



05

人才薈萃 鑄就成功篇章 EMPLOYMENT

本章節回應相關 UNSDGs
This chapter corresponding UNSDGs





東華三院致力培養一個多元、包容及和諧的工作環境，並重視員工的福祉和職業發展。

自 2014 年起，東華三院在僱員再培訓局推出的「ERB 人才企業嘉許計劃」下獲得「人才企業」認證，這證明了本院致力於為員工提供全面培訓並鼓勵員工發展。



本院獲得「人才企業」認證。
TWGHs has been accredited as a "Manpower Developer".

The Group is committed to cultivating a work environment that is diverse, inclusive and harmonious and caring the well-being and career growth of its employees.

TWGHs has been accredited as a "Manpower Developer" since 2014 under the "ERB Manpower Developer Award Scheme" launched by The Employees Retraining Board, which demonstrated its dedication to providing comprehensive training for employees and encouraging employee development.



本院連續 9 年榮獲「亞洲最理想工作公司（香港）大獎」。
TWGHs was awarded the "HR Asia Best Companies to Work for in Asia (Hong Kong Chapter)" Award for 9 consecutive years.

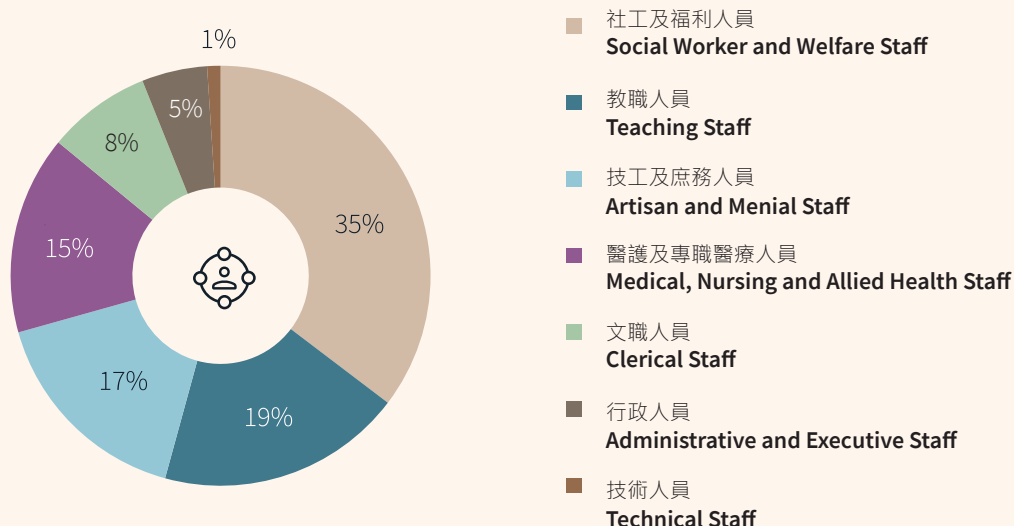


10,222

截至 2024 年 3 月 31 日的員工總數
Employees in total as at 31 March 2024

按員工類別劃分的僱員比例（醫院及非常任職位除外）

Proportion of Employees by Staff Category (Excluding Hospitals and Time Limited Post)





僱傭措施

東華三院遵守僱傭的相關法律法規，包括但不限於：

- 《僱傭條例》（香港法例第 57 章）；
- 《最低工資條例》（香港法例第 608 章）；
- 《職業安全及健康條例》（香港法例第 509 章）；
- 《僱員補償條例》（香港法例第 282 章）；
- 《性別歧視條例》（香港法例第 480 章）；
- 《殘疾歧視條例》（香港法例第 487 章）；
- 《家庭崗位歧視條例》（香港法例第 527 章）；
- 《種族歧視條例》（香港法例第 602 章）；及
- 《強制性公積金計劃條例》（香港法例第 485 章）。

東華三院遵守法律法規以保護員工權益和福祉並定期檢討僱傭政策以支持機構發展。

本院的人力資源管理受人事管理規例、員工培訓及發展手冊、員工福利章程和相關條例管轄。此外，本院亦會視乎需要參考公務員規例。由政府補助的服務中心和學校，亦需遵守教育局、社會福利署的規定及其他政府指引。員工都均收到一本員工手冊，概述主要的聘任資訊、福利、規則和責任。

東華三院在人事管理規例和現行通告中明確規定了遵守政府條例中法定要求的要求，以及薪酬和福利的最新安排，包括休假、強積金和員工福利。

Labour Practice

TWGHs complies with the relevant laws and regulations regarding employment, including but not limited to:

- Employment Ordinance (Cap. 57 of the Laws of Hong Kong);
- Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong);
- Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong);
- Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong);
- Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong);
- Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong);
- Family Status Discrimination Ordinance (Cap. 527 of the Laws of Hong Kong);
- Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong); and
- Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong).

