

## SALON FILMS

S C R I P T

CLIENT	Hong Kong Housing Authority	DATE	21/12/2013
PRODUCT	<b>Site Safety Seminar for Capital Works New Works Contracts</b> (3) Housing Authority Lift and Escalator Nominated Sub-Contracts Safety Auditing		
TRANSLATOR	Keith Yuen	STATUS	English 1 <sup>st</sup> Edition
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旁白： 現在播映的是 2013 年 4 月 17 日房屋署「新工程合約工地安全講座」的片段，台上的講者是職業安全健康局顧問徐健威先生，他的講題是「房委會升降機及電梯指定分包合約安全稽核制度 1.0 版」。

V.O.: Here is the footage from “Site Safety Seminar for Capital Works New Works Contracts”, which was held on April 17, 2013. The speaker is Mr Ray Tsui, Consultant of the Occupational Safety and Health Council. His presentation topic is “Housing Authority Lift and Escalator Nominated Sub-contracts Safety Auditing System **Version** 1.0”.

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徐： 升降機的安全稽核相對比較新一點，第一季剛剛開始，我們有些報告仍未收到，所以未能跟大家分享稽核報告的表現。但這個系統是怎麼樣，在這裡我們亦可以為大家介紹。其實這個概念，跟 1.5 版本的概念基本上是相同的，我們可以在這裡讓大家知道多一點。

Tsui: The lift safety auditing system is relatively new. It **has** just started in the first quarter of this year. We haven't received all the reports, so we can't share the performance with you today. But as for the logistics of the system, I can do an introduction today. The concept is basically the same as the **Version** 1.5. But we can know a little bit more here.

//PAUSE//

[0:27]

可能大家會問，為何要刻意把升降機抽出來，特別用另一套稽核制度去處理。這是因為升降機於近年發生非常嚴重的意外，而另外一個原因，升降機的稽核，大家可以看看，這些分數是過往稽核的表現。譬如大家看到分數是比較高，看到稽核的數目是比較多，即是說很大部份升降機承辦商都拿得很高分數。問題在哪裡？當然我們不是說他們在某些情況去避開稽核，而是我們有時去進行稽核的時候，大家知道升降機安裝階段的時間比較短，那麼我們去到工地的時候，是不是真的那麼容易地找到他們工作的位置等等的情況，這導致我們很多時未必真的能夠看到升降機安裝工序。所以為甚麼我們要把它抽出來，特別找一個日子、即他們有工序時去進行稽核，尤其是高風險的工作，然後我們去看看工地情況。這就衍生了我們指定分包合約 升降機的稽核了。

You may ask why we have to put lifts into a separate safety auditing system. This is due to serious lift accidents happened in recent years. Another reason, about lift auditing, let's take a look here, these are the past audit scores. You can see they scored relatively well, and the number of auditing is relatively more, that means lift contractors have obtained high scores. What is the problem? We are not saying they are evading from our auditing. But as we go to construction sites for auditing, because the time for lift installation is relatively short, so when we arrive there, will it be easy for us to observe their actual working process? Because of this, very often we were not able to observe lift installation. That is the reason why we have to separate lifts out. We will pick a day where there is actually lift installation work available for audit, especially the high-risk procedures, and then we look at other lift installation work. This is why we have NSC audit for lifts here.

[01:43]

那麼依據 1.4 版本來說，又或者以 1.5 版本來說，我們都是用一個工地檢查清單去看看現場環境的情況來進行一個評核，這就是指定分包合約的稽核。現在 1.4 版本的情況是將指定分包合約部份的稽核包含在總承建商為期兩日的稽核裡。

No matter according to Version 1.4 or Version 1.5, we both use a checklist to scout around the site to audit. This is the NSC audit. Back in Version 1.4, NSC was originally included in the two-day audit of the main contractor.

