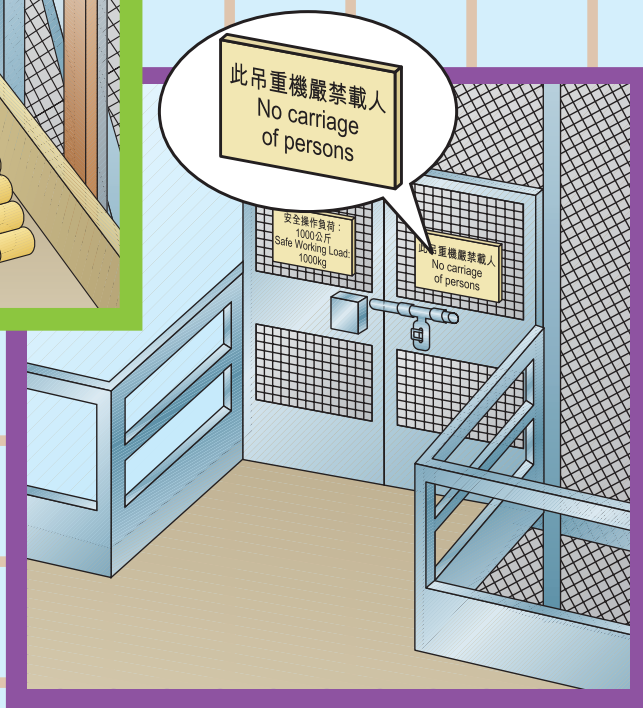
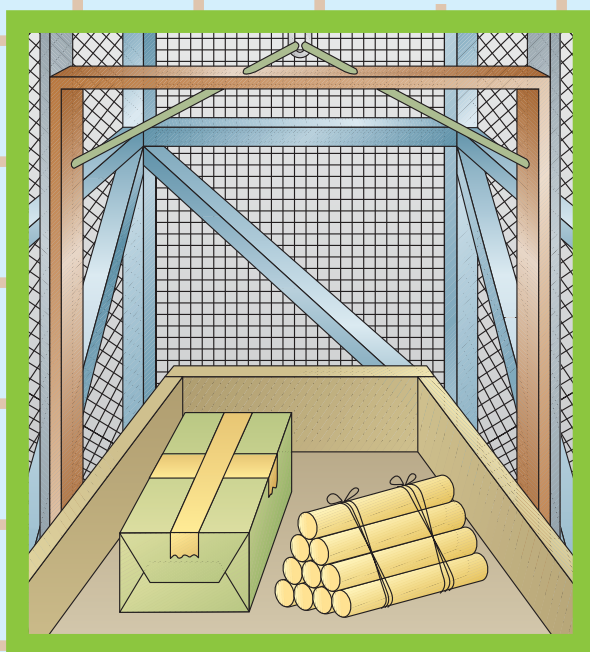


A Guide to the Provisions for Safe Use of Hoists under the Construction Sites (Safety) Regulations



Occupational Safety and Health Branch
Labour Department



OCCUPATIONAL SAFETY & HEALTH COUNCIL

**Corrigendum to A Guide to the Provisions for Safe Use of Hoists under the
Construction Sites (Safety) Regulations (Year 2004 edition)
(16 October 2023)**

Item	Paragraph	Current Version	Amendment
1	37	<p><i>Offences and Penalties — Reg. 68 and 69</i></p> <p>A contractor shall be guilty of an offence and liable to –</p> <p>(a) a fine of \$200,000 and to imprisonment for 12 months for contravening regulation 36 without reasonable excuse, or a fine of \$200,000 for contravening regulation 36;</p> <p>(b) a fine of \$200,000 for contravening any of the provisions of regulation 5(1) or (2), 31(1) or (3), 32(1) or (2), 34(1) or (2), 35(1) or (3), 38(1), (2), (3), (5) or (6);</p> <p>(c) a fine of \$50,000 for contravening any of the provisions of regulation 4A(1) or (1A), 8, 9(1) or (2), 10(1) or (2), 20(1) or (2), 33, 46(1) or (1A);</p> <p>(d) a fine of \$50,000 for wilfully and without reasonable cause doing anything likely to endanger himself/herself or others;</p>	<p><i>Offences and Penalties — Reg. 68 and 69</i></p> <p>Any contractor shall be guilty of an offence and is liable on conviction to –</p> <p>(a) (i) a fine of \$400,000 and to imprisonment for 12 months for contravening regulation 36 without reasonable excuse; or (ii) a fine of \$400,000 for contravening regulation 36 in any other case;</p> <p>(b) a fine of \$400,000 for contravening of regulation 5(1), 31(1) or (3), 32(1) or (2), 34(1) (b), 35(1) or (3), 38(1), (2), (3) or (5);</p> <p>(c) a fine of \$200,000 for contravening of regulation 5(2);</p> <p>(d) a fine at level 6 (currently \$100,000) for contravening of regulation 4A(1) or (1A), 8, 9(1) or (2), 10(1) or (2), 20(1) or (2), 33, 34(1)(a) or (2), 38(6), 46(1) or (1A);</p> <p>(e) a fine at level 6 (currently \$100,000) for wilfully and without reasonable cause doing anything likely to endanger the contractor or workman or others;</p>

