



## 勞工處 - 職業安全及健康部

### Occupational Safety and Health Branch - Labour Department

#### 辦事處地址、電話及傳真號碼

#### 職業安全及健康部

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電話：2559 2297 (辦公時間外，將會自動錄音)  
傳真：2915 1410  
電子郵件：enquiry@labour.gov.hk

#### 職業安全 - 行動科

##### 香港及離島區

香港灣仔軒尼詩道一三零號  
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##### 新界東及觀塘區

觀塘同仁街六號  
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##### 新界西區

新界荃灣青山道四五七號  
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##### 綜合服務

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#### 職業安全及健康訓練中心

荃灣眾安街六十八號  
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#### 職業健康

##### 職業健康服務

香港中環統一碼頭道三十八號  
海港政府大樓十五字樓  
電話：2852 4041 傳真：2581 2049

#### 觀塘職業健康診所暨職業安全健康中心

九龍觀塘觀塘道四五七號  
觀塘賽馬會健康中心二字樓  
電話：2343 7133 (觀塘職業健康診所)  
電話：2361 8240 (職業安全健康中心)  
傳真：2142 6905

#### 粉嶺職業健康診所

新界粉嶺璧峰路二號  
粉嶺健康中心七樓  
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#### 鍋爐及壓力容器科

香港西環干諾道西一八一號  
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## Contact Addresses, Phone and Fax Numbers

#### Occupational Safety and Health Branch

##### Enquiry Services

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Telephone : 2559 2297 (auto-recording after office hours)  
Fax : 2915 1410  
E-mail : enquiry@labour.gov.hk

#### Occupational Safety - Operations Division

##### Hong Kong & Island Region

16/F., Southorn 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

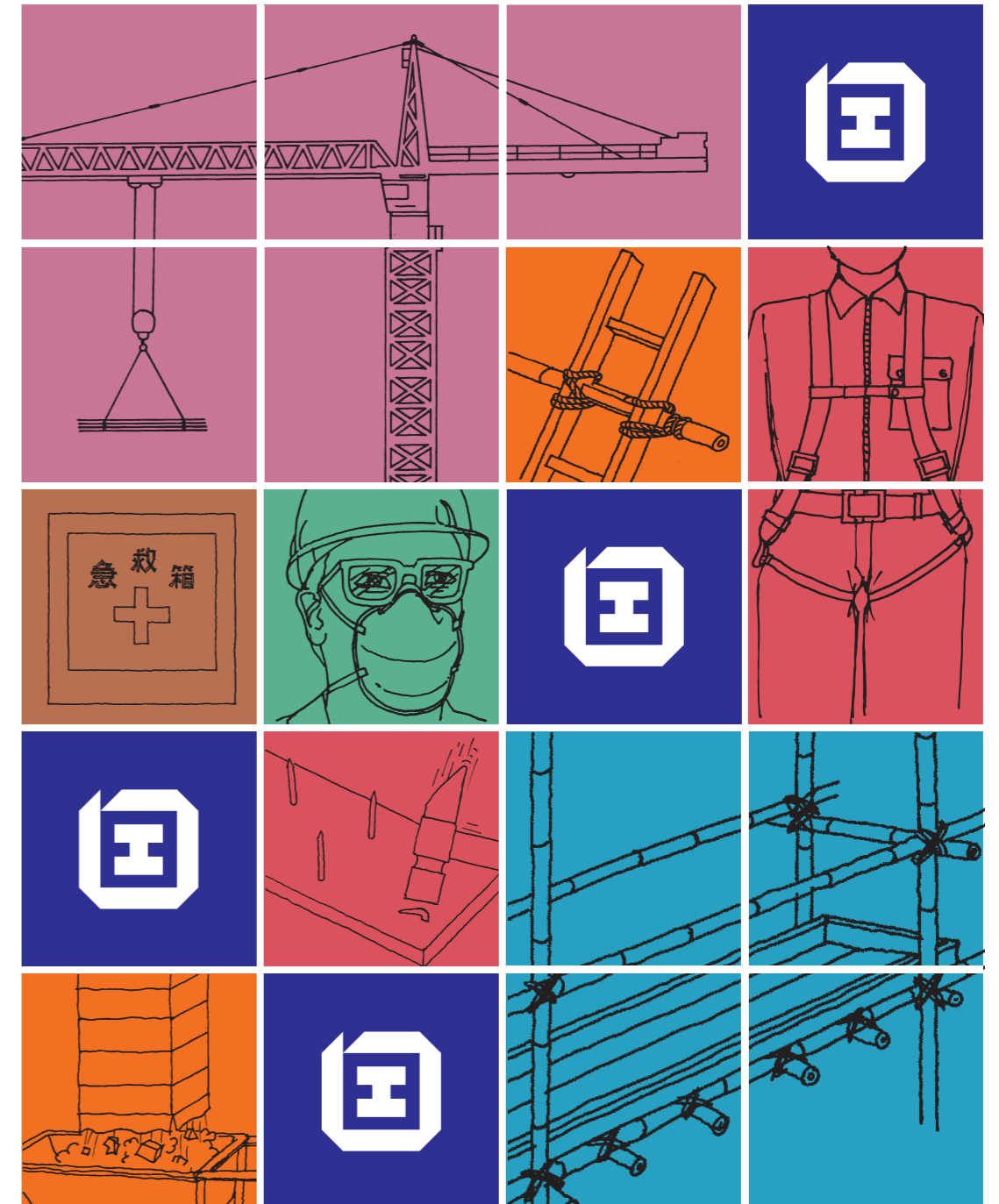
7/F, Fanling Health Centre, 2 Pik Fung Road, Fanling, New Territories.  
Telephone: 3543 5701 Fax: 3543 5718

