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15 July 2002

The President
Hong Kong Occupational Safety & Health Association
GPO Box 7100, Central
Hong Kong

Dear Sir,

**Factories and Industrial Undertakings
(Safety Officers and Safety Supervisors) Regulations**

You are no doubt aware that the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) (Amendment) Regulation 2001 was approved by the Legislative Council on 5 June 2002.


2. The Amendment Regulation provides, among other things, that the registration of safety officers shall be valid for a period of 4 years subject to renewal or revalidation. Application for renewal or revalidation of registration shall only be approved if the Commissioner for Labour is satisfied that the applicant has completed a total of not less than 100 hours of Continuing Professional Development (CPD) Programmes in occupational safety and health in the 4 years immediately preceding the application.

3. To assist Registered Safety Officers in pursuing CPD Programmes for renewing and revalidating their registration, the Labour Department will publish Guidance Notes on CPD Programmes under the above Regulations.

4. Please find enclosed our draft Guidance Notes on the subject. We would like to seek your views and comments on the proposed Guidance Notes before finalizing them. I should be grateful if you would forward your views and comments to the Occupational Safety and Health Training Centre of the Labour Department at 68 Chung On Street, City Landmark I, 13/F, Tsuen Wan, N.T. on or before 15 August 2002.

5. Should you have any questions, please feel free to contact Divisional Occupational Safety Officer Mr. WONG Ip-chor on 2940 7050.

Yours faithfully,

 Au Wing Ho

GUIDANCE NOTES ON

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES

UNDER THE FACTORIES AND INDUSTRIAL UNDERTAKINGS

(SAFETY OFFICERS AND SAFETY SUPERVISORS)

(AMENDMENT) REGULATION 2001



Occupational Safety and Health Branch
Labour Department

Continuing Professional Development Programmes for Registered Safety Officers

Introduction

1. The Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) (Amendment) Regulation 2001 (the Amendment Regulation) was approved by the Legislative Council on 5 June 2002. The Amendment Regulation provides, among other things, that the registration of safety officers shall be valid for a period of 4 years subject to renewal or revalidation. Application for renewal or revalidation of registration shall only be approved if the Commissioner for Labour (the Commissioner) is satisfied that the applicant has completed a total of not less than 100 hours of Continuing Professional Development (CPD) Programmes in occupational safety and health in the 4 years immediately preceding the application.

2. Continuing Professional Development is defined as a course, lecture, seminar or other programme or method of study (whether requiring attendance or not) that, in the opinion of the Commissioner, is relevant to the needs and professional standards of registered safety officers, enhances professional competence and complies with any notes of guidance as may

be issued from time to time by the Commissioner.

3. The purpose of these Guidance Notes is to provide guidance for registered safety officers to pursue CPD programmes for the purpose of renewing or revalidating their registration as safety officers.

The Principles of Continuing Professional Development

4. Every professional has to continuously upgrade his knowledge and skill to keep pace with changes and developments in his professional field. Safety officers, as registered professionals in the occupational safety and health field, are no exception.

5. Becoming a registered safety officer is but the first step towards a life long process of continuing education, training and development. Registered safety officers have a continuing duty to maintain their professional knowledge and skill at a level required to ensure that their clients or their employers receive the benefits of competent professional services based on the latest developments in technology, safety practices and legislative requirements.

6. There are many means of meeting CPD requirements. Examples

are attendance at conferences, seminars, workshops and completion of short or long tertiary courses relating to the needs of a safety officer. In developing these Guidance Notes, the following broad principles have been adopted:

- A. The success of any CPD scheme depends largely on the integrity of the profession. It is the ultimate responsibility of the professional to interpret and to judge within the Guidance Notes whether the programme can develop him/her personally and professionally. No professional can fully delegate this personal responsibility to a set of rules or guidelines. Registered safety officers as a professional group must be relied upon to be self-regulating;

- B. The range of acceptable CPD programmes must be sufficiently wide to allow registered safety officers the flexibility to choose the ones that best suit their developmental needs; and

- C. Registered safety officers can decide on the form and frequency of the CPD programmes during the four years preceding the application for renewal or revalidation of registration.