Item	Paragraph	Current Version	Amendment
		(e) a fine of \$10,000 for contravening any of the provisions of regulation 67(1), (2) or (3).	(f) a fine at level 4 (currently \$25,000) for contravening of regulation 67(1), (2) or (3).
2	44	<p><i>Duties, Offences and Penalties relating to Person Using Hoist</i></p> <p>Any person who fails to comply with this requirement shall be guilty of an offence and liable to a fine of \$10,000.</p>	<p><i>Duties, Offences and Penalties relating to Person Using Hoist</i></p> <p>Any person who contravenes this requirement commits an offence and is liable on conviction to a fine of \$150,000.</p>
3	45	<p><i>Duties, Offences and Penalties relating to Person Employed</i></p> <p>Any workman engaged in construction work who wilfully and without reasonable cause does anything likely to endanger himself/herself or others shall be guilty of an offence and liable to a fine of \$50,000.</p>	<p><i>Duties, Offences and Penalties relating to Person Employed</i></p> <p>Any workman engaged in construction work who wilfully and without reasonable cause does anything likely to endanger the contractor or workman or others commits an offence and is liable on conviction to a fine at level 5 (currently \$50,000).</p>

- End -

This guidebook is prepared by the
Occupational Safety and Health Branch
Labour Department

This edition October 2004

This guidebook is issued free of charge and can be obtained from offices of the Occupational Safety and Health Branch, Labour Department. It can also be downloaded from <http://www.labour.gov.hk/eng/public/os/A/Hoist.htm>. For enquiries about addresses and telephone numbers of the offices, please call 2559 2297.

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**A Guide to the Provisions for
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CONTENTS

	Page
Introduction	1
Interpretation	2
Duties, Offences and Penalties relating to Contractor	6
Restriction on Employment of Persons below 18	6
Safe Use of Hoist	6
Construction and Maintenance of Hoist	6
Cabins for Drivers	7
Hoist Drum/Pulley	7
Brakes, Controls, Safety Devices, etc.	7
Operators and Signallers	8
Safety of Hoistway, Platform and Cage	8
Operation of Hoist	9
Winch of Hoist	9
Safe Working Load and Marking of Hoist	9
Inspection, Test and Examination of Hoist	10
Prohibition to Carry Persons	11
Securing of Loads	11
Cleaning of Dangerous Machinery by Young Persons	13
Miscellaneous Provisions	13
Keeping of Records	13
Offences and Penalties	14
Duties, Offences and Penalties relating to Competent Examiner	15
Test and Examination of Hoists	15
Offences and Penalties	15
Duties, Offences and Penalties relating to Competent Person	16
Duties, Offences and Penalties relating to Person Using Hoist	16
Duties, Offences and Penalties relating to Person Employed	16
Useful Information	17
Form 1	
Form 2	
Form 3	

Introduction

1. This Guide outlines the major provisions of Parts II, IV & V of the Construction Sites (Safety) Regulations in order to let you have an understanding of the broad principle on the safe use of hoists on construction sites and the relevant legal obligations under the Regulations. Upon the commencement of the Construction Sites (Safety) (Amendment) Regulation 2003 on 28 November 2003, the duties imposed on a contractor responsible for a hoist are extended to any contractor who has direct control over any construction work which involves the use of the hoist. If you wish to know more about the provisions, you can refer to the original text of the Regulations.



Interpretation

2. In this Guide, unless the context otherwise requires –

"Approved Training Course" means such training course provided by the Authority as the Commissioner for Labour may approve from time to time for the purposes of regulation 4A.

"Authority" means the Construction Industry Training Authority established under the Industrial Training (Construction Industry) Ordinance (Chapter 317).

"Builder's Lift" has the same meaning as in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Chapter 470).

"Competent Examiner" in relation to the carrying out of any test and examination required by these regulations, means a person who is –

- (a) appointed for that purpose by the contractor required by these regulations to ensure that the test and examination is carried out;
- (b) a registered professional engineer registered under the Engineers Registration Ordinance (Chapter 409) within a relevant discipline specified by the Commissioner for Labour; and
- (c) by reason of his/her qualifications, training and experience, competent to carry out the test and examination.

"Competent Person" means a person who is –

- (a) appointed for that purpose by the contractor required by these regulations to ensure that the duty is carried out by a competent person; and
- (b) by reason of substantial training and practical experience, competent to perform the duty.

"Construction Site" means a place where construction work is undertaken and also any area in the immediate vicinity of any such place which is used for the storage of materials or plant used or intended to be used for the purpose of the construction work.

"Construction Work" has the meaning under the Factories and Industrial Undertakings Ordinance (Chapter 59) –

- (a) the construction, erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement, dismantling, or demolition of any structure or works specified in the Third Schedule;
- (b) any work involved in preparing for any operation referred to in paragraph (a), including the laying of foundations and the excavation of earth and rock prior to the laying of foundations;
- (c) the use of machinery, plant, tools, gear, and materials in connection with any operation referred to in paragraph (a) or (b).

"Direct Control" in relation to any construction work, process, excavation, operation, or erection, substantial addition, alteration or dismantling of scaffold, means control over the way the construction work, process, excavation, operation, or erection, substantial addition, alteration or dismantling of scaffold, as the case may be, is carried out.

