

Safety and Health Guide for Catering Trade

飲食業安全及健康指南



Labour Department, Hong Kong 香港勞工處

CONTENTS 目錄

	數
1 Introduction 引言	2
2 Legal Duties 法律上的責任	2
3 Notification of Workplaces 呈報工場	4
4 Machinery 機器	5
5 Knives 刀子	7
6 Burns 灼傷	8
7 Falls 跌傷	9
8 Noise 噪音	11
9 Chemicals 化學品	13
10 Electricity 電	15
11 Manual Lifting and Handling 人力提舉及搬運	16
12 Fire 火警	17
13 Heat Stress 中暑	18
14 Microwave 微波	19
15 Walk-in Freezer 凍房	20
16 Goods Lifts 載貨升降機	21
17 First Aid 急救	22
18 Employer and Employee Responsibilities 僱主及僱員的責任	23
19 Office Addresses and Services of the Factory Inspectorate Division 工廠督察科的辦公地址及服務	24

1

INTRODUCTION

Catering trade is one of the major industries in Hong Kong. However, it is also a major contributor to work accidents. The number of reported accidents for this trade frequently stands high resulting in huge financial loss in terms of compensation and absence from work. If employers and employees have a basic knowledge of safety and health at work and adhere to safe practices, work accidents and economic loss will be reduced.

This booklet gives some work safety and health guidelines on catering trade. It also aims to assist proprietors and employees at work in the catering trade to fulfil their legal and general liabilities in industrial safety and health.

引言

飲食業是本港主要行業之一，但同時亦造成大量工傷意外。這行業已呈報的工傷意外數字經常偏高，以致因為要支付賠償而造成巨額金錢損失並導致工人缺勤。如果僱主和僱員都有工作安全及健康的基本知識，並遵守安全習慣，工傷意外和經濟損失便會減少。

本小冊子提供一些適用於飲食業的安全及健康指引，目的是協助從事飲食業的東主及僱員，履行本身在工業安全及健康方面的法律責任和一般責任。



The safety, health and welfare of workers in industrial undertakings are controlled by the Factories and Industrial Undertakings Ordinance and its subsidiary regulations. Hazardous conditions or practices are mostly covered in specific regulations of the Ordinance. Apart from observing these specific regulations, proprietors and persons employed must also fulfil their general duties under Section 6A and Section 6B respectively of the Ordinance, which are summarised as follows.

General Duties of Proprietors

Under Section 6A(1) of the Ordinance the general duties imposed on the proprietor of an industrial undertaking are to ensure, so far as is reasonably practicable, the health and safety at work of all persons employed by him.

Under Section 6A(2) of the Ordinance the general duties extend to include five specific areas, namely:

- a) provision and maintenance of plant and systems of work that are safe and without risks to health,
- b) arrangement for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c) provision of information, instruction, training and supervision to ensure health and safety at work of all persons employed;
- d) maintenance of the industrial undertaking in a condition that is safe and without risks to health, and

法律上的責任

工人在工業經營內工作時的安全、健康及福利是受工廠暨工業經營條例和其附屬規例管制。危險環境及習慣主要載於該條例的特定規例中。東主及受僱人士除了要遵守這些特定規例外，亦須履行該條例第6A及6B條所指定的一般性責任。該等條文撮錄如下：

東主的一般性責任

該條例第6A(1)條規定工業經營的東主須負責的一般性責任，是在合理可行情況下確保所有其僱用的人士工作時的健康及安全。

該條例第6A(2)條規定，東主的一般性責任須包括下列5個指定範圍

- a) 提供及保持安全及不危害健康的廠房設備及工作制度；
- b) 在使用、處理、貯存及運送物件及物質方面作出安排，以確保安全及對健康不構成危險
- c) 提供所需資料、指示、訓練及督導以確保所有其僱用的人士在工作時的健康及安全，
- d) 保持工業經營處於安全及不會危害健康的狀況，並提供及保持安全及不危害健康的出入該處的通道：

provision and maintenance of means of access to and egress from that are also safe and without health risks; and

- e) provision and maintenance of a working environment that is safe and without risks to health.

