



劳工处 - 职业安全及健康部

Occupational Safety and Health Branch - Labour Department

办事处地址、电话及传真号码

职业安全及健康部

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职业健康

职业健康服务

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观塘赛马会健康中心二号楼
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电话: 2361 8240 (职业安全健康中心)
传真: 2142 6905

粉岭职业健康诊所

新界粉岭璧峰路二号
粉岭健康中心七楼
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锅炉及压力容器科

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Contact Addresses, Phone and Fax Numbers

Occupational Safety and Health Branch

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Occupational Safety - Operations Division

Hong Kong & Island Region

16/F., Southern Centre, 130 Hennessy Road, Wanchai, Hong Kong.
Telephone : 2835 2034 Fax : 2833 0156

Kowloon Region

6/F., Mongkok Government Offices, 30 Luen Wan Road, Mongkok, Hong Kong.
Telephone : 2399 2244 Fax : 2787 5984

New Territories East & Kwun Tong Region

Room 215, 2/F., Kwun Tong District Branch Office, 2 Tung Yan Street, Kwun Tong, Kowloon.
Telephone : 2157 8055 Fax : 2157 0070

New Territories West Region

8/F., Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan.
Telephone : 2437 1541 Fax : 2415 4425

Integrated Services

6/F, Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan.
Telephone : 2417 6557 Fax : 2498 1074

Occupational Safety and Health Training Centre

13/F., City Landmark I, 68 Chung On Street, Tsuen Wan, New Territories.
Telephone : 2940 7064 Fax : 2940 6251

Occupational Health

Occupational Health Service

15/F., Harbour Building, 38 Pier Road, Central, Hong Kong.
Telephone : 2852 4041 Fax : 2581 2049

Kwun Tong Occupational Health Clinic cum Occupational Safety and Health Centre

2/F., Kwun Tong Jockey Club Health Centre, 457 Kwun Tong Road, Kwun Tong, Kowloon.
Telephone : 2343 7133 (Kwun Tong Occupational Health Clinic)
Telephone : 2361 8240 (Occupational Safety and Health Centre)
Fax : 2142 6905

