

Chapter 8 SAFETY INSPECTIONS AND FOLLOW-UP ACTIONS

8.1 INSPECTIONS

8.1.1 Contractor's Inspections

- (a) Safety Supervisors are legally required under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations to carry out daily inspections and prepare weekly reports for such inspections using a prescribed form (Form 3A)
- (b) Safety Officers are legally required by the Regulations to carry out site visits and prepare monthly reports using a prescribed form (Form 2A).
- (c) Apart from preparing inspection reports using prescribed forms as set out in (a) and (b) above, Safety Officers and Safety Supervisors are required under contractual provisions to carry out inspections at weekly and daily intervals respectively using a comprehensive check-list agreed by the Architect/Engineer's Representative.
 - (d) The Contractor's safety staff should carry out safety inspections at least on a daily basis or where appropriate on a shift basis, to ensure that unsafe acts and unsafe conditions on site are promptly identified, so as to fulfil his contractual and legal obligations on construction safety.
- (e) The Contractor shall also participate in safety inspections conducted by the Site Safety Management Committee. These inspections are described in section 8.1.3 below.
- (f) For each contract, the Contractor shall prepare a comprehensive safety inspection check-list in accordance with the requirement of the contract. This check-list can then be used for :
 - (i) inspections by the Contractor's staff including Safety Officer(s) and Safety Supervisor(s)
 - (ii) inspections by the Architect/Engineer's site staff
 - (iii) weekly safety walk
 - (iv) inspections by the Site Safety Management Committee

For contracts with scattered works sites, more than one inspection check-list may need to be prepared. The check-list(s) should also be updated regularly to maintain its relevance to the works being carried out on site.

- (g) For contracts under the Pay for Safety Scheme, the Contractor's Safety Officer and Site Agent shall attend the weekly safety walk with the Architect/Engineer's nominated site representative. To ensure that actions are taken against situations requiring follow up actions identified during weekly safety walks, the last page of the comprehensive safety inspection check-list should contain at least the basic information contained in the form in **Appendix Ia**. A copy of this "summary of follow up action" form should be signed by both parties at the end of the safety walk. The second copy should be submitted to the Architect/Engineer or his representative once the Safety Officer signs Part II after he has checked that all follow up actions are completed. Payment will only be made after the Contractor has completed all the follow-up actions within the agreed completion dates, normally before the next weekly safety walk.

8.1.2 **Architect/Engineer's Inspections**

The following is to be carried out in accordance with Chapter 3.

- (a) The Architect/Engineer's site staff shall carry out regular inspections to monitor the safety situation on site. It is desirable to carry out these inspections jointly with the contractor's safety staff so that the Contractor can take necessary follow-up action immediately.
- (b) The Architect/Engineer's site staff shall carry out a detailed safety inspection for the entire site, using the relevant parts of the comprehensive safety inspection check-list prepared by the Contractor, at least once a week. These detailed safety inspections need not be carried out for those weeks in which nominated members of the Site Safety Management Committee have conducted similar inspections.
- (c) The Architect/Engineer's site staff shall also carry out further safety inspections to supplement the weekly safety inspections. These daily inspections will be less thorough but should be

able to identify the major hazards or imminent dangers on site. Site staff are encouraged to bring along the safety inspection check-list to facilitate their inspections.

- (d) The Architect/Engineer's site staff shall attend all the safety inspections of the Site Safety Management Committee.
- (e) The Architect/Engineer's site staff must react to any unsafe practices or conditions that they observe when carrying out their duties.
- (f) All unsafe practices or conditions identified by the Architect/Engineer's site staff must be drawn to the attention of the Site Agent or the Contractor's Safety Officer as soon as possible. The matter should then be duly recorded in the site diary and countersigned by the Site Agent. If the unsafe situation or working method still persists after repeated notifications, the Architect/Engineer's most senior site staff shall report the matter to the relevant Divisional Occupational Safety Officer (DOSO) of Labour Department and/or the Senior Shipping Safety Officer (SSSO) of the Marine Department at telephone no. 2852 4472 for their immediate action. Where the unsafe situation is considered as one with a definite risk to life, the Architect/Engineer may in parallel instruct the contractor to suspend the relevant portion(s) of the Works as set out para. 8.2 below.
- (g) A safety inspection check-list for the reference of the Architect/Engineer's Representatives is set out at **Appendix I**. It can be suitably developed and modified for use as a comprehensive safety inspection check-list for their contracts.

