# Template for Air Conditioning and Ventilation Contractors Audit Checklist

Disclaimer: The template for audit checklist was prepared in consultation with the Hong Kong Federation of Electrical & Mechanical Contractors Limited (HKFEMCL) and Occupational Safety & Health Council (OSHC) for typical installations and is for reference only. Housing Department, HKFEMCL and OSHC would not be liable to any indemnity or consequence whatsoever arising from the use of such template.

# NSC Checklist: Air Conditioning and Mechanical Ventilation Installation 冷氣工程

Part	Activity	No. of Questions	Score
部分	工序	題目數量	分數
1	Working At Height	6	18
	高空工作		
2	Protection Against Falling Objects	3	9
	防止物料從高處墜下		
3	Housekeeping	4	12
	工作場所整理		
4	Lifting Operations	3	9
	吊運工作		
5	Welding/Cutting Operations and Equipment	7	21
	焊接/切割工序及設備		
6	Abrasive Wheels	5	15
	砂輪		
7	Portable Tools	4	12
	手提工具		
8	Electrical Works	4	12
	電力工作		
9	Compressed Air Tools	3	9
	壓縮空氣工具		
10	Dangerous Substances	4	12
	危險物質		
11	Manual Handling and Mechanical Materials	3	9
	Handling 體力處理操作及物料搬運機械		
12	Noise	4	12
	噪音		
13	Work in Confined Spaces	4	12
	密閉空間工作		
14	Miscellaneous	4	12
	其他		

Total	58	174
<b>終</b> 計		

#### Part 1 Working At Height 高空工作

Question 1.1	Weighting:	3	Answer :
Has every worker	been provided w	ith a	safe place of work such as provision of proper work

Has every worker been provided with a safe place of work such as provision of proper working platforms with a safe means of access (and egress) for all activities?

有否為工人提供安全的工作地方如合適的工作台及安全上落通道進行工作?

#### **Coverage:**

Staircase, ladder, access tower, working platform (including bamboo / metal scaffolding, power-operated elevating work platform, light-duty working platform, etc.)

#### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Code of Practice for Bamboo Scaffolding Safety, Labour Department
- Code of Practice for Metal Scaffolding Safety, Labour Department
- Overview of Working at Height, Labour Department
- Guidelines on the Design and Construction of Bamboo Scaffolds, Buildings Department
- Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds,
   Construction Industry Council
- Guidance Notes on Safe Use of Power-operated Elevating Work Platforms, Labour Department
- Guidelines on Work-Above-Ground Safely, Construction Industry Council
- Safety Guide on Use of Light-duty Working Platform and Mobile Working Platform, Occupational Safety and Health Council

- 1. The condition (non-slippery, sloping, double handrails), stability in respect of construction and the landing area of the access and egress should be considered.
- 2. The condition, stability in respect of construction of working platform including bamboo scaffold, metal scaffold, power-operated elevating work platform, etc. should be considered.
- 3. Proper working platform should be used for working at height.
- 4. Locking device shall be provided to movable working platforms to ensure that the platforms are stable when in use.
- 5. For working involving a possible fall of less than 2 metres but more than 900mm, light-duty working platform such as hop-up platform and step platform should be provided with guard-rails and toe-boards.
- 6. Ladders, hop-up platform and step platform used should possess international/ national standards such as British Standard EN 131.
- 7. Unless in very exceptional circumstances that working platforms or light-duty working platforms are impracticable to be used for work-above-ground below 2m, use of ladders for work-above-ground should be prohibited. Under such exceptional circumstances where ladders

- have to be used, task-specific risk assessment should be conducted and safe system of work, such as a permit-to-work system, should be formulated and implemented beforehand.
- 8. If NSC was found using or having intention to use unsafe scaffolds/ working platforms/ ladders provided by the main contractor, the answer should be "No". If NSC had checked the unsafe condition of the scaffold/ working platform/ ladder provided by main contractor and demonstrated no intention to use such non-conforming equipment, the answer could be "N/A".

# Question 1.2 Weighting: 3

Answer :\_\_\_\_

Are inspections of scaffolds/ working platforms carried out by competent person at regular intervals and results were properly recorded?

所有棚架及工作台是否定期由合資格人員檢查並妥善記錄檢查結果?

#### **Coverage:**

All working platforms (including bamboo / metal scaffolding, power-operated elevating work platform, light-duty working platform, etc.) demarcated to NSC.

#### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Code of Practice for Bamboo Scaffolding Safety, Labour Department
- Code of Practice for Metal Scaffolding Safety, Labour Department
- Overview of Working at Height, Labour Department
- Guidance Notes on Safe Use of Power-operated Elevating Work Platforms, Labour Department
- Guidelines on Work-Above-Ground Safely, Construction Industry Council
- Safety Guide on Use of Light-duty Working Platform and Mobile Working Platform, Occupational Safety and Health Council

- 1. Working platform including bamboo scaffold, metal scaffold, power-operated elevating work platform, light-duty working platform, etc. should be considered.
- 2. Display of properly filled in prescribed form of bamboo / metal scaffolding if applicable. Auditor should check the comment on result of inspection, inspection date, name, signature and designation of competent person.
- 3. Inspection of power-operated elevating work platform should also be assessed in this question. The power-operated elevating work platform should be thoroughly examined and tested by a competent examiner before use or after undergoing substantial repair. It should be further examined thoroughly by a competent examiner on a regular basis as recommended by the manufacturer but not less than once per year. An authorised competent mechanic or operator should conduct the weekly inspection.
- 4. Before use, inspection of the light-duty working platform should be conducted according to the

- safety checklist provided by the supplier or other equivalent safety checklist to ensure that the working platform is maintained in good condition and free from damage.
- 5. If NSC was found using or having intention to use unsafe scaffolds/working platforms/ladders provided by the main contractor, the answer should be "No". If NSC had checked the unsafe condition of the scaffold/ working platform/ ladder provided by main contractor and demonstrated no intention to use such non-conforming equipment, the answer could be "N/A".

