



# CONTRACTOR SAFETY HANDBOOK

---

Version No: 2  
Issue Date : 01 July 2025  
Issued By : Campus Safety and Facilities Management (Campus Safety)  
of the Estates Office of Hong Kong Baptist University

## Table of Contents

---

|     | Title   | Page |
|-----|---|------|
| 1.0 | Purpose and Scope                                     | 1    |
| 2.0 | Applicability   | 2    |
| 3.0 | Responsibility  | 3    |
| 3.1 | General Duties  | 3    |
| 3.2 | Site Supervision                                      | 4    |
| 3.3 | Control of Access and Egress                          | 4    |
| 4.0 | General Requirements                                  | 6    |
| 4.1 | Site Layout   | 6    |
| 4.2 | Site Roads and Site Traffic                           | 6    |
| 4.3 | Ventilation, Temperature and Lighting                 | 7    |
| 4.4 | Dust and Noise Generation                             | 8    |
| 4.5 | Construction Waste Management                         | 8    |
| 4.6 | Housekeeping  | 9    |
| 4.7 | Typhoon and Rainstorm Actions                         | 9    |
| 4.8 | Fire Prevention                                       | 10   |
| 5.0 | Personal Protective Equipment                         | 12   |
| 6.0 | Safe Use of Plant and Equipment                       | 13   |
| 6.1 | Electric Arc Welding                                  | 13   |
| 6.2 | Gas Welding, Flame Cutting and Gas Cylinders          | 13   |
| 6.3 | Woodworking Machine                                   | 15   |
| 6.4 | Abrasive Wheels                                       | 15   |
| 6.5 | Air Compressors and Air Receivers                     | 16   |
| 6.6 | Electric Tools  | 17   |
| 6.7 | Handheld Tools  | 17   |
| 6.8 | Lifting Appliances and Lifting Gears                  | 18   |
| 7.0 | Use of Dangerous Goods/ Harmful/ Flammable Substances | 20   |

| Title  | Page |
|--|------|
| 8.0 Safe Use of Electricity  | 21   |
| 9.0 Work at Height   | 22   |
| 9.1 Scaffolds and Working Platforms  | 22   |
| 9.2 Ladders  | 23   |
| 9.3 Suspended Working Platforms  | 24   |
| 9.4 Power-operated Elevating Work Platforms                                | 25   |
| 9.5 Monitoring Measures for Work-at-Height and Work-above-Ground           | 26   |
| 10.0 Work in Confined Space  | 28   |
| 11.0 Site Risk Self-Inspection   | 29   |
| 12.0 Safety Training and Records   | 30   |
| 13.0 Accident and Emergency Case Reporting and Investigation               | 31   |
| Appendix 1 : Checklist Before/ After Adverse Weather for Safety Inspection | 32   |
| Appendix 2 : Hot Work Permit   | 35   |
| Appendix 3 : Work-above-ground / Work-at-height Safety Checklist           | 37   |
| Appendix 4 : Risk Assessment for Using of Ladder                           | 39   |
| Appendix 5a : Risk Assessment for Confined Space Work                      | 40   |
| Appendix 5b : “Permit-to-work Certificate” for Entry into Confined Space   | 49   |
| Appendix 6 : Site Safety and Hygiene Checklist                             | 56   |
| Appendix 7 : Summary of Safety Training Records                            | 68   |
| Appendix 8 : Hazardous Occurrence Investigation Report                     | 68   |

## 1.0 Purpose and Scope

---

The purpose and scope of this Contractor Safety Handbook (Safety Handbook) is to minimise risks associated with the activities of contractors who perform work for Hong Kong Baptist University (HKBU). This Safety Handbook identifies safety related performance requirements for HKBU's contractors and the criteria that shall be established to effectively evaluate contractor compliance with this Safety Handbook, The Health, Safety and Environment Policy of HKBU and other statutory requirements.



## 2.0 Applicability

---

- 2.1 This Safety Handbook applies to all HKBU's contractors whenever they carry out construction, erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement/renovation, dismantling, extensions and additions, or demolition of any structure or works within HKBU's campuses or buildings.
- 2.2 The minimum safety requirements are set out in this Safety Handbook. It must not be assumed that the contents of this Safety Handbook containing every safety and health aspects which may arise relating to the contractor's work.
- 2.3 This Safety Handbook acts as a supplement to the Conditions of Contract and does not take precedent over the Contract conditions. If there are conflicts between conditions or requirements in this Safety Handbook and the Conditions of Contract, the latter will prevail.

## 3.0 Responsibility

---

### 3.1 General Duties:

- 3.1.1 HKBU requires all contractors employed to take all reasonable measures to ensure the health and safety at work of all its employees/ sub-contractors and will comply with HKBU's health and safety requirements and all applicable laws and regulations, including but not limited to:
- the Factories and Industrial Undertakings Ordinance (Cap. 59)
  - the Occupational Safety and Health Ordinance (Cap. 509)
  - the Dangerous Goods Ordinance (Cap. 295)
  - the Electricity Ordinance (Cap. 406)
  - the Fire Services Ordinance (Cap. 95)
  - the Waste Disposal Ordinance (Cap. 354)
  - the Boilers and Pressure Vessels Ordinance (Cap. 56)
  - the Gas Safety Ordinance (Cap. 51)
- 3.1.2 The contractors shall ensure their employees/ sub-contractors to follow the health and safety instructions or practices given to them at site or stated in this Safety Handbook.
- 3.1.3 Ignorance of the health and safety standards, instructions and procedures, and inadvertence and complacency at work will not be accepted as an excuse for neglect of duty.
- 3.1.4 The contractors shall indemnify, defend and hold HKBU harmless from any liability associated with the contractors' non-compliance with the HKBU's health and safety requirements and non-compliance with relevant laws and regulations.
- 3.1.5 The contractors shall accept sole responsibility for any acts or omissions with respect to any health and safety risks, incidents or liabilities encountered by the contractors.
- 3.1.6 The contractors shall accept Suspension of Work if HKBU determines that the contractors have falsified any required health and safety information, or if HKBU determines that the contractors are significantly deficient in their health and safety performance or capabilities.

- 3.1.7 The contractors shall provide, upon request from HKBU, copies of all health and safety procedures and practices, and health and safety training records for contractor employees.
- 3.1.8 The contractors shall report to HKBU any job-related fatalities, requiring medical assistance, or regulatory violations as soon as possible, within one hour.
- 3.1.9 The contractors shall ensure that all workers shall possess valid safety certificates (e.g. Construction Industry Safety Training Certificate (Green Card), Construction Workers Registration Card, etc.) issued by the authorised organisations as per legal requirements, otherwise, they cannot carry out HKBU's contractual works.

### **3.2 Site Supervision:**

- 3.2.1 The contractor shall nominate a senior member of his site staff to act as a "site representative". He/ she shall maintain day to day communications in respect of the work with the project-in-charge/ technician of HKBU.
- 3.2.2 The contractor's site representative is also responsible for contact and coordination with their sub-contractors. The site representative shall ensure that their sub-contractors are in full compliance with the health and safety requirements.
- 3.2.3 The contractor shall provide full and adequate site supervision during the progress of the work and maintain the duty of site representative available at all times. The site representative shall be able to receive and act promptly, on behalf of the contractor, on all safety and health instructions issued by the project-in-charge/ technician/ Campus Safety Team of HKBU or any other authorised personnel, such as occupational safety officers of the Labour Department.

### **3.3 Control of Access and Egress:**

- 3.3.1 Before starting work in any part of the campus, the contractor's site representative is required to seek the project-in-charge/ technician of HKBU for approval.

- 3.3.2 Prior to the start of work every time, the site representative and workers shall report to the Campus Security Team for record and get the designated uniform.
- 3.3.3 All contractors' workers are required to wear designated uniform while working in the campus for easy identification.
- 3.3.4 The site representative is required to report to the Campus Security Team upon completion of work every man-day and return all designated uniforms in clean and good conditions.

## 4.0 General Requirements

---

### 4.1 Site Layout:

- 4.1.1 Arrange suitable perimeter fencing or hoarding where appropriate.
- 4.1.2 Ensure good visibility and safe means of access and egress at site entrance.
- 4.1.3 Provide adequate warning signs at the entrances or other conspicuous locations to alert trespassers.
- 4.1.4 Install self-closing devices for all site doors.
- 4.1.5 Post project information, including project title, work duration, site management contact number at conspicuous locations for public.
- 4.1.6 Obtain approval from project-in-charge/ technician of HKBU for assigning areas for loading and unloading, storage of materials, plant and machinery. No materials shall be stored outside working site areas or non-approval areas.
- 4.1.7 Display emergency contact, emergency procedures and statutory notices at conspicuous locations where necessary.
- 4.1.8 Remove all rubbish, crates, surplus materials etc. from the site as soon as possible and on a regular basis during the progress of the works so as to maintain unobstructed access to, egress from and easy inspection of all work.
- 4.1.9 Avoid obstruction of the entrance, passageways, lift lobbies, stairways and fire escape routes by the raw materials, tools, appliances and debris of the working process on any occasion.
- 4.1.10 Provide and ensure suitable and adequate first-aid facilities and fire-fighting equipment being available in a clearly identified and accessible site location during the working periods.

### 4.2 Site Roads and Site Traffic:

- 4.2.1 Site traffic routes shall be clearly indicated and maintained as level as is consistent with safe travel and shall be carefully planned taking account of such potential hazards as falsework as well as the movement of workers to and

from different working positions. Where possible, one-way system shall be implemented.

- 4.2.2 Erect notice boards/ signage clearly in the conspicuous locations in order to draw the drivers' attention on the areas with potential hazards.
- 4.2.3 When vehicles have to cross public roads, drivers are responsible for seeing that the wheels and tyres are cleaned of mud so that the public roads will not be contaminated and no skidding hazard is created by mud deposited on the roads near the entrances to the sites. They are also responsible for seeing that their load is secure and does not present a risk to other road users.
- 4.2.4 Protect workers from the risk of being struck by vehicles if they have to work on haul roads. Display suitable warnings where drivers can see them in good time; cone off the area; wear fluorescent or reflective clothing if necessary.
- 4.2.5 Provide passageways of suitable widths and steps or stairs of suitable construction for safe passage of persons and materials.
- 4.2.6 Properly maintain all floors, passageways, doorways, steps and stairs to ensure that they are free from any obstructions, protruding objects, slippery substances and other materials that may constitute tripping and slipping hazards.
- 4.2.7 Provide and maintain a rigid handrail or other suitable handhold with intermediate barriers on every staircase to prevent people from falling through the open side.

### **4.3 Ventilation, Temperature and Lighting:**

- 4.3.1 Provide and maintain an efficient mechanical exhaust system at the point of origin of the dust or fume or other impurities to prevent it from polluting the air in the workroom.
- 4.3.2 Maintain a reasonable temperature in every workplace.
- 4.3.3 Provide and maintain suitable and sufficient lighting, either natural or artificial, in every part of the premises in which persons work or pass.

- 4.3.4 Provide suitable and sufficient lighting on hoarding or external fencing for public safety.
- 4.3.5 Ensure that windows and skylights used for lighting are kept clean and free from obstruction.
- 4.3.6 Emergency lighting and exit signage shall be provided to escape routes and workplaces where needed.
- 4.3.7 Low voltage shall be used for temporary lighting, particularly in confined and damp conditions.

#### **4.4 Dust and Noise Generation:**

- 4.4.1 The Contractor shall submit dust control plan to project-in-charge/ technician of HKBU for approval.
- 4.4.2 Provide plastic sheets to cover floors, existing furniture and equipment for working process generates dust.
- 4.4.3 Provide dust proofed hoarding/screening to restrict dust from spreading to other functional and occupied areas.
- 4.4.4 Maintain the noise generated during the construction to a minimum.
- 4.4.5 The Contractor shall inform the project-in-charge/technician prior to any noisy working processes.
- 4.4.6 All noise or dust generated works affecting adjacent areas shall be carefully planned and scheduled to minimise interruption.

#### **4.5 Construction Waste Management:**

- 4.5.1 The contractor shall maintain a proper waste management system in order to minimise waste production including proper controlling of raw materials, waste reuse and recycling.
- 4.5.2 The contractor shall be responsible for disposing all construction waste to the designated government waste disposal facilities.

4.5.3 The contractor shall be liable for opening of billing account prior to the disposal according to the requirements as outlined in Construction Waste Disposal Charging Scheme.

4.5.4 Waste transaction records shall be provided to the project-in-charge/ technician after each disposal of construction waste at the government waste disposal facilities.

#### **4.6 Housekeeping:**

4.6.1 Keep all passageways, staircases, landings, and the means of escape clear and unobstructed at all times.

4.6.2 Stack raw materials and finished products safely, clear of passageways and means of escape.

4.6.3 Do not leave tools on the floor, or in any location where they can be easily dislodged. Provide proper storage, such as toolboxes or containers for tools and equipment.

4.6.4 Do not obstruct lighting and ventilation, any electrical power point and fire-fighting equipment.

4.6.5 The floors of workplaces shall be kept clean, tidy and in a non-slippery condition.

4.6.6 Provide and maintain proper drainage system to prevent water ponding.

4.6.7 Protruding nails in timbers or walls shall be removed or bent over so that they do not constitute a hazard to people.

#### **4.7 Typhoon and Rainstorm Actions:**

4.7.1 Activate emergency procedures in times of Typhoon and Rainstorm.

4.7.2 Carry out a thorough examination and implement specific safety measures to ensure the safe conditions at site.



- 4.7.3 The site representative is required to carry out the safety inspection before and after adverse weather by using the prescribed checklist (refer to Appendix 1)
- 4.7.4 When the Typhoon Signal no. 8 or above/ Rainstorm "Black" Warning Signal is issued, the contractor shall inform his workers to suspend work in outdoor areas.
- 4.7.5 The contractor shall report to the project-in-charge/ technician of HKBU on the appropriate protection measures taken before leaving the working site in order to protect his work and the public in such adverse weather.
- 4.7.6 Secure and fasten the works, scaffolding and loose materials.
- 4.7.7 Isolate all gaseous supplies and electrical circuits (or tools) immediately.
- 4.7.8 Inspect the secure site and protect against possibility of water flooding.
- 4.7.9 Inspect and remove any blockages to permanent or temporary drainage outlets and channels.
- 4.7.10 Inspect the site and report to the project-in-charge/ technician of HKBU any damages after the typhoon or rainstorm for insurance purposes.
- 4.7.11 The stoppage of work due to Typhoon or Rainstorm shall not vitiate the contractor's rights, duties, and liabilities in the Conditions of Contract.

#### **4.8 Fire Prevention:**

- 4.8.1 Provide temporary fire facilities, such as portable fire extinguishers, stand-alone smoke detectors as requested by Fire Services Department.
- 4.8.2 Display fire escape plan with location of fire facilities at site conspicuous areas.
- 4.8.3 Only minimum quantity of combustible and flammable substance(s) which is required for the work shall be used during the work process.
- 4.8.4 Articles shall not be left at places which would cause obstructions to the fire service installations (e.g. fire extinguishers, hose reels).
- 4.8.5 Means of escape and fire exits shall be kept clear and unobstructed at all times.

- 4.8.6 Fire doors leading to the protected corridor/ staircase shall be kept closed.
- 4.8.7 Smoking is not allowed in the working sites, furthermore, in both indoor and outdoor spaces within the University premises.
- 4.8.8 Water shall not be used on electrical equipment fires. When possible, de-energise electrical equipment before firefighting.
- 4.8.9 All personnel in the working sites shall know the escape routes and assemble points in case of fire. Arrange regular fire drill if necessary.
- 4.8.10 Any work involving gas welding and flame cutting, electric arc welding, abrasive grinding and all other similar operations which may produce spark, fume or which is capable of initiating fires or explosions in construction or renovation related-work shall comply with the HKBU Hot Work Permit System procedures and obtain Hot Work Permit (refer to Appendix 2) before commencement of work.

## 5.0 Personal Protective Equipment

---

- 5.1 Consider the provision of personal protective equipment only after all measures for removing or controlling safety or health hazards have been, so far as reasonably practicable, applied and proved not competent.
- 5.2 Ensure that sufficient personal protective equipment is provided and that it is readily available for every worker who may need to use it.
- 5.3 The personal protective equipment shall provide adequate protection and comfort for continuous use and shall conform to the international safety standards.
- 5.4 The contractor shall ensure information, instruction and training of the use of personal protection equipment provided to be comprehensible to the workers.
- 5.5 The contractors shall ensure that all workers make full, proper use and storage of the personal protective equipment provided.
- 5.6 Where personal protective equipment is provided, workers shall not, willfully and without reasonable cause, remove personal protective equipment to endanger themselves or others.
- 5.7 All workers who have been distributed personal protective equipment shall ensure all in good condition and report immediately any damage to the contractor's site representative for replacement.

## 6.0 Safe Use of Plant and Equipment

---

### 6.1 Electric Arc Welding:

- 6.1.1 The contractor's site representative shall inform the project-in-charge/ technician of HKBU for the location of the temporary power connection and welding process and obtain Hot Work Permit (refer to Appendix 2).
- 6.1.2 Workers shall wear suitable personal protective equipment during electric arc welding, including eye and hand protection.
- 6.1.3 Ensure that welding machines have a maximum current output exceeding 30A single phase or half the maximum demand of an installation in any one phase is directly connected to the mains on a 3-phase supply.
- 6.1.4 Keep the workplace dry, secure, free from combustible materials and obstructions.
- 6.1.5 Ensure proper and adequate ventilation of workplace to remove poisonous fumes and gases that are given off during welding.
- 6.1.6 Take precautions against flying sparks and hot slag where welding is being done near flammable materials and check the area before leaving and make fire extinguishers (except water type) available near the welding area.
- 6.1.7 The workpiece shall be effectively earthed and all equipment shall be earthed and insulated.
- 6.1.8 Check and ensure all equipment and external connections being in good conditions prior to work.
- 6.1.9 Do not carry out electric arc welding outdoor during rainy days.

