

4 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.

5 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.

6 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.

7 Confined Space Work Safety

- Before carrying out confined space work, appoint a competent person to conduct a task-specific risk assessment.
- Ensure that all safety measures set out in the risk assessment report are fully implemented and strictly followed.
- Implement a permit-to-work system.
- Ensure that only certified workers are allowed to work in a confined space.
- Ensure that a person is stationed outside the confined space to maintain communication with the workers inside.
- Record videos at the entrance and exit of the confined space throughout the entire work period to monitor that relevant personnel have complied with

the safety precautions. The video records shall be kept for one year.

- Each worker should be equipped with a personal motion-sensing alarm device which can emit audio and visual alarm.



8 Prevention of Heat Stroke at Work

- Set up shading facilities over the work positions.
- Reschedule outdoor work to cooler periods.
- Avoid prolonged working in a hot environment and reduce physical exertion in order to reduce the heat stress of workers.
- Provide ventilation and heat dissipation devices (e.g. blower or portable fan).
- Provide sufficient potable water to workers or at locations in close proximity to the workers, and remind workers to replenish water accordingly.
- Wear suitable clothing such as wide-brimmed hats, thin, air permeable and light-colored clothing.
- Make appropriate work arrangements (e.g. arrange acclimatisation period) according to the personal factors of the workers.
- Arrange appropriate rest breaks and rest area for workers to recuperate, drink water and cool down their bodies.
- Employees should be given a 10-15 minute rest break after every 2 hours of work in hot weather or high-temperature environments.



9 Other Points to Note

Property management companies should:

- 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.

10 Other Useful Information

- Code of Practice for Bamboo Scaffolding Safety
- Code of Practice for Metal Scaffolding Safety
- Code of Practice for Safety and Health at Work in Confined Spaces
- Code of Practice for Safe Use and Operation of Suspended Working Platforms
- Chemical Safety in the Workplace - Guidance Notes on Safe Use of Flammable Liquids
- Guidance Notes for the Safe Isolation of Electricity Source at Work
- Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems
- Guidance Notes on Fire Safety at Workplaces
- Guidance Notes on Prevention of Heat Stroke at Work
- Guidance Notes on the Selection, Use and Maintenance of Safety Helmets
- Guide on Construction and Work Safety of Truss-out Bamboo Scaffolds
- Safety Guide for Bamboo Scaffolding Work
- Safety Measures for Use of Truss-out Bamboo Scaffold

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

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 PROPERTY MANAGEMENT COMPANIES

Property management companies often have to be directly responsible for or to assist owners/tenants in handling repair, maintenance, alteration and addition works 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 or serious/fatal incidents arising from failure to take proper safety measures not only endanger the safety and health of workers, but also cause delay of works and adversely affect the company's reputation and property value. Property management companies may even be held liable in respect of the relevant litigations and claims.



Labour Department



1 Safety Training and Insurance for Workers

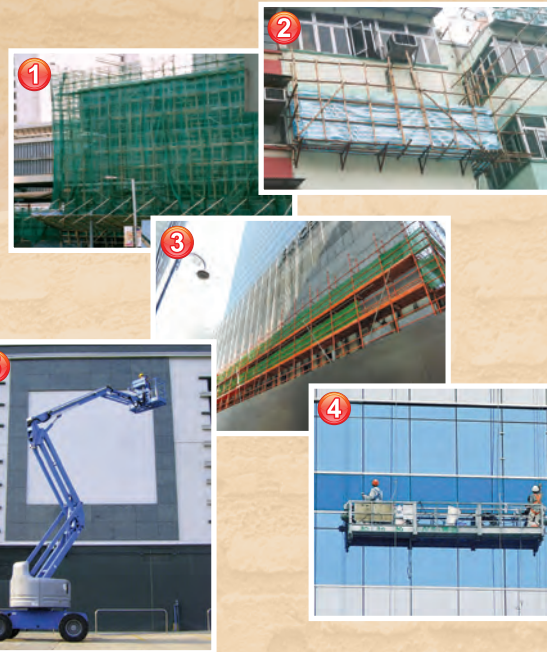
- Workers must have received mandatory basic safety training for the construction industry and obtained a valid certificate (commonly known as "Safety Card" or "Green Card").



- A valid insurance policy must be taken out for directly employed workers under the Employees' Compensation Ordinance.
- 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 Safety for Work-at-Height on External Walls

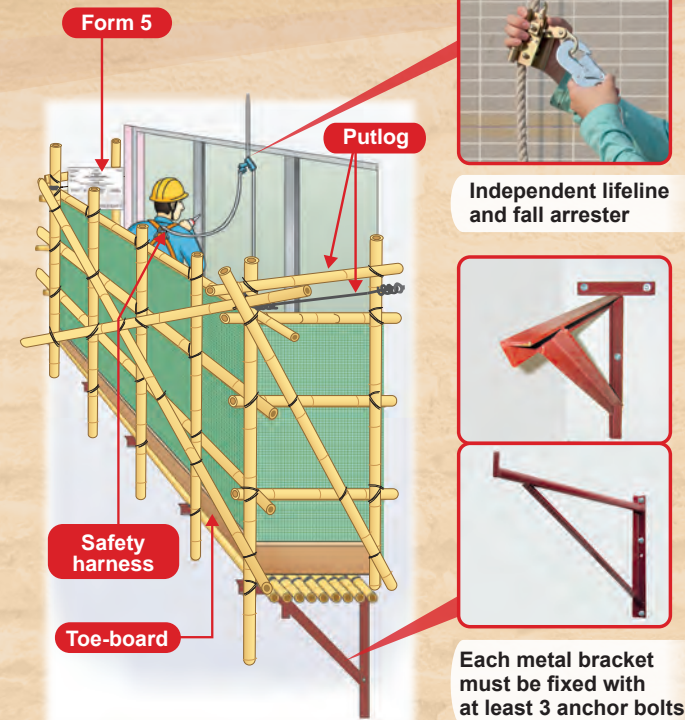
- Suitable working platforms must be used for work-at-height on external walls. Those commonly used include:
 - bamboo scaffolds
 - truss-out bamboo scaffolds
 - metal scaffolds
 - suspended working platforms
 - elevating work platforms
- In view of the varied designs of buildings, professional advice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



- Bamboo scaffolds and truss-out scaffolds are often used for work-at-height on external walls. The erection, substantial addition, alteration and dismantling of such scaffolds 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 who 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.



Truss-out scaffold



- 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.
- Secure support such as bracings, I-shaped metal brackets or T-shaped metal brackets should be provided for a truss-out scaffold. Each metal bracket supporting the truss-out scaffold must be fixed with 3 or more anchor bolts.
- Provide suitable working platforms for workers to work on.
- 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.

- 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>.

3 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.
- Supervise and control contractors and workers to ensure the equipment/tools brought by them for use meet the safety requirements.