

工廠及工業經營(石棉)規例
Factories and Industrial Undertakings (Asbestos) Regulation

[規例第 6(4)條]
[Section 6(4)]

通知 (i) 石棉工作
(ii) 改變已通知的石棉工作
Notification of (i) Asbestos Work
(ii) Change in Notified Asbestos Work

本表格乃由勞工處處長就工廠及工業經營(石棉)規例第 6(4)條的需要而認可

Form approved by the Commissioner for Labour for the purposes of section 6(4) of the Factories and Industrial Undertakings (Asbestos) Regulation

- * 通知石棉工作：須填寫第一部及第二部。
Notification of asbestos work: complete Part I and Part II
- * 通知改變已通知的石棉工作：須填寫第一部及第三部。
Notification of change in notified asbestos work: complete Part I and Part III

第一部 Part I

(1) 工業經營名稱 Name of industrial undertaking		
(2) 註冊辦事處地址 Address of registered office		
(3) 東主/經理姓名 Name of proprietor/ Manager		(4) 電話 Tel. No.
(5) 工作場地地址(如與(2)相同可省略) Address of workplace (omit if same as (2))		(6) 電話 Tel. No.

第二部 Part II

(7) 工作場地負責人姓名 Name of responsible person at workplace		(8) 職位 Position	(9) 電話 Tel. No.
(10) 石棉工人數 Number of asbestos workers	男 Male	女 Female	
(11) Date of commencement of asbestos work 開始進行石棉工作日期		(12) 石棉工作完工日期 Date of completion of asbestos work	
(13) 石棉工作性質 Nature of asbestos work			
(14) 石棉工作涉及的石棉物料(註明物料含溫石棉或閃石類石棉) Type of asbestos containing material involved in asbestos work (indicate whether chrysotile or amphibole asbestos is present in the material)			

第三部 Part III (祇須填寫有改變的詳情 Fill in the particulars that have been changed)

(15) 開始進行石棉工作日期 Date of commencement of asbestos work		(16) 石棉工作完工日期 Date of completion of asbestos work
(17) 石棉工作性質 Nature of asbestos work		
(18) 石棉工作涉及的石棉物料(註明物料含溫石棉或閃石類石棉) Type of asbestos containing material involved in asbestos work (indicate whether chrysotile or amphibole asbestos is present in the material)		

* 請在適當空格內加上 '√'。

Please '√' in the appropriate box.

注意 (i) 任何工業經營的東主在開始進行石棉工作之前，須給予勞工處處長不少於 28 天的書面通知。

(ii) 任何工業經營的東主在得知已通知石棉工作有所改變後，須在 7 天內將該改變通知勞工處處長。

(iii) 任何東主不遵守工廠及工業經營(石棉)規例第 6(1)或第 6(3)條通知石棉工作或通知改變已通知的石棉工作，即屬犯罪，可處第 5 級罰款。

Note (i) Notification of asbestos work shall be submitted to the Commissioner for Labour not less than 28 days before commencement of the asbestos work.

(ii) Notification of change in notified asbestos work shall be submitted to the Commissioner for Labour within 7 days after a proprietor becomes aware of the change.

(iii) A proprietor who fails to give notification of asbestos work or fails to give notification of change in notified asbestos work in accordance with sections 6(1) or 6(3) of the Factories and Industrial Undertakings (Asbestos) Regulation commits an offence and is liable to a fine at level 5.

簽名 Signature	姓名(正楷) Name in Block Letter	職位 Position	日期 Date
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表格使用者指南

呈報石棉工作

- (a) 根據工廠及工業經營(石棉)規例第6條的規定，東主須就下列工作在開始進行之前給予勞工處處長不少於28天通知：
- (i) 石棉塗層或石棉絕緣物工作；或
 - (ii) 其他石棉工作，而在該石棉工作中暴露於石棉的程度會超逾措施水平。
- (b) 凡石棉工作出現重要改變，東主須在獲悉該改變後7天內，將該改變通知勞工處處長。
- (c) 有關通知須採用認可格式。

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 ldrgadm@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 : ldrgadm@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 asbestos work

(a) A proprietor shall, in accordance with section 6 of the Factories and Industrial Undertakings (Asbestos) Regulation, notify the Commissioner for Labour not less than 28 days before he commences to undertake:

- (i) work with asbestos coating or asbestos insulation; or
- (ii) other type of asbestos work in which the extent of exposure is liable to exceed the action level.

(b) Where there is significant change in the particulars of the asbestos work after commencement, the proprietor shall notify the Commissioner for Labour of the change within 7 days.

(c) The notification shall be made in an approved form.

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

(呈報石棉工作)

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 Asbestos Work)

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 of 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