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## 1.0 SAFETY POLICY

### 1.1 GENERAL

1.1.1 It is the policy of Royal Deluxe Holdings Company Limited and its subsidiaries (collectively the “**Group**”), including Ming Tai Construction Engineering Company Limited and Ming Civil Engineering Company Limited and Champion Time Engineering Company Limited and Jadeite Corporation Limited (hereinafter referred to as the “**MT**”), to ensure as far as reasonably practicable the health and safety of all its employees, subcontractors, client’s representatives at work, as well as of the general public and third party who may be affected, in accordance with the contractual and statutory requirements, and in addition to act proactively to enhance further the health and safety aspects of its operations.

### 1.2 OBJECTIVES OF THE SAFETY POLICY

1.2.1 MT is committed to achieve the followings:-

- (a) Provide and maintain plant and system of work that are safe and without risks to health;
- (b) Eliminate all hazards identified in the MT site operations and device procedures to reduce to a minimum any risks to health and safety that may arise;
- (c) Provide and maintain working environments for all employees and subcontractors that are safe and without risks to health;
- (d) Provide such information, instruction, training and supervision as are necessary to ensure the health and safety of its employees and subcontractors at work;
- (e) Commit to progressive improvement and achieve a safety target of accident rate that is **1.5** per 100,000 man-hours work.

### 1.3 COMMUNICATION AND IMPLEMENTATION OF THE POLICY

- 1.3.1 General Manager is assigned by the Executive Director to be responsible for overall co-ordination and implementation of the Safety Policy.
- 1.3.2 The Safety Policy also commits the Group to establish the Corporate Safety, Health and Environmental Committee (“**CSHEC**”) to carry out regular review of the health and safety performance of the Group.

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- 1.3.3 This review will be carried out at least once every year, which is to provide MT information that will influence decisions on the scope, adequacy and implementation of the current safety and health management system.
- 1.3.4 In order to ensure all employees are fully conversant with the Safety Policy, it will be explained to all employees and newly recruit as part of their Safety Induction Training, Site Specific Safety Training or Orientation Course as necessary.
- 1.3.5 The Safety Policy Statement should be displayed at prominent locations in office and on site.

#### **1.4 REVISION OF THE POLICY**

- 1.4.1 The **CSHEC** will plan, monitor and review the health and safety performance of the company. Review of Safety Policy is part of the agenda of the **CSHEC** Meeting.
- 1.4.2 The review should compare the existing safety and health management system against the following guidelines and procedures:
- (a) The requirements of relevant legislation dealing with the occupational safety and health issues, taking into account of the significant change of working method and competency of subcontractors;
  - (b) Existing guidance on occupational safety and health management available in the Company;
  - (c) Safety practice and performance in the same industry sector;
  - (d) Efficiency and effectiveness of existing resources devoted in occupational safety and health management.
- 1.4.3 Safety Advisor shall prepare a draft Safety Policy Statement and raise to discuss in the **CSHEC** Meeting for consideration and approval. He will also raise this review in the **CSHEC** or other **Site Safety committee** to collect feedback.
- 1.4.4 The revision of the Safety Policy Statement will be brought to the attention of all employees by the use of circulation of internal memo and discussion in the Site Safety Committee Meeting. Every holder of Safety Plan will receive the revised version and should discard the old version Safety Policy Statement immediately.

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## **1.5 SAFETY POLICY STATEMENT**

It is the Group's policy to make health and safety a top priority in all circumstances.

The company is committed to maintaining and promoting a high stand Safety Management System in order to comply with safety legislation and contractual obligations. The company shall provide sufficient resources, select suitable responsible subcontractors and suppliers who have good safety performance and shall also plan for proper site facilities with a safe working environment, so that the health and safety of our employees, subcontractors and the public is secured, thus minimizing the occurrence of accidents.

This policy shall post on site and explain to all levels of employees before they commence work on site. In order to ensure the safety procedures and guidelines are observed, the Company will provide adequate safety training to all level of employees.

The Executive Director is accountable to for the General Manager overall coordination and implementation of the policy. The Foreman is charged with duties to ensure the compliance with all relevant safety regulations and procedures on site.

The Safety Consultant will be responsible for monitoring the safety performance and directly report to the General Manager. Employees at all levels also have safety responsibilities for their own and those who may be affected by their act.

The Company shall endeavor to achieve the following Safety Targets:-

1. To minimize accidents and to maintain the accident rate below 1.5 per 100,000 man-hours worked per annum.
2. To strive for continuous improvement on safety performance.
3. To equip every level of employee with suitable safety training in accordance with the Company Safety Training Plan.
4. To strive for continuous improvement on safety performance that the score of every Safety Audit shall be not less than 75%

The top management of the Group and its subsidiary companies shall review the Health and Safety Policy not less than once a year, based on the safety performance and opinions of workers at all levels, and informs all employees of any revision to this Policy.

For and behalf of the Board

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**Joseph Wang** (Executive Director)

Issue Date: 2<sup>nd</sup> July, 2025

Next Revision Date: 1<sup>st</sup> July, 2026

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## **2.0 SAFETY ORGANISATION**

### **2.1 GENERAL**

- 2.1.1 The organisation chart showing the names and positions of **MT** with responsibility/ authority lines for safety performance management is mentioned in 2.3 – Company Safety Organisation Chart for updated from time to time.
- 2.1.2 Appropriate construction team and subcontractors are included in the Safety Organisation Chart. Safety representative with relevant safety training and site experience should be appointed from each trade of workers.
- 2.1.3 General Manager is assigned by the Executive Director to be responsible for overall co-ordination and implementation of the Safety Policy.
- 2.1.4 Project Manager, Engineering Manager, Contract Manager Job Owner and Site Agent are charged with duties to ensure the compliance with all relevant safety regulations and procedures on site.
- 2.1.5 Safety Advisor will be responsible for monitoring the safety performance and directly report to the General Manager.
- 2.1.6 All levels of company staff, subcontractors, suppliers and operatives are required to observe the safety and health precautionary measures laid down in the Company Safety Plan.
- 2.1.7 Specified safety and health measures for different trades of subcontractors are defined and written in the contract document for the relevant subcontractors.
- 2.1.8 Safety Advisor/Safety Officer should be in charge of collecting and keeping up-to-date health and safety information, including changes to regulations, new codes of practice, newly identified hazards and new work.
- 2.1.9 Safety Advisor/Safety Officer is delegated with authority to stop or temporarily suspend any activity he observes with any irregularity that has imminent danger to site personnel and public on site.
- 2.1.10 Communication of safety information will be made through the discussion in the **CSHEC** Meeting, Site Safety Committee Meeting and site safety training. The safety information and procedure will be distributed to and brought to the attention of all parties concerned via safety memorandum, safety newsletter and safety notice board.

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## **2.2 INDIVIDUAL HEALTH AND SAFETY RESPONSIBILITIES**

### **2.2.1 GENERAL MANAGER**

- (a) Initiate the safety policy for prevention of injury, ill-health, damage and wastage;
- (b) Know the general requirements of relevant occupational safety and health regulations.
- (c) Arrange for funds and facilities to meet requirements of the policy commitments.
- (d) Regularly review the Safety Policy.
- (e) Set a good personal example.

### **2.2.2 PROJECT MANAGER**

- (a) Formulate and coordinate the overall implementation of the Safety Policy.
- (b) Set targets for reduction of accident rates.
- (c) Keep him abreast of the prevailing safety and health regulations.
- (d) Ensure line management to take effort to support the safety management.
- (e) Ensure that all levels of staff receive adequate and appropriate training.
- (f) Regularly review the Safety Policy.
- (g) Understand the Safety Policy and appreciate the responsibility allocated to each level of staff.
- (h) Study serious accident cases with Safety Advisor/Safety Officer and implement necessary safety procedures to prevent recurrence.
- (i) Set a good personal example.

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### 2.2.3 ASSISTANT PROJECT MANAGER AND JOB OWNER

- (a) Understand and implement the Safety Policy, occupational safety and health rules and regulations, and promote the standard to all employees at work.
- (b) Ensure that high safety standards are maintained on workplace and comply with all relevant occupational safety and health Ordinances, Regulations, Codes of Practice, Rules and Guidance.
- (c) Determine at the planning stage the most appropriate order and method of working; provision of adequate lighting; allocation of responsibilities with subcontractors and others; hazards which might lead to unnecessary improvisations on workplace; facilities for welfare and sanitation and basic fire precautions.
- (d) Provide written instructions to establish working method, to explain the sequence of operations, to outline potential hazards at each stage and indicate precautions to be adopted.
- (e) Ensure that work, once started is carried out as planned and that all relevant occupational safety and health regulations and other relevant regulations are observed on workplace.
- (f) Carry out regular safety inspection with Safety Advisor/Safety Officer on workplace to check the level of compliance with safety standards and procedures.
- (g) Appoint competent and authorized persons in accordance with the requirements of the relevant safety regulations.
- (h) Set a good personal example.

