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		<table border="1"> <thead> <tr> <th><i>Type</i></th> <th><i>Minimum capacity per appliance</i></th> <th><i>Quantity</i></th> </tr> </thead> <tbody> <tr> <td>1. Bucket (galvanised iron) of sand, and</td> <td>9 litre (2 gallons)</td> <td>two</td> </tr> <tr> <td>2. (a) Bromochlorodifluoromethane (B.C.F.), or</td> <td>1.4 kg (3 lb.)</td> <td>one for every room or area of 40 sq. m (400 square feet) or less</td> </tr> <tr> <td>(b) Carbon dioxide, or</td> <td>2 kg. (5 lb.)</td> <td>one for every room or area of 33 sq. m (350 square feet) or less</td> </tr> <tr> <td>(c) Dry Powder (gas expelled), or</td> <td>2 kg. (5 lb.)</td> <td>— ditto —</td> </tr> <tr> <td>(d) Foam (Chemical)</td> <td>9 litre (2 gallons)</td> <td>one for every room or area of 40 sq. m (400 square feet) or less</td> </tr> </tbody> </table>	<i>Type</i>	<i>Minimum capacity per appliance</i>	<i>Quantity</i>	1. Bucket (galvanised iron) of sand, and	9 litre (2 gallons)	two	2. (a) Bromochlorodifluoromethane (B.C.F.), or	1.4 kg (3 lb.)	one for every room or area of 40 sq. m (400 square feet) or less	(b) Carbon dioxide, or	2 kg. (5 lb.)	one for every room or area of 33 sq. m (350 square feet) or less	(c) Dry Powder (gas expelled), or	2 kg. (5 lb.)	— ditto —	(d) Foam (Chemical)	9 litre (2 gallons)	one for every room or area of 40 sq. m (400 square feet) or less	
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	SFL-11	All fire extinguishing appliances shall be so placed or fitted as to be readily available for use.	9(2)(a)																		
	SFL-12	All fire extinguishing appliances shall be regularly checked, inspected and maintained so as to ensure their proper functioning.	9(2)(b)																		
Storage of flammable liquid	SFL-13	Flammable liquid which is present inside a spraying room, spraying area, or inside any booth or cabinet in a spraying area, shall be stored in a strong metal box, bin or tank, or similar metal container, fitted with a self-closing lid.	10(1)																		
	SFL-14	The words “FLAMMABLE LIQUID” “易燃液體” shall be inscribed in bold capital letters in English and in Chinese characters on the outside of the metal box, bin, tank or metal container used for the storage of a flammable liquid.	10(2)(a)																		
	SFL-15	Every metal box, bin, tank or metal container used for the storage of a flammable liquid shall be so designed, constructed, installed, placed and maintained as to avoid leakage.	10(2)(b)																		
	SFL-16	Every metal box, bin, tank or metal container used for the storage of a flammable liquid shall be kept closed when any flammable liquid spraying process is in operation.	10(2)(c)																		
	SFL-17	The quantity of any flammable liquid stored in any spraying room, spraying area or in any booth or cabinet shall be as small as is reasonably practicable.	10(3)																		
Cleanliness	SFL-18	Every spraying room, spraying area, and every booth or cabinet shall be kept clean and tidy at all times.	11(1)																		
	SFL-19	Spill of flammable liquid shall be removed, contained, drawn-off or treated immediately so as to make the premises as safe as reasonably practicable.	11(2)																		
	SFL-20	Deposit of any solid waste residue on any surface which may give rise to fire risk shall be removed forthwith.	11(3)																		
Disposal of cotton waste etc.	SFL-21	All cotton waste, cleaning rags or other materials which have come into contact or become contaminated with a flammable liquid in a spraying room, spraying area or in any booth or cabinet shall be contained in a strong metal box or container fitted with a self-closing lid.	12(1)																		
	SFL-22	All cotton waste, cleaning rags or other materials which have come into contact or become contaminated with a flammable liquid shall be removed without delay from the spraying room or spraying place or from any booth or cabinet to a safe place.	12(2)																		
		<b>Duties of persons employed</b>																			
Removal of contaminated material, etc.	SFL-23	Any person who has used cotton waste, cleaning rags or other materials for the purpose of removing, containing, drawing-off or otherwise treating deposits or spills of any flammable liquid shall comply with regulation 12.	13																		