TWGHs complies with laws and regulations to protect employee rights and well-being and regularly review employment policies to support organisational development.

The Group's human resources management is governed by the Establishment Regulations, Manual on Staff Training and Development, Staff Welfare Constitution, and relevant ordinances. Additionally, the Group refers to Civil Service Regulations when appropriate. Our government-subsidised service centres and schools shall also adhere to the rules of the Education Bureau, Social Welfare Department, and other government guidelines. Staff members receive a handbook outlining key appointment information, welfare benefits, rules, and responsibilities.

TWGHs has stated in the Establishment Regulations and circulars-still-force of the requirements to abide by the statutory requirements laid down in the Government ordinances and the updated arrangements of the pay and benefits including leave, MPF and staff welfare benefits.



推廣東華三院精神 Promoting TWGHs Spirit

為加強員工之間的溝通及互動，東華三院建立了一個名為「東華·家」的員工 Facebook 專頁，分享有關員工關係、福利活動和健康貼士的最新資訊。

2023 年 11 月，人力資源科的員工訓練組安排了東華義莊參觀活動，以加強員工對東華三院歷史的了解，推廣東華三院著重中華文化傳承的理念和宗旨。



「東華·家」員工專頁
Staff Facebook Page "Tung Wah +"

TWGHs has established a staff Facebook Page "Tung Wah +" to share the latest information about staff relations, welfare activities, and health tips, to enhance the effective communication and interaction between staff members.

In November 2023, the Staff Training Unit of the Human Resources Division arranged a visit to Tung Wah Coffin Home to enhance staff members' understanding of the TWGHs history and promote TWGHs missions of conservation and inheritance of Chinese traditional culture.



本院舉辦「雙贏高效溝通技巧工作坊」，提升同事之間的溝通。
TWGHs organised an "Effective Communication Workshop" to enhance the effective communication between staff members.



文化考察—探索東華歷史足跡
Cultural Visit to TWGHs' Historic Trail



「防罪聯盟講座」
"Anti-deception
Practices" Sharing
Session



福利和待遇

東華三院關顧員工身心健康，並在五個關鍵領域提供合適的員工福利：醫療與牙科服務、服務獎勵、福利津貼與借貸、購物優惠，以及文娛康樂活動。當中福利包括提供醫療和牙科福利以保障優質醫療保健，並為教育、房屋問題和重大生活事件提供補助金和貸款。員工還可享有東華三院物業的租金折扣。

本院亦舉辦社交及康樂活動，增進員工之間的關係，共建開心工作間。



東華三院員工龍舟隊
Staff Dragon Boat Team

Benefits and Welfare

TWGHs emphasises staff care and optimises fringe benefits in five key areas: medical and dental benefits, service awards, grants and loans, preferential discounts, and social activities. These include medical and dental benefits for quality healthcare and provide subsidies and loans for education, housing issues, and significant life events. Employees also enjoy rental discounts on TWGHs properties.

The Group also organises social and recreational activities to enhance a harmonious relationship within the workplace.



本院連續 10 年獲評為「開心機構」。
TWGHs was named as "Happy Organisation" for 10 years in a row.

31

於 2023/2024 年度的員工娛樂及
福利活動次數
Staff recreational and welfare activities
organised in Year 2023/2024

20,000

工作人員及家屬出席人數
Staff members and
family attendances



關懷東華三院員工及其家人 Caring TWGHs Employees and their Families

東華三院重視員工的工作與生活平衡。東華三院董事局及高級管理層積極參與及支持員工活動，關懷員工身心健康。本院以員工為本，優先照顧員工及其家人，致力營造關愛員工的工作環境。

為了鼓勵員工與家人共度美好時光，本院為員工及其家人舉辦了為期兩天的本地主題公園度假活動。這項活動提供優惠 / 套票，包括酒店住宿及入場門票，讓員工享受與親人相處的美好時光。

為增加員工對機構的歸屬感，本院舉辦了多項員工福利活動，包括聖誕聯歡會及興趣班等。這些活動不但加強員工的歸屬感，更促進跨部門的互動合作。

本院會為員工提供有力支援，與員工共同渡過艱難時期。例如，本院推出免費流感疫苗接種計劃，以維護員工的健康。



為員工及其親友舉辦 Staycation 活動，讓他們共享悠閒歡樂時光。
Staycation was organised for staff members so that they could enjoy a relaxing and joyful vacation with their families and friends.

