

# 人力資源管理

# Human Resources Management







本處屬員正進行訓練  
FSD personnel undergo training

### 編制

截至二零一三年年底，消防處人員的常額編制為 10 043 人，包括 9 347 名軍裝人員和 696 名文職人員。

### 財政

二零一二至一三及二零一三至一四財政年度，部門總開支分別為 44.83 億元及 46.91 億元，佔有關年度政府總開支的 1.5% 及 1.4%。

### 招聘

二零一三年，消防處經嚴格甄選後，共聘任了 385 人，包括 71 名消防隊長（行動）、16 名救護主任、兩名消防隊長（控制）、13 名消防隊目（控制）、139 名消防員（行動／海務）及 144 名救護員。

### Establishment

The Department has an establishment of 10 043 at the end of 2013, comprising 9 347 uniformed and 696 civilian members.

### Finance

In the 2012-13 and 2013-14 financial years, the total expenditure of the Department amounted to HK\$4 483 million and HK\$ 4 691 million respectively, representing 1.5% and 1.4% of the total government expenditure of the relevant years.

### Recruitment

In 2013, a total of 385 people were recruited after stringent selection processes, including 71 Station Officers (Operational), 16 Ambulance Officers, two Station Officers (Control), 13 Senior Firemen (Control), 139 Firemen (Operational/Marine) and 144 Ambulancemen.



消防處人員在職業博覽會向參觀者介紹消防處的工作  
Visitors are briefed on the work of FSD at the Career Expo



## 培訓及發展

### 消防訓練學校

消防訓練學校為新聘的消防隊長和消防員，提供為期 26 周的留宿初級訓練。訓練課程內容廣泛，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、基本救護學、體能訓練、防火、相關法例、物理學和燃燒科學等課題。二零一三年，共有 57 名消防隊長學員及 73 名消防員學員完成基本訓練。

## Training and Development

### Fire Services Training School

The Fire Services Training School provides 26 weeks initial residential training to recruit Station Officers and Firemen. A wide curriculum for the initial training includes basic firefighting techniques, the use of appliances and equipment, fire behaviour training, breathing apparatus, basic ambulance aid, physical training, fire protection, legislation, physics and science of combustion. In 2013, 57 recruit Station Officers and 73 recruit Firemen had completed the basic training.

保安局副局長李家超（中）  
在消防訓練學校檢閱一批結  
業學員  
The Under Secretary for  
Security, Mr Lee Ka-chiu  
(centre), reviews a passing-out  
parade at the Fire Services  
Training School



訓練學校會為消防隊目（控制）及消防員（工程組）提供訓練，並為內部聘任的消防隊長（控制）提供入職培訓。年內，有兩名內部聘任的消防隊長（控制）、13 名消防隊目（控制）學員及 11 名消防員（工程組）學員完成有關訓練。



消防人員正  
進行滅火訓練  
Fire personnel  
undergoing training  
on firefighting

訓練學校亦會為外地同業及私人機構員工，提供火警調查、高樓大廈滅火及基本滅火技巧的訓練。二零一三年，有 16 名來自曼谷的消防人員、八名澳門消防主任，以及 950 名私人機構員工完成訓練。

本處繼續為在職屬員開辦各種煙火特性訓練課程。在二零一三年，共有 143 名行動組屬員取得煙火特攻員資格，130 名消防學員完成初級課程，以及共 627 名在職行動組屬員參加複修課程。

Initial training to Senior Firemen/Firewomen (Control), Firemen (Workshops) and induction training to in-service appointed Station Officers (Control) is provided by the training school. During the year, two in-service appointed Station Officers (Control), 13 recruit Senior Firemen/ Firewomen (Control) and 11 recruit Firemen (Workshops) had completed their training.



The school also provides training to foreign counterparts and private organisations on fire investigation, high-rise building firefighting and basic firefighting techniques. In 2013, 16 fire fighters from Bangkok and eight fire officers from Macao and 950 persons from private organisations had completed the training.

The Department has continued to provide various kinds of Compartment Fire Behaviour Training (CFBT) to Service members. In 2013, 143 operational members had attained the Compartment Fire Attacker (CFA) qualification, 130 recruits had completed the Induction Course and 627 serving operational members had received Refresher and Assessment (R&A) Course.

