

MESSAGE

Manpower is Hong Kong's most treasured asset. It is the Government's objective to ensure that we have a dynamic, well-motivated, adaptable and continuously upgraded workforce contributing to Hong Kong's economic competitiveness.

At a time of high unemployment, our prime aim is to provide a comprehensive and effective employment service to help the unemployed re-enter the workforce and minimise the duration of unemployment.

In June 1998, the Government set up a Task Force on Employment, led by the Financial Secretary, to look into the problem of local unemployment and to explore ways and means of facilitating job creation. The Task Force comprises representatives from the business and employee sectors, academia and training institutions as well as senior Government officials. Since its establishment, it has advanced government projects, strengthened employment services, enhanced vocational training and employees' retraining and tightened measures to combat illegal employment. According to our estimates, about 90 000 job opportunities were created between June 1998 and September 1999 as a result of the Government's key policy initiatives and public works projects; and some 65 000 new job opportunities will arise in the next 15 months. About 40 000 people were placed in jobs through the Local Employment Service of the Labour Department last year. In addition, the training capacity of the Employees Retraining Board was increased by 23%, enabling 95 000 people to benefit from retraining programmes in the current financial year.

Among the unemployed, we are particularly concerned about young school leavers looking for jobs for the first time. To this end, we have recently launched a massive Youth Pre-employment Training Programme which will last for about six months. The programme will provide a wide range of employment-related training in various areas such as leadership and self-discipline, job search and interpersonal skills, computer application, job specific skills, and workplace attachment opportunities for the young trainees. We aim to improve these trainees' employability and better prepare them for employment when the economy improves.

Whilst we spare no efforts to help the unemployed re-enter the workforce, we will not lose sight of the other programme areas relating to labour. We will continue to promote good employer and employee relations, enhance the rights and benefits of employees in a way which is commensurate with Hong Kong's socio-economic development, and protect their safety and health at work.

My colleagues and I in the Education and Manpower Bureau and the Labour Department, with the support of the Vocational Training Council, the Construction Industry Training Authority, the Clothing Industry Training Authority, the Employees Retraining Board, the Occupational Safety and Health Council and all the relevant advisory boards and committees, are determined to meet the targets for the Key Result Areas set out in this document.

I welcome your comments and suggestions on this document.

A handwritten signature in black ink, appearing to read 'W P Wong'.

(Joseph W P Wong)
Secretary for Education and Manpower

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 and adaptable workforce, improve and safeguard employee rights and benefits, promote good employer and employee relations, provide an efficient employment service and ensure safety and health at work.

Our targets this year in pursuing this Policy Objective are -

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

Progress Made

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, help the unemployed to re-enter the workforce as soon as possible, and to minimise the duration of unemployment. 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 and the Clothing Industry Training Authority. The Task Force on Employment, led by the Financial Secretary, has also devised a wide range of measures to ease unemployment and help job creation. In terms of creating new job opportunities, the Government has put in great efforts in accelerating public works and infrastructural projects, as well as various environmental and community projects. We estimate that there have been 90 000 job opportunities created by these initiatives between June 1998 and September 1999.

Our second target was to ensure that the level of training and adaptability of Hong Kong's workforce meets the needs of the local economy. To this end, we have assisted the VTC and ERB in improving their services. In the past year, we made good progress in our work to rationalise the management, academic and training structure of VTC to enhance its cost-effectiveness and responsiveness to changing needs. We also provided a grant of \$500 million to ERB to enable it to expand its training capacity and improve the quality of its courses for the unemployed and the potentially unemployed.

KEY RESULT AREAS (KRAs)

To ensure that this Policy Objective can be achieved, we must deliver results in a number of key areas, that is, we must –

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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 (EMB) 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.

Progress Made

In the past year, we have completed two consultancy studies on the manpower and training needs of the travel and tourism industry and the information technology sector. Together with the relevant bureaux and departments, we are taking steps to take forward the recommendations.

We are also carrying out a consultancy study on the best overseas practices in manpower forecasting. The study will provide a qualitative analysis of the manpower forecasting practices in selected economies and assess their relative merits in terms of their application to Hong Kong. On the basis of the study, we will examine whether and how a manpower forecasting model could be developed for Hong Kong.

We have achieved good progress on the review of the labour market analysis and apprenticeship scheme run by the Vocational Training Council (VTC). On the former, a task force has been established under VTC and we expect that it will complete its deliberations by the end of 1999. A consultancy study on the review of the apprenticeship scheme has been completed and we are considering the consultant's report.

Taking into account the evolving training needs of the construction industry and manpower requirements arising from upcoming infrastructural and railway projects, the Construction Industry Training Authority (CITA) has increased its training capacity by 16.6% in the 1998-1999 training year. As an ongoing effort, CITA has continued to run safety training courses for in-service construction workers.

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 undertake a study of the best overseas practices in manpower forecasting and consider a manpower forecasting model best suited to Hong Kong for the next ten years</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To complete the study within 1999</p> <p><i>(1998)</i></p>	<p>A consultancy study on the best overseas practices in manpower forecasting is being finalised. In the light of the study's findings, the Government will consider the development of a manpower forecasting model best suited to Hong Kong.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To review the Vocational Training Council's (VTC's) labour market analysis and apprenticeship systems</p> <p><i>(Vocational Training Council (VTC))</i></p>	<ul style="list-style-type: none"> ● To complete the review by end-1999 <i>(1998)</i> ● As part of the organisational review of the VTC, to work with the VTC to – <ul style="list-style-type: none"> – identify a new methodology so that improved labour market analysis can be carried out; – identify, in the light of the resource review, those disciplines which are in least demand by students and/or employers, and those which are in great demand, and redeploy resources where appropriate <p><i>(1997)</i></p>	<ul style="list-style-type: none"> ● The VTC has established a task-force comprising representatives from the relevant government bureaux and departments to examine (a) the methodology for designing manpower surveys and questionnaires, and (b) a suitable data warehousing system to collect and analyse data on an industry-specific basis. ● The VTC has completed a review of the apprenticeship system. The consultant's report is now being considered by the VTC and EMB. <p><i>(Action in Progress: On Schedule)</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 study the manpower and training needs of major service sector industries. A study on the travel and tourism industry is under way and one on information technology (IT) is being designed</p> <p><i>(EMB)</i></p>	<ul style="list-style-type: none"> ● To complete the travel and tourism study in the last quarter of 1998 ● To complete the IT study by mid-1999 <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● The consultancy study on the manpower and training needs of the travel and tourism industry was completed. We are considering with relevant government bureaux and departments on how best to take forward the recommendations. ● The consultancy study on the manpower and training needs of the IT industry was completed. A draft final report is being circulated for comments by relevant government bureaux and departments. <p><i>(Action in Progress: On Schedule)</i></p>
<p>Construction Industry Training Authority (CITA) to monitor closely the training needs of the industry and respond positively by increasing its flexibility to train more workers, and by collaborating with the Government, the Vocational Training Council (VTC), the Employees Retraining Board (ERB) and other tertiary/educational institutions</p> <p><i>(EMB)</i></p>	<p>During 1999, CITA will focus on meeting the long-term and short-term training needs of the construction industry through full-time courses lasting one year and shorter courses respectively. The Authority will also meet the needs of in-service construction personnel for continuing education training through professional development courses</p> <p><i>(1998)</i></p>	<p>In endeavouring to meet both the long-term and short-term training needs of the construction industry, the CITA increased in 1998-1999 its training capacity of craftsmen/technicians who are new entrants to the industry to 6 183, an increase of 44% over the previous year. The CITA has also embarked on a large scale safety training course for in-service workers and has been conducting various continuing education training to meet the demands of the industry and the provisions of new laws and regulations.</p> <p><i>(Action in Progress: On Schedule)</i></p>