TWGHs values a healthy work-life balance of staff members. The Board of TWGHs and senior management demonstrate their caring attitude through active participation in and support of staff activities. The Group strives to cultivate a caring working environment through a staff-oriented approach that prioritises its employees and their families.

As part of its efforts to encourage quality time with family, the Group organised a 2-day staycation to a local theme park for its staff members and their families. This initiative provided a special discount package of hotel stays and entrance tickets, allowing employees to enjoy quality time with their loved ones.

To enhance staff's sense of belonging to the organisation, the Group organised a wide range of staff welfare activities, including Christmas parties and interest classes. These initiatives not only strengthen the sense of belonging among its staff but also foster cross-departmental integration and cooperation.

The Group aspires that the focus on personal needs will offer support to the employees during difficult periods. For example, TWGHs launched a free influenza vaccination programme to promote a healthy workforce.



為員工舉辦聖誕聯歡會。
Christmas party was organised for staff members.



生活與工作平衡月 Work-life Balance Month

東華三院從 2010 年開始舉辦「生活與工作平衡週」，並從 2015 年起將活動延展至整個十月的「生活與工作平衡月」，至今已邁入第 9 個年頭，鼓勵員工擁有工作與生活平衡的生活方式，並促進身心健康。

Starting from a “Work-life Balance Week” since 2010, TWGHs has extended the event to a “Work-life Balance Month” from 2015 for the whole October for 9 years, encouraging staff members to have a work-life balance lifestyle and promoting mental and physical wellness.

「擁抱生活，樂在東華」 “Embrace Your Life, Rejoice at Tung Wah”



壬寅年主席韋浩文先生聯同一眾董事局成員及行政總監蘇祐安先生拍攝一系列推廣「生活與工作平衡月」的宣傳短片。

Mr. WAI Ho Man, Herman, Chairman 2023/2024, Board Members and Mr. SU Yau On, Albert, Chief Executive, participated in the production of in-house videos promoting “Work-life Balance Month”.

在這個月內，本院舉辦了多項減壓活動，幫助員工減輕工作壓力。本院亦透過不同渠道向員工提供健康生活的小貼士，並透過「準時關燈」活動鼓勵員工準時下班。

During the month, the Group has held various stress-releasing activities to help its employees reduce stress in work. The Group also provided tips on healthy lifestyle to staff members through different channels and encouraged them to off work on time with the “Lights-off on Time” campaign.

本院舉辦了「辦公室伸展運動」工作坊，由外聘專業人士教授員工實用的伸展運動，以促進員工的身體健康及減輕工作壓力。工作坊希望教育辦公室員工定期運動和伸展的重要性，以紓緩肌肉緊張和改善柔韌度。

The Group had organised a workshop on “Office Stretching Exercise” which an external professional taught practical stretching exercises to staff members in promoting physical well-being and reducing work-related stress. The workshop aimed to educate office staff on the importance of regular movement and stretching to alleviate muscle tension and improve flexibility.

本院認同工作與生活平衡的重要性，並明白健康及輕鬆的工作團隊對維持生產力及整體工作滿足感至為重要。在「生活與工作平衡月」期間，本院亦向行政總部的員工派發減壓蔬果，為員工提供快速方便的方式紓解壓力，同時推廣健康的飲食習慣。

TWGHs recognises the significance of work-life balance and understands that a healthy and stress-free workforce is crucial to maintaining productivity and overall job satisfaction. During the “Work-life Balance Month”, the Group also distributed stress-relief squeezing fruits and vegetables to staff members of the Administration Headquarters. This initiative aimed to provide a quick and convenient way for employees to relieve stress during their workday while promoting healthy eating habits.



向行政總部的員工派發減壓蔬果。

Distributed stress-relief squeezing fruits and vegetables to staff members of the Administration Headquarters.