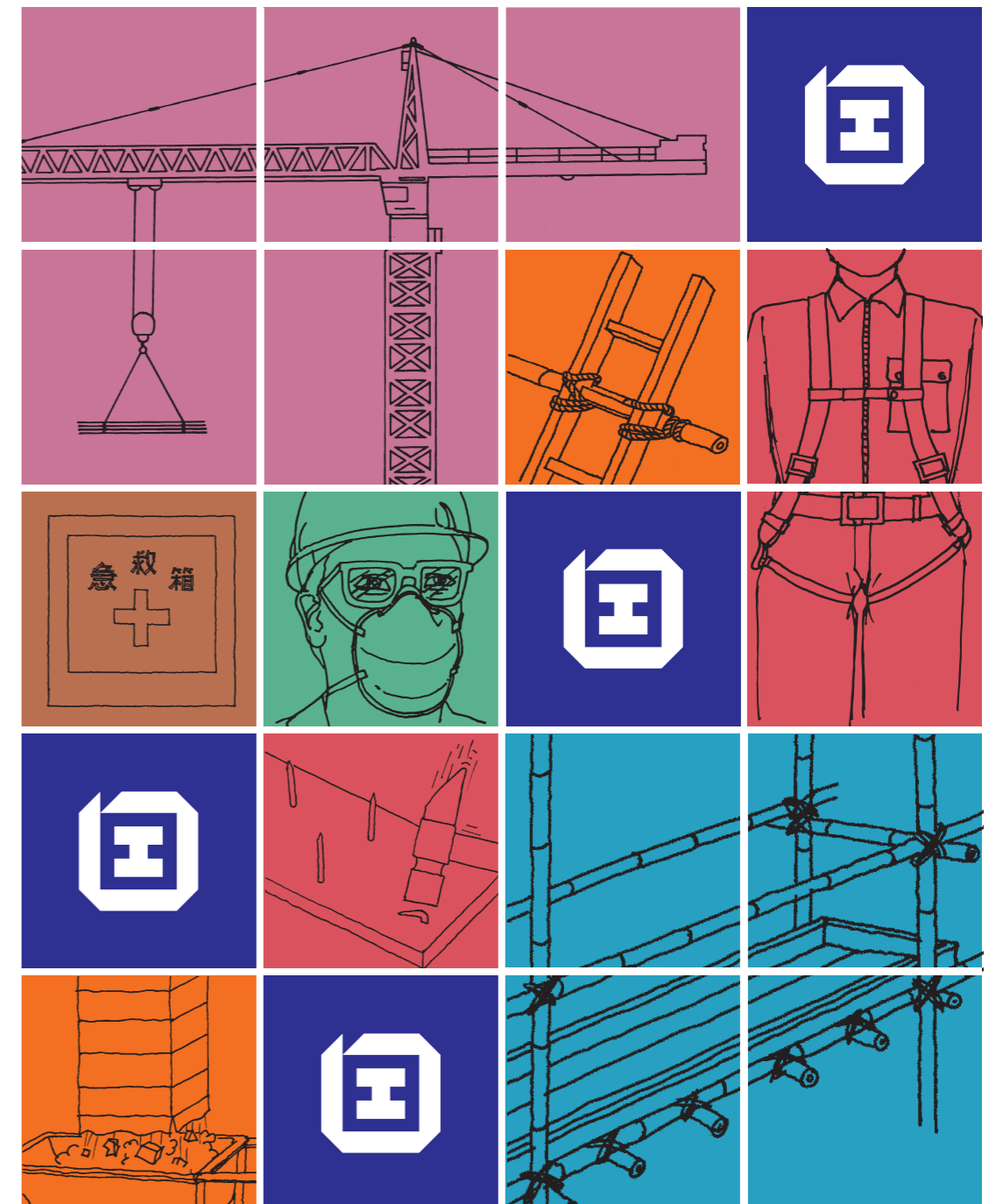
Fanling Occupational Health Clinic

7/F, Fanling Health Centre, 2 Pik Fung Road, Fanling, New Territories.
Telephone: 3543 5701 Fax: 3543 5718

Boilers & Pressure Vessels Division

24/F., Western Harbour Centre, 181 Connaught Road West, Hong Kong.
Telephone : 2975 6428 Fax : 2517 6853

建筑工地工作安全及健康事项查核表
CONSTRUCTION SITE SAFETY & HEALTH CHECKLIST



劳工处职业安全及健康部
Occupational Safety and Health Branch
Labour Department



3 梯子

- 梯子是否适宜使用在要进行的工作(应该先考虑使用棚架)。
- 梯子是否在良好的情况和适当地安放以方便上落。
- 梯子是否安放在平实的地面上。
- 梯子是否已安放在结实的支点上。
- 梯子是否固定在某靠近顶部或底部的一点上(只有不可能固定在顶部时, 然后才固定在底部)。
- 梯子的顶部是否最少高出梯子停著的支点平面或最高使用的梯级1.05米。