### 2.2.4 ENGINEERING MANAGER

- (a) Ensure that all drilling plant and equipment sent to site are tested in accordance with relevant health and safety regulations.
- (b) Ensure that periodic statutory tests, examinations, inspections and maintenance are carried out.
- (c) Ensure that all repair and maintenance works carried out at the site are done in a proper manner and that emergency repairs are dealt with properly as soon as possible.
- (d) Co-operate with Safety Advisor/Safety Officer and ensure that any unsafe matters are rectified immediately.

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- (e) Set a good personal example.

## 2.2.5 SITE AGENT, SUB-AGENT and FOREMEN

- (a) Ensure that all works carried out at the site and all plant, machinery and equipment therein conforms to the prevailing statutory requirements.
- (b) Make certain that all plant operators are only employed on equipment for which they have been trained.
- (c) Ensure, in coordination with the Engineering Manager, that all repair and maintenance works carried out at the site are done in a proper manner and that emergency repairs are dealt with properly as soon as possible.
- (d) Co-operate with Safety Advisor/Safety Officer and ensure that any unsafe matters are rectified immediately.
- (e) Ensure that all medical items of first aid equipment as required by Regulations are made available and their location known to all employees.
- (f) Participate in regular site safety inspection.
- (g) Set a good personal example.

## 2.2.6 SAFETY ADVISOR AND SAFETY OFFICER

- (a) Advise management on all aspects of health and safety matters relating to accident prevention, legal requirements, improvement of existing work methods, provision of personal protective equipment and change in legislation and safe code of practice.
- (b) Supervise and monitor the implementation of the Company Safety Plan.
- (c) Carry out safety audit in association with Project Manager to see that only safe methods of working are in operations and that all regulations are being observed.
- (d) Carry out regular safety inspection on workplace and advise management on rectification of unsafe matters.
- (e) Carry out accident investigation and determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.
- (f) Supervise the recording and analysis of information on injuries, damaged and loss,

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assess accident trends and review overall safety performance.

- (g) Conduct safety training and arrange safety promotion to all persons on site.
- (h) Maintain contact with sources of advice, e.g. Labour Department, manufacturers and trade associations.
- (i) Keep up-to-date with recommended codes of practices and new safety literature; circulate information applicable to each level of employee.

## 2.2.7 SAFETY SUPERVISOR

- (a) Assist Safety Advisor/Safety Officer in carrying out his duties.
- (b) Supervise observance of the legal requirements and promote safe conduct of work.
- (c) Prepare and submit the weekly report to the proprietor or the Safety Officer in prescribed form, i.e. Form 3A, under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.
- (d) Be conversant with the safety policy and the requirements of statutory occupational safety and health regulations and other relevant legislation.
- (e) Give instruction to foremen and engineers on the correct and safe working practices.
- (f) Take actions to rectify unsafe conditions and practices and to implement safety measures as recommended by the safety officer.
- (g) Take disciplinary action against employees violating safety regulations and safety rules.
- (h) Set a good personal example.

## 2.2.8 PROJECT ENGINEER

- (a) Carry out promptly all work necessary to ensure occupational safety and health at work.
- (b) Ensure that all safety rules, regulations and practices related to his work are observed on site.
- (c) Ensure that suitable personal protective equipment is available where appropriate and that it is used at work.

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(d) Set a good personal example.

#### 2.2.9 SCAFFOLDER, SCAFFOLD HELPER AND OTHER WORKERS

- (a) Observe all safety rules and safety procedures on site.
- (b) Use the correct tools and equipment for the job; use safety equipment and protective clothing supplied, e.g. safety helmets, belts, goggles, etc.
- (c) Keep tools in good condition.
- (d) Report to supervisor defects in plant or equipment, or any obvious health risks.
- (e) Develop a personal concern for safety and health - for themselves and for others, particularly newcomers and young people.
- (f) Avoid improvising which entails unnecessary risk.
- (g) Warn new men of known hazards.
- (h) Refrain from horseplay and the abuse of welfare facilities.
- (i) Suggest ways of eliminating hazards.

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## 2.2.10 SUBCONTRACTORS

- (a) Co-operate with the Company to ensure compliance with all safety regulations, rules and codes of practice laid down in Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance and its subsidiary legislation.
- (b) Ensure all workers on workplace are aware of the importance of a safety and health and supervise the observance by the workers of the safety standards.
- (c) Advise workers on workplace to take reasonable care for the occupational and safety and health of themselves and other persons who may be affected by their acts or omissions at work.
- (d) Ensure workers use correct tools and equipment for the job.
- (e) Provide adequate personal protective clothing and equipment to workers and ensure strict observance of wearing suitable personal protective equipment on workplace at all times.
- (f) Participate in preparation of risk assessment, site safety committee meeting and other safety activities, i.e. safety training, accident investigation, etc.
- (g) Release workers to attend safety training and toolbox talks.
- (h) Adopt the safety precautions and safe method of working; appoint a competent person to supervise the entire operation.
- (i) Take actions to rectify unsafe conditions and practices and to implement safety
- (j) Set a good personal example.

## 2.2.11 SAFETY REPRESENTATIVE

- (a) Assist the Safety Advisor/Safety Officer and the site management in enforcing the safety and health requirements, standards and instructions.
- (b) Incorporate safety instructions in routine orders and see that they are obeyed.
- (c) Take all reasonable steps to prevent workers from taking risks. Discourage horseplay and reprimand those who fail to consider their own safety and that of others.
- (d) Ensure that protective clothing and equipment are used whenever appropriate.

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(e) Report to the site management and/or Safety Advisor/Safety Officer on matters relating to safety and health.

(f) Set a good personal example.

#### 2.2.12 FIRST AIDER

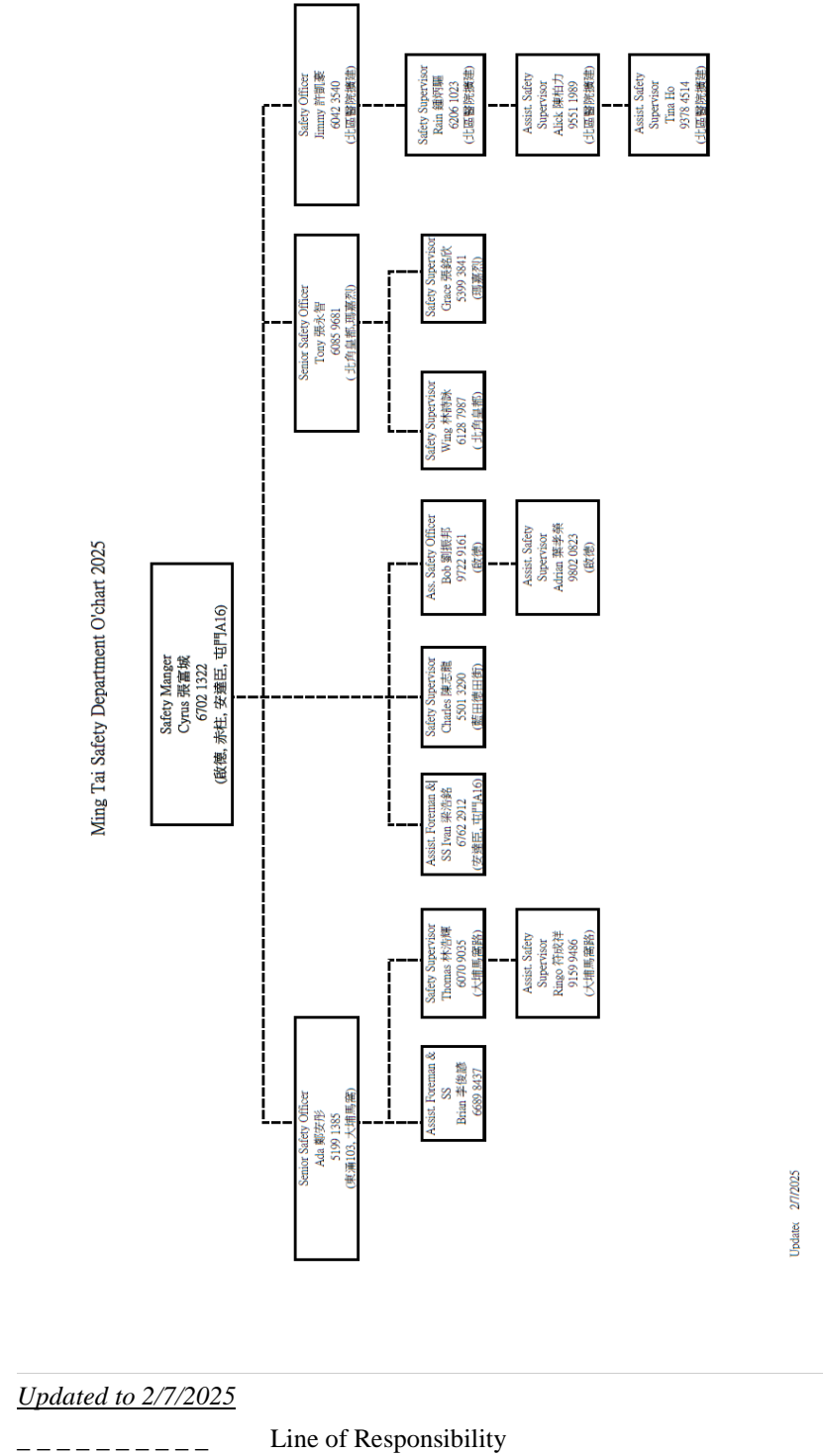
(a) Provide emergency support and initial treatment to injured person.

