

Code of Practice in Times of Typhoons and Rainstorms



勞工處

Labour Department

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Summary

In Hong Kong, under tropical cyclone (commonly known as “typhoon”) warnings, rainstorm warnings and other adverse weather conditions (such as the Landslip Warning, the Special Announcement on Flooding in the Northern New Territories and the Announcement on Localised Heavy Rain) as well as the resultant traffic and road problems, the operation of various trades and industries, the work safety of employees and public transport services to and from workplaces may be affected.

Employers must work out with employees as early as possible the reasonable and practical work arrangements in times of typhoon, rainstorm warnings, “extreme conditions” after super typhoons, as well as under other adverse weather conditions. To avoid unnecessary misunderstanding, dispute and confusion, employers should consult the staff and engage them when formulating such work arrangements and contingency measures. These arrangements not only can ensure the safety of employees and smooth operation of establishments, but will also help maintain good labour-management relations.

In drawing up with their staff the work arrangements for adverse weather conditions, employers should give consideration as much as possible to the situations faced by individual employees, such as their place of residence and the road and traffic conditions in the vicinity, as well as their practical difficulties and needs. A flexible approach, instead of an across-the-board work arrangement, should be adopted. Employers should also review the work arrangements regularly and make appropriate updates or adjustments with due regard to the experience and practical conditions as well as the needs of both employers and employees.

Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation and decide whether it is necessary to issue an announcement on “extreme conditions”. Upon the announcement of “extreme conditions” by the Government, apart from essential staff who have an agreement with their employers to be on duty when the “extreme conditions” are in force, employees are advised to stay in the place they are currently in or in safe places for two hours after cancellation of Typhoon Warning Signal No. 8 (T8), instead of heading for work immediately. “Extreme conditions” are applicable territory-wide. Employers and employees should stay alert to further Government announcements on whether “extreme conditions” will be extended or cancelled. Meanwhile, employers should flexibly apply work arrangements in times of adverse weather conditions in respect of resumption of work and relevant work arrangements, with due regard to the job nature and operational requirements of individual industries.

What should employers do?

Arrangements in respect of reporting for duty, release from work and resumption of work of employees

Early preparation	<u>Relevant Chapter(s)</u>
<p><input checked="" type="checkbox"/> Conduct timely and realistic assessment of whether there is any need for requiring employees to report for duty when T8 or above, the Black Rainstorm Warning or “extreme conditions” being in force (essential staff). If essential staff are required, there should be early arrangement on transportation and calculation of wages and allowances.</p> <p>In assessing the need for essential staff, employers should take into account the safety of employees, including the feasibility for employees to travel to and from their workplaces in adverse weather. Employers should also consider the business nature, operational needs and urgency of service, with due regard to the manpower requirements, staffing establishment and individual needs of employees. Employers should require only absolutely essential staff to report for duty in adverse weather or when “extreme conditions” are in force and the number of essential staff should be kept to the minimum as far as possible. Employees concerned should be notified in advance of the working arrangements as essential staff.</p>	Chapters 1 & 3
<p><input checked="" type="checkbox"/> State clearly the type of warnings and the time of issuance of such warnings under which employees are not required to report for duty or resume work.</p>	Chapter 1
<p><input checked="" type="checkbox"/> Explain clearly and set out in detail the method of calculation for working hours, wages and allowances under different scenarios. For example, employers should not withhold the wages, good attendance bonus or allowances of employees in case they are unable to report for duty due to adverse weather conditions or “extreme conditions”. For employees who are not able to follow the work arrangements to report for duty or resume work on time after the cancellation of typhoon, rainstorm and other severe weather warnings or “extreme conditions”, employers should not withhold their wages, good attendance bonus or allowances without reasons.</p>	Chapters 1 & 2
<p><input checked="" type="checkbox"/> Grant an extra duty allowance to employees who report for duty under adverse weather conditions.</p>	Chapter 2

<input checked="" type="checkbox"/> Discuss with essential staff in advance the work arrangements and contingency measures under adverse weather conditions, and work out arrangements for their transportation, safety, meal and rest place, etc.	Chapters 1, 2 & 3
<input checked="" type="checkbox"/> When drawing up work arrangements with essential staff, consider working under adverse weather as a special working condition, give due consideration to the prevailing situations faced by individual staff and adopt a flexible approach.	Chapter 2
<input checked="" type="checkbox"/> Since public transport services may be suspended or limited under certain adverse weather conditions (e.g. T8 or above, or “extreme conditions” being in force), employers should grant a travelling allowance to essential staff required to commute to and from their workplaces or pay them transport expenses. If public transport services are not available for essential staff to travel safely to and from their workplaces under adverse weather conditions, employers should consider providing safe shuttle transport services to them.	Chapters 2 & 3
<input checked="" type="checkbox"/> If non-essential staff are required to report for duty due to operational requirements when T8 or above, the Black Rainstorm Warning or “extreme conditions” are in force, their work arrangements (including reporting for duty, release from work, wages and allowances, etc.) should be in line with those of essential staff.	Chapters 1, 2 & 3
<input checked="" type="checkbox"/> Regularly communicate with employees and review the work arrangements in times of adverse weather conditions and make appropriate updates or adjustments in the light of the experience and practical conditions as well as the needs of both employers and employees.	Chapter 2
<input checked="" type="checkbox"/> Observe the statutory obligations and relevant requirements under the Employment Ordinance, the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance, the Employees’ Compensation Ordinance and the Minimum Wage Ordinance.	Chapter 4

Work arrangements in times of adverse weather conditions	<u>Relevant Chapter(s)</u>
<input checked="" type="checkbox"/> Except for essential staff, employers should arrange releasing employees from work by batches as soon as possible once the Pre-No. 8 Special Announcement or T8 is issued.	Chapters 1 & 3
<input checked="" type="checkbox"/> Give priority and be flexible to employees who have special needs (such as pregnancy, disability, living in areas with limited public transport services or other needs).	Chapter 2

<input checked="" type="checkbox"/> Give prime consideration to the safety of essential staff required to be on duty and arrange them to take shelter in a safe place if their workplaces are endangered by adverse weather conditions.	Chapter 3
<input checked="" type="checkbox"/> Ensure employees' safety at work and provide adequate safety facilities and equipment (such as safety helmets with chin straps, raincoats and waterproof safety boots, etc.) to employees who are required to work under adverse weather conditions.	Chapter 3
<input checked="" type="checkbox"/> If it is unsafe for employees to leave after work due to weather conditions, suspension of public transport services or other special conditions, employers should arrange a suitable and safe place at workplaces for employees to take shelter.	Chapter 3
<input checked="" type="checkbox"/> Observe the statutory obligations and relevant requirements under the Employment Ordinance, the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance, the Employees' Compensation Ordinance and the Minimum Wage Ordinance.	Chapter 4

Arrangements in respect of resumption of work	<u>Relevant Chapter(s)</u>
<input checked="" type="checkbox"/> If the workplaces are damaged by typhoons or rainstorms posing potential safety risks, employers should immediately carry out safety inspections, prepare and adopt suitable safety measures for employees before arranging them to resume work. Prime consideration should be given to employees' safety at any time.	Chapter 3
<input checked="" type="checkbox"/> Although employees are normally expected to resume work after T8, the Black Rainstorm Warning Signal or "extreme conditions" are cancelled, their journeys to the workplaces may be hindered by the aftermath of adverse weather (e.g. road blockage, public transport services being affected, flooding or landslip, etc.). Employers' flexibility in handling the work resumption arrangements is of utmost importance. Even though prior agreement is in place, employers should be considerate, sympathetic and flexible in work resumption arrangements with due regard to the situations of individual employees.	Chapter 2
<input checked="" type="checkbox"/> If employees face practical difficulties in resuming work after T8, the Black Rainstorm Warning Signal or "extreme conditions" are cancelled, such as road and traffic conditions or suspension of public transport services in certain areas, employers should not require employees to report for duty immediately. Prime consideration should be given to employees' safety at any time.	Chapters 2 & 3

<input checked="" type="checkbox"/> Be considerate and flexible to employees who have special needs (such as pregnancy, disability, living in areas with limited public transport services or other needs).	Chapter 2
<input checked="" type="checkbox"/> Employers may request employees (whether they work on shift or not), subject to their consent and fitness of physical conditions, to work beyond their normal shift in case staff on the next shift are unable to report for duty due to practical difficulties. Employers should arrange adequate rest breaks and grant them allowances more favourable than normal wages for the extended service.	Chapter 2
<input checked="" type="checkbox"/> Employees may be unable to report for duty due to adverse weather conditions or other factors beyond their control. Employers have to take into account the circumstances of each case and be considerate, and should not withhold their wages, good attendance bonus or allowances without reasons.	Chapter 2
<input checked="" type="checkbox"/> Observe the statutory obligations and relevant requirements under the Employment Ordinance, the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance, the Employees' Compensation Ordinance and the Minimum Wage Ordinance.	Chapter 4

“Extreme conditions” after super typhoons	<u>Relevant Chapter(s)</u>
<input checked="" type="checkbox"/> Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation and decide whether it is necessary to issue an announcement on “extreme conditions”. Upon the announcement of “extreme conditions” by the Government, apart from essential staff who have an agreement with their employers to be on duty when the “extreme conditions” are in force, employees are advised to stay in the place they are currently in or in safe places for two hours after cancellation of T8, instead of heading for work immediately. “Extreme conditions” are applicable territory-wide.	Chapter 5
<input checked="" type="checkbox"/> When “extreme conditions” are in force (i.e. the two-hour period after cancellation of T8), the Government will review the situation and further advise the public by the end of the two-hour period whether “extreme conditions” will be extended or cancelled. Employers and employees should stay alert to further Government announcements.	Chapter 5

<p><input checked="" type="checkbox"/> Once the “extreme conditions” are over, employees should follow the work arrangements they have previously agreed with the employers and resume work as appropriate. Employers should be considerate, sympathetic and flexible in handling the arrangements with due regard to the operational requirements of individual industries as well as the needs of individual employees. Prime consideration should be given to employees’ safety at any time.</p>	<p>Chapter 5</p>
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<p>Review of work arrangements</p>	<p><u>Relevant Chapter(s)</u></p>
<p><input checked="" type="checkbox"/> Employers should regularly communicate with employees and suitably adopt their views in reviewing the work arrangements under adverse weather conditions and make appropriate updates or adjustments in the light of the experience of each occasion, the needs of both employers and employees, and the practical conditions. It is important to ensure compliance with the statutory obligations and relevant requirements under the Employment Ordinance, the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance, the Employees’ Compensation Ordinance and the Minimum Wage Ordinance.</p>	<p>Chapters 2 & 4</p>

With reference to the major principles, framework and reference guidelines in this Code of Practice as well as relevant ordinances, employers should draw up suitable and flexible work arrangements in collaboration with employees, with due regard to the job nature, operational requirements of establishments, and the needs of individual employees.