8.1.3 **Inspections by the Site Safety Management Committee**

Prior to each monthly meeting of the Site Safety Management Committee, an inspection of the Site shall be carried out by all those who are to attend the meeting and/or any other members nominated by the Architect/Engineer. These inspections may cover the entire site or only certain parts of the site as decided by the Architect/Engineer's Representative. For some

contracts, it may be necessary for this inspection be carried out in the morning prior to the meeting in the afternoon.

8.1.4 **Labour Department's Inspections**

- (a) Occupational Safety Officers of Labour Department will normally visit construction sites at intervals varying from a month to six weeks, depending on the workload situation of the Occupational Safety - Operations Division and with due consideration to the size of the contract, nature of the works, the potential hazard that may exist, the safety performance of the contractor and the accident rate. The Occupational Safety Officers will in general look for any breach of the Construction Sites (Safety) Regulations or other legislation applicable to construction sites.
- (b) In addition to routine inspections, the Occupational Safety Officers will visit construction sites to :
 - (i) investigate fatal and serious accidents and dangerous occurrences
 - (ii) investigate complaints
- (c) Special task forces on topical subjects set up by the Labour Department will also visit construction sites.
- (d) When an Occupational Safety Officer visits the site, the Architect/Engineer's site staff should brief him on the site conditions. The Occupational Safety Officer should be accompanied during his inspection by the Architect/Engineer's site staff and by at least one of the Contractor's Site Agent/Safety Officers/Safety Supervisors. The Architect/Engineer's site staff shall request the Occupational Safety Officer to sign the Architect/Engineer's site diary on completion of his inspection.
- (e) If the Labour Department issues a Construction Site Inspection Report, warning letter or statutory notice (viz. Improvement Notice, Suspension Notice) to the Contractor, this will be copied to the the respective departmental safety adviser who shall in turn provide a copy of the report/warning letter/statutory notice to the concerned Architect/Engineer. Upon the receipt of such, the Architect/Engineer's Representative shall require the Contractor to promptly rectify all

the identified unsafe items and report the progress of rectification action taken or outstanding items until all items are completed. The Contractor should also be advised to copy such progress reports to the Labour Department. Rectification action of unsafe items shall be continuously monitored at the Site Safety Management Committee meetings and the Site Safety Committee meetings until they are completed.

(f) To ensure close co-operation between the Architect/Engineer's site staff and the Labour Department, the Architect/Engineer shall, at the commencement of each contract, provide the following information to the relevant Divisional Occupational Safety Officer of the following information of the contract :

- contract no. and title
- a copy of the site plan
- name, telephone number and fax number of the Architect/Engineer's Representative
- name, telephone number and fax number of the Architect/Engineer's site staff in charge of site safety matters
- commencement date and estimated completion date
- name and registered address of the Contractor

A list of telephone and fax numbers for contact with the Divisional Occupational Safety Officers can be found in **Appendix II**.

8.1.5 **Marine Department's Inspections**

- (a) Officers of the Marine Department will visit vessels. The frequency of the inspections will depend on the workload situation of the officers, and with due consideration of the potential hazard that may exist, the safety performance of the crews and the accident rate.
- (b) The officers will issue warning or advice letters as necessary or initiate prosecutions under relevant legislation enforced by the department as the case may be. Any warning letters and prosecutions issued by Marine

Department will be copied to the Architect/Engineer.

- (c) In case fatal or serious accidents have occurred, officers from Marine Department may visit the vessels for accident investigation.
- (d) To ensure close co-operation between the Architect/Engineer's site staff and the Marine Department, it is advised that the Engineer inform the Senior Shipping Safety Officer (SSSO) of Marine Department's Marine Industrial Safety Section (MISS) of the following information of the contract prior to commencement of marine works:
 - contract title
 - a copy of the site plan
 - name, telephone number and fax number of the Architect/Engineer's Representative
 - name, telephone number and fax number of the Architect/Engineer's site staff in charge of site safety matters
 - commencement date and estimated completion date for the marine works
 - name and registered address of the Contractor responsible for the marine works

SSSO/MISS's office is at Room 2315, Harbour Building, 38 Pier Road, Central, Hong Kong; fax number 2543 7209, telephone number 2852 4472.

8.1.6 Inspection by Senior Management Staff of Works Departments

Directorate officers shall conduct quarterly dedicated visits to sites with high risk construction works, fatal / serious incidents and / or high accident rates, to review the safety standard and the working environment of the sites. During the visits, the directorate officer shall speak with the frontline workers and supervisors to understand their working environment, exchange views on any safety related matters, and show the works department's commitment to creating a safe and caring working environment for all site personnel.