(b) Report accidents to Site Agent and Safety Advisor/Safety Officer.

(c) Monitor the maintenance of all first aid facilities in good condition.

(d) Assist and co-ordinate with Safety Advisor/Safety Officer on accident reporting and investigation.

2.3 COMPANY SAFETY ORGANISATION CHART



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### **3.0 SAFETY TRAINING**

#### **3.1 GENERAL**

3.1.1 The provision of adequate safety training for all levels of personnel plays a vital role in an effective accident prevention programme and a suitably structured training plan for managers, supervisors and all personnel working on site shall be established.

3.1.2 It is well recognised that proper appreciation of accident prevention should be an integral part of all training and that, in certain work activities, full competence could not be achieved except by giving training in aspects fundamental to maintaining safe and healthy conditions.

#### **3.2 TRAINING NEED ANALYSIS**

3.2.1 Training need analysis for all levels of staff and different trades of subcontractors is important to formulate a successful safety training plan or training programme.

##### **(a) Training Need Analysis for Staff**

Training Course  Position	LDRGC Safety Card	Safety Management Training	Safety Supervisor Training	First Aider Training	Cable Locating Competent Person Training	Metal Scaffolding Training	Confined Space Certified Worker / Competent Person Training
Project Manager, Assistant Project Manager	✓	✓					
Site Agent, Engineer,	✓	✓					
Foremen	✓		✓	✓	✓	✓	✓

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(b) Training Need Analysis for Workers and Subcontractors (Competency Training)

Training Course  Occupation / Trade of Workers	LDRGC Safety Card	Crane Operator Certificate Training	Metal Scaffolding Training	Confined Space Certified Worker / Competent Person Training
Scaffolder	✓		✓	
Helper & General Labourer	✓			
Crane Lorry Operator	✓	✓		
Surveyor	✓			

(c) Training Need Analysis for Workers and Subcontractors (Safety Tool Box Talks)

Toolbox Talk Topic*	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Occupation/ Trade of Workers							
Scaffolder	✓	✓	✓	✓	✓	✓	✓
Helper & General Labourer	✓	✓	✓	✓		✓	✓
Crane Lorry Operator	✓	✓	✓	✓		✓	✓
Surveyor	✓	✓		✓	✓	✓	

\*Toolbox Talk Topics:

- (1) Personal Protective Equipment
- (2) Use of Fire Extinguisher and Fire Procedures
- (3) Use of Hand Tools and Powered Tools
- (4) Manual Handling

- (5) Working at Height
- (6) Safety Knowledge of Dangerous and Flammable Substances
- (7) Safety Knowledge of Lifting Gear and Lifting Operation

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### **3.3 SAFETY TRAINING PLAN / PROGRAMME**

- 3.3.1 In order to ensure that different levels of employees receive suitable safety training, the training needs, course content, schedule and in-house external training course for the following categories of employees should be decided beforehand. The Site Safety Committee will review the effectiveness of the safety training plan monthly.
- 3.3.2 The Site Safety Training Programme will be revised by the Safety Officer every month in accordance with the contract requirements and the programme will be distributed to all parties concerned via internal memo or in the Site Safety Committee Meeting.

### **3.4 SAFETY MANAGEMENT TRAINING**

#### **3.4.1 OBJECTIVE**

- (a) This training is designed for directors and managers who shall be provided with relevant safety management technique and accident prevention knowledge, so that they can ensure all levels of employees effectively carry out their duties. Management needs which include:
- (1) Techniques of occupational health and safety management;
  - (2) Understanding of the risks within a manager's area of responsibility, of the occupational safety and health principles which underlie their control and of relevant legislation;
  - (3) Knowledge of the planning, measuring, reviewing and auditing systems.

#### **3.4.2 ATTENDEE**

- (a) Project Manager and Assistant Project Manager

#### **3.4.3 COURSE CONTENT**

- (a) As per the training contents of each training course listed in 3.4.5 below.

#### **3.4.4 INTERVAL**

- (a) The attendee should complete one of the safety management training courses organized by Occupational Safety & Health Council or other safety seminar, workshop or forum organized by the relevant organizations within the first 12 months of their employment or the issue date of this Safety Plan, but this should be subject to the actual dates of the training course available. Refresher training should be taken at

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interval of not more than one year.

#### 3.4.5 EXTERNAL TRAINING COURSE

- (a) Occupational Safety and Health Management
- (b) Accident Investigation
- (c) Occupational Safety Charter Workshop
- (d) Health and Safety Plan
- (e) Safe Working Cycle
- (f) Workshop on 5S Practice
- (g) Or other safety seminar, workshop and forum.

#### 3.4.6 COURSE PROVIDER / TRAINER

- (a) Occupational Safety & Health Council or other training institute or organizations.

#### 3.4.7 TRAINING VENUE

- (a) To be arranged by Occupational Safety & Health Council or other training institute or organizations.

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### **3.5 CONSTRUCTION SAFETY SUPERVISOR COURSE**

#### **3.5.1 OBJECTIVES**

- (a) The emphasis is made to assist site management to develop an understanding of their responsibilities and accountability for site safety, health and welfare and to recognise that a safe workplace is efficient, economic and productive.

#### **3.5.2 ATTENDEE**

- (a) Site Agent and Foremen

#### **3.5.3 COURSE CONTENT**

- (a) As per the training contents of each training course organized by the training institute concerned.

#### **3.5.4 INTERVAL**

- (a) The attendee should complete this training, which is organised by CITA, Occupational Safety & Health Council or other training institutes within the first 12 months of their employment or the issue date of this Safety Plan, but this should be subject to the actual dates of the training course available. Refresher training, e.g. Safety Management Training as detailed in 3.4 above or other seminar, should be completed at interval of not more than one year.

#### **3.5.5 EXTERNAL TRAINING COURSE**

- (a) Construction Safety Supervisor Course

#### **3.5.6 COURSE PROVIDER/ TRAINER**

- (a) Occupational Safety & Health Council
- (b) Construction Industry Training Authority or other training institutes.

#### **3.5.7 TRAINING VENUE**

- (a) To be arranged by Occupational Safety & Health Council, Construction Industry Training Authority or other training institutes.

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### **3.6 SAFETY INDUCTION TRAINING/SITE SPECIFIC INDUCTION TRAINING**

#### 3.6.1 OBJECTIVES

- (a) It aims to familiarize new site personnel with the common types of hazard on site and the precautions they should take. The syllabus should include explanation of safety policy and the emphasis on developing safety conscious attitudes, as well as the knowledge necessary to avoid accidents.

#### 3.6.2 ATTENDEE

- (a) All workers and subcontractor's workers working on site.

#### 3.6.3. COURSE CONTENT

- (a) Company safety policy
- (b) General site safety rules
- (c) Site hazards and safety precautions
- (d) Emergency response and first aid
- (e) Accident reporting and employees compensations

#### 3.6.4 INTERVAL

- (a) All employees and subcontractor's workers are required to attend this course within 2 days when they work on site. Refresher training should be carried out at least once every 6 months.

#### 3.6.5 IN-HOUSE TRAINING COURSE

- (a) Site Specific Induction Training conducted by Safety Officer or Safety Supervisor with HKCA Instructor Certificate.

#### 3.6.6 COURSE PROVIDER/ TRAINER

- (a) Safety Officer with HKCA Instructor Certificate

#### 3.6.7 TRAINING VENUE

- (b) This training is conducted on site.

### **3.7 MANDATORY SAFETY TRAINING**

#### **LABOUR DEPARTMENT RECOGNISED GREEN CARD (LDRGC)**

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### 3.7.1 OBJECTIVES

- (a) It is the legal requirements that all persons carrying out construction work on site must possess the Labour Department Recognized Green Card.

### 3.7.2 ATTENDEE

- (a) Persons carrying out construction work on site.

### 3.7.3 COURSE CONTENT

- (a) As per the syllabus of the approved training bodies listed in 3.6.5 below.

### 3.7.4 INTERVAL

- (a) All persons carrying out construction work on site are required to attend this course and at interval of every three years.

### 3.7.5 EXTERNAL TRAINING COURSE

- (a) Construction Industry Safety Card organised by one of the following approved training bodies:
  - (1) Construction Industry Training Authority (CITA)
  - (2) Occupational Safety & Health Council (OSHC)
  - (3) Other training providers approved by the Labour Department

### 3.7.6 COURSE PROVIDER/ TRAINER

- (a) As per the training providers approved by Labour Department.

### 3.7.7 TRAINING VENUE

- (a) To be arranged by the training providers.

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### **3.8 TOOL-BOX TALKS**

#### 3.8.1 OBJECTIVES

- (a) The Tool-Box Talks, which lasts for approximately 15 minutes, are designed as a set of basic safety rules to be followed to ensure that workers carry out their task as safely as possible.

#### 3.8.2 COURSE CONTENT

- (a) As per the Site Safety Training Programme detailed in Form 29.

#### 3.8.3 ATTENDEE

- (a) The targeted workers working on site.