Question 1.3	Weighting:	3	Answer :
Are power-operat	ed elevating wor	ck platforms operated safely?	
有否安全操作動力	」操作升降工作6	<b>`</b> <b>∃</b> ?	

#### **Coverage:**

All power-operated elevating work platforms used by NSC.

#### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Guidance Notes on Safe Use of Power-operated Elevating Work Platforms, Labour Department

- 1. The operator of a power-operated elevating work platform should:
  - be at least 18 years of age;
  - have reasonable degree of both physical and mental fitness;
  - have undergone training for the relevant model of power-operated elevating work platform;
  - have adequate authorization to operate the power-operated elevating work platform; and
  - know the developed standards of safe operation and their own responsibilities.
- 2. A safety harness should be worn by workers working from a power-operated elevating work platform. It should be attached to a secure anchorage point within the platform.
- 3. Operator protective frame should be provided for power-operated elevating work platform in order to provide secondary protection for operators in the event of contact with an overhead obstacle in certain applications.
- 4. While the power-operated elevating work platform is travelling, ensuring that a safe distance is kept from nearby obstacles such as fixed pipes underneath the ceiling.
- 5. Ground is firm and will support loading
- 6. The answer should be "N/A" if no such activity was carried out during physical verification.

Question 1.4	Weighting:	3	Answer :
Are all platforms in	nstalled with su	itable guard-rails and toe-boards?	

### 所有工作台是否均裝有適當護欄及底護板?

## **Coverage:**

All working platforms (including bamboo / metal scaffolding, power-operated elevating work platform, light-duty working platform, etc.) demarcated to NSC.

# **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Code of Practice for Bamboo Scaffolding Safety, Labour Department
- Code of Practice for Metal Scaffolding Safety, Labour Department
- Overview of Working at Height, Labour Department
- Guidance Notes on Safe Use of Power-operated Elevating Work Platforms, Labour Department
- Guidelines on Work-Above-Ground Safely, Construction Industry Council
- Safety Guide on Use of Light-duty Working Platform and Mobile Working Platform, Occupational Safety and Health Council

#### **Audit Criteria**

- 1. Take adequate steps to prevent any person on construction site or any place where any construction work is carried out with a risk of fall a height of 2 metres or more. The height of a top guard-rail above any place of work on working platforms shall be not less than 900 mm and not more than 1150 mm and the height of an intermediate guard-rail shall be not less than 450 mm and not more than 600 mm. The height of a toe-board or other similar barrier shall be not less than 200 mm and securely fixed.
- 2. For working involving a possible fall of less than 2 metres but more than 900mm, light-duty working platform such as hop-up platform and step platform should be provided with guard-rails and toe-boards.
- 3. Temporarily removed or unerected guard-rails, toe-boards and barriers shall be replaced or erected as soon as practicable after the expiration of the time when removal of them are necessary for the access of persons or the movement of materials or other purposes of the work concerned.
- 4. If NSC was found using or having intention to use unsafe working platforms provided by the main contractor, the answer should be "No". If NSC had checked the unsafe condition of the working platform provided by main contractor and demonstrated no intention to use such unconforming equipment, the answer could be "N/A".

Question 1.5	Weighting:	3	Answer	:
Has every worker	been provided	with	a suitable fall-arresting system if provis	sion of proper
working platform i	is not practicabl	le?		

當使用工作台並不切實可行,有否為工人提供合適的防墮系統?

### **Coverage:**

All working at height activities.

### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Guidance Notes on Classification and Use of Safety Belt and their Anchorage Systems, Labour Department

#### **Audit Criteria**

- Where the provision of guard-rails or coverings to prevent fall from openings is impracticable, provide fall arrest system comprising appropriate safety harness, independent lifelines and adequate, stable and sufficient anchor points so as to facilitate continuous anchorage of safety harness.
- 2. The anchorage point of fall-arresting system should be certified by a professional engineer. Referring to the "Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems" issued by Labour Department, eyebolt/fixed anchorage should be assessed by "Professional Engineer of the Structural Discipline" if the independent lifeline is connected.
- 3. If eyebolt/ fixed anchorage for fall protection purpose is certified by professional engineer other than "Structural Discipline" (for example, if statutory form Form 6 and Form 7 certified by professional engineer but not in "Structural Discipline" being observed on-site) which will be considered as non-compliance.
- 4. The lanyard of the safety harness should not be anchored to the railings or any member of a temporary scaffolding or bamboo scaffolding, or to any section of water, gas and drainage pipes as these structures or device are not designed to withstand sudden shock load or impact force.

Question 1.6	Weighting:	3	Answer :
Are workers wo	rking at height pr	ovide	d with appropriate personal protective equipment and
are they used pr	operly?		

進行高處工作時,有否為所有工人提供合適之個人防護裝備及工人有否正確使用該裝備?

### **Coverage:**

All working at height activities.

- Construction Sites (Safety) Regulations
- Guidance Notes on Classification and Use of Safety Belt and their Anchorage Systems, Labour Department
- Guidance Notes on the Selection, Use and Maintenance of Safety Helmets, Labour Department

### **Audit Criteria**

- 1. Suitable personal protective should be provided. Protective equipment include safety harness, lanyard, safety helmet with Y-type chin strap, etc.
- 2. According to Guidance Notes on Classification and Use of Safety Belt and their Anchorage Systems issued by Labour Department, two lanyards should not be hooked together.
- 3. The answer could be "N/A" if no working at height activity was carried out during physical verification.

### Part 2 Protection Against Falling Objects 防止物料從高處墜下

Question 2.1 Weighting: 3

Answer:

Are all working platforms and floor edges installed with toe-boards to prevent materials from falling from height?

是否所有工作台及樓邊均裝有底護板以防止物料從高處墜下?

### **Coverage:**

All floor edges, working platforms (including bamboo / metal scaffolding, power-operated elevating work platform, light-duty working platform, etc.) demarcated to NSC.

### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Code of Practice for Bamboo Scaffolding Safety, Labour Department
- Code of Practice for Metal Scaffolding Safety, Labour Department
- Overview of Working at Height, Labour Department
- Guidance Notes on Safe Use of Power-operated Elevating Work Platforms, Labour Department
- Guidelines on Work-Above-Ground Safely, Construction Industry Council
- Safety Guide on Use of Light-duty Working Platform and Mobile Working Platform, Occupational Safety and Health Council

- 1. The construction, condition and height of the toe-boards should be considered.
- 2. The height of a toe-board or other similar barrier shall be not less than 200 mm and securely fixed.
- 3. Temporarily removed or unerected toe-boards and barriers shall be replaced or erected as soon as practicable after the expiration of the time when removal of them are necessary for the access of persons or the movement of materials or other purposes of the work concerned.
- 4. For working involving a possible fall of less than 2 metres but more than 900mm, light-duty working platform such as hop-up platform and step platform should be provided with toe-boards.

Question 2.2	Weighting:	3	Answer :
Are there approp	priate measures t	aken	to prevent materials, hand tools etc. from falling from
height?			

有否採取合適措施防止物料、手工具等從高處墜下?

### **Coverage:**

All working at height activities and all storage/stacking areas demarcated to NSC.

#### **Reference:** (not exhaustive)

Construction Sites (Safety) Regulations

#### **Audit Criteria:**

- 1. Tool belts, straps or bags should be considered.
- 2. Auditor should comment on the application of protective measures for working at height activities.
- 3. The stacking/storage area must be well organised with appropriate stacking/storage systems to ensure the materials are securely stacked in a place.
- 4. Secure loose or light material stored on roofs and open floors to avoid them from blowing away in the wind.


Are suitable safety helmets properly worn by all workers?

3

Weighting:

是否所有工人正確配戴合適的安全帽?

# **Coverage:**

**Question 2.3** 

All NSC workers.

### **Reference:** (not exhaustive)

Guidance Notes on the Selection, Use and Maintenance of Safety Helmets, Labour Department

# **Audit Criteria:**

- 1. Auditor should verify whether all workers properly wearing suitable safety helmets. The answer should be "No", if the Y-type chin strap cannot fix the safety helmet onto worker's head securely.
- The standard of safety helmet and expiry date of safety helmet should be checked.
- 3. The in-use life statement from a manufactory can be taken as reference.
- 4. A helmet should be regularly inspected for damage and wear and tear. Excessive wear and tear can considerably reduce a helmet's lifespan and any helmet that has deep scratches, has been cut or has any impact damage should be discarded and replaced.

Answer:

Cor All Rei Cor Au 1.	should be kept clear of obstru	ations as clear as possible of unctions. a construction site shalorkmen at the site.	Innecessary materials and waste. Workplaces Il not be insecurely stacked in a place where
Con All Red Con Au	verage: areas demarcated to the NSC.  ference: (not exhaustive) astruction Sites (Safety) Regula  dit Criteria: Workplaces should be kept as should be kept clear of obstru Materials kept or stored on a	ations as clear as possible of u ructions. a construction site sha	nnecessary materials and waste. Workplaces
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Co All	verage: areas demarcated to the NSC.	當;及是否適當處理關	<b>菱料?</b>
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Co	verage:	當;及是否適當處理關	<b>菱料?</b>
		當;及是否適當處理關	<b>菱料?</b>
7274	科及設備是否儲存及堆 <del>疊妥</del> 當	當;及是否適當處理層	<del>逐料</del> ?
小小			
Ar	e materials and equipment sto	ored and stacked safe	ely; waste properly disposed?
Ou	estion 3.2 Weighting :	: 3	Answer :
1.	Projecting nails or other shar	rp objects must be ade	quately protected or removed.
	dit Criteria:	11	
	nstruction Sites (Safety) Regula	ations	
Re	ference: (not exhaustive)		
AII	areas demarcated to the NSC.		
	verage:		
_	至採取合適措施確保沒有有欽		
	ls or other sharp objects are i		
•	estion 3.1 Weighting:		Answer : timber or other material with projecting
^		2	
	113 Housekeeping P&	物川登垤	
Pa	rt 3 Housekeeping 工作均	担代教理	
Pai	rt 3 Housekeening T/F	祖氏數班	
— Pai	straps and ensure all personn		operly.

# **Coverage:** All areas demarcated to the NSC. **Reference:** (not exhaustive) Construction Sites (Safety) Regulations **Audit Criteria:** Measures to prevent breaking of lightings should be considered. Suitable and adequate lighting necessary to secure workmen's safety shall be provided. **Question 3.4** Weighting: Answer :\_\_\_\_\_ Are suitable safety shoes worn by all workers? 是否所有工人穿著合適的安全鞋? **Coverage:** All NSC workers. **Audit Criteria:** Auditor should verify whether all workers wearing safety shoes. Part 4 **Lifting Operations** 吊運工作 Answer: 3 **Question 4.1** Weighting: Are all lifting appliances and associated lifting gear inspected, tested and examined; and suitable for relevant lifting operations? 是否所有使用的起重機械及起重裝置均已檢查、測試及檢驗及適用於相關的吊運工序? **Coverage:**

有否在有需要時為所有工作地點提供充足的照明以保障工作安全?

#### Coverage

All lifting appliances and associated lifting gear brought in by NSC and provided by the main contractor.

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
- Guidance Notes on Inspection, thorough Examination and Testing of Lifting Appliances and

### Lifting Gear, Labour Department

#### **Audit Criteria:**

- 1. The construction, condition and suitability of lifting appliances and associated lifting gear should be considered. For example, all winches should have sufficient guarding, anchorage and a proper control panel with emergency stop.
- 2. Inspection, test and examination records should be checked.
- 3. For mandatory requirement, all prescribed forms should be properly filled in name and designation, otherwise the answer should be "No".

<b>Question 4.2</b>	Weighting:	3	Answer :
A we all warmanaible	nougons oncos	d in lifting analystians competent?	

Are all responsible persons engaged in lifting operations competent?

吊運工作是否由合資格人員進行?

### **Coverage:**

All means of lifting operations carried out by the NSC.

