



Labour Department (Headquarters)

勞工處 (總處)

Your reference 來函編號 :

Our reference 本處檔案編號 : () in LD OHS/17-01/18 Pt. 3

Tel. Number 電話號碼 : 2852 4041

Fax number 傳真機號碼 : 2581 2049

24 June 2022

Dear Sir/Madam,

Adequate Ventilation of Workplaces by Fresh Air

According to section 12(3)(a) of the Occupational Safety and Health Regulations (Cap. 509A), the person responsible for a workplace must ensure that the workplace is adequately ventilated by fresh air.

Based on the recommendations of the Centre for Health Protection of Hong Kong, the World Health Organization and some overseas regulatory authorities (e.g. Health and Safety Executive of the United Kingdom), the fresh air supply rate in indoor workplaces should be 10 litres per second per person (i.e. 0.6 cubic meters per person per minute) to protect the health of employees and others present, and minimise the risk of infectious diseases (including COVID-19) spreading in the workplaces.

When conducting inspection of indoor workplaces, officers of Labour Department will assess whether the fresh air supply rate meets the above standard. If it is found that a workplace is not adequately ventilated with fresh air in accordance with the legal requirement, depending on the degree of non-compliance, the Department will take necessary enforcement action, including prosecution of the responsible person.

The Labour Department reminds the responsible persons of workplaces of the requirement to check the ventilation systems of their premises to ensure their effective operation and maintenance of sufficient fresh air supply covering all the working areas of employees. If necessary, they should seek assistance from professionals, such as a registered specialist contractor (ventilation works category).

Should you need further information, please contact Labour Department at telephone: 2852 4041 or email: ohd-d@labour.gov.hk.

Yours Faithfully,

A handwritten signature in black ink, appearing to be 'Kevin Wong', written in a cursive style.

(Wong Chi-ching, Kevin)
for Commissioner for Labour