What should employees do?

	<u>Relevant Chapter(s)</u>
<input checked="" type="checkbox"/> Employees should take initiative to consult and discuss with employers on the work arrangements when typhoon, rainstorm warnings or “extreme conditions” are in force or cancelled.	Chapter 1
<input checked="" type="checkbox"/> Employees should communicate with employers the earliest possible if they foresee possible difficulties in reporting for work in times of adverse weather conditions, thereby facilitating employers in making necessary arrangements in advance based on the operational requirements of establishments and the needs of individual employees.	Chapters 1 & 2
<input checked="" type="checkbox"/> Employees are usually required to report for work when Typhoon Warning Signal No. 3 (T3) or below, or the Amber or Red Rainstorm Warning Signal is in force, provided that public transport services are available.	Chapter 1
<input checked="" type="checkbox"/> If the Black Rainstorm Warning Signal is issued during working hours, employees should remain in safe places.	Chapters 1 & 2
<input checked="" type="checkbox"/> Resume duty on time in accordance with the prior work arrangements with employers for adverse weather conditions. Employees who are unable to report for duty due to practical difficulties should notify their supervisors as soon as possible and communicate with them when in doubt.	Chapters 1 & 2
<input checked="" type="checkbox"/> Unless there are prior work arrangements to the contrary, employees are normally required to resume work after T8, the Black Rainstorm Warning or “extreme conditions” are cancelled.	Chapter 1
<input checked="" type="checkbox"/> Cooperate with employers and follow safety rules and work procedures.	Chapter 3
<input checked="" type="checkbox"/> Provide suggestions, evaluate and make appropriate updates or adjustments to the work arrangements for adverse weather conditions in collaboration with employers.	Chapters 1 & 2
<input checked="" type="checkbox"/> Essential staff who are required to report for duty in times of adverse weather conditions should plan in advance the routing and transportation for commuting to their workplaces, and consult their supervisors in case of difficulties. In any case, personal safety and safety of other employees should be the prime consideration.	Chapters 1 & 3

Employees may make reference to the major principles, framework and reference guidelines in this Code of Practice as well as relevant ordinances in working out with employers work arrangements for adverse weather conditions/ “extreme conditions” after super typhoons and give their views on the arrangements.

Chapter 1 Introduction

The conditions under typhoon and rainstorm warnings, other adverse weather conditions (such as the Landslip Warning, the Special Announcement on Flooding in the Northern New Territories and the Announcement on Localised Heavy Rain) and the resultant traffic and road problems may affect the operation of various trades and industries, work safety of employees as well as public transport services to and from workplaces.

Typhoon warnings are to warn the public of the threat of winds associated with a tropical cyclone. If the T8 is likely to be issued, the Hong Kong Observatory will advise the public about two hours before the signal is issued. This advance notice is to enable the public to prepare for the T8, as well as to enable employers to begin a staggered release of staff and workers, giving priority to those with long or difficult journeys home, so as to ensure their safety and spread out the demand for public transport services. The rainstorm warning system is designed to alert the public to the occurrence of heavy rain which is likely to bring about major disruptions, and to ensure a state of readiness within the essential services to deal with emergencies.

Employers and employees should implement the following measures to ensure the safety of employees and smooth operation of establishments, as well as to help maintain good labour-management relations and to avoid unnecessary misunderstanding and dispute:

- Discuss and draw up work arrangements and contingency measures in times of adverse weather conditions. Employers should notify employees of the relevant work arrangements before commencement of their employment where possible;
- If it is not practical to notify employees of the work arrangements before commencement of employment, employers should give sufficient prior notice to employees on the arrangements;
- Conduct timely and realistic assessment of whether there is any need for requiring employees to report for duty when T8 or above, the Black Rainstorm Warning or “extreme conditions” being in force (essential staff). If essential staff are required, there should be early arrangement on transportation and calculation of wages and allowances;
- In assessing the need for essential staff, employers should take into account the safety of employees, including the feasibility for employees to travel to and from their workplaces in adverse weather. Employers should also consider the business nature, operational needs and urgency of service, with due regard to the manpower requirements, staffing establishment and individual needs of employees. Employers should require only absolutely essential staff to report for duty in adverse weather or when “extreme conditions” are in force and the

number of essential staff should be kept to the minimum as far as possible. Employees concerned should be notified in advance of the working arrangements as essential staff;

- To ensure that employees are fully informed about the work arrangements (including the list of essential staff and the arrangements), employers should cover the arrangements in employee handbooks, notices posted in the workplace or by regular circulation among the staff;
- If employees foresee possible difficulties in reporting for work in times of adverse weather conditions, they should communicate with employers the earliest possible so that employers can make necessary advance arrangements based on the operational requirements and the needs of individual employees;
- Employers should regularly communicate with employees, adopt their views where appropriate, and update or adjust the work arrangements under adverse weather conditions having regard to the experience and needs of both employers and employees as well as the practical conditions.

Major principles in drawing up work arrangements for adverse weather conditions

Employers and employees should make reference to the following three major principles and work out practical and reasonable work arrangements as early as possible:

1. Most suitable work arrangements agreed by employers and employees (see Chapter 2)
2. Safety of employees (see Chapter 3)
3. Statutory provisions and obligations under relevant Ordinances (see Chapter 4)

In addition to the above major principles, employers should also take into account the nature and operational requirements of individual trades and establishments as well as other applicable principles and conditions when drawing up the work arrangements with employees.

Framework of the work arrangements for adverse weather conditions

Depending on the job nature, operational requirements of employers and situations of individual employees (such as pregnancy, disability, living in areas with limited public transport services or other needs), the work arrangements for adverse weather conditions or subsequent disruptions to traffic and road conditions should cover the following aspects:

1. Arrangements in respect of report for duty
2. Arrangements in respect of release from work
3. Arrangements in respect of resumption of work
 - The arrangements for resumption of work after T8, Black Rainstorm Warning and other adverse weather warnings, or “extreme conditions” are cancelled, and when safety and traffic conditions allow (e.g. number of hours within which employees should resume duty after the concerned warning is cancelled)
4. Arrangements regarding working hours, wages and allowances
 - Payment arrangement for employees who are not required to work when typhoon, rainstorm and other adverse weather warnings, or “extreme conditions” are in force;
 - How working hours and wages will be reckoned when employees who are required to work have not reported for duty, or have started work but need to stop due to inclement weather;
 - The conditions under which allowances (e.g. allowances for typhoon and rainstorm duties, travelling or extended working hours) are payable and the method of calculation.
5. Special arrangements in respect of essential staff in times of adverse weather.

Work arrangements for “extreme conditions” after super typhoons (See Chapter 5 (P. 27 – P. 33))

“Extreme conditions”

Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation and decide whether it is necessary to issue an announcement on “extreme conditions”. Upon the announcement of “extreme conditions” by the Government, apart from essential staff who have an agreement with their employers to be on duty when the “extreme conditions” are in force, employees are advised to stay in the place they are currently in or in safe places for two hours after cancellation of T8, instead of heading for work immediately. “Extreme conditions” are applicable territory-wide. When “extreme conditions” are in force (i.e. the two-hour period after cancellation of T8), the Government will review the situation and further advise the public by the end of the two-hour period whether “extreme conditions” will be extended or cancelled. Employers and employees should stay alert to further Government announcements.

Employers and employees should draw up in advance the work / resumption of work arrangements in respect of the situations when “extreme conditions” are in force or cancelled. For the above “extreme conditions”, employers and employees may make reference to the three major principles and framework of prior work arrangements in times of adverse weather conditions. In addition to the above principles for drawing up the work arrangements, employers and employees should take into account the particular nature and operational requirements of the industry and establishments as well as other applicable principles and conditions. When implementing the related work arrangements, employers should consider the actual situations and make flexible arrangements with due regard to the different situations of individual employees.

Employers should also be sympathetic and make flexible arrangements after considering the conditions of essential staff who are required to work when “extreme conditions” are in force, such as arranging adequate rest breaks. Prime consideration should be given to employees’ safety at any time.

Other special conditions

Apart from aforementioned adverse weather and “extreme conditions” after super typhoons, in case of special conditions or unexpected incidents affecting employees’ work safety as well as public transport services to and from their workplaces, employers can suitably apply the aforementioned work arrangements to such special conditions. A flexible approach should be adopted in handling the arrangements in respect of reporting for duty, release from work and resumption of work with regard to the operational requirements of the industry.