#### Boilers & Pressure Vessels Division

24/F., Western Harbour Centre, 181 Connaught Road West, Hong Kong.  
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# 建築地盤工作安全及健康事項查核表

## CONSTRUCTION SITE SAFETY & HEALTH CHECKLIST



## 引言

在準備建築地盤進行工程前，請先核對一下下列各項工作安全與健康要點，找出危害所在，加以評估和控制風險。

這個查核表當然不是包羅萬有，若需要進一步的安全健康資料，請與勞工處職業安全及健康部聯絡(請參看底頁)。

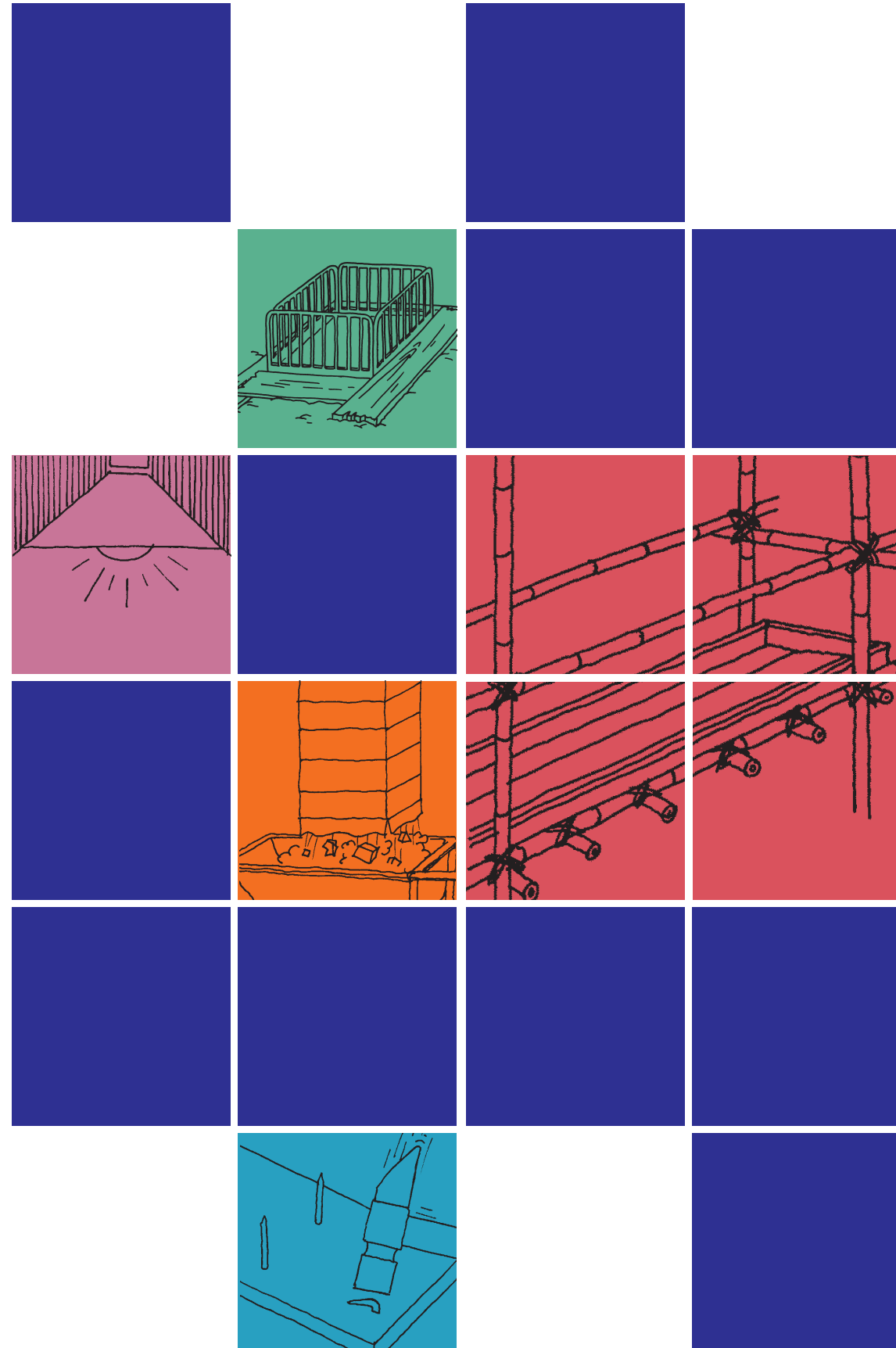
我們建議的查核表須包括 –

### 1 安全的工作場所

- 凡有新的工友到地盤工作，是否有妥善安排，使他們熟識實際環境。
- 工作場所及通道是否清理妥當及沒有阻塞。
- 支架是否有充分的支撐和不會負荷過重。
- 凡可以令人下跌超過2米的樓邊或其他地方的邊緣，是否已裝設圍欄或屏障。
- 樓洞或其他孔穴是否已妥善地圍封或蓋好。
- 物料是否已安全地存放。
- 木板上突出的鐵釘是否已拔去或弄平。
- 黑暗或光線不足的工作地方，是否已設置充足的照明。
- 臨時的支架是否已有足夠的支柱使它穩固。
- 是否已裝設管道將垃圾卸下，避免將垃圾從高處傾倒。
- 是否已將垃圾集中處理和送走。

### 2 棚架

- 是否已有安全通道上落棚架。
- 所有直杆是否已妥當地豎立及加設底板。
- 棚架是否已穩固地連接著樓宇外牆以防傾塌。
- 棚架是否已有足夠支撐令其穩固。
- 在有需要載重的地方，是否已有承重的裝置。
- 工作平台是否已用木板密鋪。
- 鋪面的木板是否沒有明顯缺陷例如節疤等。
- 是否已做妥工夫使木板不會傾側或絆腳。
- 強風季節時木板是否已放妥。
- 凡工人可能下跌超過2米的棚架邊緣，是否已有足夠的圍欄和踢腳板。
- 如果棚架在設計上是可以承托重物的，在負載物料時是否已將物料平均擺放。
- 未曾搭好的棚架，是否已有有效的圍板或警告告示，防止他人使用。
- 是否已有合資格的人建搭、更改及拆卸棚架。
- 是否已有合資格的人定期檢查棚架。



## Introduction

This guidance note sets out the main points to consider when you are checking safety and health on your site before carrying out any work. It helps you identify the hazards and assess as well as control the risks.

This note is not exhaustive. For further advice on safety and health, please contact the Occupational Safety & Health Branch of the Labour Department, (see backcover).

Our suggested checklist should cover -

### 1 Safe place of work

- Arrangements are made to deal with workers new to the site.
- Working areas and walkways are level and free from obstructions.
