

# Human Resources Management

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## 招聘

二零零八年，消防處經過嚴格挑選，一共聘任314名人員，包括36名消防隊長(行動)、六名消防隊目(控制)、150名消防員(行動/海務)及122名救護員。

## 消防訓練學校

消防訓練學校為新聘消防學員提供基本的滅火與救援訓練。學員會接受為期26週的基本訓練。

消防學員的初級訓練包括基本滅火技巧、消防車輛及裝備的應用、煙火特性訓練、呼吸器的操作、救護學和體能訓練。其他科目包括防火、有關法例、物理和燃燒科學等。

消防訓練學校亦與教育局合辦「多元智能躍進計劃」。這個計劃旨在為中學生提供紀律、領袖和防火訓練。二零零八年，共有1 215名學生參加這個計劃。

## Recruitment

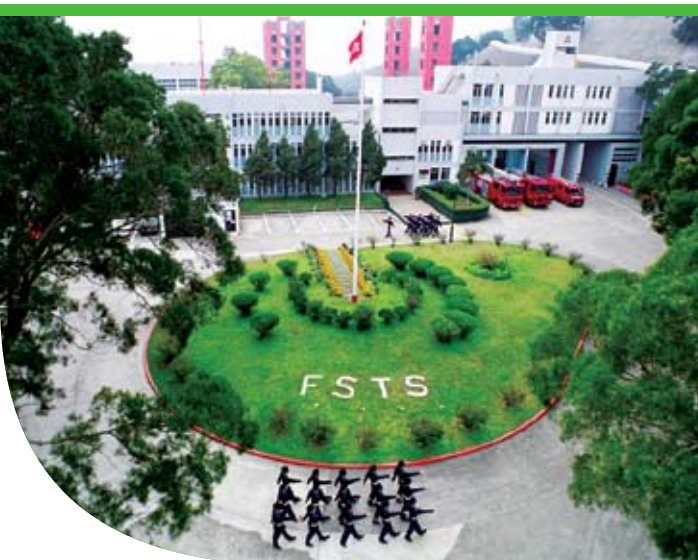
In 2008, a total of 314 officers were recruited after stringent selection processes, including 36 Station Officers (Operational), six Senior Firemen (Control), 150 Firemen (Operational/Marine) and 122 Ambulancemen.

## Fire Services Training School

The school provides basic fire-fighting and rescue training to recruit fire officers and firemen who will undergo 26 weeks of basic training.

Initial training for the recruits covers basic fire-fighting techniques, the use of appliances and equipment, compartment fire behaviour training, breathing apparatus, ambulance aid and physical training. Subjects such as fire protection, legislation, physics and science of combustion are also included.

Having co-organised with Education Bureau, the school also conducted an Enhanced Smart Teen Challenge Project which aims at providing discipline, leadership and fire protection training to secondary school students. In 2008, 1 215 students enrolled in this programme.