Reference guidelines on work arrangements for adverse weather conditions (See Chapters 6 and 7 (P. 34 – P. 69))

Referring to the abovementioned three major principles and framework (P. 13), two sets of reference guidelines are listed in later chapters regarding work arrangements for adverse weather conditions which can be applied in general and outdoor working conditions respectively.

Please note that the two sets of reference guidelines are for reference only. When drawing up work arrangements, employers and employees should make suitable adjustments to work out appropriate and flexible work arrangements with due regard to the needs of individual employees, operational requirements as well as the particular nature of the establishment and the job, etc. In addition, if non-essential staff are temporarily required to work under adverse weather conditions, including in times of T8 or above, the Black Rainstorm Warning or “extreme conditions” being in force, due to operational requirements of individual establishments or other special conditions, the relevant work arrangements should be in line with those for essential staff.

Chapter 2 Formulating most suitable work arrangements by employers and employees

Principles

Given the diversity in nature and requirements of different jobs in various trades and industries, and the different districts where employees commute and resume work, employers and employees should adopt a flexible approach in drawing up the work arrangements for adverse weather conditions instead of across-the-board arrangement. Employers should be sympathetic to the circumstances faced by individual employees (such as pregnancy, disability, living in areas with limited public transport services or other needs) and give due consideration to their actual difficulties and needs.

The situations under different rainstorm warnings and typhoon warnings vary. The development and movement of rainstorms that affect Hong Kong can be vastly different. Rainstorm warnings may be issued or changed within a relatively short period of time, which normally pose less impact than typhoon warnings on employees working indoors or sheltered places. Therefore, it will not necessarily be a safer way to release these employees from workplaces when the Black Rainstorm Warning is in force. Apart from rainstorm warnings, attention should also be paid to the Special Announcement on Flooding in the Northern New Territories and the Announcement on Localised Heavy Rain on threat induced by heavy rain. Employers and employees should discuss and work out suitable arrangements with regard to actual situations.

Implementation

Employers should take into account the employees' workplace locations and areas of residence in working out in advance with their employees a reasonable time for report for duty, release from work, resumption of work, and consider staggered arrangement for releasing employees from work and resuming work. Even though prior work arrangements for individual employees are in place, employers should be considerate and flexible in handling cases of employees who have practical difficulties to report for duty or arrive at work on time having regard to the weather, road, traffic and safety conditions that employees may face in reporting for duty, releasing from work and resuming work. For example:

- Employees may not be able to report for duty because of the suspended or limited public transport services;
- Employees who are pregnant or with disabilities may have inconvenience or difficulties in commuting to their workplaces;
- Heavy rain that hinders employees to resume work may only concentrate on their areas of residence.

Flexible measures should be adopted depending on the conditions and nature of individual

establishments. Some examples are as follows:

- Give priority to needy employees to be released from work when Pre-No. 8 Special Announcement or T8 is issued;
- Arrange staggered resumption of work by the place of residence of employees or adjusting the duty roster arrangement, etc. after the cancellation of T8, Black Rainstorm Warning or “extreme conditions”;
- Exempt employees from resuming work if T8, Black Rainstorm Warning or “extreme conditions” are cancelled less than 3 hours before the end of working hours;
- Permit work at home for employees who have difficulties in returning to their workplaces or allow more time for them to report for duty and resume work.

Arrangement regarding wages and allowances

Typhoons and rainstorms are natural calamities. Employers should not withhold the wages of employees in response to the special situation that they are unable to report for duty due to adverse weather conditions or other factors beyond their control. Likewise, their entitlement to good attendance bonus or allowances should not be affected.

After the cancellation of typhoon, rainstorm, other severe weather warnings or “extreme conditions”, employees who are required to resume work under prior work arrangements may be unable to report for duty or arrive at work on time due to weather, road and traffic conditions. Employers should give due consideration to the exceptional circumstances in each case and be sympathetic to the employees. Employers should not withhold their wages, good attendance bonus or allowances without reasons.

Employers should adopt the following measures for employees who are required to work during T8 or above or when “extreme conditions” are in force (essential staff):

- Employers should grant an extra typhoon duty allowance and special travelling allowance for commuting to and from workplaces;
- If safe public transport services are not available under adverse weather conditions, employers should consider providing safe shuttle transport services to essential staff;
- If employees on the next shift are unable to report for duty in times of adverse weather or when “extreme conditions” are in force or extended, or due to practical difficulties, employers may wish to request employees of the preceding shift to continue to work due to operational requirements. Employers should seek the consent of the employees and ensure their physical fitness and arrange adequate rest breaks. Employers should grant the employees who agree to continue to assist an allowance more favourable than their normal wages for their extended service.

Regular review

Employers should regularly communicate with employees and suitably adopt their views in reviewing the work arrangements under adverse weather conditions. Based on the experience of each occasion, the needs of both employers and employees as well as practical conditions, appropriate updates or adjustments should be made such as:

- the priority and arrangements for releasing employees;
- arrangements for resumption of work;
- the list of essential staff who are required to report for duty in adverse weather conditions or “extreme conditions” after super typhoons, work arrangements, safety measures and shuttle transport services, etc.

Chapter 3 Safety of employees

Typhoons, rainstorms, “extreme conditions” after super typhoons or other adverse weather conditions may affect the safety of the workplaces and the journey of employees to and from their workplaces.

In this regard, employers should ensure the work safety of employees in the above conditions and that the risks at work are properly controlled and minimised. In drawing up the work arrangements, employers should give prime consideration to employees’ safety and the conditions of their journeys to and from workplaces. In any case, employees’ safety should be the prime consideration.

Moreover, employers and employees should take note of and comply with the relevant safety guidelines before an adverse weather warning is issued, when it is in force and after it is cancelled. Employers should regularly remind employees of the relevant safety guidelines and work arrangements.

Employers’ obligations

Points to note before an adverse weather warning is in force

- Release non-essential staff from work by batches according to the work arrangements when it is safe to do so;
- Conduct timely and realistic assessment of whether there is any need for requiring employees to report for duty when T8 or above, the Black Rainstorm Warning or “extreme conditions” being in force (essential staff). If essential staff are required, there should be early arrangement on transportation and calculation of wages and allowances;
- In assessing the need for essential staff, employers should take into account the safety of employees, including the feasibility for employees to travel to and from their workplaces in adverse weather. Employers should also consider the business nature, operational needs and urgency of service, with due regard to the manpower requirements, staffing establishment and individual needs of employees. Employers should require only absolutely essential staff to report for duty in adverse weather or when “extreme conditions” are in force and the number of essential staff should be kept to the minimum as far as possible. Employees concerned should be notified in advance of the working arrangements as essential staff;
- Discuss with essential staff who are required to report for duty under adverse weather conditions the work arrangements and contingency measures, and work out arrangements for their transportation, safety, meal and rest place, etc.;
- Conduct safety assessments, take suitable precautionary measures and provide a safe

shelter or structure to protect employees working in adverse weather conditions from the effects of strong wind, thunderstorms and rainstorms and accord top priority to employees' safety at all times;

- Apart from drawing up the work arrangements for adverse weather conditions with employees, employers should formulate safety plans and emergency plans. For example, they should provide employees who have to work under the above conditions with an urgent evacuation route, safe shelters, first aid facilities, food, drinking water and backup services. They should also disseminate weather and safety information to employees who are working outdoors or in remote areas;
- If employees have to work in times of adverse weather conditions, employers should develop a safe work system ¹ and provide employees with the necessary work equipment such as communication system and suitable personal protective equipment;
- Develop training plans to provide employees with training programmes pertaining to hazards associated with adverse weather and the relevant precautionary measures.

Points to note when an adverse weather warning signal is issued during work

- Upon the issuance of the Pre-No. 8 Special Announcement or T8 by the Hong Kong Observatory, employers should release non-essential staff in stages according to the agreed work arrangements;
- If essential staff have to work as agreed when the warnings are in force, employers should give prime consideration to the safety of employees and take suitable safety measures. If their workplaces are endangered by adverse weather conditions, employers should arrange them to take shelter in a safe place;
- Public transport services may be suspended or limited when T8 or above or “extreme conditions” are in force. Employers should grant a travelling allowance to essential staff who are required to travel to and from their workplaces or pay for the actual cost of transport. Employers should also consider providing safe shuttle transport services to essential staff if safe public transport services are not available under adverse weather conditions;
- When T8 or above or “extreme conditions” are in force leading to suspension of shuttle transport services arranged by employers and public transport services,

¹ In brief, a safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods (including adopting appropriate safe measures) to ensure that hazards are eliminated or risk minimised. The five steps to a safe system of work are: (i) Assess the task; (ii) Identify the hazards; (iii) Define safe methods; (iv) Implement the system effectively; and (v) Monitor the system.

employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately;

- Essential staff may not be able to go out for meal under adverse weather conditions. Employers should provide them with food and drinking water at the workplaces as necessary;
- If employees are unable to leave after their work due to weather conditions, suspension of public transport services or other special situations, employers should arrange a suitable and safe place at workplaces for employees to take shelter;
- Employees should suspend all outdoor work in exposed areas immediately and take shelter in a safe place if they are endangered by adverse weather conditions such as rainstorms, thunderstorms and typhoons;
- Supervisors should inspect all the workplaces and suspend those works that cannot be safely performed under adverse weather conditions;
- Pay attention to the latest weather broadcasts issued by the Hong Kong Observatory and prepare for immediate evacuation of employees from the workplaces where safety is affected.

