**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.

**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.

**Confined Space Work Safety**
- Before carrying out confined space work, appoint a competent person to conduct a task-specific risk assessment.

**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 potable 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 Useful Information**
- Code of Practice for Bamboo Scaffolding Safety
- Code of Practice for Metal Scaffolding Safety
- 樓宇維修：竹桿架設安全須知
- Safety Guide for Bamboo Scaffolding Work
- 「斜桿架」式欄杆安全須知
- Safety Measures for Use of Truss-out Bamboo Scaffold
- 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

*(The above publications are available on the Labour Department’s website: http://www.labour.gov.hk-eng/public/content2_4.htm)*

**Enquiries and Complaints**
If you wish to enquire about this leaflet or require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department:
- Telephone: 2519 2297 (auto-recording service available outside office hours)
- Fax: 2915 1410
- E-mail: enquiry@labour.gov.hk

Information on the services offered by the Labour Department and on major labour legislation is also available on our website at http://www.labour.gov.hk.

If you have any complaints about unsafe workplaces and work practices, please call the Labour Department’s occupational safety and health complaint helpline at 2542 2172. All complaints will be treated in the strictest confidence.

**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.
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”).

  ![Safety Card Image]

- 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. These 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.

  ![Scaffolding Image]

- 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 supervision of a competent person.

- Workers must wear a safety harness which is attached to (1) a secure anchorage or (2) an independent lifeline with a fall arrestor when carrying out scaffold erection, dismantling and alteration works or working on a truss-out scaffold.

- Provide suitable and adequate 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.

3. **Work Above-ground Safety**

- Ladders are designed for the purpose of access and egress and should not be used for work above ground.

  ![Ladder Image]

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

  ![Working Platforms Image]

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

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.

  ![Safety Helmet Image]