二零一三年，本處特別為見習消防隊長開辦煙火特性訓練中級課程，讓他們學習進階煙火特性訓練技術。年內，共有 52 名見習消防隊長參與訓練。

為加強部門在須長時間處理的大型火警事故中的滅火能力，並推行事故後的消防安全計劃，本處於二零一三年成立事故及消防安全支援隊。該隊由一名高級消防隊長或消防隊長掌管，主要由修讀消防訓練學校定期舉辦的煙火特攻員及複修課程的行動組屬員組成。二零一三年，共有 2 743 名行動組屬員獲委派為支援隊隊員。訓練學校亦與教育局合辦「多元智能躍進計劃」，旨在為中學生提供紀律、領導才能和防火的訓練。二零一三年，共有 780 名學生及 51 名老師參加這個計劃。

In 2013, a tailor-made CFBT Intermediate Course was launched with a view to providing the advanced CFBT techniques to Probationary Station Officers. In 2013, 52 Probationary Station Officers had attended such training.

With a view to strengthening the firefighting capability in major and prolonged fire incidents and to implementing post-incident fire safety programme, an Incident and Fire Safety Support Unit (IFSSU) was established in 2013. The IFSSU, headed by a Senior Station Officer or Station Officer, comprises mainly of operational members who will attend the CFA and R&A Courses conducted in the Fire Services Training School regularly. In 2013, 2 743 operational members were deployed as its members. The school also co-organised with the Education Bureau an Enhanced Smart Teen Challenge Project. This programme aims at providing discipline, leadership and fire protection training to secondary school students. In 2013, 780 students and 51 teachers enrolled in this programme.

來自泰國的消防人員，在消防訓練學校完成訓練後與本處人員合照  
Firefighters from Thailand picture with FSD officers after completing a training course at the Fire Services Training School





### 消防處救護訓練學校

消防處救護訓練學校為各級救護人員及消防人員提供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為期 26 周的初級訓練，內容包括基本的輔助醫療知識及技巧、相關法例、情緒智商、客戶服務、步操、紀律訓練、體能訓練和救護車隨車實習。學員在完成課程後會派駐救護站。部門會挑選有經驗的救護人員，修讀為期 21 周的二級急救醫療助理訓練課程，成功修畢課程的學員將合資格成為二級急救醫療助理。該項資格獲輔助醫療學院及卑詩省同濟專科學院認可，須每三年重新考核一次。

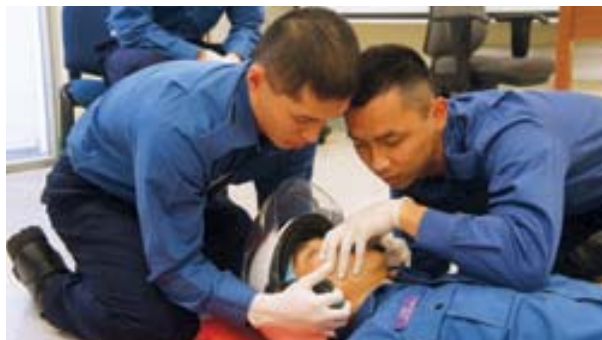
訓練學校亦為消防人員提供各項培訓，例如為消防學員提供基本救護學課程，並為先遣急救員提供救護學進階課程。訓練學校又為市民安排免費社區心肺復甦法課程。截至二零一三年年底，共有 28 680 名市民受訓。

### Fire Services Ambulance Command Training School

The Fire Services Ambulance Command Training School provides ambulance aid and specialised paramedic training to ambulance personnel of different ranks and fire personnel.

Newly recruited Ambulance Officers and Ambulancemen/Ambulancewomen will undergo a 26-week initial training, which comprises basic paramedic knowledge and skills, legislation, emotional intelligence, customer service, foot drills, discipline training, physical fitness and on-car attachment. Upon completion of the course, the recruits will be posted to ambulance depots. Experienced ambulance personnel will be selected to attend a 21-week Emergency Medical Assistant II (EMA II) Training Course and successful candidates will be qualified as EMA II. This qualification, accredited by the Paramedic Academy and, Justice Institute of British Columbia, is required to be revalidated every three years.

The school provides training to fire personnel, such as the Basic Ambulance Aid Training for the new recruits and the Advanced Ambulance Aid Training at First Responders Level. The school also arranges free Community Cardio-Pulmonary Resuscitation training for the public. As at the end of 2013, 28 680 citizens had been trained.