General Duties of Persons Employed

Under Section 6B(1)(a) of the Ordinance the general duties imposed on a person employed at an industrial undertaking are to take reasonable care for the health and safety of himself and of others who may be affected by what he does, or fails to do, at work;

Under Section 6B(1)(b) of the Ordinance the person employed in an industrial undertaking must co-operate with the proprietor or other person so far as is necessary to enable them to comply with or to perform their legal duties and responsibilities for securing health and safety at work.

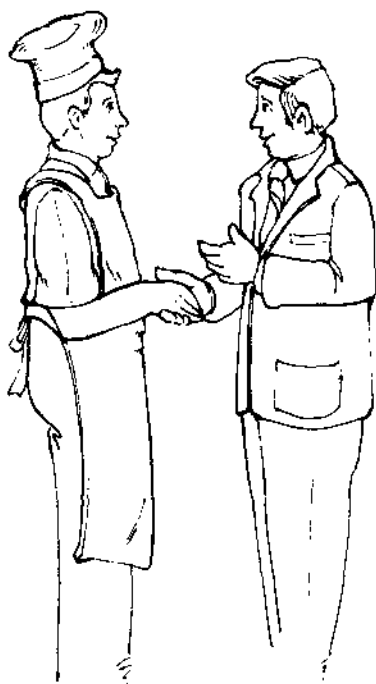
Detail information on the general duties provisions can be found in the booklet "Know Your General Duties".

- e) 提供及保持一個安全及不會危害健康的工作環境。

受僱人士的一般性責任

該條例第 6B(1)(a) 條規定受僱在工業經營工作的人士須履行的一般性責任，是適當地照顧他們自己及其他可能因其工作時的行為或疏忽而受影響的人士的健康及安全。該條例第 6B(1)(b) 條規定，受僱在工業經營內工作的人士必須於必要時與東主或其他人士合作，以便他們能遵守或履行有關確保工作時健康及安全的法定職務及責任。

有關一般性責任的詳細資料載於名為「認識你的一般性責任」的小冊子中。



3

NOTIFICATION OF WORKPLACES

By virtue of the Factories and Industrial Undertakings Ordinance, the person having management and control of a notifiable workplace should in accordance with Section 9(1) of the Ordinance notify the Commissioner for Labour before commencing an industrial process or carrying on an industrial operation.

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

- a) any factory, mine or quarry;
- b) any premises or place in which a dangerous trade or scheduled trade is carried on, but does not include a construction site within the meaning of the Construction Sites (Safety) Regulations.

Briefly, a factory is a workplace in which:

- a) power driven machinery is used; or
- b) 20 or more persons are employed in manual labour.

Detail information on the legal provisions and the notification procedures can be found in the booklet "Notification of Workplaces".

呈報工場

工廠暨工業經營條例規定，管理和控制例須呈報工場的人士須在工場開始進行工業工序或營業前，按照該條例第9(1)條向勞工處處長呈報。

例須呈報工場的定義如下：

- a) 任何工廠、礦場或石礦場；
- b) 用以經營危險性行業或附表所列行業的任何場所，但不包括建築地盤(安全)規例所界定的建築地盤。

簡單來說，工廠是指：

- a) 使用動力機械的工作場所；或
- b) 僱用20名或以上人士從事體力勞動的工作場所。

有關這方面的法律規定和呈報程序的詳細資料載於名為「工場的呈報」的小冊子中。



4

MACHINERY

In catering trade, machinery having cutting, grinding, shearing, rolling, punching, pressing, mixing or similar actions is common and represents potential safety hazards unless properly protected. Dangerous parts of machines must be effectively guarded to prevent causing injury to workers.

Machines should be switched off and isolated from electricity supply before cleaning is carried out.

Legal Provisions under the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations:

These regulations require the proprietor of a notifiable workplace to effectively guard the dangerous parts of the machinery or plant in the workplace. Young persons are also not allowed to work at or operate dough brakes or dough mixers unless he has been adequately trained or properly supervised.

Detail information on the provisions of the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations and guarding methods can be found in the booklet "Handbook on Guarding and Operation of Machinery".