# **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

#### **Audit Criteria:**

- The riggers shall have completed A12 Silver Card and Signalman for Hoisting Operations at Construction Sites Course OR A12S Safety Training Course for Construction Workers of Specified Trade - Rigger and Signaller provided by the CIC.
- 2. Auditor should check relevant certificates during on site verification.

Question 4.3 Weighting:	3	Answer :
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Are all lifting operations being carried out safely?

是否所有的吊運工作均安全地進行?

#### **Coverage:**

All means of lifting operations carried out by the NSC.

#### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations

1. Condition of lifting appliances and lifting gear, method of rigging and lifting should be considered.

# Part 5 Welding/Cutting Operations and Equipment 焊接/切割工序及設備

Question 5.1 Weighting: 3 Answer:

Are all personnel involved in welding operations competent?

焊接工作是否由合資格人員進行?

#### **Coverage:**

All means of welding/cutting operations carried out by the NSC.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department
- Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

#### **Audit Criteria:**

- 1. The general welder shall have at least attained the level of intermediate tradesman and registered as Registered Semi-skilled Worker under the Construction Workers Registration Ordinance.
- 2. The general welder undertaking flame cutting and gas welding work shall have attained the training qualification of a gas welding safety training course approved by Labour Department and holds a valid training certificate.

Question 5.2 Weighting: 3 Answer:\_\_\_\_\_

Are welding/cutting equipment such as welding machines, cables, hose, gauges, flash back arresters in good condition?

焊接切割設備如電焊機、電線、氣喉、氣壓調節器、防止回火安全掣運作正常?

### **Coverage:**

All means of welding/cutting operations and equipment.

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department

 Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

#### **Audit Criteria:**

1. Safety devices to prevent fire and explosion, including flash back arrester, non-return valve, pressure relief device, vent and purge device should be verified.

Question 5.3 Weighting: 3

Answer :\_\_\_\_

Have purpose-built trollies/carriers been used for moving gas cylinders?

有否使用合適之手推車/搬運裝置去搬運氣樽?

### **Coverage:**

All means of welding/cutting operations and equipment.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department

#### **Audit Criteria:**

- 1. Other means of secure storage of gas cylinders should be considered, for example cage.
- 2. Moving cylinders in suitable trolleys which they are secured upright.

Question 5.4 Weighting: 3

Answer:

For electric arc welding, are adequate welding earths and returns ensured and properly connected to the workpiece?

當進行電弧焊接,是否有適當之接地及回路,並正確地接駁於工件上?

#### Coverage:

All means of welding operations and equipment.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Electricity) Regulations.
- Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

- 1. Construction and condition of electric arc welding sets should be considered, such as:
  - The workpiece should be well earthed, and all equipment should be earthed and insulated.

- Welding machines having 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.
- Turn off the welding machine when left unattended.
- Use welding machine for enclosed type, and ensure that terminals of the welding machine are properly protected to avoid accidental contact.
- The welding machine should be equipped with a voltage reducing device to automatically reduce the output voltage at no-load condition.

Ouestion	5.5	Weighting:	3
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Answer :\_\_\_\_\_

Are welding operations adequately screened or isolated from other workers/passers-by and other non-compatible processes?

進行焊接工序時,是否有足夠的遮擋物或隔離其他不相容的工序以保護其他工人及行人?

### **Coverage:**

All means of welding/cutting operations. Non-compatible processes including paint spraying and tiles cleaning etc.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department
- Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

#### **Audit Criteria:**

- 1. There should be a screen or barrier to separate the welding process.
- 2. Non-compatible processes including paint spraying and tiles cleaning etc.
- 3. Warning notice on welding process is in progress should be displayed.
- 4. The answer could be "N/A" if no activity was carried out during physical verification.

<b>Ouestion 5.6</b>	Weighting:	3	Answer:

Is the workplace suitable for carrying out welding or flame cutting works?

工地是否適合進行焊接工序?

### **Coverage:**

All means of welding/cutting operations.

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department
- Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

#### **Audit Criteria:**

- 1. Remove any combustible/ flammable materials from the work area. No welding operation should be conducted in an environment having a flammable atmosphere or having flammable materials in the vicinity.
- 2. Ensure that adjacent areas, which may be affected by the heat, sparks and slag generated by the welding operation, are free from combustible/ flammable materials and fire hazards.
- 3. Ventilate the indoor workplace using air blowers and exhaust fans to remove poisonous fumes and gases that are given off during welding.
- 4. Take measures to prevent the falling of sparks generated by the welding or flame cutting operation onto the surrounding areas.

Question 5.7	Weighting:	3	Answer :
Are all welders p	rovided with app	propriat	e personal protective equipment and are they used

有否為所有焊接工人提供合適之個人防護裝備及工人有否正確使用該裝備?

### **Coverage:**

properly?

All means of welding/cutting operations.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulation
- Code of Practice: Safety and Health at Work for Gas Welding and Flame Cutting, Labour Department
- Code of Practice: Safety and Health at Work for Manual Electric Arc Welding, Labour Department

- 1. Suitable personal protective equipment should be selected appropriate to the hazards encountered, and should be properly used and maintained.
- 2. PPE includes eye protection, skin and body protection, etc. if local ventilation cannot be arranged, welder should be provided with respiratory protection and a supply of fresh air.
- 3. The answer could be "N/A" if no activity was carried out during physical verification.

# Part 6 Abrasive Wheels 砂輪

Question 6.1	Weighting:	3	Answer:

Are suitable grinding/cutting machines used and adequately guarded?

是否使用合適打磨/切割機械並安裝有效護罩?

# **Coverage:**

All abrasive wheels and cutting/grinding machines (fixed and portable types).

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- Safety in the Use of Abrasive Wheels, Labour Department

#### **Audit Criteria:**

- 1. The condition of the guarding and machine should be considered.
- 2. Include all cutting machines and grinding machines (fixed and portable types).
- 3. Guards for portable machines should be so designed that in the event of a wheel bursting or breaking, the guard remains attached to the machine.
- 4. Angle grinder used must be provided with an auxiliary handle.
- 5. Angle grinder should not be used on woodworking works.