### 6.2 Gas Welding, Flame Cutting and Gas Cylinders:

- 6.2.1 The contractor shall make sure that all workers have completed approved training course, recognized by the Commissioner for Labour pursuant to the Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation and possess valid certificate, otherwise, they cannot carry out any gas welding and flame cutting work.

- 6.2.2 The contractor's site representative shall inform the project-in-charge/ technician of HKBU for the location of the gas welding and flame cutting processes and obtain Hot Work Permit (refer to Appendix 2).
- 6.2.3 Workers shall wear suitable personal protective equipment during gas welding and flame cutting, including eye and hand protection.
- 6.2.4 Keep the workplace dry, secure, free from combustible materials and obstructions.
- 6.2.5 Ensure proper and adequate ventilation of workplace to remove poisonous fumes and gases that are given off during welding and cutting.
- 6.2.6 Take precautions against flying sparks and hot slag where welding and cutting are being done near flammable materials and check the area before leaving. Make available fire extinguishers near the welding and cutting area.
- 6.2.7 Secure gas cylinders at upright position both in storage and when in use.
- 6.2.8 Do not store gas cylinders in excess of the "exempted quantities" as stipulated in the Dangerous Goods Ordinance and Regulations. Store at any time one cylinder of acetylene and one cylinder of oxygen per job-site.
- 6.2.9 Keep the gas cylinders away from source of heat, flammable materials, corrosive chemicals and fumes.
- 6.2.10 Ensure that appropriate type of pressure regulators and flash back arrestors are installed and maintained in sound condition.
- 6.2.11 Ensure that hose lines are in sound condition and secure to avoid damage.
- 6.2.12 Always lift gas cylinders by suitable means. Do not slide them along the ground or drop them from trucks.
- 6.2.13 Do not connect a hose longer than needed. Prevent hoses from becoming kinked or tangled.
- 6.2.14 Post out "No Smoking" sign in the welding and cutting area to alert site personnel.

### **6.3 Woodworking Machine:**

- 6.3.1 Install competent and effective under bench fence, top (crown) guard, riving knife, push-stick and emergency stop to circular saw. Weatherproof on/ off switch shall be used if the machine is located outdoor.
- 6.3.2 Keep the circular saw blades sharp at all times, and properly adjust the riving knife and top guard. Use saw blade of suitable diameter and adjust it properly so that the saw teeth cut vertically downward.
- 6.3.3 Use a push stick to prevent the hand from coming into contact with the blade of a circular saw.
- 6.3.4 Provide fire extinguishers adjacent to the work location. Remove sawdust regularly to minimise fire hazard.
- 6.3.5 Never use a woodworking machine until the worker has been properly trained in its use.
- 6.3.6 Ensure that the working space around a machine is unobstructed and the floor is clean and not slippery.
- 6.3.7 Workers shall wear suitable personal protective equipment during operating woodworking machinery, including ear and face protection.
- 6.3.8 Post out “No Smoking” sign in the woodworking area to alert site personnel.

### **6.4 Abrasive Wheels:**

- 6.4.1 All abrasive wheels shall be mounted by competent persons who have been appointed in writing by the contractor. They shall be well trained and have practical experience for the mounting job.
- 6.4.2 Only trained persons shall be allowed to select, mount and use abrasive wheels and cutting discs.
- 6.4.3 Workers shall wear suitable personal protective equipment while operating abrasive wheels, including eye protection.

- 6.4.4 Abrasive wheels shall be clearly marked in Chinese and English the maximum permissible speed in revolutions per minutes (rpm) by the manufacturer (or converted by peripheral speed in feet per minute (ft/min) or in metres per second (m/sec). Check that the operating speed of the spindle of a machine does not exceed the maximum permissible speed of the wheel.
- 6.4.5 Run a new or replacement abrasive wheel of at least 1 minute before use.
- 6.4.6 Adjust the work rest as close to the face of the wheel as possible, in any case not exceeding 3.2mm (1/8") to the wheel.
- 6.4.7 Ensure that the guard is in position and properly adjusted.
- 6.4.8 Never use the side of an abrasive wheel for grinding.
- 6.4.9 Never apply sudden pressure on the abrasive wheel.
- 6.4.10 Ensure that the floor in the vicinity of a grinding machine is in a good condition, free from obstruction and not slippery.

## **6.5 Air Compressors and Air Receivers:**

- 6.5.1 Air receiver, pressure vessel or boiler shall be registered with a valid Form 2 Certificate of Fitness for a Pressure Vessel as stipulated in the Boilers and Pressure Vessels Ordinance.
- 6.5.2 A copy of Form 2 (6.5.1) shall be displayed on the air receiver.
- 6.5.3 No air receiver shall be operated without a valid certificate, unless exemption has been obtained from the Labour Department.
- 6.5.4 Ensure that all moving parts are guarded and covered by protective enclosures and ensure that the latter are not removed during operation.
- 6.5.5 When using air compressor in-door, ensure that good ventilation is provided.

**6.6 Electric Tools:**

- 6.6.1 All electrical work shall be performed by competent person.
- 6.6.2 Use approved type weatherproof socket/ adapter for extension of power cable.
- 6.6.3 Check and avoid to use defective or damaged cables, plugs, sockets and damaged or worn tools.
- 6.6.4 Keep loose cables of the floor out of the way of other people as much as possible.
- 6.6.5 Never permit equipment or circuit to become overloaded. Use the correct fuse rating and cable size at all times.
- 6.6.6 Ensure that electrical tools are effectively earthed.
- 6.6.7 Do not withdraw a plug from a socket by pulling the cable.
- 6.6.8 Avoid standing on wet or dam ground when using electric tools.

**6.7 Handheld Tools:**

- 6.7.1 Select the correct weight, size and tool for the job. Ensure the handle of tool fitting the hand of worker to avoid slipping out from the hand during use.
- 6.7.2 Keep handheld tools clean, in good condition and store in a safe place when not in use.
- 6.7.3 Handle all sharp hand tools with care. Protect all sharp edges properly if not in use.
- 6.7.4 Keep cutting edges sharp for accurate working and to avoid the need for unnecessary pressure.
- 6.7.5 Use only properly insulated tools for work on or near electrical apparatus/ source.
- 6.7.6 Check for and avoid to use defective or damaged handheld tools.



- 6.7.7 Keep tools off ladders or overhead locations.
- 6.7.8 Avoid awkward wrist angles while using tools such as pliers.
- 6.7.9 Avoid any use of tools for purposes other than they are designed for.

## 6.8 Lifting Appliances and Lifting Gears:

- 6.8.1 All lifting appliances and lifting gears shall be of good construction, made of strong and sound materials, free from defects and properly maintained.
- 6.8.2 Every lifting appliance shall be tested, inspected by a competent person, thoroughly examined by a competent examiner periodically as per the legal requirements. A copy of report form shall be given to the project-in-charge/ technician of HKBU. The below table is showing the test, examination and inspection frequency of lifting appliance and lifting gear.

| Item   | Form No. (LALGR) |                |   |   |           |                     |          |
|--|------------------|----------------|---|---|-----------|---------------------|----------|
|  | 1                | 2              | 3   | 4 | 5         | 6                   | 7        |
| Period   | 7 days           | After erection | 4 years   |   | 12 months | Before put into use | 6 months |
|  |                  |                | Before use or after substantial repair, re-erection, failure, overturning or collapse |   |           |                     |          |
| Crane  | ✓                |                | ✓   |   | ✓         |                     |          |
| Crane with anchoring or ballasting devices   | ✓                | ✓              | ✓   |   | ✓         |                     |          |
| Winch, Crab  | ✓                |                | ✓   |   | ✓         |                     |          |
| Pulley Block, Ginwheel, Sheerlegs, Pile Driver, Pile Extractor, Excavator, Overhead Runway, Dragline, etc. | ✓                |                |   | ✓ | ✓         |                     |          |
| Lifting Gear   |                  |                |   |   |           | ✓                   | ✓        |
| Fibre Rope   |                  |                |   |   |           |                     | ✓        |

Note: ✓ stands for applicable

- 6.8.3 The safe working load shall be clearly and legibly marked on a lifting appliance/ lifting gear in English and Chinese. No lifting appliance/ lifting gear shall be used for any load exceeding its maximum safe working load.
- 6.8.4 Every part of a load to be raised or lowered by a lifting appliance/ lifting gear shall be securely fixed, suspended or supported.
- 6.8.5 Every crane shall be fitted with an automatic safe load indicator that functions properly and has been inspected by competent person, tested and thorough examined by a competent examiner periodically as per the legal requirements.
- 6.8.6 Power-driven lifting appliance shall be operated by a person who has attained the age of 18 years and trained and competent to operate it.
- 6.8.7 A crane shall only be operated by a person who has attained the age of 18 years and holds a valid training issued by approved training course providers.

## **7.0 Use of Dangerous Goods/ Harmful/ Flammable Substances**

---

- 7.1 All dangerous goods, harmful or flammable substances (such as paint, solvent or adhesive) shall be handled and stored in a safe manner and in accordance with statutory requirements.
- 7.2 Smoking and naked flame (including electric arcs and oxygen-acetylene or other flame used in welding or cutting metals) shall be strictly prohibited when handling dangerous/ flammable substances.
- 7.3 All containers shall be clearly labelled to indicate contents. Never use improperly labelled chemicals.
- 7.4 Adequate ventilation shall be provided and ensured for the effective removal of any emission from the ignition sources.
- 7.5 Workers shall wear suitable personal protective equipment during the usage of dangerous/ harmful/ flammable substances, including eye, respiratory, ear and hand protections.
- 7.6 Proper type of fire extinguisher shall be installed and maintained properly nearby the working site.
- 7.7 Suitable warning signs shall be posted in the prominent location to alert workers and public about the work in progress.
- 7.8 Exercise great care in the storage and use of chemicals at all times which may be explosive, poisonous, corrosive or combustible.
- 7.9 Chemicals shall not be stored in corridors, location which access to and egress from, or near the source of ignition.

## 8.0 Safe Use of Electricity

---

- 8.1 The contractor shall employ registered electrical workers for all permanent and temporary electrical installations.
- 8.2 If the contractor requires temporary power for his works, the site representative shall inform the project-in-charge/ technician of HKBU for approval and arrangement at least one week in advance of the working location, power consumption and type of electrical equipment to be connected.
- 8.3 The contractor shall provide a valid Work Completion Certificate (EMSD Form WR1) for the addition to or alteration of an electrical installation.
- 8.4 The distribution circuits shall be equipped with suitable protection devices such as Main Circuit Breaker (MCB).
- 8.5 All distribution boards and switchboards shall be locked and post with warning sign.
- 8.6 All outgoing electric wiring shall be properly protected and supported. Never leave them lying on ground unprotected to avoid damage and tripping over.
- 8.7 Ensure that all connections including cables, plugs, and connectors are of proper sizes/ ratings, firmly wired up and the protective conductors are earthed.
- 8.8 Earth leakage circuit breakers shall be installed to trip the supply when overloading of the circuit or earth leakage occurs.
- 8.9 The design of the circuits shall in every respect comply with the current Code of Practice for the Electricity (Wiring) Regulations.
- 8.10 Lockout-tagout system shall be used for isolation of electrical supply if applicable.
- 8.11 Check for and avoid to use defective or damaged cables, plugs, sockets and damaged or worn appliances.
- 8.12 If it is due to the working process where the live electrical items are unavoidably exposed, appropriate barrier shall be provided to guard against direct contact with the live parts. In addition, a warning sign shall be posted in the prominent location to alert the workers and public.

## 9.0 Work at Height

---

Work-at-Height (2 metres or more above the ground) and Work-above-Ground (less than 2 metres above the ground) using the below stated means are under closely monitoring by the Estates Office. The contractor shall comply with the HKBU requirements and complete the checklist in Appendix 3 stated the minimum compliance criteria, however, statutory requirements shall prevail.

### 9.1 Scaffolds and Working Platform:

- 9.1.1 The contractor shall take adequate steps to prevent any person on the site from falling from height. Adequate steps shall include the provision, use and maintenance of one or more of the following: (a) working platforms; (b) guard-rails, barriers, toe-boards and fences; (c) coverings for openings; and (d) gangways and runs. (Requirements of the structure can refer to Annex 1 in the “[A Guide to the Provisions for Safe Places of Work under Part VA of the Construction Sites \(Safety\) Regulations](#) (CSSR)” issued by the Labour Department)
- 9.1.2 All scaffolds shall be on-site erected, substantially added, altered and dismantled by a trained workman under the immediate supervision of a competent person. And additional qualification shall be complied for the work concerning truss-out bamboo scaffolding according to the Code of Practice for Bamboo Scaffolding Safety.
- a) For truss-out bamboo scaffolding, trainer workman refers to a person who holds a valid certificate of "Advanced Level Truss-out Scaffolder Safety Training" or "Intermediate Level Truss-out Scaffolder Safety Training" issued by the Construction Industry Council.
- 9.1.3 All scaffolds shall be inspected by a competent person prior to being put into use for the first time, after any substantial addition, partial dismantling or other alteration, or after exposure to adverse weather conditions at regular intervals not exceeding 14 days immediately preceding each use.
- 9.1.4 The competent person shall report on the prescribed form (CSSR FORM 5) to the contractor that the scaffold, including its associated working platforms is safe for use.

- 9.1.5 In all the circumstances of the case, if it is impracticable to provide such scaffolds and working platforms, the contractor shall provide suitable and adequate safety harness to the workers.
- 9.1.6 The contractor shall assign qualified safety personnel, such as safety supervisor/ registered safety officer, to regularly inspect the scaffold and adjacent areas of the scaffold to prevent any hazards to the public.
- 9.1.7 Safety harness shall be attached continuously to a suitable and secure anchorage and have suitable fittings.
- 9.1.8 All loose materials and handheld tools shall be stored in a safe manner to prevent any falling hazard.
- 9.1.9 When the accommodation of general working platforms is restricted by the working environment, consideration shall be given to using suitable light-duty working platforms to carry out work-above-ground.
- 9.1.10 Display a 'Not for Use' notice in a conspicuous area of the scaffold that is intended for protection purposes only.

## **9.2 Ladders:**

- 9.2.1 Ladders, including straight ladders and folding ladders, shall be used primarily as a means of access to and egress from workplace only, but not served as a working platform.
- 9.2.2 The use of ladders for work-above-ground and work-at-height are generally prohibited, unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used.
- 9.2.3 Under such exceptional circumstances where ladders have to be used, task-specific risk assessment (refer to Appendix 4) shall be conducted and safe system of work, such as a permit-to work system, shall be formulated and implemented beforehand.
- 9.2.4 Ladders shall not be used for any work-at-height as high as 2 meters or more above ground. If the provision of working platform is not reasonably practicable, worker shall wear safety harness with lanyard anchored properly

when working on the ladder at height as high as 2 meters or more above ground.

- 9.2.5 Ladders shall be of good construction with no missing or defective rungs, of sound material and adequate strength for the purpose for which it is used and is properly maintained.
- 9.2.6 Always spare one hand to hold the ladder firmly. Never lean over or stretch out to reach the work.
- 9.2.7 Do not carry tools or materials in hand when climbing up or down the ladder.
- 9.2.8 Use non-conductive ladders, such as fiberglass, for electrical work or when working near electrical conductors.
- 9.2.9 Inspect the ladder for any defects before each use or regularly. Display warning label to prevent any use of the defective ladder.
- 9.2.10 Do not erect straight ladder at a base angle exceeding 75 degrees or a 4 (rise): 1 (base) ratio.
- 9.2.11 Secure a straight ladder at the top. When it is impracticable to do so, firmly secure the ladder at the base by some effective means or by any person.

### **9.3 Suspended Working Platforms:**

- 9.3.1 All suspend working platforms shall be thoroughly examined/ inspected by a competent examiner/ competent person periodically. A copy of report form shall be given to the project-in-charge/ technician of HKBU.
- 9.3.2 Suspended working platform,
  - a) shall be inspected in the immediately preceding 7 days before its use by a competent person. A certificate in the approved form (Form 1),
  - b) shall be thoroughly examined by a competent examiner in the immediately preceding 6 months before its use. A certificate in the approved form (Form 2),

- c) shall be load tested and thoroughly examined by a competent examiner during the immediately preceding 12 months before its use. A certificate in the approved form (Form 3), under the Factories and Industrial Undertakings (Suspended Working Platforms) Regulation in which the competent person has made a statement to the effect that it is in safe working order shall be obtained.
- 9.3.3 A notice specifying the safe working load, number of persons allowed and the inspection of ropes shall be displayed on the suspended working platform.
- 9.3.4 A suspended working platform shall be installed with a safety rope on which an automatic safety device is mounted. No person shall tamper or interfere with or render inoperative any safety rope and automatic safety device.
- 9.3.5 All suspension ropes and safety ropes shall be inspected by a competent person prior to commencement of daily work.
- 9.3.6 A safety harness and an independent lifeline or an anchorage with fittings shall be provided to each person using the suspended working platform.
- 9.3.7 Every person being carried on a suspended working platform shall wear a safety harness that is attached to the independent lifeline or an anchorage with fittings.
- 9.3.8 Every person working on a suspended working platform shall be at least 18 years old and have undergone training that is either recognized by the Commissioner or provided by the manufacturer of the suspended working platform or its local supplier to operate the suspended working platform and have obtained a certificate in respect of such training.

#### **9.4 Power-operated Elevating Work Platforms:**

- 9.4.1 A power-operated elevating work platform shall be regularly inspected, tested and properly maintained in accordance with the manufacturer's instructions. It shall be inspected weekly by a competent mechanic or operator (LALG Form 1), and regularly and thoroughly examined and tested by a competent examiner to ensure that it is in safe working condition at all times (LALG Form 4 and 5).