8.2 FOLLOW-UP ACTIONS

8.2.1 **No Immediate Danger**

When the Architect/Engineer's site staff have identified an unsafe situation or believe the Contractor's or sub-contractors' workmen are using unsafe working methods, the attention of the Site Agent or the Contractor's Safety Officer should be informed by them as soon as possible. The matter should then be duly recorded in the site diary which must be countersigned by the Contractor's Site Agent. If the unsafe situation or working method still persists after repeated notifications, the Architect/Engineer's most senior site staff shall report the matter to the relevant Divisional Occupational Safety Officer (DOSO) of Labour Department and/or the Senior Shipping Safety Officer (SSSO) of Marine Department at telephone no. 2852 4472 for their immediate action. Any breach of the Factories and Industrial Undertakings Ordinance or the Shipping and Port Control Ordinance or their subsidiary regulations should be dealt with by the Labour Department or Marine Department as appropriate whose staff will visit the site as soon as reasonably possible.

8.2.2 Immediate Danger

If the Contractor's working method is so unsafe and there is a definite risk to life, the Architect/Engineer or his Representative may, in addition to para. 8.2.1 above, instruct the Contractor to suspend relevant portions of the Works until safety measures deemed necessary have been introduced. Any such instruction shall be confirmed in writing and shall include a proviso that the issue of the instruction shall not relieve the Contractor of his responsibilities under the contract.

8.3 REPORTING OF SAFETY PERFORMANCE

The Architect/Engineer shall take the following into consideration when completing contractors' quarterly reports on performance :

- (a) repeated non-compliance with safety procedures despite warning letters given by the Architect/Engineer and failure to rectify the situation within a reasonable time,
- (b) repeated non-compliance with safety legislation identified by Labour Department/Marine Department in inspection reports and the number of Improvement Notice and Suspension Notice received by the Contractor,
- (c) failure to rectify within a reasonable time any situation of "imminent danger" identified by the independent safety auditors and/or the Architect/Engineer, and
- (d) the scores contained in the reports of safety audits for contracts included in the Independent Safety Audit Scheme.

APPENDIX I

CONSTRUCTION SAFETY INSPECTION CHECK-LIST

Contract No. _____

Contract Title _____

Date _____ Time _____

Person(s) making inspection :

Column

<u>Name</u>	<u>Designation</u>	<u>Signature</u>	A. Adequate at time of inspection	B. Needs improvement	C. Needs immediate attention
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Site planning and layout

A B C

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|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Make known to all workers the safety policy of the site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Ensure that safety aspects are included appropriately in site planning and layout. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Provide a hoarding at least 2 metres high at the boundary of the site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Where this is not practicable, cover or fence off all excavations and openings at the end of the working day. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Remove ladders from position or board their rungs at the end of the working day. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Ensure that there is a traffic control system to control the movement of vehicles on site to avoid danger. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Ensure that everyone can reach their place of work safely - that there are safe roadways, walkways, gangways, staircases, ladders and scaffolds. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Provide edge protection at all open sides of gangways, floors, staircases and landings where there is a drop of 2 metres or more. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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|-----|--|--------------------------|--------------------------|--------------------------|
| 9. | Ensure that there are no timber or other materials with projecting nails or other sharp objects that endanger workers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Provide adequate and suitable lighting in the site to the extent necessary to secure workers safety. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Keep the site tidy and store materials safely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Make proper arrangements for collecting and disposing waste and scrap. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Excavations

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|-----|--|--------------------------|--------------------------|--------------------------|
| 13. | Supply an adequate material with which to shore the sides of excavations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | A competent person to make daily inspections of excavations to determine the possibility of a cave-in, and make weekly recorded inspections. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | See to it that the sides of excavations are sufficiently shored or they are sloped back to 45° and no fall or dislodgement of earth, rock or other materials is liable to occur. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Use a method of work for putting in shoring which protects the shorer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Provide a suitable ladder or other safe means for getting in and out of the excavations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Provide suitable barriers or coverings to prevent persons falling into the excavations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Make sure that there are no structure whose stability may be affected by the excavations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

20. Ensure that there is no material, equipment or plant close to the edge of the excavations.

21. Make arrangements necessary to prevent vehicles driving into the excavations.

Scaffolding

22. Ensure that the scaffold is erected under the supervision of someone competent in scaffold erection.

23. Mount all the uprights of the scaffold on proper base plates.

24. Ensure that no parts of the scaffold are removed after it is erected.

25. Secure the scaffold to the building in enough places to prevent scaffold collapse.

26. Make the uprights of the scaffold vertical and securely braced to prevent swaying or displacement.

27. Closely board the working platforms with scaffold boards or planks of sufficient thickness and proper grade timber.

28. Arrange the boards so as to avoid tipping or tripping risks.

29. Erect guard-rails and toe-boards to a safe height at the open sides and ends of scaffold platforms from which there is a drop of 2 metres or more.