4 挖掘工程

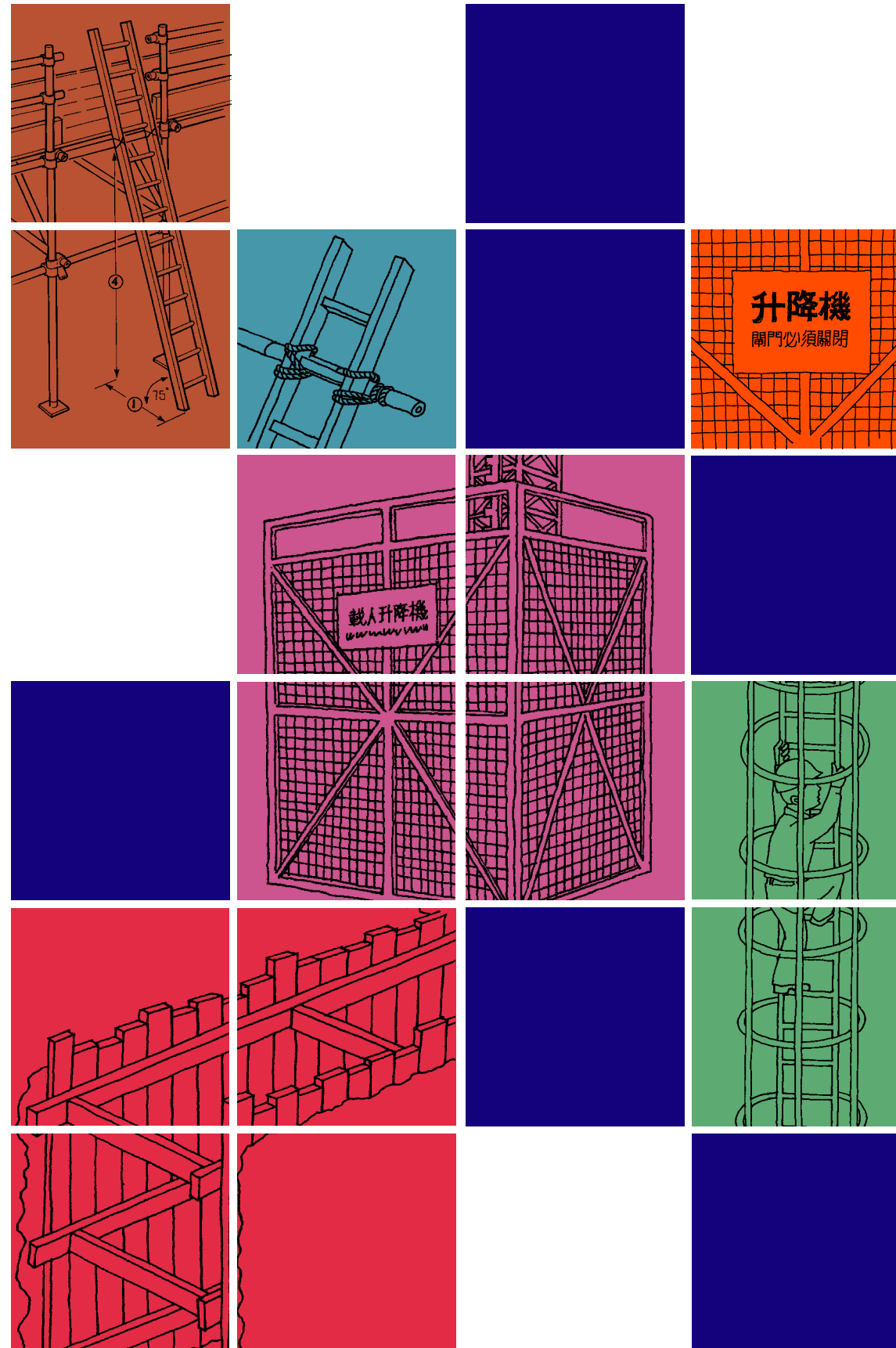
- 藏于地下的公共设施的位置, 是否已经确定及加上标记。
- 是否已采取预防措施, 以免影响地下公共设施。
- 是否已采纳安全的方法安装及拆除木板支撑。
- 斜坡或挖坑的倾斜度是否足够以防坑边泥土倾塌。
- 是否由合资格的人最少每星期检验临时坑穴的稳固情形一次。
- 进出挖掘场地的通道是否安全可靠。
- 坑穴的边缘是否已有围栏或设置屏障, 以防有人堕下。
- 当坑穴有被水淹的危险时, 是否已采取预防措施。
- 堆积的物料, 废料, 或任何机械装置是否已远离临时坑穴。
- 坑穴的边缘是否已放置木挡, 以防车辆过度接近。
- 当大雨过后, 是否即时抽出坑穴内的积水。

5 临时支架及板模

- 是否已检查板模的设计及支撑。
- 临时支架或板模是否已安稳地架设在台阶或适当的平台上。
- 支架及板模的底部和地面情况是否足以承托重物。
- 使用的木板是否状况良好。
- 直撑是否垂直地竖立在底板上和适当地分列。
- 直撑的栓子是否恰当。
- 在准许落水泥前, 板模是否已经由合资格的人根据批准的设计检查妥当。

6 吊重机

- 吊重机是否已由合资格检验员定期彻底检验。
- 吊重机是否已由合资格的人定期检查。
- 吊重机是否已用稳固的栏栅围封。
- 在所有会停留的楼层包括地面的一层, 是否已装设闸门。
- 除吊重机台正停留于某一楼层时, 其它闸门是否已经关上。
- 吊重机操作员是否已经接受训练及能够胜任这项工作及已足18岁。
- 是否已清楚地标明吊重机的安全操作负荷。
- 不准载人的警告告示是否已张贴在物料吊重机的升降台或斗上。



3 Ladders

- Ladders are the right equipment for the job (use of scaffold should be considered first).
- Ladders are in good condition and properly positioned for access.
- Ladders are placed on firm and level ground.
- Ladders are rested against a solid surface.
- Ladders are secured near the top or the bottom (only when fixing at the top is impracticable).
- Ladders are risen at least 1.05 m above their landing place or highest rung used.

