

- Select safety-conscious contractors (such as those accredited as “OSH Star Enterprise”) to safeguard work safety. Regarding the “OSH Star Enterprise” list, please visit the Occupational Safety and Health Council’s website at <https://www.oshc.org.hk>.

## 5 Work-above-ground Safety

- Ladders are designed for the purpose of access and egress and should not be used for work-above-ground as the ladders may topple or the workers may fall down during work.



- Use suitable working platforms such as mobile working platforms, step platforms and hop-up platforms for work-above-ground.



Mobile working platform



Step platform



Hop-up platform

- For the work-above-ground activities carried out near permanent railings or parapets, contractors and employers shall take adequate steps, including providing and ensuring that workers use suitable working platforms, personal fall protection system, etc.

## 6 Electrical Work Safety

- Electrical work should be carried out by qualified registered electrical workers (commonly known as “registered electricians”).

- Take effective measures to ensure the safe isolation of electricity source and avoid carrying out live work.
- Remember to switch off power, lock up and post notice.

## 7 Fire Safety

- Do not carry out work processes that may cause ignition when flammable substances (such as thinner and floor lacquer) are in use.
- Keep good ventilation when flammable substances are in use.
- Store flammable substances properly.

## 8 Other Points to Note

Owners’ corporations should (or cause their property management companies to) :

- add contractual terms to regulate the compliance of contractors and workers with the occupational safety and health legislation of Hong Kong; and
- urge persons in charge of works to enhance safety measures to safeguard the safety of workers at work.

## Enquiries and Complaints

### Enquiries

If you wish to enquire about this leaflet or require advice on occupational safety and health (OSH) matters, please contact the Occupational Safety and Health Branch of the Labour Department (LD) through:

Telephone : 2559 2297  
(auto-recording service available outside office hours)

Fax : 2915 1410

E-mail : [enquiry@labour.gov.hk](mailto:enquiry@labour.gov.hk)

Information on the services offered by LD and on major labour legislation is also available on our website at <https://www.labour.gov.hk>. The latest OSH information can be obtained through the “OSH 2.0” Mobile Application of LD. For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000.

### Complaints

If you have any complaints about unsafe operations and environments at workplaces, please call the LD’s OSH complaint hotline at 2542 2172 or fill out and submit an online OSH complaint form on our website. All complaints will be treated in the strictest confidence.



Labour Department's Website



“OSH 2.0” Mobile Application



Online OSH Complaint Form

# OCCUPATIONAL SAFETY FOR REPAIR, MAINTENANCE, ALTERATION AND ADDITION WORKS



## SAFETY HINTS FOR OWNERS’ CORPORATIONS

If accidents involving casualties occur in the common areas of a property in the course of repair, maintenance, alteration and addition (RMAA) works,

- the works involved will be delayed as a result.
- the owners/tenants will be emotionally disturbed.
- claims may arise and the owners’ corporation may also be held liable.
- the property value may be adversely affected.



Labour Department





## Occupational Safety for RMAA Works in the Common Areas of a Property

Different types of RMAA works are often carried out in the common areas of a property. Some of the works may involve higher-risk work processes such as work-at-height and electrical wiring. Examples include the repair and cleaning of external walls and internal parts of a building, repair and replacement of sewers or water mains and electrical works. Accidents involving such works occur from time to time. Accidents or serious/fatal incidents arising from failure to take proper safety measures not only endanger the safety and health of workers, but also affect the owners' corporation to a certain extent.

Occupational safety hints on common RMAA works are summarised below:

### 1 Safety Training and Insurance for Workers

- Workers must have received mandatory basic safety training for the construction industry and obtained a valid certificate (commonly known as "Safety Card" or "Green Card").

**建造業安全訓練證明書**  
Construction Industry Safety Training Certificate  
工廠及工業經營條例第 68A(2)條  
Section 68A(2) of the Factories and Industrial Undertakings Ordinance

持證人姓名 Holder's Name  
(中文) :  
(English) :

編號 Reference No. :

完成課程日期 Date of Course Completion :  
(日/月/年 年/月/年) (dd/mm/yyyy)

有效期限 Validity Period : 由 From 至 To 止  
(日/月/年 年/月/年) (dd/mm/yyyy)

本證明書由 [某獲證機構] 簽發  
Issued by [provider of recognised training course]

此證明書須由持證人擁有及保存。  
This certificate is owned and should be kept by the certificate holder.