#### 3.8.4 INTERVAL

- (a) The targeted workers are required to attend this toolbox training on site. This training will be normally held at least once per month. For Works Bureau contracts, the toolbox talks are conducted at least once every two weeks.

#### 3.8.5 IN-HOUSE TRAINING COURSE

- (a) Tool Box Talks should be conducted by Safety Officer or Safety Supervisor.

#### 3.8.6 COURSE PROVIDER / TRAINER

- (a) Safety Officer or Safety Supervisor.

#### 3.8.7 TRAINING VENUE

- (a) This training is conducted on site.

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### **3.9 HIGH RISK/ SPECIAL SAFETY TRAINING**

- (a) For some high-risk jobs and tasks, it is necessary to ensure that the persons carrying out such jobs should be competent. They should receive the job-related training and have substantial working experience. The courses shall be included but not limited to the followings:

Course Title	Target Attendee
Trade Test Certificate for Metal Scaffolder	Metal Scaffolder
Trade Test Certificate for Crane Lorry Operator	Crane Lorry Operator

- (b) For some trades that are certified competence by Vocational Training Council or Construction Industry Training Authority, workers holding Silver Card should be considered as competent.

### **3.10 EVALUATION OF TRAINING EFFECTIVENESS**

- (a) Safety Officer will evaluate the training effectiveness of safety training, e.g. safety induction training and safety toolbox talks, by using a questionnaire by end of each month.
- (b) The questionnaire will be used for developing effective safety training programme and the need to improve the safety training contents.

### **3.11 SAFETY TRAINING RECORDS**

- (a) Safety Officer shall maintain all safety training records and keep a summary of all training records in Head Office.

### **3.12 SITE SAFETY TRAINING PROGRAMME**

- (a) The Site Safety Training Programme detailing proposed Site Specific Induction Training and Safety Toolbox Talks will be prepared for Works Bureau or Housing Authority contracts when MT is the main contractor.

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## **4.0 INHOUSE SAFETY RULES AND REGULATIONS**

### **4.1 ORGANISATONAL RULES**

#### **4.1.1 METHOD STATEMENT AND SAFETY PROCEDURES**

- (a) MT understands that safety procedures and method statement should be prepared for the prevailing work activities of each project to control and monitor the activities that are carried out in a safe and efficient manner.
- (b) The Project Manager or Job Owner will work closely with Safety Advisor/Safety Officer to conduct a survey, which is based on the scope of work of the contract specifications, before the commencement of each project to identify the need for preparation of safety procedures and method statement for the prevailing work activities as required in the relevant contract specifications and legal requirements.
- (c) The survey is to identify all the prevailing work activities of the project and make reference to the contract specifications and legal requirements. When the work activity falls into the list of prevailing work and is required by contract specifications, it concludes that the preparation of written safety procedures and method statement is required.
- (d) According to the survey, permit-to-work system is only required when the trial pit is regarded as a confined space and will be incorporated into the safety procedures.
- (e) When the safety procedures and method statement of the prevailing work activities is formulated, it is required to distribute to all relevant parties, i.e. employees and subcontractors. Briefing to site personnel concerned on the safety procedures and method statement should be required.
- (f) These safety procedures will be prepared in line with the progress of work and will be reviewed by Site Safety Committee on a monthly basis.

#### **4.1.2 GENERAL HEALTH AND SAFETY RULES**

- (a) MT has set out general site investigation safety rules for employees and subcontractors to observe on workplace. The details are stated in Form No.8.
- (b) The general safety rules, which being part of the syllabus of the Site Specific Induction Training, should be explained to all personnel on site.
- (c) In addition, the key points of the general safety rules should be posted at all prominent locations on site.

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- (d) In order to monitor the compliance of these safety rules, weekly site inspection will be carried out by Safety Advisor/Safety Officer and daily inspection will be carried out by Safety Supervisor. The requirements of the general safety rules are incorporated in the Safety Inspection Report that will be used for checking and monitoring the compliance of safety rules.
- (e) MT will carry out disciplinary action against those employees and subcontractors who have repeatedly failed to comply with the safety rules. Project Manager or Job Owner has the authority to issue Safety Warning Notice to employees and subcontractors concerned to ensure the compliance of the safety rules.

#### 4.1.3 DISCIPLINARY ACTION PROCEDURE

##### (a) SUBCONTRACTORS

- (1) Safety Warning Notice (1<sup>st</sup> Warning) will be issued to the subcontractors concerned when non-compliance of safety rules is found on site.
- (2) When the subcontractors concerned receive the Safety Warning Notice, they are required to address the unsafe practice and conditions by the deadline specified in the Safety Warning Notice.
- (3) Site Agent, Foremen or Safety Supervisor will carry out safety inspection to check whether the unsafe practice and conditions are satisfactorily addressed or not. Photographs will be taken as a record for penalty purpose.
- (4) If the unsafe practice and conditions are not rectified, 2<sup>nd</sup> Safety Warning Notice shall be issued accordingly. The subcontractors concerned should be charged with penalty for non-compliance in accordance with the Accident Prevention Contribution Scheme.
- (5) In addition, Safety Advisor/Safety Officer or Safety Supervisor is empowered to stop work if the unsafe conditions/practices possess imminent risk to the public and the persons working on site OR the subcontractor fails to address the unsafe practice and conditions by the deadline specified in the Safety Warning Notice.

##### (b) EMPLOYEES

- (1) Safety Warning Notice will be also issued to the employee concerned when non-compliance of safety rules is found on site.
- (2) Upon receipt of the Safety Warning Notice, the employee is required to rectify the unsafe practice and conditions immediately.

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(3) Disciplinary action will be made against the employee and record of the Safety Warning Notice will be passed to Human Resources Department for further action.

(4) The Safety Warning Notice will be inserted into the personal file of individual employee and will be assessed by his respective supervisor when carrying out staff appraisal each year.

#### 4.1.4 APPOINTMENT OF COMPETENT PERSON

(a) Competent persons shall be appointed to carry out the following duties as required by the relevant safety regulations:-

(1) Inspection of Drilling Rig (Lifting Appliances)  
- Competent person shall carry out weekly inspection of the drilling rig and complete the statutory Form 1 – Weekly Inspection Report of Lifting Appliances regularly.

(2) Examination of Trial Pit/Trial Trench (Excavation)  
- Competent person shall carry out weekly examination of trial pit or trial trench with a depth of more than 1.2m and complete the statutory Form 4 – Weekly Examination Report of Excavation and Earthworks.

(3) Inspection of Timber/Bamboo/Metal Scaffolding  
- Competent person shall carry out inspection of timber or bamboo scaffolding every 14 days or under special conditions, i.e. typhoon, and complete the statutory Form 5 – Fortnightly Inspection Report of Scaffolding.

(4) Inspection of Crane Lorry  
- Competent person shall carry out weekly inspection of the crane lorry and complete the statutory Form 1 – Weekly Inspection Report of Lifting Appliances regularly.

(5) Detection of Underground Utilities  
- Competent person shall carry out cable detection and prepare Underground Utilities Detection Report – Form No. 43 before commencement of construction work or use of earth-moving plant/crane lorry.

(6) Manual Handling Assessment  
- Competent person shall carry out assessment on manual handling operation of Metal Scaffold works and prepare manual handling assessment reports.

#### 4.1.5 Protection of Authorized Visitors and Prevention of Trespassing

(a) Warning signs shall be displayed on site.

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- (b) Site area should be totally fenced off with steel barriers or other suitable fencing to prevent trespassing. Flashing lanterns should be provided on pavement and on public areas.

#### 4.1.6 SAFETY AND HEALTH LEGISLATION APPLICABLE TO GROUND INVESTIGATION WORKS.

- (a) Occupational Safety and Health Ordinance
- (b) Occupational Safety and Health Regulation
- (c) Factories and Industrial Undertakings Ordinance
- (d) Factories and Industrial Undertakings Regulation
- (e) Construction Sites (Safety) Regulations
- (f) Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations
- (g) Factories and Industrial Undertakings (Dangerous Substances) Regulations
- (h) Factories and Industrial Undertakings (Noise at Work) Regulations
- (i) Factories and Industrial Undertakings (Electricity) Regulations
- (j) Factories and Industrial Undertakings (Confined Spaces) Regulations
- (k) Factories and Industrial Undertakings (Protection of Eyes) Regulations
- (l) Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
- (m) Factories and Industrial Undertakings (Safety Management) Regulations
- (n) Factories and Industrial Undertakings (Loadshifting Machinery) Regulations
- (o) Dangerous Goods Ordinance
- (p) Dangerous Goods (Application and Exemption) Regulations
- (q) Dangerous Goods (General) Regulations
- (r) Electricity Ordinance
- (s) Electricity Supply Lines (Protection) Regulations
- (t) Waste Disposal Ordinance
- (u) Waste Disposal (Chemical Waste) (General) Regulation
- (v) Boilers and Pressure Vessels Ordinance

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## **5.0 SAFETY COMMITTEE**

### **5.1 INTRODUCTION**

The objective of the Safety Committee is to promote co-operation between management, employees, workers and subcontractors in instigating, developing and carrying out measures to ensure health and safety at work of the employees.

