

## MESSAGE

Hong Kong is going through trying times under the dual impact of economic re-structuring and global economic downturn. People of Hong Kong are well known for our diligence, resilience and entrepreneurial spirit. These attributes have enabled Hong Kong to survive past turmoils, and will serve us well in riding on the wave of change that characterises the 21st century. As a community, in order to survive, we must demonstrate greater solidarity and confidence in our ability to emerge from the economic doldrums with renewed vigor and increased competitiveness.



Manpower mismatch is an inevitable consequence of economic re-structuring. Hong Kong is not alone in having this problem. Our response is to get to the root of the problem by stepping up efforts to upgrade the knowledge and skills level of our workforce, through education, training and re-training. We have had many years of experience in training and re-training with varying degrees of success. This is an uphill task and, despite some shortcomings, Hong Kong can be proud of its achievements in vocational training and employees' re-training over the years.

The success of any re-training or skills upgrading programme hinges on the support and co-operation of employers and employees in ensuring the relevance of the programme content, in giving recognition to the qualification and in upholding the quality of programme delivery. Above all, employers and employees must appreciate the importance of and be committed to lifelong learning and continuous updating of knowledge and skills. It is not enough to pay lip service to skills upgrading; there must be firm commitment of time and money. We cannot afford to have free riders; everyone must pitch in.

The Government will also intensify efforts to enhance the employment opportunities of local workers, in particular the more vulnerable groups in the community. Improving the work ethics and service culture of local

workers is important in this respect. It is ironic that while we experience rising unemployment, we continue to import large numbers of low-skilled workers from neighboring countries. The underlying reasons are worthy of reflection in order to find a positive way forward.

We will continue to facilitate good employer and employee relations, protect the safety and health of workers, and progressively improve employment conditions in a way which is commensurate with the pace of Hong Kong's socio-economic development. Our mission is to have in place a dynamic, well-motivated and versatile workforce. The Government cannot do it alone; we need your support and advice.

I welcome comments on the initiatives in this booklet and views on how the Education and Manpower Bureau can serve you better.

A handwritten signature in black ink, appearing to read 'Fanny Law', written in a cursive style.

(Mrs Fanny Law)

Secretary for Education and Manpower

# **Investing In Our Human Capital**

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## **Policy Objective and Key Result Areas**

# INVESTING IN OUR HUMAN CAPITAL

Our Policy Objective is to develop and implement policies and strategies to ensure that Hong Kong has in place a well-trained, well-motivated and adaptable workforce.

## Overall Targets

Our targets this year in pursuing this Policy Objective are –

- to upgrade the skills of our workforce to enhance Hong Kong's economic competitiveness, and to ensure that the level of training and adaptability of Hong Kong's workforce meet the needs of the local economy
- to help the unemployed to re-enter the workforce as soon as possible, and to minimise the duration of unemployment

## Progress

In the past year, we had two targets at the Policy Objective level.

Our first target was to upgrade the skills of our workforce to enhance Hong Kong's economic competitiveness, and to ensure that the level of training and adaptability of Hong Kong's workforce meet the needs of the local economy. During the year, we have continued to provide quality training and retraining through the Vocational Training Council (VTC), the Employees Retraining Board (ERB), the Construction Industry Training Authority (CITA) and the Clothing Industry Training Authority. We have also set up the Skills Upgrading Scheme to provide focused training for elementary workers.

Our second target was to help the unemployed to re-enter the workforce as soon as possible, and to minimise the duration of unemployment. To this end, the Task Force on Employment, led by the Financial Secretary, has devised a wide range of measures to ease unemployment and help job creation. In terms of creating new job

opportunities, the Government has accelerated the implementation of public works and infrastructural projects, as well as various environmental and community projects. Many job opportunities have been created by these initiatives. The Task Force will continue its efforts in this area. The Labour Department (LD) has continued to strengthen its employment services and successfully assisted 59 875 job-seekers find employment over the past 12 months.

We also achieved the following progress in our six Key Result Areas (KRAs).

## **1 Identify needs and review policies and standards**

Following examination of the outcome of the Manpower Projection to 2005, we launched a “Skills Upgrading Scheme” to help elementary workers to adapt to the changing labour market requirements and to alleviate the manpower mismatch.

We also examined the case for developing an “econometric model” as an additional manpower forecasting tool for Hong Kong. As there was no evidence that the econometric model could produce results which were empirically superior to the existing model and that there was no demonstrated need for an additional manpower forecasting tool, we concluded that there was no merit in developing the model at this stage. Nevertheless, we shall continue to refine and improve on the methodology for our Manpower Projections.

In the past year we completed the survey on the types of domestic service required by employers of domestic helpers. Based on the findings, we are formulating strategies to enhance the employment opportunities for local workers in meeting the demand for domestic helpers.

We continued to monitor closely the manpower needs of the construction industry. The Construction Industry Review Committee has recommended that the methodology for collating and compiling construction manpower statistics should be improved to facilitate manpower planning. A consultancy has been commissioned for the purpose and we will consider the outcome when available.

## **2 Foster a skilled and dynamic workforce**

In the past year, much progress was achieved in the field of manpower training for the information technology (IT) sector. An IT Manpower Task Force was set up in October 2000 with representatives from the industry, training providers and relevant government bureaux and departments to implement a programme of both immediate and long-term measures to help strengthen the IT manpower supply. Over 10 000 training places for IT skills upgrading were provided by the VTC in 2000-2001 and new courses have been rolled out, covering topical subjects like e-commerce, Web technology and Internet computing. The Hong Kong IT Skills Assessment Centre operated by the VTC was also launched in July 2001.

On employees retraining, we provided as from the financial year 2001-2002, an annual recurrent subvention to the ERB to cover its operating expenses. With a more stable source of income, the ERB is in a better position to conduct longer term forward planning and respond to market needs more promptly and flexibly.

In the face of the ongoing economic restructuring, we launched a Skills Upgrading Scheme to help elementary workers to adapt to the changing labour market. Detailed training proposals under the Skills Upgrading Scheme have been drawn up in collaboration with six targeted economic sectors. As the programmes are designed with the joint participation of employers, employees, training institutions and government representatives, they will enjoy due recognition by all parties. Training courses commenced in September 2001.

In the past training year, the CITA provided about 5 000 additional training places for the continuing education courses. These places cover skills-related courses, management-related courses, safety-related courses, tailor-made courses for employees of contractors and upgrading courses preparing serving workers to sit for trade tests.

With the success of the first Youth Pre-employment Training Programme, we launched a second programme in October last year. A total of 12 066 trainees attended the programme which comprised comprehensive employment related training and workplace attachment. The programme was successfully concluded in June 2001. About 3 800 trainees decided to pursue further studies on completion of the programme. Of the remaining 8 200 trainees who wished to enter the labour market, over 6 500 had successfully secured

employment. Surveys on trainees, training bodies and employers were returned with high satisfaction levels.

### **3 Promote good employer/employee relations**

In the past year, we implemented a number of initiatives to promote good employer/employee relations. We continued to organise the Good People Management Award to encourage, promote and benchmark companies that had been exemplary in good people management practices. At the industry level, we also established a new tripartite committee for the retail industry, bringing the total of such committees to nine. Through tripartite collaboration, these committees have discussed and agreed on a number of industry-specific issues of mutual concern.

