

HALENSAS – 2014Q2Q3

Summary on Good and Bad Practices

安全稽核結果

Occupational Safety and Health Council
職業安全健康局



Summary of HALENSAS Audit Scores (2013Q4 – 2014Q3)

Quarter	2013 Q4	2014 Q1	2014 Q2	2014 Q3	2013 Q4 - 2014 Q3
No. of Audit	8	2	4	4	18
Average Score	84	96	72	85	83
Part A < 70	1	0	2	0	3
Part B < 70	0	0	1	0	1
No. of Cases under 70	1	0	2	0	3
Overall Score >= 70	7	2	2	4	15
Overall Score >= 80	6	2	1	3	12

Executive Summary

1. Working at height, housekeeping, falling objects and electrical installations still remain **the key problems** in HA sites
2. Provision of proper working platforms and safe means of access to workplace are the major areas need to be improved by contractors
3. Poor housekeeping remains unsatisfactory and needs special attention.
4. Protection against electrical safety should be improved

1. 高空工作，工地整理，高空墮物及電力工作仍然是主要問題
2. 提供工作平台及安全進出口是主要改善項目
3. 工地整理表現未如理想，須多加注意
4. 改善電力安全

內容 Content

- GOOD PRACTICE 良好作業方式

Safe Scaffold and Workplace 安全棚架及工作場所

- Provide adequate protection for people working at height
 - ✓ Precautions must be taken where a person can fall a distance of more than 2m. If there is an increased risk of injury when falling a distance of less than 2m, eg working near a traffic route or above a dangerous surface, then suitable precautions will also be required.
 - Ensure workers have adequate and safe means of access and egress
 - Provide best practice guidance for kickstool, stepladder, ladder or tower scaffolds users
 - Ensure covering the floor openings securely with warning notice
- 為高空工作人員提供足夠的安全保護
 - ✓ 如有人可從工作場地墮下超過兩米，搭棚公司須採取預防措施。即使下墮距離少於兩米，但如果受傷風險增高，例如工作場地接近車路或危險表面之上，亦須採取適當的預防措施。
 - 確保工人有足夠而安全的進出口
 - 為使用踏凳、踏梯、梯子或塔式棚架的人，提供良好作業指引
 - 確保穩固地覆蓋地洞並給予告示