Ouestion 6.2	Weighting:	3	Answer •

Are all grinding/cutting machines and abrasive wheels selected for their suitability and are they marked with their maximum permissible speed?

是否適當地選擇打磨/切割機械及砂輪並均已刻上最高轉速?

# **Coverage:**

All abrasive wheels and cutting/grinding machines (fixed and portable types).

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- Safety in the Use of Abrasive Wheels, Labour Department

- 1. The selection of wheels and machines should be considered.
- 2. The maximum speed of the spindle should be marked on every grinding/cutting machine so that

it is easy to compare the speed marked on the wheel with the speed of the machine spindle. Where the spindle can be operated at more than one specific speed, each speed must be shown, and if the speed is infinitely variable within a specified range, the notice must show the maximum and minimum speed.

3. The maximum permissible speed in revolutions per minute (rpm) and metres per second (m/s) specified by manufacturers should be marked on every abrasive wheel larger than 55 mm in diameter, or on the blotter or identification label which is sometimes attached to it. Since it is not practicable to mark smaller wheels, the maximum permissible speed in rpm of wheels 55 mm in diameter or less should be stated in a notice posted in a position where it can easily be read.

	Question 6.3	Weighting:	3
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Answer:

Has the statutory warning notice in respect of use of abrasive wheel been posted? 有否於需使用砂輪工作的地方張貼法定警告告示?

### **Coverage:**

All abrasive wheels and cutting/grinding machines (fixed and portable types).

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- Safety in the Use of Abrasive Wheels, Labour Department

#### **Audit Criteria:**

1. Statutory warning notice shall be posted.

Ouestion 6.4	Weighting:	3

Answer :\_\_\_\_\_

Are all abrasive wheels properly examined, handling and storage?

有否正確檢驗、處理及存放砂輪?

#### **Coverage:**

All abrasive wheels.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- Safety in the Use of Abrasive Wheels, Labour Department

- 1. Wheels should be carefully unpacked, cleaned with a brush and examined for possible damage in transit. In unpacking, the careless use of a tool may cause damage to the wheel. The soundness of wheels can be further checked by tapping them with a light, non-metallic implement. This is known as the 'ring' test. Wheels must be dry and free from sawdust for the ring test otherwise the sound will be deadened. It should also be noted that organic bonded wheels do not emit the same clear metallic ring as inorganic bonded wheels. Heavy wheels should be supported on a clean hard floor for the ring test while light wheels should be suspended from their hole on a finger or small pin. If the wheel sounds dead, for example due to cracking, it should not be used.
- 2. Handle wheels carefully to prevent dropping or bumping. Do not roll abrasive wheels. Where this is unavoidable because of the large size of the wheel, a soft, resilient floor surface is essential. Use trucks or suitable conveyors which will provide proper support for transporting wheels which cannot be carried by hand.
- 3. Suitable racks, bins or compartmented drawers should be provided to accommodate the various types of wheels used.

Outsion 0.5 Weighting. 5 Answer.	Question 6.5	Weighting:	3	Answer:
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Are all operatives provided with appropriate personal protective equipment and are they used properly?

有否為所有工人於使用砂輪進行工作時提供合適之個人防護裝備及工人有否正確使用該裝備?

# **Coverage:**

All abrasive wheels and cutting/grinding machines (fixed and portable types).

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- Safety in the Use of Abrasive Wheels, Labour Department

#### **Audit Criteria:**

1. The answer could be "N/A" if no activity was carried out during physical verification.

# Part 7 Portable Tools 手提工具

Question 7.1 Weighting: 3 Answer:\_\_\_\_\_

Are the used portable tools fit for the tasks and are they used properly?

是否正確使用手提工具及該手提工具是否適合進行相關的工作?

### **Coverage:**

Portable tools include all hand tools (tools operated manually without electricity or other power

source) and all hand-held power tools (powered electrically, by internal combustion engines, hydraulically or by compressed air) such as portable electric tools and cartridge-operated fixing tools.

### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Electricity) Regulations
- Factories and Industrial Undertakings (Cartridge-Operated Fixing Tools) Regulations
- Working Safely with Hand Tools, Labour Department

#### **Audit Criteria:**

- 1. Select the correct weight, size and tool for the job. Avoid static load at the shoulder or arm due to the continuous holding of a tool at a raised position or the gripping of a heavy tool.
- 2. Use the correct size spanner. Never use a hammer or extension handle on a spanner for tightening up nuts.
- 3. For work on or near electrical apparatus only properly insulated tools should be used.
- 4. Use spark resistant tools where flammable vapours may be present.

Question 7.2	Weighting:	3	Answer :
Are all portab	le tools maintai	ned in safe working condition?	
是否所有手提	工具均保持在安	<b>安全的操作狀態?</b>	

### **Coverage:**

Portable tools include all hand tools (tools operated manually without electricity or other power source) and all hand-held power tools (power tools whether powered electrically, by internal combustion engines, hydraulically or by compressed air) such as portable electric tools and cartridge-operated fixing tools.

#### **Reference:** (not exhaustive)

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Electricity) Regulations
- Factories and Industrial Undertakings (Cartridge-Operated Fixing Tools) Regulations
- Working Safely with Hand Tools, Labour Department

#### **Audit Criteria:**

1. Construction and condition of hand tools and hand-held power tools should be considered.

Question 7.3	Weighting:	3	Answer :
Are low voltage	or cordless portab	le tools	ısed, where applicable?
有否使用低電壓	或無線手提式工具	₹?	

•	AT/	er	•	MΩ	۰
v	υv	u	$\mathbf{a}$	Ľ	

All portable electric tools.

#### **Reference:** (not exhaustive)

• Factories and Industrial Undertakings (Electricity) Regulations

#### **Audit Criteria:**

- 1. NSC must use low voltage (110v power supply) portable tools / cordless portable tools.
- 2. Charging facilities to ensure safe use of electricity should be verified if cordless electric portable tools are used on site.