機器

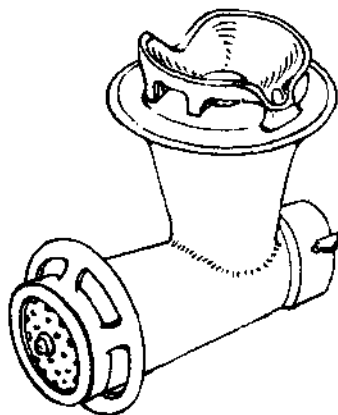
在飲食業中，有切割、碾磨、剪削、滾動、撞擊、擠壓、攪拌或類似運作的機器，均是常用的。除非加上妥善的護罩，否則這些機器會對安全構成潛在危險。機器的危險部分必須安裝有效的護罩，以免令工人受傷。

在清洗機器之前，應該把機器關掉及切離電源。

工廠暨工業經營(機械之防護及操作)規例的法律條文：

這些規例規定，例須呈報工場的東主須有效地把工場內的機器或裝置的危險部分加上護罩。同時，年青人士除非經充份訓練或有適當督導，否則不得從事麵團軋機或麵團攪拌機的運作或操作這些機器。

有關工廠暨工業經營(機械之防護及操作)規例條文及防護方法的詳細資料載於名為「機器護罩及操作手冊」的小冊子中。



5

KNIVES

Knife accidents are very common in the catering trade. They usually involve cuts or stab to the hand and forearm. However, serious accidents may result from stabbing injuries to the body during de-boning. To prevent this type of accidents, workers are advised to wear suitable protective gloves and aprons when possible.

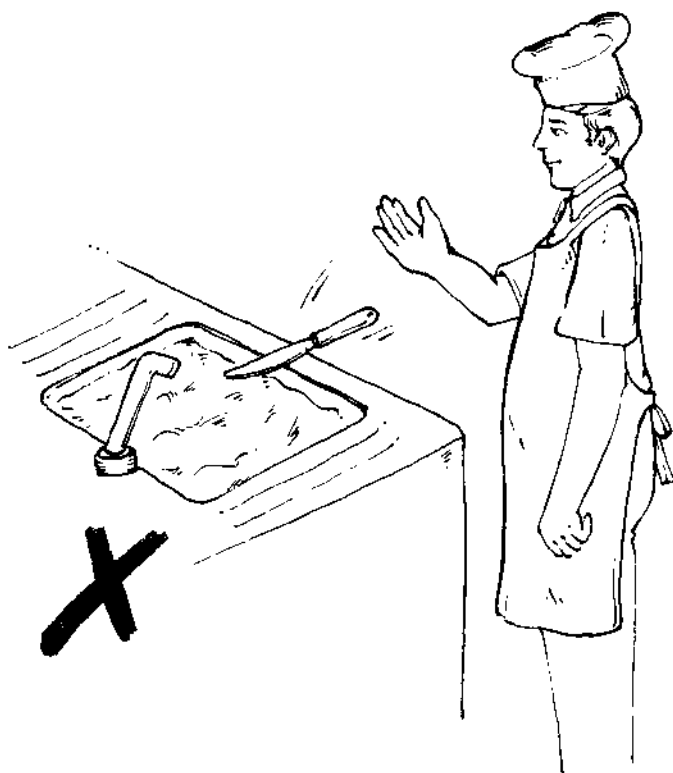
Knives should be kept sharp and only used for intended job. Never use knives to open cans or drawers. Knives should be properly stored with blade protected.

刀子

刀傷在飲食業很普遍，常見的意外包括割傷或插傷手部及前臂。

不過，將肉類去骨時有時亦會插傷身體，引致嚴重意外。為了防止這類意外，工人應該盡可能戴上防護手套及穿上防護圍裙。

刀子應經常保持鋒利，並只用於適當的用途。千萬不可用刀子開罐頭或櫃桶，刀子亦要妥為存放，刀鋒部分並要加以保護。



6

BURNS

Accidents arising from burns are common in the catering trade. Burns usually result from contact with hot pans or ovens and splashing by hot water or oil.

