

**Guidance Notes on Completion of the
"Application for Compensation for Occupational Deafness" Form**

1. Please read this guidance notes before completing the application form. If you need help in filling the form in, staff of the Occupational Deafness Compensation Board will be pleased to help you. You may approach the Board either in person or by phone at 2723 1288 during office hours (Monday to Friday: 08:45-18:00, office close on Saturday, Sunday and public holidays).
2. Your application can be submitted in person or by post. You may also submit the application to the Board by fax or by e-mail:

Address: Occupational Deafness Compensation Board
office A-B, 15/F., Billion Plaza II, 10 Cheung Yue Street
Cheung Sha Wan, Kowloon, Hong Kong

Fax no.: 2581 4698

E-mail: contact@odcb.org.hk

3. The date of receipt of your application by the Occupational Deafness Compensation Board will be taken as the date of your application.
4. Details of the application procedures, eligibility of compensation and amount of compensation can be found in the leaflets published by the Board. You may also obtain the above information by visiting the official website of the Board at <http://www.odcb.org.hk>.

Part I : Particulars of Applicant

5. Please state your name (in English and Chinese) and your HK Identity Card No. in accordance with your HK Identity Card.

Part II : Employment History

6. You are requested to list the details of all your past and current employment in specified noisy occupations in Hong Kong in this part. A list of the 25 specified noisy occupations is at the Appendix. Information about your employment in occupations other than these 25 occupations is not required.
7. If you have been employed by more than one employer, please use supplementary forms to provide additional information on your employment history.
8. Please read carefully the following notes before completing this part.

<u>Item</u>	<u>Explanatory Notes</u>
(a) Name of Employer	If the employer is a company, please state the name of the company.
(b) Address and Telephone No. of Employer	Please indicate the last known address and telephone no. of the employer.
(c) Period of Employment	If your employment was intermittent, please indicate the periods that you had worked continuously for that particular employer in the "Other remarks you wish to make on this employment" column.
(d) Position Held	Please list all positions held during the whole period of employment.
(e) Monthly Earnings	If you consider your wage given by this employer in this period does not fulfil the Minimum Wage Ordinance, please note the Board and clarify the issue with the employer in person. For any query, you can call the Labour Department (24 hours hotline 2717 1771) for assistance.

<u>Item</u>	<u>Explanatory Notes</u>
(f) Work Place	Please state the address and location (e.g. weaving machine room) of your usual work place.
(g) Job Description	Please list your major duties.
(h) Exposure to Noisy Occupations	Please give the number of hours per day if you were using noisy tools/machines, or if someone using such tool/machine was working close to you, the distance between you and the tool/machine and the time of exposure.
(i) Type of Noisy Occupation	Please refer to the list of specified noisy occupations at the Appendix and put down the type of occupation (e.g. Type 1) that fits your situation. You can state more than one type if your work involved more than one specified noisy occupation.
(j) Information on Colleagues	For the purpose of confirming your employment, the Occupational Deafness Compensation Board might contact your colleagues for information. You are therefore required to provide contact address and telephone no. of two of your colleagues.
(k) Documentary Evidence of Employment	If you are going to submit photocopies of documentary evidence to prove your employment, please mark clearly the name of the employer on each copy. Please also indicate under this item the types of documents submitted.

Part III : Other Information

9. In this part, please provide any information which is relevant to your application.

Part IV : Declaration

10. Please select the compensation application type (see the table below) in accordance with the Occupational Deafness (Compensation) Ordinance and submit the supplementary forms together with the application form.

<u>Type of application</u>	<u>Explanatory Notes</u>
(i) Section 14	For application of compensation for the first time, including re-application subsequent to refusal of application.
(ii) Section 48(3)	Claimant who has applied for compensation but refused before 16 April 2010 on the ground that he has only suffered from sensorineural hearing loss amounting to not less than 40 dB in only one ear can apply under this type.
(iii) Section 48(5)	Claimant who has not been compensated but possessed a self arranged hearing test report meeting the specified requirements and who has also fulfilled the employment requirements under the Ordinance can apply under this type.
(iv) Section 14A	For application of further compensation, including re-application subsequent to refusal of application.

11. Please read carefully the declaration before you sign in this part.

IMPORTANT NOTE

In order to expedite the processing of your application, you are strongly advised to provide full details in all parts of the application form and to supply employer's certification or other documentary evidence to support your employment history. Your application may be refused if insufficient information or evidence is provided. The Occupational Deafness Compensation Board's statement of purpose for the collection of personal data is at Appendix 2.