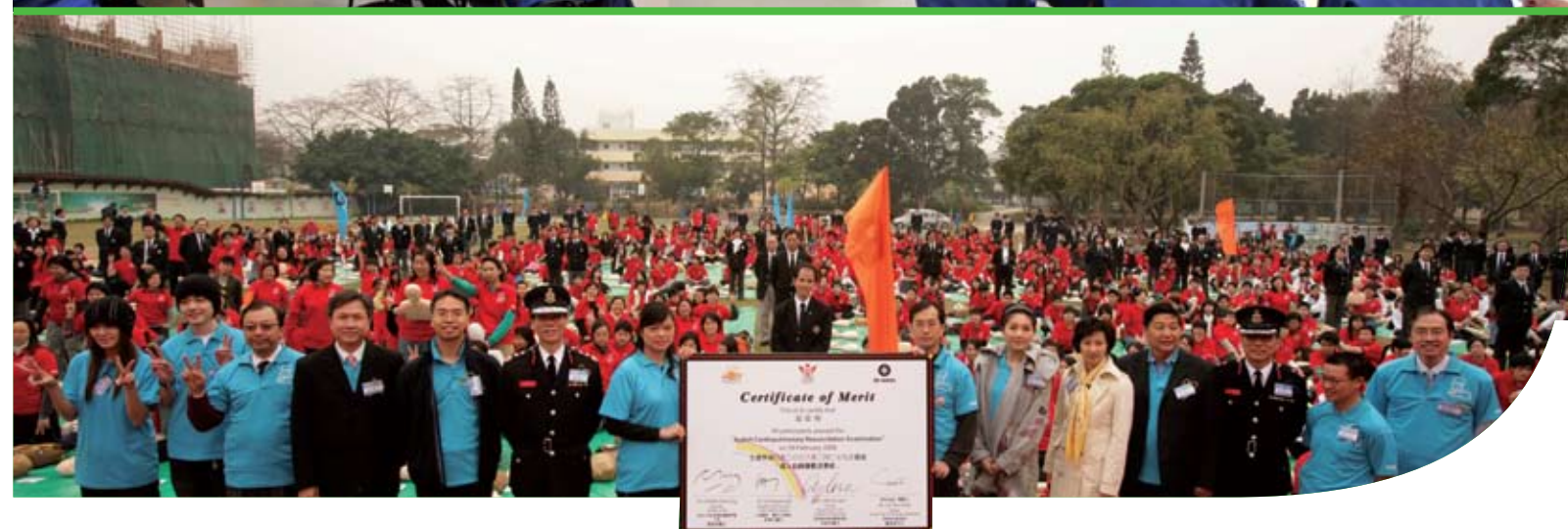


消防訓練學校  
Fire Services Training School



室內煙火特性培訓員訓練課程  
Training for compartment  
fire behaviour instructors

(上) 救護學員接受訓練  
(Top) Training for ambulance recruits  
(下) 完成心肺復甦法訓練的市民獲頒授證書  
(Bottom) Certificate presentation ceremony of  
cardio-pulmonary resuscitation training for the public



## 消防處救護訓練學校

消防處救護訓練學校為各職級的救護人員，提供基本救護學和專門的輔助醫療訓練。

新聘的救護主任和救護員須接受26週初級訓練，內容包括救護學、有關法例、情緒智商、步操、紀律和體能訓練。學員在完成課程後，會調往救護站接受在職訓練，實地汲取工作經驗。

訓練學校亦訓練消防人員及文職人員使用自動心臟去顫器，並繼續為市民免費提供社區心肺復甦法訓練。截至二零零八年年底，有近22 000名市民完成這項訓練。

## Fire Services Ambulance Command Training School

The school provides basic ambulance aid and specialised paramedic training to ambulance personnel of different ranks.

Newly recruited Ambulance Officers and Ambulancemen will undergo a 26-week initial training, which comprises ambulance aid, legislation, emotional intelligence, foot drills, discipline and physical fitness. Upon completion of the course, the recruits will be posted to ambulance depots to undergo on-the-job training to gain field experiences.

The school also trains fire personnel, civilian staff to use automated external defibrillators (AED). It continues to conduct free community cardio-pulmonary resuscitation training for the public. At the end of 2008, nearly 22 000 citizens were trained.



## 滅火與救援訓練

西九龍救援訓練中心提供持續訓練課程，加強消防人員處理不同類型火警和災難的技巧。中心設有種類繁多的先進訓練設施，包括在模擬隧道和迷宮進行搜索及救援，並在不同情況下進行真火訓練。二零零八年，共有3 011名屬員參加訓練。

為確保特別救援隊有足夠人手，消防處在二零零八年為75名屬員提供特別救援訓練。此外，共有200名隊員在年內參加了在所屬消防局舉辦的持續複修課程。

## Fire-fighting and Rescue Training

The West Kowloon Rescue Training Centre provides continuous training programme to strengthen the skills of fire personnel in tackling different types of fire and disaster. The centre is equipped with a wide variety of advanced training facilities including search and rescue at simulated tunnel and maze and live fire training in various situations. A total of 3 011 members attended the training in 2008.

To maintain a sufficient pool of Special Rescue Squad members in the Department, training courses were conducted with 75 members attending in 2008. On-going refresher training was also provided at station level for 200 squad members during the year.