Good house keeping is very important to prevent injuries from burns. Containers for hot water or oil should not be overfilled and should be properly placed. Handles of pans should be kept away from aisles. Workers should wear proper work clothes, protective gloves and aprons. Warn others if you are carrying hot items.

灼傷

灼傷意外在飲食業很常見。

灼傷通常由於觸及高溫的鍋子或爐，以及被熱水或熱油濺射而起。

良好的廚務管理對於防止灼傷來說，至為重要。盛載熱水或熱油的容器應擺放妥當，不可盛載過滿。

鍋子的手柄不可伸出行走通道。

廚工應穿著適當的工作服、保護手套及圍裙。運送熱的東西時應向他人發出警告。



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FALLS

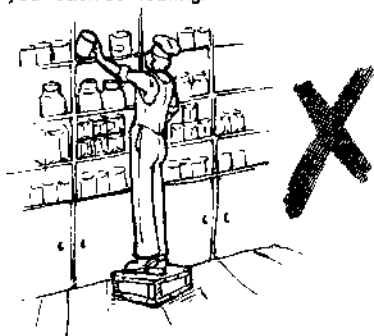
A large percentage of accidents in catering trade involves falls. Most falls are from slips or trips at floor level. Floor surface should be kept clean and dry and free from trash and other obstacles. Spillage of food or water or oil should be cleaned up immediately.



Floor surface should be laid with non-slip tiles. Effective drainage should be provided to prevent accumulation of water. Workers should wear non-skid shoes. Shoes with high heels and platforms are not suitable for kitchen areas.

Treads of stair should be maintained in a good condition. Stairways should be properly lit. Broken handrails should be repaired immediately. Waste on staircase should be removed as soon as possible.

Climbing is also a common cause of serious falls. Use safe ladders and position them properly. Never stand on boxes or crates to help you reach something.



跌傷

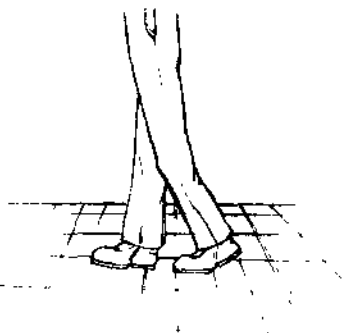
許多飲食業意外都因跌倒而產生。跌傷的原因大部分是由於滑倒或絆倒。地板應該時常保持清潔乾爽，沒有垃圾及其他障礙物。倒瀉了食物或水後，要立刻進行清理。

應該使用防滑階磚鋪設地面，同時亦要設有良好排水系統，防止積水。工人應該穿著防滑鞋子。高跟鞋及高底鞋均不宜在廚房範圍內穿著。

樓梯的踏腳地方應要維持良好狀況。樓梯通道要照明充足，損壞了的扶手要立刻修理。階梯上的廢物亦要盡快清理。

爬高工作亦是嚴重跌傷的一個常見原因。使用的梯一定要符合安全標準，同時要小心擺放。

千萬不要站在箱子或簍子上往高處拿取物件。



Legal Provisions under the Factories and Industrial Undertakings Regulations:

Regulation 24(a) requires that in every notifiable workplace all platforms, pits and openings in floors and every other place liable to be dangerous to persons to be securely fenced to a height of not less than 900 millimetres or otherwise protected to the satisfaction of the Commissioner for Labour.

Regulation 34(1) requires that effective provision to be made for securing and maintaining sufficient and suitable lighting, whether natural or artificial, in every part of a notifiable workplace in which persons are working or passing

Regulation 35(1) requires that effective means to be provided and maintained for draining off the moisture from any process or work in any notifiable workplace.

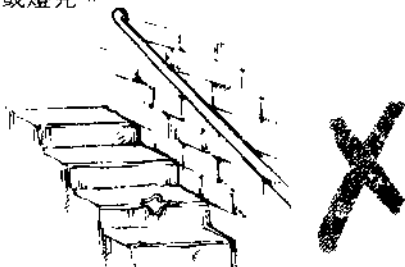
Regulation 39(2) requires that all the floors of a notifiable workplace to be rendered and maintained in an even and non-slippery condition and the floors to be kept free from any obstruction or hazard which might cause a person to fall down or stumble by tripping or otherwise.

