

HOW TO APPLY FOR REGISTRATION AS A SAFETY OFFICER

Under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

Application

1. Application for registration as a safety officer under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations shall be made in a prescribed application form - FORM 1.
2. The prescribed application forms are downloadable from the Labour Department's homepage (<http://www.labour.gov.hk/>) and obtainable free of charge from every branch office of the Occupational Safety and Health Branch of the Labour Department. Please ring up telephone no. 2559 2297 for addresses of the branch offices.
3. The application form (FORM 1) should be completed by typing or hand-writing clearly and legibly either in English or Chinese. The applicant should ensure that the correspondence address and telephone number(s) are correct as he/she may later be contacted for the purpose of the registration. Any subsequent change in particulars should be immediately notified in writing to the Registration and Staff Training Division of the Occupational Safety and Health Branch.
4. The applicant should describe all essential particulars and information in the application form as required. Where necessary, he/she should continue the description on a separate sheet of paper elaborating the relevant employment particulars and duties according to the format as at Appendix A.
5. It is the duty of the applicant to give all information and particulars that would help determine his/her qualification for the purposes of the registration, and provide documentary proof of such information and particulars. Relevant documentary evidence, showing the applicant's actual duties which he/she has carried out and which are equivalent to the duties of a safety officer stipulated under regulation 15(1)(a) to (k) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations may be required upon the request of this Department for assessment.
6. A photo-copy of each of the academic certificate(s), certificate(s) of service, testimonial(s) and other document(s) in support of the particulars and information entered in the application form should be sent to the Registration and Staff Training Division of the Occupational Safety and Health Branch together with the application. Please refer to Appendix E for details. **DO NOT SEND THE ORIGINAL DOCUMENTS.** The Labour Department will not be responsible for any loss of the documents.
7. A recent photograph (40mm x 50mm) of the applicant should be affixed to the application form.
8. Completed application form should be sent to the Registration and Staff Training Division of the Occupational Safety and Health Branch, Labour Department at Units 815-816, 8/F, Grand City Plaza, 1-17 Sai Lau Kok Road, Tsuen Wan, N.T. (Tel. No. 2151 8046).
9. The application will be acknowledged in writing and subsequent communication will be made with the applicant.

- Important:**
- No registration fee or any other fees are payable. The entire process of registration is free of charge.
 - Qualifications for registration as safety officer are stipulated in regulation 5 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations. (Please see Appendix B)
 - Statutory duties of a safety officer are stipulated in regulation 15(1) (a) to (k) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations. (Please see Appendix C)
 - A Checklist showing supporting documents required for the application is at Appendix E.
 - A Statement of purpose for the collection of personal data is at Appendix F.

Interview

10. The applicant may be asked to attend an interview at the Registration and Staff Training Division of the Occupational Safety and Health Branch. When asked, he/she has to bring along the original certificates, testimonials and other documents in support of the particulars and information entered in the application form. The documents will be checked and matters pertinent to the registration will be discussed. Verification on the authenticity of certificates, testimonials or other documents will be made if required.

Communication with Employer(s) of Applicant and Relevant Parties

11. Where necessary, the Registration and Staff Training Division will write to the employer(s) of the applicant and other relevant parties to obtain information and/or make verification as are necessary for the purpose of the registration. Verification with employer(s) of the applicant and relevant parties may take time.

Registration

12. An applicant who is qualified, competent, fit and proper will be registered as a safety officer. He/she will be notified of the registration in writing and the conditions as may be imposed by the Commissioner for Labour in relation to the registration.
13. If the qualification, competency, fitness or propriety of an applicant for registration as a safety officer is in doubt, his/her application may be referred to the Safety Officer Advisory Committee for advice before a decision on his/her application is made. The process may take some time.
14. An applicant who is unsuitable for registration as a safety officer will be refused of registration. He/she will be notified in writing of the refusal and the reasons for the refusal.

