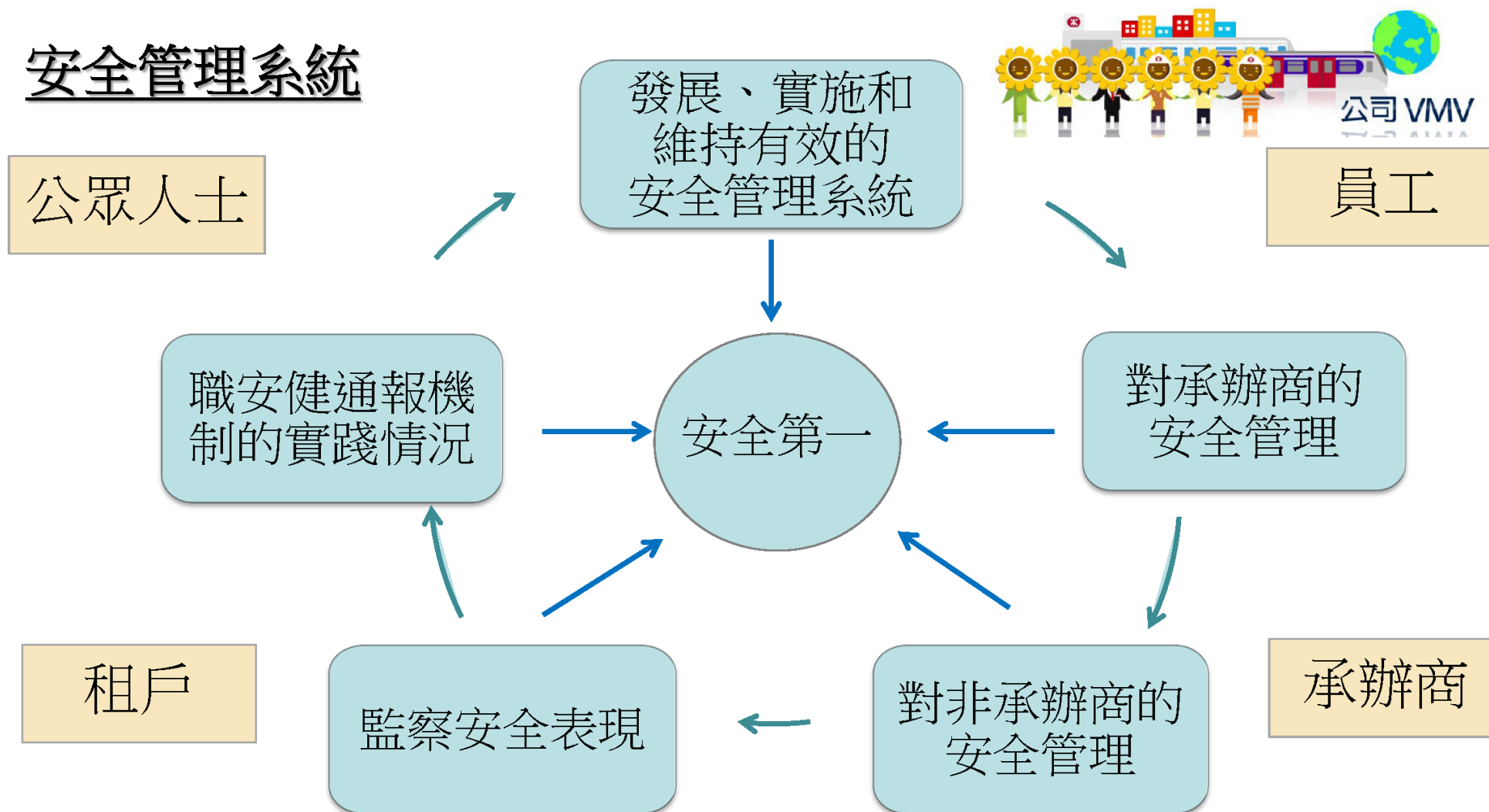




# 第二屆最佳職安健物業管理大獎

國際金融中心二期

## 安全管理系統





## 安全管理系統

### 如何發展有效的安全管理系統？

## 管理層承諾

- 推行綜合管理系統及國際標準
  - ISO 9001 品質
  - ISO 14001 環境
  - ISO 18001 職安健
- 推行全面性安全管理系統
  - 15項安全目標
- 不斷改進

## 物業處安全政策

### Property Division Safety Management Strategy Manual Safety Policy

#### Property Division Safety Policy

The Property Division is committed to adopting a framework in conformity with the Corporation's Safety Policy and Strategy in consistently meeting statutory requirements, maintaining a safety-first culture and leading to continuous improvement in safety performance.

Safety and health of our clients, partners, staff, contractors and the public is an absolute pre-requisite throughout our business processes. It is everyone's responsibility at all times and affects everything that we do to maintain a safety-first culture. All members of the Division have a duty to protect our clients, partners, colleagues, contractors, the public and themselves from safety and health hazards and injuries.

In accepting these objectives and duties, Property Division is committed to achieving a safety-first culture by:

- developing and maintaining a safety management system to manage safety and health of people and to protect the environment which consistently meet statutory requirements;
- embedding safety management provisions in development agreements and/or relevant agreements of property development projects;
- allocating specific safety responsibilities to individuals to ensure Divisional safety performance targets are achieved;
- providing training to staff and managing contractors to ensure safety and health in all their activities;
- maintaining effective safety communication channels at all levels.

Property Division aims to improve safety in all activities and recognises that managing safety is a process which demands everyone's involvement. Management will take a leading role in continuous improvement through:-

- implementing a safety management system which will control the risks to people and damage to the environment;
- measuring safety performance;
- reviewing the safety management system biennially for continuous improvement;
- using market recognised modern practices and processes;
- allocating necessary funding and resources to achieve safety objectives;
- promoting awareness of safety to staff, clients, business partners and contractors to ensure safety at work sites directly under our control.

I trust that all of you will join me in making safety of people and protection of the environment our day to day business.

