

FACTORIES AND INDUSTRIAL UNDERTAKINGS ORDINANCE (Chapter 59)

工廠及工業經營條例 (第 59 章)

Notification of Establishment of a Notifiable Workplace (Note 1)

開設應呈報工場(註 1)呈報書

In accordance with section 9(1) of the Factories and Industrial Undertakings Ordinance, notice is hereby given of the establishment of a notifiable workplace, the particulars of which are as follows:—
本人擬開設下開應呈報工場，並將有關該工場的資料細則開列如下，茲根據工廠及工業經營條例第 9(1)條的規定，特此呈報：—

Name of workplace

工場名稱

Address of workplace

工場地址

Date of commencement of operation

開始營業日期

Name of person having the management or control of the workplace

有權管理或控制該工場的人士的姓名

Nature of industrial process/operation to be carried on there 在該工場內採用的工序/操作性質

Brief description of machinery to be installed 簡述所裝置的機器

Approximate number of persons to be employed: men

備用人數約有

男工

women

女工

young persons

青年

(Note 2)

(註 2)

Date

日期

Signed by/on behalf of the person having the management or control of the workplace (Note 3)

由有權管理或控制該工場的人士或其代表簽署(註 3)

Full name 姓名

Capacity 職位

Address 地址

Notes :

附註

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.
「應呈報工場」指(a)任何工廠、礦場或石礦場；及(b)任何處所或地方，而在其內是進行或擬進行危險行業或附表所列行業者，但不包括建築地盤(安全)規例所指的地盤。
2. A young person is one who has attained the age of 15 years but not the age of 18 years.
青年乃指年滿十五歲而未滿十八歲的人士。
3. 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 the incorporation.
任何管理或控制該工場的人士，如屬一間公司者，則呈報書須由其中一位合夥人簽署。如屬一個法人團體者，則呈報書須根據公司立案文件所規定的方法予以核簽。
4. The person having the management or control of a notifiable workplace is required to notify the Commissioner for Labour of any proposed change in the location or name of the workplace or in the nature of the industrial process or operation carried on there.
任何管理或控制該工場的人士，如擬轉換工場的地點或名稱或所進行的工業工序或工業操作的性質，須向勞工處處長呈報。

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 ldrgadmnl@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 : ldrgadmnl@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