4 Excavations

- Underground services are located and marked.
- Precautions are taken to avoid underground services.
- A safe method is used for putting in and taking out the timbering.
- Angle of batter is sufficient to prevent collapse of sloped back excavation.
- Excavations are examined by a competent person at least once in a week.
- Safe access is made to excavation.
- Railing or barriers are provided to stop people from falling in.
- Precautions are taken when there is risk of excavation flooding.
- Stacked materials, spoils or plants are placed away from the edge of the excavation.
- Stop blocks are provided at edge of excavation.
- Immediately pump out rainwater after heavy downpour.

5 Falsework and formwork

- The design and the supports for formwork have been checked.
- Falsework or formwork is erected safely from steps or proper platforms.
- Bases and ground conditions are adequate for the loads.
- Timbers are in good condition.
- Props are plumbed, on level bases and properly set out.
- Correct pins are used in the props.
- Formwork is inspected by a competent person against the agreed design before permission is given to pour concrete.

6 Hoists

- Hoist is periodically and thoroughly examined by a competent examiner.
- Hoist is periodically inspected by a competent person.
- Hoist is protected by substantial enclosure.
- Gates are provided at all landings, including ground level.
- Gates are kept shut except when the platform is at the landing.
- Operator is trained and competent, and aged 18 or above.
- Safe working loads are clearly marked.
- Warning notice is posted on the platform or cage to stop people from riding on skip hoist.

7 起重機械及起重裝置

- 起重機械及起重裝置是否已由合資格檢驗員定期徹底檢驗。
- 起重機械及起重裝置是否已由合資格的人定期檢查。
- 起重機的安全負荷自動顯示器是否已由合資格的人最少每星期檢查一次。
- 駕駛員是否已經接受訓練、能夠勝任這項工作及已足18歲。
- 所有機掣，包括控制杆、手掣、開關掣等，是否已清楚地標明。
- 貨物是否已安穩地系妥。
- 是否已清楚地標明起重機的安全操作負荷。
- 起重機械是否在平整的地面上操作。
- 是否有足夠的空間以供安全操作。
- 起重機械是否有定期維修保養。
- 起重裝置是否處於良好操作狀態之中。
- 起重裝置是否已經由合資格檢驗員測試及徹底檢驗。

8 交通及車輛

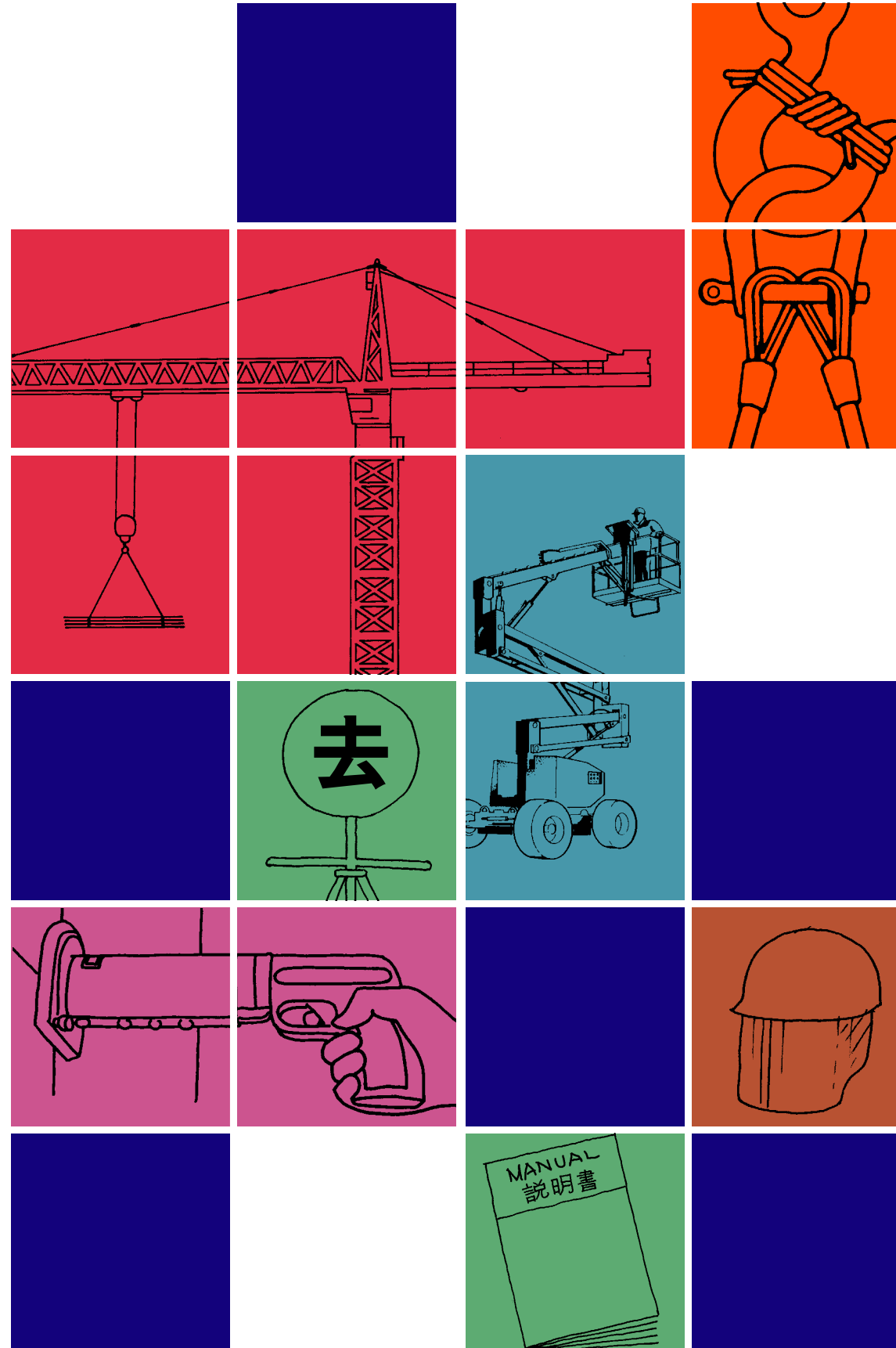
- 地盘之内是否已有分开供行人及車輛進出的地點和道路。
- 司機和操作员是否曾經接受適當的訓練。
- 車輛是否有良好的維修。
- 車輛上的貨物是否已經穩妥地擺放。
- 地盘内的交通來往是否已有系統地安排以避免產生危險，包括對行人的危險。
- 車輛退後時是否已有曾受訓練的訊號員指揮。
- 確定車身升起的部分是否已有適當承托然後讓人進入下面工作。

