



Our Ref.: SWD 782/95 V

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2 January 2009

Dear Operators/Home Managers of Residential Care Homes for the Elderly (RCHEs),

### **Occupational Safety and Health of RCHE Staff**

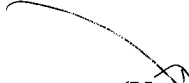
Recent inspections by the Labour Department have found that some RCHEs still fail to completely meet the requirements laid down in the Occupational Safety and Health Ordinance and its subsidiary regulations. We, therefore, are writing to remind you of the following to safeguard the safety and health of your staff and residents.

1. The first aid box should be clearly marked "FIRST AID" and "急救" and should have a notice affixed to it stating the names of at least two staff members responsible for the first aid box. A booklet entitled "Hints on First Aid" published by the Labour Department should also be placed in the first aid box.
2. There should be correct labelling for the containers of chemicals (such as bleach and grill cleaner). Appropriate and sufficient personal protective equipment should also be provided for staff members to handle these chemicals.
3. The dangerous moving parts of mechanical devices/equipment at RCHEs (such as the blades of exhaust fans and the needles of sewing machines, etc.) should be fitted with appropriate protective devices.
4. Inflammable substances (such as alcohol) not exceeding 35 litres in aggregate shall be stored in suitable closed container and the containers shall be kept in a metal cupboard or bin. Every container, cupboard and bin used for storing inflammable substances shall be clearly and boldly marked "Inflammable Substance" and "易燃物品". On the other hand, inflammable substances (such as alcohol) exceeding 35 litres in aggregate shall be stored in a Dangerous Good Store.

I attach a copy of the latest edition of the "Hints on First Aid" booklet for the use of your Home. If you would like to obtain more copies of the booklet or enquire about issues on occupational safety and health, you may contact the Occupational Safety and Health Branch of the Labour Department directly through:

Address: 15/F., Harbour Building, 38 Pier Road, Central, Hong Kong  
Telephone No.: 2852 4041  
Fax No.: 2581 2049  
Email: enquiry@labour.gov.hk  
Website: <http://www.labour.gov.hk>

Yours faithfully,

  
(Yam Mun-ho)  
for Director of Social Welfare