

文職 及專業服務業

Sedentary and Professional Services
Safety and Health Bulletin

安全健康通訊



Issue
52 期



預防滑倒絆倒

Prevention of slips and trips

引言 Introduction

辦公室一般是文職及專業服務業從業員工作的地方，往往會被視為是一個相對安全的工作環境，因此很多人都會忽略其危險性。事實上，一個看似很安全的辦公室亦有不少潛在的危險，而在工作間滑倒絆倒則是其中一個常見的意外。滑倒和絆倒除了會引致撞傷、扭傷或其他損傷外，亦可能導致嚴重意外，如撞向硬物或貨架的尖角位、令疊高的貨物翻倒，甚至撞向行駛中的工具，例如手推車。另外，員工滑倒和絆倒時亦可能因撞向或推倒他人而引致受傷等。

Office is a workplace where staff are oftenly carrying out clerical/professional services usually involving sedentary work, and it has always been commented as a relatively low-risk workplace. As a result, potential hazards in offices are often being neglected. In fact, offices do pose a number of potential hazards. Accidents arising from slips and trips are not uncommon and could result in contusion/bruise, sprains and other injuries. Slips and trips may also lead to more serious accidents, including striking against hard objects, sharp corners or moving tools such as trolleys, as well as tipping over stacked goods or cabinets. Besides, staff on the course of fall may also strike or knock others down and cause injuries.

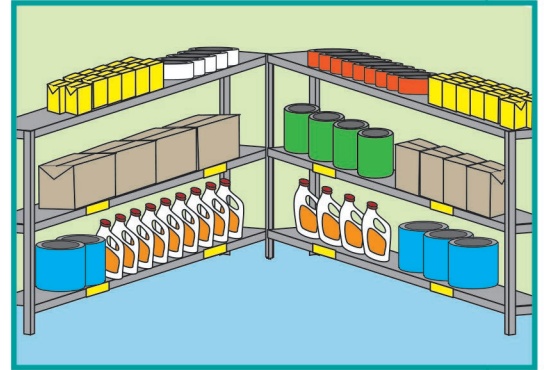


預防滑倒絆倒是每個人的責任

Prevention of slips and trips is everyone's responsibility

要預防滑倒絆倒情況出現，工作場所中的每個人都須參與。現行《職業安全及健康條例》已列明，僱主及處所佔用人皆有責任，確保該場所、進出途徑及於該場所的任何機械、設備或物質都是安全的。其附例一《職業安全及健康規例》內有關意外的預防，更進一步指出工作地點的負責人，須保持工作場所清潔，有充足的照明及地面有足夠的排水設施。而僱員亦須和僱主配合，維持良好的工作場所整理，預防滑倒和絆倒等意外發生。

Everybody should play a role in prevention of slips and trips at workplace. The "Occupational Safety and Health Ordinance" stipulates both employers and occupiers are responsible for ensuring safety and health at workplaces. This includes the premises, means of access to and egress from the premises, and any plants or substances kept at the premises. Its subsidiary regulation, the "Occupational Safety and Health Regulation", also requires the responsible person of workplace shall keep the workplace clean and ensure the workplace is sufficiently lit and floors of workplace are adequately drained. Employees are required to cooperate with employers to minimize hazards such as slips and trips by maintaining good housekeeping at workplaces.



預防滑倒絆倒的可行方法

Practical ways to prevent slips and trips

事實上，有許多簡單的方法都可以預防滑倒和絆倒的意外，以確保工作場所安全，包括：
There are many simple methods to prevent slips and trips at workplace. These include:

1. 防止地面有液體殘留

Refrain from having residual of liquid on the floor

- 在容易產生廢物的地點設置足夠的垃圾筒或廢物箱（例如辦公室的茶水間），盡可能在垃圾筒內套上防漏垃圾膠袋，以免有液體滲漏

Provide sufficient rubbish or waste bins and place them where waste/rubbish is most likely to be generated, such as pantries. Line the bins with plastic bags to prevent leakage

- 盡快修復因電器或機器損壞而引致滲漏情況出現的部件

Repair damaged appliances or equipment that may lead to leakage as soon as possible