"Hoist"	means a lifting machine, whether worked by mechanical power or not, with a carriage, platform or cage, the movement of which is restricted by a guide or guides; and also the supports, well and enclosures, and the carriage, platform or cage, and the whole of the mechanical and electrical apparatus (if any) required in connection with the operation and safety of a hoist, but does not include a builder's lift or a tower working platform.
"Lifting Appliance"	means a crab, winch, pulley block, or gin wheel used for raising, or lowering and a hoist, crane, sheerlegs, excavator, drag line, pile driver, pile extractor, or overhead runway.
"Lifting Gear"	means a chain sling, rope sling or similar gear, and a ring, link, hook, plate clamp, shackle, swivel or eyebolt.
"Maintained"	means maintained in an efficient state, in efficient working order and in good repair.
"Plant"	includes any plant, equipment, gear, machinery, apparatus, or appliance, or any part thereof.
"Safe Working Load"	in relation to a lifting appliance or to lifting gear, means either – <ul style="list-style-type: none"> (a) the appropriate safe working load for operating the appliance or gear as specified in the current certificate of test given in the approved form by a competent examiner in respect of the appliance or gear for the purposes of these regulations; or (b) where no such certificate is required, the relevant safe working load appropriate to the lifting appliance or lifting gear.

"Structures or Works specified in the Third Schedule" has the meaning under the Factories and Industrial Undertakings Ordinance (Chapter 59) –

- (a) Any building, edifice, wall, fence, or chimney, whether constructed wholly or partly above or below ground level;
- (b) Any road, motorway, railway, tramway, cableway, aerial ropeway or canal;
- (c) Any harbour works, dock, pier, sea defence work, or lighthouse;
- (d) Any aqueduct, viaduct, bridge, or tunnel;
- (e) Any sewer, sewage disposal works, or filter bed;
- (f) Any airport or works connected with air navigation;
- (g) Any dam, reservoir, well, pipeline, culvert, shaft, or reclamation;
- (h) Any drainage, irrigation, or river control work;
- (i) Any water, electrical, gas, telephonic, telegraphic, radio, or television installation or works, or any other works designed for the manufacturing or transmission of power or the transmission or reception of radio or sound waves;
- (j) Any structure designed for the support of machinery, plant, or power transmission lines.

"Tower Working Platform" has the same meaning as in the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Chapter 470).

"Workman" means a person engaged in construction work.

Duties, Offences and Penalties relating to Contractor

Restriction on Employment of Persons below 18 — Reg. 4A

3. No person under 18 years of age shall be employed at any place on a construction site unless that person –
 - (a) is apprenticed to any contractor engaged in construction work at that site, under a contract of apprenticeship registered under the Apprenticeship Ordinance (Chapter 47);
 - (b) has completed an apprenticeship and possesses a certificate of completion issued under the Apprenticeship Ordinance (Chapter 47);
 - (c) has undertaken an approved training course and possesses a certificate of completion in respect of that course issued by the Authority in such form as the Authority may determine for that purpose; or
 - (d) is undergoing on-site training, as part of an approved training course, under the supervision of any person authorized in writing by the Authority for that purpose.

Safe Use of Hoist

Construction and Maintenance of Hoist — Reg. 5(1)

4. A hoist shall be –
 - (a) of good mechanical construction;
 - (b) made of strong and sound materials;
 - (c) free from patent defect;
 - (d) properly maintained;
 - (e) fixed and anchored by adequate arrangements to secure its safety;
 - (f) adequately and securely supported; and
 - (g) supported by structure of good construction and adequate strength, sound materials and free from patent defect.

Cabins for Drivers — Reg. 8 & 8A

5. A hoist shall be provided with a suitable cabin which –
 - (a) affords its driver or operator adequate protection from the weather; and
 - (b) is so constructed as to –
 - i. give a clear and unrestricted view enabling its driver or operator to use the hoist safely; and
 - ii. afford ready access to those parts of the hoist that are within the cabin and require periodic inspection or maintenance.
6. The cabin requirements shall not apply –
 - (a) where the driver or operator is indoors or otherwise adequately protected from the weather;
 - (b) to a hoist other than a hoist operated only from one position alongside the winch.

Hoist Drum/Pulley — Reg. 9

7. A hoist drum/pulley shall be of sufficient diameter and construction for the rope used.
8. The rope that terminates at the winding drum of a hoist shall –
 - (a) be properly secured to the drum; and
 - (b) have at least two turns of the rope remaining on the drum at every operating position of the hoist.

Brakes, Controls, Safety Devices, etc. — Reg. 10

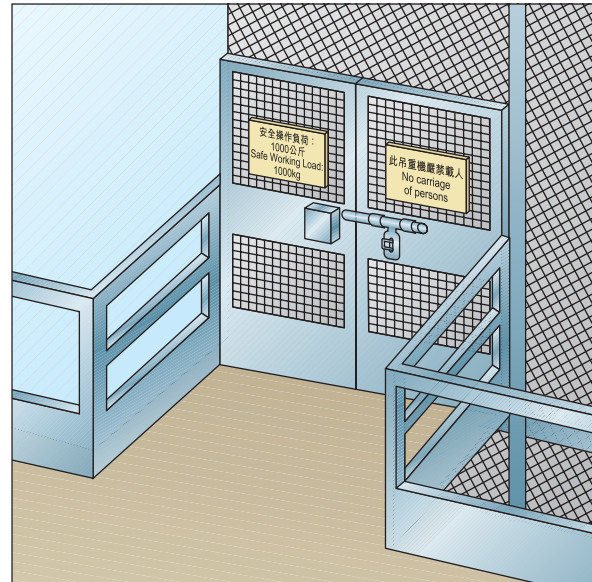
9. A hoist winch shall be fitted with one or more efficient brakes, or other similar safety devices, to prevent a load suspended from the hoist from falling out of control or dangerously.
10. Every lever, handle, switch, or other device used for controlling the operation of any part of a hoist shall –
 - (a) be provided with a suitable spring or other locking arrangement to prevent accidental movement or displacement of such controlling device that is liable to cause danger; and
 - (b) have on or adjacent to it clear markings to indicate its purpose and the mode of operation.