### **5.2 SITE SAFETY MANAGEMENT COMMITTEE**

#### **5.2.1 INTRODUCTION**

- (a) Pursuant to the requirement of Works Bureau contract, a Site Safety Management Committee Meeting will be held monthly to monitor the adequacy of safety plan and ensure its implementation on site by the contractor.

#### **5.2.2 TERMS OF REFERENCE**

- (a) The Site Safety Management Committee shall be established to monitor the implementation of the safety policy and safety management system. The main functions and objectives of the committee include the followings:
  - (1) Developing health and safety policies and procedures;
  - (2) Examining health and safety audit reports and recommending a course of action to implement changes flowing from the report findings
  - (3) Considering and discussing reports and information supplied by Government, or outside consultants;
  - (4) Developing systems to integrate health and safety issues into the overall workplace management system.

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### 5.2.3 MEMBERSHIP

- (a) Chairman - The Engineer's Representative
- (b) Members - Project Manager  
Site Agent  
Safety Officer  
Safety Supervisor

### 5.2.4 FREQUENCY OF MEETING

- (a) The Site Safety Management Committee will be held on every month.

### 5.2.5 AGENDA

- (a) Review of the Safety Plan
  - (1) Update risk assessment for the work scheduled at least for the next 2 months,
  - (2) Review and establish safety and working provisions, safe working procedures and method statement,
  - (3) update emergency and rescue procedures,
  - (4) Discuss and reconcile any discrepancies between the Safety Plan prepared by the Specialist Contractor and that of the Contractor.
- (b) Update of the safety organisation chart and review of the adequacy of safety personnel.
- (c) Review of the safety performance of sub-contractors.
- (d) Any unsafe practices and conditions identified during safety inspections/audits and any follow up action.
- (e) Public concern/complaint.
- (f) Review of accident frequency rates and statistics of the Contractor and sub-contractor and identification of trends.
- (g) Details of the Contractor's accident and dangerous occurrence experience.
- (h) Safety and health training undertaken in the previous month and the proposed training programme for the following month.
- (i) Details of safety promotional activities.

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- (j) Contractor's monthly safety report.
- (k) Safety co-ordination between various subcontractors including Specialist Contractor working in close proximity to each other.
- (l) Reports on safety audits conducted by internal or external safety auditors and action plans prepared by the Contractor.

#### 5.2.6 DISTRIBUTION OF MINUTES

- (a) The Engineer or his representative shall prepare the minutes of the Site Safety Management Committee Meeting. The minutes of the Site Safety Management Committee Meeting should be distributed to all attending parties with 10 working days of the meeting. The minutes of each meeting shall be signed by the Engineer or his representative and the Site Agent.

### **5.3 SITE SAFETY COMMITTEE**

#### 5.3.1 INTRODUCTION

- (a) To improve safety and health at work, full cooperation and commitment of the supervisory staff and workers are absolutely essential.
- (c) The establishment of Site Safety Committee in which managerial staff, supervisors, workers and subcontractors are represented can increase the involvement and commitment of these employees. This committee shall be set up and meeting to be held monthly.

#### 5.3.2 TERMS OF REFERENCE

- (a) The Site Safety Committee is formed to carry out the following functions:-
  - (1) Examining the site safety inspection reports and recommends corrective actions;
  - (2) Reviewing method statement and safety procedures;
  - (3) Studying and discussing accident reports and making recommendations for actions;
  - (4) Promoting safety awareness and raising the concerns on the importance of safety training.

#### 5.3.3 MEMBERSHIP

- (a) Chairman - Job Owner or Site Agent
- (b) Secretary - Safety Officer

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- (c)       Members       -       Safety Supervisor  
                                           General Foremen  
                                           Foremen  
                                           Representative of Subcontractor of each Trade

#### 5.3.4       FREQUENCY OF MEETING

- (a)       The Site Safety Committee Meeting will be held on a monthly basis.

#### 5.3.5       AGENDA

- (a)       General/ Matters Arising from Last Meeting
- (b)       Site Safety Inspection Report
- (c)       Safety Training
- (d)       Accident Record and Review
- (e)       Labour Department Inspection
- (f)       Review of Safety Procedures and Method Statement
- (g)       Review of Subcontractor's Safety Performance
- (h)       Review of Safety Organization Chart
- (i)       Safety Promotion
- (j)       Suggestion by Members
- (k)       A.O.B.

#### 5.3.6       DISTRIBUTION OF MINUTES

- (a)       The Minutes of the Site Safety Committee Meeting should be written in English and Chinese and distributed to the attending parties and a copy sent to the Engineer's Representative within 10 days.

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## **5.4 SAFETY STEERING COMMITTEE**

### 5.4.1 INTRODUCTION

- (a) The Corporate Safety, Health and Environmental Committee (“**CSHEC**”) Meeting will be held every 3 months to monitor the adequacy of safety policy and ensure its implementation throughout the company site operations.

### 5.4.2 TERMS OF REFERENCE

- (a) The **CSHEC** shall be established to monitor the implementation of the safety policy and safety management system. The main functions and objectives of the committee include the followings:
- (1) Developing health and safety policies and procedures;
  - (2) Examining health and safety audit reports and recommending a course of action to implement changes flowing from the report findings;
  - (3) Considering and discussing reports and information supplied by Government, or outside consultants;
  - (4) Developing systems to integrate health and safety issues into the overall workplace management system.

### 5.4.3 MEMBERSHIP

- |     |           |   |                           |
|-----|-----------|---|---------------------------|
| (a) | Chairman  | - | General Manager           |
| (b) | Secretary | - | Safety Advisor            |
| (b) | Members   | - | Project Manager           |
|     |           |   | Engineering Manager       |
|     |           |   | Assistant Project Manager |

### 5.4.4 FREQUENCY OF MEETING

- (a) The **CSHEC** Meeting will be held quarterly.

### 5.4.5 AGENDA

- (a) Introduction/ Matters Arising from Last Meeting
- (b) Safety Policy
- (c) Safety Training
- (d) Review of Safety Procedure and Method Statement
- (e) Internal Safety Audit Report

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- (f) Accident Record and Review
- (g) New Occupational Safety and Health Legislation
- (h) Review of Subcontractor's Safety Performance
- (i) A.O.B.

#### 5.4.6 DISTRIBUTION OF MINUTES

- (a) The Minutes of the **CSHEC** Meeting should be distributed to the attending parties within 10 days, and
- (b) the Environmental, Social and Governance Committee (the “**ESG Committee**”)

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## **6.0 PROGRAMME FOR INSPECTION OF HAZARDOUS CONIDCTIONS**

### **6.1 INTRODUCTION**

- (a) A system for the safety inspection of plant and facilities forms an essential part of any active monitoring programme. It includes inspections and examinations which form part of arrangements for the preventive maintenance of plant and equipment. Many of these are legal requirements, including, for example: the thorough examination and inspection of lifting appliances, monthly inspection of scaffolds, etc.
- (b) The inspection programme should cover all areas and all performance standards, and taking account of the risks involved in the work. Low risks can be dealt with by means of general inspections of large areas and covering a wide range of issues, such as general conditions of electrical apparatus. This type of inspection might take place every month.
- (c) High risks require more frequent and detailed inspections and closer examination, for example by means of weekly inspections of high-risk plant and important control equipment.
- (d) Schedules should be drawn up to specify the frequency of inspections to satisfy specific legal or contractual requirements to reflect risk priorities. Inspection forms should be supplemented for this purpose to ensure consistency and to provide records for follow-up action and further evaluation and analysis.
- (e) Inspections must be carried out by people who are competent to identify the relevant hazards and risks and to assess the conditions observed. Full records should be kept of each inspection with both positive and negative findings.

### **6.2 SAFETY INSPECTION PROGRAMME**

Contract	Site Safety Inspection Frequency	Responsible Party
Works Bureau / Housing Authority / MTRC / KCRC Contracts (MT is Main Contractor)	Weekly	Safety Officer and Site Agent/Foremen
Works Bureau / Housing Authority / MTRC / KCRC Contracts (MT is Sub-Contractor)	Bi-Weekly	Safety Advisor and Site Agent/Foremen
BD Contracts	Bi-Weekly	Safety Advisor and Site Agent/Foremen
Works Bureau Contracts	Daily	Safety Supervisor

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- (a) The findings will be recorded on the Safety Inspection Report and the time frame will be set on “Action By Date” column for each item that require rectification and improvement. The Project Manager or Site Agent shall take action within the time frame and complete the “Date Actioned & Sign” column when the item is satisfactorily addressed.
- (b) For those items that require subcontractors to action, i.e. Safety Warning Notice, will be issued to the subcontractors concerned for rectification. Site Agent or Foremen on site will follow up and check that the items are satisfactorily addressed or further penalty/ disciplinary action is required against the subcontractors.
- (c) Safety Advisor/Safety Officer will collate and analyse the results of the safety inspection on a monthly basis. The results will be discussed in the Site Safety Committee Meeting and Safety Steering Committee Meeting and a copy will be circulated to the Project Manager and Job Owner for attention and necessary action.
- (d) Safety Officer shall complete the statutory monthly report – Form 2A by end of each month.
- (e) Safety Supervisor will carry out daily inspection of every site to ensure that the plant, equipment and first aid facilities, etc. is in order before commencement of work. A checklist detailing the major items should be used for this purpose.
- (f) When Safety Supervisor discovers unsafe items on site, he shall request the drilling crews or the subcontractors concerned to rectify immediately. Safety Advisor/Safety Officer shall be informed if safety advice is required.
- (g) Safety Supervisor should return the completed inspection checklist to Project Manager and Site Agent so that unsafe conditions or practices can be promptly identified and rectification addressed in reasonable time.
- (h) Safety Supervisor shall complete the statutory weekly report – Form 3A.