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
Employees' duties to comply with regulations etc.	SFL-24	Every employee shall make full and proper use of all ventilating equipment at all such times as such equipment is required to be put into use in accordance with the regulations.	14
Employee's duty to report defects	SFL-25	Every employee shall report forthwith to the proprietor any fault or defect in— (a) any ventilating apparatus, fire extinguishing appliance or any electrical appliance including any cable, wire switch or plug; or (b) any pipe or conduit or container used for the conveyance or storage of any flammable liquid.	15

## CHAPTER 24

### FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY OFFICERS AND SAFETY SUPERVISORS) REGULATIONS

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
Employment of Safety Officer	SO-1	A full time safety officer shall be employed in accordance with paragraph 1 of the Fourth Schedule.	14(1)
	SO-2	A person employed as a safety officer shall be a safety officer registered under regulation 7.	14(2)(a)
	SO-3	A safety officer employed shall be a person who is not for the time being suspended from registration under regulation 10.	14(2)(a)
	SO-4	A safety officer shall not be employed for any purpose other than the discharge of the duty under regulation 15.	14(2)(b)
	SO-5	Every monthly report prepared by a safety officer under regulation 15 shall be made in the approved form (Form 2A or 2B).	15(2)
Employment of Safety Supervisor	SO-6	A safety supervisor shall be employed in accordance with paragraph 2 of the Fourth Schedule.	16
	SO-7	Every weekly report prepared by a safety supervisor under regulation 17 shall be made in the approved form (Form 3A or 3B).	17(2)
Replacement of Safety Supervisor	SO-8	In accordance with the requirement contained in a notice served to you directing you to employ another safety supervisor, the replacement of safety supervisor shall be effected without delay.	18(2)
	SO-9	It shall be ensured that the safety officer employed carries out the duties of a safety officer as specified in regulation 15:	19(a)
<i>Duties of a Safety Officer</i>			
The duty of a person employed as a safety officer shall be to assist the proprietor of an industrial undertaking in promoting the safety and health of persons employed therein, including for that purpose—			
<ul style="list-style-type: none"> <li>(a) advising the proprietor as to measures to be taken in the interest of the safety and health of persons employed in the industrial undertaking and, with the approval of the proprietor, implementing such measures;</li> <li>(b) inspecting the industrial undertaking, or directing any person employed as a safety supervisor therein to inspect the industrial undertaking for the purpose of determining whether or not there is any machinery, plant, equipment, appliance or process or any description of work carried on in the industrial undertaking which is of such a nature as to be liable to cause risk of bodily injury to any person employed in the industrial undertaking;</li> <li>(c) reporting the findings of any inspection carried out under sub-paragraph (b) to the proprietor and recommending what measures, if any, ought to be taken as a result of that inspection;</li> <li>(d) assisting in the supervision of any person employed as a safety supervisor in the industrial undertaking;</li> <li>(e) advising the proprietor in the interest of the safety and health of persons employed in the industrial undertaking of any repairs or maintenance that ought to be carried out in respect of— <ul style="list-style-type: none"> <li>(i) any premises comprising the industrial undertaking;</li> <li>(ii) any appliance, equipment, machinery or plant in use in the industrial undertaking;</li> </ul> </li> <li>(f) investigating and reporting to the proprietor, or causing to be investigated and reported to the proprietor, the circumstances of any accident or dangerous occurrence in the industrial</li> </ul>			

