The Labour Department Offers You Its Services

Labour Relations

Work Safety

Careers Guidance

Employment Services

Employees' Compensation

Employment Conditions

Occupational Health

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Trade Union Registration
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The Labour Department

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Labour Department

Hong Kong

February 1999
This booklet outlines most of the services provided by the Labour Department. Apart from an index on the main services, it includes a list of publications produced by the department on various labour subjects for distribution to the public, and the locations of offices from which further information or assistance can be obtained.
An index to the main features of services provided by the Labour Department

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Labour Relations Division

The Labour Relations Division is responsible for the maintenance of harmonious labour relations in the private sector. The following are its main activities:

(a) Advice to employers and employees on all aspects of labour relations, including their rights and obligations under the Employment Ordinance;

(b) conciliation in labour disputes and assistance to the parties involved to come to amicable terms of settlement; and

(c) administration of the Employment Ordinance and investigation of complaints about non-compliance with its provisions.

Office Addresses:

HONG KONG ISLAND

Divisional Headquarters
Harbour Building,
12th floor,
38 Pier Road,
Central.

Hong Kong East Office
Eastern Law Courts Building,
12th floor,
29 Tai On Street,
Sai Wan Ho.

Hong Kong West Office
Western Magistracy Building,
3rd floor,
2A Pokfulam Road,
Hong Kong.

KOWLOON

Kowloon East Office
San Po Kong Government Offices,
692 Prince Edward Road East,
Ground floor.
San Po Kong.

Kowloon West Office
Lai Ho House, Lai Kok Estate,
125, 127 & 129-134, 1st Level,
Cheung Sha Wan.


Kowloon South Office  
Park-in Commercial Centre,  
Room 1814,  
56 Dundas Street,  
Mong Kok.

Kwun Tong Office  
Kowloon East Government Offices,  
6th floor,  
12 Lei Yue Mun Road,  
Kwun Tong.

NEW TERRITORIES  

Kwai Chung Office  
Kwai Hing Government Offices,  
6th floor,  
166-174 Hing Fong Road,  
Kwai Chung.

Tsuen Wan Office  
Tsuen Wan Government Offices,  
5th floor,  
38 Sai Lau Kok Road,  
Tsuen Wan.

Tuen Mun Office  
Tuen Mun Government Offices,  
1st floor,  
1 Tuen Hi Road,  
Tuen Mun.

Sha Tin & Tai Po Office  
New Town Plaza I,  
Units 746-750, Level 7,  
Sha Tin.

General Enquiries  
General Enquiry Telephone Service  
Tel. 2717 1771
Labour Relations Promotion Unit

The Labour Relations Promotion Unit organises a wide variety of activities to promote good labour-management relations in Hong Kong. Its principal objective is to enhance public awareness of the requirements of the Employment Ordinance, effective human resources management practices and the importance of co-operation between employers and employees.

To acquaint the public with the requirements of the Employment Ordinance and good labour relations practices, the Unit organises Certificate Courses and Workshops on Labour Relations throughout the year. Promotional activities such as seminars, exhibitions and talks on the Employment Ordinance and labour relations are also organised for employers, employees and personnel professionals.

The Unit also publishes pamphlets/leaflets on various topics of the Employment Ordinance and management practices for distribution to the public.

Office Address:

Room 1703-1705, 17th floor,
East Asia Aetna Tower,
308-320 Des Voeux Road Central,
Hong Kong.
Tel. 2110 3988
Workplace Consultation Promotion Unit

The Workplace Consultation Promotion Unit is set up to strengthen the promotion of effective labour-management communication, consultation and voluntary negotiation.

To achieve the objective, the Unit provides information and guidance to employers and employees through publications, Internet and mass media and organises various promotional activities such as seminars, workshops, training courses and talks for employers, employees and personnel practitioners. Officers of the Unit also conduct promotional visits to individual establishments and assist employers to set up machinery, or improve their existing machinery for effective communication, consultation and voluntary negotiation. The Unit will draw up codes of practices on the subject for reference by employers and employees.

Office Address:

5/F, West Wing, Hennessy Centre,
500 Hennessy Road,
Causeway Bay,
Hong Kong.
Tel. 2121 8690
Protection of Wages on Insolvency Fund

Employees who are owed wages, wages in lieu of notice and/or severance payments by an insolvent employer may apply for ex gratia payment from the Protection of Wages on Insolvency Fund. Administered by the Wage Security Unit, the Fund covers wages owed in respect of services rendered to the employer during the four months prior to the last day of service, as well as wages in lieu of notice and severance payment payable to an employee under the Employment Ordinance.

Employees who suspect that their employer has become insolvent should approach as early as possible the office of the Labour Relations Service near to their place of work. Applications should be made on a statutory form obtainable at the Labour Relations Service and supported by documentary evidence, such as employment contracts, pay slips, attendance records, salary tax returns etc. At the same time, the Labour Relations Service will refer the employees to the Legal Aid Department for assistance so that prompt action can be taken to preserve their rights in any liquidation or bankruptcy proceedings.

Subject to satisfactory verification of applications, payment from the Fund will normally be made upon the presentation of a winding-up or bankruptcy petition. When payments are ready, applicants will usually be given crossed cheques via mail.

Office Address:

Wage Security Unit,
Overseas Trust Bank Building,
16th floor,
160 Gloucester Road,
Wan Chai,
Hong Kong.
Tel. 2923 5299
Registry of Trade Unions

The Registry of Trade Unions administers and enforces the Trade Unions Ordinance and the Trade Union Registration Regulations. It helps bring about sound trade union administration, encourage responsible trade unionism and protect the interests of trade union members.

Trade unions in Hong Kong must be registered under the Trade Unions Ordinance. After registration, a trade union is conferred the status of a body corporate. Its members, officers together with the trade union itself enjoy immunity from actions in respect of tortious acts and civil proceedings in respect of acts done in contemplation or furtherance of a trade dispute. Moreover, members of a trade union are given immunity from criminal prosecution for conspiracy.

To ensure that the Trade Unions Ordinance and the registered rules are complied with by trade unions, the Registry examines their annual statements of accounts and carries out regular inspection visits to them. It also mediates in internal disputes of trade unions and to investigate complaints about alleged malpractices of trade unions and union officers.

Educational courses on trade union management, book-keeping, auditing and legislation are organised regularly for trade unionists to foster sound administration of trade unions.

Office address:

11th floor, Harbour Building,
38 Pier Road,
Central,
Hong Kong.
Tel. 2852 3456
Minor Employment Claims Adjudication Board

The Minor Employment Claims Adjudication Board is set up under the Minor Employment Claims Adjudication Board Ordinance to adjudicate minor employment claims in a quick, simple and inexpensive manner. The Board is empowered to handle all employment claims involving not more than 10 claimants for a sum of money not exceeding $8,000 per claimant. Claims outside the jurisdiction of the Board continue to be handled by the Labour Tribunal.

Hearings of minor employment claims are conducted in public. The language used in the hearings is either English or Chinese. No legal representation is allowed. The award or order made by an Adjudication Officer (AO) of the Board is legally binding and may be registered at the District Court and enforced as if it was a District Court judgement. Parties dissatisfied with the judgement of an AO may apply for a review. They may also apply to the High Court for an appeal against the AO's decision on point of law or question of jurisdiction.

If a claim falling within the Board's jurisdiction cannot be settled by conciliation rendered by the Labour Relations Service of the department, the claimant may book an appointment with the Board by phone for filing his claim. His claim is normally heard and concluded in 5 to 6 weeks' time after his claim has been filed.

Office address:

14th floor, Ocean Centre (Straight Block),
5 Canton Road,
Tsimshatsui, Kowloon.
Tel. 2927 8000
Employment Services Division

The Employment Services Division (ESD) provides a wide range of free employment and recruitment services to the public.

Its Local Employment Service (LES) acts as a public employment agency and provides free and professional employment services to job-seekers and employers in local employment and recruitment. The LES operates through a network of nine branch offices which spread over the territory of Hong Kong and handle all types of vacancies. The operations of the LES are fully computerised. Job vacancy information received from employers is kept in a centralised database and utilised by all LES offices. Vacancies notified by employers will be posted up at LES offices, placed on the Internet at ESD’s website and displayed at the self-served computer terminals installed at each of the LES and Labour Relations Service offices. Job-seekers can record the order number of the vacancies they are interested in and notify LES officers. Candidates found to have met the employers’ specifications will be arranged to attend job interviews.

To facilitate placing of vacancy orders by employers, the ESD set up a Job Vacancy Processing Centre in December 1998. Employers need only to send their vacancy information to the centre regardless of the workplace of the posts.

Job-seekers who have registered with the LES and cannot spare the time to revisit LES offices can use the telephone job referral service provided by the Telephone Employment Service Centre of the ESD to apply for vacancies in the private sector.

As from 6 July 1998, employers can choose to openly display their company names and telephone numbers to job-seekers. This gives greater flexibility to job-seekers to contact the employers direct for arranging job interviews without going through the LES.

Job-seekers who require a more personal and intensive placement service can choose to join the Job Matching Programme (JMP) administered by the LES. The services under the JMP include in-depth interviews, employment counselling, job matching and where appropriate, referrals to attend tailor-made retraining courses run by the Employees Retraining Board.

To meet the special needs of the new arrivals in Hong Kong, the ESD has set up an Employment and Guidance Centre for New Arrivals in Shau Kei Wan. The centre provides a comprehensive range of employment and guidance services to help new arrivals to be better informed and prepared when entering the labour market. The services include provision of labour market information, employment counselling, intensive job matching, referral for job interviews, as well as briefing on job interview skills and conditions of work in Hong Kong.
The LES provides Outreaching Placement Service to workers affected by major retrenchment exercises. When large-scale retrenchment occurs, the placement officers of the LES will reach out to the affected workers to provide on-the-spot registration service and assign special counters at LES offices to provide priority placement service to them.