## **6.3 SAFETY AUDIT**

### **6.3.1 INTRODUCTION**

- (a) Safety auditing complements the planning and control cycle that it aims to provide an independent assessment of the validity and reliability of the management planning and control systems.
- (b) Auditing supports monitoring by providing managers with information on the implementation and effectiveness of plans and performance standards. It also

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provides a check on the reliability, efficiency and effectiveness of the arrangements for policy making, organising, planning, implementing, measuring and reviewing components of the health and safety management system.

#### 6.3.2 INTERNAL SAFETY AUDIT/ SAFETY REVIEW

- (a) Safety Advisor/Safety Officer will carry out internal safety audit/safety review to monitor the safety performance and the effectiveness and thoroughness of the safety implementation, including the record keeping, inspection, examination of safety management functions, etc.
- (b) The internal safety audit/safety review will be carried out at interval of every six months.
- (c) The aim of the audit/review shall examine occupational safety and health management system, safety performance on site, compliance with the statutory safety requirements, accident and training records, working practices and any other relevant matters.

#### 6.3.3 MANDATORY SAFETY AUDIT/ SAFETY REVIEW

- (a) Pursuant to the requirements of the Factories & Industrial Undertakings (Safety Management) Regulation, mandatory safety audit or safety review shall be carried out every 6 months as per the following requirements:-

Schedule 3 of the Factories & Industrial Undertakings (Safety Management) Regulation	Safety Audit or Safety Review
A Contractor in relation to construction work having an aggregate of 100 or more workers in a day working in a single construction site.	Safety Audit
A Contractor in relation to construction work with a contract value of \$100 million or more.	Safety Audit
A Contractor in relation to construction work having an aggregate of 50 or more but less than 100 workers in a day working in a single construction site.	Safety Review
A Contractor in relation to construction work having an aggregate of 100 or more workers in a day working in 2 or more construction sites.	Safety Audit
A Contractor in relation to construction work having an aggregate of 50 or more but less than 100 workers in a day working in 2 or more construction sites.	Safety Review

### **6.4 Inspection, Testing and Examination of Drilling Plant and Equipment**

- (a) Drilling rigs should be tested and examined by RPE before use and the statutory test certificates, i.e. Form 4 and Form 5, should be available for inspection on site.

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- (b) Apart from the statutory testing and examination, weekly inspection of the drilling rigs should be carried out by a competent person, i.e. drilling rig operator, and the statutory inspection report Form 1 should be completed accordingly.
- (c) Regular maintenance of the drilling rigs, diesel water pumps and other drilling equipment should be carried out by fitter as necessary on site.

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## **7.0 JOB HAZARD ANALYSIS**

### **7.1 RISK ASSESSMENT**

- (a) The aim of risk assessment is to identify their relative importance and to obtain information about their extent and nature. This will help in deciding on methods of control. Safety Advisor/Safety Officer will carry out risk assessment for the prevailing work.
- (b) The work activities as aforementioned will be broken down into jobs or tasks for hazard identification and evaluation. The aim of the hazard identification is to identify the hazards which are the potential causes of harm.
- (c) Seeking out and identifying hazards is an essential first step in risk control. Adequate information is necessary and reference should be made to relevant sources such as legislation, code of practice, guidance, personal knowledge of employees and subcontractors and accident record within the organisation.
- (d) Safety Advisor/Safety Officer will appraise all activities to take account of hazards to employees and others affected by activities, e.g. public and client's staff members.
- (e) Risk control measures for each hazard will be detailed in the Risk Assessment Report. Risk ranking will be used as guidelines for establishing the risk control priorities and for prioritising other activities.

### **7.2 RISK EVALUATION**

7.2.1 HAZARD SEVERITY - the potential to cause harm will vary in severity. The effect of a hazard is rated as follows: -

- (a) **Fatality & Serious Injuries**
- (b) **Major Injuries** (Injuries where people may be off work for more than 3 days.)
- (c) **Minor Injuries** (All other injuries including those where people are off for periods of up to 3 days.)

7.2.2 LIKELIHOOD OF HARM/OCCURRENCE - Harm may not arise from exposure to a hazard in every case and in practice the likelihood of harm will be affected by the organisation of the work, how effectively the hazard is controlled and the extent and nature of exposure to it. The likelihood of harm may be rated as follows:-

- (a) **Very Likely** : Harm will very likely to occur.
- (b) **Likely** : Harm will occur occasionally.
- (c) **Unlikely** : Harm will occur, but rarely.

7.2.3 In this case, risk can be defined as the combination of the severity of the hazard with the likelihood of its occurrence. Once decided on the likelihood and consequence of each hazardous event or situation, they can be translated into levels of risk by means of a risk table.

	Likelihood of harm		
HAZARD OF SEVERITY	VERY LIKELY (3)	LIKELY (2)	UNLIKELY (1)
FATALITY OR SERIOUS INJURIES (3)	HIGH (9)	HIGH (6)	MEDIUM (3)
MAJOR INJURIES (2)	HIGH (6)	MEDIUM (4)	LOW (2)
MINOR INJURIES (1)	MEDIUM (3)	LOW (2)	LOW (1)

7.2.4 Events or situations assessed as very likely with fatality are the most serious (High risk); those assessed as highly unlikely with negligible injuries are the least serious (Low risk). When developing risk control strategies, High risk should be tackle first.

### **7.3 IMPLEMENTATION OF RISK CONTROL MEASURES**

7.3.1 The risk control measures and the results of the risk assessment report will be used to develops Safety Procedures and Method Statement. (See details in Section 4) The hierarchy of controls is listed as follows:-

RISK RATING	ACTION PRIORITY
HIGH (6,9)	1 - ELIMINATE THE HAZARD.
MEDIUM (3,4)	2 - MINIMIZE THE RISK.
LOW (2)	3 - IMPEMMENT SAFETY MEASURES
LOW (1)	4 - NO ACTION REQUIRED

7.3.2 The Safety procedures and Method Statement will be post at workplace for the attention of all personnel concerned. All personnel responsible for the work activity will receive task related tool-box training on the Safety Procedures and Method Statement.

7.3.3 Safety Advisor / Safety Officer should be responsible for checking the implementation of the risk control measures.

7.3.4 The other relevant parties, e.g. subcontractors, should be charged with safety duties in ensuring the safety control measures are implemented on site.

### **7.4 REVIEW OF RISK ASSESSMENT/ METHOD STATEMENT**

7.4.1 The risk assessment and method statement will be a topic for discussion in the Site Safety Committee Meeting. Safety Officer will initiate the review based on feedback from site personnel, safety inspection reports and the comments from all members of the meeting. The formal review of the risk assessment and method statement should

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be carried out at least once a month.

7.4.2 If critical review is required, the risk assessment, method statement and safety procedures will be amended by relevant parties, e.g. Project Manager/ Job Owner and Safety Officer.

7.4.3 The date of review shall be shown on the initial risk assessment and method statement for reminder purpose.

## **7.5 Keeping of Maintenance/Test Certificates of Drilling Plant and Equipment**

7.5.1 Engineering Manager shall ensure that all equipment sent to site is tested in accordance with relevant health and safety regulations.

7.5.2 The periodic statutory tests, examinations, inspections and maintenance are carried out and maintained in the Office at Depot.

7.5.3 All repair and maintenance works carried out at the site and are done in a proper manner and that emergency repairs are dealt with properly as soon as possible.

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## **8.0 PERSONAL PROTECTION PROGRAMME**

### **8.1 INTRODUCTION**

- 8.1.1 It is the policy of MT that suitable personal protective equipment should be provided to all employees who may be exposed to risk at work.

### **8.2 RESPONSIBILITY OF EMPLOYEES AND SUBCONTRACTORS**

- 8.2.1 All employees in the work sites should properly use the relevant personal protective equipment provided by the Company. Subcontractors are required to provide the suitable personal protective equipment to their workers on their own cost. Users should report to the supervisor any damage/ loss of the personal protective equipment.

### **8.3 IDENTIFICATION OF PPE REQUIREMENTS AND SAFETY STANDARDS**

- 8.3.1 The provision of personal protective equipment should be in accordance with the relevant statutory requirements listed in the tables below.