[02:10]

那麼新的做法會是怎樣呢？亦就是安全工作系統那個部份，我們會把它放進 Part A，要求有一套安全工作系統來施工。而 Part B 就保留了現場環境的巡查清單。分數方面是無變的，70 分作為一個合格的分數。你看到 Part A 的部份，包括安全資訊、風險評估、制訂安全的程序，執行那個程序、那個系統，然後去作一些監察，那些題目大家亦看到相若的情況。而在 Part B 檢查清單的部份，其實和以往做指定分包合約的檢查清單是一樣的。所以那個變動不是很大。反而在於一個重點，我們是怎樣針對性地去找出來進行升降機工程的工友來進行稽核。

What is the new approach? For Safe System of Work, we will put it under Part A. Here we require a Safe System of Work. In Part B, we have kept the existing audit checklist. We haven't changed the total scores. 70 is still the passing mark. In Part A, we include safety information, risk assessment, defining safe methods, then implementing the system as well as monitoring it. You can roughly see the question allocation. In Part B, the checklist is similar to the past NSC checklist. There isn't much change. However, the main point is how we specifically conduct audit with lift installation workers.

[03:16]

而這個檢查清單是與承建商的代表一起建立出來。大家看到這個檢查清單，即是說 Part B 部份，我們進行巡查時的檢查清單，這個是沒有改動的，亦和我們一直沿用的指定分包合約的檢查清單是一樣的。而在 Part A 的部份新加的資訊，我們會參考甚麼資料呢？大家都可以了解一下。譬如，我們工地相關安全的法例，我們會有勞工處相關的指引，亦相信大家都很清楚的，建造業議會推出了一些有關升降機槽工作的相關指引，當然我們亦會參考來作一些稽核的評分準則。

This checklist is jointly prepared with the contractors' representatives. As you look at this checklist, talking about Part B, the site checking checklist, there is no change and it is the same as the NSC checklist that we have been using. For the new inclusion in Part A, what kind of information are we looking for? We can take a look together. For example, Construction Sites Safety Regulation, code of practice by the Labour Department, I think you all know it very well. Construction Industry Council has also issued guidelines related to lift shaft works. Of course we include that as a reference for auditing criteria.

[04:15]

包括勞工處發出的一些有關升降機的工作守則，以及建造業議會升降機槽工程

的安全指引。在我們這個升降機的稽核裡，我們所用的就會是第二卷的部份。為甚麼？因為它有三個程序，包括第一個是由施工期間直至到移交給升降機承建商之前，升降機承建商在這個部份是未進場的。所以這個部份我們暫不需要用。

Including Labour Department's code of practice related to lift work, Construction Industry Council's guidelines on safety of lift shaft works. In this lift audit, we are using the materials from its Volume Two. Why? Because it covers three volumes. Volume One covers the period of "during construction stage and before handing over to lift installation contractor". At this stage, the lift contractor has no role. We can leave the Volume One.

[05:05]

反而，在第二階段就適用了。在升降機安裝的期間，在我們升降機的指定分包合約進行工作的時候便相應有用，相關的要求亦都加進了稽核的系統裡面。

However, Volume Two is applicable. It covers the stage of lift installation. Hence, it is the stage where our nominated sub-contractors do their work. We have incorporated the relevant requirements from there into our auditing system.

[05:15]

而第三階段，去到完工日後運作時候的操作、保養，這是另一部份的稽核裡覆蓋，就不在我們新工程的部份，所以這是為甚麼我們會用第二卷。

Volume Three refers to the period of lift operation and maintenance after completion of lift installation. This will be covered in another audit, not about New Works Contract. This is the reason why we use Volume Two.

[05:35]

好了，有一些資料，關於 Part A 和 Part B 方面題目的數目。Part A 有 28 條，Part B 有 40 條。稽核會為期一天，而它的時間會比稽核總承建商的時間短一點，是長六小時的稽核。因為我們認為相關的工作比較少和集中些，所以時間方面是比較短。而稽核的數目是怎樣處理呢？現在的情況是會交給房屋署的同事去提出，例如哪一段時間會有這些工序，我們知道後便會安排稽核員前往進行稽核。會在施工進行期間進行三次的稽核。這個有一點特別，這三次的稽核未必能和總承建商三個月一次的稽核一起進行，有機會是兩個月一次，甚至是每隔一個月一次也不定，視乎工序的進度，和有沒有高風險的工作正在進行。我們會跟房屋署的同事溝通，最後有關於不同部份我們在升降機稽核系統分數分佈的資料，這裡有一些資料大家可以略作參考。

Great. Here is the number of questions in both Part A and Part B. Part A has 28 questions, while Part B has 40 questions. An audit will last for a day. Its duration is

much shorter than the main contractor's and lasts for six hours. Because we think the amount of work here is less and more focused, hence we allocate shorter time. How do we process the audits? Currently Housing Department will inform OSHC which period will have such kind of work. After knowing it, we will deploy auditors to conduct audit. During the work process, there will be three audits. I would like to highlight this point. These three audits may not be conducted in conjunction with main contractor's audit which is carried out every three months. Sometimes the lift audit is conducted every two months, or maybe every alternate month, depending on the progress or whether there is any high-risk work. We will communicate with staff of the Housing Department. Here are the scores of different sections of this lift audit. You can make reference to this material.