Points to note after an adverse weather warning is cancelled

- In addition to workplaces, employers should consider the travelling conditions of employees commuting to and from their workplaces. If employees face practical difficulties when T8, Black Rainstorm Warning or “extreme conditions” are cancelled (e.g. roads are not cleared in a particular district, or public transport services are not resumed immediately), employers should not require employees to report for duty immediately;
- If the workplaces are damaged by typhoons and rainstorms posing potential safety risks (such as broken exterior walls or windows, etc.), employers should carry out safety inspections, and prepare and adopt appropriate safety measures to ensure employees’ safety before arranging them to return to the workplaces;
- Assess the impact of adverse weather on the workplaces and prohibit the entry of any persons other than maintenance personnel into the areas that are still dangerous. If employers need to assign essential staff to workplaces with potential hazards, they should not only provide suitable safety measures and protective equipment (such as safety helmets with chin straps, raincoats and waterproof safety boots, etc.), but also make sure that the risks at work are reduced as far as reasonably practicable;
- Pay attention to the weather broadcasts and stay highly alert to work safety, which may still be prone to the impact of thunderstorms, rainstorms and typhoons after the cancellation or lowering of warning signals;
- When the adverse weather is over, lifting appliances, scaffolds, suspended working

platforms, electrical installations, and other plant should resume operation or be used only after thorough examination by a competent examiner/ competent person and certified to be in safe working order.

Employees' obligations

- Employees should cooperate with their employers and relevant personnel, and follow the safety rules, instructions and work procedures;
- Essential staff who are required to report for duty in times of adverse weather conditions should plan in advance the routing and transportation commuting to and from their workplaces, and consult their supervisors if they have any difficulties;
- If employees spot any dangers in the workplaces or have practical difficulties in reporting for duty, they should inform their employers for appropriate arrangements. In any case, personal safety and safety of other employees should be the prime consideration.

Enquiries

Employers and employees who wish to know more about occupational safety and health regarding working in inclement weather may refer to the “Guide on Safety at Work in times of Inclement Weather” published by the Occupational Safety and Health Branch of the Labour Department and the Occupational Safety and Health Council. This guide has been uploaded to the Labour Department’s Homepage: www.labour.gov.hk.

Chapter 4 Statutory provisions and obligations

Employment Ordinance

Annual leave, statutory holidays and rest days

- An employer cannot reduce employees' entitlements to annual leave, statutory holidays or rest days under the Employment Ordinance to compensate for the loss of working hours resulting from the issuance of T8 or above, the Black Rainstorm Warning Signal, other adverse weather warnings or the announcement on "extreme conditions";
- There are clear provisions in the Employment Ordinance on granting of annual leave, statutory holidays or rest days by employers. Employers must abide by the relevant provisions on granting the above leave and holidays;
- It is unlawful for an employer to fail, without reasonable excuse, to comply with the relevant provisions.

Situations in which employees cannot report for duty or arrive at work on time

- If an employee fails to report for duty or arrive at work on time due to adverse weather conditions or after "extreme conditions" are over, the employer should enquire into the reasons, give due consideration to the exceptional circumstances in each case and should not penalise or dismiss the concerned employee rashly;
- Summary dismissal is a serious disciplinary action. It normally applies to cases where an employee has committed very serious misconduct or has failed to improve himself after the employer's repeated warnings.

Enquiries

Employers and employees who wish to know more about the provisions of the Employment Ordinance may refer to "A Concise Guide to the Employment Ordinance" published by the Labour Department. This guide has been uploaded to the Labour Department's Homepage: www.labour.gov.hk.

The Occupational Safety and Health Ordinance and the Factories and Industrial Undertakings Ordinance

Employers' obligations

- Under the Occupational Safety and Health Ordinance and the Factories and Industrial Undertakings Ordinance, employers/proprietors have an obligation to ensure the safety at work of all their employees, including the provision and maintenance of a safe working environment for employees;
- Employers should, wherever possible, avoid assigning workers to work in times of typhoons, rainstorm warnings, other adverse weather conditions or when “extreme conditions” are in force. Where employers require their employees to work under adverse weather conditions, they should assess the associated risks to ensure that the risks at work are reduced as far as reasonably practicable;
- Their obligations include the provision and maintenance of a safe plant and system of work. For example, employees should be instructed to keep themselves away from dangerous places as far as possible and be provided with suitable personal protective equipment such as safety helmets with chin straps, raincoats and waterproof safety boots, etc.;
- Employees at the workplaces where there is a risk of persons falling from height should be provided with suitable safety measures such as proper working platforms or, if this is not practicable, suitable fall arresting systems like safety nets, safety belts and independent lifeline or other secure points for anchoring the safety belts.

Employees' obligations

- For the sake of oneself and others, employees should cooperate with their employers and relevant personnel, follow the safety rules, instructions and work procedures;
- Employees who are required to report for duty in times of adverse weather conditions (essential staff) should plan in advance the routing and transportation commuting to and from their workplaces, and consult their supervisors if they have difficulties. In any case, prime consideration should be given to personal safety and safety of other employees.

Enquiries

Employers and employees who wish to know more about the provisions of the Occupational Safety and Health Ordinance may refer to “A Brief Guide to the Occupational Safety and Health Ordinance” published by the Occupational Safety and Health Branch of the Labour Department. This guide has been uploaded to the Labour Department’s Homepage: www.labour.gov.hk. Besides, please visit the Labour Department’s Homepage for more information about the Factories and Industrial Undertakings Ordinance.

The Employees' Compensation Ordinance

An accident to an employee resulting in injury or death is deemed to arise out of and in the course of employment if it happens to the employee when he is travelling from his place of residence to his place of work by a direct route within a period of four hours before the time of commencement of his working hours for that day, or from his place of work to his place of residence within a period of four hours after the time of cessation of his working hours for that day, when T8 or above or a Red or Black Rainstorm Warning is in force. Under these circumstances, the employer is liable to pay compensation under the Employees' Compensation Ordinance.

Take an employee whose working hours ended at 5:30 p.m. as an example. He met with an accident and sustained bodily injury at 7:00 p.m. when he was travelling back home from his workplace. T8 was in force at the time of the accident. Under the circumstances, the employer will be liable to pay compensation under the Employees' Compensation Ordinance.

Enquiries

Employers and employees who wish to know more about the provisions of the Employees' Compensation Ordinance may refer to "A Concise Guide to the Employees' Compensation Ordinance" published by the Employees' Compensation Division of the Labour Department. This guide has been uploaded to the Labour Department's Homepage: www.labour.gov.hk.

Chapter 5 “Extreme conditions” after super typhoons

(1) “Extreme conditions”

Under certain “extreme conditions” caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage, the Government will review the situation (including public transportation and other aspects). Announcement will be made before the Hong Kong Observatory (the Observatory) replaces T8 with T3 on whether the “extreme conditions” apply and warrant the issuance of an announcement on “extreme conditions”. Upon the announcement of “extreme conditions” by the Government, apart from essential staff who have an agreement with their employers to be on duty when the “extreme conditions” are in force, employees are advised to stay in the place they are currently in or in safe places for two hours after cancellation of T8, instead of heading for work immediately. “Extreme conditions” are applicable territory-wide.

When “extreme conditions” are in force (i.e. the two-hour period after cancellation of T8), the Government will review the situation and further advise the public by the end of the two-hour period whether “extreme conditions” will be extended or cancelled. Employers and employees should stay alert to further Government announcements.

Employers and employees should draw up in advance the work / resumption of work arrangements in respect of the situations when “extreme conditions” are in force and cancelled. When implementing the related work arrangements, employers should consider the actual situations and make flexible arrangements with due regard to the different conditions of individual employees. Employers should also be sympathetic and make flexible arrangements after considering the conditions of employees who are required to work (“essential staff”) when “extreme conditions” are in force, such as arranging adequate rest breaks. Prime consideration should be given to employees’ safety at any time.

(2) Work arrangements

- In drawing up in advance the work / resumption of work arrangements for the situations when “extreme conditions” are in force and over, employers and employees can make reference to the three major principles and framework stated in Chapter 2 to Chapter 4, as well as the reference guidelines in Chapter 6 and Chapter 7 in this Code of Practice. Consideration should also be given to the operational requirements of individual industries and establishments as well as the needs of individual employees. To avoid unnecessary dispute and confusion, both employers and employees may also make reference to their experience in drawing up the work arrangements and contingency measures for “extreme conditions” after super typhoons.
- In times of “extreme conditions” after super typhoons, employers and employees should stay alert to the announcement on “extreme conditions” by the Government.

When implementing the related work arrangements, employers should consider the actual situations and make flexible arrangements with due regard to the different situations of individual employees and accord top priority to employees' safety at all times.

- Wages, allowances and good attendance bonus of employees should not be affected if employees are released from work or not required to report for duty in accordance with the work arrangements.
- In cases where employees fail to report for duty or cannot resume work on time in accordance with the work arrangements after “extreme conditions” are over, supervisors should enquire into the reasons. If the employees can provide reasonable explanations, the employers should not withhold their wages.
- Employers should conduct timely and realistic assessment of whether there is any need for requiring essential staff to report for duty when “extreme conditions” are in force. If essential staff are required, there should be early arrangements on transportation and calculation of wages and allowances.
- In assessing the need for essential staff, employers should take into account the safety of employees, including the feasibility for employees to travel to and from their workplaces in adverse weather. Employers should also consider the business nature, operational needs and urgency of service, with due regard to the manpower requirements, staffing establishment and individual needs of employees. Employers should require only absolutely essential staff to report for duty in adverse weather or when “extreme conditions” are in force and the number of essential staff should be kept to the minimum as far as possible. Employees concerned should be notified in advance of the working arrangements as essential staff.
- Employers should also be sympathetic and make flexible arrangements after considering the conditions of essential staff who are required to work when “extreme conditions” are in force, such as arranging adequate rest breaks. Prime consideration should be given to the safety of employees.
- Since public transport services may be suspended or limited when “extreme conditions” are in force, employers should grant a travelling allowance to essential staff required to travel to and from their workplaces or pay them transport expenses.

