面磨損)。
 - 破損的插座，例如外殼破裂或插腳彎曲。
 - 不合規格的電線接駁。
 - 電線外保護層沒有被夾穩，檢查電線內層著色絕緣線有否外露。
 - 設備在不適當的情況下使用，例如在濕滑或多灰塵的工作場所。
 - 外殼有明顯的破損或有鬆脫的零件或螺絲。
 - 過熱(有被燒過或燻黑的痕跡)。
- 當察覺到有不妥當的時候，應向上級報告。而該設備亦要被標記及移走停止使用，並須由合資格人員維修。





Office Portable Electrical Equipment

Generally, equipment that has a lead (cable) and plug and which is normally moved around or can easily be moved from place to place, e.g. floor cleaners, kettles, heaters, fans, televisions, desk lights; and also equipment that could be moved, e.g. fax machines and desktop computers.

Looking for signs of damage

- First, identify your equipment and where and how it is used. The things you are looking for on the equipment, the cable and plug after disconnecting it, are signs of:
 - Damage, e.g. cuts, abrasion (apart from light scuffing) to the cover covering.
 - Damage to the plug, e.g. the casing is cracked or the pins are bent.
 - Non-standard joints including taped joints in the cable.
 - The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is exposing.
 - Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace.
 - Damage to the outer cover of the equipment or obvious loose parts or screws.
 - Overheating (burn marks or staining).
- You should report to somebody (a supervisor or manager) when you find something wrong. The equipment should be labeled as faulty, taken out of use and repaired by competent person.





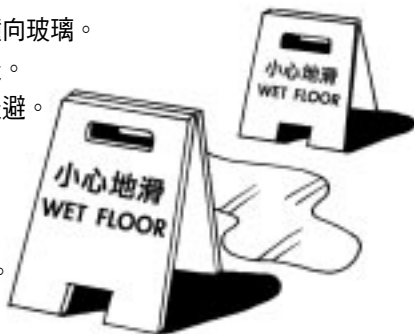
7.辦公室的整理

大門

- 檢查玻璃門上有否進出的標誌，以免其他人撞向玻璃。
- 走近沒有視窗的大門時，應從遠離鉸鏈那邊走。這樣，若有其他人進出時，仍有足夠的空間走避。

行人通道

所有行人通道應保持暢通，不應有阻礙物。如果地面濕滑，應該立刻清理並張貼地面濕滑的告示。



鋒利物件

- 切勿用姆指按著釘書機的出釘處來測試是否有阻塞，處理阻塞的釘書機時，亦不應將眼睛靠近。
- 刀片應存放在有蓋的箱子裡。在棄置時，用紙張包裹並寫上標記。
- 分開收藏圖釘和圖尺。不要將圖釘和曲別針放在一起。
- 避免接觸剃刀刀鋒，及不要一次切割太多紙張。
- 鋒利物品應放在抽屜內並以不同盒子分開盛載。存取時需份外小心。
- 使用掃帚和刮子清理已打破的玻璃，切勿用手拾起玻璃，並需以紙張包裹及寫上標記。而碎片應該用濕毛巾拾起，並立刻棄掉。
- 當處理大量紙張或信封時應佩戴手指套。用海綿或其他封口工具去弄濕郵票和信封以作封口。

文件櫃和書架

- 文件應首先擺放於文件櫃的下層，以免打翻文件櫃。
- 避免上層的抽屜負荷過重，這可能導致文件櫃倒下。
- 在開啟抽屜時先關閉其他抽屜，以防止碰頭及打翻文件案櫃。
- 使用手柄輕力關閉抽屜，可避免手指被夾傷。
- 切勿強行開啟已卡住的抽屜，這有可能令你背部受傷。
- 把物品放在文件櫃裡，不要堆放在櫃頂上。
- 把經常被使用的物件放在容易存取的地方。
- 文件櫃負荷不宜過重，特別是那些沒有被鑲在地板或牆壁的文件櫃。
- 太重或容易破碎的物件應放置在架的低層。



Office Housekeeping

Doors

- Check for markings in the centre of glass doors and panels to prevent walking into them.
- Approach solid doors from side away from the hinges. This will enable you to step out of the way if someone comes through.

Passageway

All passageways must keep clear from obstruction. If the floor is wet, clean it immediately and put up a warning notice on slippery floor.