- 9.4.2 A power-operated elevating work platform shall only be operated by persons who are 18 years old above, and have undergone training for the relevant model of power-operated elevating work platform.
- 9.4.3 A power-operated elevating work platform shall be used in accordance with the instructions given in the manufacturer's manual.
- 9.4.4 Every worker working on the power-operated elevating work platform shall wear a suitable full body safety harness with its lanyard anchored to a specific anchorage point designated by the manufacturer to prevent falling from height.

### 9.5 Monitoring Measures for Work-at-Height and Work-above-Ground

|                       | AA&I / Improvement / Maintenance Projects  | Maintenance Works  | Inspection / Examination / Installation / Adjustment / Demolition /  |
|-----------------------|--|--|--|
| Measures executed by  | Project Contractor / Project-in-Charge (PIC) / Clerk-of-Works (COW)  | EO – Senior Technician / EO – Technician / Term Contractors – Artisan  | Works Contractor / Service Provider / Safety representative of Faculty / Department / Office   |
| Measures monitored by | EO Service Teams / Site-in-charge of Project Contractor/Term Contractor  | EO Service Teams / Site-in-charge of Term Contractor   | Faculty / Department / Office (other than EO)  |
| Measures details      | Regular safety checking on each working platform shall be conducted in the preceding 6 months prior to use, only qualified working platforms shall be allowed.             | Regular safety checking on each working platform shall be conducted in the preceding 6 months prior to use, only qualified working platforms shall be allowed.   | Tender for works and services including work-at-height and work-above-ground, e.g.<br>i) installation of teaching/research equipment<br>ii) installation of audio-visual equipment and antenna<br>iii) setting up of event backdrops, display racks/booths<br>iv) fixing/hanging banners, signs, decorations during events or venue set up etc.,<br><br>- shall include special provision for the compliance of safety legislation for work-at-height and work-above-ground under the Labour Department. |
|                       | Check with “離地或高空工作安全檢查表 – 甲部：施工前安全檢查表” (Appendix 3)<br><br>Contractor – Check once prior to first operation and circulate a copy to Campus Safety Team for record purpose | Check with “離地或高空工作安全檢查表 – 甲部：施工前安全檢查表” (Appendix 3)<br><br>Senior Technicians / Technicians (EO) and Artisans (Term Contractor) – Check when using hydraulic platform, bamboo/metal scaffolding and gondola every time before operation (as far as practicable during emergency and non-office hours) | Checked with “離地或高空工作安全檢查表 – 甲部：施工前安全檢查表” (Appendix 3)<br><br>Contractor / Service Provider – Check once prior to first operation and circulate a copy to Campus Safety Team for record purpose  |

|                                       |   |   |   |
|---------------------------------------|---|---|---|
|                                       | <p>Check with “離地或高空工作安全檢查表 - 乙部：覆核檢查表” (Appendix 3)</p> <p>Contractor – Check at least once per week during operation</p> <p>PIC/COW – Verify when first erection or at least once per week during operation, and circulate a copy to Campus Safety Team for verification and record purpose</p> | <p>Check with “離地或高空工作安全 - 乙部：覆核檢查表” (Appendix 3) for the work-at-height and work-above-ground works</p> <p>Senior Technicians / Technicians (EO) and Artisans (Term Contractor) – Spot check</p> <p>Campus Safety Team provides annual refreshment training to all frontline staff for the use of “離地或高空工作安全檢查表” (Appendix 3) and updates safety guideline from the Authority if possible.</p> | <p>Check with “離地或高空工作安全檢查表 - 乙部：覆核檢查表” (Appendix 3)</p> <p>Safety representative of Faculty / Department / Office, or Campus Safety Team (with delegated review request) – Check at least once in every week until works completed</p> |
| <b>Action plan for Non-Compliance</b> |   |   |   |
| <b>1st time</b>                       | <p>PIC or COW or Campus Safety Team - verbal warning to contractor.</p> <p>Recorded either under DWSS or site memo</p>  | <p>EO Service Teams - verbal warning to the staff</p> <p>Term contractor’s artisan - verbal warning to sub-contractor by respective team or Campus Safety Team</p> <p>Report to Manager of respective team</p>  | <p>Recorded and requested the responsible staff of user department to rectify the non-compliance immediately</p>  |
| <b>2nd time</b>                       | <p>Written warning to contractor by EO</p> <p>Daily submission of “離地或高空工作安全檢查表 - 乙部：覆核檢查表” for 2 weeks by contractor</p> <p>Spot check by PIC, COW or Campus Safety Team at least twice per week</p>   | <p>EO management – written warning to the staff</p> <p>Term contractor’s artisan - written warning to contractor by respective teams or Campus Safety Team</p> <p>Report to Senior Manager of respective team</p>   | <p>Recorded and reported to Head of Department / Office to take remedial measures</p>   |
| <b>3rd time</b>                       | <p>2nd written warning letter to contractor by EO</p> <p>Suspend all works-at-height and work-above-ground works on site until the contractor assigns extra supervision staff on site to rectify the problem</p>  | <p>EO management – final warning to the staff</p> <p>Term contractor’s artisan – written warning to contractor and request replacement of artisan by respective teams or Campus.</p> <p>Report to respective Assistant/ Associate Director or above</p>   | <p>Recorded and reported to Dean of School/Faculty and Director of administrative office to take action for the repeated non-compliance.</p>  |

## 10.0 Work in Confined Space

---

- 10.1 The contractor shall ensure the compliance of Confined Spaces Work Program of HKBU to establish procedures for the safe work in confined spaces and comply with the requirements in the Code of Practice for Safety and Health at Work in Confined Spaces.
- 10.2 The contractor shall make sure that the certified worker and competent person have completed an approved training course and possess valid confined space licences, otherwise, they cannot carry out any confined space work.
- 10.3 The contractor shall conduct Risk Assessment (refer to Appendix 5a) and be allowed for any confined work with Permit-to-Work Certificate (refer to Appendix 5b) before commencement of work.

## 11.0 Site Risk Self-Inspection

---

- 11.1 All HKBU's contractors shall conduct site risk self-inspection whenever they carry out any construction works, within HKBU's campuses or buildings, for more than a week.
- 11.2 It is the responsibility of the contractor's site representative to conduct the site risk self-inspection by using the prescribed checklist (refer to Appendix 6) at weekly interval for each work. But if there is any change in the work nature within the interval, the site representative shall perform a new site risk self-inspection for evaluating any potential hazard there.
- 11.3 This process aims to identify any hazardous conditions arising from existing site activities and take subsequent corrective action for preventing serious injury or other loss. And it can monitor the workers/ sub-contractors in fulfilling the safety requirements throughout the working period.
- 11.4 For a non-conformance item identified during the site risk self-inspection, the site representative shall record the findings and follow-up actions in the inspection checklist properly.
- 11.5 The completed self-inspection checklist shall be reviewed by the project-in-charge/ technician of HKBU.
- 11.6 An original copy of the self-inspection checklist shall be kept by the contractor while a copy of it shall be kept by the project-in-charge/ technician of HKBU.
- 11.7 The contractor's site representative shall be responsible to follow-up the corrective actions for any identified potential hazard and report the progress to the project-in-charge/ technician of HKBU promptly.
- 11.8 The project-in-charge/ technician shall verify whether the follow-up actions are completed or taken effectively to rectify the problems and record the results on the previous self-inspection checklist properly.

## 12.0 Safety Training and Records

---

- 12.1 All workers involved in HKBU's contractual works shall possess adequate safety knowledge and awareness.
- 12.2 The contractors are required to provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of all workers/ sub-contractors employed by him on sites.
- 12.3 The contractors are required to ensure that all workers/ sub-contractors have attended and successfully completed mandatory general safety induction training course (i.e. Green Card) recognised by the Labour Department.
- 12.4 For some specific work nature including but not limited to confined space, welding and electrical work, etc., the contractor shall ensure that the worker has received the specific safety training and hold a valid licence as per legal safety requirements.
- 12.5 The contractors shall keep all safety training records of workers/ sub-contractors who will be working at HKBU's job site. And the contractors shall make those records available for inspection upon the request of the project-in-charge/ technician of HKBU.
- 12.6 Prior to the commencement of work, contractor's site representative shall record the summary of the training records of all workers/ sub-contractors working at HKBU's job site in the prescribed form (refer to Appendix 7). And a copy of it shall be given to the project-in-charge/ technician of HKBU.

### **13.0 Accident and Emergency Case Reporting and Investigation**

---

- 13.1 The contractor shall verbally report dangerous occurrences (e.g. fire) and accidents involving death, serious injury or serious damage to the project-in-charge/ technician of HKBU immediately after the incident/ accident.
- 13.2 The contractor shall investigate the incident/ accident and formally submit a written incident report in the prescribed form (refer to Appendix 8) within two working days of the dangerous occurrence or accident.
- 13.3 The contractor shall provide the project-in-charge/ technician of HKBU with a photocopy of any Form 2 in Employees' Compensation Ordinance (Cap. 282) or other accident reports he submits to the Labour Department when requested by the project-in-charge/ technician of HKBU.

**惡劣天氣 前 / 後 安全檢查表**  
**Safety Checklist Before / After Adverse Weather**

|                                      |  |
|--------------------------------------|--|
| 公司<br>Company : _____                | 位置<br>Location : _____   |
| 天文台警告及信號<br>HKO Warnings & Signals : | <input type="checkbox"/> 熱帶氣旋警告信號 ( 3 / 8 / 9 / 10 ) <sup>#</sup><br><input type="checkbox"/> 暴雨警告信號 ( 黃 / 紅 / 黑 ) <sup>#</sup><br><input type="checkbox"/> 強烈季候風信號<br><input type="checkbox"/> Tropical Cyclone Warning Signals<br><input type="checkbox"/> Rainstorm Warning Signals<br><input type="checkbox"/> Strong Monsoon Signal |

| 項目<br>Item | 檢查項目<br>Inspection Items  | 檢查結果*<br>Result              |                             | 跟進行動**<br>Follow-up Action** |
|------------|---|------------------------------|-----------------------------|------------------------------|
|            |   | Before<br>Adverse<br>Weather | After<br>Adverse<br>Weather |                              |
| <b>1</b>   | <b>地盤寫字樓<br/>Site office</b>  |                              |                             |                              |
| 1.1        | 已將門窗鎖緊，若有橫門亦已加上<br>Locked all windows and doors, inserted reinforced shutters and gates if they are available.  |                              |                             |                              |
| 1.2        | 外牆/窗戶/門窗等沒有受損<br>No broken exterior walls/ doors / windows  |                              |                             |                              |
| 1.3        | 出入口暢通無阻<br>Entrances/ exits is clear  |                              |                             |                              |
| 1.4        | 地面沒有濕滑<br>No wet floor surface  |                              |                             |                              |
| <b>2</b>   | <b>分判商地盤寫字樓<br/>Sub-contractor site office</b>  |                              |                             |                              |
| 2.1        | 已將門窗鎖緊，若有橫門亦應加上<br>Locked all windows and doors, inserted reinforced shutters and gates if they are available.  |                              |                             |                              |
| 2.1        | 外牆/窗戶/門窗等沒有受損<br>No broken exterior walls/ doors / windows  |                              |                             |                              |
| 2.2        | 出入口暢通無阻<br>Entrances/exits is clear   |                              |                             |                              |
| 2.3        | 地面沒有濕滑<br>No wet floor surface  |                              |                             |                              |
| <b>3</b>   | <b>工地環境<br/>On-site environment</b>   |                              |                             |                              |
| 3.1        | 戶外工作平台/臨時支架/圍欄/圍街板已穩固<br>Outdoor working platform/ falsework/ fencing/ hoarding is securely fixed   |                              |                             |                              |
| 3.2        | 壕坑/洞穴/沙井已圍封或蓋上<br>Excavation/opening/manhole is fenced or covered   |                              |                             |                              |
| 3.3        | 所有鬆散物料已移除或已用繩索或鐵絲網整理好<br>(特別是存放在建築物邊緣附近或可能倒塌的物料)<br>Removed or tidied up all loose materials were tidied up with ropes or wire meshes (especially the materials stored near the building edges or likely to collapse) |                              |                             |                              |
| 3.4        | 已把便攜式電氣設備、氣瓶和不必要的電纜從室外移除並安置到有屏蔽的地方<br>Removed the portable electrical equipment, gas cylinders and unnecessary cables from outdoor and relocated to shielded area   |                              |                             |                              |

(Last revision: November 2022)



惡劣天氣 前 / 後 安全檢查表

**Safety Checklist Before / After Adverse Weather**

| 項目<br>Item | 檢查項目<br>Inspection Items  | 檢查結果*<br>Result              |                             | 跟進行動**<br>Follow-up Action** |
|------------|---|------------------------------|-----------------------------|------------------------------|
|            |   | Before<br>Adverse<br>Weather | After<br>Adverse<br>Weather |                              |
| 3.5        | 已檢查工地內樹木的狀況，並已採取適當的加強穩固措施<br>Checked condition of existing trees on site and stabilize them as appropriate  |                              |                             |                              |
| 3.6        | 已檢查地盤排水狀況，並已清除排水道之阻塞物<br>Checked the drainage condition on site and cleaned the drainage channels of any blockage   |                              |                             |                              |
| 4          | <b>機械<br/>Machinery</b>   |                              |                             |                              |
| 4.1        | 已依據塔式起重機生產商的指引，採取程序及安全措施(例如將擺臂自由擺動，將吊運車放置在最小半徑內，並將吊鉤升至最高位置等)<br>Adopted procedures and safety precautions recommended by the manufacturers of tower cranes (e.g. allowing the free movement of the jib, retract the trolley back to the mast, raise the hook to the highest position, etc.) |                              |                             |                              |
| 4.2        | 已為流動式起重機械採取安全措施(例如將吊鉤升至最高位置，並將吊臂縮至最短及放至最低的位置)<br>Implemented safety precautions in respect of mobile cranes (e.g. raise the hook to its highest position, retract the jib to its shortest length and lower the jib to its lowest position)  |                              |                             |                              |
| 4.3        | 已停止外牆工作，並已將吊船收回最低的位置及加以穩固<br>Ceased work on external wall, lowered and parked gondolas to the lowest position securely  |                              |                             |                              |
| 4.4        | 機械經由合資格檢驗員 / 合資格人士詳細檢驗，證明該等機械在安全操作狀態<br>Machinery has been examined by a competent examiner/ competent person and certified to be in safe working order   |                              |                             |                              |
| 5          | <b>棚架<br/>Scaffolding</b>   |                              |                             |                              |
| 5.1        | 棚架、斜棚、模板、尼龍網、安全網的穩定性已穩固<br>Stability of scaffolding, catch fan, formwork, nylon mesh, safety net is ensured   |                              |                             |                              |
| 5.2        | 棚架上的塑膠帆布已拆除<br>Removed the tarpaulin from scaffolding   |                              |                             |                              |
| 5.3        | 棚架上沒有堆疊物料和碎料<br>No stacked materials and debris placed on the scaffold  |                              |                             |                              |
| 5.4        | 棚架經由合資格檢驗員 / 合資格人士詳細檢驗，證明該棚架在安全操作狀態<br>Scaffolding has been examined by a competent examiner/ competent person and certified to be in safe working order  |                              |                             |                              |

(Last revision: November 2022)



## 惡劣天氣 前 / 後 安全檢查表

## Safety Checklist Before / After Adverse Weather

| 項目<br>Item | 檢查項目<br>Inspection Items  | 檢查結果*<br>Result              |                             | 跟進行動**<br>Follow-up Action** |
|------------|---|------------------------------|-----------------------------|------------------------------|
|            |   | Before<br>Adverse<br>Weather | After<br>Adverse<br>Weather |                              |
| <b>6</b>   | <b>斜坡<br/>Slope</b>   |                              |                             |                              |
| 6.1        | 已清除在岩坡上的鬆石塊<br>Removed loose rock debris from rock slopes   |                              |                             |                              |
| 6.2        | 無破裂或損毀的斜坡護面<br>No cracked or damaged impermeable slope surface cover  |                              |                             |                              |
| <b>7</b>   | <b>電力裝置<br/>Electrical Installations</b>  |                              |                             |                              |
| 7.1        | 已切斷所有不必要電源及已加強對露天臨時電力供應箱的保護<br>Unnecessary electricity supply has been stopped and protection to external electricity distribution board had been enhanced                |                              |                             |                              |
| 7.2        | 電力裝置已經由合資格檢驗員 / 合資格人士詳細檢驗，證明該等裝置在安全操作狀態<br>Electrical Installations has been examined by a competent examiner/ competent person and certified to be in safe working order |                              |                             |                              |
| 7.3        | 已檢測臨時用電設備，確定處於安全狀態<br>Temporary electricity facility has been checked and ensured safe working condition  |                              |                             |                              |
| <b>8</b>   | <b>臨時交通控制設施<br/>Temporary traffic control</b>   |                              |                             |                              |
| 8.1        | 臨時交通控制設施依照臨時交通管理方案操作<br>Temporary traffic control is in accordance with Temporary Traffic Management proposal   |                              |                             |                              |
| 8.2        | 警告和提示標誌提供足夠及清晰的指示<br>Warning signs and informatory signs provides adequate and clear guidance   |                              |                             |                              |
| <b>9</b>   | <b>其他 (請列明)<br/>Others (Please specify)</b>   |                              |                             |                              |

\* 檢查結果 : ✓ - 已完成/良好狀況 Completed/Satisfactory  
 Inspection Result ✗ - 未完成/需改善及/或更換 To be completed/ Need improvement and/or replacement  
 N/A - 不適用 Not applicable

\*\* 填寫 ✗ 的檢查結果，須於此部份填寫有關之跟進行動。  
 Follow-up actions are required for the inspection items that the results are ✗.

