



## **Hotel and Catering Industry Occupational Safety Course**

### **Introduction**

#### **Objectives:**

Workers in various departments of the hotel, catering and gaming industries are exposed to a wide range of hazards at work that may lead to accidents and injuries, or even cause death in serious cases. Therefore, it is necessary to enhance awareness of safety and health among the workers, in order to create a safe working environment. This course aims to provide an introduction to common work hazards, basic knowledge on occupational safety and health, the corresponding prevention measures in the relevant industries, as well as general knowledge on the use of personal protective equipment and the corresponding preventative methods, enabling these workers to have a better understanding on how to protect themselves in accordance with occupational safety and health guidelines and principles.

#### **Eligible candidates:**

1. Residents of the Macao S.A.R.;
2. Non-resident workers who are authorized to stay in the Macao S.A.R. and permitted to work in hotels, restaurants, catering, beverage or similar establishments.

#### **Course content:**

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 work platforms;
6. Work safety in confined spaces;
7. Electrical safety, fire safety and safe work in hot environment;
8. Manual handling operations and lower limb musculoskeletal disorders;
9. Safety use of chemicals;
10. Good housekeeping;
11. Conflict management;
12. Emergency preparedness and response;

13. Accident and dangerous incident handling – taking chemical accidents as an example;
14. Personal protective equipment.

**Duration:** 6 hours

**Class time:** - Day course (one day, including exam) 09:00-13:00, 14:30-16:45  
- Evening course (two nights, including exam) 19:00-22:00

**Language :** English / Portuguese / Cantonese / Mandarin

**Course certification:**

Candidates who complete the training course, fulfil the practical training requirements and pass the exam will receive a training certificate from the Labour Affairs Bureau valid for 5 years.

**Course fee:** free of charge

**Course vacancies:** Each class will have a maximum number of 25 candidates (candidates will be accepted on a first come, first served basis).

**Venue:**

- Head Office of the Labour Affairs Bureau (Address: Avenida do Dr. Francisco Vieira Machado 221-279, Edifício Advance Plaza, 2<sup>nd</sup> floor, Macao.) *or*
- Occupational Safety and Health Training Centre (Address: Rua de Francisco Xavier Pereira no. 137-145, Pou Fong Industrial Building, 2<sup>nd</sup> floor, Macao)

**How to enrol:**

1. Candidates may submit their application forms in person or through an authorised representatives at the following locations:
  - Head Office of the Labour Affairs Bureau (Address: Avenida do Dr. Francisco Vieira Machado 221-279, Edifício Advance Plaza, 2<sup>nd</sup> floor, Macao.) *or*
  - Vocational Training Centre - Labour Affairs Bureau (Address: Istmo de Ferreira do Amaral, n° 101 – 105A, Tai Peng Industrial Building, Ground Floor, Phase 1, Macao.)
2. Candidates may apply on-line through the “*Occupational Safety Card for the*

*Hotel and Catering Industries” On-line Application System.*

**Required documents:**

1. Completed application form;
2. One (1) colour bareheaded frontal photo with a size of 1.5 x 1.0 inches (passport-sized photo);
3. One (1) photocopy of the applicable valid identification documents described below

■ **Macau residents**

1. Macau S.A.R. Resident ID Card (B.I.R.) (front and back)

■ **Non-resident workers**

1. Non-resident Worker Identification Card (commonly known as the *Blue Card*) or
2. Passport / Hong Kong I.D. card, along with the *Non-Resident Worker’s Authorization to Stay / Temporary Authorization to Stay*.

**Enquiry hotline:** (+853) 2871 7781