30. Evenly distribute materials over the scaffold and make sure it is not overloaded.

31. Construct tower scaffolds with a safe height to base area ratio.

- 32. Properly secure the wheels of mobile scaffolds and make these wheels fitted with brakes.
- 33. Provide access ladders for tower scaffolds internally and not externally.
- 34. Ensure that workers on suspended scaffolds are using lifelines anchored overhead to a suitable anchorage on the building and not to the scaffold.
- 35. Ensure that the scaffolds are inspected by a competent person at least once a month and after exposure to weather conditions likely to have affected the scaffolds.
- 36. Results of scaffold inspection to be reported in a prescribed form by the person who carried out the inspection.

Ladders

- 37. Ensure that ladders are not used for jobs which require a scaffold.
- 38. Ensure that metal ladders are not used near power lines.
- 39. Use only ladders that are in good condition.
- 40. Secure all ladders at the top.
- 41. Where ladders cannot be secured at the top for technical reasons, ensure that they are secured near the bottom or footed.
- 42. Let ladders rise at least 1 metre above their landing places.
- 43. Inspect ladders regularly for signs of damage or corrosion.
- 44. Mark all ladders for identification.

Roof work

- 45. Use crawling boards or crawling ladders to work on roofs with slopes of more than 10°.
- 46. Provide sufficient guard-rails and toe-boards or other forms of edge protection to prevent a worker or materials falling more than 2 metres.
- 47. Provide crawling boards for work above fragile material.
- 48. Display warning notices at all approaches to fragile roofs.
- 49. Provide guard-rails or covers at places where it is necessary to pass close to fragile material.

Steel erection

- 50. Ensure that steel erectors work from temporary access platforms wherever possible.
- 51. Ensure that where temporary access platforms are not in use steel erectors are wearing safety harnesses and lifelines.
- 52. Provide suitable anchorage points for the attachment of safety harness and lifelines.
- 53. Install a safety net where the distance of fall exceeds two metres.
- 54. Use safety lines to prevent the dangerous swing of steel works being raised or lowered by crane.

Work over water

- 55. When work is in progress over water ensure that a manned safety boat is in position.

- 56. Provide a sufficient number of lifebuoys, lines and suitable rescue equipment conveniently to hand.
- 57. Provide secure fencing to places where workers are liable to fall to the water with a risk of drowning.

Demolition

- 58. Obtain the construction characteristics of the building to be demolished before demolition begins.
- 59. Ensure that demolition operations are directly supervised by a competent person who establishes a demolition plan.
- 60. Provide safe working platforms from which demolition workers are operating (not directly from the building).
- 61. Make arrangements so that debris is not allowed to collect on floors to create a danger of collapse.

Confined spaces

- 62. Test the internal atmosphere before work begins in a confined space, to assure adequate level and supply of oxygen in the air and freedom from dangerous fumes.
- 63. Make sure that it is not possible for vehicle exhaust fumes to collect in a manhole in which work is being carried on.
- 64. Provide and ensure the use of self-contained breathing apparatus and the wearing of a safety harness and lifeline for those working in a confined space.

- 65. Adequately ventilate the confined space with fresh air.
- 66. Ensure that those working in a confined space are in direct communication with a worker outside the space who is equipped with rescue apparatus and trained in its use.

Transport

- 67. Ensure that all site vehicles are in good repair.
- 68. Provide roll-over protection for vehicles that are liable to overturn.
- 69. Confirm before use that steering, hand-brake and foot-brake of vehicles work properly.
- 70. Allow only workers who have received proper training and hold recognised driving licences to drive site vehicles.
- 71. Securely retain in position the loads of all site vehicles.
- 72. Train those working with tipping lorries not to go beneath the raised body.
- 73. Ensure that only authorised passengers are riding on site vehicles and then in safe positions.
- 74. Equip vehicles with a reversing signal where appropriate
- 75. Ensure that when vehicles reverse with a load they are controlled by a trained worker.