We introduced simplified employment contract and wage records for employers and employees in the construction industry. We produced a new video and a new publication to promote workplace co-operation in the enterprise. We also produced a comprehensive guide on employees' rights and benefits under labour laws. A special code of Labour Relations Practice and a CD-ROM on leave rostering was also specially produced for the catering trade. To enable employers and employees in the construction and warehouse/cargo transport industries to understand the importance in distinguishing employer/employee relationship from contractor/subcontractor relationship, we arranged seminars and produced special guides on the subject. To promote responsible trade unionism, a large-scale seminar for trade union officers was organised for the first time in December 2000.

In the 12 months ending August 2001, we organised over 1 457 activities including visits, exhibitions, and a variety of seminars, courses, and talks to promote good employer/employee relations.

In the past year, the LD handled a total of 29 959 labour disputes and claims, and 64.5% of them were resolved amicably through conciliation.

### **4 Enforce employee rights and benefits**

In the past year, we completed a review on the levels of compensation under the Employees' Compensation Ordinance (ECO) and the Pneumoconiosis (Compensation) Ordinance (PCO). Despite

deflationary price movements in the last few years, we decided to maintain the compensation amounts at their existing levels leaving the downward adjustments which should have been made to be offset by inflation in future. To provide more appropriate relief to surviving family members, we raised the level of funeral expenses under the PCO from \$16,000 to \$35,000.

With regard to the Employees Compensation Assistance Scheme, we proposed a package of measures to reform the Scheme with a view to restoring the Scheme to its long-term viability. The proposed package was endorsed by the Labour Advisory Board (LAB) in March 2001. Due to unforeseen developments in the insurance industry, we had to revise the original package. We aim to introduce the necessary legislative amendments in the 2001-2002 legislative session.

We also consulted the LAB in May 2001 on proposals to recognise Chinese medicine under the Employment Ordinance, ECO, PCO and the Pneumoconiosis Ex Gratia Scheme. Further consultation is necessary before legislative amendments can be introduced into the Legislative Council.

We completed a review of the provisions of the ECO to streamline the processing of employees' compensation claims. The LAB will be consulted on the recommendations.

On the enforcement side, we continued to conduct rigorous inspections of workplaces to ensure that employers meet their obligations under the labour laws and to assist in clamping down on illegal employment. From January to August 2001, 111 534 inspections, which was 69.3% of the annual target, were made. In the same period, 2 543 prosecutions were conducted.

## **5 Deliver an efficient employment service**

To address the difficulties of older workers in finding new jobs, the LD launched the Re-employment Pilot Programme for the Middle-Aged in February 2001 for a period of 12 months. It provides a one-stop service for job-seekers aged over 40 who are registrants of the LD and have been unemployed for three months or more. The Programme serves its participants in four areas, namely counselling service, pre-employment training, full-time employment with induction training and follow-up service. Participating employers will

receive a one-off training subsidy from the Programme, subject to a maximum of 2 000 places.

In December 2000, we launched an innovative Employment Information SuperHighway by hyperlinking the Interactive Employment Service (iES) website with leading employment websites operating in Hong Kong. Besides, the LD has entered into a partnership with private employment agencies, allowing the latter to lodge the vacancies of their clients through the iES website free of charge, thus facilitating the flow of information of job-seekers and vacancies. With the above enhancements, job-seekers can now access the great majority of vacancies being advertised in Hong Kong using the iES at any time.

The work of the Careers Advisory Service has been revamped to provide more focused and effective service in the dissemination of career information and career advice to young people and school leavers. We provided careers activities to 988 015 young people from September 2000 to August 2001, representing about 69.8% increase over the corresponding period in 1999-2000.

The re-provisioning and integration of job centres of the Employment Services Division, branch offices of the Labour Relations Division and the Careers Information Centres is on course. By the end of August 2001, seven job centres have been re-provisioned and integrated with the Labour Relations Division offices and Careers Information Centres to provide a one-stop service for members of the public seeking employment and labour relations services. As a result of the improved services, out of 164 470 job-seekers registered with job centres during the period September 2000 to August 2001, 59 875 were successfully placed in employment.

During the past 12 months, we achieved the targets of displaying vacancy information within 24 hours upon receipt and arranging in-depth employment counselling session for job-seekers registering for the Job Matching Programme within one week.

On employment service to people with a disability, the Selective Placement Division of the LD developed a new Self-help Integrated Placement Service (SHIPS) in 2000, with full launching in 2001. The SHIPS aimed at improving the job-searching skills of job-seekers with a disability through group counselling sessions. It also encouraged the participants to be more proactive and independent in the search for

jobs by using computer facilities and careers information available at the offices of the Selective Placement Division. The overall placement rate of about 70% of this scheme compared favourably with the general placement rate of the division.

In November 2000, we launched a new website, the Labour Department's Cyber Resource Centre for Business, to provide a one-stop information centre on labour matters for the business sector in Hong Kong as well as potential investors overseas. With the launch of the website, the business sector and potential investors can easily access a wide range of information related to labour law, labour issues and services provided by LD.

## **6 Promote and regulate safety and health at work**

We continued to make progress in our efforts to promote and regulate safety and health at work. As reflected in our statistics, Hong Kong's safety record has continued to show improvement. In 2000, the number of fatal industrial accidents was 43, representing a 17.3% decrease from the 1999 figure. The number of non-fatal industrial accidents was 33 609, a 6.5% decline from the 1999 figure. The accident rate per 1 000 workers decreased by 6.2% from 55.1 in 1999 to 51.7 in 2000.

The number of fatalities in the construction industry dropped from 47 in 1999 to 29 in 2000, a historic low. The number of accidents decreased from 14 078 in 1999 to 11 925 in 2000, showing a decrease of 15.3%. The accident rate per 1 000 construction workers decreased by 24.5%, from 198.5 in 1999 to 149.8 in 2000, which is also the lowest figure ever recorded.

In December 2000, the Occupational Safety and Health (Display Screen Equipment) Regulation 2000, which would protect the health of habitual users of display screen equipment at work, was introduced into the Legislative Council. In June 2001, we introduced into the Legislative Council the Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation 2001 which would require operators of gas welding and flame cutting equipment to undergo mandatory safety training and the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) (Amendment) Regulation 2001, which would enhance the role of, and training requirement for, safety officers. The three regulations will be further

examined by the Legislative Council in the 2001-2002 legislative session.

We continued to organise a variety of activities to promote occupational safety and health. During 2000, our officers made 6 223 promotional visits, and organised 2 609 talks, lectures and seminars. In March 2001, we issued the Code of Practice on Bamboo Scaffold Safety and in mid-2001 we issued the Code of Practice on Metal Scaffold Safety and the Code of Practice on Container Handling Safety in Container Yards, to promulgate the relevant safety and health standards. A CD-ROM was produced in August 2001 to promote understanding and compliance with legislation and Codes of Practice on safety and health at work.

To enhance the safety awareness of workers and their families, two large-scale promotional programmes were launched and completed in October 2000 and April 2001, the first one for the catering industry and the second for the construction industry. In our efforts to promote the basic concepts of occupational safety and health among employers and employees of small and medium-sized enterprises, we reached out to 236 000 such establishments.

For occupational health, we organised a variety of programmes to promote a healthy lifestyle. Educational videos on hearing conservation in the noisy trades and prevention of silicosis were produced for distribution. A series of tailor-made occupational health programmes were conducted for students, school staff and disciplinary personnel. In addition, we formed a total of 12 occupational disease-specific patients support groups to propagate knowledge on self-care and to enhance mutual support through experience sharing.

On the enforcement of safety and health legislation, we conducted 131 455 inspections in 2000 which exceeded our target of 125 000.

Progress on each previously announced initiative under the above KRAs is set out in the “Detailed Progress” section of this report.

## **Looking Forward**

To achieve our overall targets this year, we will undertake the following initiatives and targets under each of the KRA for the coming year.