The Special Placement Team of the LES provides placement service to local construction workers seeking vacancies under the Airport Core Programme, vets contractors' applications for importation of labour under the programme and assesses their sincerity in recruiting local labour.

The Central Recruitment Unit, working closely with the LES, assists government departments in the recruitment of permanent junior posts (such as workmen, watchmen, etc) and temporary posts.

Office Addresses:

Divisional Headquarters
17th floor,
Harbour Building,
38 Pier Road,
Central,
Hong Kong.
Tel. 2852 4158

LOCAL EMPLOYMENT SERVICE
HONG KONG ISLAND

Hong Kong Office
1st floor,
Centre Point,
181-185 Gloucester Road,
Wan Chai,
Hong Kong.
Tel. 2591 1316, 2591 1318

Wong Chuk Hang Office
Ground floor,
Welfare Block,
Wong Chuk Hang Estate,
Aberdeen,
Hong Kong.
Tel. 2552 0131-4
KOWLOON

Mong Kok Office
Ground floor,
Mong Kok Government Offices,
30 Luen Wan Street,
Mong Kok,
Kowloon.
Tel. 2399 2232-6

Wang Tau Hom Office
Ground floor,
Wang Chiu House,
Wang Tau Hom Estate,
Kowloon.
Tel. 2338 9787, 2338 9843

Kwun Tong Office
2nd floor,
Kwun Tong District Branch Office Building,
Tung Yan Street,
Kwun Tong,
Kowloon.
Tel. 2345 2838, 2345 2875, 2343 5090

NEW TERRITORIES

Tsuen Wan Office
2nd floor,
Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan,
New Territories.
Tel. 2417 6197, 2417 6203

Tuen Mun Office
Units No. 113-116,
Level 1, Commercial Centre,
Shan King Estate,
Tuen Mun,
New Territories.
Tel. 2463 9967, 2463 9969

Tai Po Office
3rd floor, Tai Po Government Offices,
1 Ting Kok Road,
Tai Po,
New Territories.
Tel. 2654 1429
Sha Tin Office
Room 508, Level 5.
Citylink Plaza.
1 Shatin Station Circuit,
Shatin.
New Territories.
Tel. 2604 7916–9

Employment and Guidance Centre for New Arrivals
12th floor.
Marina House,
68 Hing Man Street,
Shau Kei Wan,
Hong Kong.
Tel. 2114 6868

Job Vacancy Processing Centre
1st floor, Max Share Centre,
367–373 King’s Road,
North Point,
Hong Kong.
Tel. 2503 3377
Fax No. 2566 3331

Telephone Employment Service Centre
1st floor, Max Share Centre,
367–373 King’s Road,
North Point,
Hong Kong.
Tel. 2969 0888

CENTRAL RECRUITMENT UNIT
Room 502, Level 5,
Citylink Plaza,
1 Shatin Station Circuit,
New Territories.
Tel. 2606 2145

Recruitment Service Hotline: 2503 3377
Telephone Employment Service Hotline: 2969 0888
Job Matching Programme Enquiry Hotline: 2591 1316
Website of the ESD: http://www.employment.labour.gov.hk
The Employment Information and Promotion Programme

The Employment Information and Promotion Programme launched in August 1998 aims to enhance the department’s employment services. The dedicated team taking charge of the programme organises a variety of activities to promote the services provided by the Local Employment Service. These activities include holding job bazaars, staging exhibitions, conducting briefings and recruitment seminars, and producing information leaflets.

At the same time, the team actively reaches out to employers to canvass job vacancies. Members of the team look into the manpower needs of individual employers, providing them with advice on recruitment and training matters and helping them to fill job vacancies promptly. Vacancies received by the team are channelled to the vacancy database of the Local Employment Service for consumption of suitable job applicants. Where appropriate, the team also organises special recruitment activities to facilitate employers to recruit suitable staff.

Office address:

Harbour Building,
6th floor,
38 Pier Road,
Central,
Hong Kong.
Tel. 2852 3232
Fax No. 2850 5191
Job Matching Centre

The Job Matching Centre was established on 1 February 1996 as the application office of the Supplementary Labour Scheme. Under the scheme, employers with genuine difficulties in finding suitable staff locally may apply to import workers. However, to ensure the priority of local workers in employment, and to safeguard their salaries and benefits, employers must accord priority to fill available job vacancies with local workers.

Job-seekers interested in the vacancies can approach the Job Matching Centre for job registration. The placement officers of the centre will identify the most suitable jobs for them according to their academic qualifications, job skills, work experience, job expectations etc. and then arrange job interviews for them.

In order to provide convenient and speedy job matching service, the Job Matching Hotline came into service on 1 August 1996. Job-seekers with valid registration at the Job Matching Centre or the Local Employment Service can apply for the vacancies under the Supplementary Labour Scheme by phone.

Moreover, the Job Matching Centre has a promotion team which is responsible for planning and organising various publicity activities to promote the employment opportunities of the local job-seekers. Such activities include recruitment seminars, mobile exhibitions, distribution of leaflets, advertising through newspapers, newsletters of trade unions and employers associations, radio and television etc. Besides, the vacancy information of the Supplementary Labour Scheme is updated on a bi-weekly basis and sent to all trade unions, training bodies, district offices and Local Employment Service offices for easy access of the public.

Office address:

Room 2410–15,
Park-in Commercial Centre,
56, Dundas Street,
Mongkok, Kowloon.
Tel. 2576 1616

Job Matching Hotline: 2576 1424
(for vacancies under the Supplementary Labour Scheme)
Selective Placement Division

This division operates as a free employment exchange for employers and disabled job-seekers. It provides employment services to the visually-impaired, hearing-impaired, physically handicapped, chronically ill, mentally handicapped and ex-mentally ill.

Recognising the fact that people with disabilities possess substantial working abilities, the division works on the principle of placing them into jobs which they can perform competently. To achieve this end, the placement officer will conduct an in-depth interview with the job-seeker, assess his working abilities through special trade tests and provide him with vocational guidance. When a vacancy order is received, the placement officer will study the nature of the job concerned and its physical and intellectual requirements. Upon matching potential candidates against vacancies received, suitable disabled job-seekers will be selected. They will be briefed of the job content and interviewing techniques before attending selection interviews in company with placement officers. After placement, the division will provide follow-up service for three months to ensure that the disabled person has settled down in his work.

Employers who are interested in employing people with disabilities may contact the division either by telephone or in person. If adaptation to premises or technical aids are required for the purpose of employing disabled employees, employers may apply for reimbursement of such expenses from the Employaid Fund Scheme through the division.

Since July 1992, the Selective Placement Division has established a Publicity & Promotion Unit. The unit aims to strengthen efforts in promoting the working abilities of people with disabilities and in cultivating a positive attitude within our community towards people with disabilities. To these ends, the unit plans, coordinates and implements various promotional activities which include visiting major employers in various sectors, staging exhibitions and seminars, producing TV and radio programmes, videos, booklets and leaflets to enhance public understanding of the working abilities of people with disabilities.

Office Addresses:

HONG KONG ISLAND

Divisional Headquarters
Harbour Building,
17th floor,
38 Pier Road,
Central.
Tel. 2852 4161
Fax No. 2541 3914
Publicity & Promotion Unit
Harbour Building,
Ground floor, West Wing,
38 Pier Road,
Central.
Tel. 2852 4876
Fax No. 2542 4823

Hong Kong Office
Harbour Building,
Ground floor, East Wing,
38 Pier Road,
Central.
Tel. 2852 4801
Fax No. 2541 5290

KOWLOON

Kowloon Office
Ngau Tau Kok Government Offices,
Ground floor,
21 On Wah Street,
Ngau Tau Kok,
Kowloon.
Tel. 2755 4835
Fax No. 2796 0369

NEW TERRITORIES

New Territories Office
Tsuen Wan Government Offices,
2nd floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6190
Fax No. 2499 3713
Careers Advisory Service

This service promotes careers education through the provision of careers information to facilitate the public in choosing a career best suited to their talents, interests and abilities. The service produces and acquires up-to-date careers materials, both written and audio-visual, for the benefit of those planning their careers. Sound-on-slides and videos related to choice of careers are on loan to schools and organisations which render careers guidance services. Members of the public may acquire first-hand careers information through various activities organised by the service such as careers exhibitions, quizzes, seminars and visits to workplaces. They can also make use of the reference library, audio-visual facilities and enquiry service at the two careers information centres. In addition, the service is responsible for providing training to careers teachers in conjunction with the Education Department. The service has also set up a web site. Members of the public can download careers information and seek guidance or advice there.

Office Addresses:

Southorn Centre,
16th floor,
130 Hennessy Road,
Wan Chai,
Hong Kong.
Tel. 2835 2044

Mongkok Government Offices,
2nd floor,
30 Luen Wan Street,
Mong Kok,
Kowloon.
Tel. 2399 2241 & 2399 2242

Web Site Address:

www.careers.labour.gov.hk
Labour Inspection Division

This division enforces, by inspections, the provisions of the Women and Young Persons (Industry) Regulations and the Employment of Children Regulations which respectively govern the employment of young persons in industry, and that of children in all economic sectors. It is also responsible for the enforcement of Part IVB of the Immigration Ordinance which prohibits the employment of illegal immigrants in Hong Kong. Since March 1984, it has taken on additional responsibilities of enforcing the provisions of compulsory insurance under Part IV of the Employees' Compensation Ordinance.

In addition, the Special Enforcement Teams in this division carry out inspections on industrial and non-industrial establishments to check the granting by employers of maternity leave, rest days, sickness allowance, holidays with pay and annual leave with pay provided under the Employment Ordinance and the keeping and maintenance of records as required by the Ordinance.

The General Enquiry Telephone Service of this division answers general enquiries from public on the Employment Ordinance, Protection of Wages on Insolvency Ordinance and Employees' Compensation Ordinance.