  
David Tang  
Property Director  
MTR Corporation  
4 May 2012

4 May 2012  
Issue: 4.0

Property Division Safety Management Strategy Manual  
Page 2 PD-SMSM-POLICY

## 品質、環保及 安全政策



Property Management  
物業管理

### Quality, Environmental and Safety Policy

The Property Management Department of MTRCL is committed to provide high quality property management services in a cost-effective, environmentally friendly, healthy and safe manner. In pursuing our quality services, we are also committed to fulfil all customer requirements and comply with the local environmental and occupational health and safety legislations as well as other applicable requirements.

We will try our best to prevent pollution and minimize the environmental impacts caused by our activities and adopt the Reduce, Reuse and Recycle approach where practicable.

We will strive to provide and maintain a healthy and safe working environment and work system for all our staff, and appropriate protection to other people who may be affected by our work.

We will achieve the above through the implementation of an Integrated Management System in compliance with ISO 9001, ISO 14001 and OHSAS 18001.

We will provide adequate resources as well as training to all staff to ensure that the Integrated Management System is fully understood, effectively implemented and continually improved to achieve our quality, environmental and occupational health and safety objectives.

  
Sammy Yu  
1 Jan 2012

### 品質、環境及安全政策

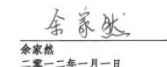
港鐵公司物業管理部致力提供高質素的物業管理服務，並以成本效益、環境保護及安全健康三方面作為管理範疇。在提供優質管理的同时，我們亦顧及客戶的要求，並遵守環境、健康及安全等的相關法例。

我們全力避免及減低對環境帶來的負面影響，在可行的情況下，會實行「減少、再用及回收」的計劃。

我們會盡力為員工及有關人士提供和保持一個安全及健康的工作環境及管理系统。

通過履行 ISO 9001, ISO 14001 及 OHSAS 18001 標準內的要求，公司推行綜合管理系统以達致上述所訂的方向。

我們會提供足夠的資源及培訓，使員工對綜合管理系统有充份的了解，及確保系統有效地實施及持續改進，以達到品質、環境、安全及健康的目標。

  
余家燕  
二零一二年一月一日



## 國際金融中心二期

### 安全管理系統

### 如何發展有效的安全管理系統？

### 全面及清晰的工作指引

- 廣泛覆蓋各部門工作
- 提供了日常工作中有關安全措施
- 減低職業性風險
- 包括：正確使用及選擇個人防護裝備(PPE)、正確使用起重機械、高空工作、正確使用及處理化學品等等...

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#### Chapter 36 High-level Cleaning Work 高空工作清潔程序

36.5 工作範圍：一期交易樓及二期樓共八個植物槽定期修剪

所需工具：金屬草剪

安全裝備：安全帶、安全繩連風帶、防切割手套、獨立救生繩

工作指引：

1. 必須要有兩名園藝工人共事，其中一名負責監督
2. 工作進行前由當值督導員作工前檢查及指示
3. 確定各植物槽沒有被障礙物阻礙視線
4. 先用其中一條安全帶繫於植物槽外的金屬扣上，跟著便由玻璃窗欄闌入植物槽內，再將另一條獨立救生繩繫於槽內的安全繩或鋼索上，而槽外園藝工人便可代為解開第一條安全帶扣，所以在工作期間便常有安全帶繫扣，確保安全
5. 槽外園藝工人負責運送金屬草剪
6. 金屬草剪的刃端加裝尼龍繩綁緊，繩尾部份裝上金屬扣，並繫穩於安全繩或鋼索上，防止操作時因脫手造成草剪墮下危機。
7. 待修剪植物工作完成後，先解開安全帶交給槽外園藝工人，再次重覆地繫扣在槽外的金屬扣上，槽內園藝工人才可以透過玻璃窗欄闌返回地面

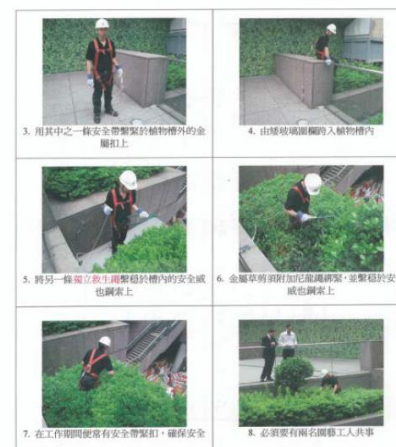


1. 所需工具：金屬草剪



2. 安全裝備：安全帶、安全繩連風帶、防切割手套、獨立救生繩

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3. 用其中一條安全帶繫於植物槽外的金屬扣上



4. 由玻璃窗欄闌入植物槽內



5. 將另一條獨立救生繩繫穩於槽內的安全繩或鋼索上



6. 金屬草剪刃端加裝尼龍繩綁緊，並繫穩於安全繩或鋼索上



7. 在工作期間便常有安全帶繫扣，確保安全



8. 必須要有兩名園藝工人共事

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#### Chapter 41 Proper Use of Aerial Work Platform 使用高空作業台操作程序

41.3 交剪式高空工作平台 (型號：Genie GS1930 II)



#### 注意事項

1. 操作人員必須閱讀及完全明白此指引內所有步驟及曾受訓練，方可使用此高空工作平台。
2. 一切操作均以安全為原則。
3. 請勿在工作台上使用任何加高設備，如梯子。
4. 使用此高空工作平台時，必須確定以下幾點正確無誤，方可使用。
  - 有足夠的燃油。
  - 輪胎沒有磨損。
  - 電池必須充滿電及有足夠蒸餾水。
  - 緊急停止掣必須正常運作。
  - 所有安全裝置必須正確運作。
  - 檢查整部作業台，沒有漏油、損壞及沒有部件鬆脫。

#### 基本操作步驟

1. 確定地面紅色緊急停止掣已拉出及將地面電源掣轉至開機位置。
2. 將地面掣轉至工作斗控制位置。
3. 進入工作斗，然後將安全帶繫穩於安全帶固定點上，確保平台穩定負重不超過 1133kg。