- Before the commencement of works, request the contractor to produce a valid insurance policy taken out under the Employees' Compensation Ordinance for inspection.
- It is against the law not to have a valid Safety Card/Green Card or a valid insurance policy.

### 2 Wear Safety Helmets with Chin Straps Fastened

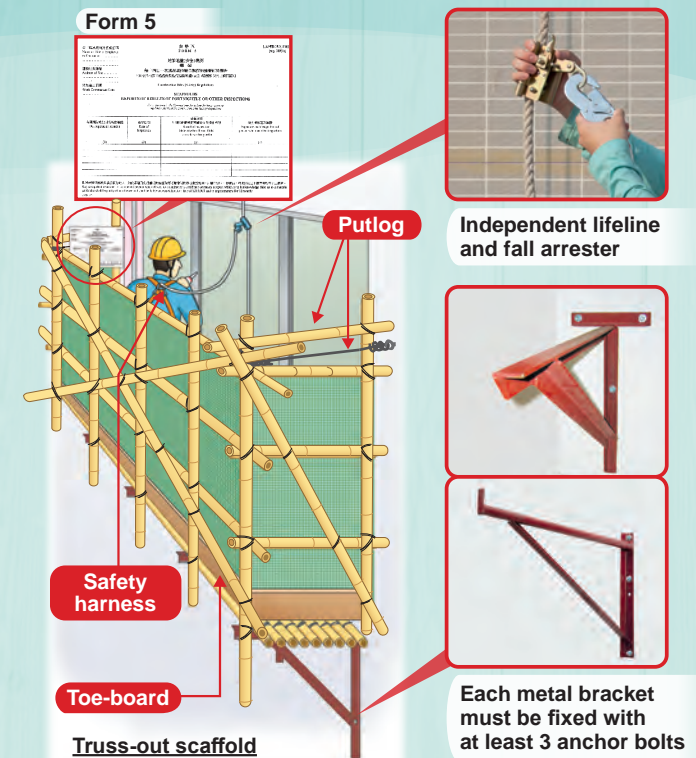
- Workers must wear safety helmets with the chin straps fastened during works for maximum head protection and to prevent accidental displacement or loosening of the safety helmets during the work or when falling from height, thereby minimising the harm to the head when a worker falls.

### 3 Safety for Work-at-Height on External Walls

- Suitable working platforms must be used for work-at-height on external walls. Those commonly used are bamboo scaffolds and truss-out scaffolds.
- In view of the varied designs of buildings, professional advice should be sought when necessary to provide and ensure the use of suitable working platforms by workers.

### 4 Work Safety for Bamboo Scaffolds

- Scaffold erection, substantial addition, alteration and dismantling shall be carried out by trained workers with adequate experience under the immediate supervision of a competent person. Immediate supervision by the competent person should be carried out under safe condition and focused on monitoring the safety condition of the scaffold and the safety of trained workers. The competent person should not engage in the bamboo scaffolding work at the same time.
- A trained worker in respect of truss-out bamboo scaffold erection, substantial addition, alteration and dismantling works refers to a person holds a valid certificate of "Advanced Level Truss-out Scaffold Safety Training" or "Intermediate Level Truss-out Scaffold Safety Training" issued by the Construction Industry Council.



- Unauthorised alteration of bamboo scaffold (including putlog) by scaffolders or workers of other trades is prohibited.
- Workers must wear a safety harness which is attached to: (i) a secure anchorage; or (ii) an independent lifeline with a fall arrester when carrying out scaffold erection, substantial addition, alteration and dismantling works or working on a truss-out scaffold.
- Provide suitable and adequate safe means of access to and egress from the scaffold.
- Provide suitable working platforms for workers to work on.
- Each metal bracket supporting the truss-out scaffold must be fixed with 3 or more anchor bolts.
- A scaffold is not used unless it has been inspected and issued with a report (Form 5) signed by a competent person before being taken into use for the first time and at intervals not exceeding 14 days immediately preceding each use of it.