

公務員事務局 Civil Service Bureau
職業安全及健康研討會 Occupational Safety and Health Seminar

題目 Topic : 體力處理操作
Manual Handling Operations

日期 Date : 3.6.2026 (星期三 Wednesday)

時間 Time : 下午 2 時 30 分至下午 5 時 30 分
2:30 p.m. to 5:30 p.m.

地點 Venue : 九龍尖沙咀梳士巴利道十號香港太空館演講廳
Lecture Hall, Hong Kong Space Museum, 10 Salisbury
Road, Tsim Sha Tsui, Kowloon, Hong Kong

內容 Content : 本研討會旨在讓參與者了解確保自身及同事安全所需注意的因素，內容包括：簡介職業安全及健康的法例要求；僱主及員工的角色和責任；體力處理操作風險評估及控制措施；搬運工作的安全工作方法和原則，包括提升、移動和搬運技巧；案例研究和經驗分享以及介紹和示範下背運動。我們亦希望參加者將在研討會中獲得的資訊帶回所屬局／部門作進一步推廣。

This seminar aims to provide participants with an understanding of the factors necessary to ensure their own safety and that of their colleagues, covering the following topics:

1. Introduction to Occupational Safety and Health regulations;
2. Role and responsibility of employer and employee;
3. Risk assessment and control measures for manual handling operations;
4. Safe work practices and safety principles for conveying work, including proper lifting, moving and conveyance techniques;
5. Case studies and experience sharing; and
6. Introduction and demonstration of lower back exercises

Participants are also encouraged to help promote the messages disseminated through the seminar in their respective bureaux/departments.

語言 Language : 粵語 Cantonese

對象 Target participants : 須在工作中經常涉及體力處理操作的員工，以及負責職安健的主管／人員將獲得優先考慮。如仍有空缺，其他有興趣的同事亦可報名參加。

Priority will be given to colleagues who are required to perform duties frequently involving manual handling operations, as well as supervisors/officers responsible for Occupational Safety and Health matters. Other officers who are interested in the topic may also apply subject to availability of seats.

截止報名日期 Application deadline : **18.5.2026**

查詢 Enquiries : 鄺婉怡小姐 Miss Anita KWONG
(電話 Tel: 3655 5700)