(左) 攀山拯救訓練  
(Left) Mountain rescue training  
(右) 前線消防人員在西九龍救援訓練中心受訓  
(Right) Frontline firemen receiving training  
at West Kowloon Rescue Training Centre



## 管理及發展

為提升部門高級官員專業知識，消防處在二零零八年開辦了一項發展課程，內容包括應付緊急事故的管理方法、行動準備能力、危機管理、公共行政及傳媒訓練，講師包括本處的高級指揮官及其他機構的專家。年內共有10名高級人員完成上述課程。

消防處亦在二零零八年推行了一項為部屬人員而設的發展課程，作為核心訓練課程。年內開辦了兩班課程，共有44名助理消防區長及高級救護主任修讀。

二零零八年，有1 161名屬員修讀公務員培訓處舉辦的管理、領導才能、溝通及中國研究訓練課程，為事業發展作好準備。此外，有79名屬員前往英國、美國、加拿大、澳洲及新加坡，修讀各項訓練課程。

至於員佐級人員，二零零八年有122名消防隊員參加了隊員級人員指揮才能訓練暨防火知識課程。

## 體能訓練

體能訓練組為消防處人員提供體能訓練，並推廣體育活動，使他們保持體格強健。消防處已委託香港大學為該處人員一年一度的體能測驗項目進行研究，以便從新制定體能測驗項目。

體能訓練組人員亦協助籌辦部門體育活動，例如運動日、水運會和越野賽。此外，該組人員經常應本地及國際體育團體的邀請，為體育活動擔任委員。

## Management and Development

To enhance the professional knowledge of Senior Officers, a departmental development programme covering emergency management, operational readiness, crisis management, public administration and media training was organised in 2008. A total of 10 Senior Officers completed the programme which was conducted by the Department's senior commanders and experts from different organisations.

A development programme for subordinate officers was also launched in 2008 as a core training programme. Two classes were conducted for 44 Assistant Divisional Officers and Senior Ambulance Officers during the year.

For career development, 1 161 members attended courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute (CSTDI) in 2008. During the year, 79 members attended various overseas training programmes in the United Kingdom, the United States, Canada, Australia and Singapore.

For the rank-and-file, 122 Senior Firemen attended the NCO command cum fire protection courses in 2008.

## Physical Training

The Physical Training Establishment (PTE) provides physical training and promotes sports activities for Service members to help them maintain good physical condition. A consultancy study to review the annual physical fitness assessment for Service members by the University of Hong Kong is in progress.

PTE staff also assist in organising departmental sports events such as the athletic meet, swimming gala and cross country run. They are often invited by local and international sports associations to act as officials for sports events.



(上) 人員進行體能測試研究  
(Above) A fire personnel undergoing physical fitness assessment study

(下) 消防學員接受體能訓練  
(Bottom) Physical training for recruit firemen



## 火警調查組

消防處成立火警調查組，為現場火警調查工作提供支援。調查小組有36名火警調查員，都是高級消防隊長/消防隊長職級，他們均曾接受涵蓋火警調查各方面專業範疇的訓練。

此外，部門亦成立火警調查興趣小組，目的是向前線消防人員介紹火警調查的專業知識及技術，培養各級人員對火警調查的興趣及增進火警調查的專業知識。

## 壓力輔導組

消防處成立壓力輔導組，為求助的同事進行輔導，藉以紓解他們因工作造成的心理壓力或困擾。輔導組由約110名消防處同事組成，組員均需完成由香港中文大學舉辦為期兩天的「心理與輔導學」基礎課程，使組員對心理學及輔導學有初步的認識。

## 福利

消防福利主任負責就影響到個別或整體消防人員的福利事宜，包括傷病、房屋、財政和家庭方面遇到的困難，提供意見。消防福利主任除了就消防處人員的福利事宜，與政府部門及其他機構聯絡外，亦安排探訪住院接受治療的員工，並籌劃及推行員工福利計劃。二零零八年，消防福利主任接見和輔導了238名在職或退休員工及其家屬，就個人及家庭問題給予意見。

## Fire Investigation Team

The Fire Investigation Team was set up to provide support for the investigation on the cause of fire at scene. The Team comprises 36 members of Senior Station Officers/Station Officers. They have received training on various professional aspects to enhance their skill of fire investigation.

The Fire Investigation Interest Group was also formed to recruit frontline fire personnel of various ranks who were interested in fire investigation. A series of seminars were organised for group members to enhance their knowledge of fire investigation.