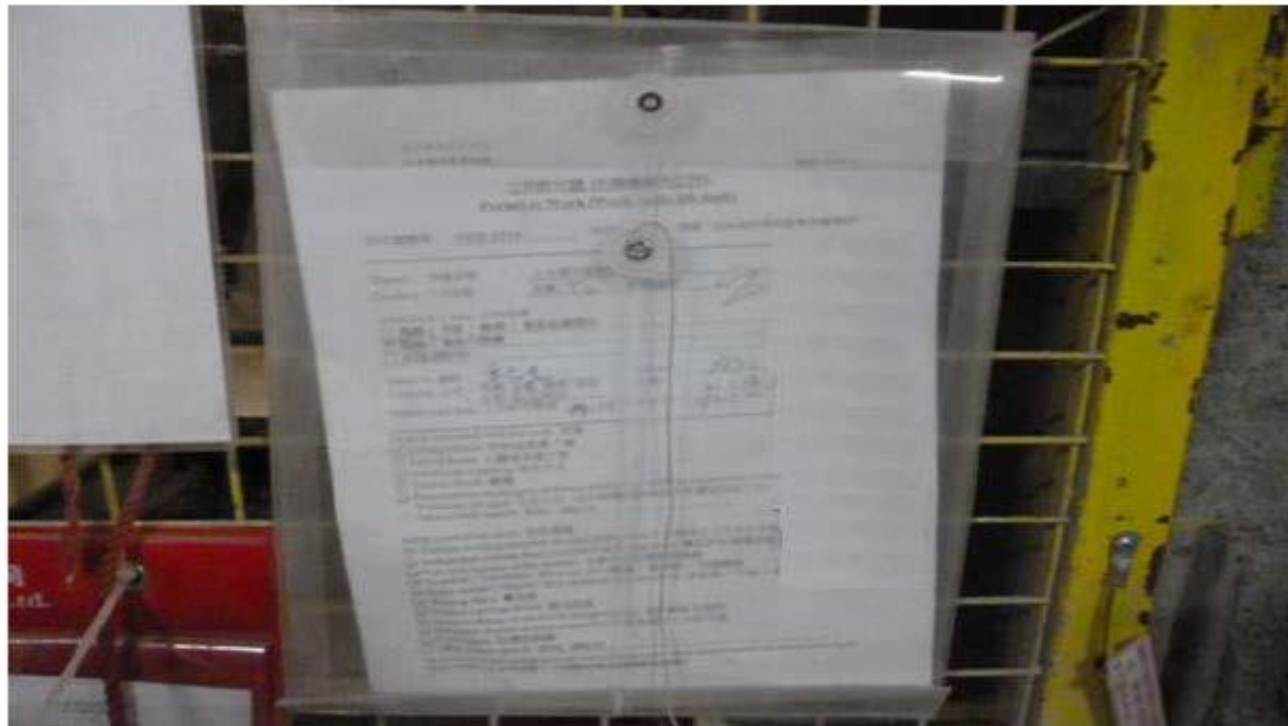
Good Practice

- Provision of full height metal gates
- 提供四葉門



Good Practice

- Permit to work system
- 工作許可証制度



Good Practice

- Proper use of safety harness
- 正確使用安全帶



Good Practice

- Working platform with guard-rails and toe-boards
- 工作台設有護欄及底護板



Good Practice

- Lift car top platform with guardrails & toe-boards
- 機頂裝有圍欄及底護板



Good Practice

- Floor opening was properly covered
- 地洞有覆蓋



Good Practice

- Covered floor opening with warning sign
- 覆蓋地洞有警告字句



Good Housekeeping 良好工地管理

- Poor housekeeping causes trip accident
- Manage the site to ensure that it is kept in good order:
 - ✓ The procurement of materials should be managed to ensure that only the minimum amount of materials are stored on site at any time.
 - ✓ Everyone working on the site should be aware of the site policy for managing the movement & storage of materials around the site, and the removal of waste from work areas.
- 不良工地管理會引致絆倒意外
- 妥善管理工地，確保符合各項要求：
 - ✓ 物料採購應管理得宜，確保任何時候在工地存放的物料減至最少；以及
 - ✓ 所有工地的工作人員，應留意關於管理在工地移動和貯存物料，以及從工作地點移除廢物的工地政策。

Good Housekeeping 良好工地管理

- Everyone on site needs to play their part.
 - ✓ Work areas should be kept as clear as possible of unnecessary materials and waste.
 - ✓ Materials should be stored safely, whether in the site compound or around the site
 - ✓ Workers should comply with the site arrangements for the removal of waste.
 - ✓ Problems should be reported to site management
- 所有工地人員均有責任確保：
 - ✓ 施工地點應盡量保持整潔，沒有多餘的物料和廢物；
 - ✓ 不論在工地範圍內或周圍地方，應以安全的方式存放物料；
 - ✓ 應遵從關於移除廢物的工地安排；以及
 - ✓ 如有問題，應向工地管理人員報告。

Good Practice

- Lighting inside lift shaft provided
- 井道內提供照明



Good Practice

- Lighting inside machine room provided
- 機房內提供照明



Good Practice

- Provision of housekeeping arrangement
- 提供工地清潔安排



Good Practice

- Good housekeeping in practice
- 工地整理





Electrical practices 電業作業方式

- All leads and portable electrical equipment should be regularly inspected, connected and tested by a competent person.

- 所有引線和輕便型電力設備，須由合資格人士定期檢查、接駁和測試。

Good Practice

- Electrical cables hung high
- 電線掛高



Good Practice

- Low voltage hand tools with inspection and identification
- 低壓電手工具檢查及標識



Good Practice

- Provision of 110V low voltage lighting
- 提供110V低電壓照明



Other practices 其他作業方式

- Lifting operations
- Tools
- Guarding of machinery

Good Practice

- Color code system apply to lifting gear
- 起重裝置應用顏色代碼



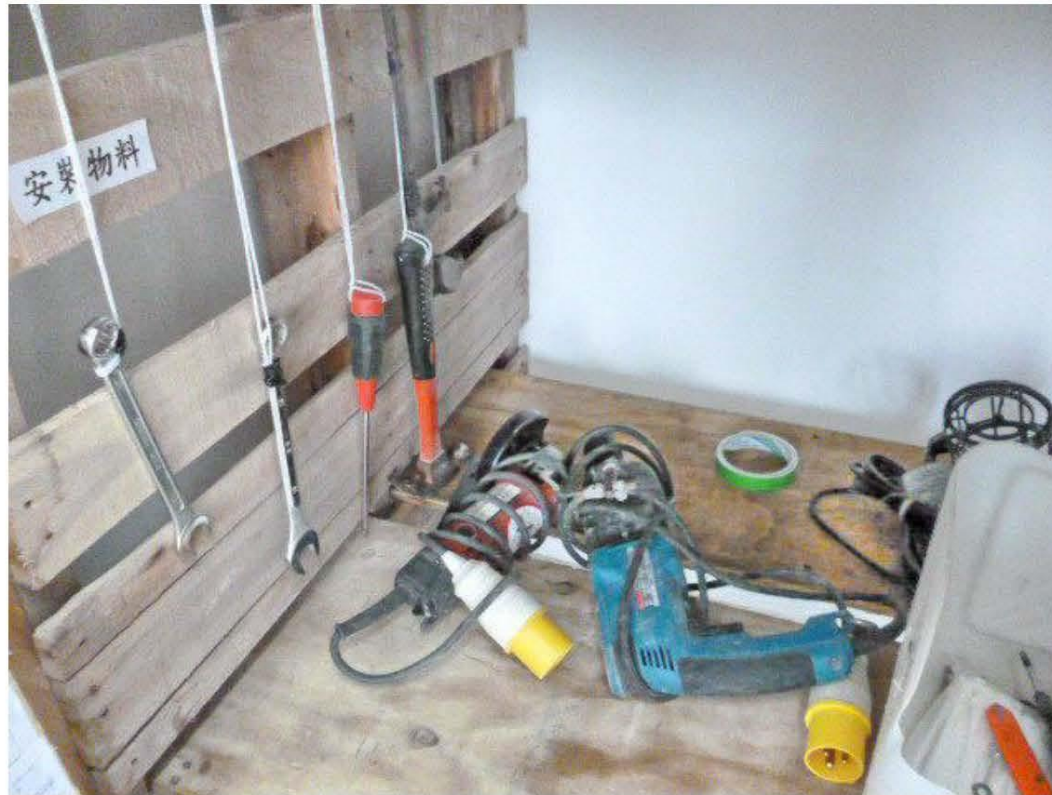
Bad Practice

- Hand tools with hitch
- 手工工具裝有手繩



Bad Practice

- Hand tools with hitch
- 手工工具裝有手繩



The END

Thank You!