Office Addresses:

HONG KONG ISLAND

Divisional Headquarters
Harbour Building,
17th floor,
38 Pier Road,
Central.
Tel. 2852 4144 & 2852 4152
Complaint Hotline: 2815 2200
(with auto-recording outside office hours)

General Enquiry Telephone Service
Kowloon East Government Offices Building,
6th floor,
12 Lei Yue Mun Road,
Kwun Tong.
Tel. 2717 1771

Hong Kong West District Office
Harbour Building,
17th floor,
38 Pier Road,
Central.
Tel. 2852 4138 & 2852 4141
Hong Kong East District Office
Level 3, New Jade Garden,
233 Chai Wan Road,
Chai Wan.
Tel. 2898 1809 & 2898 1783

Hong Kong South District Office
ABBA Commercial Building,
Rooms 1-4, 22nd floor,
223 Aberdeen Main Road,
Aberdeen.
Tel. 2555 2583 & 2555 2664

Special Enforcement Team (Local Workers)(1)
Harbour Building,
17th floor,
38 Pier Road,
Central.
Tel. 2852 4195 & 2852 4194

KOWLOON

Kwun Tong East District Office
Kowloon East Government Offices Building,
6th floor,
12 Lei Yue Mun Road,
Kwun Tong.
Tel. 2349 0785 & 2349 0885

Kwun Tong West District Office
Kowloon East Government Offices Building,
5th floor,
12 Lei Yue Mun Road,
Kwun Tong.
Tel. 2349 0765 & 2349 0819

Kowloon Bay District Office
San Po Kong Government Offices,
Ground floor,
692 Prince Edward Road East,
San Po Kong.
Tel. 2327 1396 & 2320 3108

San Po Kong District Office
San Po Kong Government Offices,
Ground floor,
692 Prince Edward Road East,
San Po Kong.
Tel. 2323 9127 & 2323 9374
Tokwawan and Hung Hom District Office
To Kwa Wan Market and Government Offices,
9th floor.
165 Ma Tau Wai Road,
To Kwa Wan.
Tel. 2715 0579 & 2715 0584

Mongkok South District Office
Mongkok Government Offices,
Room 1004, 10th floor.
30 Luen Wan Street,
Mong Kok.
Tel. 2399 2255 & 2399 2256

Mongkok North District Office
Trade Department Tower,
16th floor,
700 Nathan Road,
Mong Kok.
Tel. 2396 5126 & 2396 5509

Lai Chi Kok District Office
West Coast International Building,
5th floor, Rooms 1–4,
290–296 Un Chau Street,
Sham Shui Po.
Tel. 2728 9302 & 2728 9280

Special Enforcement Team (Local Workers)(2)
Trade Department Tower,
16th floor,
700 Nathan Road,
Mong Kok.
Tel. 2394 8041 & 2394 8064

Special Enforcement Team (Imported Workers)(1)
To Kwa Wan Market and Government Offices,
7th floor.
165 Ma Tau Wai Road,
To Kwa Wan.
Tel. 2760 0592 & 2760 0974

Special Enforcement Team (Imported Workers)(2)
Canton Road Government Offices,
Room 413, 4th floor,
393 Canton Road,
Yau Ma Tei.
Tel. 2733 2428 & 2733 2423
NEW TERRITORIES

Sheung Kwai Chung District Office
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2421 8027 & 2421 8185

Ha Kwai Chung District Office
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2423 6345 & 2423 6044

Tsuen Wan South District Office
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2423 7368 & 2423 6433

Tsuen Wan North District Office
6th floor, Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6231 & 2417 6230

Tai Po and North District Office
Tai Po Government Offices Building,
Rooms 3B10 and 3B11, 3rd floor,
1 Ting Kok Road,
Tai Po.
Tel. 2654 1111 & 2654 1112

Sha Tin District Office
Citylink Plaza,
Room 212, Level 2,
1 Sha Tin Station Circuit,
Sha Tin.
Tel. 2606 5564 & 2606 5523
Yuen Long District Office
Yuen Long Government Offices and
Tai Kiu Market,
4th floor,
2 Kiu Lok Square,
Yuen Long.
Tel. 2442 0798 & 2477 4855

Tuen Mun District Office
Tuen Mun Government Offices,
1st floor,
1 Tuen Hi Road,
Tuen Mun.
Tel. 2451 1121 & 2451 3015

Special Enforcement Team (Local Workers)(3)
6th floor.
Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6221 & 2417 6222

Special Enforcement Team (Local Workers)(4)
Yuen Long Government Offices and
Tai Kiu Market,
4th floor,
2 Kiu Lok Square,
Yuen Long.
Tel. 2477 5671 & 2442 0792

Special Enforcement Team (Imported Workers)(3)
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2423 2664 & 2421 8003

Special Enforcement Team (Imported Workers)(4)
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2423 0074 & 2423 8504
Special Enforcement Team (Imported Workers)(5)
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2425 6007 & 2423 8907

Special Enforcement Team (Imported Workers)(6)
Kwai Hing Government Offices,
6th floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2361 9513 & 2387 4662
External Employment Service

This service administers the Contracts for Employment Outside Hong Kong Ordinance which requires that the terms of employment for manual employees and those non-manual employees with monthly wages not exceeding $20,000 employed by foreign employers going outside Hong Kong for employment must be clearly laid down in a contract attested by the Commissioner for Labour prior to the employee’s departure from Hong Kong. Such contracts, setting out the rights and obligations of both employer and employee, reduce the risk of misunderstanding and of disputes arising. To further protect the interests of the employee, an employer is normally required to provide a guarantor who would guarantee the performance of the contract by the employer.

Officers of the service conduct contract reading sessions to ensure that an employee understands the terms of the contract before attestation and assist both parties in drawing up the contract and in resolving any disputes which may later arise from it.

Employment Agencies Administration

The administration is responsible for administering Part XII of the Employment Ordinance and the Employment Agency Regulations made thereunder. Under these legal provisions, every employment agency is required to apply for a licence from the Labour Department before undertaking any job placement business. A licence is valid for 12 months from the date of issue and application for renewal has to be made not later than two months before its expiry. It must be displayed in a prominent position at the place of business of an employment agency.

The administration carries out frequent inspections to employment agencies to ensure that they are operating within the limits of the law, thereby protecting the interests of job-seekers. Any agency failing to comply with the requirements of the law is liable to prosecution.

Office Address:

Harbour Building,
12th floor,
38 Pier Road,
Central,
Hong Kong.
Tel. 2852 3535 (Employment Agencies Administration)
2852 3511 (External Employment Service)
Importation of Workers Division

The main function of the division is to enforce the terms and conditions of importation of labour schemes through investigating complaints and publicising the rights and obligations of imported workers and their employers.

The division investigates complaints against the employers of imported workers on suspected breaches of the Employment Ordinance or contract terms and recommends prosecution as appropriate. The division also operates a 24-hour complaint hotline to receive complaints under the schemes.

In addition, the 24-hour Labour Importation Telephone Service operates in five different dialects/languages to provide information on relevant sections of the Employment Ordinance and conditions of the schemes.

The division also regularly conducts briefing sessions for the imported workers and their employers under the Special Labour Importation Scheme for the New Airport and Related Projects to promote workers’ employment rights and benefits. Information is provided to imported workers through distribution of various publicity materials such as leaflets, information cards and posters in different languages.

Office Address:

    Harbour Building,
    12th floor,
    38 Pier Road,
    Central,
    Hong Kong.

Complaint Hotline: 2581 9055
(with auto-recording outside office hours)

Labour Importation Telephone Service: 2815 2255
Occupational Safety Service

The occupational safety service is provided by different divisions in the Occupational Safety and Health Branch. It promotes the safety and health of those working in factories, building and engineering construction sites, catering and cargo handling establishments, and other workplaces.

The Occupational Safety Officers of the Operations Division play an important role in inspecting workplaces (including industrial undertakings, non-industrial undertakings, and construction sites), to ensure that the requirements on safety, health and welfare are complied with. They also carry out accident investigations and give advice to employers and employees on how to reduce existing hazards.

The Occupational Safety and Health Training Centre of the Training and Information Division provides training and advice to different trades to help them reduce the number of occupational accidents.

The Safety Promotion and Administration Unit of the Support Services Division provides services to instil safety concepts to the public at large with a view to inculcating a safety culture among employers and employees and securing their commitment to self-regulation to bring in a safety management approach.

The Advisory Unit of the Advisory and Development Division prepares and publishes safety and health publications, including bulletins, guidebooks, leaflets, posters and codes of practice; answers occupational safety and health enquiries and provides advice to the public on statutory requirements, enforcement standards, etc. The Safety and Health Advisory Telephone Service (SHATS) of phone no. 2559 2297 operated by the unit provides round-the-clock service for general enquiries concerning safety and health at work.