Appeals

15. If an applicant feels aggrieved by the refusal to register him/her as a safety officer, he/she may, within 28 days of being notified by the Commissioner for Labour of such decision, appeal to the Administrative Appeals Board. The relevant regulation is at Appendix D.

Note:

- (a) The time taken for processing an application for registration will depend upon the adequacy of information an applicant has supplied to this Department and the promptness of response to this Department's requests from other parties concerned. The more accurate and relevant information an applicant has supplied, the shorter will be the processing time. The processing time will normally take 2 to 6 months.**
- (b) If the registration as a safety officer is obtained by fraudulent means, the registration is liable to cancellation under regulation 9(a) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, and the case may be referred to the Commissioner of Police for criminal investigation.**

Registration and Staff Training Division
Occupational Safety and Health Branch
Labour Department

Elaboration Form

Appendix A

Particulars in relation to the Employment of _____ (applicant's name)
with _____ (employer's name*)
(* Please elaborate if it involves any secondment or other special employment arrangement)

(Please use separate sheet for **each** period of employment during which safety-related duties were discharged. Please make photocopies of this form where necessary)

Period of Employment

Position/Rank

Place of Work (project titles, addresses of workplaces, etc.)

Normal Duties with hands-on experience : (please tick as appropriate)

- | | | |
|--|-------|-------|
| | Yes | No |
| (1) advising management as to measures to be taken in the interest of safety and health and, with management's approval, implementing such measures. | _____ | _____ |
| (2) inspecting the workplace to identify potential hazards and reporting the findings to management with recommendations for correction. | _____ | _____ |
| (3) investigating accidents (with or without personal injury) and dangerous occurrences and reporting to management with recommendations for prevention. | _____ | _____ |
| (4) advising management of any repair or maintenance in respect of premises, plants and equipment that ought to be carried out in the interest of safety and health. | _____ | _____ |
| (5) assisting in implementation of a safety management system, such as revising safety policy, organizing safety and health training, implementing safety and health plan, establishing safety committee, evaluating potential hazard, conducting safety promotion, etc. | _____ | _____ |

(Note : You may be requested for documentary proof for the above duties.)

The abovesaid safety-related duties (1) to (5) constituted _____% (in terms of time spent) of all my duties during this employment.

I hereby certify that the above particulars are true and correct. I understand that if I wilfully give any false information, I shall render myself liable to cancellation of registration as a safety officer under the provisions of the aforesaid regulations. The personal data I provided may be disclosed or transferred to other relevant parties for the purpose of administering the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

Name & Signature of the applicant : _____

Date : _____

To facilitate the processing of the application, please provide as far as possible the following particulars of the employer or the employer's representative who has the appropriate authority to verify the employment particulars given in this sheet :

Name : _____

Position : _____

Department : _____

Address : _____

(Note : The Labour Department reserves the right to decide on the source of verification)

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5. Qualifications for registration as safety officer

- (1) A person who holds a scheduled qualification specified in the first column of the Second Schedule is qualified to be registered as a safety officer for the purposes of employment at the class of industrial undertaking indicated opposite thereto in the second column of the Second Schedule.
- (2) For the purposes of paragraph (1) and the Second Schedule, "scheduled qualification" (附表所列資格) means any of the qualifications set out in the Third Schedule.
- (3) Notwithstanding paragraph (1) and the Second Schedule, a person who satisfies the Commissioner for Labour that
 - (a) immediately before these regulations become applicable to a class of industrial undertaking, he was employed as a full time safety officer in that class of industrial undertaking; and
 - (b) by reason of his education, training, professional experience and skill in industrial safety he is a fit and proper person to be registered as a safety officer,
 shall be deemed to be qualified to be registered as a safety officer for the purposes of employment in that class of industrial undertaking.

SECOND SCHEDULE

[reg. 5 &
Third Sch.]