- 確保辦公室的文儀設備狀態良好

Ensure office equipment is in good condition

2. 清潔地面時注意環境及附近行人

Beware of pedestrians and environment while cleaning floors

- 於清潔進行期間豎立警告牌，提醒附近員工小心滑倒

Place warning signs during cleaning to remind anybody of nearby slippery floor

- 清潔地面後將光滑的地面擦乾，或在地面回復乾爽前禁止員工經過

Dry the wet floor after cleaning, or stop people from walking on it before it has dried

- 使用適當濃度的清潔劑進行清潔，以防止有過多清潔劑殘留地面而引致員工滑倒

Use appropriate concentration of detergent for cleaning to prevent residues left on the floor and cause slippery

3. 留意地面及工作間環境情況，維持良好工作場所整理

Pay attention to the floor condition and working environment, maintain good housekeeping at workplace

- 確保工作間有足夠照明，並且可以清楚地看到斜坡或台階

Ensure sufficient illumination at workplace, especially where there are ramps or steps



- 提供足夠的電插座，盡量避免使用拖板或令電線放置在地上
Provide sufficient power sockets. Avoid the use of extension units or placing power cords on the floor
- 留意階磚或地毯有否鬆動、翹起、損壞和磨損的情況。如有，應立即圍封並安排更換
Check whether tiles or carpets are loosen, curled up, damaged or abraded. Fence off the area and arrange replacement if such condition exists
- 提供足夠儲存物料的地方，避免物料隨處亂放；規定使用完的工具等必須放回原處
Provide sufficient storage area to avoid misplacement of tools and materials. Tools are required to return to their originated place after use



選擇合適的個人防護裝備 Choosing suitable personal protective equipment

雖然使用個人防護裝備往往被視為保障安全的最後控制防線，但當工作環境不能經常保持乾爽，穿著防滑鞋有亦不失為一個有效的風險控制措施，預防滑倒和絆倒意外發生。但切記，千萬別認為穿著了防滑鞋就必定能夠保護員工預防滑倒和絆倒。在選購這些防滑鞋時，除價錢和款式外，還須考慮其提供的防滑功能是否適合辦公室或其工作場所的實際環境。例如，在濕水的地面，宜有明顯橫向開口防滑條的鞋底。此外，坑紋及其分佈組成的大規模粗糙度加強抓緊地面的能力，預防在濕滑的地面上滑倒及絆倒；而在乾爽的地面，則宜選擇平面較多的鞋底，提高接觸表面等等。

Although personal protective equipment is always treated as a last resort of risk control to ensure safety, slip-resistant shoes are regarded a necessary measure to prevent slips and trips in wet environment notwithstanding that, slip-resistant shoes cannot completely prevent from slipping and tripping hazards. Some important points have to be considered when choosing slip-resistant shoes apart from their price and model, for example the capability of slip-resistance is suitable to the actual environment in which staff will be using. In general, outsole should have distinct lateral cleat or tread relative to the wet floor. Macro-roughness attributed by the tread's arrangement should grab the floor tightly in order to prevent from slipping and tripping hazards on wet floor. For dry floor, outsole with high portion of flat surface to increase the contact areas should be considered.

防滑條分佈，提供大粗糙度
Distribution of cleat or tread provide macro-roughness



物料表面提供微粗糙度
Surface materials provide micro-roughness

橫向開口防滑條/坑紋
Lateral cleat/tread

* 防滑鞋應具備以上功能，加強抓緊地面的能力。
Slip-resistant shoes should have above functions in order to increase the capability of slip-resistance.

總結 Conclusion

滑倒和絆倒意外時有所聞。僱主及僱員均有責任防止意外發生，大家應努力一同注重工作場所整潔，杜絕大部分滑倒和絆倒的危害源頭。再加上選用合適的防滑鞋和採用防滑產品，滑倒和絆倒的意外可望持續減少，從而締造一個安全的工作環境。

Accidents caused by slips and trips may happen from time to time. Both employers and employees have responsibilities to prevent accidents by controlling hazards from sources at workplace. This could be done by keeping the workplace neat and tidy. Together with the selection of suitable slip-resistant shoes and other products, this will help reduce slips and trips accidents and sustain a safe workplace.

有獎問答遊戲 Prize Quiz

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答案 Answer : 1. B 2. C 3. B

得獎者 Winners : 鄧芷雅、李永綸、吳淑英、梁美玉、吳蘭

恭喜以上各得獎者，得獎者已獲專函通知領獎事宜。Congratulations to the above winners, winners were notified separately.