RESTRICTED

#### Chapter 23 Chemical Labeling 化學品標籤

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化學品已不再是科學家實驗室使用的物品，大部分工人每天的工作，或多或少都會使用化學品。清潔用品和漂白劑都是化學品，油漆、墨水、膠水和油類亦是化學品。

1. 化學品的危險性大致分為七大類，分別為：腐蝕性、爆炸性、有毒、有害、刺激性、助燃性和易燃。



2. 若果在工作時間需要使用化學品，或當出廠時和化學品意外溢出，知道如何處理，便不會構成重大的危害。但，一定須閱讀化學品的標籤，因為標籤有助識別化學品的危險類別，知道要注意哪一方面的危害，以及採取什麼安全防護。

以下是一個典型的標籤

	化學品名稱	過期中性衛生清潔劑 (紅水)
	危險情況	刺激眼睛
	安全防護	如不幸沾及眼睛，應立即用大量清水沖洗，並盡快就醫診治

3. 標籤上的資料有助管理人員在進行風險評估時，識別化學品的危險，從而制定使用及儲存化學品的安全防護，以確保安全。此外，標籤上的資料可讓使用者了解在處理化學品時應注意的危險情況和認識應採取的安全防護。

4. 化學品標籤根據標籤上之指示：如要解釋必須用清潔水沖洗，並在容器上加上適當標籤才可使。
5. 如欲得到更多有關安全處理和使用化學品的資料，可參考以下由勞工處職業安全及健康部及職業安全健康局出版的刊物。

- (1) 工廠及工業貿易處化學物質風險評估
- (2) 預防職業性皮膚炎：給僱主和僱員的指引
- (3) 化學品使用過程的危險及安全指引
- (4) 化學實驗室安全須知
- (5) 非農業上使用的消毒劑安全指引





## 安全管理系統

## 如何實施有效的安全管理系統？

## 執行「安全第一」的信念

- 安全是每一個人的責任
- 員工簽署安全責任聲明
- 鼓勵員工報讀「建造業安全訓練證明書」及職安健相關課程

### Safety Responsibility Statement for Property Officer

**General responsibilities** General Responsibilities for Safety are contained in the Corporation's rules, procedures and instructions where these are applicable and reference should be made to the Property Division Safety Management Strategy Manual.

**Specific safety responsibilities** To assist General Manager – Investment Property & Management fulfilling the Corporate Safety Strategy, Property Officer has the following specific safety responsibilities:

No.	Safety Task	Safety responsibility
1	Information	<ul style="list-style-type: none"> <li>follow the system to ensure safety information is distributed to relevant personnel</li> <li>ensure that corporate safety which are relevant to front disseminated</li> <li>follow and assist to maintain the required information</li> <li>assist the duplication of information</li> <li>update information and their d</li> </ul>
2	Safe Systems of Work	<ul style="list-style-type: none"> <li>follow and assist to maintain the safety and health (inc contractors' staff, clients, p, safeguarded; such systems environmental protection issue</li> <li>follow the risk management established procedures</li> <li>follow the established procedure between property management Operating Railway</li> </ul>
3	Property, Plant and Equipment Management	<ul style="list-style-type: none"> <li>follow systems for ensuring equipment are registered and meet the safety and hygienic st</li> <li>follow system for asset disposi</li> </ul>

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### Safety Responsibility Statement for Property Officer

No.	Safety Task	Safety responsibility
4	Personal Protective Equipment	<ul style="list-style-type: none"> <li>identify the need and types of protective equipment and clothing to staff according to relevant statutory requirements. Such systems shall also include provision of personal protective equipment / clothing in the event of outbreak of communicable disease for the resident site office</li> <li>follow established procedures on issuance of protective equipment, training of staff on use, and maintenance of such equipment</li> </ul>
5	Emergency Preparedness and Response	<ul style="list-style-type: none"> <li>follow and assist to maintain emergency, crowd control procedures to cater for emergencies for the responsible areas</li> <li>follow the established procedures in the event of emergency</li> <li>assist the planning, organizing and running of drills / exercises</li> <li>participate in drills / exercise</li> <li>follow and assist to maintain of systems for ensuring business resumption after emergencies</li> </ul>
6	Human Resources	<ul style="list-style-type: none"> <li>identify training needs for staff</li> <li>arrange training for staff</li> <li>assist the formulation of safety responsibility statements</li> <li>encourage staff to organize safety campaigns and provide resources to support</li> <li>participate in safety promotional activities</li> </ul>
7	Communication on Safety Matters	<ul style="list-style-type: none"> <li>participate in safety meeting</li> <li>participate in formal and informal communications on safety and organize annual safety promotion programme</li> <li>participate in safety promotion programme</li> </ul>
8	Contractors and Visitors	<ul style="list-style-type: none"> <li>follow systems for managing contractors so that they will comply with relevant statutory requirements and perform safety on sites of the resident site and office</li> <li>assist in promoting safety on sites to clients / partners of the resident sites and offices</li> <li>accompany visitors and remind them of the safety hazards while visiting sites of the resident sites and offices</li> <li>enforce that client, partners and visitors wear appropriate personal protective equipment while visiting sites of the resident site and office</li> </ul>

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## 安全管理系統

如何**實施**有效的安全管理系統？  
制定安全行為程序

- 每日安全簡報
  - 簡述每日工作程序
  - 提醒員工有關注意事項
- 每週安全會議
  - 簡述每週工作程序
- 每日檢查及巡邏大廈
  - 當值經理及當值工程師
  - 填寫每日安全檢查表