# 1

## Identify needs and review policies and standards

We can only work to ensure that Hong Kong's employment and workforce needs are met if we have a clear picture of current and future needs, and identify potential gaps.

The Education and Manpower Bureau works in partnership with not only other policy bureaux but also statutory and advisory bodies, private sector groups and employers to assess the current and future demand for appropriately skilled people, both generally and for particular sectors. This picture of future need covers not only the volume of different skills needed, but also the requirements for safety and health standards, employee rights and benefits and other aspects of employment. The results of this work underpin all the remaining activities under this Policy Objective to deliver a well-trained and adaptable workforce. Our aim is to develop a thorough understanding of Hong Kong's skill and manpower needs and take appropriate action to meet the needs.

We will assess our performance in respect of this KRA against the following indicator –

- The percentages of reviews completed in time and agreed changes implemented. Our target is 100%.

We will pursue the following initiatives and targets to deliver results in this area –

<b>Initiative *</b>	<b>Target</b>
To follow-up the consultant's report on the review of the organisational set-up for vocational training and retraining <i>(Education and Manpower Bureau (EMB))</i>	<ul style="list-style-type: none"> <li>● To devise an implementation plan to follow up on the review</li> <li>● To start implementing changes from 2002-2003</li> </ul>
To conduct an opinion survey on age discrimination in employment <i>(EMB)</i>	To conduct the survey in 2001

\* the bracketed information denotes the agency with lead responsibility for the initiative

We must ensure that Hong Kong has a well-trained workforce equipped to meet the demands of a dynamic economy and to contribute to our overall economic competitiveness. The workforce must not only have the skills to meet current needs but also be versatile, and adaptable so as to be able to seize emerging opportunities. As Hong Kong moves into a knowledge-based economy, we must place particular emphasis on enhancing IT training at different levels.

Employers have an important role to play in training and developing their employees for the challenges of the future. While the education system prepares our young people for work, the Government invests significantly in technical education, vocational training, and retraining to support the efforts of employers. At present, vocational training and retraining are in the main delivered by the following four institutions: Vocational Training Council (VTC), Employees Retraining Board (ERB), Construction Industry Training Authority (CITA) and Clothing Industry Training Authority (CLITA).

The VTC, which is funded by the Government, delivers a comprehensive system of technical education and vocational training. Its training schemes and centres provide pre-employment and upgrading training at the operative, craft, technician and technologist levels. These schemes are reviewed periodically to ensure that they meet the changing needs of the economy.

The ERB runs the Employees Retraining Scheme (ERS) to help workers adjust to changes in the labour market. Continuous efforts have been made to enhance the effectiveness and flexibility of the ERS to meet changing market needs.

The construction industry is important to Hong Kong's continued development. The CITA provides, through its training centres, full-time and part-time courses for tradesmen, operators and supervisors in the construction field. CITA also carries out trade testing, with the aim of raising standards, and certificate tests for operators of certain construction equipment, with the aim of improving safety.

The CLITA provides full-time and part-time training courses at different levels relevant to the needs of the industry. CLITA has in recent years introduced new courses to promote the application of information technology in the clothing industry.

To ensure that Hong Kong’s economic and infrastructural development is not hampered by any bottleneck in labour supply, we allow the importation of labour under strict control. This policy is based on two cardinal principles. First, local workers must be given priority in filling job vacancies in the labour market. Second, only employers who are genuinely unable to recruit local workers to fill their job vacancies are allowed to bring in imported workers for such vacancies.

We will assess our performance in respect of this KRA against the following indicator –

- The volume and types of training and retraining provided and how the changing needs of different sectors are met. Our target is to adjust flexibly the number and types of training/retraining places to meet the evolving needs of different sectors.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To continue to provide useful employment-related training courses, workplace attachments and on-the-job training opportunities for school leavers mainly between the age of 15 and 19 to upgrade their skills and employability</p> <p><i>(Education and Manpower Bureau (EMB)/Labour Department)</i></p>	<p>To enhance the Youth Pre-employment Training Programme to be implemented in October 2001 by building in job-specific language training and developing courses leading to training for professional qualifications</p>

Initiative	Target
<p>To set up a multi-purpose skills training and assessment centre to strengthen the practical skills training of retrainees and to conduct common assessment and certification of the competency-based skills level of retrainees</p> <p><i>(Employees Retraining Board (ERB))</i></p>	<p>To establish a new assessment centre in 2002-2003 equipped with the necessary skills training facilities to centrally administer the practical skills training and common assessment for retrainees of some skills-based popular retraining courses, including domestic helpers, security guards and property attendants as well as personal care workers training</p>
<p>To actively review and adjust the content of the current basic craft courses</p> <p><i>(Construction Industry Training Authority (CITA))</i></p>	<p>To study in detail and improve the scope and duration of the basic craft courses in 2002-2003</p>
<p>To act as the Registration Body for the proposed Construction Personnel Registration Scheme</p> <p><i>(CITA)</i></p>	<p>To provide registration support to the Government in implementing the scheme</p>
<p>To further expand the coverage of trade tests entailed by the workers' registration scheme</p> <p><i>(CITA)</i></p>	<p>To expand the coverage of trade tests in response to the requirement for all construction workers to pass trade tests before registration from 2002-2003</p>

Initiative	Target
<p>In support of the Government's proposed implementation of the Construction Personnel Registration Scheme, to expand the electrical and mechanical (E&amp;M) trade testing facilities and provide upgrading training courses to prepare E&amp;M workers to take the trade tests</p> <p><i>(Vocational Training Council (VTC))</i></p>	<ul style="list-style-type: none"> <li>● To expand the current E&amp;M trade testing in 2002-2003</li> <li>● To provide, on an annual basis, trade tests for some 10 100 skilled workers and 12 600 semi-skilled workers and to provide 2 200 upgrading training places to prepare E&amp;M workers for the tests</li> </ul>
<p>To promote skills upgrading training for in-service elementary workers</p> <p><i>(EMB)</i></p>	<p>To roll out the second phase of the skills upgrading scheme to cover other sectors in 2002-2003</p>
<p>To meet the needs of the IT sector for trained manpower</p> <p><i>(EMB/VTC)</i></p>	<p>To continue to provide 1 000 training places in the IT Assistant Courses each year for the coming three years (2002/03-2004/05)</p>

Good employer/employee relations are essential to social stability, the broader prosperity of the community and the success of the Hong Kong economy.

The primary responsibility for good relations rests with employers and employees themselves. They need to work together in effective partnership to secure the continued success of their enterprises.

The Government seeks to facilitate good employer/employee relations and provides a framework for resolving disputes. This includes –

- providing conciliation services to assist employers and employees to resolve disputes
- promoting public understanding of labour laws and encouraging good labour management practices and communication together with good human resource management
- adjudicating employment claims promptly and efficiently through the Minor Employment Claims Adjudication Board, to help relieve the workload of the Labour Tribunal
- registering and regulating trade unions to bring about sound administration and responsible trade unionism

We seek to promote harmonious employer/employee relations, with a view to enhancing labour-management co-operation, as well as minimising labour disputes, employee claims and work stoppages. To this end, we seek to enhance public understanding of labour laws and encourage the adoption of good people management practices. We also seek to strengthen the promotion of effective communication between employers and employees, as well as direct and voluntary consultation at the enterprise and industry levels on employment issues.

Hong Kong has continued to maintain a good record of harmonious employer/employee relations. In the 12 months ending August 2001, the total number of days lost through work stoppage was only 150, or 0.05 working days per 1 000 wage earners and salaried employees. This figure, which is

amongst the lowest in the world, reflects our generally peaceful labour relations scene.