- Structures are adequately braced and not overloaded.
- Railings or barriers are provided at all edges to prevent falls, especially when more than 2 m high.
- Openings or holes are securely fenced or covered.
- Materials are stored safely.
- Nails in timber are removed or hammered down.
- Adequate lighting is provided for work in the dark or poor light situation.
- Props or shores are in place to make structures safe.
- Chutes for waste are provided to avoid materials from being thrown down.
- Waste is collected and disposed of properly.

### 2 Scaffolds

- Safe access is provided to the scaffold platform.
- All uprights are properly founded and provided with base plates.
- Scaffold is secured to the building by ties to prevent collapse.
- Scaffold is adequately braced to ensure stability.
- Loadbearing fittings are used where required.
- Working platforms are fully boarded.
- Boards are free from obvious defects such as knots.
- Arrangements are made to avoid tipping and tripping of boards.
- Boards are fixed down in high wind situations or as part of typhoon warning precautions.
- Adequate guard rails and toe boards are provided at every side from which a person could fall 2 m or more.
- Scaffolds are designed and constructed for loading with materials, and the load is evenly distributed.
- Effective barriers or warning notices are provided to stop people from using an incomplete scaffold.
- Scaffold is erected, altered and dismantled by a competent person.
- Scaffold is periodically inspected by a competent person.