## 安全管理系統

### 如何實施有效的安全管理系統？

#### 更新「安全」資訊，提高警覺

- 張貼及定期更新安全有關資訊於工作場所及休息室
- 安全小冊子、安全海報、安全警示、職安健影片、視聽圖書角、安全資訊板等



MTR Corporation







國際金融中心二期

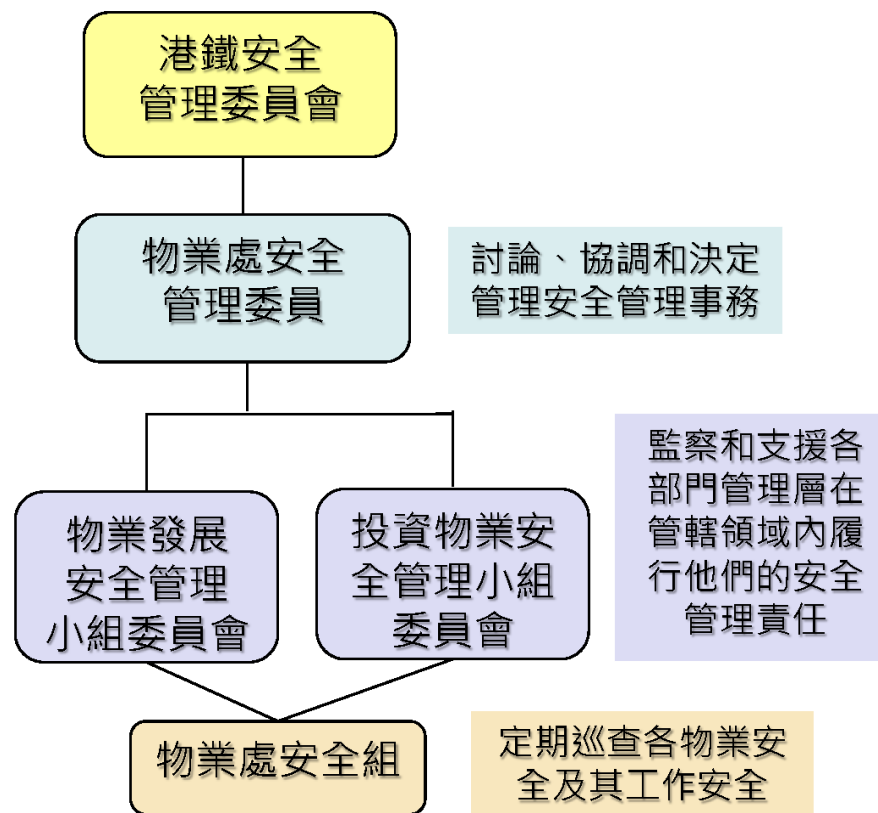
# VMV安全徑





## 安全管理系統 持續改善,不斷改進

- 成立安全管理委員會及小組委員會
  - 會議每年最少舉行三次
  - 舉行年度安全典禮 – 推廣「安全第一」文化
- 成立物業處安全組
- 國金二期內部定期進行品質及安全巡查
  - 向物業經理提交巡查報告
  - 並跟進改善工作

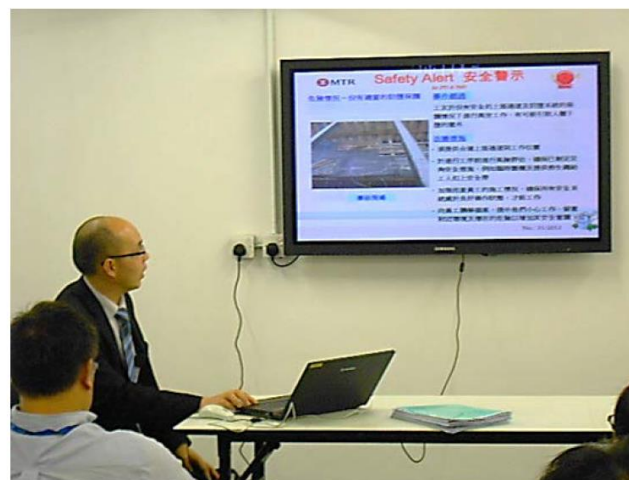


## 安全管理系統 持續改善,不斷改進

- 定期每月例會分享及學習安全

## 營造匯報文化

- 支持及鼓勵員工匯報工作上的潛在風險及不安全行為
- 設置意見收集箱
- 進行年度安全指數問卷調查  
(調查結果將稍後詳細討論)



### MTR Safety Alert 安全警示 for IPD & PMD

險失事故—使用不合標準工作台



參考資料:  
• 勞工處-金屬腳架工作安全守則  
• 投資物業部及物業管理部安全手冊

#### 事件經過

巡查時發現工人使用不合標準工作台 (欠缺中圍欄及合適上落梯) 於高位進行工序, 容易引致人體下墮的意外。有關工序已被即時制止及要求跟進。

#### 加強改善事項

整體而言, 為加強有關工作安全, 須留意以下各項:

1. 於施工前, 應就有關施工方案及風險評估選擇合適工作台;
2. 工作台須有合適圍欄及上落通道, 須要時應加上斜撐;
3. 加強監督, 如有不安全情況應立即停止工序;
4. 向工友講解有關事故, 令他們清楚其潛在危險, 增加安全意識。

No.: 63/2014





## 國際金融中心二期

### 安全管理系統

### 對承辦商的安全管理

從招標至完工,一絲不扣,通力合作,安全至上

- 遵守「承辦商工作守則」
- 要求承辦商符合保護環境要求
- 承諾健康安全之表現

MTR Corporation Limited  
香港鐵路有限公司



#### Guidance Note to Contractors

To cope with the continuous improvement of MTR Corporation in sustainability development and safety management, the contractors (including suppliers & consultants) of Property Management Department are requested to fulfill the requirements of our Integrated Management System as well as the International Standard ISO14001 Environmental Management System and OHSAS18001 Occupational Health & Safety Management System.

This Guidance Note is aiming at requiring the contractors to comply with the stipulated requirements and achieve the objectives of protecting and conserving the environment, in addition continuously improving health and safety performance.