We will assess our performance in respect of this KRA against the following indicators –

- Percentage of labour disputes and claims resolved amicably. Our target is to resolve 60% of the labour disputes and claims handled by the Labour Department.
- Timely completion of proposed initiatives. Our target is to complete all our proposed initiatives on time.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
To launch a series of promotional activities to encourage the wider use of written employment contract by employers and employees  <i>(Labour Department (LD))</i>	To complete the promotional activities by mid-2002
To launch a publicity campaign against age discrimination in employment  <i>(Education and Manpower Bureau/ LD)</i>	To organise publicity activities in late 2001 - early 2002 to convey to members of the public, including employers and employees, the concept of equal opportunities and the importance of eliminating age discrimination in employment

Employees will only give their best if their employment and working conditions are perceived to be fair. Protecting the rights of employees includes ensuring equal protection for local and imported workers under the labour laws.

The aim is to progressively improve employees' rights and benefits in a way which is commensurate with the pace of Hong Kong's economic and social development, and to strike a reasonable balance between the interests of employers and employees. We aim to ensure that our labour standards are comparable to those of neighbouring economies at a similar level of development.

The Government's role is to set, promote and, where necessary, ensure enforcement of rights and standards. We provide customer-oriented information services to ensure that employees and employers know their rights and obligations, and enforce compliance by vigorous inspections, investigations of complaints and prosecutions. The Government adheres firmly to the system of tripartism or tripartite co-operation amongst employers, employees and the Government, mainly through the role of the Labour Advisory Board (LAB). The LAB, comprising an equal number of employer and employee representatives, has long been the most important consultative forum on labour matters. As a general practice, the Government consults the LAB on all proposals on labour laws before introducing them into the legislature. The success of this tripartite structure has led to significant improvements in employee welfare and benefits.

We will assess our performance in respect of this KRA against the following indicators –

- Timely introduction of legislation to improve employees' rights and benefits. Our target is to introduce such legislation in time.
- Number of inspections conducted to safeguard employees' rights and benefits. Our annual target is to conduct 161 000 inspections.
- Timely completion of reviews affecting employees' rights and benefits. Our target is to complete all such reviews on time.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To recognise Chinese medicine for entitlement to employee benefits under the Employment Ordinance, Employees' Compensation Ordinance, Pneumoconiosis (Compensation) Ordinance and Pneumoconiosis Ex Gratia Scheme <i>(Education and Manpower Bureau (EMB))</i></p>	<p>To introduce legislative and administrative amendments within 2002</p>
<p>To streamline the processing of employees' compensation claims under the Employees' Compensation Ordinance <i>(EMB)</i></p>	<p>To introduce amendments to the Employees' Compensation Ordinance within 2002</p>
<p>To review the compensation scheme under the Occupational Deafness (Compensation) Ordinance <i>(EMB/Labour Department (LD))</i></p>	<p>To complete the review in 2001 and introduce legislative amendments in the Legislative Council in 2002 to implement changes to the scheme</p>
<p>To safeguard the statutory rights and benefits of employees engaged by contractors of government departments through rigorous inspections and enhanced co-operation with these departments <i>(LD)</i></p>	<p>To conduct 200 special inspection visits to these workplaces and complete conviction record checks on the contractors within seven working days by end-2001</p>
<p>To modify the Employees Compensation Assistance Scheme to enable it to be financially viable in the long term <i>(EMB/LD)</i></p>	<p>To introduce changes to the scheme in the 2001-2002 legislative session</p>

The employment service contributes to employment by helping job-seekers to find jobs, helping employers to find workers, and ensuring that employment opportunities for local workers are not affected by illegal employment or abuse of the labour importation scheme.

The Labour Department provides a comprehensive range of free employment assistance and counselling to job-seekers through its network of job centres, and to people with a disability through the Selective Placement Service. The Job Matching Programme and the Outreaching Placement Service, in particular, provide an employment service to those who have lost their jobs. We will continue to render an efficient and customer-oriented service to the public to meet the demand for employment services.

We will assess our performance in respect of this KRA against the following indicators –

- Number of job-seekers registered with the job centres of the Employment Services Division. Our target is to register about 150 000 job-seekers in the coming year
- Number of job-seekers with a disability registered with the Selective Placement Service. Our target is to register about 4 000 job-seekers in the coming year
- Number of able-bodied job-seekers placed. Our target is to place about 60 000 able-bodied job-seekers in employment in the coming year
- Number of job-seekers with a disability placed. Our target is to place about 2 200 job-seekers with a disability in employment in the coming year
- Time taken for job-seekers to receive counselling and placement services from the job centres. Our target is one week in the coming year

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To consider measures to further promote employment opportunities of local domestic helpers (LDH)</p> <p><i>(Education and Manpower Bureau/Labour Department (LD))</i></p>	<p>To introduce proactive employment services for LDH job seekers and employers in 2002</p>
<p>To continue with the Re-employment Pilot Programme for the Middle-aged to help the long-term unemployed aged over 40 to get back to work</p> <p><i>(LD)</i></p>	<p>To extend the Programme for another 12 months starting from February 2002 to benefit about 2 000 additional job seekers</p>
<p>To set up user-friendly self-help Digital Job Centres so that job seekers can use the display terminals set up in the Centres to obtain up-to-date vacancy information and make use of the supporting office equipment for job application</p> <p><i>(LD)</i></p>	<p>To complete the setting up of the Digital Job Centres within the existing 11 Job Centres of LD by mid-2003</p>

The aim is to protect the safety and health of employees at work, and to safeguard others who may be exposed to safety and health hazards arising from work-related activities.

The primary responsibility for workplace safety and health rests with employers and employees. Employers must, as far as reasonably practicable, ensure the safety and health at work of all their employees. Employees have an important duty to ensure both their own safety and the safety of their fellow workers. Safety and health at work are protected under the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance and the Boilers and Pressure Vessels Ordinance. The Government helps employers and employees control their risks at work by enforcing the legislation and promoting safety management through advice, training, publicity and promotional activities. The Government's attention is targeted at more accident-prone industrial undertakings, such as construction sites.

We will assess our performance in respect of this KRA against the following indicators –

- Number of fatal industrial accidents. Our target is to have an improvement over 2 000 figures in the coming year.
- Number of non-fatal industrial accidents. Our target is to have an improvement over 2 000 figures in the coming year.
- Accident rate per 1 000 industrial workers. Our target is to have an improvement over 2 000 figures in the coming year.
- Number of inspections made. Our target is to conduct about 125 000 inspections in the coming year.

