**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, lock up and post notice.

**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.

**Prevention of Heat Stroke at Work**

- Shelter the workplace if practicable.
- Reschedule outdoor work to cooler periods.
- Avoid prolonged working in a hot environment.
- Provide fans or blowers at workplaces or rest areas if reasonably practicable.
- Provide sufficient portable water to workers or at locations in close proximity to the workers.
- Wear suitable clothing such as wide-brimmed hats, thin, air permeable and light-colored clothing.

**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.

**Other Useful Information**

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

(These publications are available on the Labour Department’s webpage: https://www.labour.gov.hk/eng/public/content2_8.htm)

**Enquiries and Complaints**

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: 2959 2297 (auto-recording service available outside office hours)
- Fax: 2915 1410
- Email: enquiry@labour.gov.hk

Information on the services offered by LD and on major labour legislation is also available on our website at www.labour.gov.hk.

For details on the services offered by the Occupational Safety and Health Council, please call 2739 9000.

If you have any complaint about unsafe operations and environments at workplaces, please call the LD’s OSH complaint hotline at 2942 2172 or fill out and submit an online OSH complaint form on our website. All complaints will be treated in the strictest confidence.
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:
  1. bamboo scaffolds
  2. truss-out bamboo scaffolds
  3. metal scaffolds
  4. suspended working platforms
  5. 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, dismantling and alteration of such scaffolds shall be carried out by trained workers with adequate experience under the immediate supervision of a competent person. The competent person is not at the time himself or herself actively engaged in such work and is free to look to the safe condition of the scaffold and the safety of the workers without being distracted by having to mind his or her own safety.

- Workers must wear a safety harness which is attached to:
  1. a secure anchorage; or
  2. an independent lifeline with a fall arrester when carrying out scaffold erection, dismantling and alteration 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, T-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.

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

- 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 http://www.oshc.org.hk.

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

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.

- 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.

- A valid insurance policy must be taken out for directly employed workers under the Employees’ Compensation Ordinance.

- 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.