9 工業裝置及機械

- 使用的工業裝置和機械是否適宜於所做的工作。
- 危險部件是否已經有效地圍欄。
- 護罩是否已穩固裝上及是否有良好保養。
- 操作员是否已曾受訓練及能夠勝任。

10 槍彈推動打釘工具

- 所有的用具是否已獲認可。
- 是否有遵從製造商的指示。
- 操作员是否已足18歲及持有合資格證明書。
- 操作员是否明了使用槍彈推動打釘工具的危險及是否能夠避免走火的情況。
- 操作员是否已戴上護目鏡。
- 工具是否有定期清潔。
- 在不使用時，工具是否放在安全的地方。



7 Lifting appliances and lifting gear

- Lifting appliances and lifting gear are periodically and thoroughly examined by a competent examiner.
- Lifting appliances and lifting gear are periodically inspected by a competent person.
- Automatic safe load indicator of a crane is inspected by a competent person at least once a week.
- The driver is trained and competent, and attains 18 of age.
- Controls (lever, handles, switches, etc.) are clearly marked.
- The load is secured safely.
- Safe working load is clearly marked.
- Appliances are operated on a firm level base.
- Enough space is provided for safe operation.
- Lifting appliances are regularly maintained.
- Lifting gear is kept in good working order.
- Lifting gear is tested and thoroughly examined by a competent examiner.

8 Traffic and vehicles

- Separate pedestrian, vehicle access points and routes around the site are provided.
- Drivers and operators are properly trained.
- Vehicles are kept in good working condition.
- Vehicles are securely loaded.
- System to control on-site movements is in place to avoid danger, including to pedestrians.
- Reversing vehicles are controlled by properly trained signaller.
- Raised bodies of tipping lorries are propped before reaching under.