Question 7.4 Weighting 3 Answer:

Are all workers using portable tools provided with appropriate personal protective equipment and are they used properly?

有否為所有工人於使用手提工具工作時提供合適之個人防護裝備及工人有否正確使用該裝備?

### **Coverage:**

All hand tools (tools operated manually without electricity or other power source) and all hand-held power tools (power tools whether powered electrically, by internal combustion engines, hydraulically or by compressed air) such as portable electric tools and cartridge-operated fixing tools.

# **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Electricity) Regulations
- Factories and Industrial Undertakings (Cartridge-Operated Fixing Tools) Regulations
- Construction Sites (Safety) Regulations
- Working Safely with Hand Tools, Labour Department

#### **Audit Criteria:**

1. The answer could be "N/A" if no activity was carried out during physical verification.

### Part 8 Electrical Works 電力工作

Question 8.1 Weighting: 3

Answer:

Where relevant, are electric cables used by NSC adequately suspended/installed to avoid them from being unduly laid on floor?

由NSC使用的電線是否適當地懸掛/安裝,避免放置在地面上?

### **Coverage:**

All fixed electric installation and portable electric tools.

### **Reference:** (not exhaustive)

Factories and Industrial Undertakings (Electricity) Regulations

#### **Audit Criteria**

1. Suspension level, condition of cables and the connector should be considered.

Question 8.2 Weighting: 3

Answer :\_\_\_\_\_

For electrical equipment and installations used by NSC in humid environment or exposed to weather, is it weatherproof type or contained in an appropriate weatherproof enclosure? 由NSC使用的電力設備及裝置在潮濕或戶外環境中使用,是否具有防水性能或裝有防水外殼?

### **Coverage:**

All temporary and fixed electric installation and portable electric tools.

# **Reference:** (not exhaustive)

• Factories and Industrial Undertakings (Electricity) Regulations

# **Audit Criteria**

- 1. Condition of enclosure, switch boxes, cables and the connector should be considered.
- 2. Temporary switch boxes, socket outlets, plugs and cable couplers are of splash-proof type with a protection class of IP54 or above.

Question 8.3 Weighting: 3

Answer	•
Allswei	•

Are tools and equipment connected to the electrical supply system with approved type of connectors, and provided with appropriate protection against earth leakage and suitably located at means of cutting off the electricity supply when necessary?

是否所有工具及設備均接上適當的電線插座,並裝有漏電斷路裝置以便有需要時切斷電源?

# **Coverage:**

All temporary and fixed electric installation and portable electric tools.

# **Reference:** (not exhaustive)

• Factories and Industrial Undertakings (Electricity) Regulations

- 1. Construction and condition of cables and the connector should be considered.
- 2. All electrical connections must be proper plugs and sockets. Makeshift connections and taped joints are not permitted.
- 3. Using industrial three-way adaptor should be avoided to prevent overloading socket outlets.

Question 8.4	Weighting:	3	Answer:

Where relevant, has a permit-to-work system in operation for electrical works and have suitable types of Lock Out / Tag Out equipment been used (e.g. electrical/machinery maintenance and modification works)?

如適用,有否使用工作許可證制度於電力工程及使用適當的上鎖掛牌設備 (例如電力/機械維修及改裝工程)?

### **Coverage:**

All temporary and fixed electric installation and portable electric tools.

### **Reference:** (not exhaustive)

• Factories and Industrial Undertakings (Electricity) Regulations

### **Audit Criteria**

1. On-site verification is necessary.

# Part 9 Compressed Air Tools 壓縮空氣推動工具

Ouestion 9.1	Weighting:	3	Answer:
Question 9.1	weighling:	3	Answer:

Are the air receivers/air compressors and all pneumatic air tools in good condition? 是否空氣容器/壓力容器及所有氣動工具均運作良好?

#### **Coverage:**

All air receivers/air compressors and all pneumatic air tools brought in by NSC.

#### **Reference:** (not exhaustive)

Boilers and Pressure Vessels Regulations

#### **Audit Criteria**

1. Construction and condition of air receivers/air compressors and pneumatic air tools; and guarding of the dangerous part should be considered.

Ouestion 9.2	Weighting:	3	Answer :
	0 0		by an appointed examiner?
空氣容器有否定	期由委任檢驗師檢	檢驗?	
C			
Coverage:	air compressors and	l all nnauma	tic air tools brought in by NSC.
All all receivers/	an compressors and	i an pheama	ine all tools brought in by NSC.
Reference: (not	exhaustive)		
Boilers and Press	sure Vessels Regula	tions	
Audit Criteria			
	nation certificates.		
Ouestion 9.3	Weighting:	3	Answer :
_	te valve and gauge		
氣閥及壓力錶有	ī否適當地調校及網	能修?	
Coverage			
Coverage: All air receivers/	air compressors and	l all nneuma	tic air tools brought in by NSC.
Till dil lecelvels/	air compressors and	an pheama	are an cools brought in by 145C.
Reference: (not	exhaustive)		
Boilers and Press	sure Vessels Regula	tions	
Audit Criteria			
	should be clearly	marked, in	a conspicuous position, with its safe working
			required by the Regulations. The details should
be clearly v	isible on the vesse	el or a plate	attached to it.
	•		shable. This can be achieved by painting or
		_	manufacturer's plate, giving the name of the
	er, serial number e		un halas and manhalas mand to be accessible
	arve, sarety varve, f any gauges need:		on holes and manholes need to be accessible.
THE SCALE OF	any gauges need:	s to oc cica	.1y v151010.
Part 10	Dangerous Substar	nces 危險	物質
Question 10.1	Weighting:	3	Answer :

Are all dangerous substances labeled correctly?

# 所有危險物質有否貼上正確標籤?

C	ΛV	er	ลด	œ:
·	v	u	az	-

All dangerous substances and dangerous goods brought in, stored and used by NSC.