Operators and Signallers — Reg. 20

11. A hoist shall be operated by a workman who is –
 - (a) 18 years of age or above; and
 - (b) trained and competent to operate it.
12. A hoist may be operated by a workman not so qualified if the operation is supervised by a qualified workman.
13. Only workman of 18 years of age or above shall be employed to give signals to the driver of a hoist.

Safety of Hoistway, Platform and Cage — Reg. 31

14. The hoistway of a hoist shall be efficiently protected by a substantial enclosure at all points at which –
 - (a) access to the hoistway is provided; or
 - (b) persons are in danger of being struck by a moving part of the hoist.
15. Secure gates shall be fitted to the hoistway enclosure where access to and egress from the hoist is required.
16. The hoistway enclosure and gate shall where practicable extend to at least 2 metres high unless a lower height (of not less than 900 mm) is sufficient to prevent persons from –
 - (a) falling down the hoistway; or
 - (b) coming into contact with any moving part of the hoist.
17. Secure gates shall be kept closed except –
 - (a) where a hoist platform/cage is at rest at a landing place; and
 - (b) it is for the time being necessary for the gate to be opened for the purpose of loading or unloading goods, plant, or material.



Remark: The gates of the material hoist at each loading and unloading point shall be fitted with efficient interlocking devices such that the hoists are operable only when all gates are closed. (Special precautions under section 7(4) of the Factories and Industrial Undertakings Ordinance, Chapter 59)

18. Efficient devices shall be provided and maintained to support a hoist platform/cage and its safe working load in the event of any mechanical failure.
19. One or more efficient automatic devices shall be provided and maintained to ensure a hoist platform/cage does not pass through the highest point of travel.

Operation of Hoist — Reg. 32

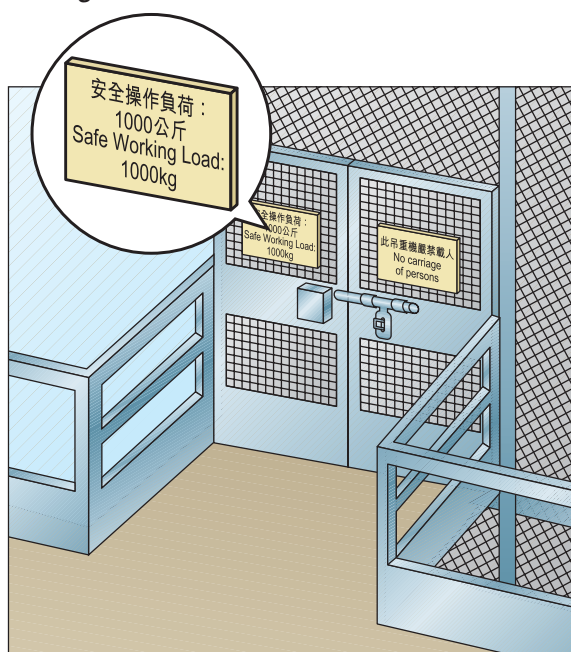
20. A hoist shall be so constructed that it can be operated only from one position at any one time.
21. If a hoist operator does not have a clear and unrestricted view of a hoist carriage/platform/cage throughout its travel (except at points where such a view is not necessary for safe working), effective arrangements for signals for operating the hoist shall be given to that operator from each landing place at which the hoist is used and to enable him/her to stop the carriage/platform/cage at the appropriate level.

Winch of Hoist — Reg. 33

22. A hoist shall not be used –
 - (a) unless its winch is so constructed that the brake is applied when the control lever, handle or switch is released; or
 - (b) if its winch is fitted with a pawl and ratchet gear on which the pawl has to be disengaged, before the hoist platform/cage can be lowered.

Safe Working Load and Marking of Hoist — Reg. 34

23. The applicable safe working load of the hoist must be clearly and legibly marked on its platform/cage. The hoist shall not be used to carry any load greater than the applicable safe working load except during tests by a competent examiner.



Inspection, Test and Examination of Hoist — Reg. 5(2) and 35

24. A hoist shall not be used unless –

(a) it is inspected at least once in each week in which it is in use by –

- its driver or operator; or
- a competent person if its driver or operator is not competent for the purpose,

with a report in the approved form (Form 1) which includes a statement to the effect that the hoist is in safe working order obtained after –

- every inspection; or
- any further inspection that may be necessary as a result of any defect discovered in the hoist on any inspection;

(b) it has been tested and thoroughly examined by a competent examiner after –

- its manufacture; or
- substantial alteration; or
- substantial repair,

with a certificate in the approved form (Form 2) which includes a statement to the effect that the hoist is in a safe working condition obtained from the competent examiner after the test and examination;

(c) during the preceding 6 months, it has been thoroughly examined by a competent examiner with a report in the approved form (Form 3) which includes a statement to the effect that the hoist is in a safe working condition obtained from the competent examiner after the examination.