We will pursue the following initiatives and targets to deliver results in this area –

Initiative	Target
<p>To review the methodology of calculating the construction accident rate with a view to improving the existing mechanism <i>(Labour Department (LD))</i></p>	<p>To complete the review in early 2002</p>
<p>To prepare the following new Codes of Practice to promulgate safety and health standards:</p> <ul style="list-style-type: none"> <li>● Control of Air Impurities at the Workplace</li> <li>● Electric Arc Welding Safety and Health</li> <li>● Tower Crane Safety</li> <li>● Electric Steam Boilers Safety</li> </ul> <p><i>(LD)</i></p>	<p>To publish new Codes in 2002</p>
<p>To raise the safety awareness of frontline supervisors and workers in the construction industry by publishing a series of pamphlets on causation of common or serious accidents in various trades <i>(LD)</i></p>	<p>To complete the series of publication in the first quarter of 2002</p>
<p>To mount large-scale publicity programmes targeting at workers employed in high-risk industries <i>(LD)</i></p>	<p>To organise a series of promotional activities for the catering and construction industries in the fourth quarter of 2001 and the first quarter of 2002 respectively</p>

<b>Initiative</b>	<b>Target</b>
<p>To promote exercise at work in order to raise employees' awareness of the benefits of exercise</p> <p><i>(LD)</i></p>	<p>To organise promotional activities and prepare a pamphlet on "Exercise, Health and Work" in the fourth quarter of 2001</p>
<p>To mount a campaign to enhance the safety and health awareness of cleansing workers employed by the government contractors</p> <p><i>(LD)</i></p>	<p>To step up inspections to public toilets to ensure compliance with occupational safety and health standards, and to organise talks for the cleansing workers and to complete the campaign in early 2002</p>

# **Investing In Our Human Capital**

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## **Detailed Progress**

# 1

## Identify needs and review policies and standards

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative *	Target #	Present Position +
<p>To study the feasibility of developing an “econometric model” as an additional manpower forecasting tool for Hong Kong</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To complete the feasibility study and to consider implementing improvements to the manpower forecasting methods in 2001</p> <p><i>(2000)</i></p>	<p>Following further examination we have decided against developing the “econometric model” as there was no demonstrated need for it at this stage.</p> <p><i>(Action Completed)</i></p>
<p>To review under the aegis of the Working Group on Training and Retraining for the Construction Industry the long-term and short-term training needs of the construction industry</p> <p><i>(EMB)</i></p>	<p>To recommend appropriate measures in 2001 to meet the needs through the organisation of full-time/part-time courses and professional development courses</p> <p><i>(2000)</i></p>	<p>Training needs of the construction industry were reviewed by the Working Group. To meet the needs, the Construction Industry Training Authority has introduced in 2000-2001 a number of new skills enhancement courses, management related courses and technology related courses.</p> <p><i>(Action Completed)</i></p>

\* the bracketed information denotes the agency with lead responsibility for the initiative

# the bracketed information denotes the year in which the target was set

+ the bracketed information denotes the status of the target

Initiative	Target	Present Position
<p>To carry out a survey to gauge the type of domestic services which are required by potential employers and employers of foreign domestic helpers</p> <p>(EMB)</p>	<p>To formulate appropriate strategies in 2001 to meet the demand for domestic services through the training and provision of local domestic helpers</p> <p>(2000)</p>	<p>The survey was completed and strategies are being formulated to meet the demand for domestic services.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To examine the outcome of the study on assessment of employment impact arising from Hong Kong's economic restructuring and China's accession to the World Trade Organisation</p> <p>(EMB)</p>	<p>To formulate a strategy to meet the future manpower needs of different economic sectors before the end of 2001</p> <p>(2000)</p>	<p>A "Skills Upgrading Scheme" to help elementary workers to adapt to the changing labour market requirement of different economic sectors has been launched. The first phase of training courses commenced in September 2001.</p> <p><i>(Action Completed)</i></p>
<p>To develop Hong Kong into a regional training centre for Chinese cuisine by the establishment of a Chinese Cuisine Training Institute (CCTI) for providing systematic practical training in Chinese cuisine; and by introducing a trade testing system</p> <p><i>(Vocational Training Council (VTC))</i></p>	<p>To commission the Institute by the end of 2000</p> <p>(1999)</p>	<p>The CCTI was opened in December 2000.</p> <p><i>(Action Completed)</i></p>

# 2

## Foster a skilled and dynamic workforce

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To continue to provide useful employment-related training courses and workplace attachments for school leavers mainly between the age of 15 and 19 to upgrade their skills and employability</p> <p><i>(Education and Manpower Bureau (EMB)/Labour Department (LD))</i></p>	<p>To launch a new phase of the Youth Pre-employment Training (YPT) Programme for school leavers in October 2000</p> <p><i>(2000)</i></p>	<p>The Programme was launched from October 2000 to June 2001. It offered 24 375 training places in 1 339 training classes. A total of 12 066 trainees have received various training under the Programme and 1 869 trainees underwent workplace attachment training.</p> <p><i>(Action Completed)</i></p>
<p>To introduce a new component - On-the-Job Training Scheme - to the YPT Programme. Under the Scheme, employers will provide on-the-job training of three months for trainees. The Government will provide a training subsidy of \$2,000 per trainee per month for a maximum of three months</p> <p><i>(EMB/LD)</i></p>	<ul style="list-style-type: none"> <li>● To secure an adequate number of on-the-job training places for trainees who have completed the YPT Programme</li> </ul>	<ul style="list-style-type: none"> <li>● As at 31 August 2001, 3 970 on-the-job training vacancies were received. A total of 2 306 YPT trainees have registered and been actively looking for on-the-job training opportunities. 825 placements were secured.</li> </ul> <p><i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> <li>● To launch the Scheme for a three-year period commencing mid-2000</li> </ul> <p>(2000)</p>	<ul style="list-style-type: none"> <li>● The Scheme was launched in June 2000.</li> </ul> <p><i>(Action Completed)</i></p>
<p>To meet the needs of the IT sector for trained manpower</p> <p><i>(EMB/Information Technology and Broadcasting Bureau/ University Grants Committee/Vocational Training Council (VTC))</i></p>	<ul style="list-style-type: none"> <li>● To consult relevant government bureaux and departments and seek to implement the following recommendations of the study on IT manpower and training needs during 2001: <ul style="list-style-type: none"> <li>– increasing the supply of IT practitioners locally;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● We have been working closely with relevant government bureaux and departments with the following results: <ul style="list-style-type: none"> <li>– Publicly-funded institutions will introduce new IT-related programmes at sub-degree, undergraduate and postgraduate levels on a funded or self-financed basis in the 2001/02-2003/04 triennium. About 756 additional places will be provided in the 2001-2002 academic year.</li> </ul> </li> </ul>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> <li>- strengthening the links between the Government, employers and training providers by setting up an IT Manpower Forum; and</li> </ul>	<ul style="list-style-type: none"> <li>- Over 10 000 training places for IT skills upgrading were provided by the VTC in 2000-2001. To increase the supply of IT practitioners locally, the VTC has also increased the number of places in its non-IT graduate conversion course from 120 in 1999-2000 to 230 in 2000-2001. <i>(Action Completed)</i></li> <li>- An IT Manpower Task Force was set up in October 2000 with representatives from the industry, training providers and relevant government bureaux and departments. The Task Force has completed its work in July 2001. <i>(Action Completed)</i></li> </ul>