Regulation 39(3) requires that in a notifiable workplace all goods and materials to be stored, stacked or otherwise arranged in such a manner that no danger is caused to any person.

工廠暨工業經營規例的法律條文

第 24(a) 條規定，在每一個例須呈報的工場內，所有高台和地板上的坑洞及任何其他對人構成危險的地方，均應妥善地圍上高度不少於 900 毫米的圍板，或採取能令勞工處處長滿意的保護措施。

第 34(1) 條規定，在一個例須呈報的工場內，每一個有人工作或行經的地方均須具備及維持有效的設施，提供及保持足夠與合適的陽光或燈光。



第 35(1) 條規定，任何例須呈報的工場均須設置及維持有效的設施，以便將任何工序中所產生的積水排走。

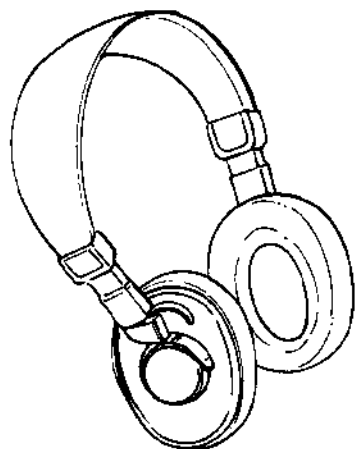
第 39(2) 條規定，在一個例須呈報的工場內，所有地板均應保持平坦及不滑溜，亦不可以有任何障礙物或危險，以免人們絆倒。

第 39(3) 條規定，在一個例須呈報的工場內，所有貨物及物品的儲存、堆放或其他排列方式均不能對人構成危險。

Noise problem in kitchen of restaurants is a growing concern to most of us. The source of noise mainly comes from cooking stoves, exhaust system, impact between cooking utensils and chopping of meat and bone, etc.

Excessive noise can induce permanent hearing damage. Noise control at source is considered to be the best and should be the first choice. Machinery should be properly maintained to reduce operating noise. Noisy processes should be replaced so far as is reasonably practicable. Working shifts of workers should be suitably arranged to minimise the period of continuous exposure to noise.

Suitable hearing protectors, e.g. ear plugs or ear muffs should be used if necessary.



噪音

食肆廚房內的噪音問題日益令人關注。噪音主要來自煮食爐、抽風系統、廚房用具碰撞和斬切肉類及骨頭等。

過量噪音可能導致永久性聽覺損害。針對噪音來源是最好的控制方法，應被視為首選。應該適當地保養機械工具，以減少操作時產生的噪音。在合理可行的情況下，應以其他方法代替噪音量高的工序。適當地安排工人的值班時間，以盡量減少工人不斷受噪音影響的時間。

如有需要，應配戴適當的聽覺保護器，例如耳栓及護耳罩之類。



Legal Provisions under the Factories and Industrial Undertakings (Noise at Work) Regulation:

Under this regulation, 3 action levels of noise are defined:

- a) "First action level"—a daily personal noise exposure ($L_{EP, d}$) of 85 dB(A)
- b) "Second action level"—a daily personal noise exposure ($L_{EP, d}$) of 90 dB(A).
- c) "Peak action level"—a peak sound pressure level of 140 dB or peak sound pressure of 200 Pa.

The proprietor of an industrial undertaking is required to arrange for a noise assessment whenever an employee is likely to be exposed to noise at or above the first action level or peak action level in order to:

- a) identify all employees likely to be so exposed; and
- b) provide enough information to enable appropriate action to be taken

Detail information on the provisions of the Factories and Industrial Undertakings (Noise at Work) Regulation and some common noise control measures can be found in the booklets "Guidance Notes on Factories and Industrial Undertakings (Noise at Work) Regulation", "A Brief Guide to the Requirements of the Factories and Industrial Undertakings (Noise at Work) Regulation" and "A Practical Guide to Industrial Noise Reduction