25. A hoist may be used without obtaining a report on examination (Form 3) if within the preceding 6 months there has been obtained a certificate (Form 2) which includes a statement to the effect that the hoist is in a safe working condition.

表格一 [規例第 5(1)條] [reg. 5(1)]
FORM 1

建築地盤(安全)規例
吊籠每週一次的檢查結果報告
本表格乃由勞工處局長為履行建築地盤(安全)規例第 5 條而認可

Construction Sites (Safety) Regulations
REPORTS OF RESULTS OF WEEKLY INSPECTIONS OF HOISTS
Form approved by the Commissioner for Labour for the purposes of regulation 5 of the Construction Sites (Safety) Regulations

吊籠的類別及 識別編號(1)	檢查日期 (2)	檢查結果 註明吊籠是否安全操作狀態 State whether it is safe working order (3)	檢查者姓名及職銜 Signature and designation of person who made the inspection (4)

任何合資格檢驗員或合資格的人，如向承辦商交付報告或交付任何有關檢驗的證明書或報告，而該證明書、報告或證書，如屬虛假，則屬第二十二條所訂之罪行。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.
CSMR 41

表格二 [規例第 35(1)條] [reg. 35(1)]
FORM 2

建築地盤(安全)規例
吊籠的測試及徹底檢驗證書
本表格乃由勞工處局長為履行建築地盤(安全)規例第 35(1)條而認可

Construction Sites (Safety) Regulations
CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF HOIST
Form approved by the Commissioner for Labour for the purposes of regulation 35(1) of the Construction Sites (Safety) Regulations

負責吊籠的承辦商姓名
Name of contractor responsible for hoist

建築地盤地址
Address of Site

1. (a) 吊籠的類別及識別編號(1) Type of hoist and identification number and description.	註明：如屬虛假，則屬第二十二條所訂之罪行。 Note: Details of any offence or omission required should be given in 1 and 2 here.
(b) 建造日期(如屬改建者)，如屬修補或更換吊籠，則須註明其日期(1) Date of construction (if ascertainable) and, where applicable, date of last substantial alteration or substantial repair.	
2. 設計及建造： 吊籠應具備足夠的機械強度，足以承受其設計所預期的最大工作負荷。 Design and construction - Are all parts of the hoist of good mechanical construction, sound material, and adequate strength (so far as ascertainable)?	

CSMR 24

表格三 [規例第 35(3)條] [reg. 35(3)]
FORM 3

建築地盤(安全)規例
吊籠
每六個月一次的徹底檢驗結果報告
本表格乃由勞工處局長為履行建築地盤(安全)規例第 35(3)條而認可

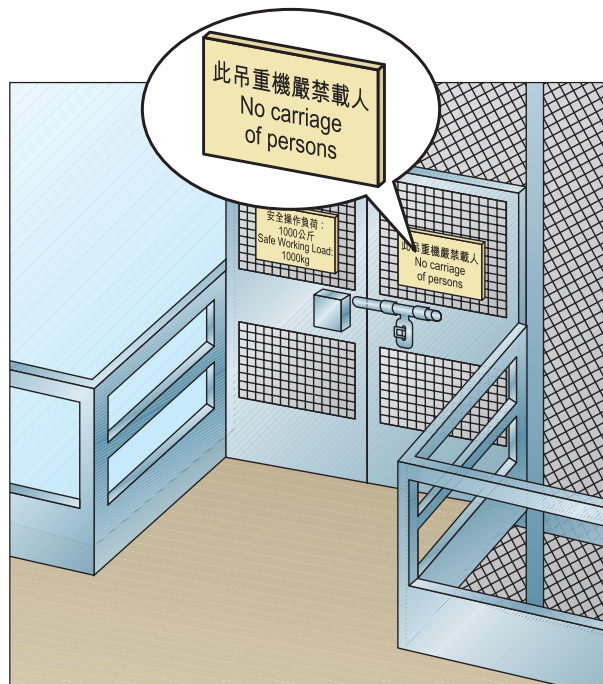
Construction Sites (Safety) Regulations
HOISTS
REPORTS OF RESULTS OF SIX-MONTHLY THOROUGH EXAMINATIONS
Form approved by the Commissioner for Labour for the purposes of regulation 35(3) of the Construction Sites (Safety) Regulations

吊籠的說明， 例如：類別、識別編號、容量 Description of hoist e.g. type, identification mark, capacity	最近徹底檢驗日期 Date of last thorough examination	徹底檢驗結果 註明吊籠是否安全操作狀態， 如有不足，則須註明其日期(1) Result of thorough examination, Enter details of repairs required or defects, if some other "in safe working condition".	執行徹底檢驗 人員的姓名 Signature of person making or responsible for examination	檢驗日期 Date of examination

任何合資格檢驗員或合資格的人，如向承辦商交付報告或交付任何有關檢驗的證明書或報告，而該證明書、報告或證書，如屬虛假，則屬第二十二條所訂之罪行。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.
CSMR 43

Prohibition to Carry Persons — Reg. 34 and 36

26. A hoist shall not be used for carrying persons at any time.
27. A notice stating that the carriage of persons is prohibited shall be clearly and legibly marked or affixed to a hoist platform/cage.