Initiative	Target	Present Position
	<p>– improving the range, relevance, timeliness and flexibility of existing IT programmes to cater for needs of the market</p> <p>● The VTC to develop an e-learning portal by 2001 which will enable VTC courses to be delivered on the Internet</p> <p>● The VTC to establish an IT Skills Assessment Test Centre by 2001 to develop and implement an effective assessment mechanism to measure the IT skill competencies of IT practitioners</p>	<p>– Over 20 new courses have been rolled out by the VTC, covering topical subjects like e-commerce, Web technology and Internet computing. To further improve the relevance, timeliness and flexibility of IT programmes, the VTC will continue to seek partnership with leading IT vendors.</p> <p><i>(Action Completed)</i></p> <p>● The tender result for the development of the e-learning portal was confirmed in August 2001. The portal will be established by end-2001.</p> <p><i>(Action Completed)</i></p> <p>● The Hong Kong IT Skills Assessment Centre was launched in July 2001. Assessment tests will be rolled out in phases with the first phase on basic personal computer (PC) skills, the second phase on more advanced PC skills and subsequent phases on more technological subject areas like Web development.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> <li>● To provide 1 000 training places in the IT Assistant Course each year in the coming two years to increase the supply of trained manpower at the junior assistant level</li> </ul> <p>(2000)</p>	<ul style="list-style-type: none"> <li>● The IT Assistant Training Programme has provided 900 training places in the 2000-2001 financial year for trainees with Secondary 3 or above education level for taking up junior IT jobs. The number of places planned for the 2001-2002 financial year is 1 400.</li> </ul> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To provide recurrent funding to the Employees Retraining Board (ERB) to allow it to have a stable source of funding to provide quality retraining</p> <p><i>(EMB)</i></p>	<p>To provide recurrent funding to the ERB from the 2001-2002 financial year onwards</p> <p>(2000)</p>	<p>The provision of recurrent funding to the ERB was approved in the context of the 2001-2002 draft estimates.</p> <p><i>(Action Completed)</i></p>
<p>To promote skills upgrading training for in-service elementary workers</p> <p><i>(EMB)</i></p>	<p>To devise focused skills upgrading training programmes for elementary workers in 2001-2002 and 2002-2003 through an allocation of \$400 million</p> <p>(2000)</p>	<p>In collaboration with the targeted sectors, detailed training proposals under the Skills Upgrading Scheme have been drawn up and the first phase of training courses already commenced in September 2001.</p> <p><i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To further expand the coverage of trade tests to 45 trades</p> <p><i>(Construction Industry Training Authority (CITA))</i></p>	<p>A total of 29 trades, in addition to the existing 16, will be added to the trade testing scheme in the next three years, with 20 trades in the year 2000, six in 2001 and three in 2002</p> <p><i>(2000)</i></p>	<p>For the 20 trades to be added in 2000, the building demolition trade is considered not suitable for trade tests as building demolition work is usually carried out by workers of other trades. The preparation work for the remaining 19 trades has already been completed in 2000. The preparation work for the six trades to be added in 2001 is in progress.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To further expand the variety and training capacity of the continuing education courses for the construction industry</p> <p><i>(CITA)</i></p>	<p>To offer an additional 5 000 training places for the continuing education courses in the 2000-2001 training year. These places cover skills-related courses, management-related courses, safety-related courses, tailor-made courses for employees of contractors and upgrading courses helping serving workers to pass trade tests</p> <p><i>(2000)</i></p>	<p>The training capacity of the continuing education courses has been expanded to 82 299 places in the 2000-2001 training year, an addition of 4 936 places over 1999-2000 covering various types of training courses.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To enhance vocational education programmes in Chinese medicine (VTC)</p>	<p>To establish a Centre for Traditional Chinese Medicine Manufacturing by 2001 to support a new Higher Diploma course on “Pharmaceutical Technology in Chinese Medicine” and other in-service training programmes  (2000)</p>	<p>Provisioning and procurement of the equipment for the Centre for Traditional Chinese Medicine Manufacturing are in good progress. Over 90% of the tender evaluations for equipment have been completed. The Centre will be opened by end-2001.  (Action Completed)</p>
<p>To enhance training programmes for workplace English (VTC)</p>	<ul style="list-style-type: none"> <li>● To establish a Vocational English Centre to run the Hong Kong Vocational English Programme (HKVEP) by September 2001</li> <li>● To develop in conjunction with employers a series of vocational English courses validated by the HKVEP. The first set of courses will be developed by September 2001</li> </ul> <p>(2000)</p>	<ul style="list-style-type: none"> <li>● The Business Plan for the Vocational English Centre has been prepared. Courses accredited by the HKVEP are offered through the VTC’s Centre for Continuing Professional Development starting in September 2001.</li> <li>● The proposed Vocational English Programme training manual developed by the HKVEP has been accepted by the Course Steering Group of the Employees Retraining Board (ERB). Piloting of the course has been arranged by the ERB.</li> </ul> <p>(Action Completed)</p>

Initiative	Target	Present Position
To build a new wing at Shatin Technical Institute to meet future demands (VTC)	To complete the new wing by 2001-2002 to provide an additional 1 000 places (1998)	Building work was completed in June 2001. <i>(Action Completed)</i>

# 3

## Promote good employer/employee relations

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To promote workplace consultation and co-operation at the enterprise level <i>(Labour Department (LD))</i></p>	<ul style="list-style-type: none"> <li>● To produce a promotional video on workplace consultation by mid-2001</li> <li>● To publish a new practical guide on the benefits, modes and points to note in workplace co-operation by early 2001 <i>(2000)</i></li> </ul>	<ul style="list-style-type: none"> <li>● A promotional video entitled ‘Key to Business Success: Workplace Co-operation’ was produced in June 2001.</li> <li>● The guide was produced in February 2001. <i>(Action Completed)</i></li> </ul>
<p>To further strengthen voluntary co-operation between employers, employees and the Government on employment matters at the trade/industry level <i>(LD)</i></p>	<ul style="list-style-type: none"> <li>● In co-operation with the industry-based tripartite committees produce practical guides on subjects of mutual concern for the employers and employees in the trade/industry in 2001</li> </ul>	<ul style="list-style-type: none"> <li>● The following practical guides have been produced:               <ul style="list-style-type: none"> <li>– Skills Training Opportunities in the Printing Industry;</li> <li>– Simplified Employment Contract and Wage Records for Employees in the Construction Industry; and</li> <li>– Contract of Employment vs Contract for Services in the Cargo Transport Industry.</li> </ul> </li> </ul>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> <li>● To prepare a Code of Labour Relations Practice and produce a CD-ROM on leave rostering for the catering trade by end-2000</li> </ul> <p>(2000)</p>	<p>A series of activities have been organised to promote the above guides.</p> <ul style="list-style-type: none"> <li>● The Code and the CD-ROM were produced in November 2000.</li> </ul> <p>(Action Completed)</p>
<p>To promote the importance of distinguishing employer/employee relationship from contractor/sub-contractor relationship</p> <p>(LD)</p>	<p>To organise publicity activities to enhance understanding by employers and employees by early 2001</p> <p>(2000)</p>	<p>A series of promotional activities including seminars, media interviews, Announcements of Public Interest and newspaper quiz have been organised. Special guides on the subject have also been produced for wide distribution.</p> <p>(Action Completed)</p>
<p>To produce a resource kit to promote sound trade union administration and responsible trade unionism</p> <p>(LD)</p>	<p>To produce the kit by end-2000</p> <p>(2000)</p>	<p>The resource kit was produced in October 2000 and distributed to all registered trade unions.</p> <p>(Action Completed)</p>

Initiative	Target	Present Position
<p>To consider appropriate strategies for promoting effective communication and voluntary negotiation in the light of the results of a survey on “Communication and Human Resources: Hong Kong Style”</p> <p><i>(LD)</i></p>	<p>To complete by end-2000</p> <p><i>(2000)</i></p>	<p>Survey results, published in November 2000, suggest that the best strategy in the Hong Kong context is by way of education and promotion at the enterprise level and tripartite dialogue at the industry level. The LD organised a large-scale function titled “Workplace Co-operation 2001” in June and July 2001. The LD has also set up a new tripartite committee for the retail industry.</p> <p><i>(Action Completed)</i></p>
<p>To compile a comprehensive guide on employees’ rights and benefits under labour laws</p> <p><i>(LD)</i></p>	<p>To publish the guide by end-2000</p> <p><i>(1999)</i></p>	<p>The guide was produced in December 2000 and has been uploaded to the LD’s homepage on the Internet for wider public access.</p> <p><i>(Action Completed)</i></p>