#### General Requirements

1. No such works should be carried out without the prior approval(s) from the Management Office, MTR Corporation and the relevant Government Authorities, if required.
2. All contractors have the responsibility of safe-keeping their valuables and equipment. The Management Office is not responsible for any loss liability.
3. All workers on site should wear a valid working permit issued by the Security Control Room or Management Office. Nobody can work on the site without the permit. They are also required to comply with the rules on the back of the working permit.
4. The Contractor has to ensure that all his employees do not smoke, sleep, gamble or act in a disorderly manner in the common area. The Management Office reserves the right to expel such person from the estate whenever deemed necessary.

#### Environmental Requirements

1. Use of Materials and Resources
  - Control the use of materials and resources (e.g. electricity, fuel, chemicals, paper, etc.) to be both energy and resources efficient
  - Reuse and recycle materials/waste wherever possible
2. Wastes Management
  - Reduce production of all kinds of waste during the work
  - Minimize the production air polluting wastes such as dust, VOC
  - Discharge the wastewater in accordance with legal requirements
  - Ensure that all waste materials are properly handled, stored and disposed of in an efficient and sensitive manner to avoid any spillages and leakages, while working on any of our sites
  - Maintain regularly all vehicles used for the purpose of conducting business with the company to ensure that noise and air emissions are controlled
3. Chemical
  - Proper use of chemicals (including inflammables, toxic dangerous goods) to prevent polluting the ambient environment.

4. Noise  
2010.04.02

- Reduce noise to a minimum level

#### Safety Requirements

1. Contractors shall comply with:
  - relevant statutory requirements, especially:
    - the Occupational Safety and Health Ordinance
    - the Factories and Industrial Undertakings Ordinance
    - the Dangerous Goods Ordinance, and
    - their subsidiary legislations
  - Codes of Practice approved and issued by relevant Governmental Departments.
2. Work procedures  
Contractors having access to and working on property sites of the Corporation shall observe the instructions given by the Duty Manager.  
Contractor Representative shall:
  - ensure safety means of access to and from the worksite be provided and maintained
  - inform the Duty Manager upon finishing work for the day.
3. Non-conformities  
Contractors shall:
  - ensure the working environment is safe to work in
  - be required to stop work when any of the safety precautions stipulated are not conformed to
  - not be allowed to resume work until the unsafe condition has been rectified to the Corporation's satisfaction.
4. Supervision  
Contractors shall not work on any equipment, unless prior approval has been obtained from the Corporation.  
Contractors shall be appointed to take charge of the work, who must be present at the worksite at all times to ensure that:
  - the work is undertaken safely, and
  - before leaving the worksite:
    - all sources of ignition are removed
    - all power supplies are isolated, and
    - the worksite is in a safe condition without undue risk to the Corporation.
5. Fire  
Contractors shall prevent the outbreak of fire as follows:
  - i. Hot works



## 國際金融中心二期

### 安全管理系統

### 對承辦商的安全管理

### 監察承辦商表現

- 評核承辦商表現
  - 安全扣分制度
  - 中期表現評核

MTR Corporation Limited  
香港鐵路有限公司  
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CONFIDENTIAL

Tender No. Q  
Provision of Term Security Guards and Concierge Personnel for Two International Finance Centre

Particular Specification

Appendix G  
Attachment 1

#### Assessment Criteria for Safety Points Deduction

Safety Management Performance Assessment Criteria		Points Deducted
<b>1. Accident Performance and Injury</b>		
1.1	Fatal occupational injury (excluding case of natural death)	15
1.2	Occurrence of reportable accident <sup>(1)</sup>	5
1.3	Dangerous occurrence <sup>(2)</sup>	5
<b>2. Identity and Access</b>		
2.1	Work without permission from the Technical Manager / Property Manager or his delegates before accessing the MTRCL managed properties	2
2.2	Failure to wear proper uniforms and/or display valid Work IDs issued by Contractor at all times during working as approved by the Employer	2
2.3	Failure to enter via the designated routes	2
2.4	Failure to remain within the defined area of a worksite	2
2.5	Failure to inform the Technical Manager / Property Manager or his delegates upon finishing work for the day	2
2.6	Bringing in Dangerous Substances <sup>(3)</sup> or Dangerous Goods <sup>(4)</sup> , heavy or bulky objects without approval from the Technical Manager / Property Manager or his delegates	2
<b>3. Statutory Compliance for Safety Training</b>		
3.1	Workers engaged in specific work activities without proper qualification under the law and/or safety rules of MTRCL	2
<b>4. Statutory Compliance for Safety of Materials, Plant and Equipment</b>		
4.1	Use or store of Dangerous Substances or Dangerous Goods at the worksite, without approval from the Technical Manager / Property Manager or his delegates	2
4.2	Breach of statutory requirements in handling of Dangerous Substances or Dangerous Goods	2
4.3	Breach of statutory requirements in use of specific plant and equipment	2
<b>5. Implementation of Safety at Work</b>		
5.1	Inadequate safety implementation for Hot Works on worksite	1
5.2	Failure to provide at least one 4.5kg dry chemical powder type portable fire extinguisher at each worksite. Additional fire extinguishers shall be made available upon request of the MTRCL	1
5.3	Inadequate safety measures for use of Dangerous Substances <sup>(3)</sup> or Dangerous Goods <sup>(4)</sup>	1
5.4	Inadequate safety measures for painting at worksite	1

#### Contractor Performance Assessment



##### 1. Contract Details

Stage:  Interim  Assessment Period: From  To   
Report No.:  Division:  Property  Project:   
Contract/P.O. No.:  Contract Title:   
Contract Sum:  Contractor:   
Start Date:  Contractual Completion Date:  % Completed:

##### 2. Performance Assessment (carried forward from Page 2)

Element	Score %	Remarks
A. General	n/a	
B. Quality	n/a	
C. Safety	n/a	
D. Design & Documentation	n/a	
E. Contractor's Equipment	n/a	
F. Manpower	n/a	
G. Programming and Planning	n/a	
H. Site Management	n/a	
I. Technical Ability	n/a	
J. Environmental Protection	n/a	
K. Partnering	n/a	
L. Value added to MTRCL Business	n/a	
M. Others	n/a	
Average Score		