### **Reference:** (not exhaustive)

Factories and Industrial Undertakings (Dangerous Substances) Regulations

#### **Audit Criteria**

1. Condition of the labels should also be considered.

### Question 10.2 Weighting: 3

Answer:

Are all dangerous substances such as testing gas/refrigerant/paints/adhesive agents/joint sealants in the workplace stored correctly?

有否妥善儲存所有危險物質例如測試氣/冷凍劑/油漆/黏合劑/密封劑等?

#### **Coverage:**

All dangerous substances and dangerous goods brought in, stored and used by NSC.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Dangerous Substances) Regulations
- Dangerous Goods Regulations

#### **Audit Criteria**

- 1. Quantity and storage condition of the dangerous substances should be considered.
- 2. Every container, storeroom, cupboard and bin used for storing flammable substances shall be clearly and boldly marked 'Flammable Substance 易燃物品'.

## Question 10.3 Weighting: 3

Answer	•

Are there "No Smoking" signs displayed in all locations containing flammable materials? 有否於易燃物料附近張貼嚴禁吸煙告示?

### **Coverage:**

All dangerous substances and dangerous goods brought in, stored and used by NSC.

- Factories and Industrial Undertakings (Dangerous Substances) Regulations
- Dangerous Goods Regulations

#### **Audit Criteria**

1. Measures shall be taken to ensure that smoking or the use of naked lights is prohibited in a site where flammable liquid or any mixture containing any such liquid or any substance or thing which will involve danger from fire is used.

Question 10.4 Weighting:

Answer	•
AIISWCI	•

Are workers provided with appropriate personal protective equipment when using dangerous substances and are they used properly?

有否為所有須處理危險物質的工人提供合適之個人防護裝備及工人有否正確使用該裝備?

#### **Coverage:**

All dangerous substances and dangerous goods used by NSC.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Dangerous Substances) Regulations
- Dangerous Goods Regulations

### **Audit Criteria**

1. The answer could be "N/A" if no activity was carried out during physical verification.

# Part 11 Manual Handling and Mechanical Materials Handling

體力處理操作及物料搬運機械

# Question 11.1 Weighting: 3

A	
Answer	•
A113 W C1	•

Has competent person been appointed to operate mechanical handling plants (e.g. forklift operations and use of material hoist, etc.) and is it operated safely?

所有機械輔助設備 (例如叉式起重車及物料吊重機等)之操作是否由合資格人員進行及是否安全地操作?

#### **Coverage:**

All mechanical materials handling plants and loadshifting machineries used by NSC.

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Loadshifting Machinery) Regulation
- Guidance Notes for Safe Use of Fork-lift Trucks, Labour Department

### **Audit Criteria**

- 1. Training certificates should be checked.
- 2. Include all mechanical materials handling plants and loadshifting machineries used by NSC's contractor.
- 3. Auditor should verify the operation of mechanical aids.

**Question 11.2** Weighting:

3

Answer:

Are there suitable aids for materials handling and transportation of materials used? 有否使用合適輔助設備協助處理及運送物料?

#### **Coverage:**

All aids for materials handling and transportation of materials used by NSC.

#### **Reference:** (not exhaustive)

- Occupational Safety and Health Regulations
- Guidance Notes for Manual Handling Operations, Labour Department

### **Audit Criteria**

1. Auditor should verify if workers use suitable aids such as mechanical aids, trolley, etc. for materials handling and transportation of materials.

**Question 11.3** Weighting:

Answer	•

Are the manual operations carried out correctly?

有否正確進行體力處理操作?

#### **Coverage:**

All manual operations carried out by NSC.

### **Reference:** (not exhaustive)

- Occupational Safety and Health Regulations
- Guidance Notes for Manual Handling Operations, Labour Department

- 1. Auditor should verify if NSC employees follow the safe work practices.
- The answer should be "NA" if no manual handling operation was observed during on-site verification.

#### Part 12 Noise 噪音

Ouestion 12.1 Weighting:	- 3
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Answer	•
AIISWCI	•

Has noise assessment been carried out by a competent person to determine which machines, combinations of machines or work processes including ambient noise, are liable to expose workers to noise levels of 85 dBA or more?

有否由合資格人士進行噪音評估以找出哪些設備,工序或其組合會使工人曝露於85dBA或以上的噪音水平?

### **Coverage:**

All machines, combinations of machines or work processes operated by NSC.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Noise at Work) Regulation
- Guidance Notes for Factories and Industrial Undertakings (Noise at Work) Regulation
- Guidance Notes on Appointment of Competent Person to Conduct for Noise Assessment at Workplaces, Labour Department

# **Audit Criteria**

- 1. Where applicable, noise assessment report should be checked.
- 2. The question could be "N/A" if no noisy operations or activities are observed or found to have been done on site. If noisy machinery such as abrasive cutting machinery, circular cutting machinery, metal grinding machinery, rock breaking machinery or wood working machinery etc., is used on site, noise assessment is usually required.
- 3. According to "Guidance Notes on Factories and Industrial Undertakings (Noise at Work) Regulation", as a rough guide, the first action level might be reached and an assessment of L<sub>EP,d</sub> will usually be needed wherever people have to shout to be heard or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

#### Question 12.2 Weighting: 3

Answer	•
Allowel	•

Where noise levels may lead to the risk of deafness, is there a system implemented to reduce the emission or exposure to noise by planning work, changing machinery or appropriate steps to reduce the need for people to work in high noise levels?

當噪音達到可能造成失聰的水平,是否有執行制度藉計劃工作、轉換設備或適當步驟去減少工人曝露於高噪音的機會?

### **Coverage:**

All machines, combinations of machines or work processes operated by NSC.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Noise at Work) Regulation
- Guidance Notes for Factories and Industrial Undertakings (Noise at Work) Regulation, Labour Department
- Guidance Notes on Appointment of Competent Person to Conduct for Noise Assessment at Workplaces, Labour Department

#### **Audit Criteria**

- 1. Where applicable, the arrangement to reduce the emission or exposure to noise should be made and implemented according to hierarchy of control such as by planning work, changing machinery or appropriate steps to reduce the need for people to work in high noise levels. Personal protective equipment should be used as last resort.
- 2. If no noisy operations/machines are observed or the measured value of Daily Personal Noise Exposure was less than 85 dB(A) in the assessment, "N/A" should be given.

