

SAFE WORKING CYCLE

Audit Criteria

Applied after 1 January 2009



DAILY, WEEKLY & MONTHLY SWC



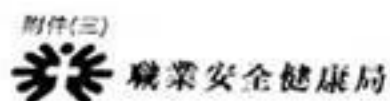
DAILY SWC

- Project manager/ site agent give briefing on important matters
- PM/SA leads morning exercises
- Inspection on PPE and dressing
- Q2.14, Q2.1.5, Q2.16, Q8.1.7, Q11.1.1, Q11.1.6 & Q11.1.7

- Foremen briefs workers the work arrangement
- Team Leaders or foremen lead members to identify the hazards
- Ensure each member understands the safety measures
- Q7.1.2, Q7.1.4, Q7.1.6



EXAMPLE OF HIA & MONITORING FORM



危害識別活動及監督表



總承建商名稱:		地盤名稱:		監督結果		
小組名稱: /		日期: 13-10-08 時間: 10:00 a.m.				
潛在危害	跟進行動	滿意/不滿意	備註	完成日期		
a) 吊運時物料墮下	- 所有吊運物料必須使用 合規格吊斗及吊鍊吊運	✓				
	- 圍封吊運區域	✓				
	- 只有檢核之合資格吊運員 方可進行吊運/起卸工作	✓				
b) 吊籠車翻倒或 碰撞傷人	- 所有運入地盤起卸 物料(特別是“渣沙”車) 必須完全伸展支柱, 並 圍封工作範圍	×	發現一輛吊籠車未有 完全展伸支柱, 已 即警告, 即時改善		即時	
所屬公司:		員工數目: 10	管工姓名: /	簽署: /	管工或監督人姓名:	簽署:

DAILY SWC

- Safety monitoring by foremen or ganger
- Foremen or ganger constantly give necessary directions and supervision to workers
- Q2.1.8, Q3.1.1, Q4.1.6, Q6.1.1

- Competent persons should be assigned
- Check all tools, equipment, machineries and materials to ensure safe before the start of work
- Q6.1.1, Q8.1.6, Ele 14



- At least once everyday
- Cover whole site
- Emphasis should be placed on high risk & special activities
- Q6.1.1, Q6.1.2, Q13.2.6

EXAMPLE OF SAFETY INSPECTION CHECKLIST

安全巡查清單 附件(五)



總承建商名稱: _____ 地點名稱: _____
 巡查員姓名: _____ 日期: 13-10-08 時間: 10:00

今天重點檢查項目(請打上「✓」號)	滿意/不滿意	跟進工作
一般安全		
木板路	Y/N	
梯	Y/N	
通路	Y/N	
高處作業		
棚架	Y/N	
工作平台	Y/N	
樓面邊緣/孔洞	Y/N	
升降機槽/孔洞	Y/N	
機械工程		
挖掘工程	Y/N	
坑槽	Y/N	
沉箱	-Y/N-	
隧道	-Y/N-	
斜坡	Y/N	
起重機械		
起重機	Y/N	
絞車	-Y/N-	
滑輪組	-Y/N-	
載人起重機	Y/N	
物料或吊斗起重機	Y/N	
吊鉤	-Y/N-	
鏈、纜索、吊鉤、吊索	Y/N	
電力		
開關掣	Y/N	
電線	Y/N	
固定裝置	Y/N	
手提式照明設備	Y/N	
手提工具	Y/N	
焊機	Y/N	
防火措施		
消防器具	Y/N	
走火通道	Y/N	
危險品倉庫	Y/N	
風焊氣焊	Y/N	

安全巡查清單 附件(五)



今天重點檢查項目(請打上「✓」號)	滿意/不滿意	跟進工作
石梯控制		
石梯控制	-Y/N-	
塵埃控制	Y/N	
噪音控制	Y/N	
危險物質的防護	Y/N	
急救設備	Y/N	
清洗設備	Y/N	
廁所	Y/N	
木工機械		
木工機械	Y/N	
吊車機槽	-Y/N-	
磨輪	-Y/N-	
啤機	-Y/N-	
地盤管理		
地盤管理	Y/N	
安全網和斜撐	-Y/N-	
物料堆疊	Y/N	
通路	Y/N	
照明設備	Y/N	
通風設備	Y/N	
有關僱用安全主任/安全督導員的告示	Y/N	
個人防護用品		
安全頭盔	Y/N	
護眼用具	Y/N	
聽覺保護器	Y/N	
呼吸器	Y/N	
安全帶	Y/N	
手套	Y/N	
安全鞋	Y/N	
其他安全事項		
手務中安全事項	Y/N	改善告示
	Y/N	
	Y/N	
	Y/N	
	Y/N	

巡查員姓名: _____
 巡查員簽署: _____
 日期: 13-10-08

DAILY SWC

- Each worker must tidy up his own work area after work, applying 5S techniques
- Q14.1.4.1

- Each worker checks his own work area
- Foremen pay special attention to selected areas
- Q6.1.1



- Organise process safety discussion daily at a fixed time
- Announce next day's work, especially new and high risk activities
- Subcontractors puts forwards any suggestions
- Q2.1.4, Q2.1.6, Q13.1.4, Q13.2.5, Ele 14



EXAMPLE OF PROCESS SAFETY DISCUSSION

Name of Principal Contractor: _____ Name of Site: _____

Item	Particulars	Person in Charge	Date of Completion
1	Safety performances for today/this week, e.g. access and egress, Working at height, electricity, fire prevention etc.		
2	The arrangement and collaboration for various construction activities for tomorrow: e.g. the electrician should clear the site for the paint spraying subcontractor.		
3	Potential hazard/arising from tomorrow's work/ special precaution measures: e.g. fire drill		
4			
5			
6			
7			
8			
9			
Summary:			
Items to be Announced in Morning Safety Meeting tomorrow:			

Name of Project manager/site agent: _____

Signature of Project manager/site agent: _____

Date: _____

WEEKLY SWC

- Weekly and at a pre-determined time
- Put unused materials in the designated place
- Q14.1.4.1

- Weekly inspection by project manager, site agent, SO, representatives of subcontractors
- Weekly check up by plant operators/competent persons
- Q2.1.6, Q6.1.1, Q6.1.2, Q13.1.4 , Q13.2.6 & Ele 14

Weekly Safe Working Cycle



- Review the work last week and plan for the work of coming week
- Coordinate different types of work in line with the progress
- Ensure all parties know about the hazards of activities
- Q2.1.4, Q2.1.6, Q13.1.4 & Q13.2.5



MONTHLY SWC

- Held at a pre-determined time of each month
- Review safety records of last month
- Announce safety award and safety records of each group
- Q2.1.4, Q2.1.5, Q2.1.6, Q11.1.1, Q11.1.6, Q11.1.7

- Monitor if SWC has been implemented effectively
- Review statistics, safety inspections reports, etc
- Q2.1.6, Q13.1.4, Q5.1.1 & Q5.1.2

- Inspection schedule should be according to in-house rules & regulations
- Ensure facilities are in good condition
- Q2.1.6, Q6.1.1, Q6.1.2, Q13.1.4, Q13.2.6

- Safety training should be held at least once a month
- Discuss specific accident cases
- Group leaders conduct training in groups
- Q3.1.7 & Q9.1.6



END