Appendix 1: Specified Noisy Occupations

Type	Job Description
1	The use of power driven grinding tools on metal or on billets of metal or blooms, or work wholly or mainly in the immediate vicinity of those tools whilst they are being so used
2	The use of power driven percussive tools on metal or on billets of metal or blooms, or work wholly or mainly in the immediate vicinity of those tools whilst they are being so used
*3	The use of power driven grinding, chiselling, cutting or percussive tools on rocks, concrete or marble, or work wholly or mainly in the immediate vicinity of those tools whilst they are being so used
4	Work wholly or mainly in the immediate vicinity of plant (excluding power press plant) engaged in the forging (including drop stamping) of metal by means of closed or open dies or drop hammers
5	Work in textile manufacturing where the work is undertaken wholly or mainly in rooms or sheds in which there are machines engaged in weaving man-made or natural (including mineral) fibres or in the high speed false twisting of fibres
6	The use of, or work wholly or mainly in the immediate vicinity of, machines engaged in cutting, shaping or cleaning metal nails or screws
7	The use of, or work wholly or mainly in the immediate vicinity of, plasma spray guns engaged in the deposition of metal
8	The use of, or work wholly or mainly in the immediate vicinity of, any of the following machines: multi-cutter moulding machines, planing machines, automatic or semi-automatic lathes, multiple cross-cut machines, automatic shaping machines, double-end tenoning machines, vertical spindle moulding machines (including high-speed routing machines), edge banding machines, bandsawing machines with a blade width of not less than 75 mm and circular sawing machines
9	The use of chain saws
*10	The use of, or work wholly or mainly in the immediate vicinity of, machines engaged in percussive pile or metal plank driving on construction sites
*11	Work wholly or mainly in the immediate vicinity of abrasive blasting operations
12	The use of, or work wholly or mainly in the immediate vicinity of, machines engaged in grinding of glass
13	Work wholly or mainly in the immediate vicinity of machines engaged in crushing or screening of rocks or stone aggregate
14	The use of, or work wholly or mainly in the immediate vicinity of, machines engaged in granulating of plastic materials
15	Work wholly or mainly in the immediate vicinity of machines or hand tools engaged in descaling of ships
16	Work wholly or mainly in the immediate vicinity of internal combustion engines or turbines or pressurized fuel burners or jet engines
17	Work wholly or mainly in the immediate vicinity of car body repair, or of making metal articles by manual hammering
18	The use of, or work wholly or mainly in the immediate vicinity of, machines engaged in extruding of plastic materials
19	The use of paper corrugating machines, or work wholly or mainly in the immediate vicinity of those machines whilst they are being so used
20	Work wholly or mainly in the immediate vicinity of bleaching and dyeing of fabric involving machines using pressurised steam
21	Work wholly or mainly in the immediate vicinity of glass-bottling lines
22	Work wholly or mainly in the immediate vicinity of metal-can bottling lines
23	The use of paper folding machines, or work wholly or mainly in the immediate vicinity of those machines whilst they are being so used
24	The use of high speed web-fed offset printing machines, or work wholly or mainly in the immediate vicinity of those machines whilst they are being so used
*25	Work wholly or mainly in the immediate vicinity of gun-firing operation
26	Work wholly or mainly in the immediate vicinity of a place where the electric stunning of pigs for the purpose of slaughter takes place
27	Playing mahjong (as the main duty) inside a mahjong parlour licensed under section 22(1)(b) of the Gambling Ordinance (Cap. 148)
28	Preparing or serving drinks (as the main duty) in the immediate vicinity of the dancing area of a discotheque
29	Controlling or operating a system for playing back and broadcasting recorded music in a discotheque

* The minimum service requirement for these four occupations is five years as against ten years for other occupations

Appendix 2: Statement of Purpose for the Collection of Personal Data

Purpose of collection

1. The personal data you provided in the "Application for Compensation for Occupational Deafness" form or by other means will be used by the Occupational Deafness Compensation Board for the purpose of processing your application for compensation under the Occupational Deafness (Compensation) Ordinance. If you do not provide sufficient information, the Board may refuse your application.

Use of personal data

2. The personal data you provided in the "Application for Compensation for Occupational Deafness" form or by other means may be disclosed to the following parties for the purpose mentioned in paragraph 1:

- (a) your present or previous employers;
- (b) your present or previous co-workers;
- (c) persons or organisations that the Board believes to possess information relevant to your employment or know details of your employment;
- (d) persons who arrange or conduct hearing tests or medical examinations for you;
- (e) the Occupational Deafness Medical Committee; and
- (f) relevant government departments.

Access to personal data

3. According to section 18 and 22 and Principal 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, you have a right of access and correction of your personal data. Your right of access includes the right to obtain a copy of the personal data you provided in the "Application for Compensation for Occupational Deafness" form.

Enquiries

4. If you wish to enquire the personal data you provided in the "Application for Compensation for Occupational Deafness" form or by other means and to request the access and correction of your personal data, please address to :

Director of Operations
Occupational Deafness Compensation Board
office A-B, 15/F., Billion Plaza II
10 Cheung Yue Street
Cheung Sha Wan
Kowloon

Tel : 2723 1288