

## 工地安全督導技巧證書

**Module 1:** Construction Safety (CO): Introduction to Construction Safety Legislations; Work arrangement and good housekeeping for construction site; Major construction procedures, Related hazards and supervision of work safety; Safety of renovation and maintenance works; Working under very hot or inclement weather; Inspection items in Form 3A;

**Module 2:** Safety Working System (SSW): Legislation related to safe work systems and risk assessment; Implementing a safe working system and risk assessment; Development of safety management systems (elements in relation to risk assessment); Case study for risk assessment team; Monitoring of safe work systems and review risk assessments, including safety inspections and accident/incident investigations.

**Module 3:** Safety Inspection (NSEP): Hazard identification; Inspection guidelines; Inspection steps; Inspection techniques; Use of checklist; Report writing; Follow up action;

**單元一：** 建造業工作安全(CO): 職業安全健康法例簡介; 施工計劃及安排; 主要建造工序、相關危害和工作安全督導; 裝修維修工程的工作安全; 酷熱天氣及惡劣天氣下的工作安全; 工地安全視察表格3A的檢查事項;

**單元二：** 安全工作系統(SSW): 與安全工作系統和風險評估相關的職安健法例; 實施安全工作系統和風險評估; 發展安全管理程度(與風險評估相關的元素); 風險評估小組研習; 監察安全工作系統的工具和檢討風險評估, 包括安全視察及意外/事故調查。

**單元三：** 安全視察(NSEP): 危害辨認; 視察準則; 視察步驟; 視察技巧; 檢查表的運用; 報告編寫; 事後跟進;

Lecturer 講師	Professionals, HKIC Lecturers 專業人士、香港建造學院講師
Medium of Instruction 授課語言	The programme will be conducted in Cantonese (with specific terms in English) and the training materials will be in Chinese 以粵語授課 (輔以英語), 教材則以中文編寫
Duration & Teaching Mode 時數及授課形式	Total 22 hours; Teaching on modular basis 時數為 22小時, 並以單元形式上課,
Commencing 開課日期	You can choose your class time as "Monday to Friday (night)", or "Monday to Friday (daytime)". The class date of module one (M1) is the start date of your class. Note: HKIC will inform and confirm your start date again. 您可選擇班別上課時間為“星期一至五(夜間)”, 或“星期一至五(日間)”。 單元一(M1)的開課日期將是你的班別開課日期。 <b>注意：</b> 本學院將通知並再次確認你的開課日期。
Venue 上課地點	HKIC, Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung 香港建造學院 葵涌院校 葵涌 葵合街 7 至 11 號
Admission Requirements 入學條件	<ul style="list-style-type: none"> <li>(i) Having the ability to read and write Chinese/English;</li> <li>(ii) Possess a Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Certificate of Education Examination (HKCEE) qualification, or equivalent (Certified True Copy is required). Applicants aged 23 years or above and not meeting the minimum academic entry requirement may apply through the mature applicant route and need to join the admission test. and</li> <li>(iii) Having the proof of 3 years' relevant work experience (Employment Letter is required)</li> </ul> <ul style="list-style-type: none"> <li>(i) 具備閱讀及書寫中文/英文能力;</li> <li>(ii) 具備香港中學會考/中學文憑課程或同等學歷(需要已認證的副本作證明)及年滿23歲。如申請者超過23歲, 但未能達到最低入學要求, 可以年長申請者的途徑提交申請(需考入學試)及</li> <li>(iii) 具有3年相關工作經驗證明(需要僱主信證明)。</li> </ul>
Award of Certificate 證書頒發	Students will acquire the "Certificate in Site Safety Supervising Techniques" if completed all 3 modules within a year (the 3 modules are required to complete in order), achieved 100% attendance rate and passed the examination and assignment of each module. 學生必須在一年內完成3個單元 (3個單元必須順序完成), 出席率達至100%, 以及每個單元的考試及習作合格才可獲發「工地安全督導技巧證書」。
Course Fee 課程費用	\$800.00
Enquiry 查詢課程	2100 9000 (Service Hours 服務時間: 09:00 – 13:00; 14:00 – 17:00)
Application 報名	<b>Please use the 'NCSZ' course application form</b> 請使用印有「NCSZ」之報名表