工廠及工業經營(工作噪音)規例的法律條文

這規例界定了三種噪音措施階段：

- a) 初級措施階段——個人每天噪音劑量 ($L_{EP, d}$) 為 85 分貝 (A)
- b) 中級措施階段——個人每天噪音劑量 ($L_{EP, d}$) 為 90 分貝 (A)
- c) 頂級措施階段——140 分貝的峰值聲壓級數，或 200 帕斯卡的峰值聲壓。

當僱員無論何時可能處身於初級或頂級或更高的措施階段時，工業經營的東主須安排作噪音評估，評估必須：

- a) 找出所有可能處身於上述噪音環境的僱員；和
- b) 提供足夠的資料，以便採取適當的行動。

有關工廠及工業經營(工作噪音)規例條文及一般噪音控制措施載於名為「工廠及工業經營(工作噪音)規例指南」，「工廠及工業經營(工作噪音)規例的各項規定簡介」及「減低工業噪音的實用指南」的小冊子中。

CHEMICALS

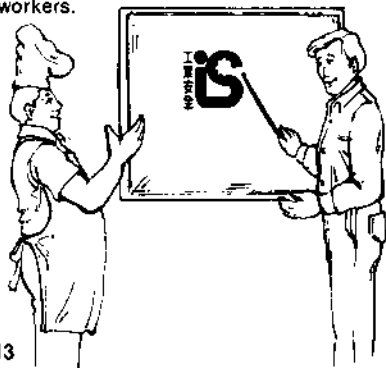
Persons working in the catering trade may be exposed to chemical hazards. The most common are cleaning chemicals, e.g. soaps and detergent, bleaching agents and strong caustic solutions. Contact with these chemicals may cause dermatitis, skin burns or eye injury. Flammable liquids e.g. kerosene and diesel also pose a problem of fire hazard if not handled properly.

All containers of chemicals should be clearly and legibly labelled as to their contents, the risks and the safety precautions to be taken.

Do not eat, smoke or drink in the areas in which such chemical substance is used or stored. Wear protective clothing such as rubber gloves, goggles and/or face shield and respirators if necessary and deposit them properly after use.



Adequate information, instruction and training about the proper and safe use of chemical substance should be given to the workers.



化學品

任職於飲食業的人士可能接觸到危險的化學品，其中最常見的是去污化學品，例如肥皂、去污劑、漂白劑及高度腐蝕性溶液。

接觸這些化學品會引致皮膚炎、皮膚灼傷或眼部受傷。易燃液體，例如火水及柴油如果處理不當，亦會引致火警。

所有盛載化學品的容器應加上清楚而明確的標籤，說明其成份、危險及需採取的預防措施。



不要在使用或儲存這些化學品的地方飲食或吸煙。如有需要，便應佩戴防護衣物，例如膠手套、眼罩及／或面罩及呼吸保護器，同時在使用後，將其妥為存放。

東主應向員工提供關於正確及安全使用化學物質的資料、指示及訓練。

Legal Provisions under the Factories and Industrial Undertakings (Dangerous Substances) Regulations:


These regulations require dangerous substance that is present in a specific industrial undertaking for the purpose of, in connection with, or as a result of, any industrial process or operation to be properly labelled on its container the contents, the risks and the safety precautions to be taken. The proprietor of the undertaking is also required, so far as is reasonably practicable, to provide workers with safety information, training on precautions, protective clothing and equipment.

Detail information on the provisions of the Factories and Industrial Undertakings (Dangerous Substances) Regulations and labelling methods can be found in the booklets "A Guide to the Factories & Industrial Undertakings (Dangerous Substances) Regulations" and "Classification and Labelling of Dangerous Substances Commonly Used in Industry".