Cranes

- 76. Confirm that there is a valid test certificate (i.e. issued less than 4 years ago and since then the crane has not undergone substantial alteration or repair) for each crane.

77. Ensure that every crane is inspected weekly by a competent person and that a record is kept.
78. Make sure that every crane is thoroughly examined at regular intervals of not more than 14 months by a competent examiner, and that a report is prepared.
79. Maintain every crane regularly.
80. Train the crane operator and ensure that the age of the operator is over 18.
81. Ensure that the safe working load for varying radii of the jib are displayed and are clearly visible to the operator.
82. Make sure that crane cabins are safe, afford the driver adequate protection from the weather and crane controls are clearly marked.
83. Train crane operators and signallers (age not below 18) in the use of hand signals and ensure that their illustrations are displayed on the job site.
84. Ensure that every crane has an accurate automatic safe load indicator, clearly visible to the driver, which shows the radius of the jib at any particular time and the safe working load applicable to that radius.
85. Ensure that every crane is operating on a hard and level base and crane outriggers are used when required.
86. Provide a safe means of access to those parts of the crane that are within the cabin and require periodic inspection or maintenance.

Gin or pulley wheels

- 87. Confirm that it has been tested and thoroughly examined by a competent examiner since manufacture and after any substantial alteration or repair (unless the load is less than 1 tonne).
- 88. Ensure that every gin or pulley wheel is inspected weekly by a competent person.
- 89. Ensure that every gin or pulley wheel is thoroughly examined by a competent examiner every 14 months (unless the load is less than 1 tonne).
- 90. Ensure that the safe working load is clearly and legibly marked on it if it is used in raising or lowering loads weighing 1 tonne or more.
- 91. Adequately secure the supporting beam which must be of adequate strength to prevent undue movement.

Goods or platform hoists

- 92. Confirm that it has been tested and thoroughly examined by a competent examiner since manufacture and after any substantial alteration or repair.
- 93. Ensure that every goods or platform hoist, including the hoisting rope, is inspected weekly by a competent person and a record kept.
- 94. Ensure that every hoist is thoroughly examined by a competent examiner every six months and a record kept.
- 95. Surround every hoist by a substantial fence to prevent workers being struck by the hoist platform or falling down the hoistway.

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| 96. Provide secure gates at all points of access to the platform. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 97. Keep gates shut when the platform is not at that landing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 98. Attach a load-rating plate to the platform. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 99. Provide a notice prohibiting workers from riding on the platform. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 100. Provide overhead protection over the operator's position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 101. Provide the platform with bakes or devices which will hold it and the load in position if the hoisting rope or mechanism fails. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 102. Provide an automatic device which will ensure that the platform does not pass the highest point to which it is designed to travel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 103. Use a proper signalling system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand tools | | | |
| 104. Regularly inspect hand tools for safe condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 105. Keep tool handles free from splits and cracks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 106. Firmly fix tool handles in the heads of all tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 107. Avoid the use of hammers, chisels and other impact tools with mushroomed heads. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 108. Keep the edges or teeth of cutting tools sharp. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cartridge tools

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|--|--------------------------|--------------------------|--------------------------|
| 109. Train the operators of cartridge operated fixing tools properly and ensure that they hold a certificate of competency and are able to avoid misfires. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 110. Keep the operators informed and trained on the basis of the manufacturers' instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 111. Leave cartridge operated fixing tools not in use unloaded and locked in a strong tool box or similar container with their cartridges, pins and ancillary equipment; and store in a secured place. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 112. Clean bolt guns regularly and inspect each day before use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 113. Ensure that safety helmets, safety goggles and safety shoes are worn by the operator and others within the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 114. Ensure that ear protection is used by the operator, particularly when working in confined spaces. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Concrete formwork

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|---|--------------------------|--------------------------|--------------------------|
| 115. Check that the design and supports of formwork and shoring are adequate to support all intended loads. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 116. Ensure that the formwork is inspected by a competent person before pouring of concrete begins. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 117. Erect formwork safely from steps or working platforms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 118. Cover all projecting reinforcing bars when work is being carried out overhead. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 119. Wear gloves and eye protection when stripping formwork. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

120. Immediately remove or bend over nails from stripped formwork.

Electricity

121. Ensure that electrical equipment is supplied from a reduced voltage supply if practicable.

122. Inspect electrical equipment including wires and cables for signs of damage daily or before use.

123. Make all connections to the power supply by proper connectors or plugs.

124. Properly ground or earth all electrical equipment.

125. Insulate the supply to all overhead or underground power lines whenever possible danger of contact with these lines is foreseen.