Example: HK\$ _____ per trip or the actual cost of transport, whichever is higher.

- If safe public transport services are not available when “extreme conditions” are in force, employers should consider providing safe shuttle transport services to essential staff. In case shuttle transport services arranged by employers and public transport services are suspended, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

- Employers should grant an extra duty allowance to essential staff who are required to be on duty when “extreme conditions” are in force.

Example: In addition to normal wages, essential staff who are required to be on duty when “extreme conditions” are in force are eligible for a duty allowance of HK\$ _____ or _____% of normal wages for each hour worked.

- If employees on the next shift are unable to report for duty when “extreme conditions” are in force or extended, or due to practical difficulties, employers may request employees of the preceding shift to continue to work due to operational requirements. Employers should seek the employees’ consent, ensure their physical fitness and arrange adequate rest breaks for them.
- Employers should grant the employees who agree to continue to assist an allowance more favourable than their normal wages for their extended service.

Example: For those staff who extend their working hours, in addition to normal wages, they are eligible for a special allowance of HK\$_____ or _____% of normal wages for each hour of their extended service.

Please note that the following illustration is for reference only. When drawing up work arrangements, employers and employees should make suitable adjustments to work out appropriate and flexible work arrangements with due regard to the needs of individual employees, operational requirements as well as the particular nature of the establishment and the job, etc. In any case, prime consideration should be given to the safety of employees.

If adverse weather brought by typhoons or super typhoons has not caused “extreme conditions”, please see Chapters 6 and 7 (P. 34 – P. 69) for the reference guidelines on work arrangements.

Reference illustration: “Extreme conditions” after super typhoons

- The Government announces “extreme conditions” apply and advises employees to stay in their places or safe locations for 2 hours after T8 is cancelled. “Extreme conditions” are applicable territory-wide. During the first two-hour period when “extreme conditions” are in force (i.e. when T8 is cancelled), the Government will continue reviewing the situation, and further advise the public whether “extreme conditions” will be extended or cancelled. Employers and employees must pay attention to further announcements to be issued by the Government.
- **If “extreme conditions” are cancelled within working hours, employees should follow the work arrangements they have previously agreed with their employers and resume work as appropriate.**
- **Assume the working hours of employees are 9 am to 6 pm.** The following are examples on the three scenarios on resumption of work:

	Example 1	Example 2	Example 3
	at 6 am		at 12 noon
The Observatory announced the projected time to cancel T8	Announcement projecting T8 will be cancelled after 2 hours (i.e. at 8 am)		Announcement projecting T8 will be cancelled after 2 hours (i.e. at 2 pm)
Government announced “extreme conditions”	at 6 am		at 12 noon
	Same as the above announcement		Same as the above announcement
Initial effective time of “extreme conditions” (Employees should stay in their safe places)	8am – 10 am		2 pm – 4 pm
	(T8 to cancel at 8 am)		(T8 to cancel at 2 pm)

Announcement by the Government on whether to extend “extreme conditions”	10 am or before		4 pm or before
	NO extension	Extended for 2 hours till 12 noon	NO extension
Cancellation time of “extreme conditions”	10 am	12 noon	4 pm
		(No further extension of “extreme conditions” at or before 12 noon)	
Time for employees to resume work	Follow prior agreement between employers and employees		
	<i>Example:</i> <i>By 12 noon</i> if the agreement is to return to work within 2 hours after the cancellation of “extreme conditions”.	<i>Example:</i> <i>By 2 pm</i> if the agreement is to return to work within 2 hours after the cancellation of “extreme conditions”.	<i>Example:</i> <i>No need to return to work</i> if the agreement is not to return to work where there is only 3 hours or less left before the end of working hours when “extreme conditions” are cancelled.

	“Extreme conditions” after super typhoons
<p>“Extreme conditions” are in force or over in the following situations:</p> <p>(a) In force before working hours</p> <p>(b) In force during working hours</p> <p>(c) Is over 3 hours or less before the end of working hours</p> <p>(d) Still in force by the end of working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • General employees should follow the advice when “extreme conditions” are in force, stay in the place they are currently in, instead of heading for work immediately. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty or continue their work under safe conditions in accordance with the agreed work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately. • Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps. • Essential staff on duty should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment.

	“Extreme conditions” after super typhoons
<p>“Extreme conditions” are over 3 hours or more before the end of working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • If “extreme conditions” are over within working hours and when safety and traffic conditions allow, employees should follow the work arrangements they have previously agreed with the employers and resume work as appropriate. (see Item 2 and Reference illustration of this Chapter (P. 30 – P. 31)). • In implementing the arrangements, supervisors should take account of the actual situation such as traffic conditions and needs of employees (including employees who are pregnant, with disability, those who rely on ferry services to return to the workplaces or live in remote areas), and adopt a flexible approach. Supervisors should regularly review the arrangements with employees. • Employees should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, required means of transport being affected, flooding or landslide). • If there is potential safety risk in the workplaces, employers should not require employees to report for duty and should arrange employees to resume work only if safety conditions allow. • Employers and employees should adopt the work safety measures stated in (a) – (d) (see P. 32). <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty under safe conditions in accordance with the work arrangements agreed. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslide or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

Chapter 6 Reference Guideline:

Work arrangements in times of typhoons and rainstorm warnings

For the reference guidelines on work arrangements when the Government announces “extreme conditions” apply due to super typhoons, please see Chapter 5 (P. 27 – P. 33).

(1) General points to note

- Employers should cover the relevant work arrangements in employee handbooks, notices posted in the workplace or by regular circulation among the staff. Employers should also work out the list of employees who are absolutely required to report for duty under adverse weather conditions (essential staff) based on the operational and manpower needs of the individual establishments;
- When implementing the relevant work arrangements, supervisors should give prime consideration to the safety of the workplaces, and the actual situations of employees commuting to and from work and resuming work (such as weather conditions, road and traffic conditions and special needs of individual employees, etc.). Supervisors should be sympathetic to the difficulties faced by individual employees and be flexible in implementing the work arrangements;
- If non-essential staff are temporarily required to report for duty when typhoon, rainstorm and other adverse weather warning is in force due to operational requirements, their work arrangements (including reporting for duty, release from work, wages and allowances, etc.) should be in line with those for essential staff;
- Employers should take into account the employees’ workplace locations and areas of residence to work out in advance and prioritise the release arrangements for Pre-No. 8 Special Announcement or T8. Employers should also inform the employees concerned, and regularly review the arrangements;
- Employers should take into account the employees’ workplace locations and areas of residence to work out in advance with their employees the arrangement for resumption of work after the cancellation of T8 or Black Rainstorm Warning, a reasonable time for resuming work, and consider allowing employees to resume work by batches if practicable;
- Employers should review with employees the work arrangements in times of typhoon and rainstorm warnings. Employers should regularly communicate with employees and suitably adopt their views on the work arrangements for adverse weather conditions, make appropriate updates or adjustments based on the experience of each occasion, their mutual needs and practical

conditions. Employers should also ensure compliance with statutory obligations and relevant requirements under the Employment Ordinance, the Occupational Safety and Health Ordinance, the Factories and Industrial Undertakings Ordinance, the Employees' Compensation Ordinance and the Minimum Wage Ordinance.

(2) Work arrangements for essential staff

Arrangements regarding report for duty and transportation

- Employers should conduct timely and realistic assessment of whether there is any need for requiring essential staff to report for duty when T8 or above or the Black Rainstorm Warning being in force. If essential staff are required, there should be early arrangement on transportation and calculation of wages and allowances;
- In assessing the need for essential staff, employers should take into account the safety of employees, including the feasibility for employees to travel to and from their workplaces in adverse weather. Employers should also consider the business nature, operational needs and urgency of service, with due regard to the manpower requirements, staffing establishment and individual needs of employees. Employers should require only absolutely essential staff to report for duty in adverse weather and the number of essential staff should be kept to the minimum as far as possible. Employees concerned should be notified in advance of the working arrangements as essential staff;
- When drawing up work arrangements with essential staff, employers should consider working under adverse weather as a special working condition, give due consideration to the prevailing situations faced by individual staff and adopt a flexible approach;
- Regarding the duty arrangements, contingency measures, transportation, safety, meal and rest place arrangements, etc. for essential staff under the abovementioned adverse weather warnings, employers and employees should take note of the following:
 - Essential staff should report for duty, continue their work and be released from work in accordance with the prior work arrangements agreed with employers. Essential staff who are unable to report for duty due to practical difficulties should notify employers as soon as possible;
 - Essential staff should be provided with the telephone numbers of their supervisors for contact in case they have difficulties in reporting for duty;
 - Shuttle transport services should be arranged for essential staff who are

required to travel to and from their workplaces. Supervisors should work out a schedule specifying the pick-up time and place and service frequency for essential staff to take the shuttle transport;

- Supervisors should ensure that essential staff are aware of the arrangements and are provided with the telephone number of the responsible person of the shuttle transport services;
- Staff who are in doubt or have difficulties in taking the shuttle transport should contact the responsible person of the shuttle transport services;
- If shuttle transport services are not available, essential staff may make use of appropriate public transport services. When appropriate public transport services are not available, employers should allow their employees to take taxi and pay for the expenses;
- Employers should give prime consideration to the safety of essential staff and advise them to take shelter in a safe place if their workplaces are endangered by adverse weather conditions;
- Essential staff may not be able to go out for meal under adverse weather conditions. Employers should provide food and drinking water at the workplaces for employees as necessary;
- If it is unsafe for employees to leave after their normal working hours due to weather conditions, suspension of public transport services and other special circumstances, employers should arrange a suitable and safe place at workplaces for employees to take shelter.