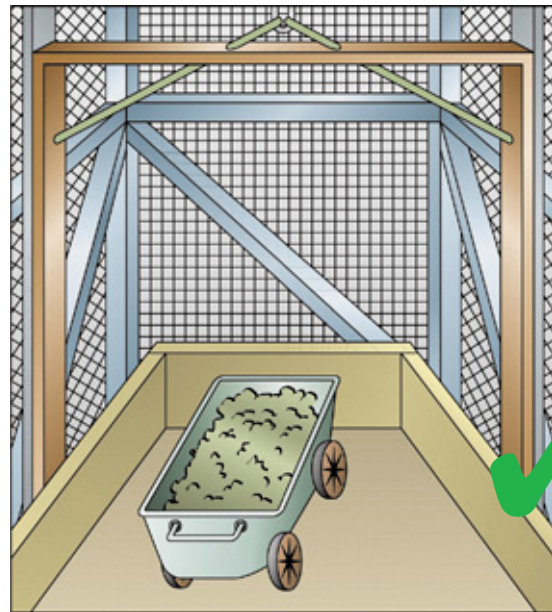
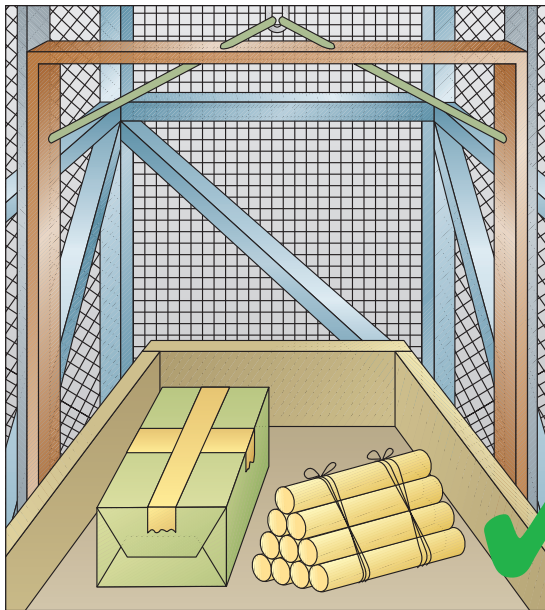


Securing of Loads — Reg. 38

28. Every part of any load to be raised or lowered by a hoist shall be –
 - (a) securely suspended or supported when being raised or lowered; and
 - (b) adequately secured so as to prevent danger arising to persons or property as a result of the slipping or displacement of any part of the load.
29. Where, by reason of the nature or position of the operation a load is liable, while being moved on a hoist or on lifting gear, to come into contact with any object so that the object may become displaced, all reasonable steps shall be taken to ensure that no person lawfully on or near a construction site where the hoist or gear is being used is endangered by the displacement of the object.



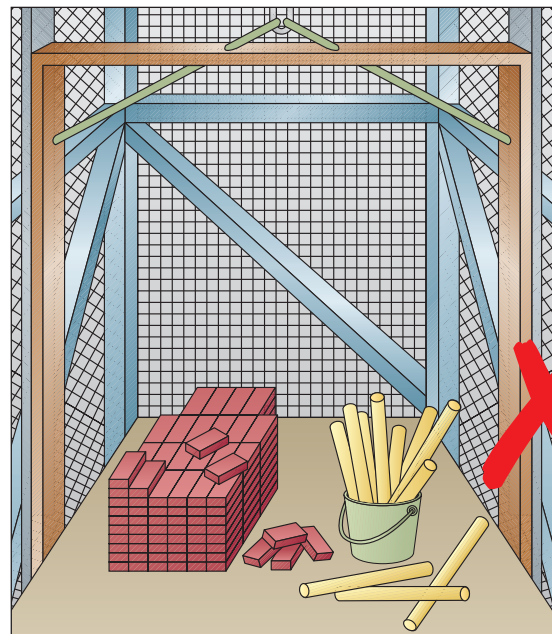
30. A receptacle used in connection with a hoist, or lifting gear, for raising or lowering stone, bricks, tiles, slates, or other objects, shall be so enclosed, or constructed or designed, as to prevent the accidental fall of any of such objects.



31. Neither loose material nor goods are carried on a hoist platform unless they are prevented from falling by –

- (a) enclosure; or
- (b) other effective precautions.

32. No load is left suspended from a hoist unless a competent person is present to supervise the use of the hoist.



Cleaning of Dangerous Machinery by Young Persons — Reg. 46

33. No young person (aged 15 to 17) shall be permitted to clean any dangerous part of a hoist while the hoist is in motion by the aid of any mechanical power. A dangerous part of a hoist has the meaning assigned to 'dangerous part' in the Factories and Industrial Undertakings (Guarding and Operation of Machinery) Regulations.

Miscellaneous Provisions

Keeping of Records — Reg. 67

34. Every contractor shall keep the certificates and reports in respect of any test, inspection or examination carried out on a hoist –
- (a) at the construction site where the hoist is located; or
 - (b) at his/her office (or at his/her principal office for having more than one office) if –
 - i. the construction work at the site will be completed within a period of less than 6 weeks from its commencement; or
 - ii. the construction work at the site has been completed; or
 - iii. the hoist has ceased to be located at the construction site.
35. A contractor shall –
- (a) at all reasonable times, make available for inspection by any occupational safety officer who requests to see the certificates and reports required to be kept by him/her; and
 - (b) on being requested to do so by an occupational safety officer within such period (being not less than 7 days) as may be specified in the request, deliver to the occupational safety officer a copy of, or an extract from, any certificate or report required to be kept by him/her.
36. Any such certificates or reports may, unless the Commissioner for Labour has previously directed to the contrary, be destroyed or otherwise disposed of after the expiration of 6 years from the date on which they were received.