9 Plant and machinery

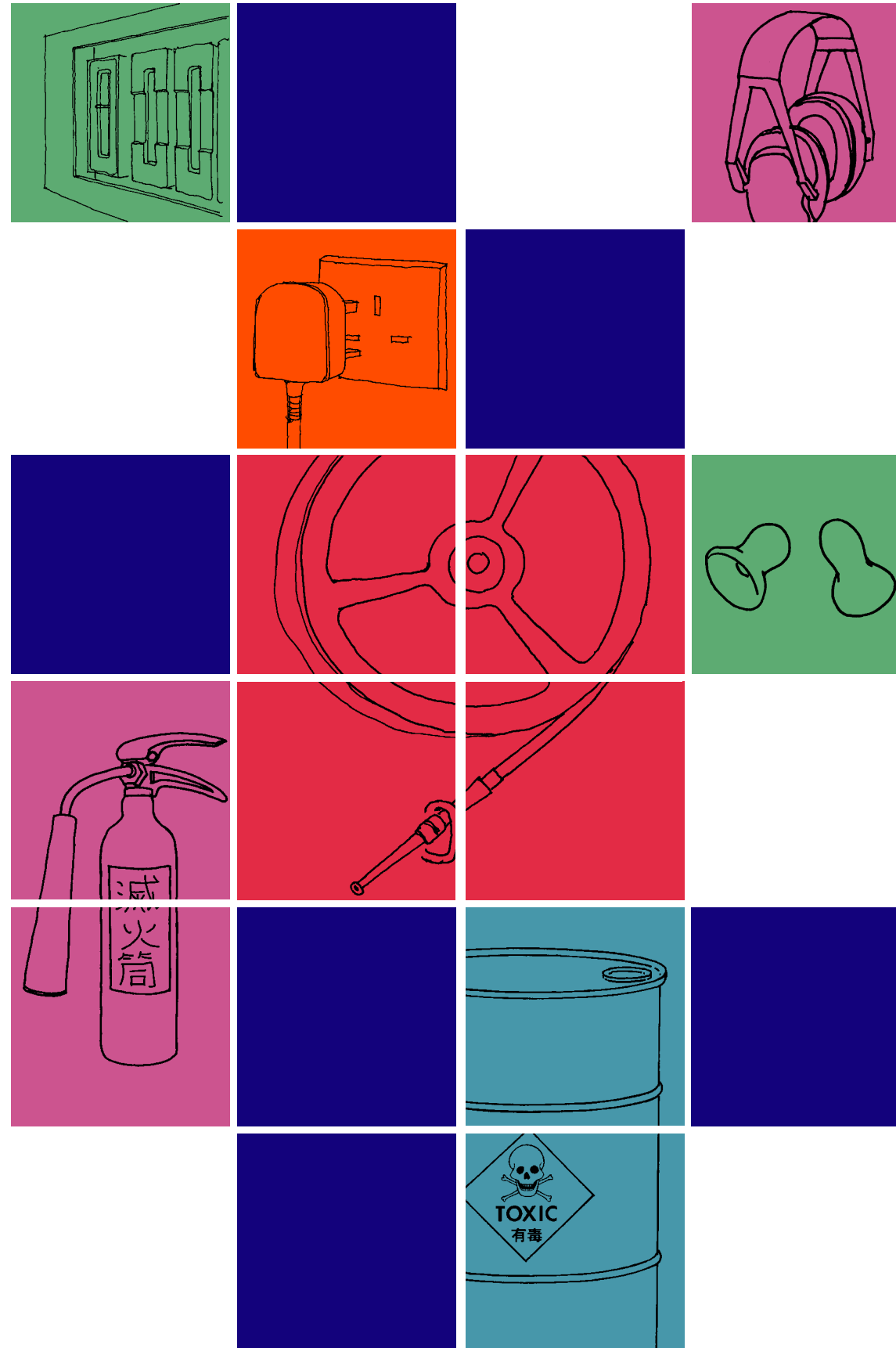
- The right plant and machinery are used for the job.
- Dangerous parts are effectively guarded.
- Guards are secured and in good working condition.
- The operator is trained and competent.

10 Cartridge-operated fixing tools

- Approved tools are used.
- Manufacturer's instructions are followed.
- The operator attains 18 and holds a certificate of competency.
- The operator is aware of the dangers and able to avoid misfires.
- Goggles are worn by operators.
- Tools are cleaned regularly.
- Tools are kept in a secure place when not in use.