檢查人員姓名 : \_\_\_\_\_ 檢查人員職位 : \_\_\_\_\_  
 Name of Inspector : \_\_\_\_\_ Position of Inspector : \_\_\_\_\_  
 檢查人員簽署 : \_\_\_\_\_ 日期 : \_\_\_\_\_  
 Signature of Inspector : \_\_\_\_\_ Date : \_\_\_\_\_

請於惡劣天氣當日及香港天文台取消警告及/或信號當日填妥並交回浸會大學項目負責同事。  
 Please complete and return to the HKBU Project in Charge (PIC) on the day of the adverse weather and the day of the cancellation of the HKO warnings and/or signals.

The list above is by no means exhaustive. Contractor/PIC should make sure that the abovementioned site is in good conditions before adverse weather and work resumption.

(Last revision: November 2022)

### Permit-to-work for Hot Work 熱工作准許證

|  |  |                       |  |
|--|--|-----------------------|--|
| <b>Part 1 第一部份 Application 申請: (to be filled in by the Con. Person in-charge/ HKBU in-house Artisan 由分判商負責人/浸大直屬技工填寫)</b>  |  |                       |  |
| Details of Applicant 申請人資料   |  |                       |  |
| a. External 外判工 Name of Company 公司名稱 _____   |  |                       |  |
| Name and Post of the Person in-charge 負責人姓名及職位 _____   |  | Contact No 聯絡電話 _____ |  |
| b. Internal 浸大工 Section/ Unit 部門名稱 _____   |  |                       |  |
| Name of Artisan 技工姓名 _____   |  | Contact No 聯絡電話 _____ |  |
| Detailed Working Location 詳細工作地點: _____  |  |                       |  |
| Type of Hot Work to be Undertaken 有關熱工作種類:   |  |                       |  |
| <input type="checkbox"/> Arc Welding 電弧焊接 <input type="checkbox"/> Flame Welding & Cutting 氣體焊接及切割 <input type="checkbox"/> Abrasive Grinding 打磨 <input type="checkbox"/> Others 其他  |  |                       |  |
| Brief description of work 工序簡述: _____  |  |                       |  |
| Equipment Used 工具儀器應用: _____   |  |                       |  |
| Duration of Work 工作時間: From 由: _____ To 至: _____ (Date & Time 日期及時間)   |  |                       |  |
| Name of Worker(s) Involved 參予有關工作的工人姓名: _____  |  |                       |  |
| Relevant Certificate No. (If Applicable) 有關證書編號(如適用): _____  |  |                       |  |
| Name of Watchman 火警看守員姓名: _____  |  |                       |  |
| a. Working location fenced off and with proper warning sign 工地圍開及有合適警告牌 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>b. Check that welding and cutting equipment and the related safety devices are in good conditions 檢查焊接及切割設備和有關安全裝置處於良好狀態 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>c. All inflammable or combustible materials have been removed from the workplace or covered with fire resistant materials 所有易燃或可燃物料搬離工作現場或蓋上防火物料 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>d. Floors have been swept clean; any holes on the walls, floors or pipe ducts have been covered with fire resistant materials 所有地板打掃乾淨，而牆壁、地板或管槽的孔洞被防火物料覆蓋 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>e. Use appropriate solvents to clean and use inert gas to purge containers or pipes that may contain combustible fluids 利用適當溶劑清洗及惰性氣體淨化含有可燃流質的容器或喉管 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>f. Set up proper protective screens to prevent nearby workers from the harm of sparks or radiation 架設適當保護屏障以防止附近工人被火花或輻射灼傷 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用<br>g. Make sure no work procedure involving the use of flammable materials near the work area and provide appropriate fire extinguishing equipment 確保在工作附近範圍沒有使用易燃物品的工序，並提供合適滅火設備 <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否 <input type="checkbox"/> N/A 不適用 |  |                       |  |
| Other safety measures 其他安全措施: _____  |  |                       |  |
| Personal protection equipment 個人防護裝備:  |  |                       |  |
| <input type="checkbox"/> protection goggles 護目鏡 <input type="checkbox"/> face shield 面罩 <input type="checkbox"/> hand-held protective shield 手提護盾 <input type="checkbox"/> ear plugs 耳塞<br><input type="checkbox"/> gloves 手套 <input type="checkbox"/> safety shoes 安全鞋 <input type="checkbox"/> safety helmet 安全帽 <input type="checkbox"/> coveralls 工作服 <input type="checkbox"/> apron 圍裙<br><input type="checkbox"/> respirator 呼吸器 <input type="checkbox"/> safety harness 安全帶 <input type="checkbox"/> lifeline 救氏繩 <input type="checkbox"/> other 其他 _____   |  |                       |  |
| <input type="checkbox"/> I have personally checked all the above-mentioned items and certified that the information provided is correct and true. 本人已檢查上述事項並證明所有提供的資料為正確無誤。<br><input type="checkbox"/> I have informed HKBU Project-in-charge and had approval for starting the work. 本人已通知浸大負責人，並獲准開始進行熱工作。  |  |                       |  |
| Name of Con. Person-in-charge/ HKBU in-house artisan<br>分判商負責人/浸大直屬技工姓名 _____  |  |                       |  |
| Signature of Con. Person-in-charge/ HKBU in-house artisan<br>分判商負責人/浸大直屬技工簽署 _____   |  |                       |  |
| Date and Time of Application 申請日期及時間 _____   |  |                       |  |

**Important Instruction 重要指示**

If fire occurs, please put out the fire immediately by using suitable fire extinguisher nearby. If the fire is out of control, please activate the fire alarm by breaking the break glass and contact campus security (Tel: 3411 7777).

如遇火警，請立即使用附近合適滅火器救火。如未能控制火勢，請擊碎火警鐘玻璃啟動火警鐘並通知校園保安(電話: 三四一一 七七七七)。

**Part 2 第三部份 Completion 完成工序:** (to be filled in by the Con. Person in-charge/ HKBU in-house Artisan 由分判商負責人/浸大直屬技工填寫)

- ☐ The work has been completed and all ignition sources were removed. 工作已完成並已移除所有可燃源頭。  
☐ All welding equipment was completely shut down and properly stored. 所有燒焊用具已關好，並妥善存放。

Name of Con. Person-in-charge/ HKBU in-house artisan

分判商負責人/浸大直屬技工姓名及簽署

Signature of Con. Person-in-charge/ HKBU in-house artisan

分判商負責人/浸大直屬技工姓名及簽署

Date and Time of Completion 完工日期及時間:

**Remarks 備註**

- ✓ **Approved permit should be posted in a prominent area adjacent to the work spot.**  
將已批准的准許証張貼在工作地點當眼處。
- ✓ **Person in-charge/ HKBU in-house Artisan should return the permit to HKBU Project-in-charge for record.**  
分判商負責人/浸大直屬技工應將准許証交回浸大負責人作紀錄。
- ✓ **The permit is only valid for the applied work process and should be within one day.**  
准許証只適用於同工作情況、地點、工序及有效期不可超過一天。

物業處  
離地或高空工作安全檢查表

工程描述: \_\_\_\_\_  
 工程公司名稱: \_\_\_\_\_ 工作位置: \_\_\_\_\_

## 甲部：施工前安全檢查表

\*於進行離地或高空工作前填寫。請在以下每條問題內右邊的適當位置填上"✓"，若任何問題的答案為  
 "否"，不可開始執行是次離地或高空工作。

| 項目                        | 檢查項目  | 是            | 否* | 不適用 | 跟進行動 |
|---------------------------|---|--------------|----|-----|------|
| A                         | 一般項目  |              |    |     |      |
| 1                         | 工作範圍已圍封及張貼“非工作人員禁止進入”警告告示                         |              |    |     |      |
| B                         | 使用輕便工作台   |              |    |     |      |
| 1                         | 工作台平穩地放置地面上                                       |              |    |     |      |
| 2                         | 工作台的穩定裝置或支撐腳已完全伸展及鎖好                              |              |    |     |      |
| C                         | 使用動力操作升降工作台                                       |              |    |     |      |
| 1                         | 操作員已接受訓練並獲授權操作該升降工作台                              |              |    |     |      |
| 2                         | 升降工作台有展示有效日期的表格 1, 4 及 5                          |              |    |     |      |
| 3                         | 升降工作台的外伸底部支架已完全伸展 (如適用)                           |              |    |     |      |
| 4                         | 操作員有佩戴全身式安全帶，並繫於升降工作台製造商指明的位置                     |              |    |     |      |
| D                         | 使用竹棚架/金屬棚架  |              |    |     |      |
| 1                         | 竹棚架/金屬棚架有展示有效日期的表格 5                              |              |    |     |      |
| 2                         | 金屬棚架的腳部滑輪已鎖緊                                      |              |    |     |      |
| 3                         | 金屬棚架的支撐腳已完全伸展 (如適用)                               |              |    |     |      |
| 4                         | 工作平台有安裝圍欄及踢腳板                                     |              |    |     |      |
| 5                         | 工人於吊棚工作時，有佩戴全身式安全帶，並繫於羊眼圈、獨立救生繩、防墜系統或流動式臨時防墜繫穩裝置上 |              |    |     |      |
| E                         | 使用吊船  |              |    |     |      |
| 1                         | 使用者持有有效吊船操作訓練證明書                                  |              |    |     |      |
| 2                         | 吊船清楚標明安全操作負荷和可載的最高人數                              |              |    |     |      |
| 3                         | 吊船有展示有效日期的表格 1, 2 及 3                             |              |    |     |      |
| 4                         | 工作地點附近一帶沒有雷暴、下雨或天文台沒有掛起強烈季候風、熱帶氣旋警告、暴雨警告等惡劣天氣信號   |              |    |     |      |
| 5                         | 工人有佩戴全身式安全帶，並繫於獨立救生繩上                             |              |    |     |      |
| F                         | 使用梯子 (只限已取得使用許可)                                  |              |    |     |      |
| 1                         | 梯子已掛上取得使用許可的「使用梯子評估表」                             |              |    |     |      |
| 檢查人*姓名 (中文全名或英文正階): _____ |   | 檢查人簽名: _____ |    |     |      |
| *分判商負責人/物業處職員             |   | 檢查日期: _____  |    |     |      |

註: 於進行任何離地或高空工作時，工人應正確及安全使用各種輕便工作台/動力操作升降工作台/竹棚架/金屬棚架/吊船/梯子。

(Version: July 2023)

物業處  
離地或高空工作安全檢查表

## 乙部：覆核檢查表

(由物業處職員填寫)

\*請在以下每條問題內右邊的適當位置填上"✓"，若任何問題的答案為“否”，應立即暫停該離地或高空工作，直到相關問題妥善糾正。

| 項目                                  | 檢查項目                              | 是 | 否* | 不適用 | 跟進行動 |
|-------------------------------------|-----------------------------------|---|----|-----|------|
| 1                                   | 本檢查表甲部已填妥及簽署                      |   |    |     |      |
| 2                                   | 建築地盤/圍封範圍內的人士有戴上配有帽帶的安全帽          |   |    |     |      |
| 3                                   | 工人有根據本檢查表甲部佩戴及繫穩全身式安全帶(如適用)       |   |    |     |      |
| 4                                   | 展示有效日期的法定表格(如適用)                  |   |    |     |      |
| 5                                   | 在非常特殊情況下使用的梯子已掛上簽署的「使用梯子評估表」(如適用) |   |    |     |      |
| 覆核人*姓名(中文全名或英文正階)：_____ 覆核人簽名：_____ |                                   |   |    |     |      |
| *物業處職員<br>覆核檢查日期：_____              |                                   |   |    |     |      |



梯子需掛上此使用梯子評估表方可使用

物業處  
使用梯子評估表

使用梯子前評估結果:  
(此部分由核准人填寫)  
☐ 准許 ☐ 不予准許

工程描述:

公司/學校部門名稱:

工作位置:

檢查日期:

除在非常特殊的情況下，梯子只限於上落工作平台之用。而在任何情況下，梯子不應用於 2 米或以上的高處工作。在可行情況下，梯子尤其不應用於電力工作。

甲部 (如任何問題的答案落在灰色方格內，便不應使用梯子。)

| 項目 | 描述                                   | 是 | 否 |
|----|--------------------------------------|---|---|
| 1. | 是項工作可使用正式的工作平台或其他適當的支持方法。            |   |   |
| 2. | 是項工作為時短暫。                            |   |   |
| 3. | 是項工作性質簡單。                            |   |   |
| 4. | 是項工作需使用重型設備／工具。                      |   |   |
| 5. | 梯子的設計和構造適合使用在是項工作。(例如使用不導電的梯子進行電力工作) |   |   |

乙部 (使用梯子前應滿足以下條件。)

| 項目 | 描述                              | 是 | 否 |
|----|---------------------------------|---|---|
| 1. | 放置梯子的地面是穩固、平坦和水平的。              |   |   |
| 2. | 周圍沒有被移動中的物件擊中或碰撞的風險。            |   |   |
| 3. | 周圍沒有外露的帶電金屬部分或外露的帶電導體。          |   |   |
| 4. | 站立在梯子上時，頭頂有足夠空間防止意外地撞擊工人的頭部。    |   |   |
| 5. | 梯子穩固，沒有損壞及欠妥之處。                 |   |   |
| 6. | 梯子放置在正確的位置，工作時無需過分探出身體。         |   |   |
| 7. | 梯子的撐檔或類似控制裝置（但不是尼龍繩）完全伸展及穩妥地固定。 |   |   |
| 8. | 所有梯腳均裝有防滑腳，放置在相同的平面，並與地面有良好接觸。  |   |   |
| 9. | 上落或在梯子上工作時，可保持與梯子有 3 點接觸。       |   |   |

備註：

使用梯子前評估結果 (由檢查人填寫)

☐ 准許 ☐ 不予准許

檢查人<sup>\*</sup>姓名 (中文全名或英文正階)：

檢查人簽名：

<sup>\*</sup>物業處職員/ 分判商負責人

核准人<sup>#</sup>姓名 (中文全名或英文正階)：

核准人簽名：

<sup>#</sup>物業處職員

備註

- 參考建造業議會之離地工作安全指引
- 梯子須符合國際標準，如：英國標準 (BS 2037、BS EN131、BS 1129、EATS13/I)、美國標準 (ANSI A14.1、ANSI A14.2、ANSI A14.5)、澳洲/新西蘭標準 (AS/NZS 1892.1-1996、AS 1892.2-1992、AS/NZS 1892.3-1996、AS/NZS 1892.5-1999) 或加拿大標準 (CSA Z11 M81)

**Risk Assessment Form for Confined Spaces**  
 密閉空間危險評估表格

Location of work  
 工作場地： \_\_\_\_\_

Description of work  
 工作內容： \_\_\_\_\_

Main Contractor / Proprietor  
 總承建商 / 東主： \_\_\_\_\_

Subcontractor (if applicable)  
 分判商（如適用）： \_\_\_\_\_

Name of Competent Person  
 合資格人士姓名： \_\_\_\_\_

Certificate No  
 持有證件編號： \_\_\_\_\_

Validity Period  
 證件有效期限： \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)  
 年 月 日