# 4

## Enforce employee rights and benefits

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To consult relevant parties with a view to taking forward the recommendations of the study on the feasibility of recognising Chinese medicine under the Employment Ordinance, Employees' Compensation Ordinance, Pneumoconiosis (Compensation) Ordinance and Pneumoconiosis Ex Gratia Scheme</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>On the basis of consultation with relevant parties, recommend amendments to the Employment Ordinance, Employees' Compensation Ordinance, Pneumoconiosis (Compensation) Ordinance and the procedures under the Pneumoconiosis Ex Gratia Scheme, where appropriate, and consult the Labour Advisory Board in the 2000-2001 legislative session</p> <p><i>(2000)</i></p>	<p>The Labour Advisory Board was consulted in May 2001 on proposals to recognise Chinese medicine under the respective Ordinances. Further consultation is necessary before legislative amendments can be introduced into the Legislative Council.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To empower the Labour Tribunal to make an order of reinstatement/re-engagement for cases involving unreasonable and unlawful dismissal without the need to secure the consent of the employer</p> <p><i>(EMB)</i></p>	<p>To introduce legislative amendments into the Legislative Council in 2001 to amend the Employment Ordinance</p> <p><i>(2000)</i></p>	<p>Drafting of the Amendment Bill is in progress.</p> <p><i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To review the levels of compensation under the Employees' Compensation Ordinance and the Pneumoconiosis (Compensation) Ordinance (PCO)</p> <p><i>(Labour Department (LD))</i></p>	<p>To complete the review in 2000</p> <p><i>(2000)</i></p>	<p>The review was completed in 2000. A resolution to raise the funeral expenses from \$16,000 to \$35,000 under the PCO was passed by the Legislative Council in December 2000. The amendment took effect on 1 January 2001.</p> <p><i>(Action Completed)</i></p>
<p>To review the provisions of the Employees' Compensation Ordinance to streamline the processing of employees' compensation claims</p> <p><i>(LD)</i></p>	<p>To complete the review in 2001</p> <p><i>(2000)</i></p>	<p>The review was completed in the third quarter of 2001.</p> <p><i>(Action Completed)</i></p>
<p>To publicise the major provisions of the Employees' Compensation Ordinance. The key message of these promotional programmes is to remind employers to comply with the statutory requirement of taking out insurance cover for their liabilities under the Ordinance and at common law</p> <p><i>(LD)</i></p>	<p>To launch a series of promotional programmes such as staging exhibitions, organising seminars and broadcasting radio/TV Announcements of Public Interest to publicise the major provisions of the Ordinance in 2000 and 2001</p> <p><i>(2000)</i></p>	<p>A series of promotional programmes were launched in 2000 and 2001.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To review the financial position of the Protection of Wages on Insolvency Fund to ensure that it meets the current and future demands</p> <p>(EMB)</p>	<p>To complete the review in 2001</p> <p>(2000)</p>	<p>We have assessed the current and future needs of the Fund in the light of the trend of applications and other factors which may impact on its financial position. The review will be completed by the fourth quarter of 2001.</p> <p>(Action in Progress: On Schedule)</p>
<p>To modify the Employees Compensation Assistance Scheme to enable it to be financially viable in the long term</p> <p>(EMB)</p>	<p>To introduce changes to the Scheme in 2001</p> <p>(1999)</p>	<p>A reform package was formulated and endorsed by the Labour Advisory Board in March 2001. However, unforeseen developments in the insurance industry have necessitated a revision of the package. We aim to introduce legislative amendments into the Legislative Council in 2001-2002 session.</p> <p>(Action in Progress: Under Review)</p>
<p>To step up enforcement against illegal employment by the LD with a view to protecting employment opportunities for the local workforce</p> <p>(LD)</p>	<p>We will conduct an additional 5 000 inspections (3% more) to workplaces in 2000 to combat illegal employment</p> <p>(1999)</p>	<p>A total of 153 631 inspections was conducted in 2000, representing an achievement of 99% of the annual inspection target.</p> <p>(Action Completed)</p>

<b>Initiative</b>	<b>Target</b>	<b>Present Position</b>
<p>To complete the review on rest breaks <i>(LD)</i></p>	<p>To explore whether new regulations to provide for rest breaks to protect workers' safety and health at work should be introduced <i>(1997)</i></p>	<p>We have conducted a survey on rest breaks and are examining the survey results. The Labour Advisory Board will be consulted on the way forward. <i>(Action in Progress: Under Review)</i></p>

# 5

## Deliver an efficient employment service

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
<p>To help the long-term unemployed aged above 40 by launching, on a trial basis, a one-stop employment and counselling service for a period of 12 months.</p> <p><i>(Labour Department (LD))</i></p>	<p>To launch the Re-employment Pilot Programme for the Middle-aged to benefit 2 000 job-seekers in a year</p> <p><i>(2000)</i></p>	<p>The programme was launched on 1 February 2001. As at 31 August 2001, a total of 6 540 job-seekers have participated in the programme. 352 have received pre-employment training and 277 have received counselling services. So far, 1 563 participants have become re-employed under the programme.</p> <p><i>(Action Completed)</i></p>
<p>To provide hyperlinks from the existing Interactive Employment Service (iES) website of the Labour Department (LD) to other employment websites and to allow private employment agencies to post their job vacancies on iES free of charge</p> <p><i>(LD)</i></p>	<p>To provide the enhanced service by the end of 2000</p> <p><i>(2000)</i></p>	<p>The enhanced service was introduced in December 2000.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To provide a one-stop information centre on labour-related matters- Cyber Resource Centre -to the business community</p> <p><i>(LD)</i></p>	<p>To develop LD' s Cyber Resource Centre for Business by the end of 2000</p> <p><i>(2000)</i></p>	<p>The LD' s Cyber Resource Centre for Business website was launched in November 2000.</p> <p><i>(Action Completed)</i></p>
<p>To improve the job-searching skills of job-seekers with a disability to enhance their employment opportunities</p> <p><i>(LD)</i></p>	<p>To develop a new Self-help Integrated Placement Service (SHIPS), which includes group counselling, interviewing techniques and use of computer, by the end of 2000</p> <p><i>(2000)</i></p>	<p>The SHIPS has been developed in 2000.</p> <p><i>(Action Completed)</i></p>
<p>To revamp the Labour Department' s Careers Advisory Service to render more focused and effective service in the dissemination of career information and career advisory assistance to young people and school leavers</p> <p><i>(LD)</i></p>	<p>To completely revamp the Careers Advisory Service by the end of 2000</p> <p><i>(1999)</i></p>	<p>The website of the Careers Advisory Service was reconstructed and transformed to become more informative and interactive in December 2000. A resource kit on careers counselling, which comprises a locally-developed career aptitude test and some interactive computer games on job search skills, interview skills and proper work habits, was also developed in March 2001.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To re-provision and integrate eight job centres of the Employment Services Division with eight Labour Relations Division (LRD) offices of LD, and to integrate two careers information centres with the job centres. This seeks to expand the office premises to meet operational needs, and to improve the overall effectiveness of the employment and labour relations services for job-seekers and employees through the provision of one-stop front-line service</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> <li>● To complete re-provisioning in stages over the next three years</li> <li>● To benefit each year 175 000 people seeking employment services, career information and advice, and labour relations service</li> </ul> <p><i>(1998)</i></p>	<ul style="list-style-type: none"> <li>● LD has, in collaboration with the Government Property Agency (GPA), formulated a three-year programme for the offices concerned.</li> <li>● Seven job centres were integrated with LRD offices and careers information centres by end of August 2001.</li> <li>● Planning work for re-provisioning the remaining job centres is in full swing.</li> <li>● 250 000 people benefited from the new integrated services from September 2000 to August 2001.</li> </ul> <p><i>(Action in Progress: On Schedule)</i></p>