Office Addresses:

**Support Services Division**

Technical Support Unit  
Harbour Building, 15th Floor,  
38 Pier Road, Central,  
Hong Kong.  
Tel. 2852 4949

Safety Promotion and Administration Unit  
Harbour Building, 13th Floor,  
38 Pier Road, Central,  
Hong Kong.  
Tel. 2852 3076

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Information and Training Division

Occupational Safety and Health Training Centre
City Landmark, 13th Floor,
68 Chung On Street,
Tsuen Wan, New Territories.
Tel. 2940 7064

Accident Analysis and Information Unit
Harbour Building, 13th Floor,
38 Pier Road, Central,
Hong Kong.
Tel. 2815 0678

Advisory and Development Division

Western Harbour Centre, 25th Floor,
181 Connaught Road West,
Hong Kong.
Tel. 2559 2297

Legal Services Division

Harbour Building, 13th Floor,
38 Pier Road, Central,
Hong Kong.
Tel. 2852 4953

Operations Division

Offices for Industrial Undertakings:

HONG KONG

Southorn Centre, 16th Floor,
130 Hennessy Road,
Wan Chai.
Tel. 2835 2034

Guardian House,
Rooms 1502-4, 15th Floor,
32 Oi Kwan Road,
Wan Chai.
Tel. 2834 7962

Standard Chartered Bank Building,
4th Floor,
198–200 Aberdeen Main Road,
Aberdeen.
Tel. 2552 0727
KOWLOON

Canton Road Government Offices,
5th Floor,
393 Canton Road,
Yau Ma Tei.
Tel. 2733 2364

Mongkok Government Offices,
6th Floor,
30 Luen Wan Street,
Mongkok.
Tel. 2399 2243

To Kwa Wan Market and Government Offices,
8th Floor, 165 Ma Tau Wai Road,
To Kwa Wan.
Tel. 2715 1907

Sham Shui Po Government Offices,
2nd and 5th Floors,
55 Un Chau Street,
Sham Shui Po.
Tel. 2729 8340 & 2728 7970

Ngau Tau Kok Government Offices, 2nd Floor,
21 On Wah Street,
Ngau Tau Kok.
Tel. 2757 2449 & 2757 2437

Kwun Tong District Branch Offices Building,
2nd Floor, Tung Yan Street,
Kwun Tong.
Tel. 2345 3770

NEW TERRITORIES

Citylink Plaza,
Room 213, 2nd Floor,
1 Sha Tin Station Circuit,
Sha Tin.
Tel. 2606 5535

Kwai Hing Government Offices, 6th Floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2423 1361 & 2423 8184

Tsuen Wan Government Offices, 5th Floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6220
Tuen Mun Government Offices, 1st Floor,
1 Tuen Hi Road,
Tuen Mun.
Tel. 2451 1143

Yuen Long Government Offices and Tai Kiu Market,
12th Floor, 2 Kiu Lok Square,
Yuen Long.
Tel. 2477 9200

*Offices for Non-industrial Undertakings:*

**HONG KONG**

Western Harbour Centre,
23rd and 24th Floors,
181 Connaught Road West.
Tel. 2975 6444 & 2975 6442

Hennessy Centre,
5th Floor, East Wing,
500 Hennessy Road.
Tel. 2121 0858 & 2121 0859

**KOWLOON**

Canton Road Government Offices, 5th Floor,
393 Canton Road,
Yau Ma Tei.
Tel. 2723 1042

Trade Development Tower, B1 Floor,
700 Nathan Road,
Mongkok.
Tel. 2396 3242 & 2391 8355 & 2396 3052

Mong Kok Government Offices, 2nd Floor,
30 Luen Wan Street,
Mongkok.
Tel. 2399 2368 & 2399 2253

**NEW TERRITORIES**

Chinachem Tsuen Wan Plaza, 8th Floor,
457 Castle Peak Road,
Tsuen Wan.
Tel. 2437 1546 & 2437 1541 & 2437 1550

Tsuen Wan Government Offices, 5th Floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6211
Offices for Building & Engineering Construction:

HONG KONG

Southorn Centre, 16th Floor,
130 Hennessy Road,
Wan Chai.
Tel. 2835 2032

Guardian House,
Rooms 1502–4, 15th Floor,
32 Oi Kwan Road,
Wan Chai.
Tel. 2834 9587 & 2834 6354

Standard Chartered Bank Building, 4th Floor,
198–200 Aberdeen Main Road,
Aberdeen.
Tel. 2552 0659

KOWLOON

Sham Shui Po Government Offices, 2nd Floor,
55 Un Chau Street,
Sham Shui Po.
Tel. 2386 4292

Canton Road Government Offices, 5th Floor,
393 Canton Road,
Yau Ma Tei.
Tel. 2733 2357

To Kwa Wan Market and Government Offices,
9th Floor, 165 Ma Tau Wai Road,
To Kwa Wan.
Tel. 2760 7258

Kwun Tong District Branch Office Building, 2nd Floor,
Tung Yan Street,
Kwun Tong.
Tel. 2389 1945

Chevalier Commercial Centre,
Room 1513, 15th Floor,
8 Wang Hoi Road,
Kowloon Bay.
Tel. 2795 5231
NEW TERRITORIES

Tai Po Government Offices, 3rd Floor,
1 Ting Kok Road,
Tai Po.
Tel. 2654 1121

Tai Hing Government Offices, 3rd Floor,
16 Tsun Wen Road,
Tuens Mun.
Tel. 2463 8345

Tsuen Wan Government Offices, 5th Floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6211

Kwai Hing Government Offices, 6th Floor,
166-174 Hing Fong Road,
Kwai Chung.
Tel. 2423 8081

Offices for Airport and Railways:

Tsuen Wan Government Offices, 5th Floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6208 & 2417 6210

Tsuen Wan Government Offices, 6th Floor,
38 Sai Lau Kok Road,
Tsuen Wan.
Tel. 2417 6557 & 2417 6558
Occupational Health Service

The Occupational Health Service (OHS), comprising three Occupational Medicine Divisions (OMDs) and four Occupational Hygiene Divisions (OHDs), is responsible for protecting the health of employees at work. It advises the government and the public on workers' health and workplace hygiene, promotes awareness of occupational health and supervises compliance with health standards and relevant legislative requirements.

The medical and nursing staff of OMDs investigate occupational diseases, conduct medical examinations, run an Occupational Health Clinic and, through the operation of Occupational Medicine Units, arrange medical assessment for workers injured in occupational accidents or having contracted prescribed occupational diseases. The occupational hygienists of OHDs carry out field surveys to identify and evaluate occupational health hazards in the work environment and advise proprietors on measures to control such hazards. They also set and enforce occupational hygiene standards at workplaces.

Apart from actively conducting health promotion and educational activities such as lectures/talks/video shows, the OHS publishes various guidance materials on prevention of occupational diseases and control of health risks at work. In 1999, a second clinic will be set up to enhance clinical consultation and health counselling service to the public. A new Occupational Safety and Health Service Centre will also be opened to give health and safety advice to workers and their employers and conduct initial medical screening for workers.

Office Addresses:

HONG KONG ISLAND

Service Headquarters,
Occupational Medicine Division (Development),
Occupational Hygiene Division (Development),
Occupational Medicine Division (Hong Kong & Kowloon),
Occupational Hygiene Division (Hong Kong & Kowloon),
Harbour Building,
15th Floor,
38 Pier Road,
Central.
Tel. 2852 4041

Occupational Medicine Division (Hong Kong & Kowloon),
Occupational Hygiene Division (Hong Kong & Kowloon),
Western Harbour Centre,
23rd Floor,
181 Connaught Road West,
Western District.
Tel. 2975 6451
Occupational Medicine Unit (Hong Kong),
Southorn Centre,
16th Floor,
130 Hennessy Road,
Wan Chai.
Tel. 2835 2025

KOWLOON

Occupational Medicine Unit (Kowloon),
Canton Road Government Offices,
4th Floor,
393 Canton Road,
Yau Ma Tei.
Tel. 2733 2410

Kwun Tong Occupational Health Clinic,
Kwun Tong Jockey Club Clinic,
2nd Floor,
457 Kwun Tong Road,
Kowloon.
Tel. 2343 7133

NEW TERRITORIES

Occupational Medicine Division (New Territories),
Occupational Hygiene Division (New Territories East),
Occupational Hygiene Division (New Territories West),
Chinachem Tsuen Wan Plaza,
8th Floor,
457 Castle Peak Road,
Tsuen Wan.
Tel. 2437 1501

Occupational Medicine Unit (Kwai Chung),
Kwai Hing Government Offices,
8th Floor,
166–174 Hing Fong Road,
Kwai Chung.
Tel. 2424 0844

Occupational Medicine Unit (Shatin),
Citylink Plaza,
1st Floor,
1 Shatin Station Circuit,
Sha Tin.
Tel. 2606 5548
Boilers & Pressure Vessels Division

This division is responsible for the safe operation of pressure equipment and for enforcing the requirements of the Boilers and Pressure Vessels Ordinance (Cap. 56) and its subsidiary Regulations. The division's inspectorate carries out spot checks on pressure equipment in work sites and promotes safe use of these equipment on regular basis.

It also conducts examinations of boiler and steam receiver attendants for the issue of Certificate of Competency for various types of boilers and steam receivers in use in Hong Kong. In order to ensure adequate supply of competent persons to supervise and operate certain types of boilers and steam receivers, arrangements are made with the Haking Wong Technical Institute and the Occupational Safety and Health Council to organise day-time or evening courses for the training of operators for the purpose of obtaining certificate of competency.

Qualified and experienced engineers applying for appointment as Appointed Examiners (boiler inspector or air receiver inspector) are examined by an assessment board to assess their suitability for appointment. They are charged with the responsibility of inspection of pressure equipment, scrutinising design, material used in fabrication, quality of fabrication and issue of Certificate of Fitness of the equipment for which they are authorised.

This division is also responsible for providing technical support to the Fire Services Department in connection with those pressure equipment coming under the purview of the Dangerous Goods Ordinance (Cap. 295). It also gives technical advice to other departments.

Office Address:

Western Harbour Centre,
24th floor,
181 Connaught Road West,
Hong Kong.
Tel. 2975 6428 (Examination Enquiry)
2975 6434–5 (Technical Enquiry)
2975 6421 (Registration of Equipment)
Employees' Compensation Division

The division is made up of the Administration and Assessment Section, and the Central Services Section.

The Administration and Assessment Section is responsible for assisting employees who suffer injury arising out of and in the course of employment in obtaining compensation from employers under the Employees' Compensation Ordinance. Staff of the section also advises employees and employers on their rights and obligations under the Ordinance. After the expiry of sick leave, an injured employee, where necessary, will be arranged to attend the Employees' Compensation Assessment Board for assessment of the degree of loss of earning capacity. Labour Officers of the section serve on these boards as members and offer advice on the employment aspects.

The Central Services Section is responsible for reviewing the legislation on employees' compensation. Its Pneumoconiosis Compensation Office also assists persons suffering from pneumoconiosis or their family members to claim from the Pneumoconiosis Compensation Fund Board compensation for pneumoconiosis. Pneumoconiosis is a collective term for dust diseases of the lung but its meaning is confined to silicosis and asbestosis under the Pneumoconiosis (Compensation) Ordinance. The Fatal Cases Office of the section assists dependants of an employee who suffers fatal injury in an accident at work to claim compensation under the Employees' Compensation Ordinance.