[07:15]

至於執行方面，我們在 2013 年 1 月 1 日 [the speaker said 2003, which is wrong. Cf.: powerpoint slide 18]，即第一季開始已經執行，有一些工程，我們已經做了稽核，正等待收回報告，有機會的話下趟可以跟大家分享報告表現和分數情況。而執行稽核的稽核員會是同一位，即是在同一個工地與總承建商的稽核員相同，我們會要求他作出聲明，是否有利益衝突，若不是的話，他亦會負責升降機的稽核。每一個報告亦如是，在升降機的稽核報告裡，我們會要求稽核員每次都需要給予承辦商建議去作出改善，以及行動計劃，亦要在報告裡面著明工地裡升降機工序有沒有一些特別的地方、即時的危險需要我們處理？有否一些特別做得比較不理想的情況？如何去改善？有沒有一些實際建議的措施，這些我們都會要求稽核員做這個工作。希望升降機的承辦商一同改善工地的安全標準。

For implementation, we have launched this lift auditing system since January 1, 2013, which means the first quarter. We have audited some of the projects and waiting for the reports. If we have a chance, we will share the performance and the score with you. The auditor will be the one who conducts main contractor's audit in the same site. We will request a declaration from the auditor if he / she has a conflict of interest, If not, he or she should be in charge of the lift audit. In every report, including this lift auditing report, we request auditors to write down recommendation for lift contractors every time and action plan. The report should also specify whether there is any particular area or immediate danger that requires our action. Is there any place that is relatively unsatisfactory? How to improve? Is there any concrete recommendation? We will request the auditors to do this. We also hope lift contractors will improve site safety together.

[08:44]

分數方面剛才我亦提及過，70 分是合格的分數。若然分數低過 70，亦即是不及格的話，房署方面的檢討程序會啟動，有機會跟承辦商一同去找出需要改善的地方。這個分數亦會跟安全支付計劃一同進行。

I have already talked about the scores earlier. 70 is the passing mark. If the score is below 70, which means failure, the Housing Department will initiate the review procedure, in which they will find out the areas that needs improvement together with the contractor. The score obtained is used for payment assessment under the pay for safety scheme.

[09:18]

我們提及過一些高風險的工作在進行，我們希望在這段時間去進行稽核。哪些是高風險的工作？我們已有訂定，我們的系統亦會有這些資料給大家參考，希望在工地的時候可以真真正正地看到工友工作的情況，升降機安裝時的環境、設備、譬如防墮設備等等的情況是怎樣。

We have mentioned that we hope to conduct audits on high-risk activities when they are actually happening. What is defined as high-risk activities? We have a check-list. This list is obtainable from our system for reference. We hope when we are on site, we can actually observe how the workers do their job, including lift installation, equipment set-up, fall arresting system, etc.

[09:55]

最後，我們剛才說過一些高風險工作的清單。當然我們亦一如既往建議工地需要進行風險評估去確認自己在工地內，無論是升降機的工作又好，附近環境的情況、有甚麼風險需要進行風險評估，從而制訂一些針對性的安全措施，而稽核員方面，亦需要在進行稽核前，和總承建商一樣，要得知進行稽核時有甚麼工序在進行中，甚麼是高風險的便要重點去看，我們也要求把重點工序在稽核計劃裡反映出來，我們是會去監察的。這都是我們希望做到的目的，就是升降機承辦商的工作，我們是希望可以看到並給予一些建議。以上就是準備了的資料，多謝各位。

Lastly, we have already mentioned the high-risk activities checklist. As before, we always recommend contractors to assess the risks of their sites, no matter it is lift work or work in the surroundings. Identify the risk and formulate specific safety measures. Auditors need to know about what kind of work is in progress before they conduct audit, as with the main contractor's (audit). High-risk activities need special attention. We also request auditors to prioritise the items in the audit plan. This will be monitored. It is a target we hope to achieve. We hope to see the work

of lift contractors and give recommendation. That's what I have prepared today.  
Thank you.