

## Safety & Health Circular No. 22/2009

### Five Steps to Information, Instruction and Training

Date: 31 December 2009

Our Ref. : HD(C)TS 4/49/26

Employers are required by the Occupational Safety and Health Ordinance to ensure, so far as reasonably practicable, the safety and health at work of all their employees. These duties include the provision of information, instruction and training to workers. Employees also have a responsibility to cooperate with their employers, comply with safety rules in their workplace, and not act recklessly or in a way which might put themselves and/or others in danger.

The guide: *Five Steps to Information, Instruction and Training* serves as a reference for employers regarding the provision of information, instruction and training to staff on safety and health at work.

The guide can be downloaded at:

<http://www.labour.gov.hk/eng/public/os/D/5Steps.pdf>

If you have any enquiries, please contact the Occupational Safety and Health Branch of the Labour Department on 2559 2297, or e-mail: [enquiry@labour.gov.hk](mailto:enquiry@labour.gov.hk)