



Labour Department (Headquarters)

勞工處 (總處)

Your reference 來函編號：

Our reference 本處檔案編號： (72) in LD OD/I-55/77 Pt. 3

Tel. Number 電話號碼： 2852 4972

Fax number 傳真機號碼： 2157 9250

先生/女士：

關於：安全審核報告

根據《工廠及工業經營（安全管理）規例》（“《安全管理規例》”）（第59AF章），指明的東主或承建商，須就其有關工業經營發展、實施和維持一個安全管理制度，並須遵從相關特定要求。另外，指明的東主或承建商須委任一名註冊安全審核員（“審核員”），就其工業經營所實施的安全管理制度定期進行安全審核。根據該規例，審核員須在完成安全審核後28天內，向委任他的東主或承建商提交安全審核報告。

安全審核對發展、實施和維持有關工業經營的安全管理制度至為重要。勞工處現提醒審核員，當進行安全審核時，務必仔細審查相關工業經營有否符合《安全管理規例》中有關安全管理制度不同元素的規定，包括當中的特定要求。此外，審核員在撰寫安全審核報告時，須參考本處制定的「安全管理工作守則」的要求，並在提交的審核報告中詳述相關工業經營的遵規情況，讓指明的東主或承建商能清楚掌握其實施的安全管理制度的情況，以及早作出改善。

就《安全管理規例》中關於安全委員會的特定要求，審核員必須在其撰寫的報告內清楚及合適地陳述有關遵規情況，包括下列各點：

- （一）安全委員會有至少一半成員為工人代表；
- （二）工人代表有廣泛代表性；
- （三）每三個月至少開會一次；及
- （四）備存會議紀錄為期五年或以上。

本處人員會不時查閱審核員撰寫的報告，若發現上述要求未有遵守，本處將會適切跟進及採取適當行動。

如對本函內容有任何查詢，請致電 2852 3583 與李萬邦先生聯絡。

勞工處處長

(譚少聰



代行)

2022 年 1 月 17 日



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17 January 2022

Dear Sir/Madam,

Re: Safety Audit Reports

Pursuant to the Factories and Industrial Undertakings (Safety Management) Regulation ("SMR") (Cap. 59AF), a specified proprietor or contractor shall develop, implement and maintain in respect of its relevant industrial undertaking a safety management system and comply with related specific requirements. In addition, the specified proprietor or contractor shall appoint a registered safety auditor ("RSA") to conduct regular safety audits of the safety management system implemented at the relevant industrial undertaking. Under the Regulation, an RSA shall submit a safety audit report not later than 28 days after completing the audit to the proprietor or contractor who appointed him.

Safety audit is crucial for the development, implementation and maintenance of safety management system of the relevant industrial undertaking. The Labour Department ("LD") urges RSAs to, while conducting safety audits, scrutinize whether the relevant industrial undertakings have fulfilled the requirements of the SMR regarding various elements of safety management system, including the specific requirements. In addition, when compiling safety audit reports, RSAs shall make reference to the requirements under the "Code of Practice on Safety Management" formulated by this Department, and report in detail on the compliance situation of the relevant industrial undertakings, so that the specified proprietors or contractors can clearly apprehend the status of their safety management systems, and make improvements as soon as possible.

As regards the specific requirements under the SMR in relation to safety committees, RSAs are required to clearly and suitably state the related compliance situation in their reports, including the following items:

- (i) Not less than half of the members of the safety committee are workers' representatives;

- (ii) Workers' representatives have a wide representation;
- (iii) Meets at least once every 3 months; and
- (iv) Meeting records are kept for not less than 5 years.

LD officers would from time to time inspect the reports compiled by RSAs. If non-compliance with the above-mentioned requirements is detected, we would follow up the case and take action as appropriate.

Should you have any enquiries on the above matters, please contact Mr LI Man-pong on 2852 3583.

Yours faithfully,



(TAM Siu-chung)
for Commissioner for Labour