Office Addresses:

Divisional Headquarters
Canton Road Government Offices,
5th floor,
393 Canton Road, Yau Ma Tei,
Kowloon.

Hong Kong East Office
Southorn Centre,
16th floor,
130 Hennessy Road,
Hong Kong.

Hong Kong West Office
Southorn Centre,
16th floor,
130 Hennessy Road,
Hong Kong.
Kowloon West Office
Canton Road Government Offices,
4th floor.
393 Canton Road,
Yau Ma Tei,
Kowloon.

Kowloon East Office
Canton Road Government Offices,
4th floor,
393 Canton Road,
Yau Ma Tei,
Kowloon.

Kwun Tong Office
Canton Road Government Offices,
4th floor,
393 Canton Road,
Yau Ma Tei,
Kowloon.

Kwai Chung Office
Tsuen Wan Government Offices,
6th floor,
38 Sai Lau Kok Road,
Tsuen Wan,
New Territories.

Tsuen Wan Office
Tsuen Wan Government Offices,
6th floor,
38 Sai Lau Kok Road,
Tsuen Wan,
New Territories.

Sha Tin Office
Citylink Plaza,
5th floor,
1 Sha Tin Station Circuit,
Sha Tin,
New Territories.

Government Servants and Seamen Office
Canton Road Government Offices,
5th floor,
393 Canton Road,
Yau Ma Tei,
Kowloon.
Fatal Cases Office
    Harbour Building,
    15th floor,
    38 Pier Road,
    Central,
    Hong Kong.

Pneumoconiosis Compensation Office
    Harbour Building,
    17th floor,
    38 Pier Road,
    Central,
    Hong Kong.

General Enquiries
    General Enquiry Telephone Service
    Tel. 2717 1771
Publications issued by the Labour Department

General
Labour Department General Enquiry Telephone Service—User's Guide (C and E)
Labour Department Performance Pledge
Labour Focus
The Labour Department Offers You Its Services
Report of the Commissioner for Labour
Report of the Labour Advisory Board
The International Labour Organisation and the Application of International Labour Conventions in Hong Kong (C and E)

- Conditions of Employment
A Guide for Summer Job Seekers (C)
Guide to the Employment of Children Regulations
Guide to the Women and Young Persons (Industry) Regulations (C and E)
How to Apply under the Supplementary Labour Scheme (C and E)
Information Card for Imported Workers (Simplified Chinese, E and Thai)
Labour Department Labour Importation Telephone Service—User Guide (C and E, Simplified Chinese, Tagalog and Thai)
Pamphlets on the Employment Ordinance:
- A Concise Guide to the Employment Ordinance (C and E)
- A Concise Guide to the Employment Ordinance (Simplified Version) (C)
- End of Year Payment (C)
- Liability to Pay Wages of Sub-contractors' and Nominated Sub-contractors' Employees (C)
- Long Service Payment (C)
- Maternity Protection (C and E)
- Paid Annual Leave (C and E)
- Practical Guide on Employment Protection (C and E)
- Protection of Wages (C)
- Rest Day (C)
- Severance Payment (C)
- Sickness Allowance (C)
- Statutory Holidays (C)
- Termination of Employment Contract (C)
Practical Guide for Employment of Foreign Domestic Helpers—What Foreign Domestic Helpers and Their Employers Should Know (C and E, Tagalog, Thai and Indonesian)
Reminder to Employers about Employment of Imported Workers
What an Imported Worker Should Know (Simplified Chinese, E, Tagalog, Thai and Hindi)

3. **Labour Relations**

   A Guide on "Employee's Rights in Bankruptcy, Receivership and Compulsory Winding-up"
   A Guide to the Labour Relations Ordinance (C and E)
   A New Service to Employers: The Workplace Consultation Promotion Unit of the Labour Department (C and E)
   A Simple Guide to Minor Employment Claims Adjudication Board (C and E)
   Code of Labour Relations Practice
   Code of Labour Relations Practice for the Catering Trade (C and E)
   Code of Practice in Times of Typhoons and Rainstorms
   Collective Bargaining (C)
   Conciliation Service of the Labour Relations Division (C and E)
   Employment Relationship and Contractorship (C)
   Equal Opportunities in Employment (C and E)
   Grievance and Disciplinary Procedures
   Guide to the Protection of Wages on Insolvency Ordinance (C)
   Guidelines for Employees: What To Do If Wage Reductions And Retrenchments Are Unavoidable (Summary) (C)
   Guidelines on What To Do If Wage Reductions And Retrenchments Are Unavoidable (C and E)
   Joint Consultation—A Guide to Its Introduction and Operation
   Making of Written Contract of Employment (C)
   Protection Against Anti-Union Discrimination (C and E)
   Sample Employment Contract (C and E)
   Services of the Labour Relations Promotion Unit (C)
   Simple Ways to Achieve Labour-Management Communication and Co-operation
   Strikes, Strikers and the Law
   Why You Should Have an Employee Handbook and How to Prepare One
4. **Registration of Trade Unions**
   A Short Guide to the "Trade Unions Ordinance"
   Forming a Trade Union
   Rights and Duties of a Trade Union Member
   The Role of a Trade Union Auditor

5. **Employment Services**
   A Guide to Part XII of the Employment Ordinance (Chapter 57) and the Employment Agency Regulations
   A Guide to the Contracts for Employment Outside Hong Kong Ordinance
   An Explanatory Note on the Contracts for Employment Outside Hong Kong Ordinance
   Employ the Disabled (C and E)
   Employing People Who Had a Mental Illness
   Employing Someone with Impaired Hearing
   Employing Someone Who is Blind or Visually Handicapped
   Employing Someone Who is Physically Handicapped
   Employment of Mentally Retarded Persons
   Equal Employment Opportunities (C and E)
   Free Recruitment Services of the Labour Department (C and E)
   Guide to Job Interview (C)
   Guide to Labour Department’s Local Employment Service—Employment and Guidance Centre for New Arrivals (C and Simplified Chinese)
   Guide to Students Seeking Summer Jobs (C)
   Guide to the Labour Department’s Local Employment Service (C)
   Guidebook on Employment for New Arrivals (C and Simplified Chinese)
   Guidebook on Job Interviewing Techniques (C)
   Guidebook on Peer Acceptance for Hearing Impaired Persons (C)
   Guidebook on Peer Acceptance for People with Cerebral Palsy (C)
   Guidebook on Peer Acceptance for People with Epilepsy (C)
   Guidebook on Peer Acceptance for the Ex-mentally Ill (C)
   Guidebook on Peer Acceptance for the Mentally Retarded (C)
   Guidebook on Peer Acceptance for Visually Impaired Persons (C)
   Guidebook on Peer Acceptance for Wheelchair-bound Persons (C)
   Guideline for looking for a job for New Arrivals (C and Simplified Chinese)
   Job Matching Centre—Your Job Seeking Partner (C)
Job Matching Programme—Are you looking for a Job? (C and E)
Job Matching Programme—Do you have recruitment needs? (C and E)
Placement Service for Job Seekers looking for Airport Core Programme Vacancies (C)
Summer Job Guide (C)
Telephone Employment Service Centre (C and E)

6. Careers Guidance
39 careers pamphlets (C & E)
103 job sheets
Job Search Handbook (1)(C)
Practical Employment Guides for New Arrivals—Key Points in Job Search (C)
Practical Employment Guides for New Arrivals—Points to Note at Work (C)

7. Employees' Compensation
A Concise Guide to the Employees' Compensation Ordinance (C and E)
A Guide to Pneumoconiosis (Compensation) Ordinance (C and E)
Employers—You Must Insure Your Employees
Guide to Loan Scheme for Injured Employees and Dependants of Deceased Employees (C and E)
How to Apply for Employees' Compensation for Death (C and E)
How to Claim Employees’ Compensation for Work Related Injuries (C and E)
Leaflets on the Employees’ Compensation Ordinance
—Calculation of Earnings under the Employees’ Compensation Ordinance
—How to Report Injuries at Work to Labour Department (C)
—Medical Expenses (C)
—Periodical Payments for Injuries at Work (C)
Procedure for Assessment of Permanent Incapacity (C)

8. Occupational Safety
A Brief Guide to Industrial Safety
A Brief Guide to Occupational Safety and Health Ordinance (C)
A Brief Guide to Occupational Safety and Health Regulation (C)
A Brief Guide to the Requirements of the Factories and Industrial Undertakings (Noise at Work) Regulation
A Guide on Employer’s Safety Policy

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A Guide to Construction Safety Management (C and E)
A Guide to the Construction Sites (Safety) Regulations (C and E)
A Guide to the Factories and Industrial Undertakings (Abrasive Wheels) Regulations
A Guide to the Factories and Industrial Undertakings (Cargo and Container Handling) Regulations
A Guide to the Factories and Industrial Undertakings (Cartridge-operated Fixing Tools) Regulations
A Guide to the Factories and Industrial Undertakings (Confined Spaces) Regulations
A Guide to the Factories and Industrial Undertakings (Dangerous Substances) Regulations
A Guide to the Factories and Industrial Undertakings (Fire Precautions in Notifiable Workplaces) Regulations
A Guide to the Factories and Industrial Undertakings (Noise at Work) Regulation (C and E)
A Guide to the Factories and Industrial Undertakings (Protection of Eyes) Regulations
A Guide to the Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations
A Guide to the Factories and Industrial Undertakings (Woodworking Machinery) Regulations
A Guide to the Factories and Industrial Undertakings Ordinance (Section 6A & 6B)—Know your General Duties
A Practical Guide to Industrial Noise Reduction
A Worker's Guide to Back Care (C)
An Employer's Guide to Back Care (C)
Classification and Labelling of Dangerous Substances commonly used in Industry
Code of Practice: Safety and Health at Work for Industrial Diving (C and E)
Code of Practice: Safety and Health at Work with Asbestos (C and E)
Code of Practice for Safe Use of Mobile Cranes and Tower Cranes (C and E)
Code of Practice for Safety at Work (Lift and Escalator) (C and E)
Code of Practice for Scaffolding Safety (C and E)
Codes of Safe Practice for Ship Building and Ship Repairing Industry
Construction Site Safety and Health Checklist
Dangerous/Safe Working Clothes (C)
Electrolytic Chromium Process—How to Minimize or Eliminate the Potential Hazards