有獎 問答遊戲 Prize Quiz

請 出正確答案及填妥下列表格，遞交至本局辦事處。截止日期：2019年6月30日。

Please circle the correct answer, and submit the completed form below to the Council. Deadline: 30/6/2019. (傳真 fax: 2739 9779 或電郵 email: jenny@oshc.org.hk)

姓名 Name	必須與香港身份證姓名相同 As appeared on HK Identity Card
香港身份證號碼 HK Identity Card No.	只須填寫首四個號碼，例如：A123XXX(X) HK Identity Card No. (First 4 digits), e.g.: A123XXX(X)
地址 Address	
聯絡電話 Contact Tel. No	

所有資料將於活動結束後銷毀。Data will be destroyed after completion of the activity.

- 維持良好的工作場所整理，預防滑倒和絆倒等意外發生是誰人的責任？
Who is/are responsible for maintaining a safe workplace to prevent accidents, including slips and trips?
 A. 僱主 Employers
 B. 僱員 Employees
 C. 僱主及僱員 Employers and employees
- 以下哪個方法能有助預防工作間滑倒絆倒？
Which of the following methods can help prevent slips and trips in the workplace?
 A. 工作間維持足夠照明
Maintain sufficient illumination in the workplace
 B. 使用高濃度的清潔劑為地面進行清潔
Using concentrated detergent for floor cleaning
 C. 電線隨意放在地上
Misplacement of power cords on floor
- 在選擇防滑鞋時，應著重考慮下列哪一方面？
Which of the followings should be considered when choosing slip-resistant shoes?
 A. 其提供的防滑功能是否適合實際的工作環境
Whether its slip-resistance function is suitable for the actual working environment
 B. 外觀
Appearance
 C. 顏色
Colour

參加細則

- 歡迎年滿15歲或以上的香港居民參加，每人只限參加一次。
- 得獎者的姓名必須與香港身份證上的姓名相同，否則將被取消得獎資格。
- 參加者有機會贏得價值\$150超市禮券。
- 主辦機構之員工及其直系家屬均一律不得參加。
- 得獎結果以主辦機構的決定為準，各得獎者將獲專函個別通知。
- 主辦機構保留更改有關是項活動事宜的權利，恕不另行通知。
- 倘有任何爭議，一切以主辦機構的決定為最終決定。
- 歡迎複印參加表格。

Rules for Participation

- Hong Kong citizens aged 15 or above are welcome to participate, each participant can only submit one entry.
- Winners will be disqualified if their name are not identical to the name on their HK Identity Card.
- Participant will get the chance to win a prize of supermarket voucher valued at HK\$150.
- Employees and their direct family members of OSHC are not eligible to enter.
- The decision of the organization regarding the prize results is final, winners will be notified separately in writing.
- The organizing body reserves the right to make changes to any matters and will not provide further notice.
- In the event of any dispute, all decisions made by the organizer are final and binding.
- Photocopy of the form is welcomed.

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填妥後請將表格傳真至 2739 9779 職業安全健康局 Please fax the form to Occupational Safety and Health Council (Fax No. : 2739 9779)

收集個人資料聲明

- 你向職業安全健康局（「本局」）所提供的資料，包括《個人資料（私隱）條例》所指的個人資料，只會用於相關活動。
- 為讓你得知最新的本局活動，本局將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關職業安全健康訓練課程、活動、服務及資訊提供給你。你的個人資料亦可能被用作本局之研究及統計用途。
- 你可選擇是否同意接收上述資訊。若不同意的話，請於下列拒收資訊一欄之空格內加上「✓」號*。
- 你有權要求查閱及修正你的個人資料。有關申請須以書面向本局提出，地址為香港北角馬寶道28號華匯中心19樓。

*本人不同意日後接收由職業安全健康局發出其活動和相關的資訊。

Personal Data Collection Statement

- The information you provide to the Occupational Safety & Health Council (the Council), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the Council.
- To keep you informed of Council's activities, the Council would like to use your personal data, including your name, telephone number and correspondence and email addresses, to update you in relation to our training courses, events and other OSH related information. Your personal data may also be used for our research and statistical purposes.
- You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below*.
- You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Council at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong.

* I do not wish to receive any information from the Council in relation to its activities.

簽署 Signature	日期 Date
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職業安全健康局
Occupational Safety & Health Council
文職及專業服務業安全及健康委員會
Sedentary and Professional Services
Safety and Health Committee

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