## Stress Counselling Team

The Department set up the Stress Counselling Team to help colleagues overcome work-related stress. The Team is composed of about 110 staff members. All the team members completed a two-day psychology and counselling course organised by the Chinese University of Hong Kong to gain necessary counselling skills.

## Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters affecting Service members either individually or collectively, including injury, sickness, housing and financial and domestic difficulties. Apart from liaising with Government departments and other agencies on matters relating to the welfare of Service members, he also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2008, FSWO interviewed and counselled 238 serving and retired members and their families on personal and domestic affairs.

## 員工關係

消防處設有妥善的溝通途徑，鼓勵管職雙方定期交流。這些途徑包括消防處部門協商委員會、總區聯誼會和分區聯誼會，以及文職人員協商委員會。

為加深了解前線人員的情況，處長定期探訪消防局及救護站，與屬員直接溝通。副處長則與員工協會定期會面，商討影響到員工的工作、福利和服務條件的事項，有需要時並就新管理措施收集職方的意見，及就職方關注的事項發放資訊。

這些溝通途徑有效協助促進管職雙方的了解和合作。許多影響職方利益和福祉的課題，都在部門協商委員會和文職人員協商委員會的會議上進行討論。職方的意見和建議如能有助改善作業程序和服務條件，都會被考慮和採用。事實證明，對職方進行諮詢，確實有助管方引入政策的改革及推行新管理措施。

處長與人員真情對話  
A Director's forum to enhance communication  
between management and staff



## Staff Relations

There are well-established channels of communication within the Department to encourage regular dialogue between the management and staff. These communication channels include the Fire Services Departmental Consultative Committee (FSDCC), the Staff Relations Units of Commands and Divisions, and the Civilian Staff Consultative Committee (CSCC).

To better understand the needs of frontline Service members, the Director pays regular visits to fire stations and ambulance depots in order to communicate directly with them. The Deputy Director meets with staff associations regularly to discuss issues affecting their work, benefits and conditions of service. He also holds discussions with staff as required to seek their views on new management initiatives and disseminate information on matters of interest.

These communication channels have effectively promoted better understanding and co-operations between the management and staff. Important issues affecting the interests and well being of staff were discussed at the FSDCC and CSCC meetings. Staff views and suggestions that would improve work processes and service conditions would be considered and adopted. The staff consultations have proved useful in the introduction of policy changes and new management initiatives.



## 體育及康樂

香港消防處體育福利會在部門內推廣各種體育活動，以鼓勵屬員建立健康的生活模式及強健體魄，並為在職和退休屬員及家屬舉辦康體活動、社交活動和節日慶祝會。各活動隊伍亦參與外間機構舉辦的體育和文化活動。體育福利會的經費來自消防福利基金及消防同樂會的收益。

二零零八年，消防處各個運動隊伍繼續參與多項跨部門和全港比賽，成績斐然，贏取無數獎項。消防處代表隊參加在英國利物浦舉行的第十屆世界消防競技大賽，再度取得驕人成績，贏得35面金牌、37面銀牌及21面銅牌。

年內，體育福利會舉辦了一個電影欣賞暨綜合表演會，慶祝消防處成立140周年。

## Sports and Recreation

To encourage members to establish a healthy life style and to enhance their physical fitness, the Hong Kong Fire Services Sports and Welfare Club organises various kinds of sports and recreational and social activities as well as festive celebrations for both serving and retired members and their families. Various activity groups also participate in external sports and cultural activities. The Sports and Welfare Club is financed by the Fire Services Welfare Fund and proceeds of the Fire Services Club.

During the year, the Department's sports teams performed remarkably well both in inter-departmental and territorial events and won numerous championships. The Hong Kong Fire Services Delegation again came back with flying colours from the 10th World Firefighters Games held in Liverpool, UK, clinching 35 gold, 37 silver and 21 bronze medals.

In 2008, the Sports and Welfare Club successfully organised a Movie Show cum Variety Performance to celebrate the 140th Anniversary of the Department.



(上) 消防處代表團在英國舉行的第十屆世界消防競技大賽中共獲得93面獎牌  
(Above) The F.S. delegation clinches a total of 93 medals in the 10th World Firefighters Games held in the UK  
(下) 消防處140週年誌慶電影綜合晚會展示香港消防處人員制服的演變  
(Bottom) FSD 140th Anniversary Movie cum Variety Show features the development of Fire Services uniform