Sharp objects

- Don't test a jammed stapler by holding your thumb over the end, or by discharging it near your eyes.
- Store razor blades in a covered container. To dispose of them, wrap them in paper, and mark the paper.
- Use separate containers for storage of drawing pins/tracks. Never mix drawing pins with paper clips.
- Keep fingers away from the blade of paper cutters. Avoid cutting too many sheets at one time.
- Keep pointed objects boxed separately in a drawer. Never reach for them blindly.
- Use a broom and dustpan to clean broken glass, not your fingers, to pick up glass. Wrap it in paper and mark the paper. Pick up splinters with a damp paper towel. Discard immediately.
- Wear finger guards when handling stacks of papers/envelopes. Moisten stamps and envelopes with a sponge or sealing device.

Filing cabinets and shelves

- Fill bottom file cabinet drawers first to prevent the cabinet from tipping.
- Avoid overloading top drawers. This can cause the cabinet falling to you.
- Close one drawer before opening another to avoid banging your head, and to prevent the cabinet from tipping.
- Close drawers gently. Use handles to avoid pinch fingers.
- Don't struggle with stuck drawers. You might hurt your back.
- Stack objects neatly inside cabinets, not on the top.
- Keep frequently used items within easy reach.
- Don't overload cabinets, especially those that aren't bolted to the floor or wall.
- Too heavy or breakable items on lower shelves.



8. 體力處理操作

一般指引

- 站近物件，雙腳張開以作平衡。
- 保持腰背挺直。
- 蹲下，保持背部成一條自然線及屈膝。
- 抓緊物件。
- 提高你的大腿，並慢慢地伸直。然後，將背部回到垂直位置。
- 在搬運時，要緊握及靠近物件。

經常轉換姿勢

- 工作時，定時轉換姿勢，避免背痛。
- 改變你的工序，避免經常性重覆同一動作，並應中途作息。
- 使用機械輔助，避免或減少提舉及搬運操作。





Manual Handling Operations

General guidelines

- STAND CLOSE to the object with feet spread apart for balance.
- KEEP YOUR BACK STRAIGHT.
- BEND YOUR KNEES, keeping your back in a natural line, and your knees bent.
- GRASP the object firmly.
- LIFT with your legs, slowly straightening them. Then return your back to a vertical position.
- HOLD the object firmly and close to your body as you carry it.

Change your position regularly

- While working, shift your position periodically to avoid back strain.
- Vary your tasks to avoid constant repetitive motions, and take rest breaks.
- Use mechanical aids to avoid or reduce lifting and transport operations.





9. 工作環境

照明

- 利用足夠的照明可讓你安全及正確地完成工作。工作間的照明度應界乎300-500勒克司之間。
- 電腦工作間比一般工作間所需的照明度為低，過強或不適合的照明會引致眼部不適及頭痛。
- 工作桌面應以淺色和不反光為原則。

眩光

- 如有反射眩光，應稍微調校顯示屏幕的傾斜度。
- 利用濾光鏡可減少光線由顯示屏幕反射到眼睛。
- 要減低背景照明度，可利用較低伏特的燈泡、移除某些燈泡、重新安置或減少照明設備，或調校窗簾。

對比

- 電腦顯示屏幕應遠離窗戶或強光。
- 電腦顯示屏幕應避免與窗戶平衡擺放。
- 調校窗簾至合適的位置。
- 調校電腦顯示屏幕的對比及光度至最適合你的清晰度。





Office Environment

Lighting

- Use as much light as you need to get the job done safely and correctly. The office lighting ranges from 300-500 lux.
- Computer work areas require less overall illumination than other office work areas. Excessive or inappropriate illumination contributes to eye discomfort and headaches.
- Surface of the desktop should be light in colour and non-reflective.

Glare

- Tilt your monitor slightly if it is reflecting overhead light.
- Use glare guard on your screen to reduce glare by reducing light reflected off your monitor from reaching your eyes.
- Reduce the background light level by using lower wattage bulbs, removing some bulbs, relocating or eliminating lighting fixtures or adjusting the blinds or curtains.

Contrast

- Move computer monitors away from windows or other sources of bright light.
- Avoid positioning monitors parallel to windows.
- Adjusting window blinds or curtains.
- Adjust the contrast and brightness levels on your monitor to find the setting that gives you the best clarity.