Duty allowance

- Employers should grant an extra Typhoon Duty Allowance to essential staff who are required to be on duty when T8 or above is in force;

Example: In addition to normal wages, essential staff who are required to be on duty when T8 or above is in force are eligible for a typhoon duty allowance of HK\$ _____ or _____% of normal wages for each hour worked.

- Likewise, employers should grant an extra rainstorm duty allowance to employees;
- In case staff on the next shift are unable to report for duty due to practical difficulties, employers may request employees of the preceding shift to continue to work due to operational requirements. Employers should seek the consent of the employees, ensure their physical fitness and arrange adequate rest breaks. Employers should grant the employees who agree to continue to assist an allowance more favourable than their normal wages for the extended service;

Example: For those staff who extend their working hours, in addition to normal wages, they are eligible for a special allowance of HK\$_____ or _____% of normal wages for each hour of their extended service.

Travelling allowance

- If no transport services are provided by the employer, the employer should grant an extra travelling allowance to employees who are required to report for duty when T8 or above is in force;

Example: HK\$ _____ per trip or the actual cost of transport, whichever is higher.

- Likewise, employers should grant an extra travelling allowance to employees who are required to travel to and from their workplaces during rainstorms.

(Remark: When T8 or above is in force, leading to suspension of shuttle transport services provided by employers and public transport services, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.)

(3) Arrangements for resumption of work

- Employers should draw up with employees in advance reasonable work resumption arrangements for the situation when T8 or Black Rainstorm Warning is cancelled and safety and traffic conditions allow;
- When T8 or Black Rainstorm Warning is cancelled, work resumption of employees may be hindered by the massive congestion of commuters and the aftermath of adverse weather (e.g. road blockage, public transport services being affected, flooding and landslip, etc.). Employers should adopt a flexible approach in the arrangements of work resumption. Even

though prior agreements on work resumption are in place, employers should be considerate, sympathetic and flexible with due regard to the situations of individual employees;

- Employers and employees can make reference to the following illustration in drawing up and handling flexibly work resumption arrangements after typhoons and rainstorms. Employers should further consider the actual situations of individual employees and be flexible in implementing the relevant arrangements.

Illustration: Black Rainstorm Warning or T8 or above has been issued

Employees should return to work within 2 hours as far as possible if the above signals are cancelled 3 hours or more before the end of working hours.

(4) Arrangements regarding work safety

- Employers should ensure employees' safety at work and provide adequate safety facilities and equipment (such as safety helmets with chin straps, raincoats and waterproof safety boots, etc.) to employees who are required to work under adverse weather conditions;
- If the workplaces are damaged by typhoons and rainstorms posing potential safety risks (such as broken windows or exterior walls, etc.), employers should carry out safety inspections, and prepare and adopt appropriate safety measures to ensure employees' safety before arranging them to resume work.

(5) Wage calculation and arrangements

- Employers should set out clearly the conditions under which employees' wages will be payable (e.g. specify the details on how wages and allowances will be calculated when T8 or above is in force);
- Wages, allowances and good attendance bonus of employees should not be affected if employees are released from work or not required to report for duty in accordance with the work arrangements;
- In cases where employees fail to report for duty under adverse weather conditions or cannot resume work on time in accordance with the work arrangements after T8, the Black Rainstorm Warning Signal or other adverse weather warning is cancelled, supervisors should enquire into the reasons. If employees can provide reasonable explanations, employers should not withhold their wages;
- If employees cannot provide reasonable explanations for failing to report for duty, their wages may be affected and the amount should be in proportion to

the period they have not reported for work;

- In cases where employees fail to report for work in accordance with the work arrangements, the period they have not reported for duty should be counted from the time when the employees are reasonably expected to arrive at the workplaces.

(6) In times of rainstorm signals and typhoon warning signals (For the reference guidelines on work arrangements when the Government announces “extreme conditions” apply due to super typhoons, please see Chapter 5 (P. 27 – P. 33).)

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(a) The warning/signal is issued before working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should report for duty as usual. • Employees should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, required means of transport being affected, flooding or landslips). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability or other needs) should report for duty. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty or continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty or continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected).

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(a) The warning/signal is issued before working hours (Cont.)		<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately. 	<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(b) The warning/signal is issued during working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees working indoors should continue to work as usual. Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslide). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability or other needs) should be released from work. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees working indoors should continue to work as usual unless it is dangerous to do so. Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslide). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability or other needs) should be released from work under safe conditions. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Upon the issuance of the Pre-No. 8 Special Announcement or T8, all employees other than essential staff should be released in stages in accordance with prior arrangements. • Employees who may have greater hardships in travelling (including employees who are pregnant, with disability, reliant on ferry services to get home or living in remote areas) should be given priority to leave. • Other employees should be released later by batches according to their travelling distance or the time required to get home.

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(b) The warning/signal is issued during working hours (Cont.)		<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • In implementing the arrangements, supervisors should take account of the actual situation (such as traffic conditions and special needs of individual employees) and adopt a flexible approach. • If in need, employees can choose to stay in the company. An area in the workplaces should be made available by employers as temporary shelter.

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(b) The warning/signal is issued during working hours (Cont.)			<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected).

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(b) The warning/signal is issued during working hours (Cont.)			<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(c) The warning/signal is issued before the commencement of working hours and is cancelled within working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees working indoors should continue to work as usual. • Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip). • When the warning / signal is in force, employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability, or other needs) should report for duty. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • When the warning is in force, all employees other than essential staff should not be required to report for duty. • If the warning is cancelled within working hours and when safety and traffic conditions allow, employees should follow the prior arrangements and time frame they have previously agreed with their employers and resume work as appropriate (see Illustration under Item 3 of this Chapter (P. 38)). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • When the signal is in force, all employees other than essential staff should not be required to report for duty. • If T8 is cancelled within working hours and when safety and traffic conditions allow, employees should follow the prior arrangements and time frame they have previously agreed with their employers and resume work as appropriate (see Illustration under Item 3 of this Chapter (P. 38)).

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
<p>(c) The warning/signal is issued before the commencement of working hours and is cancelled within working hours (Cont.)</p>		<p><i>General Employees</i></p> <ul style="list-style-type: none"> • In implementing the arrangements, supervisors should take account of the actual situation such as traffic conditions and needs of employees (including employees who are pregnant, with disability, those who rely on ferry services to return to the workplaces or live in remote areas), and adopt a flexible approach. Supervisors should regularly review the arrangements with employees. • Employees should notify their supervisors as soon as possible if they have practical difficulties in resuming work (such as road blockage, required means of transport being affected, flooding or landslip). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • In implementing the arrangements, supervisors should take account of the actual situation such as traffic conditions and needs of employees (including employees who are pregnant, with disability, those who rely on ferry services to return to the workplaces or live in remote areas), and adopt a flexible approach. Supervisors should regularly review the arrangements with employees. • Employees should notify their supervisors as soon as possible if they have practical difficulties in resuming work (such as road blockage, required means of transport being affected, flooding or landslip).

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
<p>(c) The warning/signal is issued before the commencement of working hours and is cancelled within working hours (Cont.)</p>		<p><i>General Employees</i></p> <ul style="list-style-type: none"> • If there is potential safety risk in the workplaces, employers should not require employees to report for duty and should arrange employees to resume work only if safety conditions allow. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • If there is potential safety risk in the workplaces, employers should not require employees to report for duty and should arrange employees to resume work only if safety conditions allow. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected).

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
<p>(c) The warning/signal is issued before the commencement of working hours and is cancelled within working hours (Cont.)</p>		<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately. 	<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

	Amber, Red Rainstorm Warning or T1 or T3	Black Rainstorm Warning	T8 or above
(d) The warning/signal is still in force by the end of working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should be released as usual after the end of working hours. • An area in the workplaces should be made available by employers as temporary shelter for employees who have difficulties in leaving the workplaces if required. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should stay in a safe place until the heavy rain has passed. • An area in the workplaces should be made available by employers as temporary shelter for employees. • If safety conditions allow, based on the needs of individual employees, employers can release employees after their working hours. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should be released under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • An area in the workplaces should be made available by employers as temporary shelter for essential staff during or after working hours if required.

<p>(d) The warning/signal is still in force by the end of working hours (Cont.)</p>		<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should be released under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • An area in the workplaces should be made available by employers as temporary shelter for essential staff during or after working hours if required. 	
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Chapter 7 Reference Guideline:

Work arrangements for working outdoors and in exposed areas in times of adverse weather conditions

(e.g. construction workers, shipboard cargo handling workers and outdoor cleaning workers)

(1) General points to note / Work arrangements for essential staff / Arrangements regarding resumption of work / Wage calculation and arrangements

- Please see Chapter 6 (P. 34 – P. 51)

(2) Arrangements regarding work safety

- Employers should ensure employees' safety at work and provide adequate safety facilities and equipment (such as safety helmets with chin straps, raincoats and waterproof safety boots, etc.) to employees who are required to work under adverse weather conditions to ensure their safety. In addition, employers and employees should adopt the following measures. For example:
 - Engineering staff on construction sites should ensure that all scaffoldings, hoardings, etc. are secured and taut and all canvas removed;
 - Workers engaging in lifting or transport operations should avoid operating cranes such as tower cranes, etc. in strong wind and should place the jibs in an appropriate and safe position according to the manufacturer's manual;
 - Workers engaging in external wall maintenance and cleaning buildings should discontinue their work, lower the suspended working platforms to the ground and secure them.
- If the workplaces are damaged by typhoons and rainstorms posing potential safety risks (such as broken windows or exterior walls, etc.), employers should carry out safety measures, and prepare and adopt appropriate safety measures to accord top priority to employees' safety at all times before arranging them to resume work;
- Supervisors should, when work resumes, ask competent persons to carry out the requisite safety inspections to outdoor installations, such as scaffoldings, temporary supports, cranes, suspended working platforms, power supply plant, etc. before they are put into use;
- Employers should provide a temporary shelter for employees in case it is unsafe to leave the workplaces because of the weather;
- Employers should review the adverse weather work safety guidelines with employees regularly.