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicator –

Indicator	1999 Target
Extent to which Hong Kong's future manpower and skill needs are met	All reviews completed and agreed changes implemented in time

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
To develop Hong Kong into a regional training centre for Chinese cuisine by the establishment of a Chinese Cuisine Training Institute for providing systematic practical training in Chinese cuisine; and by introducing a trade testing system (VTC)	To commission the Institute by the end of 2000
To establish two Retraining Resources Centres at strategic locations to strengthen the "One-Stop Service" of the Employees Retraining Board (ERB) and to foster continuing/life-long learning (ERB)	<ul style="list-style-type: none"> ● To set up two Retraining Resources Centres by the end of 1999 ● To provide "One-Stop Service" in the future Retraining Resources Centres

2

Foster a skilled and dynamic workforce

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, able to respond as the Hong Kong economy evolves to seize emerging opportunities.

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.

The Vocational Training Council (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 Employees Retraining Board (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 Construction Industry Training Authority (CITA) provides, through its training centres, full 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.

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 controls. 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.

Progress Made

In the past year, we made good progress in our work to rationalise the management, academic and training structure of the VTC. The aim was to further enhance the VTC's cost-effectiveness and responsiveness to changing needs. The Hong Kong Institute of Vocational Education was formed in March 1999 by integrating the VTC's two existing Technical Colleges and seven Technical Institutes. The first batch of new courses has been introduced from

September 1999 to tie in with the commencement of the new academic year. The structure and content of the VTC's courses at basic craft level have been revamped to make them more attractive to young people.

To enable the ERB to expand its training capacity and improve the quality of its courses, we injected a further \$500 million to the ERB in January 1999. More emphasis has been placed on running tailor-made courses to meet the needs of the labour market and to ensure a high placement rate for trainees. Compared with last year, we expect that there will be a 39% increase in the number of training places offered by these tailor-made courses in 1999. ERB has also continued to improve the quality of its training through course restructuring, modularisation and standardisation, and by incorporating basic "soft skills" like computer application as the core module.

During the past year, co-operation between Labour Department (LD) and the various training and retraining bodies has been strengthened. For instance, the ERB and the Local Employment Service of the LD have stepped up the exchange of job vacancy information through computerised systems. This has enhanced the matching of job-seekers/retrainees with suitable vacancies. LD and ERB have continued to organise joint activities such as career exhibitions and recruitment seminars.

To enhance the skill and employability of our young school leavers, we have launched an innovative Youth Pre-employment Training Programme in September this year. The six-month programme provides comprehensive employment-related training as well as workplace attachment opportunities to young people, thus helping to foster a skilled young 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>Vocational Training Council's (VTC's) existing two Technical Colleges (TCs) and seven Technical Institutes (TIs) to be integrated into one coherent management, academic and training structure, to enhance VTC's cost-effectiveness and responsiveness. To draw up a timetable, together with the VTC, to work on the phased implementation of the recommendations arising from the strategic and organisational review of the VTC to ensure that VTC will become more flexible and responsive to the changing demands of the labour market (VTC)</p>	<ul style="list-style-type: none"> ● To have the integration completed by 2001-2002 to form the Hong Kong Institute of Vocational Education (IVE) (1998 and 1997) ● To strengthen vocational education and training as an attractive alternative route to traditional secondary and higher education (1997) ● To introduce a quality assurance system into the VTC (1997) ● To strengthen the VTC Council and senior management (1997) 	<ul style="list-style-type: none"> ● The IVE was formed and the resulting new course structure will be phased in from the 1999-2000 academic year. The Institute will be fully operational upon the completion of the new wing at the campus in Sha Tin in 2002. (Action in Progress: On Schedule) ● Craft courses have been revamped to make them more effective and attractive to trainees. Considerable publicity has been generated with a view to attracting school leavers to enrol in VTC programmes. (Action Completed) ● The VTC has developed and is implementing a quality assurance system called 'Total Quality Initiatives'. A complete reviewing, monitoring and validation system is in place for IVE courses, and an auditing and reviewing system has been set up for support and other services. (Action in Progress: On Schedule) ● A Consultant (Strategic, Planning, Auditing and Quality Management) was appointed in January 1998. Restructuring and reorganisation is taking place to strengthen management and support services. (Action in Progress: On Schedule)

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● To modernise the training equipment in the training centres (1997) ● To improve teaching equipment in the technical institutes to satisfy the most up-to-date course requirements (1997) 	<ul style="list-style-type: none"> ● The Government has approved \$2.3 million in 1997-1998 for modernising the training equipment in the training centres. A further \$10 million has been secured for modernisation of equipment in the next three years. <i>(Action in Progress: On Schedule)</i> ● Funds of \$3.8 million will be provided by the Government in 2000-2001 for the procurement of computer hardware and software for the operation of new Higher Diploma courses at the Sha Tin campus. <i>(Action in Progress: On Schedule)</i>
<p>To build a new wing at Shatin Technical Institute to meet future demands (VTC)</p>	<p>To complete the new wing by 2001-2002 to provide an additional 1 000 places (1998)</p>	<p>The site investigation, building design and construction drawings have been completed. <i>(Action in Progress: On Schedule)</i></p>
<p>To enhance the VTC's information technology infrastructure and services by implementing a \$176 million-strategy (VTC)</p>	<ul style="list-style-type: none"> ● To complete the exercise by 2001-2002 (1998) ● To work with the VTC to enhance the VTC's existing information technology infrastructure (1997) 	<p>Funding approval will be sought from the Finance Committee of the Legislative Council before end-1999. The enhancement will commence in 1999-2000. <i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To enhance co-ordination amongst the VTC, ERB and the Local Employment Service of the Labour Department (LD) to maximise their resources for the benefit of job-seekers</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To commence by end 1998</p> <p><i>(1998)</i></p>	<p>The ERB has strengthened co-ordination with the Local Employment Service of the LD to speed up the exchange of job vacancy information through computerised systems and to enhance the matching of job-seekers/retrainees with suitable vacancies. The efforts are exemplified by the enhanced job matching-cum-training for domestic helpers. Joint activities such as career exhibitions/recruitment seminars for job-seekers and the unemployed are held by ERB/LD regularly.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To provide a grant of \$500 million to the Employees Retraining Board (ERB) to enable it to expand its training capacity and improve the quality of its courses for the unemployed</p> <p><i>(ERB)</i></p>	<ul style="list-style-type: none"> ● To ensure that ERB is adequately funded to provide retraining for the unemployed over the next few years <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● The \$500 million grant was disbursed to the ERB in January 1999. Adequate funds are now available for the ERB to implement its newly developed strategic plan with a view to providing quality retraining courses and services to the unemployed and the potentially unemployed. For example, training capacity has been increased from about 77 000 places for 1998-1999 to some 95 000 for 1999-2000. The quality of training will be enhanced through course restructuring, modularization and standardisation. 'Soft skills' and basic skills like computer techniques will be included as essential training modules. <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● To ensure the smooth implementation of the recommendations arising from the review of the Employees Retraining Scheme (ERS) to ensure that the scheme is flexible and responsive to market needs <i>(1997)</i> 	<ul style="list-style-type: none"> ● The recommendations arising from the ERS review have been implemented. Sustained efforts are being made to uphold the principles underlying the review. <i>(Action Completed)</i>
<p>To expand special tailor-made employees retraining courses under the ERS to retrain the unemployed in new and transferable skills <i>(ERB)</i></p>	<ul style="list-style-type: none"> ● To implement a special promotion and marketing programme for these courses by end-1998 <i>(1998)</i> 	<ul style="list-style-type: none"> ● The ERB has launched a series of promotion and publicity activities on tailor-made programmes. The activities included the production of corporate brochures and leaflets, the staging of exhibitions as well as the delivery of talks and visits to employers/trade associations. The programmes have gained wide acceptance by employers and trade associations. It is projected that a total of 1 800 retraining places will be offered under tailor-made programmes in 1999, representing a 39% increase over the figure of 1 299 in 1998. <i>(Action in Progress: On Schedule)</i>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> ● In consultation with employers, the ERB will identify more job vacancies for special tailor-made training at the employers' workplace which in addition to vital working experience, also provides trainees with a re-training allowance and 12 months' post-employment follow-up service (1998) 	<ul style="list-style-type: none"> ● Where appropriate, tailor-made programmes are designed to enhance the practical training for the retrainees at the employers' workplace. This means that an On-the-Job Training (OJT) Scheme may be added to the programmes so that retrainees are granted OJT allowances during their initial period of employment, usually three months, so as to enhance their employment opportunities and retention in the industry. Extended follow-up service ranging from three to 12 months also aims to help them retain their jobs. Such special on-job tailor-made programmes have been run, for example, for the telecommunications industry, the clothing industry and the exhibition and convention industry. <p>Recently, such special tailor-made programmes have also been run for private homes for elderly care since April 1999. Many courses are being planned with active participation of employers and trade associations.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To develop a qualifications framework for VTC's programme and ERB's retraining programme to provide an education training ladder for the employed and unemployed (EMB)</p>	<ul style="list-style-type: none"> ● To draw up a framework for the exercise by end-1999 (1998) ● To work with the VTC to respond rapidly to the needs of the community to help ease unemployment (1997) 	<ul style="list-style-type: none"> ● The EMB is working closely with the VTC and the ERB to develop the qualifications framework. <i>(Action in Progress: On Schedule)</i> ● Jointly run with the VTC, the ERB has offered a special nine-month Certificate in Skills Training (Service Industries) course for 1 000 unemployed persons. The course started in September 1998 and was completed in late June 1999. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>The ERB to evaluate the effectiveness of the training bodies (EMB)</p>	<ul style="list-style-type: none"> ● The ERB to evaluate the number and composition of the training bodies with a view to assessing their performance and quality and improving their effectiveness (1997) ● The ERB to introduce a placement-tied, performance-based payment system for the training bodies (1997) 	<ul style="list-style-type: none"> ● Sustained efforts are made to evaluate the performance of training bodies and to improve their effectiveness. Detailed guidelines are laid down for new training bodies to run the retraining scheme. The performance of existing training bodies is regularly reviewed so that the non-performers will be deleted from the approved list of training bodies. So far, four training bodies have been deleted from the approved list while ten others are subject to possible deletion by October 1999. Such evaluation is a continuous exercise in order to ensure the quality of training provided by ERB training bodies. <i>(Action in Progress: On Schedule)</i> ● At present, training is placement-focused, which means that funding will only be provided for employment-related retraining courses with satisfactory placement results. However, the 70% placement target is now flexibly administered in view of the slackening labour market. On the other hand, a more elaborate and systemic accounting manual is being developed by a consultancy firm commissioned to review the financial arrangements with training bodies. The new system will involve an annual budgeting plan for each training body and the provision of funding or otherwise depends very much on its previous performance, of which placement will be one of the key indicators. <i>(Action Completed)</i>

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicator –

Indicator	1999 Target
The volume and types of training and retraining provided and how the changing needs of different sectors are met	To adjust flexibly the number and types of training/retraining places to meet the evolving needs of different sectors

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
<p>To mount a major and comprehensive “Youth Pre-employment Training Programme” for young school leavers in order to enhance their employability through concerted efforts of various government departments, training bodies, voluntary agencies and employers –</p> <ul style="list-style-type: none"> – Leadership, self-discipline and team-building training – Job search and interpersonal skills – Computer application – Job specific skills – Workplace attachment <p>(EMB/LD)</p>	<ul style="list-style-type: none"> ● To provide a series of useful employment-related training courses and workplace attachments to a large number of young school leavers mainly between the age of 15 - 19 ● To upgrade the skills and employability of young school leavers ● To start the programme in September 1999

Initiative	1999 Target
<p>To strengthen the quality of retraining courses administered by the Employees Retraining Board (ERB) (ERB)</p>	<ul style="list-style-type: none"> ● To improve the quality of training through course restructuring, standardisation and modularisation, and enhance the participation of employers and training providers in the design, delivery and evaluation of retraining courses through various Course Steering Groups ● To provide the unemployed with generic and transferable skills training in areas such as “soft skills”, information technology and vocational languages in the core module of retraining courses ● To set up Trade Advisory Groups and a Co-ordination Forum to invite key personnel of major trade and employers associations to take part in the development of retraining programmes. Regular meetings will be held to exchange views and enhance co-ordination with trade/professional associations
<p>To enhance the ERB’s placement services (ERB)</p>	<p>To provide retrainees with extended post-employment follow-up services ranging from three to 12 months to help them retain their jobs</p>
<p>To increase the quantity and quality of training places in the Construction Industry Training Authority (CITA) to attract new entrants into the construction industry (CITA)</p>	<ul style="list-style-type: none"> ● Increase the capacity of full-time training courses from 6 183 in the 1998-1999 training year to 7 657 in the 1999-2000 training year ● To require all trainees of the basic craft and short courses to pass the Intermediate Trade Test before graduation

3

Promote good employer/employee relations

Good employer and 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
- registering and regulating trade unions to bring about sound administration and responsible trade unionism

We seek to promote harmonious employer and employee relations, with a view to minimising labour disputes, employee claims and work stoppages. To this end, we 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 and employee relations. In the past year, we handled 31 951 labour disputes and claims, 60.1% of which were resolved amicably by conciliation. Notwithstanding the relatively large number of labour disputes and claims mainly as a result of the economic adjustment experienced by Hong Kong, the total number of days lost through work stoppage was only 1 383.5, or 0.46 working days lost per 1 000 wage earners and salaried employees, reflecting the generally peaceful labour relations scene.

Progress Made

We have made good progress in our initiatives to promote good employer/employee relations. In the past 18 months, we organised more than 2 200 promotional activities. Four new practical guides were widely distributed to employers, employees and their respective associations and were well received.

Since April 1999, Labour Department (LD) has created 17 posts for the purpose of improving the consultation and conciliation services. Since May, LD has issued a guide on good people management practices. We will continue encouraging and benchmarking such practices by launching a new Good People Management Award. Having completed a guide to promote employers' compliance with their obligations under the labour laws, our next initiative is to prepare a practical guide for employees to enhance understanding of their protection under the law. With the progress in promoting employer and employee relationship at the enterprise level, our new initiative for 1999 is to strengthen direct dialogues on employment matters at the trade/industry level. With 98% of establishments being small and medium sized enterprises, we will pay more attention to the needs of such enterprises in effective communication and understanding of the Employment Ordinance.

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>Improve the Labour Department's consultation and conciliation services by –</p> <ul style="list-style-type: none"> ● deploying more professional staff to man the enquiry counter ● cross-district registration of employment claims ● providing express services for clients with particular needs <p><i>(Labour Department (LD))</i></p>	<p>Effect the improvements by mid-1999 <i>(1998)</i></p>	<p>We have created 17 posts to implement these initiatives with effect from 1 April 1999. <i>(Action Completed)</i></p>
<p>To compile a comprehensive practical guide about labour laws and good management practices <i>(LD)</i></p>	<p>Completion within 1999 <i>(1998)</i></p>	<p>A guide on labour laws and a guide on good people management practices were issued in May 1999. <i>(Action Completed)</i></p>
<p>To prepare practical guidelines for employers on how to handle retrenchment and wage reduction <i>(LD)</i></p>	<p>Completion by end 1998 <i>(1998)</i></p>	<p>The guidelines were issued in October 1998. <i>(Action Completed)</i></p>

Initiative	Target	Present Position
To promote the use of written employment contract and to prepare a sample contract for reference by employers and employees (LD)	Completion by end 1998 (1998)	A booklet on written employment contract was issued in January 1999. Since then, we have organised over 300 activities to promote the use of written employment contracts. (Action Completed)

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicators –

Indicator	1999 Target
Number of labour disputes and claims handled	Handle about 31 000 cases of labour disputes or claims
Percentage of labour disputes and claims resolved amicably	Aim to resolve 60% of the labour disputes and claims handled by LD

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
To launch a Good People Management Award so as to encourage, promote and benchmark companies in achieving good people management practices (LD)	To launch the Award by end-1999
To compile a comprehensive guide on employees' rights and benefits under labour laws (LD)	Completion by end-2000

Initiative	1999 Target
<p>To promote tripartite communication between employers, employees and the government on employment matters at the trade/industry level (LD)</p>	<p>To form new tripartite committees and hold regular meetings to improve understanding and communication between employers' and employees' organisations on employment matters of mutual concern</p>
<p>To strengthen promotional efforts for effective labour-management communication and better understanding of the Employment Ordinance amongst small and medium sized enterprises (LD)</p>	<p>To organise a series of promotional activities to reach out to 90 000 small and medium sized enterprises</p>

4

Enforce employee rights and benefits

Employees will only give their best if their employment and working conditions are deemed 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 LAB on all legislative proposals on labour laws before introducing them into the legislature. Over recent decades, the success of this tripartite structure has led to significant improvements in employee welfare and benefits.

Progress Made

We have completed the review on the employment conditions of live-in domestic helpers and are in the process of consultation. We have also completed reviews on the provisions on reinstatement, wages, sickness benefits and lay-offs under the Employment Ordinance.

We have been in discussion with the LAB's Committee on Occupational Safety and Health with respect to the working hours of the workforce on the basis of the survey findings and reference to overseas practices. We are exploring whether the objective should be pursued through the issue of a guidance note or by other means.

With respect to employees' compensation, we have completed the consultancy review on the Employees Compensation Assistance Scheme. We will consult the interested parties on the recommendations arising from the review. Legislative amendments will be introduced into the Legislative Council in the 1999-2000 session to implement the proposals to ensure that the Employees Compensation Assistance Fund provides an adequate "safety net" to all deserving cases, and is financially viable in the long run.

We are slightly behind schedule in introducing legislation to improve the system of settlement of compensation claims in work-related fatal accidents. We will endeavour to introduce a bill into the Legislative Council at the earliest possible instance during the 1999-2000 session.

In July 1999, we have set up an Intelligent Call Centre to improve our public information service. The Centre can provide the public with a more user-friendly and easily accessible telephone enquiry service.

On the law enforcement side, we have continued to conduct vigorous inspections of workplaces to ensure employers' compliance with obligations under the labour laws and to assist in clamping down on illegal employment.

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 review the provisions on wages and reinstatement under the Employment Ordinance to assess whether any changes should be made <i>(Labour Department (LD))</i>	To complete the review by end-1998 <i>(1998)</i>	We have completed the review and will consult the Labour Advisory Board within 1999. <i>(Action Completed)</i>
To improve our public information service by setting up an Intelligent Call Centre to provide callers with efficient and user-friendly access to information on labour laws and services of LD <i>(LD)</i>	Completion by end-1999 <i>(1998)</i>	The Intelligent Call Centre has been set up and put into operation to provide the public with a more easily accessible and user-friendly telephone enquiry service. <i>(Action Completed)</i>

Initiative	Target	Present Position
<p>To review the Employees Compensation Assistance Scheme (ECAS) to ensure the fund meets current and future demands</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<p>To complete the review by end 1999</p> <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● The consultancy review is completed. ● Consultations will be conducted on the proposals in the review. ● Legislative amendments to be introduced into the Legislative Council in the 1999-2000 session. <p><i>(Action in Progress: On Schedule)</i></p>
<p>To introduce legislation to improve the system of settlement of compensation claims in work-related fatal accidents</p> <p><i>(EMB)</i></p>	<p>To introduce legislation into the Legislative Council in the 1998-1999 session</p> <p><i>(1998)</i></p>	<p>EMB is working closely with the Department of Justice and LD in finalising the bill. The bill will be introduced into the Legislative Council at the earliest possible instance during the 1999-2000 session.</p> <p><i>(Action in Progress: Behind Schedule)</i></p>
<p>To conduct vigorous inspections of workplaces to ensure compliance with the requirements laid down in employment legislation and to assist in combating illegal employment</p> <p><i>(LD)</i></p>	<p>We will conduct 150 000 inspections in 1999</p> <p><i>(1998)</i></p>	<p>A total of 101 996 inspections were conducted from January to August 1999.</p> <p><i>(Action in Progress: On Schedule)</i></p>

Initiative	Target	Present Position
<p>To complete the review on the working hours of our workforce (LD)</p>	<p>To explore whether new regulations to provide for rest breaks to protect workers' safety and health at work should be introduced (1997)</p>	<p>We have conducted a survey on the pattern of working time arrangements among our workforce, and made an assessment on the economic implications, as well as studied the experience of other places. We are considering the best way of taking forward the review. We hope to reach a conclusion on this issue by mid-2000. <i>(Action in Progress: On Schedule)</i></p>
<p>To conduct a review of employment conditions of live-in domestic helpers with a view to assessing whether special arrangements should be provided to regulate their employment (LD)</p>	<p>To complete the review within 1998 (1997)</p>	<p>We have completed the review and are collecting the views of interested parties. <i>(Action Completed)</i></p>
<p>To review the provisions on sickness benefits under the Employment Ordinance to assess whether any changes should be made (LD)</p>	<p>To complete the review within 1998 (1997)</p>	<p>We have completed the review and will consult the Labour Advisory Board within 1999. <i>(Action Completed)</i></p>
<p>To review the provisions on lay-offs under the Employment Ordinance to assess whether any changes should be made (LD)</p>	<p>To complete the review within 1998 (1997)</p>	<p>We have completed the review and will consult the Labour Advisory Board within 1999. <i>(Action Completed)</i></p>

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicators –

Indicator	1999 Target
Major improvements in employee benefits and rights introduced	<ul style="list-style-type: none"> ● To complete the study on the feasibility of recognising Chinese medicine in labour legislation ● To introduce legislative changes, where appropriate, to give effect to the recommendations of the Review of the Employees Compensation Assistance Scheme
Number of inspections/prosecutions conducted to safeguard rights and benefits of employees	<ul style="list-style-type: none"> ● To conduct 163 000 inspections in the coming year ● An estimated number of 3 100 prosecutions conducted in the coming year
Percentage of successful connections to the Intelligent Call Centre	99% of calls can be connected to the Intelligent Call Centre successfully

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
To study the feasibility of recognising Chinese medicine for the purpose of employees' compensation and other benefits under relevant labour legislation (LD)	To complete the review by the first quarter of 2000
To step up enforcement against illegal employment by LD with a view to protecting employment opportunities for the local workforce (LD)	We will conduct an additional 5 000 inspections (3% more) to workplaces in 2000 to combat illegal employment

Initiative	1999 Target
<p>To strengthen co-operation and co-ordination with the International Labour Organisation (ILO)</p> <p><i>(EMB/LD)</i></p>	<ul style="list-style-type: none"> ● To organise technical co-operation programmes with the support of the ILO ● To serve as host country for ILO fellowship programmes
<p>To actively participate in tripartite forums organised by the ILO in the Asia-Pacific Region</p> <p><i>(LD)</i></p>	<p>To share experience and best practices with other economies in the region</p>
<p>To give effect to recommendations of the Review of the Employees Compensation Assistance Scheme</p> <p><i>(EMB)</i></p>	<p>To introduce legislative changes, where appropriate, to give effect to the recommendations of the review in the 1999-2000 legislative session</p>

5

Deliver an efficient employment service

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 (LD) provides a comprehensive range of free employment assistance and counselling to job-seekers through its Local Employment Service, and to people with disabilities 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 have been under enormous pressure during the past twelve months but have nonetheless delivered an upgraded, proactive and efficient service to meet the surge in demand for employment services.

Progress Made

We are making good progress on various initiatives. The Second Employment and Guidance Centre for New Arrivals opened in Mongkok in March 1999. Apart from providing an employment and counselling service to new arrivals from the Mainland, the centre also provides an employment service to local job-seekers. The centre has been well patronised.

With the addition of 22 staff in the 11 offices of the Local Employment Service to strengthen the Job Matching Programme, the programme has been able to provide service to about 17 300 job-seekers in the 12 months ending September 1999. This was 15.3% over the original target of serving 15 000 job-seekers in a year.

The Employment Information and Promotion Programme (EIPP) was launched in August 1998. The EIPP aims at strengthening the promotion of the employment service of the Labour Department and the collection of job vacancy information. By September 1999, it has reached out to about 2 000 employers and 40 000 job-seekers through a wide range of promotional activities. The programme has enhanced the awareness of both employers and job-seekers of the employment services provided by LD.

A total of 34 touch-screen computers which provide data on job vacancies was installed in offices of the Local Employment Service and the Labour Relations Service in October 1998. They are user-friendly and very popular among job-seekers.

The Telephone Employment Service Centre was set up on 21 December 1998 to provide speedy and convenient referral service by telephone for job-seekers. The response has been overwhelming. By the end of September 1999, the centre handled about 86 000 requests for telephone referral service.

Planning work for the re-provisioning and integration of branch offices of the Local Employment Service, the Labour Relations Service and the Careers Information Centres is in full swing.

The computerisation programme for the Selective Placement Division to improve the efficiency of the placement service to job-seekers with disabilities has begun and is on course.

The Careers Advisory Service launched its Internet service on 4 February 1999. As at the end of September 1999, the web-site has attracted 32 000 visitors.

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 complete the planning of one more employment and guidance centre in 1998-1999 to further improve our employment service for the new arrivals</p> <p><i>(Labour Department (LD))</i></p>	<p>Guidance centre to open by end-1998</p> <p><i>(1998 and 1997)</i></p>	<p>The second centre was opened in Mongkok in March 1999.</p> <p><i>(Action Completed)</i></p>
<p>To strengthen the service capacity of the Job Matching Programme in 11 Local Employment Service (LES) Branch offices and Employment and Guidance Centres for New Arrivals by adding a team of 22 staff</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To complete by end-1998 ● To serve 15 000 unemployed job-seekers a year <p><i>(1998)</i></p>	<ul style="list-style-type: none"> ● As from July 1998, the Job Matching Programme has been strengthened by adding a team of 22 staff to provide personalised counselling and placement services to more unemployed job-seekers. ● From October 1998 to September 1999, the programme served about 17 300 job-seekers. <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To launch the Employment Information and Promotion Programme to strengthen rapport with employers, to canvass vacancies actively and provide analysis of labour market information (LD)</p>	<ul style="list-style-type: none"> ● To launch the programme before end-1998 ● To establish close links with major employers and employer associations and to expand the vacancy database to increase the chances of finding suitable jobs for job-seekers ● To hold a series of promotional activities to reach out to 22 000 employers and job-seekers by end-1999 <p>(1998)</p>	<ul style="list-style-type: none"> ● The programme was launched in August 1998. ● Officers reached out to about 42 000 employers and job-seekers from August 1998 to September 1999. <p>(Action in Progress: On Schedule)</p>
<p>To install touch-screen computers in all LES offices and the Labour Relations Service (LRS) offices to enable more job-seekers to access job vacancies (LD)</p>	<p>To install 34 touch-screen computers in stages before end-1998 (1998)</p>	<p>All computers were installed in October 1998. (Action Completed)</p>
<p>To establish one new employment office to provide a telephone referral service for job-seekers (LD)</p>	<ul style="list-style-type: none"> ● To commence by end-1998 ● To handle 80 000 requests for telephone referral service a year <p>(1998)</p>	<ul style="list-style-type: none"> ● A Telephone Employment Service Centre was set up on 21 December 1998. ● From 21 December 1998 to 30 September 1999, the Centre handled about 86 000 requests for telephone referral service. <p>(Action Completed)</p>

Initiative	Target	Present Position
<p>To re-provision and integrate eight LES branch offices with eight LRS offices of LD, and to integrate two careers information centres with the LES offices. 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"> ● To complete in stages over the next three years ● To benefit each year 175 000 people seeking employment services, career information and advice, and labour relations service <p><i>(1998)</i></p>	<p>LD has, in collaboration with the Government Property Agency (GPA), formulated a three-year programme for the offices concerned.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To improve the efficiency of the placement service for job-seekers with disabilities by fully computerising all four offices of the Selective Placement Division</p> <p><i>(LD)</i></p>	<p>To complete by end-1999</p> <p><i>(1998)</i></p>	<p>The project initiation, network installation and system implementation have begun.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To disseminate career information on the Internet</p> <p><i>(LD)</i></p>	<p>To start from March 1999</p> <p><i>(1998)</i></p>	<p>The Internet web-site for disseminating career information commenced operation on 4 February 1999.</p> <p><i>(Action Completed)</i></p>

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicators –

Indicator	1999 Target
Number of job-seekers registered with the Local Employment Service (LES)	An estimated number of 220 000 job-seekers registered with LES
Number of job-seekers with disabilities registered with the Selective Placement Service	An estimated number of 3 600 job-seekers with disabilities registered with the Selective Placement Service
Number of able-bodied job-seekers placed	An estimated number of 40 000 able-bodied job-seekers placed
Number of job-seekers with disabilities placed	An estimated number of 1 470 job-seekers with disabilities placed
Time taken for a job order from an employer to be displayed in LES job centres	Within 24 hours
Time taken for job-seekers to receive counselling and placement services from the LES	Within one week

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
<p>To revamp the Job Matching Programme to meet the increasing demand for service brought about by the growing popularity of the programme. Group counselling in the form of a briefing session followed by a workshop will be introduced to complement individual counselling. The briefing session will disseminate key labour market information. The workshop will provide core skills training in areas such as self-analysis of strength and weakness, networking, communication and interviewing skills. Placement officers will be able to have a better knowledge about the job-seekers. This will be followed by one-to-one job matching service</p> <p><i>(LD)</i></p>	<p>To complete revamping of the Job Matching Programme by the end of 2000</p>
<p>To enhance the employment service for the construction industry by developing a dedicated system in the website of the Interactive Employment Service</p> <p><i>(LD)</i></p>	<p>To complete by the end of 2000</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>

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. 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.

Progress Made

In the past year, our targets included introducing several pieces of new or amendment legislation into the Legislative Council to enhance occupational safety and health; setting up a new Occupational Safety and Health Service Centre and the second Occupational Health Clinic; conducting more medical examinations on occupational health hazards; medical assessments for employees' compensation claims; and field surveys and studies on occupational hygiene.

Progress in all areas was satisfactory. We have introduced all the planned legislation into the Legislative Council and the Council enacted half of them within the 1998-1999 session. The new Occupational Safety and Health Service Centre and the second Occupational Health Clinic commenced operation in May 1999 on schedule. Good progress was also being made to achieve our targets on the number of medical examinations, medical assessments, field surveys and studies, etc. to be conducted in 1999.

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 further enhance the general safety and health standards at work and reduce the risk of occupational injuries by introducing legislative provisions. These new provisions will lead to less time lost, fewer compensation claims and higher productivity as a result of better safety knowledge and awareness</p> <p><i>(Education and Manpower Bureau (EMB))</i></p>	<ul style="list-style-type: none"> ● To introduce new legislation in the 1998-1999 legislative session to provide for – <ul style="list-style-type: none"> – mandatory safety training for those working in the construction and container handling industries – safety management system in designated factories and industrial undertakings, employing 100 or more employees – better protection for those working in confined spaces and at height on construction sites – training and certification for operators of fork-lift trucks and earth-moving equipment – introduce a new regulation to require workers engaged in hazardous occupations to undergo pre-employment and periodic medical examinations by Appointed Medical Practitioners <p><i>(1998)</i></p>	<ul style="list-style-type: none"> – The Amendment Bill was approved by the Legislative Council in July 1999. <i>(Action Completed)</i> – Expanded regulation-making power was approved by the Legislative Council in July 1999. Relevant new regulations will be introduced in October 1999. <i>(Action in Progress: On Schedule)</i> – Regulations were approved by the Legislative Council in January and March 1999 respectively. <i>(Action Completed)</i> – The Regulation is being studied by a Legislative Council Sub-committee. <i>(Action in Progress: On Schedule)</i> – The Regulation is being studied by a Legislative Council Sub-committee. <i>(Action in Progress: On Schedule)</i>

Initiative	Target	Present Position
	<ul style="list-style-type: none"> To give early health warnings to 195 000 workers exposed to high health risks in hazardous trades <i>(1998 and 1997)</i> 	<ul style="list-style-type: none"> The original provision on this early warning mechanism has been removed from the proposed Factories and Industrial Undertakings (Medical Examinations) Regulation. The Regulation is being examined by a Legislative Council Sub-committee. <i>(Action in Progress: Under Review)</i>
<p>In co-operation with the Works Bureau, to require public works contractors to provide specific induction safety training to all construction workers <i>(Labour Department (LD))</i></p>	<p>To enhance safety awareness whilst at work so as to bring down further the number of accidents in the construction industry <i>(1998)</i></p>	<p>Safety training requirement has been included as a contract condition for public works. <i>(Action Completed)</i></p>
<p>To adopt a new multi-disciplinary inspection approach to tackle the inter-related occupational safety and health issues for large organisations <i>(LD)</i></p>	<p>To inspect 30 hospitals and nine tertiary educational institutions by March 1999 <i>(1998)</i></p>	<p>The inspections were conducted on schedule. <i>(Action Completed)</i></p>
<p>To help the Education Department introduce occupational safety and health elements in the secondary school curriculum with effect from the 1999-2000 school year <i>(LD)</i></p>	<p>To increase awareness in the prospective workforce about occupational safety and health and prepare them better before they take up employment <i>(1998)</i></p>	<p>The Curriculum Development Institute has incorporated these elements in the school curriculum and has encouraged textbook publishers to introduce them in future editions or revisions. <i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>In co-operation with the Occupational Safety and Health Council, produce publications in CD-ROM format for distribution to the general public and place such information on the Internet by March 1999</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To distribute codes of practice, guidance and other educational materials more widely and cost-effectively ● To distribute 10 000 CD-ROMs by March 1999 <p><i>(1998)</i></p>	<p>The CD-ROMs were distributed on schedule by March 1999. Such information has also been placed on the Internet website of the Occupational Safety and Health Council.</p> <p><i>(Action Completed)</i></p>
<p>To set up an Occupational Safety and Health Service Centre to provide health and safety advice to workers and their employers and conduct initial medical screening for workers</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To set up the Centre by early 1999 ● To provide consultations or initial medical screenings to 30 000 workers a year ● To provide employers and employees with workplace safety and health information via a direct enquiry counter service, exhibitions, library services and multi-media information booths <p><i>(1998)</i></p>	<p>The Centre was opened to the public in May 1999 and its performance is on target.</p> <p><i>(Action Completed)</i></p>
<p>To set up a second Occupational Health Clinic to provide clinical consultation and health counselling services to workers</p> <p><i>(LD)</i></p>	<ul style="list-style-type: none"> ● To set up the clinic by early 1999 ● To provide up to 3 500 consultations a year at the new clinic and 2 700 consultations in both 1998 and 1999 at the existing clinic to workers likely to have contracted occupational diseases <p><i>(1998)</i></p>	<p>The second clinic became operational in May 1999, and its performance is on target. We provided 3 119 and 2 480 consultations at the first clinic in 1998 and the first nine months of 1999 respectively.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To conduct medical examinations and assessments for radiation workers, aviation personnel and government employees exposed to special occupational hazards</p> <p>(LD)</p>	<ul style="list-style-type: none"> ● To conduct 2 000 medical examinations and assessments in 1999 to ensure that workers are physically fit for their jobs and give early warnings and treatment to them ● To ensure that our air traffic control officers, professional air crew and private airplane pilots comply with international aviation medical standards <p>(1998)</p>	<p>We conducted 1 490 medical examinations and assessments in the first nine months of 1999.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To arrange medical assessments for injured employees and employees contracting prescribed occupational diseases in the context of assessing employees' compensation claims</p> <p>(LD)</p>	<p>To conduct 75 000 medical clearance interviews in 1999 for workers suffering from occupational injuries or prescribed occupational diseases to facilitate their claims for compensation</p> <p>(1998)</p>	<p>We conducted 57 700 medical clearance interviews in the first nine months of 1999.</p> <p><i>(Action in Progress: On Schedule)</i></p>
<p>To investigate notified occupational diseases and potential occupational health hazards</p> <p>(LD)</p>	<p>To conduct detailed investigation into urgent cases of occupational diseases within 24 hours upon notification</p> <p>(1998)</p>	<p>We met the target of conducting detailed investigation within 24 hours upon notification in all 1 940 cases in the first nine months of 1999.</p> <p><i>(Action Completed)</i></p>

Initiative	Target	Present Position
<p>To conduct surveys on various industries and epidemiological studies on health and hygiene conditions in the workplace to –</p> <ul style="list-style-type: none"> ● identify physical, chemical and biological hazards in the work environment ● evaluate the adequacy of preventive measures and recommend improvement measures ● advise employers on compliance with legislative requirements and occupational hygiene standards <p>(LD)</p>	<p>To conduct 4 000 field surveys at workplaces in 1999 (1998)</p>	<p>We conducted 4 380 field surveys in the first nine months of 1999. <i>(Action in Progress: On Schedule)</i></p>
<p>To actively promote the Occupational Safety Charter through encouraging voluntary subscription to the Charter by employer and employee bodies, safety practitioners and businesses</p> <p>(LD)</p>	<p>To canvass for subscriptions from as many corporations in as many trades/industries as possible (1996)</p>	<p>We have made good progress with this on-going programme. Up to the end of September 1999, 265 organisations have subscribed to the Charter. <i>(Action in Progress: On Schedule)</i></p>

Looking Forward

In the next 12 months, we will assess our performance in respect of this KRA against the following indicators –

Indicator	1999 Target
Number of fatal industrial accidents	An improvement over 1998 figures
Number of non-fatal industrial accidents	An improvement over 1998 figures
Accident rate per 1 000 industrial workers	An improvement over 1998 figures
Number of inspections made	An estimated number of 115 000 inspections made
Number of investigations conducted	An estimated number of 10 300 investigations conducted
Number of warnings issued by occupational safety officers	An estimated number of 27 000 warnings issued
Number of prosecutions conducted	An estimated number of 2 700 prosecutions conducted
Number of suspension or improvement notices issued	An estimated number of 1 800 suspension or improvement notices issued
Number of promotional visits made	An estimated number of 4 300 promotional visits made
Number of talks, lectures, seminars organised	An estimated number of 2 500 talks, lectures or seminars organised

We will undertake the following initiatives to deliver results in this area –

Initiative	1999 Target
<p>To amend the Factories and Industrial Undertakings Ordinance (Cap. 59) to remove the 6-month time bar on prosecuting proprietors of notifiable work places for failure to meet the notification requirement</p> <p><i>(EMB)</i></p>	<p>To introduce the bill into the Legislative Council in the 1999-2000 legislative session</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>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>To introduce a new regulation under the Occupational Safety and Health Ordinance on the provision and use of personal protective equipment</p> <p><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</p>
<p>Upon the Legislative Council's approval of the Factories and Industrial Undertakings (Safety Management) Regulation, to provide assistance and guidance to industrial undertakings required to implement a safety management system</p> <p><i>(LD)</i></p>	<p>To inculcate a structured approach to manage safety and health in the construction industry and designated industrial undertakings in 2000</p>

Initiative	1999 Target
<p>To put accident statistics, in co-operation with the Occupational Safety and Health Council, onto the Internet for the public's access</p> <p><i>(LD)</i></p>	<p>To complete the uploading of accident statistics onto the Internet by the end of 1999</p>
<p>To form a new Integrated Services Group comprising professional officers from occupational health and safety services to undertake promotional and enforcement inspections to chain, complex and large organisations and major hazardous installations</p> <p><i>(LD)</i></p>	<p>To provide one-stop integrated services in the second half of 1999</p>
<p>To create a safety icon, in co-operation with the Occupational Safety and Health Council, to provide a focus on work safety and health, which will transcend organisational and sectoral identity</p> <p><i>(LD)</i></p>	<p>To launch the safety icon by the end of 1999 and use it in all safety promotional activities and publications on occupational safety and health</p>
<p>To reach out to small and medium size 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</p> <p><i>(LD)</i></p>	<p>The target number of enterprises reached is about 18 000 by end-2000</p>
<p>To develop, in conjunction with the Occupational Safety and Health Council, a do-it-yourself kit to help SMEs develop their own safety management system</p> <p><i>(LD)</i></p>	<p>To launch the kit in the third quarter of 2000</p>
<p>To equip the Labour Department's occupational hygienists with the capability to undertake direct prosecution work</p> <p><i>(LD)</i></p>	<p>To step up efforts in prosecuting employers/employees who fail to comply with the laws concerning occupational hygiene</p>

Initiative	1999 Target
<p>To promote the “good health is good business” concept by more vigorous use of the new Occupational Safety and Health Centre in Sham Shui Po. Lectures, exhibitions, interactive IT devices will be staged or developed for group visits and individual clients</p> <p><i>(LD)</i></p>	<p>To educate the public on the benefits of prevention of workplace accidents and diseases</p>
<p>To prepare the relevant industries for the implementation of the Factories and Industrial Undertakings (Medical Examinations) Regulation, upon approval by the Legislative Council, by more promotional</p> <p><i>(LD)</i></p>	<p>To prepare the public and the medical profession for the introduction of the new regulation in 2000</p>
<p>To strengthen liaison with the Works Bureau, Housing Authority, Real Estate Developers Association, the Hong Kong Construction Association, the Mass Transit Railway Corporation and the Kowloon Canton Railway Corporation to improve work safety through tighter contract conditions and disciplinary proceedings</p> <p><i>(LD)</i></p>	<p>To improve safety performance in both public and private construction sites</p>
<p>To promote good house-keeping practices and the proper use of personal protective equipment by staging a major trade show and safety award competitions in the construction industry and catering industry</p> <p><i>(LD)</i></p>	<p>To hold the trade show in March 2000 and the award ceremonies in October 1999 and February 2000 respectively</p>