溫度與濕度

維持室內溫度在攝氏 23-26 度（夏天）或在攝氏 20-24 度（冬天），而相對濕度約百分之四十至七十。

室內空氣質素

- 提供足夠的新鮮空氣及定期清洗出氣口和過濾器。
- 推行非吸煙政策。
- 使用不含或只釋放少量污染物的建築物料、傢俬和地毯，例如含甲醛的裝修材料。
- 在影印機範圍安裝抽氣扇，抽出影印機產生的臭氧。

噪音滋擾

- 把設備移往房間或移離工作地點。
- 蓋上打印機專用的吸音護罩。
- 調低電話音調或以滋擾度較低的音調取代。
- 控制個人說話及電話交談的音量。





Temperature and humidity

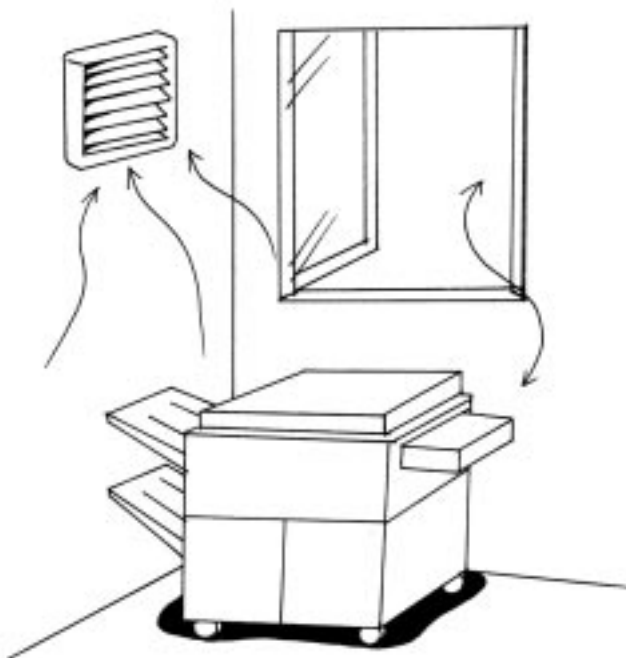
Maintain indoor temperature at 23-26°C (Summer) or 20-24°C (Winter) and the relative humidity at 40-70%.

Indoor air quality

- Provide adequate fresh air and clean all air outlets and filters regularly.
- Implement a non-smoking policy.
- Use building materials, furniture and carpet with no or low emission of pollutants such as formaldehyde.
- Extract ozone from photocopiers by installation of exhaust fans in photocopying areas.

Distracting Noise

- Move equipment to an enclosed room or away from work areas.
- Sound absorbing cases to be provided for printers.
- Turned down or replaced with a less distracting tone of your telephone.
- Control your voice level during conversations and when on the phone.





10. 辦公室防火措施

防火是你的責任。對於以下情況，應加倍小心：

吸煙

- 只准在指定範圍內吸煙。
- 棄掉火柴、灰燼及煙蒂於合適的盛器內。

易燃物件

- 妥善存放及棄置所有會容易引致火警的物體，包括液體，影印機油墨，及沾有油性或溶濟的碎布。

電器

- 小心處理熱碟子、爐灶、咖啡壺、微波爐等，並關上非使用中的電器的電源。
- 電力負荷切勿過重，不要接駁過多電器於拖板上。
- 經訓練後，方可使用電器。





Office Fire Safety

It is your responsibility to know how to prevent fires. Be extra careful with the followings:

Smoking

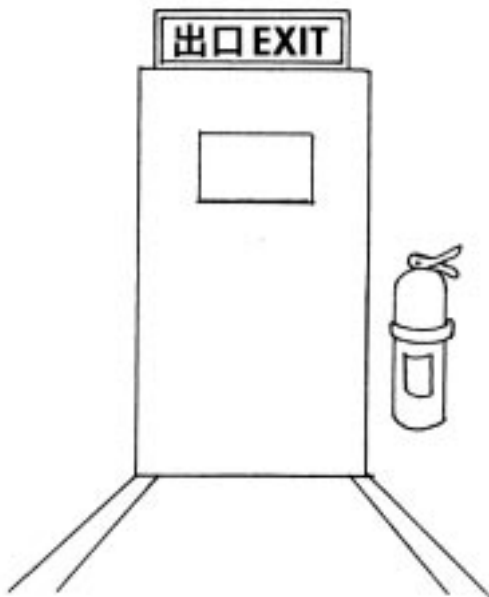
- If you must smoke, do so in designated areas only.
- Dispose of matches, ashes, and cigarette ends in proper receptacles.

Flammable substances

- Properly store and dispose of all substances that may be fire hazards, including fluids, photocopier inks, and oily or solvent-soaked rags.

Appliances

- Use cautiously when operating hot plates, stoves, coffee pots, microwave cooker, etc. Turn off appliances when they're not being used.
- Never overload circuits - do not plug numerous appliances into extension cords.
- Use equipment only after you have been trained to do so.