Add a ✓ to appropriate boxes  
 請在適當的 □ 內加上 ✓

|           |  |
|-----------|--|
| <b>1.</b> | <b>Contents of Risk Assessment</b><br>危險評估內容   |
| 1.1       | <p><input type="checkbox"/> This work falls under the provisions of section 3 of the Factories and Industrial Undertakings (Confined Spaces) Regulation, as it involves work performed within a confined space or in close proximity to a confined space, and is related to work conducted within a confined space.<br/>         本工作屬於《工廠及工業經營(密閉空間)規例》第3條所述的在密閉空間內或在緊接密閉空間的附近地方進行，並與在密閉空間內進行的工作有關連工作。</p> <p><b>Work methods to be adopted in the confined space works<sup>1</sup></b><br/>         本密閉空間工作中採用的工作方法<sup>1</sup>： _____</p> <p><b>Plant to be used in the confined space works<sup>1</sup></b><br/>         本密閉空間工作中採用的工業裝置<sup>1</sup>： _____</p> <p><b>Materials to be used in the confined space works<sup>1</sup></b><br/>         本密閉空間工作中採用的物料<sup>1</sup>： _____</p> <p>(If the work does not involve any worker entering the confined space<sup>1</sup>, the following measures shall be taken to ensure that no workers enter the confined space 若工作不涉及工人進入密閉空間內工作<sup>1</sup>，須採取以下措施以確保工人不會進入密閉空間內：<br/>         _____<br/>         _____ )</p> |

|     | Assessment Items<br>評估事項  | Result(s)<br>評估結果   | Safety Precautions Required<br>所需採取的安全預防措施   |
|-----|---|---|--|
| 1.2 | <p>Is the confined space works an <b><u>underground pipework</u></b> as described in section 9(b) of the Factories and Industrial Undertakings (Confined Spaces) Regulation?<br/>           本密閉空間工作是否屬於《工廠及工業經營(密閉空間)規例》第 9(b)條所述的<b><u>地底喉管工作</u></b>？</p> | <p><input type="checkbox"/> Yes 是</p> <p><input type="checkbox"/> No 否<br/>(Reasons provided as follows<br/>須詳述原因如下：<br/>_____<br/>_____<br/>_____)</p> | <p><input type="checkbox"/> Ensure that any person entering or remaining in that particular confined space is properly (i) wearing a suitable approved breathing apparatus; and (ii) wearing a suitable safety harness connected to a lifeline.<br/>           須確保任何進入該密閉空間或在其內逗留的人已妥當地 (i) 配戴適當的認可呼吸器具；及 (ii) 配戴適當並與救生繩連接的安全吊帶。</p> <p><input type="checkbox"/> Monitor the air in the confined space continuously until everyone has left the confined space.<br/>           須對密閉空間內的空氣作連續性的監測，直到所有人離開該密閉空間為止。</p> |
| 1.3 | <p>Is there any <b><u>hazardous</u></b> gas, vapour, dust or fume, or <b><u>deficiency of oxygen</u></b> present in the confined space?<br/>           本密閉空間內是否有具<b><u>危害性</u></b>的氣體、蒸氣、塵埃或煙氣存在或有<b><u>貧氧</u></b>情況？</p>                                   | <p><input type="checkbox"/> Yes 是</p> <p><input type="checkbox"/> No 否<br/>(Reasons provided as follows<br/>須詳述原因如下：<br/>_____<br/>_____<br/>_____)</p> | <p><input type="checkbox"/> Ensure that any person entering or remaining in that particular confined space is properly (i) wearing a suitable approved breathing apparatus; and (ii) wearing a suitable safety harness connected to a lifeline.<br/>           須確保任何進入該密閉空間或在其內逗留的人已妥當地 (i) 配戴適當的認可呼吸器具；及 (ii) 配戴適當並與救生繩連接的安全吊帶。</p> <p><input type="checkbox"/> Monitor the air in the confined space continuously until everyone has left the confined space.<br/>           須對密閉空間內的空氣作連續性的監測，直到所有人離開該密閉空間為止。</p> |



|     | Assessment Items<br>評估事項   | Consequence <sup>2</sup><br>後果嚴重性 <sup>2</sup>   | Likelihood <sup>2</sup><br>事故發生可能性 <sup>2</sup>  | Risk <sup>2</sup><br>危險評級 <sup>2</sup>  | Safety Precautions Required<br>所需採取的安全預防措施   |
|-----|--|--|--|---|--|
| 1.4 | <b>Ingress</b> of hazardous gas, vapour, dust or fume to the confined space<br>密閉空間內具危害性的氣體、蒸氣、塵埃或煙氣的進入  | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)            | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1)               | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2)                         | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>  |
| 1.5 | <p>Are there any <b>sludge or other deposits being present</b> that are <b>liable to give off hazardous gas, vapour, dust or fume</b> in the confined space?<br/>           密閉空間內是否有可散發具危害性的氣體、蒸氣、塵埃或煙氣的淤泥或其他沉積物存在？</p> <p><input type="checkbox"/> <b>Yes, sludge or other deposits are present</b> in the confined space.<br/>           是，密閉空間內有淤泥或其他沉積物存在。<br/> <i>Unless the sludge and other deposits are completely removed and purged, otherwise if there are sludge or other deposits present, it is generally very likely for the trapped or dissolved gases such as hydrogen sulphide to be released in confined space work, in particular drainage works.</i><br/>           除非已確定在密閉空間內的淤泥及其他沉積物已完全被清除及清洗，否則密閉空間內若有淤泥或其他沉積物存在，一般是很可能在密閉空間工作，特別渠務工程過程中把積藏或已溶解的硫化氫等氣體釋放出來。</p> <p><input type="checkbox"/> <b>No, sludge or other deposits are not present</b> in the confined space.<br/>           否，密閉空間內並不存在淤泥或其他沉積物。</p> | <p><input type="checkbox"/> Very Serious<br/>非常嚴重 (3)<br/> <input type="checkbox"/> Serious<br/>嚴重 (2)</p> | <p><input type="checkbox"/> Very likely<br/>非常可能 (3)<br/> <input type="checkbox"/> Possible<br/>可能 (2)<br/> <input type="checkbox"/> Unlikely<br/>不太可能 (1)</p> | <p><input type="checkbox"/> High risk<br/>高危險性 (&gt;=6)</p> <p><input type="checkbox"/> Moderate risk<br/>中危險性 (3-4)</p> <p><input type="checkbox"/> Low risk<br/>低危險性 (&lt;=2)</p> | <p><input type="checkbox"/> Ensure that any person entering or remaining in that particular confined space is properly (i) wearing a suitable approved breathing apparatus; and (ii) wearing a suitable safety harness connected to a lifeline.<br/>           須確保任何進入該密閉空間或在其內逗留的人已妥當地 (i) 配戴適當的認可呼吸器具；及 (ii) 配戴適當並與救生繩連接的安全吊帶。</p> <p><input type="checkbox"/> Monitor the air in the confined space continuously until everyone has left the confined space.<br/>           須對密閉空間內的空氣作連續性的監測，直到所有人離開該密閉空間為止。</p> <hr/> <hr/> <hr/> |
|     |  | (Reasons provided as follows<br>須詳述原因如下：<br><hr/> <hr/> )  |  |   |  |

Updated in September 2024

Page 3 of 9

|      | Assessment Items<br>評估事項   | Consequence <sup>2</sup><br>後果嚴重性 <sup>2</sup>   | Likelihood <sup>2</sup><br>事故發生可能性 <sup>2</sup>  | Risk <sup>2</sup><br>危險評級 <sup>2</sup>  | Safety Precautions Required<br>所需採取的安全預防措施   |
|------|--|--|--|---|--|
| 1.6  | <b><u>In-rush</u></b> into the confined space of free flowing solid or liquid<br>密閉空間內有自由流動的固體或液體的湧入   | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> |
| 1.7  | <b><u>A fire or explosion</u></b> in the confined space<br>密閉空間內發生火警或爆炸  | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> |
| 1.8  | The <b><u>ambient temperature</u></b> in the confined space that may lead to loss of consciousness of a certified worker arising from an increase in body temperature<br>密閉空間內存在可引致核准工人因體溫上升而喪失知覺的環境溫度 | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> |
| 1.9  | <b><u>Change in the environment</u></b> leading to an increased risk of the above hazards during the course of the work in the confined space<br>在密閉空間內進行工作的過程中，出現環境改變增加上述危害的危險性                       | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> |
| 1.10 | <b><u>Risk of worker falling from height</u></b> during the course of the work in the confined space or its proximity<br>在密閉空間內或其附近進行工作的過程中，發生工人從高處墮下的危險性  | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>_____</div> |

Updated in September 2024

Page 4 of 9

|      | Assessment Items<br>評估事項  | Consequence <sup>2</sup><br>後果嚴重性 <sup>2</sup>   | Likelihood <sup>2</sup><br>事故發生可能性 <sup>2</sup>  | Risk <sup>2</sup><br>危險評級 <sup>2</sup>  | Safety Precautions Required<br>所需採取的安全預防措施 |
|------|---|--|--|---|--|
| 1.11 | Others 其他<br>(please specify 請詳細列出：<br>_____<br>_____ )   | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | _____<br>_____<br>_____<br>_____<br>_____  |
| 1.12 | Others 其他<br>(please specify 請詳細列出：<br>_____<br>_____ )   | <input type="checkbox"/> Very Serious<br>非常嚴重 (3)<br><input type="checkbox"/> Serious<br>嚴重 (2)<br><input type="checkbox"/> Mild<br>輕微 (1) | <input type="checkbox"/> Very likely<br>非常可能 (3)<br><input type="checkbox"/> Possible<br>可能 (2)<br><input type="checkbox"/> Unlikely<br>不太可能 (1) | <input type="checkbox"/> High risk<br>高危險性 (>=6)<br><input type="checkbox"/> Moderate risk<br>中危險性 (3-4)<br><input type="checkbox"/> Low risk<br>低危險性 (<=2) | _____<br>_____<br>_____<br>_____<br>_____  |
| 1.13 | Period during which certified workers may remain safely in the confined space: _____ hour(s)<br>核准工人可在本密閉空間內安全地逗留的時限 _____ 小時 |  |  |   |  |

<sup>1</sup> The Competent Person should obtain information of work methods, plant and materials to be used for the particular confined space works from the Main Contractor / Subcontractor / Proprietor in order to complete the risk assessment. The Main Contractor / Subcontractor / Proprietor shall ensure the risk assessment report is displayed in a conspicuous place at the entrance of the confined space.

合資格人士須向總承建商 / 分判商 / 東主索取在密閉空間工作中會採用的工作方法、工業裝置及物料的資料，以協助完成危險評估。總承建商 / 分判商 / 東主須確保危險評估報告展示在該密閉空間的入口的顯眼地方。

<sup>2</sup> Regarding the definitions of 'severity of consequences', 'likelihood of occurrence' and 'risk rating' please refer to the Risk Assessment Table in the final section of this assessment form.

有關「後果嚴重性」、「事故發生可能性」及「危險評級」等定義，可參考本評估表最後部分的危險評級表。

|    |  |
|----|--|
| 2. | <p><b>Safety precautions must be taken when entering and working into the confined space</b><br/> <b>進入密閉空間內工作必須採取以下所有的安全預防措施</b></p> <p>— Apart from the aforementioned safety precautions required with respect to the risk assessment, the proprietor or contractor must ensure that all the following safety precautions are taken before allowing certified workers to work in confined spaces: 除上述因應危險評估而須要採取的安全預防措施外，東主或承建商必須確保採取以下所有的安全預防措施才可以容許核准工人進入密閉空間內工作：</p> <p><input type="checkbox"/> Every piece of mechanical equipment in the confined space, which is liable to cause danger, has been disconnected from its power source, with warning notice displayed and its power source locked out;<br/>       須確保在密閉空間內可造成危險的每項機械設備已被截斷電源，而其電源電掣亦已掛上警告告示及被鎖好；</p> <p><input type="checkbox"/> Every pipe or supply line whose contents are liable to create a hazard has been properly blanked off;<br/>       須確保在密閉空間內有可造成具危害性的事物的內含物的每一喉管或供應管已妥為封閉；</p> <p><input type="checkbox"/> The confined space has been tested to ensure the absence of any hazardous gas and no deficiency of oxygen;<br/>       須確保已對該密閉空間進行空氣測試以確保沒有任何具危害性的氣體存在以及並無空氣貧氧情況；</p> <p><input type="checkbox"/> The confined space has been adequately purged and sufficiently cooled and ventilated, having regard to the circumstances of the particular confined space, to ensure that it is a safe workplace;<br/>       須確保在經顧及該密閉空間的情況後，該密閉空間已得到足夠的清洗以及充分的散熱和通風，是一個安全的工作場所；</p> <p><input type="checkbox"/> An adequate supply of respirable air and an effective forced ventilation have been provided inside the confined space;<br/>       須確保已在該密閉空間內提供足夠的可供呼吸的空氣及有效的強制通風；</p> <p><input type="checkbox"/> Effective steps have been taken to prevent - (i) an ingress to the confined space of hazardous gas, vapour, dust or fume; and (ii) an in-rush into the confined space of free flowing solid or liquid;<br/>       須確保已採取有效的步驟以防止 — (i) 具危害性的氣體、蒸氣、塵埃或煙氣進入該密閉空間；及 (ii) 自由流動的固體或液體湧入該密閉空間；</p> <p><input type="checkbox"/> Before entering and working in the confined space, the following air testing of the confined space has been conducted with appropriate air monitoring equipment of explosion-proof design:<br/>       須在進入密閉空間內工作前，使用合適的空氣監測設備(防爆式設計)，對密閉空間內的空氣進行以下測試：<br/>           <input type="checkbox"/> Oxygen 氧氣      <input type="checkbox"/> LEL 爆炸下限      <input type="checkbox"/> Hydrogen sulphide 硫化氫<br/>           <input type="checkbox"/> Carbon monoxide 一氧化碳      <input type="checkbox"/> Others 其他：_____；<br/>           <input type="checkbox"/> Continuous air monitoring has to be conducted until everyone has left the confined space<br/>           並進行連續性的空氣監測，直到所有人離開該密閉空間為止；</p> <p><input type="checkbox"/> Formulated appropriate emergency procedures to deal with any serious and imminent danger to workers inside the confined space, including the provision of a sufficient supply of the following items in a satisfactory condition (and keeping them readily available)<br/>       須已制訂適當的緊急程序，以處理密閉空間內可危及工人的任何嚴重和逼切的危險，及必須提供足夠而狀況令人滿意的以下器具（並須保持該等器具隨時可供取用）：<br/>           (a) approved breathing apparatus;<br/>               認可呼吸器具；<br/>           (b) suitable apparatus for reviving an unconscious worker;<br/>               使失去知覺的工人復甦的適當器具；<br/>           (c) vessels containing oxygen or air;<br/>               貯存氧氣或空氣的容器；<br/>           (d) safety harnesses and ropes; and<br/>               安全吊帶及繩索；及<br/>           (e) an audio and visual alarm by which the workers inside the confined space can alert those outside;<br/>               使密閉空間內的工人能向身在密閉空間外的人示警的聽覺與視覺警報器；</p> |
|----|--|



|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p>The emergency rescue team is composed of a sufficient number of trained personnel who are ready to carry out emergency procedures in case of accident. All members of the emergency rescue team have been properly and adequately trained in the related emergency rescue procedures, including the details of the emergency rescue plan and full knowledge on how to properly use all the rescue equipment;</p> <p>須確保有充足數目並已受訓練的人員組成之緊急救援隊，應隨時準備就緒在意外發生時負責實施緊急程序。所有緊急救援隊員應已接受正確而合適之有關緊急救援程序的訓練，其訓練包括緊急救援計劃的詳細資料及如何正確操作該些救援裝備的所有知識；</p>                                     |
| <input type="checkbox"/> | <p>Instructions, training and advice are provided to all workers within a confined space or assisting with such work from immediately outside the confined space to ensure the safety and health of all workers, including posting up or displaying a clearly visible warning sign in a conspicuous place at the entrance to the confined space, indicating the specified hazards and safety precautions taken in the confined space;</p> <p>須向所有在密閉空間內工作或在緊接密閉空間的外面協助進行該工作的工人，提供為確保在密閉空間內工作的所有工人的安全及健康而需要的指導、訓練及意見，包括在密閉空間入口當眼處張貼或展示清晰可見的警告告示，指出在密閉空間內存在的指明危險及所須採取的安全預防措施；</p> |
| <input type="checkbox"/> | <p>All necessary equipment is provided to ensure the safety and health of workers in the confined space, including the provision of suitable air monitoring equipment of explosion-proof design for continuous air monitoring if necessary;</p> <p>須提供一切所需設備以確保密閉空間內的工人的安全及健康，包括在有需要時提供合適的空氣監測設備(防爆式設計)作連續性的空氣監測；</p>   |
| <input type="checkbox"/> | <p>Only certified workers are allowed to enter or work in the confined space;</p> <p>須確保只有核准工人才可進入密閉空間或在其內工作；</p>   |
| <input type="checkbox"/> | <p>At least one "Standby Person" is stationed outside the confined space to maintain communication with the workers inside the confined space;</p> <p>須確保委派最少一名「候命人員」駐於該密閉空間外，以便可與密閉空間內的工人保持聯絡；</p>   |
| <input type="checkbox"/> | <p>The risk assessment report and the Permit-to-work Certificate shall be displayed in a conspicuous place at the entrance of the confined space; and</p> <p>須在該密閉空間的入口的顯眼地方展示危險評估報告及許可工作證明書；及</p>  |
| <input type="checkbox"/> | <p>The safety precautions listed above are effective continuously while the workers remain in the confined space.</p> <p>當有工人仍逗留在密閉空間內，須確保上述的安全預防措施持續有效。</p>  |
| <input type="checkbox"/> | <p>Other safety precautions 其他安全預防措施：</p> <p>_____</p>  |

I confirmed that I have at least one year of relevant experience, after obtaining registration as Safety Officer or the certificate as Competent Person, in assessing risk to the safety and health of workers working in confined spaces, and have been appointed by the above-mentioned Main Contractor / Subcontractor / Proprietor to be the competent person to carry out an assessment in the aforesaid confined space works in accordance with section 5(1) of the Factories and Industrial Undertakings (Confined Spaces) Regulation.

本人確認在取得安全主任註冊或合資格人士證明書後，就對工人於密閉空間工作時的安全及健康作出危險評估方面有至少一年的相關經驗，並被上述 總承建商 / 分判商 / 東主根據《工廠及工業經營（密閉空間）規例》第 5(1) 條委任為合資格人士，對上述密閉空間工作進行危險評估。

I confirmed that, the true to the best of my knowledge and belief, the risk of the working condition in the confined space was assessed according to the requirements of section 5(6) of the Factories and Industrial Undertakings (Confined Spaces) Regulation, and recommendations of control measures were made under the section with respect to the safety and health of workers working in the confined space.