##### 3. Safety Classification (please insert 1, 2, 3 or N/A as appropriate)

The Contractor's Work:   
The Contractor:  Current:  Recommended:

##### 4. Assessed by

Name:  Signature:   
Title:  Date:   
Comment/ Management Action(s): (Management action should be recommended for Average Score < 60)  
  
Recommended for future design & construction work: ☐ Yes ☐ No ☐ N/A\* (see note 2)

##### 5. Endorsed by

Name:  Signature:   
Title:  Date:   
Comment:

##### 6. Approved by

Name:  Signature:   
Title:  Date:   
Comment:

\*Delete whichever is appropriate

Page 1 of 2 - Report

C42/RS/12/07

Please send a copy to Health & Safety Section (16/F, HQ)





## 國際金融中心二期

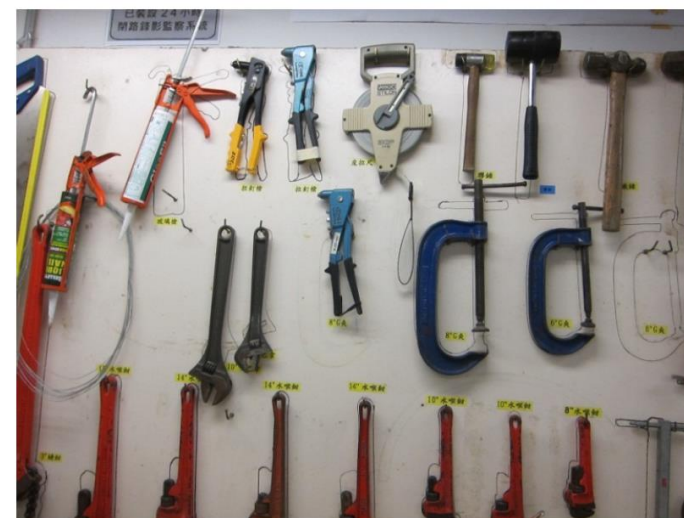
### 安全管理系統

### 對承辦商的安全管理

不分彼此,共營「安全第一」

保持良好工作場所清潔及衛生

- 工具妥善存放





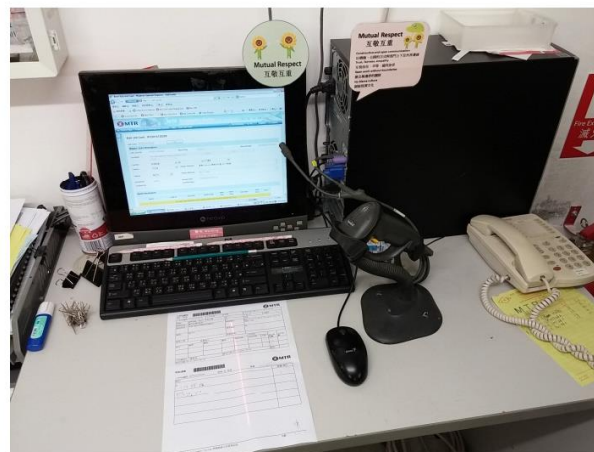
## 國際金融中心二期

### 安全管理系統

### 對承辦商的安全管理

### 營造「安全第一」工作場所

- 「工作咭管理系統」
  - 集中工程工作
  - 利用條碼系統控制庫存



工作記錄咭 Job Card				MTR			
工作咭編號: IFC2014120190		工作記錄人: 丁 周志剛 /		工作記錄日期: 03-12-2014 09:05			
地點:	國際金融中心二期中心 高子樓	地下	大堂-內	不適用			
維修設施:	樓宇結構/設施	門	門身				
維修事項:	安裝/協助承辦商安裝配件	維修備註:	Modification work for main door at IRMA zone				
進度:	執行中	進度備註:	NA				
查核人員:		查核時間:					
負責員工				工作時間			
姓名:	編號:	職級:	開始時間:	完成時間:	共時:	每小時收費:	合計收費:
工作發咭人: 陳家深			發咭日期: 03-12-2014 09:05		總計:		
列印日期: 03-12-2014 09:05							
物料清單				MTR			
工作咭編號: IFC2014120190		提貨或還貨		簽署:			
物料:							