11. 防火計劃

遵守公司所擬定的走火緊急應變計劃。計劃應包括以下項目：

- 發出警報通知其他人。
- 通知消防處。別假設其他人已辦妥。
- 在安全的情況下，離開前盡量關閉所有門口和窗戶。
- 只有當火種的面積約相等於一個廢紙籃，方可嘗試撲滅火種。同時，亦需要懂得怎樣操作滅火器和因應火警的類別選擇合適的滅火器。
- 保持最少兩條走火通道暢通。滅火器的操作只能維持少於20秒。因此，如對自身安全有懷疑，須立刻逃生。

與同事一起齊集在預定的集合地點。切勿乘搭升降機，只有在消防處指示為安全的情況下，才能返回肇事的建築物。





Fire Emergency Plan

Always follow your company's emergency plan. This should include instruction such as:

- Sound the alarm to warn others.
- Call the Fire Services Department. Don't assume someone else has already done this.
- Close as many doors and windows as you safely can before exiting.
- Only attempt to fight the fire if it is about the size of a small waste basket. Also know how to operate a fire extinguisher, and have the correct one for the type of fire.
- Keep at least two escape routes open. A fire extinguisher will only last less than 20 seconds, so be prepared to use your escape route if there is any doubt about your safety.
- Join your colleague at a pre-arranged meeting place. You should not take lift and only return to the building when advised by the Fire Services Department that it is safe to do so.





12. 關於其他辦公室安全及健康事宜

正面態度

- 禮待及尊重其他員工能保障他人和自己的安全。
- 使用正確方法工作，長遠來說，能節省你的時間和精力。
- 參與防火演習及其他疏散計劃。
- 如對安全措施有疑問，應向你的上級查詢。
- 留心學習操作機器的程序。
- 保持工作地點清潔可確保安全。

壞習慣

- 在書寫或打鍵時，同時使用手提式耳筒電話談話會令頸部受壓，特別是長時間的對話。
- 在影印時，不蓋好遮光板。
- 習慣收藏物件等待某天會使用。在一個整齊的地方，保存的是有需要的物件，不是沒用途的東西。
- 戲弄別人並不是有趣的，特別是對於那些因此而入院治療的人。





Other Office Safety and Health Issues

Positive attitudes

- Courtesy and respect for other workers help guarantee their safety as well as yours.
- Taking time to do things the right way will save your time and energy in the long run.
- Cooperate with fire drills and other evacuation planning.
- When in doubt about any safety practice, ask your supervisor.
- Be attentive when learning how to operate machines.
- A clean workplace is a safe workplace.

Bad habits

- Writing or keying while using a telephone hand-set places stress on the neck, especially during extended conversation - use a headset.
- Not keeping the document cover of photocopier down during copying.
- Get a habit of stashing away items just in case they will come in handy some day - a place is in order when there are no unnecessary things about and when all necessary things are in their place.
- Horseplay is not funny - especially to the person hospitalized by your fooling around.





13. 壓力

編排運動時間，以舒緩壓力、疲倦及因長期坐著所引起的問題。

工作後

- 計劃運動時間，每星期最少三次，每次 20 至 30 分鐘。
- 嘗試緩步、步行、游泳或踏單車。開始時，慢慢來，切勿忘記做熱身和放緩運動。若你在健康上有特別的顧慮，在實行運動計劃前，應請教你的醫生。

工作時

- 在許可的情況下，在午飯時候作輕快的步行或緩步。
- 轉動肩膊、將頭部打轉、彎曲和拉緊趾尖及緩緩作深呼吸，均可鬆弛肌肉。
- 做眼部運動、閉合眼睛、防止乾澀和觀望遠景均可減少眼睛疼痛。
- 間中站立、伸展或步行可促進血液循環。





Stress

Fit exercise into schedule to relieve stress, fatigue and a variety of problems caused by sitting at a desk all day.

After work

- Plan to exercise for 20 to 30 minutes at least 3 times per week.
- Try jogging, walking, swimming, or bicycling. Start slowly, and don't forget to warm up and cool down. Consult your doctor before starting an exercise programme if you have health concerns.

At work

- Take a brisk walk or jog during lunch time, if you can.
- To loosen tense muscles, rotate your shoulders, circle your head, flex and point your feet, and breathe slowly and deeply.
- Reduce eye soreness by doing eye exercises, closing your eyes, preventing dryness, and looking off into the distance.
- Increase your blood circulation by getting up, stretching, or walking around occasionally.