### 3 梯子

- 梯子是否適宜使用在要進行的工作(應該先考慮使用棚架)。
- 梯子是否在良好的情況和適當地安放以方便上落。
- 梯子是否安放在平實的地面上。
- 梯子是否已安放在結實的支點上。
- 梯子是否固定在某靠近頂部或底部的一點上(祇有不可能固定在頂部時，然後才固定在底部)。
- 梯子的頂部是否最少高出梯子停著的支點平面或最高使用的梯級1.05米。

### 4 挖掘工程

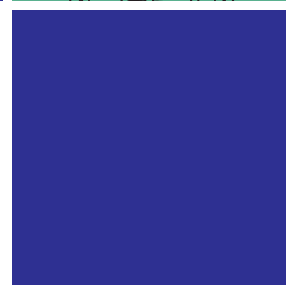
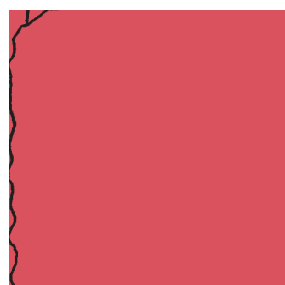
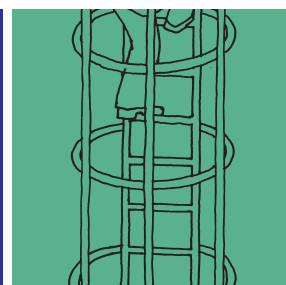
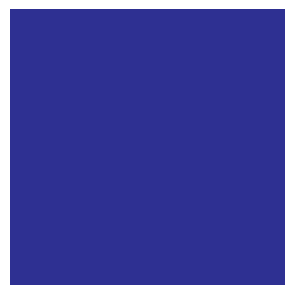
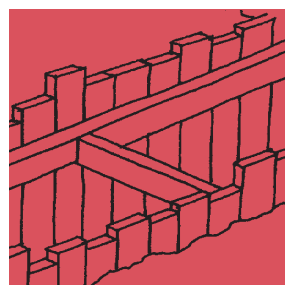
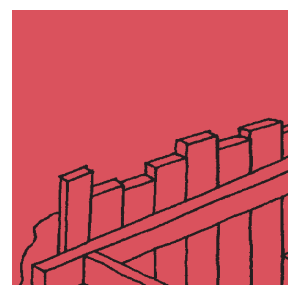
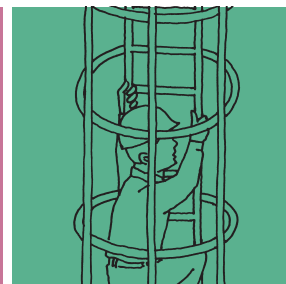
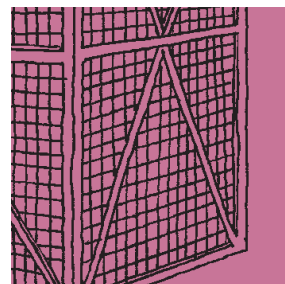
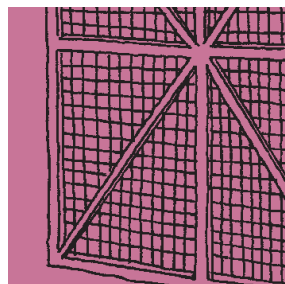
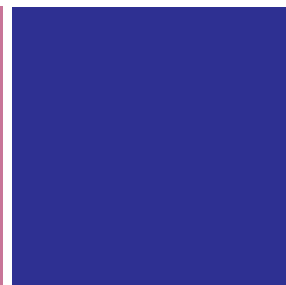
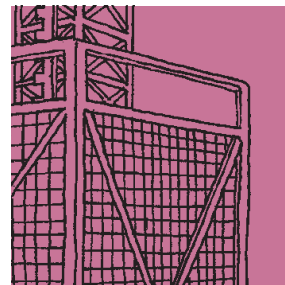
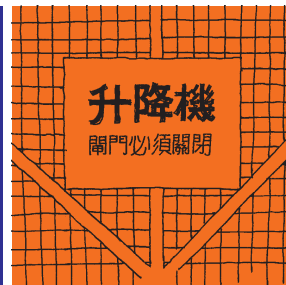
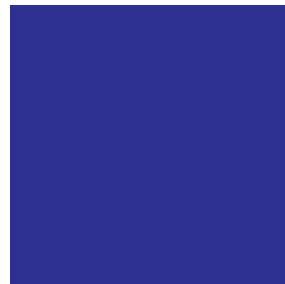
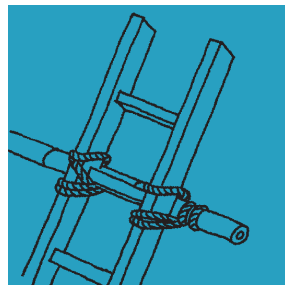
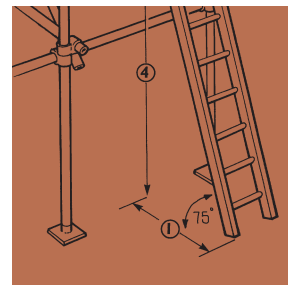
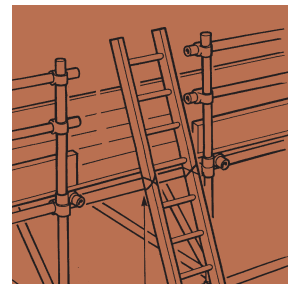
- 藏於地下的公共設施的位置，是否已經確定及加上標記。
- 是否已採取預防措施，以免影響地下公共設施。
- 是否已採納安全的方法安裝及拆除木板支撐。
- 斜坡或挖坑的傾斜度是否足夠以防坑邊泥土傾塌。
- 是否由合資格的人最少每星期檢驗臨時坑穴的穩固情形一次。
- 進出挖掘場地的通道是否安全可靠。
- 坑穴的邊緣是否已有圍欄或設置屏障，以防有人墮下。
- 當坑穴有被水淹的危險時，是否已採取預防措施。
- 堆積的物料，廢料，或任何機械裝置是否已遠離臨時坑穴。
- 坑穴的邊緣是否已放置木擋，以防車輛過度接近。
- 當大雨過後，是否即時抽出坑穴內的積水。