## 國際金融中心二期

### 安全管理系統

### 對承辦商的安全管理

### 營造「安全第一」工作場所

- 工前熱身操
- 工作前有效風險評估
  - 識別危險行為，防止意外發生
- 正確使用設施訓練
- 提供合適及足夠個人保護裝備及裝置







## 國際金融中心二期

### 安全管理系統

### 對承辦商的安全管理

### 提供足夠訓練及個人保護裝備及裝置

- 使用高空作業台時
  - 要求所有操作員持有有效牌照
  - 當值工程師及督導監視高空工作





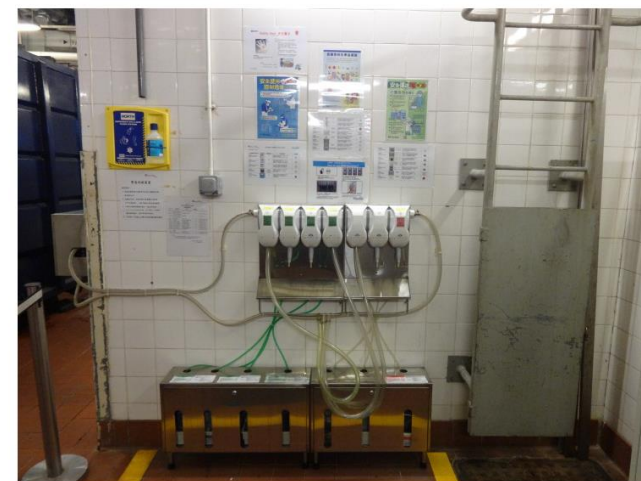


### 安全管理系統

### 對承辦商的安全管理

### 提供足夠訓練及個人保護裝備及裝置

- 使用及處理化學物品及危險物質時
  - 正確化學品標籤及警告標語
  - 合適存放點
  - 設有化學品稀釋裝置及緊急洗眼裝置



## 安全管理系統

### 對承辦商的安全管理

### 提供足夠訓練及個人保護裝備及裝置

- 於機械房工作時
  - 定期進行噪音評估確保符合法例要求
  - 提供合適及足夠護耳罩





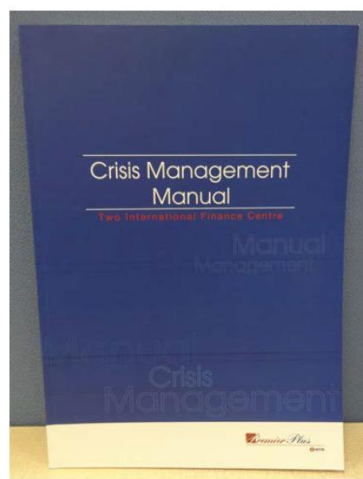


## 國際金融中心二期

### 安全管理系統 對租戶的安全管理

### 定期舉行緊急逃生/危險事故演習

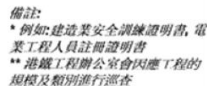
- 設有嚴謹保安系統及設備
- 保障租戶及員工安全
- 提供危險管理手冊



MTR Corporation



## 「工作許可證監控」

PSST-Form-SAE-03  
1 January 2011





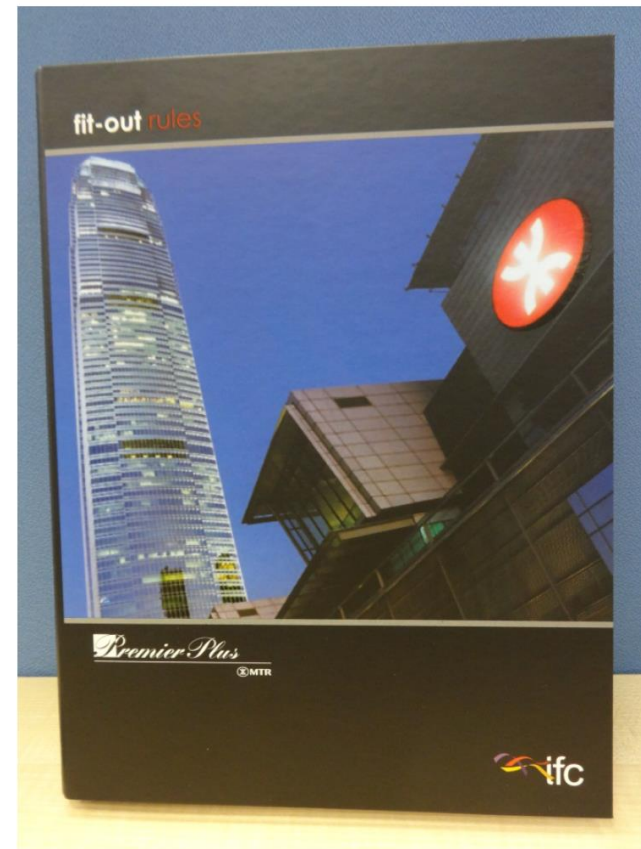
## 國際金融中心二期

### 安全管理系統

### 對非承辦商的安全管理

### 要求遵守「裝修工作守則」

- 與相關承辦商於裝修工程前進行會議及討論
- 工程進行時監察相關承辦商表現





國際金融中心二期

## 安全管理系統

如何監察職安健表現？

## 意外事故指數

- 由物業處安全委員會定立年度安全目標
- 每月呈交報告

## 安全管理系統

## 如何監察職安健表現？

## 問卷調查評估成效

- 年度安全指數問卷調查
- 於2014年度總共收集161份問卷

接近99% 受訪員工  
表示十分同意/同意  
現時的安全管理系統  
能有效提升工作安全

職安健意識問卷調查		非常不同意						不同意						有點不同意						有點同意						同意						完全同意					
第一部分：個人資料																																					
1. 性別：	<input type="checkbox"/> 男 <input type="checkbox"/> 女																																				
2. 年齡：	<input type="checkbox"/> 21-30 歲 <input type="checkbox"/> 31-40 歲 <input type="checkbox"/> 41-50 歲 <input type="checkbox"/> 51 歲或以上																																				
3. 部門：	<input type="checkbox"/> Administration/Catering <input type="checkbox"/> Housekeeping <input type="checkbox"/> Concierge <input type="checkbox"/> Technical/Workshop <input type="checkbox"/> Security																																				
4. 員工類別：	<input type="checkbox"/> 港鐵員工 <input type="checkbox"/> 合約員工																																				
5. 學歷：	<input type="checkbox"/> 小學或以下 <input type="checkbox"/> 中學 <input type="checkbox"/> 小學 <input type="checkbox"/> 中學 <input type="checkbox"/> 大學或以上																																				
6. 從事現時職位年數：	<input type="checkbox"/> 少於 3 年 <input type="checkbox"/> 3 至 10 年 <input type="checkbox"/> 11 至 15 年 <input type="checkbox"/> 16 至 20 年 <input type="checkbox"/> 20 年以上																																				
第二部分：對公司現行的安全管理制度的看法																																					
1. 我認為職業安全及健康是十分重要的。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
2. 我認為公司十分關注員工的安全及健康。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
3. 我認為公司能提供足夠的安全及健康訓練及資訊給員工。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
4. 我認為公司提供的安全及健康訓練及資訊能有效提升員工的安全意識。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
5. 我認為公司能提供足夠的個人防護設備及裝備給員工。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
6. 我認為公司提供的個人的防護設備及裝備能有效提升工作安全。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
7. 對於有關職業安全及健康的問題，我認為為公司有提供足夠渠道讓員工反映意見。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
8. 對於有關職業安全及健康的問題，我認為為公司有定期作出檢討。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
9. 整體上，我認為為公司現行的安全管理制度能有效提升工作安全。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				
10. 整體上，我對公司現行的安全管理制度感到滿意。	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6																																				





