

**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 : 16.7.2025 (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 : 香港銅鑼灣高士威道 66 號香港中央圖書館演講廳  
Lecture Theatre of Hong Kong Central Library, 66 Causeway Road,  
Causeway Bay, 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
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 : **30.6.2025**

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