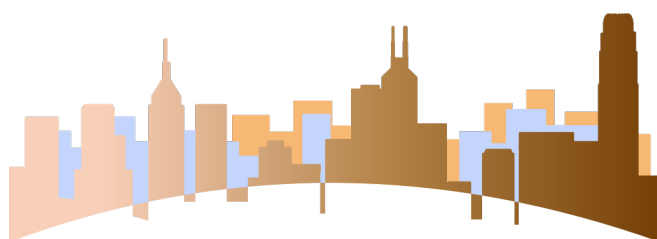
多元與關愛共融

東華三院積極促進平等機會並消除歧視。東華三院連續第二年成為平等機會委員會「種族多元共融僱主約章」的簽署機構，承諾支持工作場所的種族多元化和包容文化。

本院提供多元與包容的工作環境，消除基於性別、年齡、種族、殘疾、婚姻狀況、宗教或任何其他受保護特徵的障礙。

東華三院的政策和機構管治守則維護平等機會，並為提供指導方針。本院實施「平等機會」措施以預防和處理歧視和騷擾，並通過正式投訴渠道確保員工的憂慮得到傾聽。據本院所知，在報告期內沒有涉及本機構或員工的歧視和騷擾案例。

本院亦定期舉辦培訓課程和工作坊，以確保所有員工了解自己的權利和責任。



我支持 種族多元共融工作間
Racial Diversity & Inclusion in the Workplace



Diversity and Inclusion

TWGHs is committed to promoting equal opportunities and eradicating discrimination. TWGHs is a signatory of the “Racial Diversity & Inclusion Charter for Employers” by the Equal Opportunities Commission for the second consecutive year, pledging support for racial diversity and inclusive culture in the workplace.

The Group creates a workplace where everyone feels valued and included, removes barriers based on gender, age, race, disability, marital status, religion, or any other protected characteristic.

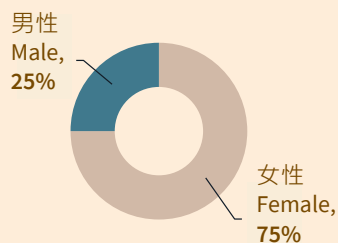
TWGHs’ policies and Code of Corporate Governance uphold equal opportunities and provide guidelines for appropriate behaviour. The Group implements “Equal Opportunities” measures to prevent and address discrimination and harassment and ensure staff concerns are heard through formal complaint channels. To the Group’s knowledge, there are no cases of discrimination and harassment involving the organisation or employees during the Reporting Period.

The Group also regularly conducts training sessions and workshops to ensure that all employees understand their rights and responsibilities.

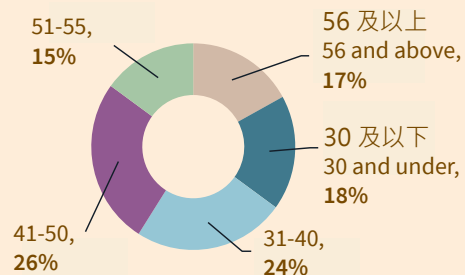
181

名殘障員工
Employees with
Disabilities

按性別劃分的員工人數
Number of Employees by Gender



按年齡劃分的員工人數
Number of Employees by Age





員工培訓和發展

東華三院重視員工的持續成長和發展。透過全面的員工培訓和發展計劃，本院致力於提升員工的知識、技能和能力。在報告期間，本院為非醫院員工的內部和外部培訓共撥備了約港幣 16,573,900 元。

東華三院成立了員工訓練組，專門為員工組織和舉辦培訓工作坊，如「團隊訓練」工作坊，以促進跨科與辦公室溝通，加強員工之間的凝聚力，從而提升機構整體工作效率。

此外，東華三院深明「變革管理」能夠為機構帶來正面影響及成功。因此，為了確保行政人員和主管級員工具備領導和適應變革的能力，本院舉辦了專門的「變革管理」工作坊，啟發參加者制定突破性策略，並成為本院內的變革領航者。



行政人員及主管級員工體驗「變革管理」工作坊。
Executives and supervisory staff experienced the "Change Management" workshop.

Employee Training and Development

TWGHs focuses on the continuous growth and development of its employees. Through the comprehensive employee training and development programmes, the Group aims to enhance the knowledge, skills, and capabilities of its staff members. During the Reporting Period, the Group has provisioned approximately HK\$16,573,900 in total for non-hospital staff internal and external training.