救護人員在消防處救護訓練學校接受訓練

Ambulance personnel undergo training at Fire Services Ambulance Command Training School

## 西九龍救援訓練中心

西九龍救援訓練中心提供持續訓練課程，以加強消防人員處理不同類型火警和事故的技巧。中心設有多種先進的訓練設施，包括在模擬隧道和迷宮內進行搜索及救援，以及在不同情況下進行實火訓練。在二零一三年，共有 3 472 名屬員接受訓練。

為加強前線消防人員的救援技巧，部門為他們提供一套四個單元的基礎訓練課程，包括攀山拯救、高空拯救、交通意外拯救及急流拯救。二零一三年，共有 420 人次參與上述各項訓練。為確保特別救援隊隊員的救援技術水平，部門由二零一二年四月起開辦特別救援隊覆檢課程。年內，共有 439 名特別救援隊隊員參與課程。

## West Kowloon Rescue Training Centre

The West Kowloon Rescue Training Centre provides continuous training programme to strengthen the skills of fire personnel in tackling different types of fire and incidents. The Centre is equipped with a wide variety of advanced training facilities including search and rescue at simulated tunnel and maze as well as live fire training in various situations. A total of 3 472 members attended the training in 2013.

To strengthen the rescue techniques of frontline fire personnel, the Department provides basic training comprising four modules, namely Mountain Rescue, High Angle Rescue, Road Traffic Accident Rescue and Swift Water Rescue. In 2013, the total attendance in various modules of training was 420. With a view to maintaining the standard skill of the Special Rescue Squad (SRS) members, a SRS Revalidation Programme was launched since April 2012. During the year, a total of 439 SRS members have attended the programme.

消防員及救護員  
在西九龍救援訓練  
中心進行救援  
行動示範  
Demonstration of  
rescue operations  
by firemen and  
ambulancemen  
at the West  
Kowloon Rescue  
Training Centre



立法會議員及記  
者參觀西九龍救  
援訓練中心，體  
驗火場發生的閃  
燃情況  
Legislative  
Council  
members  
and reporters  
experience the  
situation of  
flashover in a  
simulated fire  
scene in the  
West Kowloon  
Rescue Training  
Centre



### 管理及發展培訓

為了職業發展，在二零一三年有 1 326 名屬員修讀公務員培訓處舉辦的各項管理、領導才能、溝通及國家事務研習課程。此外，有 36 名屬員前往英國、美國、加拿大、澳洲、泰國及新加坡，修讀各項訓練課程。

### 現場指揮訓練

為提高前線消防人員處理火警及緊急事故的能力，消防處利用「消防工作室 4.0」及「高級災難管理系統電腦模擬訓練」電腦培訓軟件，為消防處訓練學校的學員作高樓大廈火警的現場指揮訓練。在二零一三年，共有 261 名消防隊長學員及消防員學員接受這項訓練。

### 體能訓練

體能訓練組為處內人員提供體能訓練，並推廣體育活動，使他們保持體格強健。

### Training on Management and Development

For career development, 1 326 Service members attended various courses on management, leadership, communication and China studies organised by the Civil Service Training and Development Institute in 2013. During the year, 36 members attended various overseas training programmes in the United Kingdom, the United States of America, Canada, Australia, Thailand and Singapore.

### Incident Command Training

In order to enhance the capability of frontline fire personnel in handling fire and emergency incidents, an Incident Command Training Programme on “Firefighting in Highrise Building” using training software of “Fire Studio 4.0” and “Advanced Disaster Management Simulator” was conducted to the recruits of Fire Services Training School. A total of 261 Recruit Station Officers and Firemen had received the training in 2013.

### Physical Training

The Physical Training Establishment (PTE) provides physical training and promotes sports activities for Service personnel so as to maintain their good physical condition.



體能訓練讓消防人員保持強健體格  
Physical training is provided for fire personnel to maintain their good physical condition



消防處屬員的周年體能測驗由兩部分組成，即耐力跑及體能測試。二零一三年，在 7 933 名接受測驗的屬員中，有 31.8% 取得最高的「優異」(1/A) 等級，只有約 1.3% 的人員需要覆試。

體能訓練組人員經常獲委派協助籌辦部門的各項體育活動，例如陸運會、水運會及越野賽，並在活動中擔任裁判。此外，該組人員亦經常獲本地及國際體育團體邀請，於毅行者等體育活動擔任裁判。他們亦代表本處參與慈善活動和賽事，例如「匡智競步上雲霄」、「港鐵競步賽」及「PACER 健康體適能挑戰賽」等。