11 电力

- 总掣是否已有断路装置。
- 是否已采取特别措施以保护手提电器及工具免于碰撞受损和不受潮湿环境影响。
- 所有设备、电线和电缆有没有受损的迹象和不受电波影响。
- 接驳电源的插掣是否适当。
- 插掣的接驳是否恰当，好让电线被夹紧而避免地线会被扯出。
- 架空电缆的电源是否被截断或是否已采取其他预防措施，以避免起重机、升起车斗的货车、或棚架等触碰电缆或引起电弧。
- 藏在地下的电缆是否已经确定位置及加上标记。
- 有需要时，是否已采用工作许可证制度以确保安全。



12 火

12.1 一般情况下

- 是否有足够数量和合适的灭火筒。
- 是否有足够和清晰的走火通道。
- 工人是否知道在紧急时如何应变。

12.2 易燃液体

- 是否有适当的储存地方。
- 是否已将储存量减至最低。
- 是否已将火源远离存放易燃液体的地方。
- 是否已使用安全和适当的容器。

12.3 压缩气樽

- 气樽是否已适当地存放。
- 气阀是否在气樽不使用时关上。

12.4 其他易燃物料

- 是否将数量减至最少。
- 是否已备有适当的废料箱。
- 是否定期将废料移走。

13 噪音

- 是否已评估噪音的危害。
- 是否已在高噪音的装置或机械装上灭音器。
- 工友是否已戴上认可听觉保护器。

11 Electricity

- Trip devices are provided for main voltage.
- Special measures are taken to protect portable electric tools and equipment from mechanical damage and wet conditions.
- Signs of damage to or interference with equipment, wires and cables are not present.
- All connections to power points are made by the correct plugs.
- Connections to plugs are properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out.
- Electricity supply of overhead electric lines is turned off or other precautions are taken to prevent anything (cranes, tipper lorries, scaffolding, etc.) from touching the lines or causing arcing.
- Underground electricity cables are located and marked.
- 'Permit-to-work' procedures are available where necessary to ensure safety.

12 Fire

12.1 General

- Right number and type of fire extinguishers are provided.
- Adequate and clear escape routes are provided.
- Workers know what to do in an emergency.

12.2 Flammable liquids

- Proper storage area is provided.
- The amount on site is kept to a minimum.
- Ignition sources are kept away from flammable liquids.
- Properly constructed safety containers are used.

12.3 Compressed gas cylinders

- Cylinders are properly stored.
- Cylinder valve is fully closed when the cylinder is not in use.

12.4 Other combustible material

- The amount on site is kept to a minimum.
- Proper waste bins are provided.
- Waste material is removed regularly.

13 Noise

- Assessment of noise risks has been carried out.
- Noisy plant and machinery are fitted with silencers.
- Approved ear protectors are worn by workers.

14 健康

- 是否已将危险物质可能引致的风险确认和加以评定。
- 是否已将危险物质代以较安全的物质。
- 是否已尽量减少工友接触危害，而不是首先考虑使用个人防护设备。
- 是否已经取得供应商的安全资料。
- 是否已设置及使用安全设备。
- 未受保护的工友是否已离开危险范围。
- 在密闭空间内，是否已经测试空气的成分及是否已有供给新鲜空气。
- 是否已经制订紧急程序，以拯救可能在密闭空间内遇事的工友。