(3) Transportation arrangement for remote workplaces

- Employers who provide their employees with shuttle transport services to and from remote workplaces, including outlying islands, should specify clearly with their employees the frequency of services, time and place of the pick-up vehicles and boats.

(4) In times of adverse weather conditions

Adverse weather warnings

(including Thunderstorm Warning, Landslip Warning, Special Announcement on Flooding in the Northern New Territories, Localised Heavy Rain and Strong Monsoon Signal)

(a) The warning is issued before working hours:

- All employees should report for duty as usual.
- Employees should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, required means of transport being affected, flooding or landslip).
- Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps. Employees should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment.
- If the safety of employees is endangered by adverse weather conditions, supervisors should arrange for them to stand by in a safe place.

(b) The warning is issued during working hours:

- Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip).
- Supervisors should, having considered the actual circumstances, arrange employees to suspend their work, take temporary shelter in a safe place and resume duty when weather conditions so permit. For example:
 - If the safety of employees is endangered by the condition of the sea, supervisors in charge of shipboard cargo handling should stop the cargo handling work on ships and arrange their staff to take temporary shelter in a safe place as soon as possible.
 - When the Strong Monsoon Signal or Landslip Warning is issued, the operation of cranes, suspended working platforms, slope works, etc. should be suspended.
- In the case of Thunderstorm Warnings, and where employees are liable to lightning strikes, their supervisors should arrange the employees to stop work as far as practicable and take shelter in a safe place immediately.

Adverse weather warnings

(including Thunderstorm Warning, Landslip Warning, Special Announcement on Flooding in the Northern New Territories, Localised Heavy Rain and Strong Monsoon Signal) (Cont.)

(c) The warning is issued before the commencement of working hours and is cancelled within working hours:

- All employees should continue to work as usual.
- Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip).
- Employers and employees should adopt the work safety measures stated in 4(a) and 4(b) (see P. 54).

(d) The warning is still in force by the end of working hours:

- Employees should stay in a safe place until the heavy rain has passed.
- An area in the workplaces should be made available by employers as temporary shelter for employees.
- If safety conditions allow, based on the needs of individual employees, employers can release employees after their working hours.
- Employers and employees should adopt the work safety measures stated in 4(a) and 4(b) (see P. 54).

(5) In times when rainstorm warning is in force

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
<p>(a) The warning is issued before working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should report for duty as usual. • Employees should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, required means of transport being affected, flooding or landslips). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy or disability, or other needs) should report for duty. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty or continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately. • Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps. • Essential staff on duty should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment.

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
(a) The warning is issued before working hours (Cont.)	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps. Employees should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment. • If the safety of the employees is endangered by the adverse weather, supervisors should arrange them to stand by in a safe place. 	

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
(b) The warning is issued during working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> Supervisors should promptly arrange employees whose safety is affected to suspend their outdoor work, take temporary shelter in a safe place and resume duty when weather conditions so permit. <p>For example:</p> <ul style="list-style-type: none"> Suspend the operation of suspended working platforms and slope works. Suspend the operation of shipboard lifting appliances and cargo handling. <ul style="list-style-type: none"> Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> Supervisors of employees working outdoors and in exposed areas should arrange them to stop work and take shelter immediately. Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip). Employers and employees should adopt the work safety measures stated in 5(a) (see P. 56 – P. 57). <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> Essential staff should continue their work under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected).

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
(b)The warning is issued during working hours (Cont.)	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy or disability, or other needs) should be released from work. 	

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
<p>(c) The warning is issued before the commencement of working hours and is cancelled within working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should continue to work as usual. • Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslide). • When the warning is in force, employers may exercise discretion to consider whether employees who have needs (such as pregnancy, or disability, or other needs) should be released from work. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. • If the signal is cancelled within working hours and when safety and traffic conditions allow, employees should follow the prior arrangements and time frame they have previously agreed with their employers and resume work as appropriate (see Illustration under Item 3 of Chapter 6 (P. 38)). • In implementing the arrangements, supervisors should take account of the actual situation such as traffic conditions and need of employees (including employees who are pregnant, with disability, those who rely on ferry services to return to the workplaces or live in remote areas), and adopt a flexible approach. Supervisors should regularly review the arrangements with employees. • Employees should notify their supervisors as soon as possible if they have practical difficulties in resuming work (such as road blockage, required means of transport being affected, flooding or landslide). • If there is potential safety risk in the workplaces, employers should not require employees to report for duty and should arrange employees to resume work only if safety conditions allow. • Employers and employees should adopt the work safety measures stated in 5(a) and 5(b) (see P. 56 – P. 59).

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
<p>(c) The warning is issued before the commencement of working hours and is cancelled within working hours (Cont.)</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees working outdoors in exposed areas who have taken shelter should resume duty as soon as possible after the warning is cancelled and weather conditions permit. • Employers and employees should adopt the work safety measures stated in 5(a) and 5(b) (see P. 56 – P. 59). 	<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

	Amber or Red Rainstorm Warning	Black Rainstorm Warning
<p>(d) The warning is still in force by the end of working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should be released as usual after the end of working hours. • An area in the workplaces should be made available by employers as temporary shelter for employees who have difficulties in leaving the workplaces if required. • Employers and employees should adopt the work safety measures stated in 5(a) and 5(b) (see P.56 – P.59). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should stay in a safe place until the heavy rain has passed. • An area in the workplaces should be made available by employers as temporary shelter for employees. • If safety conditions allow, based on the needs of individual employees, employers can release employees after their working hours. • Employers and employees should adopt the work safety measures stated in 5(a) and 5(b) (see P. 56 – P. 59). <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should be released under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • An area in the workplaces should be made available by employers as temporary shelter for essential staff during or after working hours if required.

(6) In times when typhoon warning signal is in force (For the reference guidelines on work arrangements when the Government announces “extreme conditions” apply due to super typhoons, please see Chapter 5 (P. 27 – P. 33).)

	T1 or T3	T8 or above
(a) The signal is issued before working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should report for duty as usual. • Employees should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, required means of transport being affected, flooding or landslips). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability, or other needs) should report for duty. • Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps. Employees should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should report for duty or continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately. • Employers should provide employees with safety equipment and personal protective equipment, such as safety helmets with chin straps.

	T1 or T3	T8 or above
(a) The signal is issued before working hours (Cont.)	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • If the safety of the employees who have arrived at the workplaces is endangered by the adverse weather, supervisors should arrange them to stand by in a safe place. Employers should also stop operating cranes, suspended working platforms, etc. 	<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff on duty should make use of the safety equipment and personal protective equipment provided by their employers and pay special attention to the safety of the working environment.

	T1 or T3	T8 or above
(b) The signal is issued during working hours	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Supervisors should, having considered the actual circumstances, arrange employees to suspend their work, take temporary shelter in a safe place and resume duty when weather conditions so permit. For example: <ul style="list-style-type: none"> - Suspend the operation of cranes and suspended working platforms, etc. - When T3 is in force, shipboard cargo handling employees should stop work. Their employers should arrange boats to take them ashore. • Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslide). • Employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability or other needs) should be released from work. 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Upon the issuance of the Pre-No. 8 Special Announcement or T8, all employees other than essential staff should be released in stages. • Employees who may have greater hardships in travelling (including employees who are pregnant, with disability, reliant on ferry services to get home or living in remote areas) should be given priority to leave. • Other employees should be released later in stages according to their travelling distance or the time required to get home. • In implementing the arrangements, supervisors should take account of the actual situation (such as traffic conditions and needs of individual employees) and adopt a flexible approach. • If in need, employees can choose to stay in the company. An area in the workplaces should be made available by employers as temporary shelter. • Employers and employees should adopt the work safety measures stated in 6(a) (see P. 63 – P. 64).

	T1 or T3	T8 or above
<p>(b) The signal is issued during working hours (Cont.)</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employers and employees should adopt the work safety measures stated in 6(a) (see P. 63 – P. 64). 	<p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in resuming work (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff returning to work immediately.

	T1 or T3	T8 or above
<p>(c) The signal is issued before the commencement of working hours and is cancelled within working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should continue to work as usual. • Employees (including employees working on shift or who are required to work outside offices) should notify their supervisors as soon as possible if they have practical difficulties in travelling to and from their workplaces (such as road blockage, required means of transport being affected, flooding or landslip). • When the signal is in force, employers may exercise discretion to consider whether employees who have needs (such as pregnancy, disability, or other needs) should be released from work. • Employees working outdoors in exposed areas who have taken shelter should resume duty as soon as possible after the warning is cancelled and weather conditions permit. • Employers and employees should adopt the work safety measures stated in 6(a) and 6(b) (see P. 63 – P. 66). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • When the signal is in force, all employees other than essential staff should not be required to report for duty. • If T8 is cancelled within working hours and when safety and traffic conditions allow, employees should follow the prior arrangements and time frame they have previously agreed with their employers and resume work as appropriate (see Illustration under Item 3 of Chapter 6 (P. 38)). • In implementing the arrangements, supervisors should take account of the actual situation such as traffic conditions and needs of individual employees (including employees who are pregnant, with disability, those who rely on ferry services to return to the workplaces or live in remote areas), and adopt a flexible approach. Supervisors should regularly review the arrangements with employees. • Employees should notify their supervisors as soon as possible if they have practical difficulties in resuming work (such as road blockage, required means of transport being affected, flooding or landslip).