Five Steps to Risk Assessment

General Duties of Industrial Safety (Employees should know) (C)

General Duties of Persons Employed

General Duties of Proprietors

Guidance Notes—Factories and Industrial Undertakings (Noise at Work) Regulation (C and E)

Guidance Notes on Appointment of Competent Persons for Noise Assessment at Workplaces

Guidance Notes on Fire Safety at Workplaces (C and E)

Guidance Notes on Safe Use of Earth-Moving Machinery (C and E)

Guide for Crane Operator Certification (C)

Guide to Safety Regulations on Goods Lifts

Guide to Safety Regulations on Lifting Appliances and Lifting Gear (C and E)

Guide to the Factories and Industrial Undertakings (Carcinogenic Substances) Regulations

Guide to the Factories and Industrial Undertakings (Electricity) Regulations

Guide to the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations (C and E)

Guide to the Factories and Industrial Undertakings (Suspended Working Platforms) Regulation (C and E)

Handbook on Guarding and Operation of Machinery

Handling Chemicals—General Safety Guide and Hints for First Aid (C)

Lock Attendant's Handbook—Factories and Industrial Undertakings (Work in Compressed Air) Regulations (C and E)

No Need to Wear Armour if You Guard Your Machine

Notification of Workplaces

Occupational Safety and Health Training Courses (Time Table)

Occupational Safety Charter (C and E)

Preventing Slips, Trips & Falls at Work (C)

Reference Manual for Construction Sites Inspection Reports (C and E)

Reference Manual for Factory Inspection Reports (C and E)

Reference Manual for Inspection Reports on Workplaces (C and E)

Reporting Accidents and Dangerous Occurrences

Safe Practices for Container Handling
Safe Practices in Operating Fork Lift Trucks
Safe Systems of Work
Safety and Health Guide for Catering Trade
Safety at Construction Sites
Safety Committees—A Guide to Their Establishment and Operation
Safety Guide for Caisson Works (C)
Safety Guide for Construction Workers (C)
Safety Guide for Container Handling (C)
Safety Guide for Drying Cabinet used for Drying Flammable Substances (C)
Safety Guide for Leather Industry (C)
Safety Guide for Lift Maintenance (C)
Safety Guide for Off-set Printing Machine (C)
Safety Guide for Operating Suspended Working Platforms (C)
Safety Guide for Plastic Industry (C)
Safety Guide for Removing Asbestos-Containing Materials (C)
Safety Guide for Renovation Works (C)
Safety Guide for Summer Job Students (C)
Safety Guide for using Boatswain Chairs (C)
Safety Guide for using Chemicals (C)
Safety Guide for using Electrical Appliances (C)
Safety Guide for using Plastic Injection Moulding Machines, Granulators and Extruding Machines (C)
Safety Guide for using Power Press (C)
Safety Guide for Working at Heights (C)
Safety Guide for Working in Manholes (C)
Safety Guide for Working on Scaffolds (C)
Safety Guide to Working in Confined Spaces (C and E)
Safety Hints for Electric Arc Welding
Safety Hints for Users of Acetylene Cylinders
Safety Hints for Weaving and Dyeing (C)
Safety in the Use of Abrasive Wheels
Safety is a SHARED Responsibility (C and E)
Summer Job Students should know (C)
Welding and Cutting Safety
Work For A Safer, Healthier Workplace
Working with Employers (C and E)
9. **Occupational Health**

A Brief Guide to First Aid in (A) Notifiable Workplaces (B) Cargo and Container Handling Undertakings (C) Construction Sites (D) Quarries (E) All Other Workplaces

A Reference Note on Occupational Exposure Limits for Chemical Substances in the Work Environment

A Reference Note on Ventilation and Maintenance of Ventilation Systems

A Simple Guide to Health Risk Assessment—Office Environment Series (C and E)

—Introduction and Housekeeping
—Lighting in Offices
—Photocopying

Basic Advice on First Aid at Work (C)

Code of Practice

—for Control of Lead at Work (C and E)
—for Protection of Cotton Spinning Workers from Byssinosis (C and E)
—for Protection of Quarry and Construction Workers from Silicosis (C and E)
—for Protection of Tunnel Workers from Silicosis

Eye Injury (C)

Guidance Notes on the Diagnosis of Notifiable Occupational Diseases (E)

Guide to Occupational Diseases Prescribed for Compensation Purposes

Guidelines for Good Occupational Hygiene Practice in a Workplace (C and E)

Health Brochures

—Health Hazards of Asbestos
—Health Hazards of Welding
—Respirator for Silica Dust
—Safe Use of Toluene-di-isocyanate (TDI) and Methylene-di-isocyanate (MDI)
—Skin Disease in Industry
—Solvent Hazard in Screen Printing

Health Care Services Occupational Safety and Health Guide

—Occupational Hygiene of Workers (C)
—Manual Handling of Patients (C)

Health Hazards of Diving (C)

Heat Stress (C)

Hints on First Aid (For: Notifiable Workplaces, Quarries, Cargo & Container Handling Undertakings and Construction Sites, and All Other Workplaces)

Introducing of OSH for Health Care Workers (C)
Lightening the Load (C)
Manual Handling Operations (C and E)
Medical Examination of Divers (E)
Occupational Health of Butchers (C)
Occupational Health of Laundry Workers (C and E)
Occupational Health Pictorial Guide
  —Industrial Chemicals and You (Metal and Solvents) (C and E)
  —Occupational Health in Office Environment (C and E)
Preventing Dermatitis of Work (C)
Skin Penetrating Injury at Work (C)
The Protection of Workers' Health Series
  —Control of Toxic Substances in the Workplace (C and E)
  —Cyanide Hazard in Industry—Poisoning Prevention and Treatment
  —Electroplating—Health Hazards (C and E)
  —Health Guide on the use of Visual Display Unit (C and E)
  —Health Hazards in Demolition Work (C and E)
  —Health Hazards of Diving (C and E)
  —Manganese Dioxide (C and E)
  —Prevention of Back Injury (C and E)
  —Respiratory Protective Equipment (C and E)
  —Silica (C and E)
  —Solvent Hazards in Printing Industry
  —Solvents (C and E)

10. Pressure Equipment
A Guide and Syllabus for Persons Requiring a Certificate of Competency (C and E)
A Guide for Boiler Operators (on sale at Government Publications Sales Centre) (C and E)
A Guide for Construction, Installation, Operation and Maintenance of Air Receivers (E)
Code of Practice
  —for Appointed Examiners (E)
  —for Fossil-Fuel Boilers (C and E)
  —for Pressure Equipment Owners (C and E)
  —for Steam Receivers (C and E)
  —for Thermal Oil Heaters (C and E)
Electrically Heated Boiler Operation (C)
Fire-Tube Boiler Operation (C and E)
Guide for Electrically Heated Boiler Operators (C)
Guide to Operation of Air Receivers (C)
Guide to Operation of Steam Receivers (C and E)
All publications are published bilingually except those marked with the following:

(C) Published in Chinese only
(E) Published in English only
(C and E) Published separately in Chinese and English
Legislation of Concern to the Labour Department

1. Boilers and Pressure Vessels Ordinance, Chapter 56
   Boilers and Pressure Vessels Regulations
   Boilers and Pressure Vessels (Forms) Order
   Boilers and Pressure Vessels (Exemption) (Consolidation) Order

2. Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470
   Builders' Lifts and Tower Working Platforms (Safety) (Fees) Regulation

3. Contracts for Employment Outside Hong Kong Ordinance, Chapter 78

4. Dangerous Goods Ordinance, Chapter 295
   Dangerous Goods (General) Regulations
   Dangerous Goods (Application and Exemption) Regulations

5. Disability Discrimination Ordinance, Chapter 487
   Disability Discrimination (Proceedings by Equal Opportunities Commission) Regulation
   Disability Discrimination (Formal Investigation) Rules
   Disability Discrimination (Investigation and Conciliation) Rules

6. Employees' Compensation Ordinance, Chapter 282
   Employees' Compensation Regulations
   Employees' Compensation (Rules of Court) Rules

7. Employees Compensation Assistance Ordinance, Chapter 365

8. Employees' Compensation Insurance Levies Ordinance, Chapter 411

9. Employees Retraining Ordinance, Chapter 423

10. Employment Ordinance, Chapter 57
    Employment Agency Regulations
    Employment of Children Regulations
    Women and Young Persons (Industry) Regulations