此外，本人確認上述評估報告內容是根據《工廠及工業經營（密閉空間）規例》第 5(6) 條的規定對上述密閉空間的工作環境進行評估，並根據該條規定就工人在該密閉空間內工作時的安全及健康方面的措施作出建議，是本人所知事實的全部。

Signature of the Competent Person conducted the above risk assessment

進行上述評估的合資格人士簽署：

Name

姓名：

Date and time

日期及時間：

Receipt of the risk assessment report  
 簽收危險評估報告

Recipient signature

簽收危險評估報告人士簽署：

Name

姓名：

Post

職位：

Date and time

日期及時間：

**Risk Assessment Table**  
 危險評級表

| <div> <div>Likelihood<br/>事故發生可能性</div> <div>Consequence<br/>後果嚴重性</div> </div>   | <b>Unlikely 不太可能 (1)</b><br>(Rather remote, though conceivable<br>雖可想像到，但可能性極微) | <b>Possible 可能 (2)</b><br>(Event to be expected<br>預計有機會發生的事故) | <b>Very likely 非常可能 (3)</b><br>(Occurs repeatedly<br>重複發生的事故) |
|---|---|--|---|
| <b>Very serious 非常嚴重 (3)</b><br>Accident causing immediate danger to life or<br>serious bodily injury<br>(Example: gas poisoning, hypoxia, drowning)<br>意外引致即時生命危險或嚴重身體受傷害<br>(例如：氣體中毒、缺氧、遇溺) | <b>(4)</b><br><b>Moderate Risk</b><br>中危險性                                      | <b>(6)</b><br><b>High Risk</b><br>高危險性                         | <b>(6)</b><br><b>High Risk</b><br>高危險性                        |
| <b>Serious 嚴重 (2)</b><br>Accident causing moderate bodily injury<br>(Example: fracture, skin ulcer, etc.)<br>意外可導致身體受中等程度傷害<br>(例如：骨折、皮膚潰瘍等)  | <b>(1)</b><br><b>Low Risk</b><br>低危險性   | <b>(4)</b><br><b>Moderate Risk</b><br>中危險性                     | <b>(6)</b><br><b>High Risk</b><br>高危險性                        |
| <b>Mild 輕微 (1)</b><br>Accident resulting in mild bodily injury<br>(Example: eye irritation from dust, cough)<br>意外引致身體輕微傷害<br>(例如：塵埃引致眼睛刺痛、咳嗽等)   | <b>(1)</b><br><b>Low Risk</b><br>低危險性   | <b>(1)</b><br><b>Low Risk</b><br>低危險性                          | <b>(4)</b><br><b>Moderate Risk</b><br>中危險性                    |

|  |                           |
|--|---------------------------|
|  | <b>High Risk</b> 高危險性     |
|  | <b>Moderate Risk</b> 中危險性 |
|  | <b>Low Risk</b> 低危險性      |

**“Permit-to-work Certificate” for Entry into Confined Space**  
**進入密閉空間「許可工作證明書」**

**Location of work**

工作場地：

\_\_\_\_\_

**Description of work**

工作內容：

\_\_\_\_\_

**Main Contractor / Proprietor**

總承建商 / 東主：

\_\_\_\_\_

**Name of the Competent Person appointed**

被委任合資格人士姓名：

\_\_\_\_\_

**Date and time of risk assessment**

危險評估報告日期及時間：

\_\_\_\_\_

**Date & time for entry to the confined space**

可進入密閉空間的日期及時間：

\_\_\_\_\_ (Year) 年 \_\_\_\_\_ (Month) 月 \_\_\_\_\_ (Day) 日  
 (A.M. 上午 / P.M. 下午)\* \_\_\_\_\_ (hh : mm / 時 : 分)

**This permit-to-work certificate is valid until**

此「許可工作證明書」有效期至：

\_\_\_\_\_ (Year) 年 \_\_\_\_\_ (Month) 月 \_\_\_\_\_ (Day) 日  
 (A.M. 上午 / P.M. 下午)\* \_\_\_\_\_ (hh : mm / 時 : 分)

\* Please delete if not applicable

請將不適用刪去

| Workers 工作人員   |            |  |                           |                   |
|--|------------|--|---------------------------|-------------------|
| Certified Worker 核准工人  |            |  |                           |                   |
| Maximum duration that certified workers are allowed to stay in the confined space: _____ (Hours) |            |  |                           |                   |
| 核准工人進入密閉空間內最長可逗留時間：_____ 小時  |            |  |                           |                   |
|  | Name<br>姓名 | Reference No. of Certificate<br>持有證件編號 | Validity Period<br>證件有效期限 | Signature<br>工人簽署 |
|  |            |  |                           |                   |
|  |            |  |                           |                   |
|  |            |  |                           |                   |
|  |            |  |                           |                   |
|  |            |  |                           |                   |



| Standby Person 候命人員             |  |   |                   |  |
|---------------------------------|--|---|-------------------|--|
| Name<br>姓名                      | Date of training<br>接受訓練日期                                   | Responsibility<br>責任  | Signature<br>工人簽署 |  |
|                                 |  | ✓ Maintain communication with the workers inside the confined space, and call for support in case of emergency<br>與密閉空間內的工人保持聯絡，及在緊急情況下召喚協助；        |                   |  |
|                                 |  | ✓ Brief the rescue personnel of the relevant circumstances of the incident upon their arrival in case of emergency<br>發生緊急事故時，須向到達的救援人員匯報該次事故的有關詳情； |                   |  |
|                                 |  | ✓ Even in case of emergency, the standby person should not enter the confined space<br>儘管發生緊急事故，候命人員亦不應進入該密閉空間。                                     |                   |  |
| Onsite Rescue Personnel 在場的救援人員 |  |   |                   |  |
| Name<br>姓名                      | Date received training for rescue in emergency<br>接受緊急救援訓練日期 | Responsibility<br>責任  | Signature<br>工人簽署 |  |
|                                 |  | ✓ Familiar with the details of the emergency rescue plan<br>已熟知緊急救援計劃的詳細資料；   |                   |  |
|                                 |  | ✓ Know how to properly operate all rescue equipment provided<br>已熟知如何正確操作所有提供的救援裝備。   |                   |  |

| Underground Pipework 地底喉管工作   |  |
|---|--|
| <input type="checkbox"/> This confined space work is <b>underground pipework</b> as described in section 9(b) of the Factories and Industrial Undertakings (Confined Spaces) Regulation, and therefore contractor / proprietor has to<br>本密閉空間工作是屬於《工廠及工業經營(密閉空間)規例》第9(b)條所述的 <b>地底喉管工作</b> ，因此承建商 / 東主必須   |  |
| <input type="checkbox"/> Ensure that any person entering or remaining in that particular confined space is properly<br>確保任何進入該密閉空間或在其內逗留的人已妥當地： <ul style="list-style-type: none"> <li>(i) wearing a suitable approved breathing apparatus; and<br/>配戴適當的認可呼吸器具；及</li> <li>(ii) wearing a suitable safety harness connected to a lifeline.<br/>配戴適當並與救生繩連接的安全吊帶；</li> </ul> |  |
| <input type="checkbox"/> Use appropriate air monitoring equipment of explosion-proof design to monitor the air in the confined space continuously until everyone has left the confined space; and<br>使用合適的空氣監測設備(須為防爆式設計)，對密閉空間內的空氣作連續性的監測，直到所有人離開該密閉空間為止；及   |  |
| <input type="checkbox"/> This confined space work is <b>NOT underground pipework</b> as described in section 9(b) of the Factories and Industrial Undertakings (Confined Spaces) Regulation with the reason(s) stated as follows:<br>本密閉空間工作 <b>並非</b> 屬於《工廠及工業經營(密閉空間)規例》第9(b)條所述的 <b>地底喉管工作</b> ，原因如下：  |  |
| Remarks: Must choose one out of the two options above<br>註：上述選擇必須二選一  |  |

| Isolation Measures 隔離措施  |                 |                      |
|--|-----------------|----------------------|
|  | Signature<br>簽署 | Date & time<br>日期及時間 |
| <input type="checkbox"/> Normal services in the confined space have been suspended<br>在密閉空間內日常運作已經停止   |                 |                      |
| <input type="checkbox"/> All unnecessary sources of power have been isolated<br>已隔離所有非必要的動力來源<br>(Electrical 電力 / Mechanical 機械 / Pneumatic 氣動 / Hydraulic 液壓 / Others 其他: _____ )                             |                 |                      |
| <input type="checkbox"/> All pipelines connected to the confined space have been completely shut off or blanked off<br>已完全地關閉或妥為封閉所有連接密閉空間的喉管  |                 |                      |
| <input type="checkbox"/> The ends of all service pipes connected to hazardous gas sources have been sealed<br>已密封所有連接著危害性氣體來源的供應喉管末端   |                 |                      |
| <input type="checkbox"/> Non-essential heat sources have been isolated<br>已隔離非必要的熱源  |                 |                      |
| <input type="checkbox"/> Other sources of danger have been isolated<br>已隔離其他有危險性的來源<br>(please specify 請列出 _____ )   |                 |                      |
| <input type="checkbox"/> All isolated or closed connections have been locked off and properly labelled to prevent from being opened without authorisation or accidentally<br>已將隔離 / 封閉位置鎖上及加上標籤，以防止未經許可的或意外的開啟 |                 |                      |

| Purging and Ventilation Control Measures 清洗及通風控制措施   |                 |                      |
|--|-----------------|----------------------|
|  | Signature<br>簽署 | Date & time<br>日期及時間 |
| <input type="checkbox"/> The confined space has been purged/cleaned adequately<br>已就密閉空間進行足夠的清洗<br>(Method 方法: _____ )         |                 |                      |
| <input type="checkbox"/> All hazardous substances stored inside the confined space have been removed.<br>已清除所有存於密閉空間內的危害性物質    |                 |                      |
| <input type="checkbox"/> Adequate respirable air and effective forced ventilation have been provided.<br>已提供足夠的可供呼吸的空氣及有效的強制通風 |                 |                      |

| Air Testing Results 空氣測試   |   |
|--|---|
| Testing Date 測試日期：   | _____ YYYY 年 _____ MM 月 _____ DD 日  |
| Model of air monitoring equipment 空氣監測設備型號：  | _____   |
| Serial number of air monitoring equipment 空氣監測設備序列號：   | _____   |
| Calibration Expiry Date 空氣監測設備校準有效期至：  | _____ YYYY 年 _____ MM 月 _____ DD 日  |
| Testing Location 測試位置：   | _____   |
| Testing Time 測試時間：   | (A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)  |
| Testing Result 測試結果：   | <input type="checkbox"/> O <sub>2</sub> 氧氣：_____ %<br><input type="checkbox"/> LEL (Percentage) 爆炸下限 (百分比)：_____ %<br><input type="checkbox"/> H <sub>2</sub> S 硫化氫：_____ ppm<br><input type="checkbox"/> CO 一氧化碳：_____ ppm<br><input type="checkbox"/> _____ |
| Testing Location 測試位置：   | _____   |
| Testing Time 測試時間：   | (A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)  |
| Testing Result 測試結果：   | <input type="checkbox"/> O <sub>2</sub> 氧氣：_____ %<br><input type="checkbox"/> LEL (Percentage) 爆炸下限 (百分比)：_____ %<br><input type="checkbox"/> H <sub>2</sub> S 硫化氫：_____ ppm<br><input type="checkbox"/> CO 一氧化碳：_____ ppm<br><input type="checkbox"/> _____ |
| Testing Location 測試位置：   | _____   |
| Testing Time 測試時間：   | (A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)  |
| Testing Result 測試結果：   | <input type="checkbox"/> O <sub>2</sub> 氧氣：_____ %<br><input type="checkbox"/> LEL (Percentage) 爆炸下限 (百分比)：_____ %<br><input type="checkbox"/> H <sub>2</sub> S 硫化氫：_____ ppm<br><input type="checkbox"/> CO 一氧化碳：_____ ppm<br><input type="checkbox"/> _____ |
| <input type="checkbox"/> After the air testing, I confirm that there is no hazardous gas and no oxygen-deficient situation in this confined space<br>經上述空氣測試，本人確定本密閉空間沒有任何具危害性的氣體存在以及並無空氣貧氧情況。 |   |
| Name of responsible person for conducting the air testing<br>空氣測試負責人姓名：_____   |   |
| Signature of responsible person<br>負責人簽署：_____   |   |

**Safety Precautions for Entry into the Confined Space 進入密閉空間所需的安全預防措施**

- ☐ Every piece of mechanical equipment in the confined space, which is liable to cause danger, has been disconnected from its power source, with warning notice displayed and its power source locked out;  
在該密閉空間內可造成危險的每項機械設備已被截斷電源，而其電源電掣亦已掛上警告告示及被鎖好
- ☐ Every pipe or supply line whose contents are liable to create a hazard has been properly blanked off  
在該密閉空間內有可造成具危害性的事物的內含物的每一喉管或供應管已妥為封閉；
- ☐ The confined space has been tested to ensure the absence of any hazardous gas and no deficiency of oxygen;  
已對該密閉空間進行空氣測試以確保沒有任何具危害性的氣體存在以及並無空氣貧氧情況；
- ☐ The confined space has been adequately purged and sufficiently cooled and ventilated, having regard to the circumstances of the particular confined space, to ensure that it is a safe workplace;  
經顧及該密閉空間的情況後，該密閉空間已得到足夠的清洗以及充分的散熱和通風，以確保該密閉空間是一個安全的工作場所；
- ☐ An adequate supply of respirable air and an effective forced ventilation have been provided inside the confined space;  
已在該密閉空間內提供足夠的可供呼吸的空氣及有效的強制通風；
- ☐ Effective steps have been taken to prevent - (i) an ingress to the confined space of hazardous gas, vapour, dust or fume; and (ii) an in-rush into the confined space of free flowing solid or liquid;  
已採取有效的步驟以防止 — (i) 具危害性的氣體、蒸氣、塵埃或煙氣進入該密閉空間；及 (ii) 自由流動的固體或液體湧入該密閉空間；
- ☐ Formulated appropriate emergency procedures to deal with any serious and imminent danger to workers inside the confined space, including the provision of a sufficient supply of the following items in a satisfactory condition (and keeping them readily available):  
已制訂適當的緊急程序，以處理密閉空間內可危及工人的任何嚴重和逼切的危險，包括提供足夠而狀況令人滿意的以下器具(並須保持該等器具隨時可供取用)：
  - (a) approved breathing apparatus;  
認可呼吸器具；
  - (b) suitable apparatus for reviving an unconscious worker;  
使失去知覺的工人復甦的適當器具；
  - (c) vessels containing oxygen or air;  
貯存氧氣或空氣的容器；
  - (d) safety harnesses and ropes; and  
安全吊帶及繩索；及
  - (e) an audio and visual alarm by which the workers inside the confined space can alert those outside:  
使密閉空間內的工人能向身在密閉空間外的人示警的聽覺與視覺警報器；
- ☐ The emergency rescue team is composed of a sufficient number of trained personnel who are ready to carry out emergency procedures in case of accident. All members of the emergency rescue team have been properly and adequately trained in the related emergency rescue procedures, including the details of the emergency rescue plan and full knowledge on how to properly use all the rescue equipment;  
已確保有充足數目並已受訓練的人員組成之緊急救援隊，並隨時準備就緒在意外發生時負責實施緊急程序。所有緊急救援隊員亦已接受正確而合適之有關緊急救援程序的訓練，其訓練包括緊急救援計劃的詳細資料及如何正確操作該些救援裝備的所有知識；
- ☐ Instructions, training and advice are provided to all workers within a confined space or assisting with such work from immediately outside the confined space to ensure the safety and health of all workers, including posting up or displaying a clearly visible warning sign in a conspicuous place at the entrance to the confined space, indicating the specified hazards and safety precautions taken in the confined space;  
已向所有在密閉空間內工作或在緊接密閉空間的外面協助進行該工作的工人，提供為確保在密閉空間內工作的所有工人的安全及健康而需要的指導、訓練及意見，包括在密閉空間入口的當眼處張貼或展示清晰可見的警告告示，指出在密閉空間內存在的指明危險及所須採取的安全預防措施；
- ☐ All necessary equipment is provided to ensure the safety and health of workers in the confined space, including the provision of suitable air monitoring equipment of explosion proof design for continuous air monitoring if necessary;  
已提供一切所需設備以確保密閉空間內的工人的安全及健康，包括在有需要時提供合適的空氣監測設備(須為防爆式設計)作連續性的空氣監測；



- ☐ Only certified worker is allowed to enter or work in the confined space;  
已確保只有核准工人才可進入密閉空間或在其內工作；
- ☐ At least one “Standby Person” is stationed outside the confined space to maintain communication with the workers inside the confined space;  
已委派最少一名「候命人員」駐於該密閉空間外，以便可與密閉空間內的工人保持聯絡；
- ☐ The risk assessment report and this permit-to-work certificate should be displayed in a conspicuous place at the entrance of the confined space;  
已在該密閉空間的入口的顯眼地方展示危險評估報告及此許可工作證明書；
- ☐ The safety precautions listed above are effective continuously while the workers remain in the confined space;  
當有工人仍逗留在密閉空間內，須確保上述的安全預防措施持續有效；
- ☐ Video recording at the entrance and exit of the confined space throughout the entire work period is arranged to monitor that relevant personnel have complied with the safety precautions.  
已安排在整段工作期間於密閉空間的出入口拍攝視頻，以監督相關人員已遵從安全預防措施。

#### Emergency Rescue Equipment Provided 已提供的緊急救援器具

- ☐ Approved breathing apparatus 認可呼吸器具：\_\_\_\_\_ set 套
- ☐ Apparatus for reviving an unconscious worker 使失去知覺的工人復甦的適當器具：\_\_\_\_\_ set 套
- ☐ Vessels containing oxygen or air 貯存氧氣或空氣的容器：\_\_\_\_\_ set 套
- ☐ Safety harnesses and ropes 安全吊帶及繩索：\_\_\_\_\_ set 套
- ☐ Audio and visual alarm by which the workers inside the confined space can alert those outside  
使密閉空間內的工人能向身在密閉空間外的人示警的聽覺與視覺警報器：\_\_\_\_\_ set 套
- ☐ Other relevant emergency rescue equipment, including 其他相關緊急救援設備，包括：
  - ☐ Tripods and winches 三腳架及絞車；
  - ☐ \_\_\_\_\_
- ☐ I confirm that the above emergency rescue equipment is sufficient with satisfactory condition and are readily available  
已確認上述緊急救援器具數目足夠而狀況令人滿意，並且隨時可供取用。

#### List of Protective Equipment Provided 已提供的防護設備清單

##### General 一般設備

- ☐ Forced ventilation device 強制通風設備：\_\_\_\_\_ set 套
- ☐ Continuous air monitoring equipment 連續性的空氣監測設備：\_\_\_\_\_ set 套
- ☐ Walkie-talkie (explosion-proof design) 對講機 (防爆式設計)：\_\_\_\_\_ set 套
- ☐ Shield 防護屏障：\_\_\_\_\_ set 套
- ☐ Lighting device 照明設備：\_\_\_\_\_ set 套
- ☐ Others (Please specify) 其他 (請列出)：\_\_\_\_\_