14. 電腦範圍的佈置

你的工作類型決定你如何安排設備。

- 資料輸入 — 例如賬務文員，花費大部份時間在檢閱文件，及瀏覽電腦顯示屏幕。他們一方面打鍵，另一方面握著所輸入的資料。因此，鍵盤擺放的位置及使用文件夾是十分重要的。
- 資料尋找 — 例如電話訊息作業員，須從電腦檔案中查閱資料及瀏覽電腦顯示屏幕，或寫下找尋到的特定資料，作業員需集中在電腦顯示屏幕。因此，擺放顯示屏幕的位置是十分重要，而鍵盤及文件的擺放位置則較次要。
- 互動及工作處理 — 例如機票代理商，需經常鍵入資料後須等候回覆，繼而再處理更多資料。文件處理像一般秘書處理的工作，包括草擬及修改文件。這類別的作業員通常花費一半時間瀏覽電腦顯示屏幕，一半時間閱讀文件。
- 美術設計 — 工作人員須用滑鼠或針筆輸入資料，並經常留意電腦顯示屏幕作校對，運用鍵盤和文件的機會比較少。

要設計一個最舒適的工作間，首先必須確定你的工作屬於哪個類別。記著：安排你的設備，以配合你的工作和令自己感到舒適。





Arranging Your Computer Area

The nature of your work determines how you might best arrange your equipment.

- Data entry - the computer operator such as billing clerk spends most of his/her time look at source documents, with brief glances at the monitor. One hand keys while the other hand often holds input information. Therefore, the keyboard placement and use of copy holder are important.
- Data retrieval - the operator such as telephone information operator brings up information from a computer file and reads it on the monitor, or scans for specific information often writing it down. The operator's attention is mostly directed to the monitor. Therefore, monitor placement is important and keyboard and hard copy may have minor roles.
- Interactive and work processing - the operator such as airline ticket agent enters information, waits for feedback, and then responds with more input. Word processing includes composing and editing document, which secretaries often do. The operator of this kind generally spends about half the time looking at the monitor and half the time looking at hard copy.
- Graphic design - the operator uses a mouse or bit pen to enter information and constantly observes the monitor for accuracy. The keyboard and hard copy are used less frequently.

To get some ideas on the most comfortable layout for you, identify which type of computer work describes your job. Remember; arrange your equipment to match you tasks and your comfort.



15. 測試你的知識

請“✓”『對』或『錯』。

- | | | |
|---|----------------------------|----------------------------|
| 1. 職業安全及健康法例旨在確保工作地點的安全及健康，並在合理可行情況下，將風險減至最低。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 2. 傾斜你的座椅不會導致不良影響。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 3. 在非使用情況下，關上咖啡壺等電器的電源，可有助防火。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 4. 以座椅來代替梯子是安全的。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 5. 檔案櫃及書架沒有危險性。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 6. 要安全工作，正面的態度與良好的習慣是必須的。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 7. 尖銳物件應存放在抽屜內，並以盒子盛載。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 8. 若你在健康上有特別的顧慮，在實行運動計劃前，應請教你的醫生。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 9. 在影印時，應蓋好遮光板。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |
| 10. 你可以在你的工作範圍內做簡單的運動，來鬆弛肌肉。 | <input type="checkbox"/> 對 | <input type="checkbox"/> 錯 |

我已閱讀這本小冊子。

僱員姓名及簽署

日期

核對你的答案。合格分數為百份之九十。

1. 對 2. 錯 3. 對 4. 錯 5. 錯 6. 錯 7. 錯 8. 錯 9. 錯 10. 錯



Test your knowledge

Please tick "true" or "false".

- | | | |
|--|-------------------------------|--------------------------------|
| 1. Occupational safety and health legislation aims to ensure that the workplace is safe and healthy and to reduce risk if any to the lowest extent as is reasonably practicable. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Tilting your chair can do no harm. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Turning off coffee pots, etc when not in use , can help prevent fires. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 4. Chairs can be safely used in place of ladders. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 5. Filing cabinets and shelves do not present hazards. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 6. A positive attitude and good habits are essential for working safely. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 7. Pointed objects should be boxed separately in a drawer. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 8. Consult your doctor before starting an exercise programme if you have health concerns. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 9. When photocopying, the document cover should be kept down. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 10. You can do simple exercises at your desk to loosen up tense muscles. | <input type="checkbox"/> True | <input type="checkbox"/> False |

I have read this booklet.

Employee's name and signature

Date

Checking your answer and the passing mark is 90%

1. T 2. F 3. T 4. F 5. F 6. T 7. T 8. T 9. T 10. T