15 人力提举

- 是否已尽量避免人力提举以减少受伤的可能。
- 如果人力提举是不可避免时，是否已评估风险及设法减低风险。

16 个人防护设备

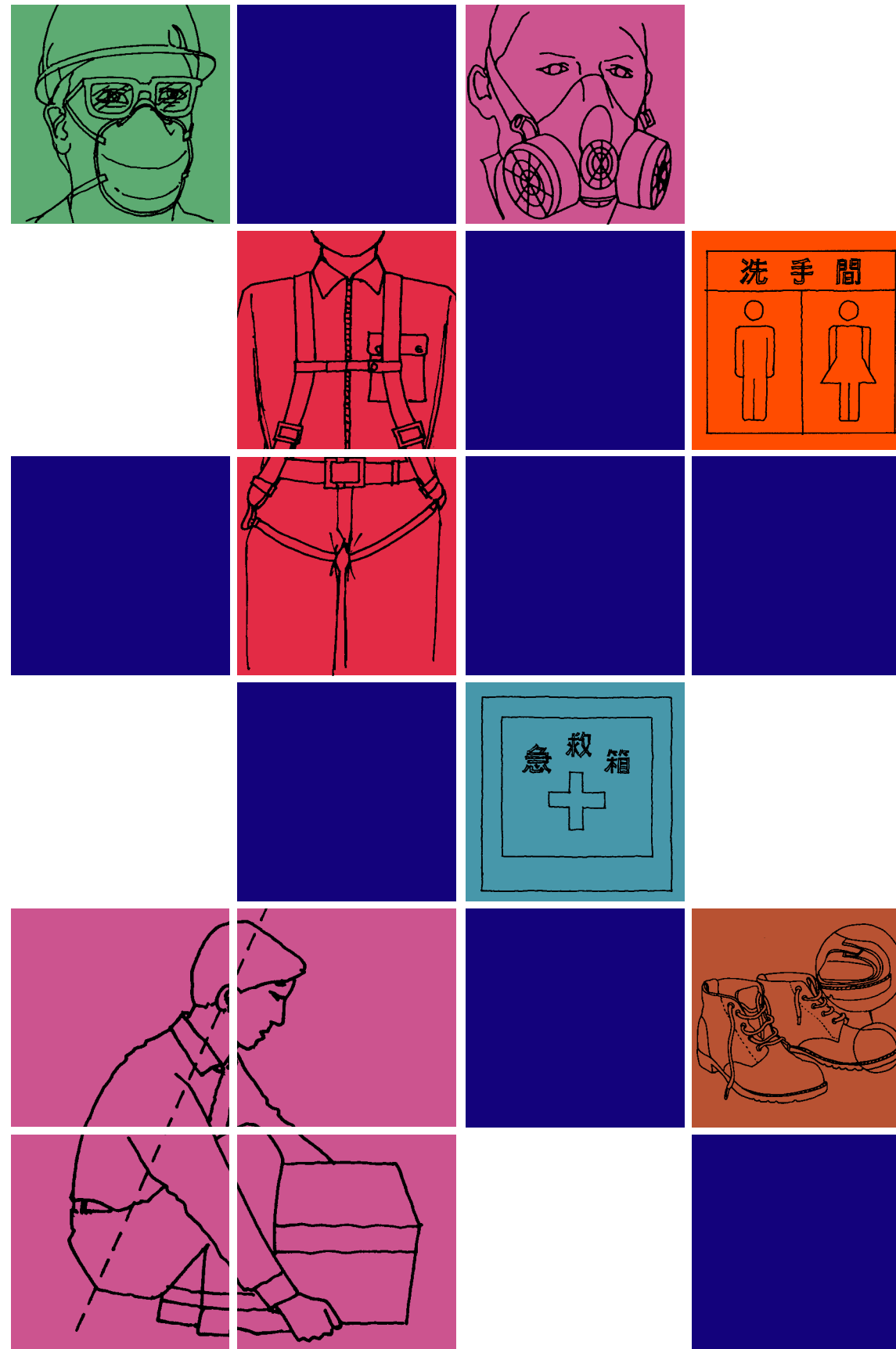
- 在有需要时，是否已提供合适的个人防护设备以保护工友。
- 工友是否有戴上个人防护设备。

17 福利设施

- 是否已有独立和适当的厕所供男女工友使用。
- 是否已有清洁的洗手盆、热/温水、肥皂和毛巾以供使用。
- 在潮湿、肮脏或恶劣的环境下工作的工友是否有适当的工作服。
- 是否有设施供更换、弄乾和储放衣服。
- 是否有遮荫的地方和供膳设施。
- 是否已提供饮用水。
- 是否已有急救箱。

18 对公众的危险

- 是否已经确认所有可能构成地盘以外公众人士的危害。
- 地盘四周是否已经围好，以防公众人士误闯地盘。



14 Health

- The risks of all hazardous substances have been identified and assessed.
- Hazardous substances are substituted by safer substances.
- Exposure is controlled other than by using protective equipment.
- Safety information sheets are available from the supplier.
- Safety equipment is provided and used.
- Workers who are not protected are kept out of danger areas.
- The atmosphere has been tested and a fresh air supply has been provided in confined spaces.
- Emergency procedures are in place for rescue from the confined space.

15 Manual handling

- Manual handling which may create risk of injury is avoided.
- Risks have been assessed and reduced if manual handling cannot be avoided.

16 Personal protective equipment

- Suitable equipment is provided to protect the head, eyes, hands and feet of workers where appropriate.
- Protective equipment is worn by workers.

17 Welfare

- Suitable toilets have been provided for both sexes.
- Clean wash basin, hot/warm water, soap and towel are provided.
- Suitable clothing is provided for those who have to work in wet, dirty or otherwise adverse conditions.
- Facilities for changing, drying and storing clothes are provided.
- Shelter and facilities for meals are provided.
- Drinking water is provided.
- First aid box is provided.

18 Risks to the public

- All risks to members of the public off site have been identified.
- Adequate site perimeter fencing is provided to keep out the public.