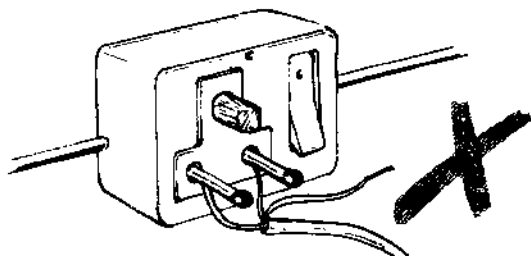
工廠暨工業經營(危險物質)規例的法律條文

這些規例規定，為進行工業上的工序或操作、或與此有關連、又或因此而存在於指定工業經營中的危險物質必須在其容器上正確地加上標籤，說明其成份、危險及需要採取的預防措施。該工業經營的東主在合理可行的情況下，亦須為工人提供安全資料以及有關預防措施、防護衣物及設備的訓練。

關於工廠暨工業經營(危險物質)規例法律條文及標籤方法的詳細資料，載於名為「工廠暨工業經營(危險物質)規例指南」及「工業常用危險化學品分類及標籤」兩本小冊子內。

	氫氧化鈉溶液(20%)
	危險情況
	<ul style="list-style-type: none">▪ 引致嚴重灼傷
	安全措施
<ul style="list-style-type: none">▪ 如沾及眼睛，立即用大量清水來清洗，並儘快就醫診治▪ 所有受污染的衣物必須立即脫掉▪ 戴上適當的手套及護面用具	

Electricity can cause shock, burns and fire. In kitchens the risk of electric shock increases due to wet conditions. Every electrical installation should be properly installed and maintained by a competent electrician. Sufficient socket outlets should be provided in the work areas to avoid use of adaptors which may cause overloading easily. Plugs should be correctly connected. Flexible cable should be secured in cord grips.



Electrical appliance should be protected against electric shock by proper earthing and earth leakage circuit breaker. Electric cable and appliance should be checked regularly. Damaged cable and mal-functioning appliance should be taken out of service immediately.

Legal Provisions under the Factories and Industrial Undertakings (Electricity) Regulations:

These regulations lay down basic safety requirements to guard against hazards associated with the distribution and use of electricity in industrial undertakings.

Detail information on the provisions of the Factories and Industrial Undertakings (Electricity) Regulations can be found in the booklet "Guide to the Factories and Industrial Undertakings (Electricity) Regulations".

電

電可引致觸電、灼傷及火警。廚房內由於環境潮濕，所以觸電的危險較大。所有電力設備都應該由合格電器技師正確地安裝及維修。工場內應有足夠的電源插座，以避免使用接頭，因為使用接頭容易引致負荷過高。插頭應正確地接駁。軟線應穩固地安裝於纜夾內。

電器應妥當地接駁地綫及漏電斷路器，以防止觸電。

電綫及電器應定期檢查。損壞了的電綫及出現故障的電器應立即停止使用。

工廠暨工業經營(電)規例的法律條文：

這些規例制定各項基本安全規定，以防範工業經營內配電及用電時所引起的各種危險。

有關工廠暨工業經營(電)規例法律條文的詳細資料，載於名為「工廠暨工業經營(電)規例指南」的小冊子內。

Many back injury accidents in the catering trade are caused by incorrect methods of manual lifting and handling of material. The most effective method of preventing back injury is by using mechanical aids for lifting and handling whenever practicable.

When manual lifting and handling of loads is necessary, the following principles should be used:

- a) use palm and roots of fingers to grip on the object;
- b) keep back straight, lift the object up by standing up and pushing with the legs;
- c) raise the top of the head and tuck the chin in;
- d) stand with the feet apart but no wider than the hips, with one foot forward in the direction of travel;
- e) hold the object with the arms close to the body;
- f) use body weight as a counter-balance when necessary.

人力提舉及搬運

飲食業中，很多背部受傷的意外都是由於以人力搬運及處理物料的方法不正確所致。避免背部受傷的最有效方法，是在可行情況下利用機械輔助設備搬運及處理物件。



當必需以人力搬運及處理重物時，應遵守以下原則：

- a) 用手掌及手指根部抓緊物件；
- b) 保持背部挺直，站起及推動雙腿把物件抬高；
- c) 抬高頭頂，把下巴收緊；
- d) 兩腳分開站立，但不可超過臀部的闊度，其中一腳向前，對着要移動的方向；
- e) 將拿着物件的手臂緊貼身體；
- f) 必要時利用身體的重量作為平衡力。