##### Personal Protective Equipment 個人防護設備

- ☐ Approved breathing apparatus 認可呼吸器具：\_\_\_\_\_ set 套 (excluding for emergency use 不包括供緊急用途)
- ☐ Audio and visual alarm 聽覺與視覺警報器：\_\_\_\_\_ set 套
- ☐ Protective clothing 防護衣物：\_\_\_\_\_ piece 件
- ☐ Head, Hand & Foot Protection 頭、手、腳部防護：\_\_\_\_\_ piece 件
- ☐ Life Lines & Harness 救生繩及吊帶：\_\_\_\_\_ set 套
- ☐ Eye Protection 眼睛保護：\_\_\_\_\_ set 套
- ☐ Ear Protection 聽覺保護：\_\_\_\_\_ set 套
- ☐ Others (Please specify) 其他 (請列出)：\_\_\_\_\_

| Declaration by the Proprietor/Contractor or Authorised Representative 東主 / 承建商或其授權代表聲明   |
|--|
| <p style="text-align: center;"><b>Permit-to-work Certificate 許可工作證明書</b></p> <p>I am the proprietor / contractor / authorised representative* of the confined space work mentioned above. I confirm that the risk assessment report by the competent person mentioned above covers all matters stated in section 5(2) of the Factories and Industrial Undertakings (Confined Spaces) Regulation, and I certify that all necessary safety precautions in accordance with the risk assessment report have been taken, and I hereby, issue this Permit-to-work Certificate. 本人是上述密閉空間工程的東主 / 承建商 / 其授權代表*，確認已核實上述合資格人士的危險評估報告涵蓋《工廠及工業經營(密閉空間)規例》第 5(2) 條所提述的所有事項；並採取所有需要的安全預防措施，並就此發出本許可工作證明書。</p> <p>This permit-to-work certificate is valid until (Date &amp; Time) 此許可工作證明書的有效日期和時間至：</p> <p>(Date 日期) _____ (Year) 年 _____ (Month) 月 _____ (Day) 日</p> <p>(Time 時間) (A.M. 上午 / P.M. 下午)* _____ (hh : mm / 時 : 分)</p> <div style="text-align: right; margin-top: 20px;">             Signature 簽署 : _____<br/>             Name 姓名 : _____<br/>             Post 職位 : _____<br/>             Date &amp; time 日期及時間 : _____           </div> <p style="font-size: small;">*Please delete if not applicable 請將不適用刪去</p> |
| <p style="text-align: center;"><b>Receipt of Permit-to-work Certificate 簽收許可工作證明書</b></p> <p style="text-align: center; font-size: small;">(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)</p> <p>I have read and understood the content of the Permit-to work Certificate, and shall undertake to work in accordance with all the conditions laid down in this certificate. 本人已閱讀及明白此工作證內容並須根據許可工作證內指示工作。</p> <div style="text-align: right; margin-top: 20px;">             Signature 簽署 : _____<br/>             Name 姓名 : _____<br/>             Post 職位 : _____<br/>             Date &amp; time 日期及時間 : _____           </div>  |
| <p style="text-align: center;"><b>Proof of Completion 完工證明書</b></p> <p style="text-align: center; font-size: small;">(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)</p> <p>I confirm that the confined space work mentioned above has been completed and that all assigned persons, materials and equipment have been withdrawn from the site, the personnel have been warned that the confined space is no longer safe for entry and I hereby sign to confirm. 本人確認上述密閉空間工作已經完成，所有被指派人士、物料和設備已搬離現場，並已警告所有人士該密閉空間已不可以安全進入，就此簽署確認。</p> <div style="text-align: right; margin-top: 20px;">             Signature 簽署 : _____<br/>             Name 姓名 : _____<br/>             Post 職位 : _____<br/>             Date &amp; time 日期及時間 : _____           </div>  |
| <p style="text-align: center;"><b>Cancellation of Permit-to-work Certificate 註銷許可工作證明書</b></p> <p style="text-align: center; font-size: small;">(To be filled by the supervisor or person in-charge of the work 由監工或該工作之負責人填寫)</p> <p>I am the proprietor / contractor / authorised representative* of the confined space work mentioned above. I hereby sign to confirm the cancellation of this Permit-to-work Certificate. I understand that a new permit-to-work certificate will be required if work is to be continued. 本人是上述密閉空間工程的東主 / 承建商 / 其授權代表*，現簽署確認註銷是次許可工作證明書。本人明白如要繼續工作，須重新簽發許可工作證明書。</p> <div style="text-align: right; margin-top: 20px;">             Signature 簽署 : _____<br/>             Name 姓名 : _____<br/>             Post 職位 : _____<br/>             Date &amp; time 日期及時間 : _____           </div>  |

### Site Safety and Hygiene Inspection Checklist

#### 地盤安全及健康檢查表

Work Title 工程項目: \_\_\_\_\_

Inspection Date 檢查日期: \_\_\_\_\_

Inspection Location 檢查地點: \_\_\_\_\_

Inspection By 檢查人員姓名: \_\_\_\_\_

| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 1. Risks to the public 對公眾的危險   |          |         |            |                                 |                             |
| 1.1 All risks to members of the public off site have been identified.<br>是否已經確認所有可能構成地盤以外公眾人士的危害。   |          |         |            |                                 |                             |
| 1.2 Adequate site perimeter fencing is provided to keep out the public.<br>地盤四周是否已經圍好，以防公眾人士誤闖地盤。   |          |         |            |                                 |                             |
| 1.3 Conduct weekly site safety inspection to identify any hazardous conditions arising from existing site activities and take subsequent corrective action for preventing serious injury or other loss.<br>是否已經每週進行安全檢查，以識別現有地盤工作引起的任何危險情況，並採取糾正措施以防止嚴重受傷或其他損失。 |          |         |            |                                 |                             |
| 2. Safe place of work 安全的工作場所   |          |         |            |                                 |                             |
| 2.1 Arrangements are made to deal with workers new to the site.<br>凡有新的工友到地盤工作，是否有妥善安排，使他們熟識實際環境。   |          |         |            |                                 |                             |
| 2.2 Working areas and walkways are level and free from obstructions.<br>工作場所及通道是否清理妥當及沒有阻塞。   |          |         |            |                                 |                             |
| 2.3 Structures are adequately braced and not overloaded. (Contractor only)<br>支架是否有充分的支撐和不會負荷過重。(由外判商填寫)  |          |         |            |                                 |                             |
| 2.4 Railings or barriers are provided at all edges to prevent falls, especially when more than 2 m high.<br>凡可以令人下跌超過 2 米的樓邊或其他地方的邊緣，是否已裝設圍欄或屏障。  |          |         |            |                                 |                             |
| 2.5 Openings or holes are securely fenced or covered.   |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項  | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|--|----------|---------|------------|---------------------------------|-----------------------------|
| 樓洞或其他孔穴是否已妥善地圍封或蓋好。  |          |         |            |                                 |                             |
| 2.6 Materials are stored safely.<br>物料是否已安全地存放。  |          |         |            |                                 |                             |
| 2.7 Nails in timber are removed or hammered down.<br>木板上突出的鐵釘是否已拔去或弄平。   |          |         |            |                                 |                             |
| 2.8 Adequate lighting is provided for work in the dark or poor light situation.<br>黑暗或光線不足的工作地方，是否已設置充足的照明。  |          |         |            |                                 |                             |
| 2.9 Props or shores are in place to make structures safe. (Contractor only)<br>臨時的支架是否已有足夠的支柱使它穩固。(由外判商填寫)   |          |         |            |                                 |                             |
| 2.10 Chutes for waste are provided to avoid materials from being throwing down.<br>是否已裝設管道將垃圾卸下，避免將垃圾從高處傾倒。  |          |         |            |                                 |                             |
| 2.11 Waste is collected and disposed of properly.<br>是否已將垃圾集中處理和送走。  |          |         |            |                                 |                             |
| 2.12 Suitable working platforms (e.g. mobile working platforms/ light-duty working platforms) are provided and used for any work-above-ground work.<br>是否提供及使用合適的工作平台(例如流動工作平台/輕便工作台)進行任何離地工作。 |          |         |            |                                 |                             |
| 3. Scaffolds 棚架  |          |         |            |                                 |                             |
| 3.1 Safe access is provided to the scaffold platform.<br>是否已有安全通道上落棚架。   |          |         |            |                                 |                             |
| 3.2 All uprights are properly founded and provided with base plates.<br>所有直杆是否已妥當地豎立及加設底板。   |          |         |            |                                 |                             |
| 3.3 Scaffold is secured to the building by ties to prevent collapse.<br>棚架是否已穩固地連接著樓宇外牆以防傾塌。   |          |         |            |                                 |                             |
| 3.4 Scaffold is adequately braced to ensure stability<br>棚架是否已有足夠支撐令其穩固。   |          |         |            |                                 |                             |
| 3.5 Working platforms are fully boarded.<br>工作平台是否已用木板密鋪。  |          |         |            |                                 |                             |
| 3.6 Boards are free from obvious defects such as knots.<br>鋪面的木板是否沒有明顯缺陷例如節疤等。   |          |         |            |                                 |                             |
| 3.7 Arrangements are made to avoid tipping and tripping of boards.<br>是否已做妥工夫使木板不會傾側或絆腳。   |          |         |            |                                 |                             |

(Last revision: November 2022)



| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 3.8 Boards are fixed down in high wind situations or as part of typhoon warning precautions.<br>強風季節時木板是否已放妥。   |          |         |            |                                 |                             |
| 3.9 Adequate guard rails and toe boards are provided at every side from which a person could fall 2 m or more.<br>凡工人可能下跌超過 2 米的棚架邊緣，是否已有足夠的圍欄和踢腳板。   |          |         |            |                                 |                             |
| 3.10 Scaffolds are designed and constructed for loading with materials, and the load is evenly distributed.<br>如果棚架在設計上是可以承托重物的，在負載物料時是否已將物料平均擺放。   |          |         |            |                                 |                             |
| 3.11 Effective barriers or warning notices are provided to stop people from using an incomplete scaffold.<br>未曾搭好的棚架，是否已有有效的圍板或警告告示，防止他人使用。   |          |         |            |                                 |                             |
| 3.12 Scaffold is erected, altered and dismantled by a competent person.<br>是否已有合資格的人搭建、更改及拆卸棚架。   |          |         |            |                                 |                             |
| 3.13 Scaffold is periodically inspected by a competent person.<br>是否已有合資格的人定期檢查棚架。  |          |         |            |                                 |                             |
| 4. Light-duty working platforms 輕便工作台   |          |         |            |                                 |                             |
| 4.1 Inspection (including visual check) is conducted before use to ensure that the working platforms are in good condition and free from damage.<br>在使用輕便工作台前是否已進行檢查（包括目測），以確保工作台狀況良好及沒有損壞。   |          |         |            |                                 |                             |
| 4.2 The stabilisers or outriggers of the working platforms are fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms.<br>工作台的穩定裝置或支撐腳是否已應根據製造商的使用手冊完全伸展及鎖好，以確保其穩定性。 |          |         |            |                                 |                             |
| 4.3 Working platforms are placed on firm and level ground.<br>工作台是否安放在平實的地面上。   |          |         |            |                                 |                             |
| 4.4 Guardrail is used and locked properly.<br>圍欄是否已扣上並鎖好。   |          |         |            |                                 |                             |
| 5. Ladders 梯子   |          |         |            |                                 |                             |
| 5.1 Ladders are only used for access and egress, but not as a tool to work from.  |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項  | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|--|----------|---------|------------|---------------------------------|-----------------------------|
| 梯子是否只可用作上落之用，而不是站於其上工作。  |          |         |            |                                 |                             |
| 5.2 Ladders are used for work-above-ground below 2m where working platforms or light-duty working platforms could not be erected under special working conditions (e.g. restrictive workplace)<br>梯子是否只可用於 2 米以下，因特別工作情況而未能搭建工作平台或輕便工作台的離地工作（例如狹窄的工作空間）。 |          |         |            |                                 |                             |
| 5.3 Ladders are in good condition and properly positioned for access.<br>梯子是否在良好的情況和適當地安放以方便上落。  |          |         |            |                                 |                             |
| 5.4 Ladders are placed on firm and level ground.<br>梯子是否安放在平實的地面上。   |          |         |            |                                 |                             |
| 5.5 Ladders are rested against a solid surface.<br>梯子是否已安放在結實的支點上。   |          |         |            |                                 |                             |
| 5.6 Ladders are secured near the top or the bottom (only when fixing at the top is impracticable).<br>梯子是否固定在某靠近頂部或底部的一點上（只有不可能固定在頂部時，然後才固定在底部）。   |          |         |            |                                 |                             |
| 5.7 Ladders are risen at least 1.05 m above their landing place or highest rung used.<br>梯子的頂部是否最少高出梯子停著的支點平面或最高使用的梯級 1.05 米。  |          |         |            |                                 |                             |
| 6. Lifting appliances and lifting gear 起重機械及起重裝置   |          |         |            |                                 |                             |
| 6.1 Lifting appliances and lifting gear are periodically and thoroughly examined by a competent examiner.<br>起重機械及起重裝置是否已由合資格檢驗員定期徹底檢驗。  |          |         |            |                                 |                             |
| 6.2 Lifting appliances and lifting gear are periodically inspected by a competent person.<br>起重機械及起重裝置是否已由合資格的人定期檢查。   |          |         |            |                                 |                             |
| 6.3 Automatic safe load indicator of a crane is inspected by a competent person at least once a week.<br>起重機的安全負荷自動顯示器是否已由合資格的人最少每星期檢查一次。  |          |         |            |                                 |                             |
| 6.4 The driver is trained and competent, and attains 18 of age.<br>駕駛員是否已經接受訓練、能夠勝任這項工作及已足 18 歲。   |          |         |            |                                 |                             |
| 6.5 Controls (lever, handles, switches, etc.) are clearly marked.<br>所有機掣，包括控制桿、手掣、開關掣等，是否已清楚地標明。  |          |         |            |                                 |                             |
| 6.6 The load is secured safely.<br>貨物是否已安穩地繫妥。   |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 6.7 Safe working load is clearly marked.<br>是否已清楚地標明起重機的安全操作負荷。   |          |         |            |                                 |                             |
| 6.8 Appliances are operated on a firm level base.<br>起重機械是否在平整的地面上操作。   |          |         |            |                                 |                             |
| 6.9 Enough space is provided for safe operation.<br>是否有足夠的空間以供安全操作。   |          |         |            |                                 |                             |
| 6.10 Lifting gear is kept in good working order.<br>起重裝置是否處於良好操作狀態之中。   |          |         |            |                                 |                             |
| 7. Plant and machinery 工業裝置及機械  |          |         |            |                                 |                             |
| 7.1 The right plant and machinery are used for the job.<br>使用的工業裝置和機械是否適宜於所做的工作。  |          |         |            |                                 |                             |
| 7.2 Dangerous parts are effectively guarded.<br>危險部件是否已經有效地圍欄。  |          |         |            |                                 |                             |
| 7.3 Guards are secured and in good working condition.<br>護罩是否已穩固裝上及是否有良好保養。   |          |         |            |                                 |                             |
| 7.4 Plant and machinery are periodically and thoroughly examined by a competent examiner (if applicable).<br>工業裝置及機械是否已由合資格檢驗員定期徹底檢驗（如適用）。  |          |         |            |                                 |                             |
| 7.5 The operator is trained and competent (if applicable).<br>操作員是否已曾受訓練及能夠勝任（如適用）。   |          |         |            |                                 |                             |
| 8. Electricity 電力   |          |         |            |                                 |                             |
| 8.1 Trip devices are provided for main voltage.<br>總掣是否已有斷路裝置。  |          |         |            |                                 |                             |
| 8.2 Special measures are taken to protect portable electric tools and equipment from mechanical damage and wet conditions.<br>是否已採取特別措施以保護手提電器及工具免於碰撞受損和不受潮濕環境影響。   |          |         |            |                                 |                             |
| 8.3 Signs of damage to equipment, wires and cables are not present.<br>所有設備、電線和電纜沒有受損的跡象。   |          |         |            |                                 |                             |
| 8.4 All connections to power points are made by the correct plugs.<br>接駁電源的插掣是否適當。  |          |         |            |                                 |                             |
| 8.5 Connections to plugs are properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out.<br>插掣的接駁是否恰當，好讓電線被夾緊而避免地線會被扯出。                                |          |         |            |                                 |                             |
| 8.6 Electricity supply of overhead electric lines is turned off or other precautions are taken to prevent anything (cranes, tipper lorries, scaffolding, etc.) from touching the lines or causing arcing. |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 架空電纜的電源是否被截斷或是否已採取其他預防措施，以避免起重機、升起車斗的貨車、或棚架等觸碰電纜或引起電弧。  |          |         |            |                                 |                             |
| 8.7 Underground electricity cables are located and marked.<br>藏在地下的電纜是否已經確定位置及加上標記。                       |          |         |            |                                 |                             |
| 8.8 'Permit-to-work' procedures are available where necessary to ensure safety<br>有需要時，是否已採用工作許可證制度以確保安全。 |          |         |            |                                 |                             |
| 9. Fire 火   |          |         |            |                                 |                             |
| 9.1 General 一般情況  |          |         |            |                                 |                             |
| 9.1.1 Right number and type of fire extinguishers are provided.<br>是否有足夠數量和合適的滅火筒。                        |          |         |            |                                 |                             |
| 9.1.2 Adequate and clear escape routes are provided.<br>是否有足夠和清晰的走火通道。                                    |          |         |            |                                 |                             |
| 9.1.3 Workers know what to do in an emergency.<br>工人是否知道在緊急時如何應變。   |          |         |            |                                 |                             |
| 9.1.4 Obtain Hot Work Permit for conducting any hot works.<br>是否已有熱工作許可證才進行熱工作。                           |          |         |            |                                 |                             |
| 9.2 Flammable liquids 易燃液   |          |         |            |                                 |                             |
| 9.2.1 Proper storage area is provided.<br>是否有適當的儲存地方。   |          |         |            |                                 |                             |
| 9.2.2 The amount on site is kept to a minimum.<br>是否已將儲存量減至最低。  |          |         |            |                                 |                             |
| 9.2.3 Ignition sources are kept away from flammable liquids.<br>是否已將火源遠離存放易燃液體的地方。                        |          |         |            |                                 |                             |
| 9.2.4 Properly constructed safety containers are used.<br>是否已使用安全和適當的容器。                                  |          |         |            |                                 |                             |
| 9.3 Compressed gas cylinders 壓縮氣樽   |          |         |            |                                 |                             |
| 9.3.1 Cylinders are properly stored.<br>氣樽是否已適當地存放。   |          |         |            |                                 |                             |
| 9.3.2 Cylinder valve is fully closed when the cylinder is not in use.<br>氣閥是否在氣樽不使用時關上。                   |          |         |            |                                 |                             |
| 9.4 Other combustible material 其他易燃物料   |          |         |            |                                 |                             |
| 9.4.1 The amount on site is kept to a minimum.<br>是否將數量減至最少。  |          |         |            |                                 |                             |
| 9.4.2 Proper waste bins are provided.<br>是否已備有適當的廢料箱。   |          |         |            |                                 |                             |
| 9.4.3 Waste material is removed regularly.<br>是否定期將廢料移走。  |          |         |            |                                 |                             |
| 10. Hoists 吊重機  |          |         |            |                                 |                             |