P.P.E.	Safety Standard	Legal Requirements
Safety Helmet	BS5240 AS 1801-1981 DIN EN397 ANSI Z89.1-1986 CSA Z94.1 NF-S72-202 EN 397:1995 JIS T8131-1990 GB 2812-89 or other relevant international safety standards	Construction Sites (Safety) Regulations To be worn all times on site.
Safety Belt or Harness	BS EN 361 (Full Body Harness) or other national safety standards.  BS 3367 (Safety Lines) or other national safety standards.  BS EN 353 (Guided Type Fall Arresters) or other national safety standards.  BS EN 360 (Retractable Type Fall Arresters) or other national safety standards.  BS EN 355 (Energy Absorbing Devices) or other national safety standards.  BS 1397 or other national safety standards	Construction Sites (Safety) Regulations To be worn when working on 2m above if the provision of working platform is impracticable.
Hearing Protector	EN 352 or other approved models as stipulated in Factories & Industrial Undertakings (Noise at Work) Regulations.	Factories & Industrial Undertakings (Noise at Work) Regulations. To be worn when working in noisy area, i.e. over 85 dB(A), e.g. operating drilling rig in high speed.
Eye Protector	BS 2092 - Industrial Eye-Protectors for General Purposes.  BS 1542	Factories & Industrial Undertakings (Protection of Eyes) Regulations. To be worn when carrying out

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	- Equipment for Eye and Neck Protection Against Radiation Arising During Welding and Similar Operations.  BS 679 - Filters for Use During Welding and Similar Industrial Operations.  BS 1729 - Green Protective Spectacles and Screens for Steelworks Operations.  AS 1337 - Industrial Eye Protectors.	specified works which produce flying particles or fragment, e.g. breaking chun nam.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

P.P.E.	Safety Standard	Purpose
Eye Protector	AS 1338 - Protective Filters against Optical Welding and Allied Operation.  Radiation in American National Standard Institute Z87.1-1986 - American National Standard Practice for Occupational and Educational Eye and Face Protection.  German Industrial Standard Specification DIN 58210 and DIN 58211 - Protective Goggles  OR other equivalent national safety standards	
Dust Mask	EN 149  OR other equivalent national safety standards	Occupational Safety & Health Ordinance. To be worn when working in dusty environment, e.g. breaking chun nam.
Safety Shoes/Boots	BS EN345  BS EN346  BS EN347 OR other equivalent national safety standards	Occupational Safety & Health Ordinance. To be worn when working on site.
High Visibility Vest	Highways Department approved type. (When working on expressway)	Road Traffic (Traffic Control) Regulations To be worn when working on or adjacent to carriageway.

## **8.4 ISSUE AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT**

- 8.4.1 Personal protective equipment should be usually issued on a personal basis and then used only by that person. A suitable record of issue should be kept.
- 8.4.2 Personal protective equipment should be kept properly when not in use. Proper storage of personal protective equipment should be provided on work sites, as every piece of personal protective equipment will last longer when being handled and stored with care.
- 8.4.3 All users should be instructed on the correct use of the personal protective equipment and the method of cleaning of their own personal protective equipment.

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## **8.5 PERSONAL PROTECTIVE EQUIPMENT TRAINING**

8.5.1 Training should take account of the types of the personal protective equipment in use, the hazards they are protecting against. The training, which will be explained in the Site Specific Induction Training or Safety Toolbox Talk, should include the important aspects as follows:

- (a) Limitations of protection.
- (b) The hazards the user may be exposed to.
- (c) Adjustment of the size, straps, etc.
- (d) Recognising wears, tear and defects.
- (e) Correct cleaning
- (f) Storage
- (g) The needs of prompt reporting of loss or damage to allow speedy replacement.

## **8.6 SELECTION AND PROCUREMENT OF PPE**

8.6.1 Engineering Manager shall purchase the type of personal protective equipment as detailed in the Section 8.3 above.

8.6.2 If Engineering Manager is going to purchase new brands or models, he shall request suppliers to submit catalogues or other documents certifying the supplied PPE conform to the relevant safety standards or approved types as mentioned in Section 8.3 above. Safety Advisor / Safety Officer should be consulted and asked to verify with the new models to ensure that they are suitable for use on site.

8.6.3 Safety Advisor / Safety Officer will check the selected PPE with reference to the relevant safety standards or approved type. Only approved type PPE or PPE conforms relevant safety standards should be purchased for use on site.

8.6.4 When Safety Advisor / Safety Officer carries out regular site safety inspection, he will check to see that site personnel use the suitable personal protective equipment.

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## **9.0 ACCIDENT/INCIDENT INVESTIGATION**

### **9.1 ACCIDENT AND DANGEROUS OCCURRENCE INVESTIGATION**

- 9.1.1 All injury accidents, incident, e.g. fire, and dangerous occurrences should be reported by Site Agent or Safety Supervisor and investigated by Safety Advisor/Safety Officer immediately. The actions to be taken in case of accident and fire/ emergency are detailed in Accident / Incident Action Notice and Fire/Emergency Action Notice.

### **9.2 ACCIDENT REPORTING**

- 9.2.1 In the event of an injury to any person, or an incident which could have resulted in serious injury or damages to the works or plant, the Site Agent and Foremen on site will immediately report the accident to Project Manager and Safety Advisor / Safety Officer. The Site Agent or Foremen concerned will complete the Part 1, 2 and 3 of the Accident/ Incident Investigation Report and return it to Safety Advisor/Safety Officer to decide if further investigation is required.
- 9.2.2 Upon receiving notification of an injury or incident, the Safety Advisor/Safety Officer will carry out accident investigation in accordance with the procedures as mentioned in 9.4 below.
- 9.2.3 The Site Agent or Foremen on site will verbally report accidents involving death, serious injury or serious damage to the Client's site staff immediately. Safety Advisor/Safety Officer will complete and submit the Accident / Incident Investigation Report to the Client in accordance with the contract and legal requirements.
- 9.2.4 Safety Advisor / Safety Officer shall investigate the accident and complete any further report required by the Client on the detailed cause of the accident, measures to prevent recurrence.

### **9.3 DANGEROUS OCCURRENCE REPORTING**

- 9.3.1 In the event of a dangerous occurrence, as detailed below in accordance with the Schedule 1 of the Occupational Safety & Health Ordinance, the Site Agent or Foremen on site will immediately report to the Project Manager and Safety Advisor/Safety Officer. The Site Agent or Foremen concerned will complete the Part 1, 2 and 3 of the Accident/ Incident Investigation Report and return it to Safety Advisor/Safety Officer to decide if further investigation is required.
- (a) The disintegration of a revolving vessel, wheel, grindstone or grinding wheel that is operated by mechanical power;

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- (b) The collapse or failure of lifting appliance (except the breakage of chain or rope slings);
- (c) An explosion or fire that:
  - (1) causes damage to the structure of any workplace, or to any or plant or substance at a workplace; and
  - (2) prevents the continuation of ordinary work at the workplace;
- (d) An electrical short circuit or failure of electrical plant that:
  - (1) is followed by, or associated with, an explosion or fire; and
  - (2) causes structural damage to the plant, being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.
- (e) An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas;
- (f) A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located;
- (g) A total or partial collapse of any overburden, face, tip or embankment in a quarry; and
- (h) The overturning of, or collision with any object by:
  - (1) a bulldozer, dumper, excavator, grader, lorry or shovel loader; and
  - (2) a mobile machine used for handling of any substance in a quarry.
- 9.3.2 Upon receiving notification of an injury or incident, the Safety Advisor/Safety Officer will carry out accident investigation in accordance with the procedures as mentioned in 9.4 below.
- 9.3.3 The Site Agent or Foremen on site will verbally report to the Client's site staff immediately. Safety Advisor/Safety Officer will complete and submit the Accident / Incident Investigation Report to the Client in accordance with the contract and legal requirements.
- 9.3.4 Subject to the requirements of Occupational Safety & Health Ordinance, Safety Advisor / Safety Officer will assist the Project Manager or Job Owner to submit the "Dangerous Occurrence Report Form" to Labour Department within 24 hours.

## **9.4 INVESTIGATION PROCEDURE**

- 9.4.1 Accident investigation should be carried out by Safety Officer or Safety Supervisor immediately after the accident. For serious and fatal accident, senior management,

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e.g. Project Manager or Job Owner, should participate in the accident investigation.

9.4.2 Safety Advisor / Safety Officer will interview the injured, eye-witnesses and other involved parties to obtain witness statement (Form No. 38 - Witness Statement Form). Safety Advisor / Safety Officer will discuss with General Manager or Project Manager to decide if the consultation of expert opinion is necessary.

9.4.3 The followings should be useful and be brought along for accident investigation:-

- (a) Checklist for obtaining basic and typical information for accidents;
- (b) Notebook;
- (c) Tape recorder;
- (d) Camera;
- (e) Measuring tape;
- (f) Special equipment for the particular investigation.

9.4.4 The main theme of the investigation is to find out answers to the following questions:

- (a) When did the accident occur?
- (b) Where did it occur?
- (c) Who was injured or what was damaged?
- (d) What caused the accident (immediate and contributory)?
- (e) Why did it occur?
- (f) How could it have been prevented?
- (g) How can a recurrence be prevented?

9.4.5 The Site Agent or Foremen on site will complete the Part 1, 2 and 3 of the Accident/ Incident Investigation Report and return it to Safety Advisor/Safety Officer for investigation. Safety Advisor/Safety Officer will prepare a formal accident investigation report.