Subject	Code No.	Requirements	Related Regulations
		<p>undertaking and making recommendations to the proprietor to prevent similar accidents or dangerous occurrences;</p> <p>(g) investigating and reporting to the proprietor, or causing to be investigated and reported to the proprietor, the circumstances of the suffering of any bodily injury by any person employed in the industrial undertaking and making recommendations to the proprietor to prevent similar suffering of any bodily body;</p> <p>(h) investigating and reporting to the proprietor every fatal accident in the industrial undertaking and making recommendations to the proprietor to prevent similar fatal accidents;</p> <p>(i) receiving, discussing and countersigning every report submitted to him under regulation 17(1)(b)(iv) by a person employed as a safety supervisor;</p> <p>(j) on or before the last day in every month preparing and submitting to the proprietor a report as provided in paragraph 2; and</p> <p>(k) advising the proprietor on the implementation of a safety management system in the industrial undertaking, including the duties listed below—</p> <ul style="list-style-type: none"> <li>(i) to assist in establishing, revising and reviewing a safety and health policy of the industrial undertaking;</li> <li>(ii) to assist in organizing a safety and health training programme;</li> <li>(iii) to assist in devising in-house safety rules and regulations;</li> <li>(iv) to assist in implementing safety and health plans, programmes, arrangements and measures;</li> <li>(v) to assist in establishing a safety committee and implementing its recommendations;</li> <li>(vi) to assist in job hazard analysis, evaluation of potential hazards and the identification of hazardous conditions and hazardous exposure; and</li> <li>(vii) to assist in conducting safety promotion, health assurance and personal protection programmes.</li> </ul>	
	SO-10	<p>It shall be ensured that the safety supervisor employed carries out the duties of a safety supervisor as specified in regulation 17:</p> <p><i>Duties of a Safety Supervisor</i></p> <p>The duty of a person employed as a safety supervisor shall be—</p> <ul style="list-style-type: none"> <li>(a) to assist any person employed as a safety officer in an industrial undertaking in carrying out the duties of a safety officer under these regulations;</li> <li>(b) to assist the proprietor responsible for an industrial undertaking in promoting the safety and health of persons employed therein including for that purpose— <ul style="list-style-type: none"> <li>(i) advising the proprietor or any person employed as a safety officer in the industrial undertaking, as to the observance by any person of the standards for the safety or protection of persons employed in the industrial undertaking;</li> <li>(ii) supervising the observance by any person of the standards for the safety or protection of persons employed in the industrial undertaking;</li> <li>(iii) promoting the safe carrying on of work in the industrial undertaking; and</li> <li>(iv) on or before the last day in every week, preparing and submitting, in the case where no person is employed as safety officer in the industrial undertaking, to the proprietor, or in the case where a person is employed as a safety officer in the industrial undertaking, to the safety officer a report as provided in paragraph 2.</li> </ul> </li> </ul>	19(a)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
	SO-11	Necessary assistance, equipment, facilities and information shall be provided for the proper carrying out of the duties by the safety officer and the safety supervisor employed.	19(b)
	SO-12	It shall be ensured that the safety supervisor employed is not required to carry out work of a nature or to the extent that would prevent him from carrying out properly the duties of a safety supervisor.	19(c)
Action to be taken in Reports	SO-13	After the safety officer's monthly report (Form 2A or 2B) is submitted to him, the management shall, as soon as practicable, discuss the report with the safety officer.	20(a)
	SO-14	Where a safety officer is not required to be employed under these regulations, the management shall, as soon as practicable after the safety supervisor's weekly report (Form 3A or 3B) is submitted to him, discuss the report with the safety supervisor.	20(a)
	SO-15	The management shall, after discussing the safety officer's monthly report (Form 1A or 2B) with the safety officer or the safety supervisor's weekly report (Form 3A or 3B) with the safety supervisor, countersign the report and indicate the date when the report is discussed.	20(b)
	SO-16	Every monthly report (Form 2A or 2B) made by a safety officer or weekly report (Form 3A or 3B) by a safety supervisor shall be kept for a period of at least 3 years from the date on which the report is discussed by the management with the safety officer or the safety supervisor as the case may be.	20(c)
Production of Reports to Commissioner	SO-17	The monthly report (Form 2A or 2B) made by a safety officer or the weekly report (Form 3A or 3B) made by a safety supervisor, when required by the Commissioner by notice in writing, shall be produced to the Commissioner before the expiry date specified in the notice.	21(2)
Display of Notice	SO-18	Where a safety officer is employed in accordance with paragraph 1(a), (c) or (e) of the Fourth Schedule (please see SO-1), a notice in the approved form (Form 4) showing in English and Chinese the name of the proprietor of the industrial undertaking and the name, contact telephone number and duties of the safety officer shall be displayed in a conspicuous place at the industrial undertaking in which that safety officer is employed.	19A(1)(a)
	SO-19	Where a safety officer is employed in accordance with paragraph 1(b), (d) or (f) of the Fourth Schedule (please see SO-1), a notice in the approved form (Form 4) showing in English and Chinese the name of the proprietor of the industrial undertaking and the name, contact telephone number and duties of the safety officer shall be displayed in a conspicuous place at each of the premises or sites comprising the industrial undertaking in respect of which that safety officer is employed.	19A(1)(b)
	SO-20	Where a safety supervisor is employed in accordance with paragraph 2(a), (c) or (e) of the Fourth Schedule (please see SO-6), a notice in the approved form (Form 5) showing in English and Chinese the name of the proprietor of the industrial undertaking and the name, contact telephone number and duties of the safety supervisor shall be displayed in a conspicuous place at the industrial undertaking in which that safety supervisor is employed.	19A(2)(a)
	SO-21	Where a safety supervisor is employed in accordance with paragraph 2(b), (d) or (f) of the Fourth Schedule (please see SO-6), a notice in the approved form (Form 5) showing in English and Chinese the name of the proprietor of the industrial undertaking and the name, contact telephone number and duties of the safety supervisor shall be displayed in a conspicuous place at each of the premises or sites comprising the industrial undertaking in respect of which that safety supervisor is employed.	19A(2)(b)