11. Factories and Industrial Undertakings Ordinance, Chapter 59
    Construction Sites (Safety) Regulations
    Factories and Industrial Undertakings Regulations
    Factories and Industrial Undertakings (Abrasive Wheels) Special Regulations
    Factories and Industrial Undertakings (Asbestos) Regulations
    Factories and Industrial Undertakings (Blasting by Abrasives) Regulations
    Factories and Industrial Undertakings (Carcinogenic Substances) Regulations
    Factories and Industrial Undertakings (Cargo and Container Handling) Regulations
Factories and Industrial Undertakings (Cartridge-Operated Fixing
Tools) Regulations
Factories and Industrial Undertakings (Confined Spaces) Regulations
Factories and Industrial Undertakings (Dangerous Substances)
Regulations
Factories and Industrial Undertakings (Dry Batteries) Regulations
Factories and Industrial Undertakings (Electricity) Regulations
Factories and Industrial Undertakings (Electrolytic Chromium Process)
Regulations
Factories and Industrial Undertakings (Fire Precautions in Notifiable
Workplaces) Regulations
Factories and Industrial Undertakings (First Aid in Notifiable Work-
places) Regulations
Factories and Industrial Undertakings (Goods Lifts) Regulations
Factories and Industrial Undertakings (Guarding and Operation of
Machinery) Regulations
Factories and Industrial Undertakings (Lifting Appliances and Lifting
Gear) Regulations
Factories and Industrial Undertakings (Noise at Work) Regulations
Factories and Industrial Undertakings (Notification of Occupational
Diseases) Regulations
Factories and Industrial Undertakings (Protection of Eyes) Regulations
Factories and Industrial Undertakings (Safety Officers and Safety
Supervisors) Regulations
Factories and Industrial Undertakings (Spraying of Flammable
Liquids) Regulations
Factories and Industrial Undertakings (Suspended Working Platforms)
Regulation
Factories and Industrial Undertakings (Woodworking Machinery)
Regulations
Factories and Industrial Undertakings (Work in Compressed Air)
Regulations
Quarries (Safety) Regulations
12. Family Status Discrimination Ordinance, Chapter 527
   Family Status Discrimination (Proceedings by Equal Opportunities
   Commission) Regulation
13. Holidays Ordinance, Chapter 149
14. Immigration Ordinance, Chapter 115
15. Labour Relations Ordinance, Chapter 55
16. Labour Tribunal Ordinance, Chapter 25 and Rules
17. Mandatory Provident Fund Schemes Ordinance, Chapter 485
   Mandatory Provident Fund Schemes (General) Regulation
   Mandatory Provident Fund Schemes (Exemption) Regulation
18. Marriage and Children (Miscellaneous Amendments) Ordinance, No. 69 of 1997

19. Minor Employment Claims Adjudication Board Ordinance, Chapter 453 and Rules

20. Occupational Deafness (Compensation) Ordinance, Chapter 469

21. Occupational Safety and Health Ordinance, Chapter 509
   Occupational Safety and Health Regulation

22. Occupational Safety and Health Council Ordinance, Chapter 398

23. Pneumoconiosis (Compensation) Ordinance, Chapter 360
   Pneumoconiosis (Compensation) (Assessment of Levy) Regulations
   Pneumoconiosis (Compensation) Appeal Rules

24. Protection of Wages on Insolvency Ordinance, Chapter 380

25. The Provident Fund Schemes Legislation (Amendment) Ordinance, No. 4 of 1998

26. Radiation Ordinance, Chapter 303
   Radiation (Control of Irradiating Apparatus) Regulations
   Radiation (Control of Radioactive Substances) Regulations

27. Sex Discrimination Ordinance, Chapter 480

28. Trade Boards Ordinance, Chapter 63

29. Trade Unions Ordinance, Chapter 332
   Trade Union Registration Regulations

The above ordinances and regulations are obtainable at Government Publications Centre, Queensway Government Offices, Low Block, Ground Floor, 66 Queensway, Hong Kong.
无法阅读该文档。
九、僱員再培訓條例（香港法例第五十七章）
十、職業介紹所規例

十、社會服務機構（香港法例第四十三章）
十一、工廠及工業經營條例（香港法例第五十九章）
十二、建築地盤（安全）規例
工廠及工業經營（石棉）規例
工廠及工業經營（噴砂打磨）特別規例
工廠及工業經營（可致癌物質）規例
工廠及工業經營（貨物及貨機運送）規例
工廠及工業經營（密封空閂）規例
工廠及工業經營（電力）規例
工廠及工業經營（載貨升降機）規例
工廠及工業經營（機械的防護及操作）規例
(地) 1. 临渊羡鱼不如退而结网。

(地) 2. 欲速则不达，见小利则大事不成。

(地) 3. 学而时习之，不亦说乎？

(地) 4. 道之以德，齐之以礼，有耻且格。

(地) 5. 兵无常势，水无常形，能因敌制胜者谓之神。

(地) 6. 人无远虑，必有近忧。

(地) 7. 天下难事必作于易，天下大事必作于细。

(地) 8. 三人行，必有我师焉；择其善者而从之，其不善者而改之。

(地) 9. 海内存知己，天涯若比邻。

(地) 10. 明日复明日，明日何其多？我生待明日，万事成蹉跎。

(地) 11. 纸上得来终觉浅，绝知此事要躬行。

(地) 12. 吾日三省吾身：为人谋而不忠乎？与朋友交而不信乎？传不习乎？
十、壓力器具

合格證書考試指南及提綱（中英文本）

儀器管理員指南（英）

空氣容器的構造、安裝、操作及維修指南（英）

工作守則

委任檢驗師（英）

化學燃料鍋爐安全操作（中英文本）

物主使用壓力器具（中英文本）

蒸氣容器安全操作（中英文本）

熱油爐安全操作（中英文本）
（补欠中）

（补欠中）

（补欠中）
體力處理操作

工業常用危險化學品分類及標識

工作安全守則：建築工地的安全管理與健康（中英文本）

安全使用流動式起重機及塔式起重機工作守則

(中英文本)

工業安全一般性責任

工業安全一般性責任

工作場所及資料處理

工作場所及資料處理

起重機機及裝置安全規例指南

(中英文本)

起重機機及裝置安全規例指南

(中英文本)

起重機操作員資歷簡介

(中英文本)

起重貨升降機安全規例指南

(中英文本)

起重貨升降機安全規例指南

(中英文本)

起重貨升降機安全規例指南

(中英文本)
工業安全及健康規例簡介

八、職業安全

建築責任管理指南

職業安全及健康規例簡介

工廠及工業經營（工作噪音）

工廠及工業經營（工作環境）

工廠及工業經營（工作環境）

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工廠及工業經營（工作環境）

工廠及工業經營（工作環境）

工場及工機械規例（第2及3條）

減低工業噪音的實用指南

認識你的

一般性責任
null
（字库问题）

（图片问题）

（字体问题）

（图片问题）

（字体问题）
職業安全服務

職業安全及健康部轄下各科提供職業安全服務的工作，促進在工廠、建築工程及建築地盤、食肆、貨物

裝卸區，以及在其他工作場所內工作的工人的安全和健康。

行動科的職業安全主任會督察工作地點（如工業經營、非工業經營及建築地盤等），以確保有關人士遵守
安全、健康和福利的各項規定。此外，該等人員亦負責調查意外事件，以防止意外
發生。

資訊及培訓科的職業安全及健康訓練中心為各類內人士提供訓練和意見，以減少職業意外數目。

支援服務科的安全事務推廣及行政組提供職業安全及健康的文化，最終希望管理階層能自我監管而達到一個安全管理的路向。

諮詢及發展科的諮詢及培訓為工作安全和健康的刊物，包括簡訊、小冊子、宣傳片、海報和工作守則，解答
有關職業安全及健康的查詢，並就法例的要求、執法的標準等，向市民提供意見。其運作的職業安全及健康

查詢電話服務二二五九-二二一九

電話：二八五二-四九四九

辦事處地址：

支援服務科

技術支援組

香港中環統一碼頭道三十八號海港政府大樓十五字樓

(邵)
外勞事務科

外勞事務科的主要職責是調查違例事項的投訴及推廣輸入勞工和僱主雙方在僱傭事務上的權利和義務，從而確保在外港工作的輸入勞工能夠得到應有的保障。

該科調查涉及違反僱傭條例或合約條款的輸入勞工僱主，並在適當時予以檢控。該科亦設有一條二十四小時投訴熱線，供市民投訴與輸入勞工計劃有關的違例事項。

該科亦會定期為新機場及有關工程輸入外地勞工計劃的輸入勞工及他們的僱主舉行簡介會，向他們解釋有關條文及輸入勞工計劃的各項規定。輸入勞工在香港工作應有的保障及權利。輸入勞工可透過各樣以多種語言製作的宣傳物品，例如單張、報紙及海報等，得到有關的資料。

辦公時間以外自動錄音。
赴太平洋群岛

赴太平洋群岛的中国军队在战斗中取得辉煌战果。在一场激烈的战斗中，中国军队依靠英勇顽强的战斗精神，挫败了敌人的进攻。此次战斗不仅打击了敌人的嚣张气焰，也鼓舞了中国人民的斗志。

通过此次战斗，中国军队不但巩固了在太平洋的岛国统治，而且极大地提高了中国军队的作战能力。整个中国军队在战斗中表现出色，彰显了中国人民的正义和勇气。

在今后的战斗中，中国军队将继续发扬英勇顽强的精神，坚决打击敌人的嚣张气焰，保卫国家的领土完整和人民的安宁。
勞工视察科

勞工视察科科長擔任視察任務，執行婦女及青年（工業）規例及僱傭補償規例的職責。僱員需使用僱員補償條例的有關條文。此外，勞工视察科務員負責執行僱員補償條例的規定。

該科的特別視察組負責巡查各工業及非工業經營，確保僱主依照僱員補償條例發放分發僱員的休息日、疾病津貼及有薪假期，並且保存僱員補償條例所規定的紀錄。該科的電話諮詢服務，為公眾人士解答有關僱員補償條例的問題。

電話：二八五一四一五三
投訴熱線：二八五一四一五三

勞工视察科總部
中環統一碼頭道三十八號海港政府大樓十九字樓
電話：二八五一四一五三

九龍鯉魚門道十二號東九龍政府合署六字樓
電話：二八五一四一五三
香港西區辦事處
中環統一碼頭道三十八號海港政府大樓十七字樓
電話：二八五一四一五三

(22)
職業輔導組

職業輔導組為市民提供職業資料，藉以推行職業教育，幫助他們選擇適合自己才幹、興趣及能力的職業。該組編製和搜集最新的就業資料刊物及視聽教材，給職業人士作為參考。該組並備有配音的幻燈片及視聽影帶外借各學校及提供職業輔導的機構。此外，市民亦可透過該組舉辦的各種活動，包括職業資料展覽、職業常識問答比賽、研討會及參觀各行業的工作地點，獲取最新的職業資料。該組轄下的兩間職業資料中心，均設有職業資料圖書館、視聽設施和諮詢服務，歡迎各界人士使用。此外，職業輔導組在互聯網上設有網址，市民可透過網頁下載各行各業的職業資料及尋求有關意見。

