

Work Injury Prevention & Compliance of Employees' Compensation Ordinance

Introduction

Accidents in the workplace can be very costly. It is only with a full understanding of what happened, how it happened and why it happened, can formulate effective remedial and preventive actions. The Employee Compensation Ordinance (Chapter 282, Law of Hong Kong) stipulates that employees injured or contracted occupational disease are entitled to a range of benefits, including work injury leave, medical expenses and lump sum compensation in the case of permanent loss of working capacity or death. Employers are also required to report injury cases to the Labour Department promptly, and to arrange for medical examination and regular treatment to the injured worker. These processes might be lengthy, and many problems might crop up in the course of handling. This course consists of two parts. The first part is to equip the delegates with the knowledge on how to prevent of accidents. The second part provides practical guidelines to line managers how to comply with employee' compensation ordinance when work injury arises.

Who should attend?

Human Resources Managers and staff with responsibilities for functions within the workplace that relate to Work Injury.

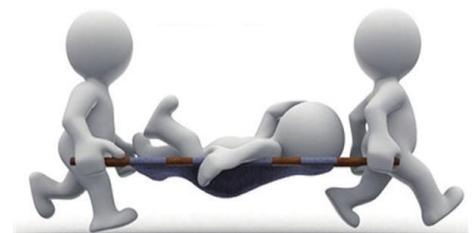
Part I: Work Injury Prevention

- Principles of Accident Prevention
- Basic Concepts of Causes of Accident
- Hierarchy of hazard control - ESEAP
- Outline the difference between reactive and proactive means of accident prevention
- How to draft the Accident Prevention plan



Part II: Compliance of Employees' Compensation Ordinance

- Application of the Employees' Compensation Ordinance ("ECO") – who are covered and not covered
- Work injury and occupational disease: Definitions and grey areas
- Rights and obligations of relevant parties
- Arrangement of medical examination and treatment for the employee
- Declaring the case to the Labour Department, arrangement of sick leave clearance and medical assessment
- Types of compensation and methods of calculation and the procedures to closing an Employees' Compensation claim
- Managing suspected cases, assignment of light duties during the recovery process



Date and Time: 23 July 2019 (Tuesday) 9:30am-5:30pm

Venue: Room 2101, 21/F., Gala Place, 56 Dundas Street, Kowloon (Yaumatei MTR Exit A2)

Language: Cantonese with English Terminology

Course Fee: HKD2,000 /*HKD1,900

(*Settle payment on or before 2 July 2019, or 3 delegates apply together)

Certificate: Participants who successfully complete this course and have 80% attendance will be issued a Certificate of Attendance

Trainers: Mr FUNG

Registered Safety Officer, QHSE Manager of sizable construction company

A registered safety officer, possess a Bachelor Degree in OSHE and has more than 15 years of experience in working in the construction industry and undertaking senior positions in multi-national companies and large scale public services organizations. He possesses deep understanding on legal requirements and practice knowledge on accident investigation and formulation of preventive measures. He is now working as a QHSE Manager of a sizable construction company. His client includes Bank of Communications, Hong Kong Arts Development Council, Fedex Express, etc.



Ms HO

BA (Hons) Social Science (Policy), HR & Corporate Trainer

Having many years practical experience in settling monetary disputes between employees and employers. Handled over 5000 phone calls. Currently, she is a HR & Corporate Trainer and the columnist for Recruit HR corner. Her clients come from universities, NPO, NGO and private companies. Just to name a few, such as: Hong Kong Baptist University, Chinese University of Hong Kong, Tuen Mun IVE, Shatin IVE, Hang Seng Management College, Hong Kong Society for the Blind, Aberdeen Kai-fong Welfare Association, Yan Oi Tong YES Program, The Hong Kong FYG Continuous Learning Centre.



Enrolment :

Please make cheque payable to “CED School of Business Limited” and send it together with this form to:
CED School of Business, Room 1314, 13/F., Gala Place, 56 Dundas Street, Kowloon

Enrolment Form

Work Injury Prevention & Compliance of Employees' Compensation Ordinance 23 July 2019 (Tuesday)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to training@ced.edu.hk

Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1. Fax 2. Email 3. Website 4. Seminar 5. Facebook 6. LinkedIn 7. Advertisement 8. Business Manager 9. Others : (Please specify) _____

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions Signature : _____ Date : _____