QUALIFICATIONS FOR REGISTRATION AS SAFETY OFFICER

Scheduled qualification	Industrial undertaking
A, B, C or D	Construction sites
A, B or C	Industrial undertakings to which these regulations apply except construction sites

THIRD SCHEDULE

[reg. 5(2)]

SCHEDULED QUALIFICATIONS

1. For the purposes of regulation 5 and the Second Schedule, the qualifications for registration as a safety officer are as follows
 - A. A recognized degree or post-graduate diploma in occupational safety and health, or equivalent, and relevant experience of not less than 1 year.
 - B. A degree in Science or Engineering, or equivalent, and a recognized certificate, diploma or higher diploma in occupational safety and health, and relevant experience of not less than 1 year.
 - C. A recognized certificate, diploma or higher diploma in occupational safety and health, and relevant experience of not less than 2 years, of which one year must be obtained after the academic qualification.
 - D. A recognized certificate in construction safety and relevant experience of not less than 2 years, of which one year must be obtained after the academic qualification.
2. In paragraph 1
"relevant" (有關) means such experience as may from time to time be recognized as being relevant to the duties of a safety officer under these regulations.
3. In paragraphs 1 and 2—
"recognized" (獲承認) means recognized for the purposes of these regulations by the Commissioner for Labour.

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12. Appeals

- (1) A person-
 - (a) whom the Commissioner for Labour refuses to register under regulation 7;
 - (aa) whose registration as a safety officer the Commissioner for Labour refuses to renew or revalidate under regulation 7B;
 - (b) whose registration is cancelled under regulation 9; or
 - (c) whose registration is suspended under regulation 10,may, within 28 days of being notified by the Commissioner for Labour of any such decision, appeal to the Administrative Appeals Board.
- (2) A decision cancelling registration under regulation 9 or suspending registration under regulation 10 that is appealed against under subsection (1) shall be suspended in its operation as from the day on which the appeal is made until such appeal is disposed of, withdrawn or abandoned unless such suspension would, in the opinion of the Commissioner for Labour, be contrary to the public interest and the notice of the decision contains a statement to that effect.
- (3) The Commissioner for Labour shall cause notice of the determination of the appeal by the Administrative Appeals Boards, together with a statement of the decision, to be served on the proprietor of the industrial undertaking where the appellant is employed as soon as practicable after that determination.

Checklist of Supporting Documents

Before submitting your application for registration as a safety officer, please make sure you have enclosed the following documents or information:

<input type="checkbox"/>	Application Form (FORM 1) affixed with a recent photo of yourself.
<input type="checkbox"/>	Appendix A (Elaboration Form) Please use a separate sheet for each post, employer or period of employment during which safety-related duties were discharged.
<input type="checkbox"/>	A copy (not the original) of Hong Kong Identity Card <i>(If, for privacy reasons, you prefer not to submit a copy of your identity card, you may choose to come to the Registration and Staff Training Division for officers to sight the card and verify your identity.)</i>
<input type="checkbox"/>	A copy (not the original) of certificate of each of the relevant qualifications.
<input type="checkbox"/>	A copy (not necessary the original) of contract/letter of employment, promotion letter (if any), detailed job specification and organizational chart for each employment period covered in your application.
<input type="checkbox"/>	Copy (not the original) of documents that show your actual involvement in safety and health, as indicated in items (1) to (5) of Appendix A. It will greatly simplify the verification process if you: <ul style="list-style-type: none"> ✓ organize these documents under the respective items of Appendix A; ✓ include a short summary to describe the extent of your involvement with each of the items; ✓ make appropriate reference to the submitted documents in your summary; and ✓ submit only the documents that show your involvement in safety and health with employers covered in your application.

Notes:

1. Failure to provide these documents may result in **delay** in processing your application.
2. The Labour Department reserves the right to verify your documents with the appropriate authority.
3. You may be asked to come to the Labour Department personally for producing the original of the documents you have submitted.