126. Where the supply to power lines has not been turned off, ensure that other precautions have been taken to prevent contact with the lines.

Fire precautions

127. Provide the right number and type of fire extinguishers and maintain them in good condition.

128. Provide and maintain the right number and type of fire hydrants, fire pumps and hose reels.

129. Establish and maintain escape routes in case of fire.

130. Keep the amount of flammable liquid in actual use to a day's supply and within exempted quantity unless a dangerous good store is available.

- 131. Keep flammable liquids in safe containers with proper label, clearly and boldly marked "Inflammable Substance" in both English and Chinese.
- 132. Prohibit smoking and naked flame while using flammable liquids.
- 133. Store LPG cylinders properly.
- 134. Close the valves of all LPG cylinders when not in use.
- 135. Ensure that no LPG cylinders are stored inside huts or insufficiently ventilated areas.
- 136. Collect site waste and remove regularly.

Noise

- 137. Fit all pneumatic drills/concrete breakers with silencer muffs.
- 138. Fit exhaust systems of other machinery with silencers.
- 139. Keep machinery covers closed while the machinery is in use.
- 140. Wear hearing protection when engaged or working near noisy processes.
- 141. Correctly fit hearing protection and maintain in a clean and sanitary condition.

Hazardous substances

- 142. Keep hazardous chemicals in use on site within the exempted quantity and label all containers.
- 143. Make chemical safety data sheets available for obtaining information about hazardous chemicals in use.

- 144. Ensure that advice given by chemical safety data sheets is followed.
- 145. Ensure workers are aware of the hazards of the substances they are using and have been informed of the precautions to be taken by them.
- 146. Train workers in handling and use of hazardous chemicals.
- 147. Provide personal protective clothing and equipment and ensure that it is properly worn.

Welfare facilities

- 148. Provide sufficient and suitable toilets, if practicable water closets, including urinals.
- 149. Provide separate facilities for men and women workers.
- 150. Provide sufficient and suitable washing facilities.
- 151. Provide sufficient and suitable accommodation for the storage and drying of "street" and work clothing.
- 152. Provide sufficient and suitable facilities for preparing and eating food.
- 153. Ensure that there are sufficient and suitable provisions made for first aid and medical treatment.
- 154. Train all workers about action to be taken in emergency situations following an accident.

Unsafe condition and/or practices observed and location.

Construction Safety Inspection Checklist
Summary of Follow-up Actions

Part I :

Contract No. _____ Contract Title _____

Date of Inspection _____ Time _____

Person(s) making the inspection :

- | | <u>Name in Block Letters</u> | <u>Designation</u> | <u>Organisation</u> | <u>Signature</u> |
|----|------------------------------|--------------------|---------------------|------------------|
| 1. | | Site Agent | | |
| 2. | | Safety Officer | | |
| 3. | | | | |
| 4. | | | | |

Item No.	Location	Situation requiring follow up action	Agreed Due Date for Completion	Date Completed	Remarks

To be signed at the end of inspection

Architect/Engineer or his representative _____ Safety Officer _____

Part II : (To be countersigned after ALL actions are completed)

Safety Officer _____ Architect/Engineer or his representative _____
 Date _____ Date _____

(Note: No payment will be made for the "Weekly Safety Walk" item under PFSS contracts if any one of the follow up actions is completed after the "Agreed Due Date for Completion".)

Appendix II

Labour Department
List of Telephone & Fax nos and Addresses of
Divisional Occupational Safety Officer for
Inter-departmental Liaison

Office	Telephone	Fax	Office Boundary
BEC/HK & I-1	2835 2026 2835 2029	2833 0156	The area bounded by Eastern District Council electoral boundary.
BEC/HK & I-2	2834 9351 2834 5451 2834 5581	2904 7453	The area bounded by Wanchai District Council electoral boundary.
BEC/HK & I-3	2834 0364 2834 9964 2834 8331	2904 7453	The area bounded by Central and Western District Council constituency boundary of Chung Wan, Mid Level East, and Peak.
BEC/HK & I-4	2835 2435 2835 2436 2835 2437	2152 0446	The area bounded by Southern District Council electoral boundary.
BEC/HK & I-5	2834 7047 2834 1768 2834 7165	2904 7453	The area bounded by Islands District Council electoral boundary and Central and Western District Council constituency boundary of Sheung Wan, Castle Road, University, Water Street, Tung Wah, Sai Ying Pun, Shek Tong Tsui, Sai Wan, Belcher, Kwun Lung, Kennedy Town and Mount Davis.
(MRM)3	2154 2540 2154 2541	2151 1423	(a) Worksites under the Operation Building Bright Scheme and the Mandatory Building Inspection Scheme in the boundaries of the Hong Kong Region; and (b) Worksites encountered in the areas assigned in the boundaries of the Hong Kong Region during the area patrol operations.
BEC/K-1	2150 6578 2150 6580 2150 6581	2377 1653	The whole of Sham Shui Po District Council electoral boundary.

