



Labour Department (Headquarters)

勞工處 (總處)

Your reference 來函編號 :

Our reference 本處檔案編號 : (1) in LD/OD/1-55/77 Pt. 3

Tel. Number 電話號碼 : 2852 4176

Fax number 傳真機號碼 : 2157 9250

7 August 2015

Dear Sir/Madam,

**Rest Break Arrangements for Workers
in the Construction Industry**

We are writing to appeal to you to make suitable rest break arrangements for workers engaged in work for a continuous lengthy period of time at construction sites.

Fatigue after long hours of continuous work may impair workers' performance by affecting their judgment, productivity, efficiency and quality, and may even lead to accidents resulting in occupational injuries and property damage. A rest break after a continuous period of work is important to workers for mitigating fatigue.

The Occupational Safety and Health Ordinance (Chapter 509) and the Factories and Industrial Undertakings Ordinance (Chapter 59) set out the general duties of employers in ensuring, so far as reasonably practicable, their employees' occupational safety and health. As appropriate rest breaks are important to the safety and health of employees, employers/ contractors should take into consideration rest break arrangements in assessing the safety and health risks of workers engaged in different occupations, and work out suitable rest break arrangements for them, in addition to adopting other engineering/ administrative measures to minimize the risks.

In conducting risk assessments and making rest break arrangements, employers/ contractors should take note of the potential need for frequent breaks of shorter duration for workers engaged in prolonged strenuous work such as outdoor work in hot weather, heavy manual work, work in confined space, work with vibrating tools or machinery, work that requires the wearing of PPE or

outdoor work under high air pollution levels. Employers/ contractors should also make reference to relevant guidelines issued by the Construction Industry Council, such as the “*Guidelines on Site Safety Measures for Working in Hot Weather*” which recommends that an additional 15-minute rest period should be allowed for workers in the hot summer months from May to September every year for preventing heat stroke at work, apart from the regular 30-minute rest period for workers during the afternoon work session.

Enclosed please find the “*Guide on Rest Breaks*” published by the Labour Department, which provides useful hints for employers/ contractors in arranging rest breaks for their workers. This guide is also available at the offices of the Occupational Safety Service of Labour Department or can be downloaded from our webpage:

<http://www.labour.gov.hk/eng/public/os/D/B129.pdf>.

Should you need further information concerning matters of occupational safety and occupational health, please call at 2852 3721 and 2852 4041 respectively.

Yours faithfully,



(MAK Ping-sang)
for Commissioner for Labour



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先生/女士 :

建造業工人的休息時段安排

本函促請 貴公司為在建築地盤從事連續長時間工作的員工制定適當休息時段安排。

連續長時間工作產生的疲勞，會影響員工的判斷力、生產力、工作效率和質素，從而削弱員工的工作表現，甚至會引致意外，導致工傷及財物損失。連續工作後的休息時段對減輕員工的疲勞尤其重要。

《職業安全及健康條例》(香港法例第 509 章)及《工廠及工業經營條例》(香港法例第 59 章)訂明僱主須在合理及可行範圍內確保其僱員工作安全及健康的一般責任。由於適當的休息時段對僱員的安全與健康至為重要，僱主/承建商在評估從事不同工種的員工的安全和健康風險時須顧及休息時段安排，除了採取其他工程/行政措施以減少風險外，亦須為他們制定適當的休息時段安排。

進行風險評估及制定休息時段安排時，僱主/承建商須注意員工長時間進行體力消耗大的工作可能需要較頻密的短暫休息，例如在酷熱天氣下的戶外工作、劇烈體力勞動工作、密閉空間工作、使用震動工具或機械的工作、需要使用個人防護裝備的工作，或在空氣污染處於高水平時的戶外工作。僱主/承建商亦須參考建造業議會發出的相關指引，例如『在酷熱天氣下工作的工地安全指引』當

中建議除在下午工作時段恆常的 30 分鐘休息時段外，在每年 5 月至 9 月酷熱天氣月份，容許員工有額外的 15 分鐘的休息時段，以預防工作時中暑。

現隨函附上勞工處印製的『休息時段指引』，就僱主/承建商為其員工的休息時段安排提供有用指南。本小冊子亦可在本處的職業安全服務辦事處索取，或於我們的網站 <http://www.labour.gov.hk/tc/public/pdf/os/D/B130.pdf> 下載。

如你在職業安全及職業健康方面需進一步的資料，請分別致電 2852 3721 及 2852 4041。

勞工處處長

(麥平生



代行)

2015 年 8 月 7 日