

FACTORIES AND INDUSTRIAL UNDERTAKINGS ORDINANCE

(Chapter 59)

Notification of Proposed Change in Particulars of a Notifiable Workplace (Note 1)

In accordance with section 9(2) of the Factories and Industrial Undertakings Ordinance, notice is hereby given of a proposed change in the particulars of a notifiable workplace known as as follows:

**(a) Name of workplace*

To be changed from

to

Proposed date of change

**(b) Location of workplace*

To be changed from

to

Proposed date of change

**(c) Brief description of change in the nature of industrial process/operation to be introduced*

.....

.....

Proposed date of change

Date

.....
Signed by/on behalf of the person having the management or control of the workplace (Note 2)

Full name

Capacity

Address.....

.....

* Complete where applicable.

Notes:

1. 'Notifiable workplace' means (a) any factory, mine or quarry; and (b) any premises or place in which a dangerous trade or scheduled trade is carried on or is proposed to be carried on, but does not include a construction site within the meaning of the Construction Sites (Safety) Regulations.
2. Where the person having the management or control of the workplace is a firm, the notification must be signed by one of the partners. Where it is a body corporate, the notification must be attested in the manner required by the document of incorporation.

擬更改有關例須呈報工場(註一)之資料細則事項通知書

本工場之名稱爲.....，現擬有所更改，
茲根據工廠暨工業經營條例第九條第(2)款之規定，特此通知如下：

* (甲) 工場名稱

由.....

改爲.....

擬作出更改日期.....

* (乙) 工場地點

由.....

改爲.....

擬作出更改日期.....

* (丙) 簡述有關工序／操作性質之更改情況

.....

.....

擬作出更改日期.....

日期：.....

簽署：.....

由有權管理或控制該工場之人士或其代表簽署
(註二)

姓名：.....

職位：.....

地址：.....

.....

* 請按照實際更改事項填報

附註：

一、「例須呈報工場」指(甲)任何工廠、鑛場或石礦場；及(乙)用以經營或擬用以經營危險性行業或條例附表所規定之行業之樓宇或場所，惟不包括建築地盤(安全)規例所指之建築地盤在內。

二、有權管理或控制該工場之人士，如屬一間公司者，則通知書須由其中一位合夥人簽署。如屬一個法人團體者，則通知書須根據公司立案文件所規定之方法予以核簽。

表格使用者指南

例須呈報工場

根據工廠及工業經營條例第9條的規定，凡管理或控制例須呈報工場的人士，在以下情況須向勞工處處長呈報：

- (a) 於工序展開前以訂明表格呈報工場的詳情；
- (b) 已呈報的資料如有任何更改，則須在更改前以訂明表格呈報；及
- (c) 工場的管理權如有所更改，須在二十一天內，以書面呈報。

何謂例須呈報工場？

例須呈報工場的定義是指下述中的任何一項：

- (a) 任何工廠、鑛場或石礦場；
- (b) 用以經營工廠及工業經營條例附表1及2內的危險行業或條例附表所列行業之任何場所或地方，但不包括建築地盤(安全)規例中所指的建築地盤。

交回表格地點

填妥申請表格後，可

- (a) 郵寄或交回香港中環統一碼頭道三十八號海港政府大樓十三樓勞工處職業安全及健康部或各分區辦事處；或
- (b) 電子傳送至勞工處所設的電子郵件地址ldrgadmn@labour.gcn.gov.hk

有關資料

若要查詢有關職業安全及健康的事宜，請以下列方式聯絡本處職業安全及健康部：

電話 : 2559 2297 (非正常辦公時間自動錄音)
電子傳真 : 2915 1410
電子郵件 : ldradmn@labour.gcn.gov.hk

亦可查閱勞工處的互聯網頁內有關本處的服務資料，網址是 www.info.gov.hk/labour。

Guide to Form Users

Notification of notifiable workplaces

A person having the management or control of a notifiable workplace shall, in accordance with Section 9 of the Factories and Industrial Undertakings Ordinance, notify the Commissioner for Labour:

- (a) the particulars relating to the workplace (in a prescribed form) before any industrial process/operation is commenced;
- (b) any subsequent change in the particulars of the notifiable workplace (in a prescribed form) before it takes effect; and
- (c) the change in the identity of the person having management or control of the notifiable workplace within 21 days of the change.

What is a notifiable workplace ?

A *notifiable workplace* is defined as any one of the following:

- (a) any factory, mines or quarry; and
- (b) any premises or place in which a dangerous trade or schedule trade, as specified in the Schedule 1 and 2 of the Factories and Industrial Undertakings Ordinance, is carried on, but does not include a construction site within the meaning of the Construction Sites (Safety) Regulation.

Place of Submission

You can submit the notification form either:

- (a) by post or in person to Occupational Safety and Health Branch of Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong or any branch offices; or
- (b) by electronic transmission to the e-mail address of Labour Department at ldrgadm@labour.gov.hk.

Useful Information

If you require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone : 2559 2297(auto-recording after office hours)
Fax : 2915 1410
E-mail : ldrgadm@labour.gov.hk

Information on the services offered by the Labour Department is also available in our Home Page in the internet at www.info.gov.hk/labour.

勞工處職業安全及健康部
收集個人資料之目的

(呈報工場)

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 有關視察違例事項和進行法律聆訊；或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人仕或機構(如政府部門,律師樓....等.)透露。

查閱個人資料

3. 根據個人資料(私隱)條例第18及22條及附表1保障原則第6原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人仕提出：

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道三十八號
海港政府大樓十三樓

**STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT**

(Notification of Workplaces)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:

- (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
- (b) activities relating to checking compliance with legislative requirements and carrying on legal proceeding; and
- (c) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, Law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to :

Divisional Occupational Safety Officer (HQ)
Occupational Safety - Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong