



勞工事務局

Direcção dos Serviços para os Assuntos Laborais

Bareheaded colour
frontal photo of your
face
(size: 1.5 x 2.0 inches)

Reserved for the Labour Affairs Bureau

○CSH ○CSHR / / 20
○CSHE ○CSHRE / /

Date of course/ exam:

Registration no.:

Signature of personnel and date:

【 Registration form for the Occupational Safety Card for the Hotel and Catering Industries 】

Please select one of the following options and fill in the respective information

Training Course	Refresher Course	Open exam
(First time application. 6 hrs duration including lessons, study and exam)	(To renew the safety card. 3 hrs duration including lessons, study and exam)	(Self-study, access the e-learning system or download materials from the Bureau website)
<input type="checkbox"/> Day course (09:15~13:00 & 14:30~16:45)	<input type="checkbox"/> Day course (09:15~12:15)	<input type="checkbox"/> Open exam

(It is not necessary to choose a language if you choose to register in the open exam)

Course language : English Cantonese Mandarin

Change the course / exam schedule	Would you like to activate the option to change the course / exam schedule by phone? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	In order to use this service, an 8-digit numerical code must be provided for confirmation purposes	Remark: All requests to change the schedule of the course/ exam by phone must be made at least three working days prior to the start of the course / holding of the examination.							

Name	(In Chinese)	<input type="checkbox"/> M	Date of birth	/Y	/M	/D
	(In foreign language)	<input type="checkbox"/> F	Macao mobile phone no.			
Type of identity document	<input type="checkbox"/> MSAR Resident Identity Card <input type="checkbox"/> Non-resident worker's identification card <input type="checkbox"/> HK Identity Card <input type="checkbox"/> Passport No.: _____ Valid until: _____/Y _____/M _____/D					
Qualifications	<input type="checkbox"/> Primary <input type="checkbox"/> Junior secondary <input type="checkbox"/> Senior secondary <input type="checkbox"/> Technical and vocational education <input type="checkbox"/> Higher education					
Employment status	<input type="checkbox"/> Employed (Continue to fill in the blanks)	<input type="checkbox"/> Unemployed (Jump directly to the signature field)	(If have) Contact person			
Company name				Contact person's tel. No.		
Industry / Sector	<input type="checkbox"/> Hotel sector <input type="checkbox"/> Catering / Restaurant sector <input type="checkbox"/> Education sector <input type="checkbox"/> Community organizations <input type="checkbox"/> Civil service <input type="checkbox"/> Wholesale and retail sector <input type="checkbox"/> Manufacturing sector <input type="checkbox"/> Construction sector <input type="checkbox"/> Water, electricity and natural gas supply services <input type="checkbox"/> Other: _____					
Occupation category	<input type="checkbox"/> Senior management personnel <input type="checkbox"/> Specialized personnel <input type="checkbox"/> Technical personnel <input type="checkbox"/> Operational personnel <input type="checkbox"/> Service/ sales personnel <input type="checkbox"/> Administrative personnel <input type="checkbox"/> Safety and health personnel <input type="checkbox"/> Other : _____					
Department (Only for hotel sector)	<input type="checkbox"/> Food and Beverage <input type="checkbox"/> Concierge <input type="checkbox"/> Housekeeping <input type="checkbox"/> Engineering department <input type="checkbox"/> Security department <input type="checkbox"/> Administrative department <input type="checkbox"/> Table games department <input type="checkbox"/> Landscaping and gardening department <input type="checkbox"/> Other : _____					

Applicant's declaration and collection of personal information

- I declare that all the information provided in this form and all the documents submitted is true and up-to-date.
- All personal information provided in this form will be exclusively used for the application processing purposes.
- To comply with legal obligations, the personal information collected by the Labour Affairs Bureau may be transferred to other administrative entities or judicial authorities, which must also comply with the applicable legal provisions and regulations when processing such information.
- According to Article 11 of Law No. 8/2005 "Personal Data Protection Act", the data subject has the right, through a written request, to access or modify the personal information provided above, or directly inform the administrative entities or judicial authorities that have received such information from the Bureau that he or she wishes to access or modify said personal information.

Signature of applicant and date: _____ (____/D ____/M 20 ____/Y)

Useful information for the candidates

- Candidates should bring the registration receipt to the course or exam and arrive punctually to the corresponding sessions. Candidates who arrive beyond the permitted late period will not be able to attend the enrolled course/ exam and must re-register.
- Candidates should bring the original versions of their identification documents (e.g.: MSAR Resident Identity Card or Non-resident worker's identification card) and bring their own stationery and other necessary materials (such as pens, pencils, etc.).
- The Labour Affairs Bureau will issue the "Occupational Safety Card for the Hotel and Catering Industries" to candidates who pass the course exam/ open exam.
- Should candidates need to reschedule the course / exam, they should contact us by phone (this service must be requested when performing the original registration) or visit one of our counters, along with the registration receipt and original or copy of their identity document.
- Due to high demand, if candidates are absent for the course / exam, there may be a prolonged delay until the availability of places in the next course / exam.
- The following table contains the procedures for the suspension of courses / postponement of exams when the tropical cyclone signal no.8 or higher is hoisted in Macao:

Tropical cyclone signal hoisted / enters into effect	Procedures related to the courses / open exams			
	morning classes / exams	afternoon classes/ exams	Full Day Courses	Evening Courses
07:30 to the beginning of the morning class / exam	Suspension and postponement	--	Suspension and postponement	
12:30 to the beginning of the afternoon class / exam	--	Suspension and postponement		--
14:31 to the beginning of the night class / exam	--	--		Suspension and postponement
Signal is hoisted during the exam / course	Candidates should only leave when conditions are safe			

- Occupational Health and Safety Department enquiry line: 2871 7781

Contents of the training course

1. Occupational Safety and Health Regulations of Macao
2. Principles of Accident Prevention
3. Work Safety in Kitchens
4. Safe Operation of Powered Industrial Pallet Trucks
5. Safe Use of Ladders and Working Platforms
6. Work Safety in Confined Spaces
7. Electrical Safety, Fire Safety and Safe Work in Hot Environments
8. Ergonomics and Lower Limb Musculoskeletal Disorders
9. Chemical Use Safety
10. Proper maintenance and cleaning
11. Conflict Management
12. Occupational Health for Shift Work
13. Emergency Preparedness and Response
14. Handling of Accident and Dangerous Incidents
15. Personal Protective Equipment