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

(Application for Registration)

Purposes 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) facilitating processing of your applications in this form and subsequent investigations and evaluation of registration conditions;
- (c) maintenance of a register of Registered Safety Officer or a register of Registered Safety Auditor and Registered Scheme Operator for public access under regulation 6 of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations or under section 3 of the Factories and Industrial Undertakings (Safety Management) Regulation;
- (d) facilitating communication between Labour Department and yourself on your application and other relevant matters; and
- (e) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provided 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 (Registration and Staff Training)
Registration and Staff Training Division
Occupational Safety and Health Branch
Labour Department
Units 815-816, 8/F, Grand City Plaza,
1-17 Sai Lau Kok Road, Tsuen Wan, N.T.

表格 1
FORM 1

工廠及工業經營（安全主任及安全督導員）規例
FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

安全主任註冊申請書
APPLICATION FOR REGISTRATION AS A SAFETY OFFICER

本表格乃由勞工處處長就工廠及工業經營（安全主任及安全督導員）規例第 7(1)條的需要而認可
Form approved by the Commissioner for Labour for the purposes of regulation 7(1) of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations

†個人資料 *Personal Particulars*

Name in English Surname : Other names :		*中文姓名	
出生日期 Date of Birth _____日 Day _____月 Month _____年 Year		*中文姓名電碼 Chinese Name Code _____	
香港身份證號碼或護照號碼 HK Identity Card No. or Passport No.	性別 Sex	電郵戶口 E-mail Account	
住址 Residential Address			聯絡電話號碼 Contact Telephone No.
通訊地址（如與上述住址不同者） Correspondence Address (if different from above)			
職業 Occupation			
僱主姓名 Name of Employer			
僱主地址 Address of Employer			聯絡電話號碼 Contact Telephone No.

#教育或學歷（按接受教育的日期順序列出）

Education or Academic Qualifications (in chronological order)

學校、學院、大學 Schools, Colleges, Universities	學歷(例如：學位、文憑或證書) Qualification (e.g. Degree, Diploma or Certificate)	獲取日期 Date Obtained (月 Month /年 Year)	就讀日期 Date (月 Month /年 Year)	
			由 From	至 To

#專業資格 (按考獲資格的日期順序列出)

Professional Qualifications (in chronological order)

頒發機構(例如：考試局或專業機構) Issuing Authority (e.g. Examination Authority or Professional Institution)	專業資格(例如：註冊專業工程師) Qualification (e.g. Registered Professional Engineer)	獲取日期 Date Obtained (月 Month /年 Year)

#工作經驗／就業詳情 (經驗須與安全主任職務有關)

Working Experience/Employment Record (experience relevant to the duties of safety officer)

僱主(姓名、地址及電話號碼) Employer (Name, Address & Telephone No.)	職位 Position	職務簡述 Brief Description of Duties	日期 Date (月 Month /年 Year)	
			由 From	至 To

本人謹此聲明，本表格內所載詳情是盡本人所知所信屬真實和正確。我明白，如果我以欺詐方法取得註冊為安全主任，根據上述規例的第 9(a)條，該註冊可被取消。現隨本申請書附上我的照片一張。

I hereby declare that the particulars contained in this form are true and correct to the best of my knowledge and belief. I understand that if my registration as a safety officer is obtained by fraudulent means, the registration is liable to cancellation under Regulation 9(a) of the aforesaid Regulations. I attach a photograph of myself.



簽署 Signature : _____

日期 Date : _____

附註 Note:

- (1) † 如 '個人資料' 有所更改，請通知勞工處處長。 You are requested to inform the Commissioner for Labour of any change in 'Personal Particulars'.
- (2) * 如適用者，請填寫這項。 Please complete this part if applicable.
- (3) # 如果空位不足夠，請使用附加紙張填寫。 Please use separate sheets in case of insufficient space.
- (4) 請注意附帶的收集個人資料之目的。 Please note the attached "Statement of Purpose for the Collection of Personal Data".