## 國際金融中心二期

### 安全管理系統

如何監察職安健表現？

檢討系統及設備  
投放資源,不斷改善

- 專為冷凍機而設的高空工作台





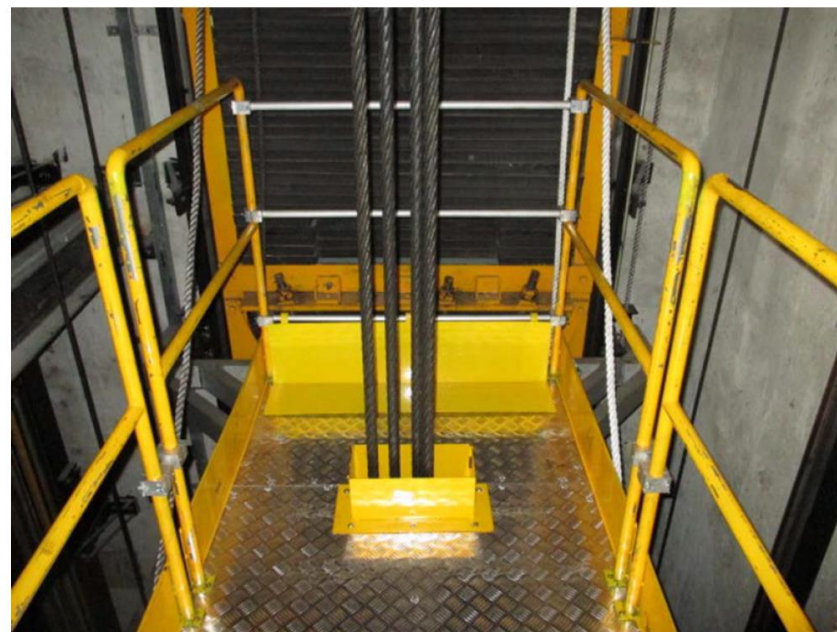
## 國際金融中心二期

### 安全管理系統

如何監察職安健表現？

檢討系統及設備  
投放資源,不斷改善

- 升降機槽內特設工作台,減低風險





## 國際金融中心二期

### 安全管理系統

如何監察職安健表現？

檢討系統及設備  
投放資源,不斷改善

- 於吊船安裝閉路電視
- 提供圖像傳輸及紀錄



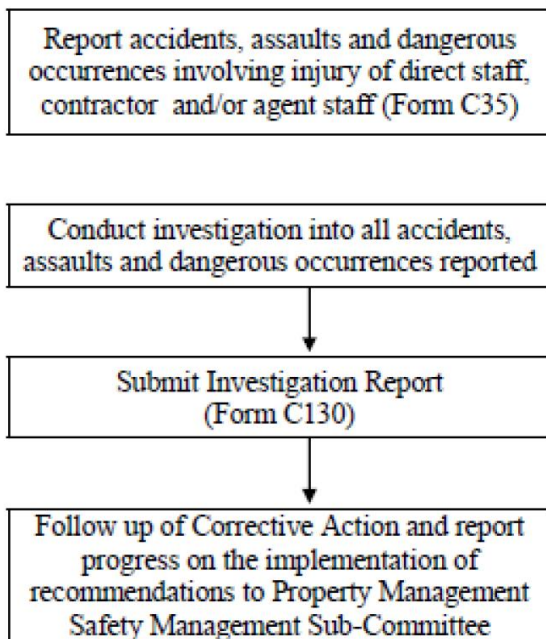




# 安全管理系統 職安健通報機制

### Process

#### Flow



#### Responsible Parties

Line supervisor of property site

Responsible Manager / Safety Coordinator of property site

Responsible Manager of property site

Property Safety Manager

於意外發生後24小時內  
註場經理須：

- 立即通知物業處支援部經理及人事部總經理
- 並呈上有關報告 (C35)

於意外發生後3天內  
註場經理須：

- 調查意外事故之原因
- 並呈上有關報告 (C130)
- 及提議改善措施

物業處安全組經理將：

- 向物業處安全管理委員會提議改善措施
- 推廣至各物業



## 國際金融中心二期

### 安全管理系統 職安健通報機制

### 實踐情況

- 有關的安全警示將會於意外發生後由物業安全組發出

#### MTR Safety Alert 安全警示

for IPD & PMD



##### 高空工作安全



##### 事件經過

於安全巡查時，發現分判商工人於沒有圍欄的平台上工作，但沒有採取任何防墮措施容易引致人體下墮的嚴重意外。

##### 加強改善

- 於高空工作時必須採取合適防墮措施以提供連續防墮保護，例如圍欄、工作台、安全帶、救生繩等
- 加強監督，如有不安全情況應立即停止工序
- 另外，機械操作範圍附近有住客經過，應圍封以防止他人接近
- 向工友講解有關事故，令他們清楚其潛在危險，增加安全意識



No.: 5/2014



#### MTR Safety Alert 安全警示

for IPD & PMD



##### 意外事故—在樓梯上跌倒



##### 事故經過

一名保安員在落樓梯時跌倒，造成手腕骨折及擦傷前額。由於他當時正放回手機於制服內，不排除這動作可能引致分心，而可能是其中一項引致是意外的因素。

##### 加強改善

整體而言，為加強梯間工作的安全，提醒須留意以下各項：

1. 避免於有可能引致員工分心或暴露於危險的情況下使用流動通訊設備，例如上落樓梯
2. 上落樓梯時正確使用扶手
3. 上落樓梯時應小心及避免急速以減少滑倒機會
4. 遵守物業處及各屋苑自己所訂立的於工作時使用流動通訊設備的指引。

No.: 7/2014 (revised)





## 國際金融中心二期

### 總結

- 確保顧客、租戶、公眾人士、承辦商及員工的健康及安全乃是國際金融中心二期管理宗旨
- 並將繼續堅守安全管理系統及「安全至上」的管理文化
- 與租戶、員工及承辦商攜手合作共建「可靠及安全」的工作環境



“堅守安全信念

誠心做多一點”