Characteristics of CPD Programmes

7. For the purpose of satisfying the requirements for renewal and revalidation of safety officers' registration, CPD programmes should have the following characteristics:

- a. The CPD programmes should be related to occupational safety and health and relevant to the needs and professional standards of safety officers;
- b. They should be able to enhance the professional competence of safety officers;
- c. They should have a clear set of objectives;
- d. They should have a formal structure for developing or imparting professional knowledge (e.g. lectures, courses, seminars or workshops);
- e. They should be formally organised by the Government, Government related organisations, professional bodies, educational institutions, consultants, employee associations or employers; and
- f. The programmes should require involvement of the safety officer

(e.g. as a student, as a conference delegate or speaker or as a member of the committee).

Modes of Acceptable Types of CPD Programmes

8. CPD programmes that meet the above characteristics generally fall into the following categories:

A. Continuing Education Courses: This category covers both taught programmes and distance learning programmes.

Educational courses, including short courses, conducted by the Government, Government related organisations, professional bodies, educational institutions, consultants or in-house courses organised by the employers and conducted either by the employers' training staff or by outside providers, or a combination of these, with face-to-face lectures are accepted as taught programmes under this category.

Acceptable distance learning courses include structured self-study courses organised by the Government, Government related organisations, professional bodies, educational institutions or other course providers and delivered through correspondence, audio

cassettes, video cassettes, television broadcasts, inter-active videos, computer-based learning programmes and e-learning.

B. Professional Conferences/Seminars: This category covers the range of professional activities or gatherings such as conferences, seminars, symposiums, forums and workshops which provide a suitable venue and environment for exchange of professional and/or technical information relevant to the safety profession. However, meetings of a social nature are not entitled to earn CPD hours.

C. Professional Publications: This category includes contributions to the knowledge of safety and health through publications of articles, journal papers and books issued by professional bodies.

D. Professional Services: To claim CPD hours in this category, the safety officer shall participate in services on advisory boards, technical or research committees or special working groups of professional bodies dealing with occupational safety and health issues.

E. Development of Safety and Health Strategies/Training Programmes: This category covers employment related activities for developing safety and health strategies or training programmes.

Safety officers who are responsible for developing safety and health strategies or training programmes are eligible to claim CPD hours.

Counting of CPD Hours

9. The maximum permissible number of CPD hours to be claimed under each of the categories of the CPD programmes is specified at the Annex.

10. Under the category of Continuing Education Courses, CPD hours claimed in connection with taught programmes should be the actual hours of attendance at the lectures.

11. As for distance learning programmes, CPD hours should be determined by reference to the required hours of study as published by the course providers.

12. A CPD activity shall be claimed only **ONCE** and only in **ONE** category. There shall be no double counting of CPD hours related to activities specified under these Guidance Notes. For example, if an applicant attends the same safety training course several times, it can be claimed for CPD hours only once. Similarly, if an applicant claims CPD

hours by undertaking a dissertation towards an academic qualification under the category of Continuing Education Course, he or she shall not claim the activity under Professional Publications.

13. All CPD activities for which CPD hours are claimed must have been undertaken within the cycle to which the application for renewal or revalidation relates. CPD hours in excess of the requirement cannot be carried forward to the succeeding CPD cycle.

Recording and Reporting of CPD Programmes

14. A safety officer who wishes to renew or revalidate his registration should keep a personal record of the CPD programmes pursued during the preceding four years and set up a personal system for filing any supporting documentation to prove attendance and/or participation in CPD programmes.

15. The onus of furnishing all information and evidence, as may be required by the Commissioner, to prove involvement in CPD programmes rests with the safety officer.

Counting of maximum permissible CPD hours in each CPD cycle.

Category	Maximum CPD hours in each CPD cycle
<i>A) Continuing Education Courses</i>	
Taught Courses (offered by the Government, Government related organisations, professional bodies or educational institutions)	100
Taught Courses (offered by others)	50
Distance Learning Courses (offered by the Government, Government related organisations, professional bodies or educational institutions)	100
Distance Learning Courses (offered by others)	50
<i>B) Professional Conferences/Seminars</i>	100
<i>C) Professional Publications</i>	100
<i>D) Professional Services</i>	50
<i>E) Development of Safety and Health Strategies/ Training Programmes</i>	50