FOURTH SCHEDULE

1. Employment of safety officer for the purposes of regulation 14.

*Proprietor*

- (a) A proprietor of one construction site who is a principal contractor.
- (b) A proprietor of more than one construction site who is a principal contractor.
- (c) A proprietor of one construction site who is a specialist contractor.
- (d) A proprietor of more than one construction site who is a specialist contractor.
- (e) A proprietor of one shipyard.
- (f) A proprietor of more than one shipyard.
- (g) A proprietor of one container handling workplace.
- (h) A proprietor of more than one container handling workplace.

*Safety Officer*

- One safety officer where the total number of persons employed therein, not being persons employed by a specialist contractor, is 100 or more.
- One safety officer where the total aggregate number of persons employed at such construction sites, not being persons employed by a specialist contractor, is 100 or more.
- One safety officer where the total number of persons employed by him therein is 100 or more.
- One safety officer where the total aggregate number of persons employed by him at such construction sites is 100 or more.
- One safety officer where the total number of persons employed by him therein is 100 or more.
- One safety officer where the total aggregate number of persons employed by him in such shipyards is 100 or more.
- One safety officer where the total number of persons employed by him therein is 100 or more.
- One safety officer where the total aggregate number of persons employed by him at such container handling workplaces is 100 or more.

2. Employment of safety supervisor for the purposes of regulation 16.

*Proprietor*

- (a) A proprietor of one construction site who is a principal contractor.
- (b) A proprietor of more than one construction site who is a principal contractor.
- (c) A proprietor of one construction site who is a specialist contractor.
- (d) A proprietor of more than one construction site who is a specialist contractor.
- (e) A proprietor of one shipyard.
- (f) A proprietor of more than one shipyard.
- (g) A proprietor of one container handling workplace.
- (h) A proprietor of more than one container handling workplace.