To achieve results in this area, various initiatives have been undertaken in the past years. Details are set out below –

Initiative	Target	Present Position
To improve work safety by requiring operators of gas welding and flame cutting equipment to undergo safety training and to obtain a certificate <i>(Education and Manpower Bureau (EMB))</i>	To introduce a new regulation under the Factories and Industrial Undertakings Ordinance in the 2000-2001 legislative session <i>(2000)</i>	The regulation was introduced into the Legislative Council in June 2001. <i>(Action Completed)</i>
To improve the safety performance of construction sub-contractors by holding both the principal contractor and the sub-contractor jointly and severally liable for offences <i>(EMB)</i>	To introduce an amendment to the Construction Sites (Safety) Regulations in 2001 <i>(2000)</i>	The Labour Advisory Board has endorsed the proposed amendments. <i>(Action in Progress: On Schedule)</i>
To enhance operational efficiency of the Occupational Safety and Health Branch of the Labour Department and its delivery of service to the public by developing a Management Information System <i>(Labour Department (LD))</i>	To appoint a contractor to develop the system in early 2001 <i>(2000)</i>	We have appointed a system development company to develop the system. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>To prepare the following new Codes of Practice to promulgate safety and health standards –</p> <ul style="list-style-type: none"> <li>● Safety Management</li> <li>● Bamboo Scaffold Safety</li> <li>● Metal Scaffold Safety</li> <li>● Container Handling Safety in Container Yards</li> </ul> <p>(LD)</p>	<ul style="list-style-type: none"> <li>● To complete the new Code in early 2001</li> <li>● To publish the new Code in early 2001</li> <li>● To publish the new Code in mid-2001</li> <li>● To publish the new Code in mid-2001</li> </ul> <p>(2000)</p>	<ul style="list-style-type: none"> <li>● This Code has been completed and will be issued when the Factories and Industrial Undertakings (Safety Management) Regulation is brought into effect.</li> <li>● The Code was issued in March 2001.</li> <li>● The Code was issued in July 2001.</li> <li>● The Code was issued in August 2001.</li> </ul> <p>(Action Completed)</p>
<p>To promote understanding and compliance with legislation and Codes of Practice on safety and health at work through the production of a CD-ROM</p> <p>(LD)</p>	<p>To produce the CD-ROM in mid-2001</p> <p>(2000)</p>	<p>The CD-ROM was produced in August 2001. It was distributed to employers, employees, trade unions, employer associations and other relevant organisations.</p> <p>(Action Completed)</p>

<b>Initiative</b>	<b>Target</b>	<b>Present Position</b>
To promote renovation work safety (LD)	To prepare booklets and an Announcement of Public Interest on renovation work safety in early 2001 to instil safety knowledge and awareness in renovation contractors and workers (2000)	The Guidance Notes on Renovation Safety were issued in April 2001 and the Announcement of Public Interest was broadcast on radio and television from March 2001 onwards. (Action Completed)
To enhance the safety awareness of catering and construction workers and their families (LD)	To launch safety promotion programmes targeting at workers in the catering and the construction industries and their families and complete the programmes in the fourth quarter of 2000 and the first quarter of 2001 respectively (2000)	Two large-scale promotional programmes, one for the catering industry and the other for the construction industry, were completed in October 2000 and April 2001 respectively. (Action Completed)
To promote a healthy lifestyle in the working population (LD)	To organise promotion programmes to discourage people from smoking, drinking alcohol and using over-the-counter drugs at work in the fourth quarter of 2000 (2000)	As at June 2001, we have delivered over 60 health talks on “Fitness at Work” to employees. We have also produced a set of display boards and two pamphlets on healthy lifestyle. This will be an on-going activity. (Action Completed)

Initiative	Target	Present Position
<p>To promote hearing conservation (LD)</p>	<p>To produce, in conjunction with the Occupational Deafness Compensation Board, an educational video for the promotion of hearing conservation in the noisy trades and launch it in the fourth quarter of 2000  (2000)</p>	<p>The educational video was produced in October 2000 and distributed to workers and employers.  (Action Completed)</p>
<p>To promote the prevention of silicosis (LD)</p>	<p>To produce, in conjunction with the Pneumoconiosis Compensation Fund Board, an educational video to promote the prevention of silicosis and launch it in early 2001  (2000)</p>	<p>The educational video was produced in January 2001 and distributed to the industries concerned.  (Action Completed)</p>
<p>To raise the awareness of occupational health problems among workers in specific occupational groups (LD)</p>	<p>To launch tailor-made occupational health programmes for students, school staff and disciplinary personnel in the fourth quarter of 2000  (2000)</p>	<p>As at 30 June 2001, we have conducted over 60 tailor-made workshops for students and teachers, and seven tailor-made health talks for Police and Customs &amp; Excise officers.  (Action Completed)</p>

<b>Initiative</b>	<b>Target</b>	<b>Present Position</b>
<p>To establish occupational disease-specific patient support groups to enhance knowledge on self-care and mutual support through experience sharing</p> <p><i>(LD)</i></p>	<p>To conduct programmes for eight patient support groups in 2001</p> <p><i>(2000)</i></p>	<p>We have formed a total of 12 patients support groups on back injuries, occupational dermatitis and tenosynovitis of forearm. This will be an on-going activity.</p> <p><i>(Action Completed)</i></p>
<p>To amend the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulation to enhance the powers and training of safety officers and to extend the coverage to the container-handling industry</p> <p><i>(EMB)</i></p>	<p>To introduce the amendment regulation into the Legislative Council in the 1999-2000 legislative session</p> <p><i>(1999)</i></p>	<p>The draft regulation was introduced into the Legislative Council in June 2001.</p> <p><i>(Action Completed)</i></p>
<p>To introduce a new regulation under the Occupational Safety and Health Ordinance to protect the safety and health of habitual users of display screen equipment</p> <p><i>(EMB)</i></p>	<p>To introduce a control regime with regard to the use of display screen equipment and to set compliance standards by October 2000</p> <p><i>(1999)</i></p>	<p>The draft regulation was introduced into the Legislative Council in December 2000.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To introduce a new regulation under the Occupational Safety and Health Ordinance on the provision and use of personal protective equipment (<i>EMB</i>)</p>	<p>To introduce a regulation into the Legislative Council in late 2000 to ensure that employees are provided with suitable personal protective equipment and given adequate and appropriate information, instruction and training on the use of such equipment (1999)</p>	<p>On re-consideration, we have concluded that it would be more appropriate to achieve this objective through publicity and promotion efforts. We have issued several guides on the subject.  (<i>Action in Progress: Under Review</i>)</p>
<p>To reach out to small and medium sized-enterprises (SMEs) and promote the basic concepts of occupational safety and health among employers and employees by providing practical guide to risk identification, disseminating workplace safety information and collecting feedback during contacts with SMEs (<i>LD</i>)</p>	<p>The target number of enterprises reached is about 18 000 by end-2000 (1999)</p>	<p>We started the promotion programme in July 1999. In total, we have visited about 236 000 SMEs.  (<i>Action Completed</i>)</p>
<p>To require workers engaged in hazardous occupations to undergo pre-employment and periodic medical examinations by Appointed Medical Practitioners (<i>EMB</i>)</p>	<p>To introduce a new legislation into the Legislative Council in the 1998-1999 legislative session (1998)</p>	<p>The Regulation is being revised based on the views of the Legislative Council Sub-committee.  (<i>Action in Progress: Under Review</i>)</p>