## 專責隊伍及興趣小組

### 壓力輔導組

為協助同事紓解因事故及工作造成的壓力，部門成立了壓力輔導組。輔導組由超過 100 名已受訓並自願參與的屬員組成，為屬員提供壓力輔導服務。

### 紀律專責隊伍

部門於二零零九年一月成立「紀律專責隊伍」，成員包括 289 名已受訓並自願參與的主任級人員。為使紀律研訊的工作成果保持高水準，「紀律專責隊伍」轄下成立了「紀律聆訊諮詢小組」，與「紀律專責隊伍」成員分享紀律事宜的知識和提供相關指引。

The annual Physical Fitness Assessment for Service members consists of two parts – Aerobic Run and Strength Test. In 2013, of the 7 933 Service members took part in the assessment, 31.8% achieved the top grading of 1/A and only about 1.3% were required to be reassessed.

PTE staff are often deployed to assist in organising and act as officials at Service sports events such as athletic meets, swimming galas and cross country runs. Moreover, they are often invited by local and international sports associations to act as officials for sports events such as the Trailwalker competitions. They also represent the Department to participate in charitable events/competitions such as the Hong Chi Climbathon, MTR Hong Kong Race Walking and PACER Health Fitness Challenge.

## Specialist Teams and Interest Groups

### Stress Counselling Team

The Stress Counselling Team was set up to help colleagues alleviate stress caused by incidents and work. The team comprises more than 100 trained voluntary members providing stress counselling service to members.

### Service Disciplinary Team

A Service Disciplinary Team (SDT) comprising 289 trained voluntary officers has been set up since January 2009. In order to maintain high standard of output in the disciplinary proceedings, a Disciplinary Advisory Group under SDT was set up for sharing of knowledge and provision of guidance to SDT members.





火警調查組為火警起因的調查工作提供支援  
The Fire Investigation Group provides support for investigation into the causes of fire

### 火警調查組

火警調查組為現場火警起因的調查工作提供專業支援。該組由有興趣並自願參與的前線主任級人員組成。二零一三年，共有十名火警調查員參與協助調查火警事故。此外，本處年內又招募了 17 名前線消防主任擔任火警調查員。部門為小組成員籌辦一連串複修課程，以提升他們在火警調查方面的知識。另外，有五名火警調查員曾到外地參與專門的火警調查課程。

### Fire Investigation Group

The Fire Investigation Group provides professional support for investigation into the causes of fire. The team comprises interested frontline officers who voluntarily take up the responsibility. In 2013, 10 fire investigators were turned out for fire investigations. Besides, 17 frontline fire officers were recruited as fire investigators during the year. A series of refresher courses were organised for them to enhance their knowledge of fire investigation. On the other hand, five fire investigators had attended overseas courses of specialist fire investigation.

### 消防工程學興趣小組

為豐富屬員的消防工程學知識，部門在二零一零年十一月成立了消防工程學興趣小組。自二零一一年起，小組聯同香港理工大學合辦「消防工程研究先鋒計劃」，促進成員在消防工程方面的專業知識。有五名學員就摩天大樓、岩洞、住宅花灑系統、隧道及天井的消防安全問題進行科學研究。《世界高層都市建築學會期刊》在二零一三年登載了該小組一篇有關香港摩天大樓消防安全策略的研究文章；而國際期刊 "Tunneling and Underground Space Technology" 則正在評審小組另一篇有關本港現有岩洞的消防安全策略的文章。

為了與不同的持份者分享研究成果，消防處將於二零一四年初合辦專業進修研討會，探討住宅花灑系統及隧道的消防安全事宜。

### 消防車輛車廂及工具儲物櫃設計 / 裝置改良興趣小組

消防車輛車廂及工具儲物櫃設計 / 裝置改良興趣小組鼓勵屬員就改良車廂及工具儲物櫃的設計和行動效率提出意見。二零一三年，小組成員曾就新購置的油壓升降台車廂及工具儲物櫃的設計提出寶貴建議。

### 消防車輛興趣小組

消防車輛興趣小組提高屬員對消防車輛的興趣，並認識消防車輛的最新設計。二零一三年，小組成員曾就新置的油壓升降台提出意見。

### Fire Engineering Interest Group

To enrich fire engineering knowledge among Service members, a Fire Engineering Interest Group was established in November 2010. In collaboration with the Hong Kong Polytechnic University, the interest group organised a joint Mentorship programme to foster members' professionalism in fire engineering subjects since 2011. Five mentees conducted scientific researches on fire safety matters in supertall buildings, caverns, domestic sprinklers, tunnels and atriums. A research paper regarding fire safety strategies for supertall buildings in Hong Kong was published by the Council on Tall Buildings and Urban Habitat Journal in 2013, while a paper of fire safety strategies for existing rock caverns in Hong Kong is being reviewed by an international journal, the "Tunneling and Underground Space Technology".