Offences and Penalties — Reg. 68 and 69

37. A contractor shall be guilty of an offence and liable to –
- (a) a fine of \$200,000 and to imprisonment for 12 months for contravening regulation 36 without reasonable excuse, or a fine of \$200,000 for contravening regulation 36;
 - (b) a fine of \$200,000 for contravening any of the provisions of regulation 5(1) or (2), 31(1) or (3), 32(1) or (2), 34(1) or (2), 35(1) or (3), 38(1), (2), (3), (5) or (6);
 - (c) a fine of \$50,000 for contravening any of the provisions of regulation 4A(1) or (1A), 8, 9(1) or (2), 10(1) or (2), 20(1) or (2), 33, 46(1) or (1A);
 - (d) a fine of \$50,000 for wilfully and without reasonable cause doing anything likely to endanger himself/herself or others;
 - (e) a fine of \$10,000 for contravening any of the provisions of regulation 67(1), (2) or (3).

Duties, Offences and Penalties relating to Competent Examiner

Test and Examination of Hoists — Reg. 35(4) and (5)

38. A competent examiner making or responsible for the carrying out of test or examination on a hoist shall –
- (a) make a report, which contains the prescribed particulars, in the approved form;
 - (b) sign the report; and
 - (c) deliver forthwith the report to the contractor concerned.
39. A competent examiner making a report of any examination on a hoist shall, within 28 days of the completion of the examination, send to the Commissioner for Labour a copy of the report in every case where the examination indicates that the hoist cannot continue to be used with safety unless certain repairs are carried out immediately or within a specified time.

Offences and Penalties — Reg. 70

40. A competent examiner who delivers to a contractor any certificate or report which is to his/her knowledge false as to a material particular shall be guilty of an offence and liable to fine of \$200,000 and to imprisonment for 12 months.
41. A competent examiner who has carried out any test, inspection or examination on a hoist shall be guilty of an offence and liable to a fine of \$50,000 if he/she –
- (a) fails or refuses to deliver the test and examination report forthwith, or within a reasonable time thereafter, to the contractor concerned; or
 - (b) fails to comply with the requirement in paragraph 39.

Duties, Offences and Penalties relating to Competent Person

42. A competent person who has delivered to a contractor any report which is to his/her knowledge false as to a material particular shall be guilty of an offence and liable to a fine of \$200,000 and to imprisonment for 12 months.

Duties, Offences and Penalties relating to Person Using Hoist

43. Every person using a hoist shall ensure that every gate provided to a hoistway is closed immediately after use unless -
- (a) the hoist platform/cage is at rest at a landing place; and
 - (b) it is for the time being necessary for the gate to be opened for purposes of loading or unloading goods, plant or material.
44. Any person who fails to comply with this requirement shall be guilty of an offence and liable to a fine of \$10,000.

Duties, Offences and Penalties relating to Person Employed

45. Any workman engaged in construction work who wilfully and without reasonable cause does anything likely to endanger himself/herself or others shall be guilty of an offence and liable to a fine of \$50,000.

Useful Information

If you wish to enquire about this Guide or require advice on occupational safety and health, you can contact the Occupational Safety and Health Branch of the Labour Department through:

Telephone : 2559 2297 (auto-recording after office hours)

Fax : 2915 1410

E-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation is also available at <http://www.labour.gov.hk>.

Information on the services offered by Occupational Safety and Health Council can be obtained through hotline 2739 9000.

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址.....
Address of Site

開始施工日期
Work Commenced Date

表格一
FORM 1

[規例第 5 條]
[reg. 5]

建築地盤(安全)規例

吊重機每週一次的檢查結果報告

本表格乃由勞工處處長為施行建築地盤(安全)規例第 5 條而認可

Construction Sites (Safety) Regulations

REPORTS OF RESULTS OF WEEKLY INSPECTIONS OF HOISTS

*Form approved by the Commissioner for Labour for the purposes of
regulation 5 of the Construction Sites (Safety) Regulations*

吊重機的類別及 識別編號及說明 Type of hoist and identification number and description (1)	檢查日期 Date of inspection (2)	檢查結果 註明是否處於安全操作狀態 Result of inspection State whether in safe working order (3)	檢查者簽署及職階 Signature and designation of person who made the inspection (4)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

表格二
FORM 2

[規例第 35(1)條]
[reg. 35(1)]

建築地盤(安全)規例
吊重機的測試及徹底檢驗證明書
本表格乃由勞工處處長為施行建築地盤(安全)規例第 35(1)條而認可

Construction Sites (Safety) Regulations

CERTIFICATE OF TEST AND THOROUGH EXAMINATION OF HOIST

*Form approved by the Commissioner for Labour for the purposes of
regulation 35(1) of the Construction Sites (Safety) Regulations*

負責吊重機的承建商姓名
Name of contractor responsible for hoist

建築地盤地址
Address of Site

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>1. (a) 吊重機的類別及識別編號及說明。
Type of hoist and identification number and description.</p> <p>(b) 建造日期(如能確定者),如適用時並填寫前次進行重大更改或重大修理的日期。
Date of construction (if ascertainable) and, where applicable, date of last substantial alteration or substantial repair.</p> | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p>2. 設計及建造：
該吊重機各部份的機件構造是否良好？物料是否堅固及負重力是否充足？(以所能確定者為依據)
Design and construction -
Are all parts of the hoist of good mechanical construction, sound material, and adequate strength (so far as ascertainable)?</p> | <p>附註：如需進行任何更換或更改工程，應將詳情註明於下述第 5 段及第 6 段。
Note: Details of any renewals or alterations required should be given in 5 and 6 below.</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

3. 保養：

有關該吊重機的下開部份是否保養妥善，及工作效能良好？如屬不是，則述明其毛病所在。

Maintenance -

Are the following parts of the hoist properly maintained and in good working order? If not, state what defects have been found.