(Last revision: November 2022)



| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 10.1 Hoist is periodically and thoroughly examined by a competent examiner.<br>吊重機是否已由合資格檢驗員定期徹底檢驗。                             |          |         |            |                                 |                             |
| 10.2 Hoist is periodically inspected by a competent person.<br>吊重機是否已由合資格的人定期檢查。  |          |         |            |                                 |                             |
| 10.3 Hoist is protected by substantial enclosure.<br>吊重機是否已用穩固的欄柵圍封。  |          |         |            |                                 |                             |
| 10.4 Gates are provided at all landings, including ground level.<br>在所有會停留的樓層包括地面的一層，是否已裝設閘門。                                   |          |         |            |                                 |                             |
| 10.5 Gates are kept shut except when the platform is at the landing.<br>除吊重機台正停留於某一樓層時，其它閘門是否已經關上。                              |          |         |            |                                 |                             |
| 10.6 Operator is trained and competent, and aged 18 or above.<br>吊重機操作員是否已經接受訓練及能夠勝任這項工作及已足 18 歲。                               |          |         |            |                                 |                             |
| 10.7 Safe working loads are clearly marked.<br>是否已清楚地標明吊重機的安全操作負荷。  |          |         |            |                                 |                             |
| 10.8 Warning notice is posted on the platform or cage to stop people from riding on skip hoist.<br>不准載人的警告告示是否已張貼在物料吊重機的升降台或斗上。 |          |         |            |                                 |                             |
| 11. Excavations 挖掘工程  |          |         |            |                                 |                             |
| 11.1 Underground services are located and marked.<br>藏於地下的公共設施的位置，是否已經確定及加上標記。  |          |         |            |                                 |                             |
| 11.2 Precautions are taken to avoid underground services.<br>是否已採取預防措施，以免影響地下公共設施。  |          |         |            |                                 |                             |
| 11.3 A safe method is used for putting in and taking out the timbering.<br>是否已採納安全的方法安裝及拆除木板支撐。                                 |          |         |            |                                 |                             |
| 11.4 Angle of batter is sufficient to prevent collapse of sloped back excavation.<br>斜坡或挖坑的傾斜度是否足夠以防坑邊泥土傾塌。                     |          |         |            |                                 |                             |
| 11.5 Excavations are examined by a competent person at least once in a week.<br>是否由合資格的人最少每星期檢驗臨時坑穴的穩固情形一次。                     |          |         |            |                                 |                             |
| 11.6 Safe access is made to excavation.<br>進出挖掘場地的通道是否安全可靠。   |          |         |            |                                 |                             |
| 11.7 Railing or barriers are provided to stop people from falling in.<br>坑穴的邊緣是否已有圍欄或設置屏障，以防有人墮下。                               |          |         |            |                                 |                             |
| 11.8 Precautions are taken when there is risk of excavation flooding.<br>當坑穴有被水淹的危險時，是否已採取預防措施。                                 |          |         |            |                                 |                             |
| 11.9 Stacked materials, spoils or plants are placed away from the edge of the excavation.<br>堆積的物料、廢料、或任何機械裝置是否已遠離臨時坑穴。         |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 11.10 Stop blocks are provided at edge of excavation.<br>坑穴的邊緣是否已放置木擋，以防車輛過度接近。   |          |         |            |                                 |                             |
| 11.11 Immediately pump out rainwater after heavy downpour.<br>當大雨過後，是否即時抽出坑穴內的積水。   |          |         |            |                                 |                             |
| 12. Falsework and formwork 臨時支架及板模  |          |         |            |                                 |                             |
| 12.1 The design and the supports for formwork have been checked.<br>是否已檢查板模的設計及支撐。  |          |         |            |                                 |                             |
| 12.2 Falsework or formwork is erected safely from steps or proper platforms.<br>臨時支架或板模是否已安穩地架設在台階或適當的平台上。  |          |         |            |                                 |                             |
| 12.3 Bases and ground conditions are adequate for the loads.<br>支架及板模的底部和地面情況是否足以承托重物。  |          |         |            |                                 |                             |
| 12.4 Timbers are in good condition.<br>使用的木板是否狀況良好。   |          |         |            |                                 |                             |
| 12.5 Props are plumbed, on level bases and properly set out.<br>直撐是否垂直地豎立在底板上和適當地分列。  |          |         |            |                                 |                             |
| 12.6 Correct pins are used in the props.<br>直撐的栓子是否恰當。  |          |         |            |                                 |                             |
| 12.7 Formwork is inspected by a competent person against the agreed design before permission is given to pour concrete.<br>在准許落水泥前，板模是否已經由合資格的人根據批准的設計檢查妥當。 |          |         |            |                                 |                             |
| 13. Cartridge-operated fixing tools 槍彈推動打釘工具  |          |         |            |                                 |                             |
| 13.1 Approved tools are used.<br>所有的用具是否已獲認可。   |          |         |            |                                 |                             |
| 13.2 Manufacturer's instructions are followed.<br>是否有遵從製造商的指示。  |          |         |            |                                 |                             |
| 13.3 The operator attains 18 and holds a certificate of competency.<br>操作員是否已足 18 歲及持有合資格證明書。   |          |         |            |                                 |                             |
| 13.4 The operator is aware of the dangers and able to avoid misfires.<br>操作員是否明瞭使用槍彈推動打釘工具的危險及是否能夠避免走火的情況。  |          |         |            |                                 |                             |
| 13.5 Goggles are worn by operators.<br>操作員是否已戴上護目鏡。   |          |         |            |                                 |                             |
| 13.6 Tools are cleaned regularly.<br>工具是否有定期清潔。   |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項   | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 13.7 Tools are kept in a secure place when not in use.<br>在不使用時，工具是否放在安全的地方。  |          |         |            |                                 |                             |
| 14. Traffic and vehicles 交通及車輛  |          |         |            |                                 |                             |
| 14.1 Separate pedestrian, vehicle access points and routes around the site are provided.<br>地盤之內是否已有分開供行人及車輛進出的地點和道路。                 |          |         |            |                                 |                             |
| 14.2 Drivers and operators are properly trained.<br>司機和操作員是否曾經接受適當的訓練。  |          |         |            |                                 |                             |
| 14.3 Vehicles are kept in good working condition.<br>車輛是否有良好的維修。  |          |         |            |                                 |                             |
| 14.4 Vehicles are securely loaded.<br>車輛上的貨物是否已經穩妥地擺放。  |          |         |            |                                 |                             |
| 14.5 System to control on-site movements is in place to avoid danger, including to pedestrians.<br>地盤內的交通來往是否已有系統地安排以避免產生危險，包括對行人的危險。 |          |         |            |                                 |                             |
| 14.6 Reversing vehicles are controlled by properly trained signaller.<br>車輛退後時是否已有曾受訓練的訊號員指揮。   |          |         |            |                                 |                             |
| 14.7 Raised bodies of tipping lorries are propped before reaching under.<br>確定車身升起的部分是否已有適當承托然後讓人進入下面工作。                              |          |         |            |                                 |                             |
| 15. Noise 噪音  |          |         |            |                                 |                             |
| 15.1 Assessment of noise risks has been carried out.<br>是否已評估噪音的危害。   |          |         |            |                                 |                             |
| 15.2 Noisy plant and machinery are fitted with silencers.<br>是否已在高噪音的裝置或機械裝上減音器。  |          |         |            |                                 |                             |
| 15.3 Approved ear protectors are worn by workers.<br>工友是否已戴上認可聽覺保護器。  |          |         |            |                                 |                             |
| 16. Health 健康   |          |         |            |                                 |                             |
| 16.1 The risks of all hazardous substances have been identified and assessed.<br>是否已將危險物質可能引致的風險確認和加以評定。                              |          |         |            |                                 |                             |
| 16.2 Hazardous substances are substituted by safer substances.<br>是否已將危險物質以較安全的物質取代。  |          |         |            |                                 |                             |
| 16.3 Exposure is controlled other than by using protective equipment.<br>是否已盡量減少工友接觸危害，而不是首先考慮使用個人防護設備。                               |          |         |            |                                 |                             |
| 16.4 Safety information sheets are available from the supplier.   |          |         |            |                                 |                             |

(Last revision: November 2022)

| Inspection Item<br>檢查事項  | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|--|----------|---------|------------|---------------------------------|-----------------------------|
| 是否已經取得供應商的安全資料。  |          |         |            |                                 |                             |
| 16.5 Safety equipment is provided and used.<br>是否已設置及使用安全設備。   |          |         |            |                                 |                             |
| 16.6 Workers who are not protected are kept out of danger areas.<br>未受保護的工友是否已離開危險範圍。  |          |         |            |                                 |                             |
| 16.7 The atmosphere has been tested and been provided in confined spaces.<br>在密閉空間內，是否已經測試空氣的成分及是否已有供給新鮮空氣。                                  |          |         |            |                                 |                             |
| 16.8 Emergency procedures are in place for rescue from the confined space.<br>是否已經制訂緊急程序，以拯救可能在密閉空間內遇事的工友。                                   |          |         |            |                                 |                             |
| 17. Manual handling 人力提舉   |          |         |            |                                 |                             |
| 17.1 Manual handling which may create risk of injury is avoided.<br>是否已盡量避免人力提舉以減少受傷的可能。   |          |         |            |                                 |                             |
| 17.2 Risks have been assessed and reduced if manual handling cannot be avoided.<br>如果人力提舉是不可避免時，是否已評估風險及設法減低風險。                              |          |         |            |                                 |                             |
| 18. Personal protective equipment 個人防護設備   |          |         |            |                                 |                             |
| 18.1 Suitable equipment is provided to protect the head, eyes, hands and feet of workers where appropriate.<br>在有需要時，是否已提供合適的個人防護設備以保護工友。    |          |         |            |                                 |                             |
| 18.2 Protective equipment is worn by workers.<br>工友是否有戴上個人防護設備。  |          |         |            |                                 |                             |
| 19. Welfare 福利設施   |          |         |            |                                 |                             |
| 19.1 Suitable toilets have been provided for both sexes.<br>是否已有獨立和適當的廁所供男女工友使用。   |          |         |            |                                 |                             |
| 19.2 Clean wash basin, water, soap and tissue are provided.<br>是否已有清潔的洗手盆、水、肥皂和紙巾以供使用。   |          |         |            |                                 |                             |
| 19.3 Suitable clothing is provided for those who have to work in wet, dirty or otherwise adverse conditions.<br>在潮濕、骯髒或惡劣的環境下工作的工友是否有適當的工作服。 |          |         |            |                                 |                             |
| 19.4 Facilities for changing, drying and storing clothes are provided.<br>是否有設施供更換、弄乾和儲放衣服。  |          |         |            |                                 |                             |
| 19.5 Shelter and facilities for meals are provided.  |          |         |            |                                 |                             |

(Last revision: November 2022)

10



| Inspection Item<br>檢查事項                       | Yes<br>是 | No<br>否 | N/A<br>不適用 | Non-conformity Item(s)<br>不符合事項 | Follow Up Action(s)<br>跟進行動 |
|---|----------|---------|------------|---------------------------------|-----------------------------|
| 是否有遮蔭的地方和供膳設施。                                |          |         |            |                                 |                             |
| 19.6 Drinking water is provided.<br>是否已提供飲用水。 |          |         |            |                                 |                             |
| 19.7 First aid box is provided.<br>是否已有急救箱。   |          |         |            |                                 |                             |
| 20. Others 其他 (Please specify 請列明)<br>_____   |          |         |            |                                 |                             |

### SUMMARY OF SAFETY TRAINING RECORDS

#### 安全訓練記錄

Contractor's Name

分判商名稱：

P.O. No.

採購單編號：

Prepared By

填寫者姓名：

(Contractor's Site Representative)

Work Nature

工作性質：

Job Ref. No.

工作參考編號：

Date

日期：

| Item<br>項目 | Name<br>姓名 | Green Card No.<br>平安咭編號<br>(Valid Date<br>有效日期) | Confined Space<br>Licence No.<br>密閉空間證書編號<br>(Valid Date<br>有效日期) | Electric Work Licence<br>No.<br>電牌編號<br>(Valid Date<br>有效日期) | Other Licence No.<br>其他證書編號<br>(Valid Date<br>有效日期) |
|------------|------------|---|---|--|---|
| 1.         |            |   |   |  |   |
| 2.         |            |   |   |  |   |
| 3.         |            |   |   |  |   |
| 4.         |            |   |   |  |   |
| 5.         |            |   |   |  |   |
| 6.         |            |   |   |  |   |
| 7.         |            |   |   |  |   |
| 8.         |            |   |   |  |   |
| 9.         |            |   |   |  |   |
| 10.        |            |   |   |  |   |
| 11.        |            |   |   |  |   |
| 12.        |            |   |   |  |   |
| 13.        |            |   |   |  |   |
| 14.        |            |   |   |  |   |
| 15.        |            |   |   |  |   |

(Last revision: April 2023)

HONG KONG BAPTIST UNIVERSITY

ANNEX 1

### Hazardous Occurrence Investigation Report

|   |  |   |   |
|---|--|---|---|
| <b>TYPE OF OCCURRENCE 發生種類</b><br><input type="checkbox"/> Explosion 爆炸 <input type="checkbox"/> Loss of Consciousness 失去知覺 <input type="checkbox"/> Emergency Procedure 緊急措施<br><input type="checkbox"/> Disabling Injury 受傷 <input type="checkbox"/> Other 其他 _____ |  | <b>File No. 檔案號碼</b><br><br>                          |   |
| <b>Name of Faculty/Department and office location 院系/部門及辦事處地點</b>   |  |   | <b>Telephone number 電話號碼</b>  |
| <b>Site of hazardous occurrence 肇事地點</b>  | <b>Date and Time 日期/時間</b>                                   |   | <b>Weather Conditions 天氣情況</b>  |
| <b>Witnesses 見證人</b>  |  | <b>Supervisor's name 主管姓名</b>                         |   |
| <b>Description of what happened 事發因由</b><br><br>  |  |   |   |
| <b>Brief description and estimated cost of property damage 簡單描述及估計物業價值損失</b><br><br>  |  |   |   |
| <b>Name of Injured Person 受傷人姓名</b>   |  | <b>Sex 性別</b>   | <input type="checkbox"/> Student 學生 <input type="checkbox"/> Staff 職員<br><input type="checkbox"/> Contractor 外判 <input type="checkbox"/> Visitor 訪客 |
| <b>Staff/ Student No. 職員/學生號碼</b>   | <b>Year of experience in occupation/Year Study 工作經驗/學習年份</b> | <b>Occupation/Profession/Subject major 工作/專業/主修科目</b> |   |
| <b>Description of injury 受傷描述</b>   |  | <b>Direct cause of injury 直接至傷原因</b>                  |   |
| <b>Was training in accident prevention given to injured employee/student in relation to tasks performed at the time of the hazardous occurrence? 在這工作任務是否有給予安全訓練?</b><br><input type="checkbox"/> Yes 有 <input type="checkbox"/> No 沒有 <b>Specify 具體說明</b> _____      |  |   |   |
| <b>Direct causes of hazardous occurrence 發生危險之直接原因</b><br><br>  |  |   |   |
| <b>Corrective measures and date department will implement 部門將會完成修正措施和日期</b><br><br>   |  |   |   |
| <b>Reasons for not taking corrective measures 不依照修正措施之理由</b><br><br>  |  |   |   |
| <b>Supplementary preventive measures 補充預防措施</b><br><br>   |  |   |   |
| <b>Name of person investigating 調查人員姓名</b>  |  | <b>Title 職位</b>                                       | <b>Signature 簽名</b>   |
| <b>Telephone number 電話號碼</b>  |  | <b>Date 日期</b>  |   |
| <b>Safety &amp; health committee's or representative's comments 安全及健康委員會或其代表人員評語</b><br><br>  |  |   |   |
| <b>Committee member's or representative's name 委員會人員或其代表人員姓名</b>  |  | <b>Title 職位</b>                                       | <b>Signature 簽名</b>   |
| <b>Telephone number 電話號碼</b>  |  | <b>Date 日期</b>  |   |

*Attach additional sheet(s) if necessary*