### 5 臨時支架及板模

- 是否已檢查板模的設計及支撐。
- 臨時支架或板模是否已安穩地架設在台階或適當的平台上。
- 支架及板模的底部和地面情況是否足以承托重物。
- 使用的木板是否狀況良好。
- 直撐是否垂直地豎立在底板上和適當地分列。
- 直撐的柱子是否恰當。
- 在准許落水泥前，板模是否已經由合資格的人根據批准的設計檢查妥當。

### 6 吊重機

- 吊重機是否已由合資格檢驗員定期徹底檢驗。
- 吊重機是否已由合資格的人定期檢查。
- 吊重機是否已用穩固的欄柵圍封。
- 在所有會停留的樓層包括地面的一層，是否已裝設閘門。
- 除吊重機台正停留於某一樓層時，其它閘門是否已經關上。
- 吊重機操作員是否已經接受訓練及能夠勝任這項工作及已足18歲。
- 是否已清楚地標明吊重機的安全操作負荷。
- 不准載人的警告告示是否已張貼在物料吊重機的升降台或斗上。



### 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，包括控制桿、手掣、開關掣等，是否已清楚地標明。
- 貨物是否已安穩地繫妥。
- 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

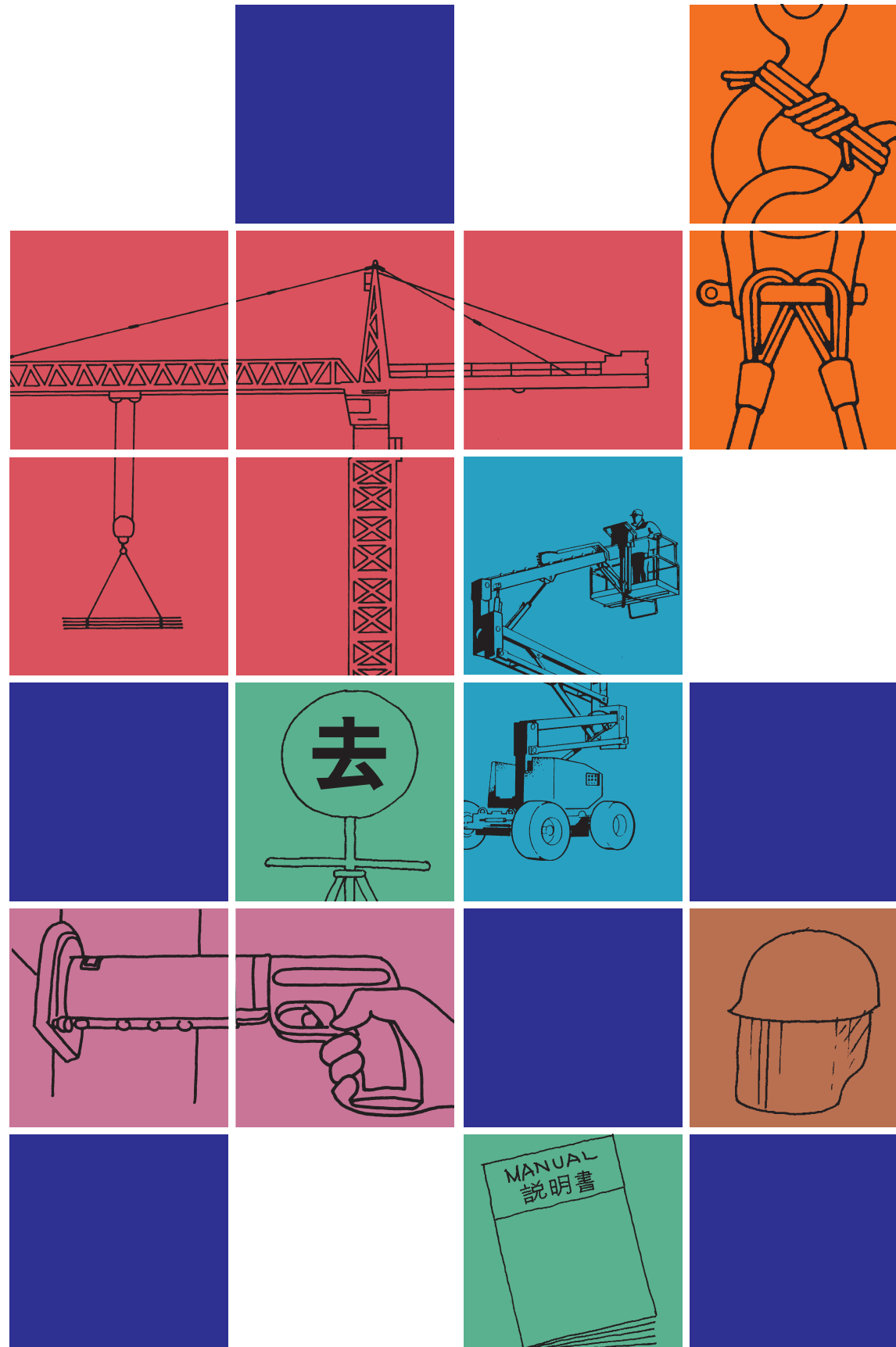
- 地盤之內是否已有分開供行人及車輛進出的地點和道路。
- 司機和操作員是否曾經接受適當的訓練。
- 車輛是否有良好的維修。
- 車輛上的貨物是否已經穩妥地擺放。
- 地盤內的交通來往是否已有系統地安排以避免產生危險，包括對行人的危險。
- 車輛退後時是否已有曾受訓練的訊號員指揮。
- 確定車身升起的部分是否已有適當承托然後讓人進入下面工作。

## 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。
- 操作員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。
- 操作員是否已足18歲及持有合資格證明書。
- 操作員是否明瞭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。
- 操作員是否已戴上護目鏡。
- 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 電力

- 總掣是否已有斷路裝置。
- 是否已採取特別措施以保護手提電器及工具免於碰撞受損和不受潮濕環境影響。
- 所有設備、電線和電纜有沒有受損的跡象和不受電波影響。
- 接駁電源的插掣是否適當。
- 插掣的接駁是否恰當，好讓電線被夾緊而避免地線會被扯出。
- 架空電纜的電源是否被截斷或是否已採取其他預防措施，以避免起重機、升起車斗的貨車、或棚架等觸碰電纜或引起電弧。
- 藏在地下的電纜是否已經確定位置及加上標記。
- 有需要時，是否已採用工作許可證制度以確保安全。