*Safety Supervisor*

- One safety supervisor where the total number of persons employed therein, not being persons employed by a specialist contractor, is 20 or more.
- One safety supervisor on each construction site on which the number of persons employed, not being persons employed by a specialist contractor, is 20 or more.
- One safety supervisor where the total number of persons employed by him therein, is 20 or more.
- One safety supervisor on each construction site on which the number of persons employed by him is 20 or more.
- One safety supervisor where the total number of persons employed by him therein is 20 or more.
- One safety supervisor in each shipyard in which the number of persons employed by him is 20 or more.
- One safety supervisor where the total number of persons employed by him therein is 20 or more.
- One safety supervisor in each container handling workplace in which the number of persons employed by him is 20 or more.



## CHAPTER 25

### FACTORIES AND INDUSTRIAL UNDERTAKINGS (WOODWORKING MACHINERY) REGULATIONS

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
<b>Duties of proprietors</b>			
Stopping and starting devices	WW-1	A woodworking machine shall be provided with an efficient stopping and starting appliance which shall be readily and conveniently operated by the person in charge of the machine.	4
Clear space	WW-2	Sufficient clear and unobstructed space shall be maintained at a woodworking machine while in motion.	5
Floors	WW-3	The floor surrounding a woodworking machine shall be maintained in good and level condition and free from chips and other loose material.	6
	WW-4	The floor surrounding a woodworking machine shall not be allowed to become slippery.	6
Lighting	WW-5	Adequate lighting not less than 160 lux shall be provided for a woodworking machine.	7(1)
	WW-6	Artificial lighting shall be so placed or shaded as to prevent direct rays of light from impinging on the eyes of the operator.	7(2)
Underground room	WW-7	Woodworking machine shall not be worked in any underground room which is certified by the Commissioner for Labour to be unsuitable for the purpose.	8
Training	WW-8	A person while being trained to work a woodworking machine shall be fully and carefully instructed as to the dangers arising in connexion with such machine and the precautions to be observed.	9(1)
	WW-9	No person under 16 years of age shall be employed on any woodworking machine.	9(2)
Fencing of circular saw	WW-10	The part of a circular saw below the bench table shall be protected by fencing it with two plates of metal or other suitable material and the two plates shall not be more than 150 mm (6 inches) apart and shall extend from the axis of the saw outwards to a distance of not less than 50 mm (2 inches) beyond the teeth of the saw.	10(1)
	WW-11	The metal plate, if not beaded, for fencing the part of a circular saw below the bench table shall be of a thickness at least equal to 2 mm.	10(2)(a)
	WW-12	The metal plate, if beaded, for fencing the part of a circular saw below the bench table shall be of a thickness at least equal to 1 mm.	10(2)(a)
	WW-13	A riving knife shall be fitted in direct line behind the circular saw.	10(3)
	WW-14	The riving knife shall have a smooth surface.	10(3)(a)
	WW-15	The riving knife shall be strong, rigid and easily adjustable.	10(3)(b)
	WW-16	The riving knife shall be so positioned that the edge of the knife nearer the saw shall form an arc of a circle having a radius not exceeding the radius of the largest saw used on the bench.	10(3)(c)
	WW-17	The riving knife shall be maintained as close as practicable to the saw and be so positioned that the distance between the front edge of the knife and the teeth of the saw does not exceed 15 mm (0.6 inch).	10(3)(d)
	WW-18	The riving knife for a circular saw of a diameter of less than 600 mm (24 inches) shall extend upwards from the bench table to within 25 mm (1 inch) of the top of the saw.	10(3)(e)
WW-19	The riving knife for a circular saw of a diameter of 600 mm (24 inches) or more shall extend upwards from the bench table to a height of not less than 250 mm (9.8 inches).	10(3)(f)	