BEC/K-2	2399 2251 2399 2253	2399 7205	Yau Tsim Mong District Council electoral boundary except Tsim Sha Tsui eastern portion bounded by MTR East Rail Line, Princess Margaret Road, Chatham Road South, Austin Road, Nathan Road along MTR to the seafront and Mongkok northern area and Prince Edward area bounded by MTR East Rail Line, Boundary Street, Tung Chau Street, Tong Mi Road, Argyle Street (excluding the construction works under the West Kowloon Cultural District)
BEC/K-3	2150 6588 2150 6585 2150 6586	2377 1653	Southern portion of Kowloon City District Council electoral boundary, i.e. Ho Man Tin, Ma Tau Wai, To Kwa Wan and Hung Hom, bounded by MTR East Rail Line, Argyle Street, Ma Tau Chung Road, Sung Wong Toi Road straight to the seafront, plus Tsim Sha Tsui eastern portion bounded by MTR East Rail Line, Princess Margaret Road, Chatham Road South, Austin Road, Nathan Road along MTR to the seafront.

BEC/K-4	2760 7559 2760 7659 3583 2540	2624 5535	The whole of Wong Tai Sin District Council electoral boundary, northern portion of Kowloon City District Council electoral boundary, i.e. Kai Tak, Kowloon Tong, Kowloon City, Wang Tau Hom, Tung Tau Tsuen, Wong Tai Sin (excluding the construction works under Kai Tak Development), and northern portion of Yau Tsim Mong District Council electoral boundary, i.e. Mongkok northern area and Prince Edward area, plus Ngau Chi Wan and San Po Kong areas bounded by Kai Tak, Wong Tai Sin District Council eastern and northern electoral boundaries, Kowloon City District Council northern and western electoral boundaries, MTR East Rail Line, Argyle Street, Ma Tau Chung Road, and Sung Wong Toi Road straight to the seafront, and Mongkok northern area and Prince Edward area bounded by MTR East Rail Line, Boundary Street, Tung Chau Street, Tong Mi Road, Argyle Street.
(MIP)3	3467 8166 3467 8167 3467 8168	3421 1024	Work areas in relation to the construction of the mega infrastructure projects, including: (a) the construction works under Kai Tak Development; and (b) the construction works under West Kowloon Cultural District.
(MRM)1	2157 3156 2157 3159 2157 3160	3162 3792	(a) Worksites under the Operation Building Bright Scheme and the Mandatory Building Inspection Scheme in the boundaries of the Kowloon Region; and (b) Worksites encountered in the areas assigned in the boundaries of the Kowloon Region during the area patrol operations.
BEC/E-1	2654 1120 2654 1122	2651 2366	The area bounded by North District Council electoral boundary and Tai Po District Council electoral boundary.

BEC/E-2	2158 5515 2158 5516 2158 5517	2343 1536	The area bounded by Shatin District Council electoral boundary.
BEC/E-3	2756 4070 2795 5236	2750 8754	The area bounded by Sai Kung District Council electoral boundary.
BEC/E-4	2757 1894 2757 3226	2757 7185	The area bounded by Kwun Tong District Council electoral boundary.
(MRM) 2	2158 5501 2158 5570 2158 5571	2343 1536	(a) Worksites under the Operation Building Bright Scheme and the Mandatory Buildings Inspection Scheme in the boundaries of the New Territories East and Kwun Tong Region; and (b) Worksites encountered in the areas assigned in the boundaries of the New Territories East and Kwun Tong Region during the area patrol operations.
BEC/W-1	2463 8355 2463 8352	2464 2295	The area bounded by Yuen Long District Council electoral boundary, excluding Tin Shui Wai and the area bounded by the electoral constituency of Ping Shan South.
BEC/W-2	2437 1505 2437 1506 2473 1507	2415 3471	(a) The area bounded by Tuen Mun District Council electoral boundary. (b) The west portion of Tsuen Wan District Council electoral boundary bounded by the junction of Tuen Mun Road/Castle Peak Road - Tsuen Wan and Hoi Hing Road (i.e. the Lai To, Tsuen Wan Rural East and Lantau Island of the Tsuen Wan Rural West constituency) and North Lantau (excluding Hong Kong Disneyland workplaces and construction projects in Penny's Bay, Lantau).
BEC/W-3	2437 1508 2437 1509 2437 1510	2415 3471	The area bounded by Kwai Tsing District Council electoral boundary.