## 12 火

### 12.1 一般情況下

- 是否有足夠數量和合適的滅火筒。
- 是否有足夠和清晰的走火通道。
- 工人是否知道在緊急時如何應變。

### 12.2 易燃液體

- 是否有適當的儲存地方。
- 是否已將儲存量減至最低。
- 是否已將火源遠離存放易燃液體的地方。
- 是否已使用安全和適當的容器。

### 12.3 壓縮氣樽

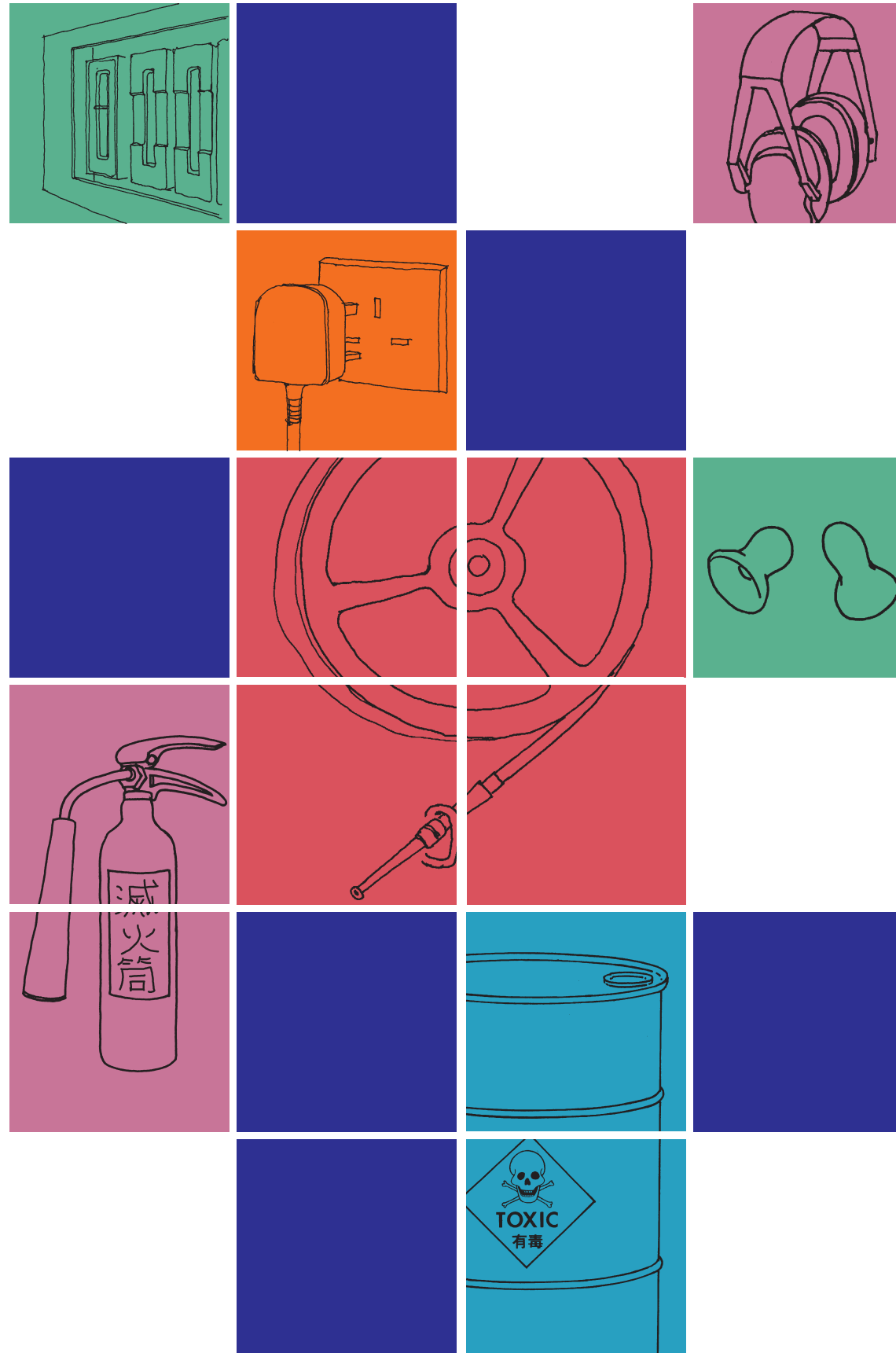
- 氣樽是否已適當地存放。
- 氣閥是否在氣樽不使用時關上。

### 12.4 其他易燃物料

- 是否將數量減至最少。
- 是否已備有適當的廢料箱。
- 是否定期將廢料移走。

## 13 噪音

- 是否已評估噪音的危害。
- 是否已在高噪音的裝置或機械裝上減音器。
- 工友是否已戴上認可聽覺保護器。



## 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

- 是否已將危險物質可能引致的風險確認和加以評定。
- 是否已將危險物質代以較安全的物質。
- 是否已盡量減少工友接觸危害，而不是首先考慮使用個人防護設備。
- 是否已經取得供應商的安全資料。
- 是否已設置及使用安全設備。
- 未受保護的工友是否已離開危險範圍。
- 在密閉空間內，是否已經測試空氣的成分及是否已有供給新鮮空氣。
- 是否已經制訂緊急程序，以拯救可能在密閉空間內遇事的工友。