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
	WW-20	The top of a circular saw shall be covered by a strong and easily adjustable crown guard with a flange at the side of the saw furthest from the fence.	10(4)
	WW-21	The crown guard shall be kept so adjusted that the flange shall extend below the roots of the teeth of the saw.	10(4)(a)
	WW-22	The crown guard shall extend from the top of the riving knife to a point as low as practicable at the cutting edge of the saw.	10(4)(b)
Push-sticks	WW-23	A suitable push-stick shall be kept available for use at the bench of a circular saw.	11
Guarding of swing and pendulum saws	WW-24	A swing saw or pendulum saw shall be suitably guarded and shall automatically return to the back position when released.	12(1)
	WW-25	A swing saw or pendulum saw shall be provided with limit chains or other effective devices to prevent the front edge of the saw being pulled out in front of the work table.	12(2)
	WW-26	The limit chains or devices of a swing saw or pendulum saw shall be maintained in good working order.	12(2)
Guarding of plain band saws	WW-27	Both sides of the bottom pulley of a plain band saw shall be completely encased by sheet metal or other suitable material.	13(a)
	WW-28	The front of the top pulley of a plain band saw shall be covered with sheet metal or other suitable material.	13(b)
	WW-29	The blade of a plain band saw shall be enclosed or securely guarded, except for the portion of the blade between the bench table and the top guide.	13(c)
Planing machines	WW-30	An overhand planing machine shall be fitted with a cylindrical cutter block.	14(1)
	WW-31	An overhand planing machine shall be provided with a "bridge" guard capable of covering the full length and breadth of the cutting slot in the bench, and shall be so constructed as to be easily adjusted both in a vertical and horizontal direction.	14(2)
	WW-32	The feed roller of a planing machine used for thicknessing shall be provided with an efficient guard.	14(3)
Vertical spindle moulding machine	WW-33	The cutter of a vertical spindle moulding machine shall be provided with an efficient guard.	15(1)
	WW-34	A jig or holder shall be provided to hold the wood being moulded at a vertical spindle moulding machine which cannot be operated with an efficient guard.	15(2)
	WW-35	A suitable "spike" or push-stick shall be kept available for use at bench of a vertical spindle moulding machine.	15(3)
Chain mortising machine	WW-36	The chain of a chain mortising machine shall be provided with a guard that adequately encloses the cutters.	16
Maintenance	WW-37	All tools, blades and cutting instruments of a woodworking machine shall be kept free from patent defect.	17(1)(a)
	WW-38	All tools, blades and cutting instruments of a woodworking machine shall be properly maintained and kept clean.	17(1)(b) & (c)
	WW-39	All tools, blades and cutting instruments of a woodworking machine shall be properly ground, sharpened and set.	17(1)(d)
	WW-40	Cracked saw blade shall not be used in a circular saw.	17(2)
	WW-41	All guards and other appliances required under these regulations shall be maintained in an efficient state.	17(3)(a)
	WW-42	All guards and other appliances required under these regulations shall be constantly kept in position when the machine is in motion.	17(3)(b)
	WW-43	All guards and other appliances required under these regulations shall be so adjusted as to enable the work to be carried on without unnecessary risk.	17(3)(c)
<b>Duties of persons employed</b>			
Woodworking machine	WW-44	A person employed on a woodworking machine shall use and maintain in proper adjustment the guards provided in accordance with the regulations.	19(a)

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Regulations</i>
	WW-45	A person employed on a woodworking machine shall use the “spikes” or push-sticks and jigs or holders provided in compliance with regulations 11 and 15(2) and (3).	19(b)