- (a) 吊重機槽的圍封。
Enclosure of hoistway.
- (b) 上落閘門及機門。
Landing gates and cage gate(s).
- (c) 上落閘門及機門的聯鎖。
Interlocks on the landing gates and cage gate(s).
- (d) 其他的關閘扣接機件。
Other gate fastenings.
- (e) 機籠或平臺與配件、機籠導軌、緩衝器、吊重機槽的內部等。
Cage or platform and fittings, cage guides, buffers, interior of the hoistway.
- (f) 固定升降高度的裝設。
Over-running devices.
- (g) 吊纜或吊鏈，及其他附屬裝置。
Suspension ropes or chains, and their attachments.
- (h) 安全裝置，即防止平台或機籠墮下的預防措施。
Safety gear, i.e. arrangements for preventing fall of platform or cage.
- (i) 制動器。
Brakes.
- (j) 螺旋齒輪或正齒輪。
Worm or spur gearing.
- (k) 其他電器裝置。
Other electrical equipment.
- (l) 其他部份。
Other parts.

<p>4. 是否有任何無法接觸的部份？ What parts (if any) were inaccessible?</p>	
<p>5. 爲使該吊重機可供使用或繼續安全使用而須進行的修理、更換或更改工程： Repairs, renewals, or alterations required to enable the hoist to be used or to continue to be used with safety -</p> <p>(a) 立刻； immediately;</p> <p>(b) 在指定時間內(須列明時間)。 within a specified time, the time is to be stated.</p> <p>倘毋須進行任何修理、更換或更改工程時，則填「無」字。 If no such repairs, renewals or alterations are required enter 'NONE'.</p>	
<p>6. 列舉應予注意的毛病(前在第 5 段列明者除外)。 Specify defects (other than those specified at 5 above) which require attention.</p>	
<p>7. 如無發現任何須予注意的毛病及毋須進行任何修理、更換或更改工程者，則註明該吊重機處於安全操作狀況。 If no defects requiring attention are found and no repairs, renewals, or alterations are required, state that the hoist is in safe working condition.</p>	
<p>8. 如需依照第 5 段進行修理、更換或更改工程者，則在該工程完成後該機的最高安全操作負荷。 Maximum safe working load subject to repairs, renewals, or alterations (if any) specified at 5.</p>	

<p>9. 其他觀察所得。 Other observations.</p>	
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(上述各項，如空位不敷應用，可在此處繼續填寫)
(Space for continuation of entries)

茲證明本人曾於 年 月 日 測試及徹底檢驗此吊重機，而上述一切，

I certify that on I tested and thoroughly examined this hoist
均為測試及檢驗結果的正確報告。

and that the foregoing is a correct report of the result.

註冊專業工程師簽署

Signature of Registered Professional Engineer

註冊資格

Qualification

註冊界別

Discipline

僱用執行此次測試及檢驗的人士、公司或機構的姓名
或名稱及地址。

Name and address of person, company, or association by
whom the person conducting the test and examination is
employed.

}

}

簽發日期

Date of certificate

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。

Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.

僱主或承建商姓名或名稱
Name or Title of Employer
or Contractor

建築地盤地址
Address of Site
.....
.....

表格三
FORM 3

[規例第 35(3) 條]
[reg. 35(3)]

建築地盤(安全)規例
吊重機

每六個月一次的徹底檢驗結果報告

本表格乃由勞工處處長為施行建築地盤(安全)規例第 35(3)條而認可

Construction Sites (Safety) Regulations

HOISTS

REPORTS OF RESULTS OF SIX-MONTHLY THOROUGH EXAMINATIONS

*Form approved by the Commissioner for Labour for the purposes of
regulation 35(3) of the Construction Sites (Safety) Regulations*

吊重機的說明， 例如：類別，識明標誌，容量 Description of hoist e.g. type, identification mark, capacity (1)	前次徹底檢驗日期 Date of last previous thorough examination (2)	徹底檢驗結果 詳細註明所需進行的修理工作或毛病所在。 如無不妥，則註明「處於安全操作狀況」 Result of thorough examination. Enter details of repairs required or defects. If none enter 'In safe working condition'. (3)	執行或負責 檢驗者簽署 Signature of person making or responsible for examination (4)	檢驗日期 Date of examination (5)

任何合資格檢驗員或合資格的人，如向承建商交付他明知有任何要項屬虛假的證明書或報告，即屬犯罪；一經定罪，可處罰款二十萬元及監禁十二個月。
Any competent examiner or competent person who delivers to a contractor a certificate or makes a report which is to his knowledge false as to a material particular shall be guilty of an offence and shall be liable on conviction to a fine of \$200,000 and to imprisonment for 12 months.