## 15 人力提舉

- 是否已盡量避免人力提舉以減少受傷的可能。
- 如果人力提舉是不可避免時，是否已評估風險及設法減低風險。

## 16 個人防護設備

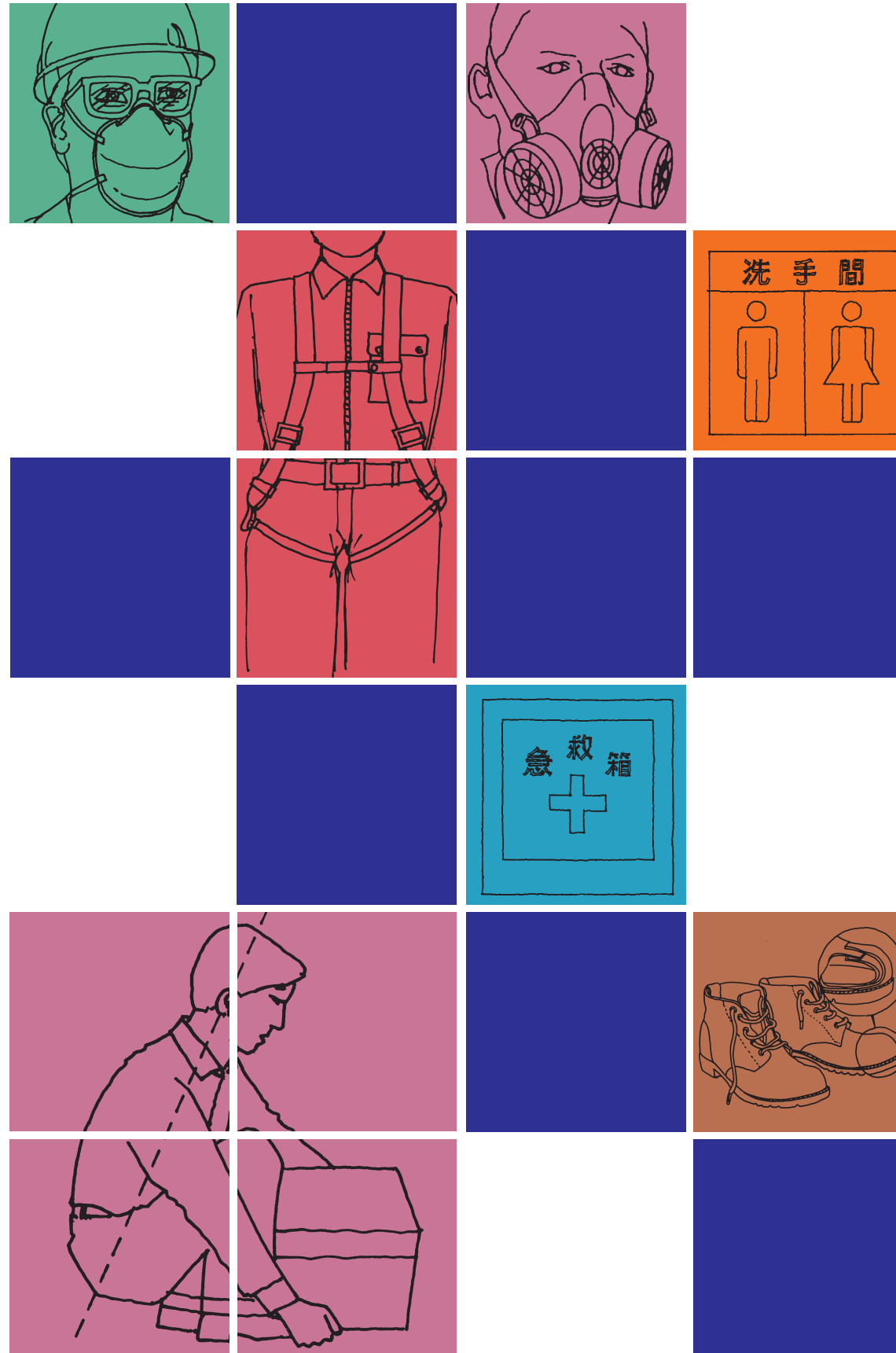
- 在有需要時，是否已提供合適的個人防護設備以保護工友。
- 工友是否有戴上個人防護設備。

## 17 福利設施

- 是否已有獨立和適當的廁所供男女工友使用。
- 是否已有清潔的洗手盆、熱/溫水、肥皂和毛巾以供使用。
- 在潮濕、骯髒或惡劣的環境下工作的工友是否有適當的工作服。
- 是否有設施供更換、弄乾和儲放衣服。
- 是否有遮蔭的地方和供膳設施。
- 是否已提供飲用水。
- 是否已有急救箱。

## 18 對公眾的危險

- 是否已經確認所有可能構成地盤以外公眾人士的危害。
- 地盤四周是否已經圍好，以防公眾人士誤闖地盤。



## 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.