TWGHs has established a Staff Training Unit dedicated to organising and holding training workshops for its staff members, such as the "Teambuilding" Workshop, which aimed to improve team communication and foster cohesion across different divisions and offices, hence improving overall work efficiency of the organisation.

Moreover, TWGHs understands the significance of "Change Management" and its impact on organisational success. Therefore, to ensure that executives and supervisory staff are equipped with the necessary skills to lead and adapt to change, a dedicated workshop on "Change Management" was conducted. This workshop inspired participants to develop breakthrough strategies and become change leaders within the organisation.

HK\$16,573,900

非醫院員工訓練與發展撥款總額

Provisioned in Total for Non-hospital Staff Training and Development



本院為員工發展提供全面支持，包括資助培訓費用和日間培訓活動的休假批准等，鼓勵員工持續發展及進步。在報告期內為員工的正規課程／專業團隊會員考試獲得港幣 341,500 元的補貼。

The Group provides comprehensive support for staff development, including financial assistance for training expenses and approved leave for daytime training activities etc, in encouraging them to continuous learning and development. In the Reporting Period HK\$341,500 subsidies were allocated for employees' formal courses / membership examinations.

12,895

名員工參加管理／專業人員培訓
Staff joined managerial / professional
staff training

2,201

名員工參加一般／前線人員培訓
Staff joined general /
frontline staff training

9,840

名員工參加適用於各職級人員培訓
Staff joined suitable
for all staff training

24,936

名員工參加培訓
Staff attended trainings organised

本院主動識別員工的培訓需求，並檢討培訓和發展政策。各科、辦公室及組攜手合作，提供多元化的培訓計劃及活動。這些活動涵蓋多個範疇，包括發展專業及管理能力的、加強服務技巧、提升個人及團隊效能、改善心理健康及工作生活平衡，以及提高環保意識。

TWGHs proactively identifies staff training needs and reviews its training and development policies. Divisions, offices, and sections collaborate to provide a wide spectrum of training programmes and activities. These initiatives encompass various aspects, including the development of professional and managerial competencies, strengthening service skills, enhancing personal and team effectiveness, improving psychological wellness and work-life balance, and promoting awareness of the importance of environmental protection.



為教職人員提供訓練與發展課程

Providing Training and Development Programmes to Teaching Staff

在清華大學理學院副院長白峰杉教授和中學聯盟副秘書林雄偉先生的帶領下，東華三院中小學校長和教師代表團展開了一次學習之旅，以深入了解零一學院在培養 STEM 人才、激發創造力和釋放學生潛能方面採用的方法。這次訪問使本院的教職員能夠收集有關有效促進科學技術、工程和數學 (STEM) 教育的策略的靈感和知識。透過檢視零一學院的方法，本院的教育工作者尋求提升自己的教學方法，並進一步鼓勵學生對 STEM 科目的興趣和精通。

除考察團外，教育科與華東師範大學合作，特別為東華三院 46 位教育科職員及中小學老師舉辦密集進階課程。課程旨在提升語文教師的教育理論素養、課程設計和教育評估，及跨學科教學能力。

Under the leadership of Prof. BAI Fengshan, Associate Dean of the School of Science at Tsinghua University, and Ms. LIN Xiongwei, Deputy Secretary of the Secondary School Association, representatives of principals and teachers from TWGHs secondary and primary schools embarked on a study tour to gain insights into the methodologies employed by X-Institute for nurturing STEM talents, as well as fostering creativity and unlocking the potentials of students. The visit allows TWGHs' teaching staff to gather inspiration and knowledge on effective strategies for promoting Science, Technology, Engineering, and Mathematics (STEM) education. By examining X-Institute's approach, TWGHs' educators sought to enhance their own teaching methodologies and further encourage students' interest and proficiency in STEM subjects.

In addition to the study tour, the Education Division collaborated with East China Normal University to organise an intensive advanced course specifically designed for 46 staff from the Education Division and teachers from TWGHs secondary schools and primary schools. The course aimed to enhance teachers' understanding of language education theories, course and assessment design, and cross-subject teaching.