	T1 or T3	T8 or above
<p>(c) The signal is issued before the commencement of working hours and is cancelled within working hours (Cont.)</p>		<p><i>General Employees</i></p> <ul style="list-style-type: none"> • If there is potential safety risk in the workplaces, employers should not require employees to report for duty and should arrange employees to resume work only if safety conditions allow. • Employers and employees should adopt the work safety measures stated in 6(a) and 6(b) (see P. 63 – P. 66). <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should continue their work under safe conditions in accordance with the work arrangements. • Essential staff should notify their supervisors as soon as possible if they have practical difficulties in reporting for duty (such as road blockage, flooding, landslip or required means of transport or shuttle transport services arranged by employers being affected). • If shuttle transport services arranged by employers and other public transport services are not available, employers should give prime consideration to the safety of employees and should not request essential staff to return to work immediately.

	T1 or T3	T8 or above
<p>(d) The signal is still in force by the end of working hours</p>	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • Employees should be released as usual after the end of working hours. • An area in the workplaces should be made available by employers as temporary shelter for employees who have difficulties in leaving the workplaces if required. • Employers and employees should adopt the work safety measures stated in 6(a) and 6(b) (see P. 63 – P. 66). 	<p><i>General Employees</i></p> <ul style="list-style-type: none"> • All employees other than essential staff should not be required to report for duty. <p><i>Essential Staff</i></p> <ul style="list-style-type: none"> • Essential staff should be released under safe conditions in accordance with the work arrangements. If there are other prior arrangements, essential staff may continue their work in case staff on the next shift are unable to report for duty due to practical difficulties. • An area in the workplaces should be made available by employers as temporary shelter for essential staff during or after working hours if required. • Employers and employees should adopt the work safety measures stated in 6(a) and 6(b) (see P. 63 – P. 66).

Appendix 1

Common weather warnings

(a) Tropical Cyclone Warning

Signal No.	Meaning
1	A tropical cyclone is centred within about 800 kilometres (km) of Hong Kong and may affect the territory.
3	Strong wind is expected or blowing generally in Hong Kong near sea level, with a sustained speed of 41- 62 kilometres per hour (km/h), and gusts which may exceed 110 km/h, and the wind condition is expected to persist.
8	Gale or storm force wind is expected or blowing generally in Hong Kong near sea level, with a sustained wind speed of 63-117 km/h from the quarter indicated and gusts which may exceed 180 km/h, and the wind condition is expected to persist.
9	Gale or storm force wind is increasing or expected to increase significantly in strength.
10	Hurricane force wind is expected or blowing with sustained speed reaching upwards from 118 km/h and gusts that may exceed 220 km/h.

- When the No. 1 signal is issued, the existence of the tropical cyclone should be taken into account in planning activities. Strong winds may occur over offshore waters.
- When the No. 3 signal is issued, all loose objects, particularly those on balconies and rooftops, hoardings, scaffoldings and temporary structures, should be secured. Winds are normally expected to become generally strong in Hong Kong within 12 hours after this signal is issued. Winds over offshore waters and on high ground may reach gale force.
- When the No. 8 signal is issued, all precautions should be completed before gales commence. Winds are normally expected to reach gale force generally in Hong Kong within 12 hours after No. 8 signal replaces No. 3 signal.
- When the No. 9 or No. 10 signal is issued, all precautions should be completed. Stay indoors and away from exposed windows and doors to avoid flying debris.

(b) Rainstorm Warning System

There are three levels of rainstorm warning: Amber, Red and Black.

Amber Rainstorm Warning	Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 30 millimetres in an hour, and is likely to continue. There will be flooding in some low-lying and poorly drained areas. Heavy rain may bring about flash floods. People should stay away from watercourses. Members of the public are advised to pay attention to weather changes as these might lead to situations of Red or Black Rainstorm Warning.
Red Rainstorm Warning	Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 50 millimetres in an hour, and is likely to continue. There are likely to be serious road flooding and traffic congestion, people who have to travel should carefully consider weather and road conditions and take necessary precautions. Heavy rain will bring about flash floods. Flooding is expected to occur or is occurring in watercourses. People should stay away from watercourses.
Black Rainstorm Warning	Very heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 70 millimetres in an hour, and is likely to continue. It means that there are likely to be serious road flooding and traffic congestion. It will also bring about flash floods. Flooding is expected to occur or is occurring in watercourses. People should stay away from watercourses, stay indoors or take shelter in a safe place until the heavy rain has passed.

- The rainfall criteria for the issuance of rainstorm warning signals are for guidance only. When prolonged rain occurs, the signals may be issued even if these rainfall criteria are not reached for individual hours.
- In case heavy rain develops suddenly, a Red Rainstorm Warning may be issued without being preceded by an Amber Rainstorm Warning.
- Also, a Black Rainstorm Warning may not be preceded by a Red Rainstorm Warning.

(c) Thunderstorm Warning

- Thunderstorm Warnings are intended to give short-term (within one to a few hours) notice of the likelihood of thunderstorms affecting any part of Hong Kong. Thunderstorm Warnings are issued irrespective of whether thunderstorms are widespread or isolated.
- When thunderstorms are widespread, it will be mentioned in the Thunderstorm Warning that thunderstorms will generally affect Hong Kong without specific reference to individual regions.
- For isolated thunderstorms, the warning will indicate the regions that will be affected during the effective warning period.
- If thunderstorms are expected to persist or there are changes in their impact or coverage, the warning will be respectively extended or updated. Stay indoors when the warning is in force. Employees working outdoors should take shelter in a safe place where possible.
- Squalls or violent gusts often occur with thunderstorms. People on small boats on the open sea should watch out for the approach of squalls or waterspouts.

(d) Landslip Warning

- A Landslip Warning will be issued by the Hong Kong Observatory in consultation with the Geotechnical Engineering Office when there is a high risk of many landslips as a result of persistent heavy rainfall.
- The warning is aimed at predicting the occurrence of numerous landslips, and isolated landslips which cannot be predicted will occur from time to time in response to less severe rainfall when the warning is not in force.
- The warning is intended to alert engineers, contractors or others who are likely to suffer losses from landslips to take precautionary measures.

(e) Special Announcement on Flooding in the Northern New Territories

- A Special Announcement on Flooding in the Northern New Territories will be issued by the Hong Kong Observatory whenever heavy rain affects the area and flooding is expected to occur or is occurring in the low-lying plains of the northern New Territories.
- The Announcement draws attention to potential flooding in the northern New Territories due to heavy rain. It is intended to prompt the public to take precautionary measures against flooding. Heavy rain may bring about flash floods. People should stay away from watercourses.

- The warning is also intended to alert engineers, contractors and others who are likely to suffer losses from flooding.

(f) Announcement on Localised Heavy Rain

- The development and movement of heavy rain that affects Hong Kong can be vastly different. Sometimes the heavy rain may be widespread, while on other occasions it may be localised and cause serious flooding only in certain districts but not others.
- The issuance of the Announcement on Localised Heavy Rain is based on the recorded regional rainfall amount. If heavy rain at that time does not extend generally over Hong Kong and reach the criteria for a Red or Black Rainstorm Warning Signal, the Hong Kong Observatory will issue the Announcement on Localised Heavy Rain, indicating the affected districts and the respective rainfall recorded, to alert the public of potential flooding due to heavy rain in the districts, so as to take precautionary measures.
- When localized heavy rain persists or there is change in the affected districts, the Observatory will update the announcement appropriately.
- If heavy rain is forecast to extend to affect widespread areas and reach the criteria of Red or Black Rainstorm Warning Signal, the Hong Kong Observatory will issue the corresponding warning signal. The announcement also reminds relevant government departments to take appropriate responsive actions, such as emergency measures to alleviate the impact of flooding in concerned districts.
- Members of the public can get the latest situation of heavy rain via radio, television and from the Hong Kong Observatory. Those in the districts affected by heavy rain should take appropriate measures to prevent possible loss caused by flooding.
- People should also be cautious when travelling to the concerned districts.

(g) Strong Monsoon Signal

- The Strong Monsoon Signal is issued when winds associated with the summer or winter monsoon are blowing in excess of or are expected to exceed 40 kilometres per hour near sea level anywhere in Hong Kong.
- In very exposed places, monsoon winds may exceed 70 kilometres per hour.
- Local topography or the presence of buildings nearby sometimes modifies the airflow substantially, making it exceptionally gusty in very localised areas. Engineers, architects and contractors should ensure that all scaffoldings, hoardings and temporary structures are secured.

- Operations at sea should take special care against high winds and rough sea conditions. Rough seas and swells may affect the coast.

Enquiries

If employers and employees wish to have more information on weather warnings, please visit the homepage of the Hong Kong Observatory: www.weather.gov.hk.

Appendix 2

Enquiries

This Code of Practice has also been uploaded to the Labour Department's Homepage:

www.labour.gov.hk/eng/public/wcp/Rainstorm.pdf

Enquiry Hotline: 2717 1771 (the hotline is handled by “1823”)

Homepage Address: www.labour.gov.hk

Enquiry in person to Offices of the Labour Relations Division:

This list was finalised in June 2019 and the addresses of the relevant offices are subject to changes. For latest details, please visit the Labour Department's Homepage: www.labour.gov.hk or call the 24-hour hotline at 2717 1771.

www.labour.gov.hk/eng/tele/lr1.htm