Question	12.3	Weighting:	3
O u couou	14.0	WOLEHUME .	_

Answer	•	
Allswei	•	

Where noise levels may lead to the risk of deafness, or where noise may create a nuisance, are approved hearing protection selected and issued to employees?

當噪音達到可能造成失聰的水平或騷擾,有否為員工選擇及提供認可的聽覺保護器?

#### **Coverage:**

All machines, combinations of machines or work processes operated by NSC.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Noise at Work) Regulation
- Guidance Notes for Factories and Industrial Undertakings (Noise at Work) Regulation, Labour Department
- Guidance Notes on Appointment of Competent Person to Conduct for Noise Assessment at Workplaces, Labour Department

- 1. Where applicable, approved type of hearing protection should be selected and issued for employees exposed to noisy operations/machines.
- 2. If no noisy operations/machines are observed or the measured value of Daily Personal Noise Exposure was less than 85 dB(A) in the assessment, "N/A" should be given.

Question 12.4 Weighting:	3	Answer :
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Are the noisy operations/machines identified and marking out high noise level zones? 有否找出一些高噪音設備或工序,並標示為高噪音區域?

### **Coverage:**

All machines, combinations of machines or work processes operated by NSC.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Noise at Work) Regulation
- Guidance Notes for Factories and Industrial Undertakings (Noise at Work) Regulation, Labour Department
- Guidance Notes on Appointment of Competent Person to Conduct for Noise Assessment at Workplaces, Labour Department

#### **Audit Criteria**

- 1. Where applicable, the noisy operations/machines are required to be demarcated as high noise level zone.
- 2. If no noisy operations/machines are observed or the measured value of Daily Personal Noise Exposure was less than 90 dB(A) in the assessment, "N/A" should be given.

# Part 13 Work in Confined Spaces 密閉空間工作

Question 13.1	Weighting:	3	Answ	er
£		-	,	

Has risk assessment been conducted by a competent person before confined space work commenced (E.g. cellars and water tanks etc.)?

進行密閉空間工作之前,是否已由合資格人士進行風險評估(例如地下室、水缸等)?

### **Coverage:**

All confined spaces works carried out by NSC.

### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Confined Spaces) Regulations
- Code of Practice for Safety at Work in Confined Spaces, Labour Department

- 1. Check certificates of competent persons.
- 2. The risk assessment report should be properly filled in and with sufficient coverage and

•		Weighting:		Answer :
	•			ofined spaces competent?
定1	否所有進入密閉空	三间上17月171上ノ	(巧)百負格。	(
Co	verage:			
All	confined spaces w	orks carried or	ut by NSC.	
Re	ference: (not exha	ustive)		
•			•	afined Spaces) Regulations afined Spaces, Labour Department
Au	dit Criteria:			
1.	Check certificate	es of certified v	workers.	
Ou	estion 13.3	Weighting :	3	Answer:
_		0 0		d a permit-to-work system in operation?
	否實施工作許可證	-	to enter une	Tu perime to work system in operation.
Co	verage:			
All	confined spaces w	orks carried or	ut by NSC.	
Re	ference: (not exha	ustive)		
•			•	fined Spaces) Regulations fined Spaces, Labour Department
Au	dit Criteria:			
1.	Permit-to-work	should be prop	erly signed a	and displayed.
2.	Verify the compliance of permit-to-work elements specified.			
3.	Calibration of th	e gas detector	should be va	alid and gas detector function normally.
Qu	estion 13.4	Weighting:	3	Answer :
WI		ersonal protec	ctive equipm	nent and rescue equipment available?

# **Coverage:**

All personal protective equipment and rescue equipment for confined spaces.

#### **Reference:** (not exhaustive)

- Factories and Industrial Undertakings (Confined Spaces) Regulations
- Code of Practice for Safety at Work in Confined Spaces, Labour Department

#### **Audit Criteria:**

- 1. Check the availability of the stand-by worker.
- 2. Where applicable, storage and condition of the rescue equipment should be checked.

	Part 14	Miscellaneous	其他
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Question 14.1 Weighting: 3

Answer :\_\_\_\_\_

Are appropriate firefighting equipment available near high risk areas (E.g. welding and spray painting operations)?

有否在高風險的地點提供適當的滅火設備 (例如燒焊及噴油工序)?

### **Coverage:**

All areas demarcated to the NSC.

### **Reference:** (not exhaustive)

Construction Sites (Safety) Regulations

#### **Audit Criteria:**

1. The suitability, validity, condition and location of firefighting equipment should be verified on site.

### Question 14.2 Weighting: 3

**Answer :\_\_\_\_** 

Have all dangerous parts of machines such as threading machines been effectively guarded? 是否所有機器的危險部件例如攪釾機均已加設穩固的護罩?

#### **Coverage:**

All dangerous parts and all the moving parts of machineries except machineries under specific sections.

- Construction Sites (Safety) Regulations
- Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations –
   as machine guarding reference only

Audit Criteria: 1. Construction a	nd condition of g	guarding shoul	d be considered.	
Question 14.3 Are first aid facilit 有否提供足夠的急	ies adequate an		aintained?	Answer :
Coverage: All first aid facilitie	s maintained by	NSC.		
-	haustive) Safety and Healt Sites (Safety) Re	_		
Audit Criteria: 1. Auditor should	verify the first ai	id facilities suc	ch as first aid box on site	e.
Question 14.4 Are adequate welf 有否為所有工人提	are facilities pro		kers?	Answer :
Coverage: All the welfare facil	lities used by NS	SC.		
Deference (not ev	houstivo)			

# **Reference:** (not exhaustive)

- Occupational Safety and Health Regulation
- Construction Sites (Safety) Regulations

# **Audit Criteria:**

1. Auditor should verify the adequacy of provision of drinking water, rest areas and storage facilities for personal property on site.