辦事處地址：
香港灣仔軒尼詩道一百一十號修頓中心十六樓
電話：二八三五 一○四四

九龍旺角聯運街三十號旺角政府合署二樓
電話：二二九九 二二四一及二三九九 二三四三

網址：www.careers.labour.gov.hk


Contents:

(3)
展能就業科

展能就業科的成立是為僱主和殘疾求職者提供免費的招聘及職業介紹服務。任何在視力或聽力受損人
士、肢體傷殘人士、長期病患者、弱智人士及精神康復者，都可以向該科登記求職。

由於殘疾人士各有不同的工作能力，該科致力於用人唯才的原則，為他們介紹合適的工作。

僱主如有意招聘殘疾人士，可用電話或親身與展能就業科聯絡。

自一九九二年七月起，展能就業科成立了宣傳及推廣組，加強推廣殘疾人士的從業能力，和使社會人士

確立對殘疾人士的積極態度。為貫徹此目的，該組會計劃、統籌及推行各種宣傳活動，包括採訪不同行業
的僱主，舉辦展覽及研討會，並製作電視及電台節目、錄影帶、小冊子及宣傳單張，以增強公眾對殘疾人士

工作能力的認識。

辦事處地址：

港島

中環統一碼頭道三十八號

海港政府大樓十七字樓

電話：二八五三一四六一

傳真號碼：二五一三九四
就業選配中心

就業選配中心在九九年二月一日成立，作為補充勞工計劃的申請辦事處。根據該計劃，僱主如
確未能在香港聘得所需人手，可申請輸入勞工。然而，為確保本地工人優先就業，以及保障他們的薪酬和
福利，僱主須優先聘請本地工人，插補職位空缺。

就業選配中心設有推廣組，負責策劃及籌辦各類型的宣傳活動，加強推廣本地求職人士的就業機
會，包括就業講座、各區巡迴展覽、派發宣傳單張、報章、職工會刊物刊登廣告、在電台及電視台開設宣
傳短片等。同時，該組會每兩星期印製一張補充勞工計劃職位空缺資料表，各企業、公共機構及本港就業
輔導組辦事處，方便市民查閱。

另外，就業選配中心還設有登記求職人士的職位空缺。凡該中心或本港就業輔導組的登記求職人士，於登記有效期
內，都會透過電話申請補充勞工計劃職位空缺。
就業資訊及推廣計劃

就業資訊及推廣計劃在九九年八月開始推行，以加強勞工處的就業輔導服務。專責推廣計劃的推廣小組，會籌辦連串活動，以宣傳本港就業輔導組提供的服務。這些活動包括職業展覽、簡介會，以及講座等。

同時，推廣小組會積極地接觸僱主，搜集職位空缺。小組成員會跟進僱主的招聘需要，提供招聘和培訓方面的專業意見，和協助僱主迅速填補職位空缺。小組更會安排將有關的空缺資料，輸入本港就業輔導組的電腦資料庫，以供適當的求職者查閱。在適當的時候，推廣小組會籌辦特別的招聘活動，協助僱主招聘員工。

辦事處地址：
香港中環統一碼頭道三十八號海港政府大樓六字樓

電話：二八五○三二三二
傳真號碼：二八五○五一九一
九龙

旺角区办事处

九龙旺角联合街

三号旺角政府合署

电话：二九三九

二三三二

二九三八

二八三八

二八三八

二七五七

三一三三

五九九

电话：二四六三

九九六七

二四六三

九九六九

(14)
就業科

就業科向市民提供免費及全面的就業及招聘服務。

該科轄下的本港就業輔導組（下稱就業輔導組）乃一公營的職業介紹所，協助本地的求職人士找尋工作
及就業輔導組的運作包括全面的就業輔導組及職位空缺。就業輔導組的運作現已全面電腦
化，所有的職位空缺資料均儲存於一中央資料庫內，供所有轄下的職位空缺。僱主提供的職位空缺資料會張貼
於辦事處內，及展示於就業科的互聯網上，向市民作全面招聘。求職人士只需記下有意申請的職位空缺編號，然後
通知就業輔導組的職員。如符台僱主的要求，該組職員便會為他們聯絡僱主安排面試。

為了讓僱主能夠更簡易地接交職位空缺資料，就業科於一九八六年十二月成立了職位空缺處理中心。該中心
成立後，無論職位空缺的工作地點在那區，僱主只需將空缺資料傳真至該中心，便可要求就業輔導組提
供招聘服務。

此外，由一九八七年七月起，僱主可選擇將其公司名稱和電話號碼公開展示給求職人士。這樣，求職人
士可直接致電聯絡有關公司，以便安排預約面試。

求職人士如需要深入了解及深入的就業輔導，可選擇參加就業輔導組的就業輔導計劃。該計劃提供的服務
包括深入面試、就業輔導、工作配配、及在有需要時安排求職人士參加僱員再培訓局為他們度身訂造的
再培訓課程。
小額薪酬索償仲裁處

小額薪酬索償仲裁處是根據《小額薪酬索償仲裁條例》而成立，它主要是提供一項快捷、簡單和廉宜的仲裁服務。仲裁處有權審理索償人不超過十名，而每名索償人的索償金額不超過八千元的案件。仲裁處的司法管轄權則仍然由勞資委員會審理。

審理程序

仲裁案件的審理程序包括：

1. 仲裁員由勞資委員會選出，並由仲裁處指定；
2. 仲裁員對仲裁案件的審理標準為法律準則；
3. 公開聆訊，但仲裁員可以根據需要決定案件是否公開進行；
4. 仲裁員在審理案件時可以請求專家意見；
5. 聲明書及陳詞書由各當事人自撰，仲裁員不進行書面陳述。

裁決

仲裁員的判決具有法律約束力，並可在地方法院登記及執行。任何一方均不得對仲裁裁決提出上訴。仲裁裁決不合法或不適當時，仲裁員可以根據需要提出修改。
職工會登記局

職工會登記局負責執行和監管職工會條例和職工會登記規例。該局確保職工會能依其組織法則管理、鼓勵其推行合資的工會制度及保障會員的利益。

職工會登記局必須根據職工會條例申請登記。已登記的職工會應依法人體制，其會員、理事及職工會本身均可享有免受提出侵權行為的訴訟和免受因勞資糾紛而引起的民事控訴。職工會會員亦可免負因為法結黨而被刑事起訴的責任。

為了確保職工會遵守職工會條例及其登記規則，該局需審核其週年帳表和定期到各工會視察。該局並調解職工會內部的紛紛，以及對職工會和職工會理事涉嫌違職的投訴，進行調查。職工會登記局還定期為職工會理事舉辦有關職工會管理、簿記、核數和法例等課程，以促進健全的職工會管理。

辦事處地址:
香港中環統一碼頭道三十八號海港政府大樓十一字樓

電話：二八五一三四五六
破產欠薪保障基金

僱員因僱主無力清償債務而結束營業，可就被拖欠工資、代通知金和／或遣散費，向破產欠薪保障基金申請特惠款項。該基金由薪業保障組管理，並負責審核申請。基金所支的特惠款項包括僱員在服務最後一天前的四個月內為僱主工作而未獲發放的薪金，以及根據僱員條例應得的代通知金和遣散費。

僱員如察覺僱主無力償還債務，應儘快前往就近的工作地點的勞資關係科辦事處辦理申請手續。申請人須填妥申請表並呈交書面證據，例如僱傭契約、工資單、出勤紀錄、薪俸稅報稅表等文件，以支持自己的申請。同時，勞資關係科會安排僱員於法院聆訊程序中得到保障。

通常，僱員在向法庭入稟清盤或破產呈請之後，而申請又經查證屬實，就可以獲得特惠款項。款項一般

辦事處地址：
薪業保障組
香港灣仔告士打道一六〇號海外信託銀行大廈十六樓
電話：二二二三一五二九九
勞資協商促進組

為達致以上目標，該組將推動勞資協商促進組的成立，旨在加強推廣勞資雙方進行有效溝通、協商及自願談判。

導師長及工作坊

同種類的推廣活動，如研討會、工作坊、訓練課程及講座等。該組職員並探訪個別機構，協助建立機構及自願談判。

該組並會編製有關的實務守則，以供僱主及僱員參考。

辦事處地址：
香港銅鑼灣軒尼詩道五○○號興利中心西翼五樓

電話：二二一一八六九○
勞資關係推展組

為使公眾人士對僱傭條例及良好的勞資關係措施有更深入的認識，推展組每年皆舉辦一勞資關係證書課程及研習班。推展組印備了多款解釋僱傭條例及管理技巧的小冊子或單張，派發給市民參閱。

辦事處地址：
香港德輔道中三○八至三一○號東亞銀行中心十七字樓一七○三至一七○五室

電話：二一三○三九八八

(7)
勞資關係科

勞資關係科負責維繫勞資機構的和諧勞資關係。主要職責如下：

（一）向僱主和僱員提供各項有關勞資關係事宜的意見，包括幫助勞資雙方了解他们在僱傭條例規定下的權利和義務。

（乙）調解勞資糾紛，協助勞資雙方達成和解協議。

（丙）執行僱傭條例的規定和調查有關違例事件的投訴。

辦事處地址：

港島

勞資關係科總部

中環統一碼頭道三十八號海港政府大樓十二字樓

九龍

新蒲崗太子道東六九二號新蒲崗政府合署三字樓

長沙灣道開廂裏荷樓地下二五、二七及三四號

九龍西區辦事處

九龍東區辦事處

港島西區辦事處

西環統一碼頭道二九號東區法院大樓十二字樓

西灣河太安街二十九號東區法院大樓十二字樓
勞工處所提供的主要服務索引

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本小冊子主要說明勞工處所提供的各項主要服務。文內除包括各項主要服務的索引外，亦載有本處出版

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工作安全

擇業輔導

就業服務

工傷補償

僱傭條件

職業健康

職工會登記