To share the research findings with different stakeholders, Continuing Professional Development Seminars about domestic sprinklers and tunnels will be jointly held by FSD in early 2014.

### Fire Appliances Cabin and Locker Design/Modification Interest Group

The Interest Group in Fire Appliances cabin and locker Design/Modification encourages members to contribute their views on improving cabin and locker design and efficiency of operation. In 2013, the Group offered their valuable opinions in the Cabin and locker design of the newly procured Hydraulic Platform.

### Fire Appliance Interest Group

The Interest Group in Fire Appliance enhances members' interest in fire appliances and keeps track of their latest design. In 2013, the interest group offered their views on the newly procured Hydraulic Platform.



## 福利

消防福利主任就屬員在傷病、住屋、財政和家庭困難等方面的福利事宜提供意見。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，亦會安排探訪住院的屬員，並籌劃和推行員工福利計劃。二零一三年，消防福利主任與 173 名在職或退休屬員及其家屬面談，並就他們個人及家庭的事宜提供輔導。

## 員工關係

部門設有妥善的溝通途徑，鼓勵管職雙方定期交流，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。這些委員會及聯誼會提供了有效的平台，讓管職雙方就涉及共同關注的事宜交換意見。

為加深了解前線人員的需要，副處長會探訪各前線單位，與不同級別的人員直接溝通，並與員工協會定期會面，商討關乎員工工作、福利及服務條件等事宜，亦會在有需要時與員工進行磋商，就新的管理措施蒐集職方意見，並就職方關注的事項提供資料。

## 體育及康樂

部門一向鼓勵屬員在工作與家庭生活兩方面取得平衡，務求能符合身為緊急服務人員在體能和心理質素方面的嚴格要求。因此，香港消防處體育福利會舉辦多項體育活動、興趣小組，以及康樂和社交活動。

## Welfare

The Fire Services Welfare Officer (FSWO) advises on welfare matters affecting Service members, including injury, sickness, housing, financial and domestic difficulties. Apart from liaising with Government departments and other agencies on matters relating to the welfare of Service members, FSWO also arranges visits to hospitalised members, and organises and implements staff welfare schemes. In 2013, FSWO interviewed and counselled 173 serving and retired members and their families on personal and domestic affairs.

## 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, the Staff Relations Units of Commands and Divisions, and the Civilian Staff Consultative Committee. These committees and staff relations units provide useful forums for the exchange of views between the management and staff on matters of common interest.

To better understand the needs of frontline Service members, the Deputy Director pays visits to frontline units to communicate with staff of different ranks directly and meets with staff associations regularly to discuss issues affecting their work, benefits, conditions of service and well-being. He also holds discussions with staff as required to seek their views on new management initiatives and disseminate information on matters of interest.

## Sports and Recreation

The Department always strives to encourage members to strike a balance between work and family life in order to meet the demanding requirements on physical fitness and mental strength as emergency responders. In this regard, the Hong Kong Fire Services Sports and Welfare Club organises various sports events, interest groups, recreational and social activities.

年內，本處成立了一個全方位的興趣小組，向屬員推廣健康的生活方式。有關活動深受歡迎，現職和退休屬員及其家屬均鼎力支持。此外，多個興趣小組及多名運動隊伍成員亦參與外間機構舉辦的體育和文化活動，成績令人鼓舞。

A holistic interest group aims at promoting members' awareness in "Healthy Life Style" was established in the year and gained full support from both serving and retired members as well as their families. In addition, various interest groups and sports group members also participate in external sports and cultural activities with encouraging results.



（左起）消防處人員參與二零一三特殊奧運執法人員火炬慈善跑、消防處水運會及周年越野賽

(From left) FSD members participate in the Law Enforcement Torch Run for Special Olympics 2013, FSD Swimming Gala and Cross Country Run