## CHAPTER 26

### FACTORIES AND INDUSTRIAL UNDERTAKINGS (SAFETY MANAGEMENT) REGULATION

<i>Subject</i>	<i>Code No.</i>	<i>Requirements</i>	<i>Related Sections</i>
<b>Duties of Proprietor</b>			
<b>Safety Management System</b>			
Development of safety management system	SM-1	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a safety management system which contains the elements specified in Parts 1, 2 and 3 of Schedule 4.	8(1)
	SM-2	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a safety management system which contains the elements specified in Parts 1 and 2 of Schedule 4.	8(1)
	SM-3	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a safety management system which contains the elements specified in Part 1 of Schedule 4.	8(2)
	SM-4	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a single safety management system which contains the elements specified in Parts 1, 2 and 3 of Schedule 4.	8(3)
	SM-5	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a single safety management system which contains the elements specified in Parts 1 and 2 of Schedule 4.	8(3)
	SM-6	A proprietor shall develop, implement and maintain in respect of the industrial undertaking a single safety management system which contains the elements specified in Part 1 of Schedule 4.	8(4)
<b>Safety Policy</b>			
Safety policy	SM-7	A proprietor shall prepare and revise as often as may be necessary a written policy statement in relation to the safety policy of the industrial undertaking.	9(1)(a)
	SM-8	A proprietor shall bring a written policy statement and any revision of it to the notice of all the workers in the industrial undertaking.	9(1)(b)
	SM-9	A proprietor shall keep a copy of a written policy statement.	9(1)(c)
	SM-10	A proprietor shall make a copy of a written policy statement available for inspection upon request by an occupational safety officer.	9(1)(d)
	SM-11	A written policy statement shall include a statement of a proprietor's general policy with regard to the safety and health of the workers in the industrial undertaking.	9(2)(a)
	SM-12	A written policy statement shall include a system of allocation of responsibilities for the carrying out of the policy.	9(2)(b)
	SM-13	A written policy statement shall include the arrangements as to how the responsibilities are to be executed.	9(2)(c)
	SM-14	A proprietor shall cause the safety policy of the industrial undertaking to be reviewed not less than once in each 2 years period commencing on the date on which the proprietor first complied with Section 9(1)(b) in respect of the undertaking.	9(3)(a)
	SM-15	A proprietor shall cause the safety policy of the industrial undertaking to be reviewed as soon as is practicable after the proprietor alters the written policy statement in respect of any particulars referred to in Section 9(2)(a), (b) or (c) relating to the undertaking.	9(3)(b)(i)
	SM-16	A proprietor shall cause the safety policy of the industrial undertaking to be reviewed as soon as is practicable after the proprietor alters the written policy statement for a reason not arising out of a review under Section 9(3)(a) or 9(3)(b)(i).	9(3)(b)(ii)











## SCHEDULE 4

### ELEMENTS OF SAFETY MANAGEMENT SYSTEM

#### PART 1

1. A safety policy which states the commitment of the proprietor or contractor to safety and health at work.
2. A structure to assure implementation of the commitment to safety and health at work.
3. Training to equip personnel with knowledge to work safely and without risk to health.
4. In-house safety rules to provide instruction for achieving safety management objectives.
5. A programme of inspection to identify hazardous conditions and for the rectification of any such conditions at regular intervals or as appropriate.
6. A programme to identify hazardous exposure or the risk of such exposure to the workers and to provide suitable personal protective equipment as a last resort where engineering control methods are not feasible.
7. Investigation of accidents or incidents to find out the cause of any accident or incident and to develop prompt arrangements to prevent recurrence.
8. Emergency preparedness to develop, communicate and execute plans prescribing the effective management of emergency situations.

#### PART 2

1. Evaluation, selection and control of sub-contractors to ensure that sub-contractors are fully aware of their safety obligations and are in fact meeting them.
2. Safety committees.

#### PART 3

1. Evaluation of job related hazards or potential hazards and development of safety procedures.
2. Promotion, development and maintenance of safety and health awareness in a workplace.
3. A programme for accident control and elimination of hazards before exposing workers to any adverse work environment.
4. A programme to protect workers from occupational health hazards.