東華三院聯校專業發展日 2024
TWGHs Joint School Professional Development Day 2024



為安老服務員工提供訓練與發展課程

Providing Training and Development Programmes to Elderly Services Staff

在 2023 年 6 月，本院為安老服務部的 11 位言語治療師舉辦了「超聲波在吞嚥障礙治療中的應用」的專業培訓工作坊。工作坊由香港理工大學的專業團隊負責，透過指導及實習，加強言語治療師運用超聲波造影的知識和技巧，並使他們有機會學習到超聲波技術在吞嚥障礙的評估和應用。

於同月本院亦舉辦了「身體動作」理論與介入長者焦慮及抑鬱情緒工作坊。工作坊向 27 位員工介紹了「身體動作」的理論，並提升了他們為焦慮和抑鬱的長者提供支援的能力。

In June 2023, the Group organised a specialised training workshop on the “Application of Ultrasound in Dysphagia Management” for 11 speech therapists in the Elderly Services Section. The workshop was conducted by a team from the Hong Kong Polytechnic University. It aimed to enrich the knowledge and skills of Speech Therapists in utilising ultrasound imaging for dysphagia cases through guidance and hands-on experience, and so as to learn about the application of ultrasound technology in the assessment and management of dysphagia.

In the same month, the Group organised a training workshop focused on the “Movement-based” theory and intervention to relieve anxiety and depressive moods among the elderly. The workshop introduced 27 employees to the theory of “Movement-based” and enhanced their ability to provide support for elderly individuals experiencing anxiety and depression.

為公共服務員工提供訓練與發展課程

Providing Training and Development Programmes to Traditional Services Staff

在 2023 年 12 月，東華三院為公共服務員工安排了一個量身定制的培訓計劃，使他們能夠參加「第三屆南昌華夏殯葬科技博覽會暨陵園墓園建設展」，以研究中國大陸殯儀服務的發展。

這個培訓計劃為本院的公共服務員工提供了關於殯儀行業最新進展、技術和趨勢的見解。通過參加中國南昌殯儀科技博覽會，員工有機會探索與殯儀技術和陵園公墓建設相關的各種產品、服務和創新。

In December 2023, TWGHs arranged a tailored training programme for the traditional services staff and enabled them to participate in the “3rd China Nanchang Funeral Technology Expo and Mausoleum Cemetery Construction Exhibition” to study the development of funeral services in Mainland China.

This training programme provided the Group’s traditional services staff with insights into the latest advancements, technologies, and trends in the funeral industry and by participating in the China Nanchang Funeral Technology Expo, the staff members had the chance to explore a wide range of products, services, and innovations related to funeral technology and mausoleum cemetery construction.



職業安全與健康

東華三院竭力維持高水平的職業安全與健康 (OSH) ，以保障員工的福祉。本院積極因應不同的健康和安全管理需求，實施相關安全管理措施，以減輕風險並促進安全文化。

另外，本院員工訓練組與香港聖約翰救護機構合作舉辦急救培訓課程，以提高員工的緊急意識和應對技能。

在報告期內，共記錄了 154 宗工傷事故，其中 1 宗被視為嚴重工傷。本院致力維護員工安全及持續評估和優化職業安全與健康管理。在報告期內，本院沒有發生與工作相關的死亡事故。為了加強工傷案例的管理並為受影響的員工提供適切支援，本院更成立了一個專門的工作組來管理社會服務單位內的工傷。本院正與一家康復管理公司合作，為受傷員工提供專門服務，確保他們得到所需的護理和康復服務。

本院已發佈內部處理工傷 / 職業病的行政指引，以確保本院的職業安全與健康措施符合法定要求。

Occupational Safety and Health

TWGHs maintains high Occupational Safety and Health (OSH) standards to safeguard its employees' well-being. By taking a proactive approach, the Group continuously addresses health and safety needs and implement safety management measures to mitigate risks and promote a culture of safety.

The Group's Staff Training Unit also organises in-house first-aid training courses with Hong Kong St. John Ambulance to enhance emergency awareness and coping skills.

During the Reporting Period, the Group has recorded a total 154 work-related injuries with 1 of them considered as high-consequence work-related injuries. The Group dedicated to taking care for the safety and health of the employees and continuously evaluating and optimising the effectiveness of its OSH management at the workplace. During the Reporting Period, there were no work-related fatal accidents. To enhance the management of work injury cases and provide appropriate support to affected staff, the Group has established a dedicated task force to manage work injuries within our community services units. The Group is collaborating with a rehabilitation management company to provide specialised services to injured staff members and make sure they receive the care and rehabilitation services they need.