BEC/W-4	2437 1501 2473 1502 2437 1503	2415 3471	The area bounded by Tsuen Wan District Council electoral boundary, excluding the area going westward bounded by the junction of Tuen Mun Road/Castle Peak Road - Tsuen Wan and Hoi Hing Road (i.e. the Lai To, Tsuen Wan Rural East and Lantau Island of the Tsuen Wan Rural West constituency).
BEC/W-5	2423 7874 2423 8184	2423 8344	(a) Hong Kong Disneyland workplaces and construction projects in Penny's Bay, Lantau. (b) The Tin Shui Wai portion of Yuen Long District Council electoral boundary. (c) The area bounded by the electoral constituency of Ping Shan South of Yuen Long District Council electoral boundary.
(MRM) 4	2154 2960 2154 2962 2154 2963	2151 1423	(a) Worksites under the Operation Building Bright Scheme and the Mandatory Building Inspection Scheme in the boundaries of the New Territories West Region; (b) Worksites encountered in the areas assigned in the boundaries of the New Territories West Region during the area patrol operations.
AR-1	2423 4367 2421 6794	2484 9914	(a) All workplaces and construction sites at Chek Lap Kok; (b) Mixed development projects on the top of LOHAS Park MTR Station (Tseung Kwan O Town Lot No. 70); and (c) Mixed development projects on the top of Tseung Kwan O MTR Station (Tseung Kwan O Town Lot No. 72).

<p>AR-2</p>	<p>2361 7494 2728 6174 3188 2439</p>	<p>2708 9263</p>	<p>(a) Workplaces of MTR Island Line, South Island line, East Rail Line, Ma On Shan Line and Light Rail including railway stations, maintenance depots, workshops, etc.;</p> <p>(b) Workplaces at property development managed by the MTRCL along MTR Island Line, South Island line, East Rail Line including Lok Ma Chau Extension Line, Ma On Shan Line and Light Rail [Admiralty Centre, Citylink Plaza, Fairmont House, Felicity Garden, Festival City, Fortress Metro Tower, Fo Tan Railway House, Heng Fa Chuen, Hongway Garden, Kornhill, Kornhill Garden, Lake Silver, Palazzo, Paradise Mall, Perfect Mount Gardens, Riverpark, Southorn Garden, Trackside Villas and World Wide House];and</p> <p>(c) Property development projects along MTR Island Line, South Island line, East Rail Line, Ma On Shan Line and Light Rail.</p>
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AR-3	2417 6555 2417 6552 2417 6553	2498 1074	(a) Workplaces of MTR Airport Express Line, MTR Tung Chung Line, MTR Kwun Tong Line, MTR Tsuen Wan Line, MTR Tseung Kwan O Line and MTR West Rail Line; (b) Workplaces at property development managed by MTRCL along the above railway lines; (c) Property development projects of MTRCL along the MTR Tung Chung Line and MTR West Rail Line; (d) MTR maintenance depots at Kowloon Bay, Tsuen Wan, Tseung Kwan O, Siu Ho Wan and Pat Heung; (e) Maintenance Contracts of Lantau Fixed Crossing and Ting Kau Bridge; and (f) Workplaces of Ngong Ping 360 Cable Car managed by Ngong Ping 360 Limited.
(MIP)1	3104 2470 3104 2471 3104 2472	2412 2911	Work areas in relation to the construction of Hong Kong section of the Guangzhou - Shenzhen - Hong Kong Express Rail Link (XRL).
(MIP)2	2154 2980 2554 2981	2151 1423	Work areas in relation to the construction of the following mega infrastructure projects, including: (a) Hong Kong section of Hong Kong-Zhuhai-Macao Bridge (HZMB); and (b) Tuen Mun-Chek Lap Kok Link (TM-CLKL) and Tuen Mun Western Bypass (TMWB).
(MIP)4	2157 3152 2157 3154 2157 3155	2555 2518	Work areas in relation to the construction of MTR Shatin to Central Link (SCL).