TWGHs has promulgated administrative guidelines for handling work injury / occupational disease to ensure its organisational practices on occupational safety and health in compliance with the statutory requirements.



維護在社會服務單位服務的員工的安全與健康

Maintaining the Safety and Health of the Staff Serving in the Community Services Units

自 1999 年以來，本院社會服務科的職業安全及健康委員會，一直管理著工作場所的安全，並組織培訓以加強職業安全及健康意識。職業安全及健康委員會於 2001 年首次出版了職業安全及健康指引，並持續更新以反映不斷變化的工作環境。這些指導方針概述了詳細的程序和措施，以確保工作場所安全、符合法律規定。

本院致力減少因現場作業而造成的工傷。透過採用系統性的方法，本院徹底評估所有工作程序，以識別風險和危害，瞭解特定工作的要求和挑戰。

根據評估結果，本院會評估任務的複雜性、實際需求和可用資源，以優化方法並確定必要的安全措施。之後，本院會制定詳細的工作計劃，列出步驟、時間表和責任，以確保有效執行。

在過去三年，社會服務科的全體員工舉辦了 11 場培訓工作坊，以培訓和教育他們採取適當的措施和程序來預防和應對任何職業安全及健康相關事故。這些訓練工作坊的主題包括如何處理工傷、如何應對工作場所暴力，以及如何正確操作設備。

Since 1999, the Group Community Service Division's Occupational Safety and Health Committee has managed workplace safety and organised training to strengthen OSH awareness. The OSH Committee first published the OSH Guidelines in 2001, continuously updating to reflect changing work environments. These guidelines outline detailed procedures and measures to ensure a safe, law-compliant workplace.

The Group strives to reduce work-related injuries resulting from physical handling activities. By employing a systematic approach, the Group thoroughly evaluates all working procedures to identify risks and hazards, understanding task-specific requirements and challenges.

Based on the assessment, the Group evaluates the task complexity, physical demands, and available resources to refine its approach and determine necessary safety measures. The Group then establishes a detailed work plan outlining steps, timelines, and responsibilities to ensure effective implementation.

The Community Service Division organised 11 training workshops for all staff in the last 3 years to train and educate them with proper measures and procedures to prevent and react to any OSH-related incidents. Topics such as how to deal with work-related injuries, how to react to workplace violence, and how to operate equipment correctly were included in these training workshops.



除職業健康安全委員會外，社會服務科轄下的物理治療服務委員會亦製作了兩輯共七套的「前線職員體力處理操作培訓短片」，旨在加深前線員工認識體力處理操作的原則、操作步驟及技巧。具體而言，其中一輯短片專為使用復康巴士的司機而設，而另一輯培訓短片主要講解前線職員如何協助輪椅使用者使用社區設施。

In addition to the OSH Committee, the Central Committee on Physiotherapy Service under the Community Service Division has developed two series of training videos, totaling seven sets, on "Manual Handling Operations for Frontline Staff". These videos aim to enhance the understanding of frontline staff regarding the principles, procedures, and techniques involved in manual handling operations. Specifically, one series of videos is tailored for drivers of rehabilitation buses, while the other series explains how frontline staff can assist wheelchair users in using community facilities.

社會服務職業安全及健康指引 Community Services OSH Guidelines





寺廟服務 Temple Services

- 本院轄下所有廟宇均獲頒 FS251 證書，顯示其符合消防安全規例。
All TWGHs' temples have been awarded the FS251 certificate, indicating its compliance with fire safety regulations.
- 本院定期監察廟宇內的濕度，以防止任何潛在的火警風險。
The Group maintains regular monitoring of humidity levels within the temple premises to prevent any potential fire risks.
- 每間廟宇均接受有關正確使用防火毯的全面訓練
Each temple undergoes thorough training on the proper usage of fire blankets.

殯葬服務 Funeral Services

- 本院嚴格遵守勞工處訂明的職業安全與健康指南。
The Group strictly adheres to the prescribed occupational safety and health guide by the Labour Department.
- 本院嚴格遵守有關妥善處理和運送遺體的殯葬商指引。
The Group closely follows the guideline for undertakers on the proper handling and transportation of human remains.

教育服務 Educational Services

- 於 2024 年 3 月為學校代表及教科行政級別的同事舉辦有關職業安全及健康條例的研討會。
A seminar on the occupational safety and health ordinance was organised in March 2024 for representatives from schools and colleagues at the executive level of Education Division.