9.4.6 Analysis

- (a) Safety Advisor/Safety Officer will:-
  - (1) Identify what is the task to be accomplished;
  - (2) Find out at what stage did the unplanned event take place;
  - (3) Link up the chain of events;
  - (4) Establish a full picture of the circumstances; and
  - (5) Base on the Witness Statement. Consider possible causes and identify the most probable one.

9.4.7 Follow-up Action

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- (a) Safety Advisor / Safety Officer will initiate the follow-up actions below:-
- (1) Report on the findings and the conclusion;
  - (2) Formulate preventive measures to avoid recurrence; and
  - (3) Publicize the findings and the remedial actions taken which are included in the Safety Newsletter.
- (b) Site Safety Committee will study the accident and ensure prompt actions are taken on the basis of the results of the investigation.
- (c) Project Manager or Job Owner will issue Safety Warning Notice to the parties concerned. Project Manager or Job Owner shall take disciplinary actions if recommendations of the investigation are not satisfactorily addressed.

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## **9.5 ACCIDENT STATISTICS**

9.5.1 Accidents will be classified by causes as detailed in Monthly Accident Statistics and Analysis Report. Accident trend will be analysed monthly for developing accident prevention programme.

9.5.2 Calculation of Accident Rate

- (a) Frequency Rate : 
$$\frac{\text{Number of injuries} \times 100,000 \text{ hours}}{\text{Man-hours worked}}$$
- (b) Incidence Rate : 
$$\frac{\text{Number of injuries} \times 1,000}{\text{Average number of person employed}}$$

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## **10.0 EMERGENCY PREPAREDNESS**

### **10.1 EMERGENCY PLAN**

- 10.1.1 This section outlines arrangements and describes the facilities required for dealing with all foreseeable emergency situations that may arise on site, including rescue operations.
- 10.1.2 All persons employed on site shall be familiar with the procedures and tile facilities. The Safety Advisor/Safety Officer and Safety Supervisor shall ensure that the emergency procedures are clearly and fully explained during the Site Specific Induction Training or toolbox talks.
- 10.1.3 The foreseeable emergencies include fire, typhoon, rainstorm, thunderstorm, flooding, landslide and personal injury. In the event of other potential emergency situations being identified during the execution of work on site, specific written procedures shall be developed as required.
- 10.1.4 Means of escape will be kept free from obstruction and marked with safety signs to indicate the fire escape routes from site locations to central gathering point.
- 10.1.5 Foremen shall explain to site personnel about the means of escape available on site.
- 10.1.6 Emergency team will be set up to response emergency situations on site. An emergency co-ordinator is in charge of the emergency team and will initiate rescue or evacuation procedure. The Emergency Contact Telephone List and emergency service locations will be displayed in the metal toolbox of drilling crews on site.
- 10.1.7 The telephone number of emergency services, e.g. Police Station, Fire Service Station and Hospital, in the close proximity of the site will be displayed in the metal toolbox of drilling crews on site.

### **10.2 EMERGENCY CO-ORDINATORS AND EMERGENCY TEAM**

- 10.2.1 Emergency coordinator and an assistant emergency coordinator will be appointed from the work force by the Project Manager or Job Owner.
- 10.2.2 When an emergency is declared, the emergency coordinator and the assistant emergency coordinator shall proceed to initiate and monitor the team members to carry out the appropriate emergency procedures.
- 10.2.3 Duties of Emergency Team and Emergency Procedure

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- (a) In the event of any sudden occurrence which may affect the health and/or safety of any persons on site or may affect the safety of public, plant, materials, buildings or the work itself, or in the event of any other occurrence that could be considered an emergency, the following people are to be notified as soon as possible, using the quickest possible means of communication and giving precise details of the location and of the nature of the emergency
- (1) The Site Agent
  - (2) The Project Manager/Job Owner
  - (3) The Safety Advisor / Safety Officer
  - (4) The emergency coordinator on duty (if not one of the above)
- (b) The emergency coordinator shall decide if assistance from any of the emergency services is required and, if he deems it necessary, he himself shall or instruct the assistant emergency coordinator to call the appropriate service by dialling 999 or call the Ambulance Depot directly as appropriate.
- (c) The person making the call to the emergency services shall clearly and precisely advise the following information.
- (1) The Project name
  - (2) The location of the emergency
  - (3) The nature of the emergency
  - (4) The full name of the person making the call
  - (5) A contact telephone number for the emergency services to call back.
- (d) When the call has been made, the Project Manager/Job Owner or his designate, shall be advised that the emergency services have been called to site.
- (e) The contact telephone number advised to the emergency services shall be kept open and continuously manned by the assistant emergency coordinator, preferably the one who made the initial call, until the emergency is over.
- (f) The emergency coordinator shall then nominate the assistant emergency coordinator or the other site staff to wait for the emergency services at the designated rendezvous point. This person shall first be briefed on the nature and location of the emergency and, upon the arrival of the emergency services, shall be responsible for leading them directly to the location of the emergency.
- (g) Upon the arrival of the emergency services, the assistant emergency coordinator directing the emergency action shall brief them on the status of the emergency and explain what action has been taken.

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- (h) In the event that the emergency results in serious injury the casualties shall not be moved without the authority of the emergency services, unless they are in imminent danger.
- (i) No one can release any information on an accident or incident to the public unless authorised by the General Manager.

### **10.3 FIRST AID**

- 10.3.1 First aiders will be provided in accordance with Regulation 63 of the Construction Site (Safety) Regulations as follows: -

#### Employees on Site

30-99	One qualified First Aider
100 or more	At least <u>Two</u> qualified First Aiders

- 10.3.2 First aid box shall be provided in every metal toolbox of drilling crew on site.
- 10.3.3 Each first aid box shall be placed in a clearly identified and accessible location. Boxes shall be constructed to protect the contents from dampness, dust and other contamination and shall be clearly marked with a white cross on a green background.
- 10.3.4 The contents of each first aid box shall be in accordance with the Second Schedule of the Construction Sites (Safety) Regulations.
- 10.3.5 A qualified first aider or a person appointed by Project Manager or Job Owner shall be responsible for each first aid box. The First Aider or the appointed person shall inspect the box frequently but not less than monthly to ensure that it is kept fully stocked and is maintained in a good and clean condition.

### **10.4 TYPHOON AND HEAVY RAINSTORM PROCEDURE**

- 10.4.1 TYPHOON SIGNAL NO.1 OR AMBER RAINSTORM WARNING

- (a) Site Agent or Foremen will receive signal on weather condition from pager and from Safety Officer. When tropical cyclone warning No.1 or Amber rainstorm warning is received during construction site normal working hours, all workers and staff shall be alerted.

- 10.4.2 TYPHOON SIGNAL NO.3 OR RED RAINSTORM WARNING

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- (a) When Typhoon Signal No.3 is hoisted or a Red Rainstorm Warning is issued during construction site normal working hours, the Site Agent or Foremen shall ensure that the following safety measures are implemented: -
  - (1) All site personnel and sub-contractors are alert of the latest weather reports from the Hong Kong Observatory,
  - (2) Site office, depot and plant are properly secured,
  - (3) First aid kit is complete,
  - (4) Securing all equipment, diesel drums, steel barriers, scaffolding, etc. which will remain outdoors for the duration of the storm,
  - (5) Loose materials collected, properly stacked, covered and tied down,
  - (6) Signboards, notices and portable signs are either taken down and stored away or are reinforced and/or weighted down.
  - (7) Anchor all wind resistant danger items on site.
- (b) Employees who live on the other side of the harbour from the construction site or on the outlying islands may be allowed to leave early, if a higher typhoon signal is likely to be hoisted.

#### 10.4.3 TYPHOON SIGNAL NO.8 OR BLACK RAINSTORM WARNING

- (a) When Typhoon Signal No.8 is hoisted or a Black Rainstorm Warning is issued, the Site Agent or Foremen on site shall: -
  - (1) Alert all site personnel and sub-contractors,
  - (2) Check that all plant has been properly secured,
  - (3) Inform the Client's Representative responsible for the site that all safety measures have been taken, then send home all site employees and sub-contractor staff.
- (b) When Typhoon Signal No. 8 is hoisted before the start of site normal working hours, employees will not be required to report for work.
- (c) When Typhoon Signal No.8 is lowered before noon employees are required to report for work.

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- (d) If the Black Rainstorm Warning Signal is in force before site normal working hours, employees are requested to stay at home or places where they are able to obtain safe shelters from the rainstorm.
- (e) Employees who have arrived at the office or places of work under the Black Rainstorm Warning Signal will remain at the office or places of work where they are able to obtain safe shelters.
- (f) If the Black Rainstorm Warning, Signal is lowered before noon, employees shall report to work as soon as possible, which depends on the road situation and availability of transportation facilities.
- (g) If the Black Rainstorm Warning Signal is in force any time during the site normal working hours or after employees have reported to work, employees will remain at the office or place of work where they are able to obtain safe shelters.
- (h) Specified employees who are required to perform emergency or standby service will continue to carry out their duties during typhoon or heavy rainstorm period.

#### 10.4.4 RECOVERY PROCEDURES FOLLOWING A TYPHOON OR PROLONGED RAINSTORM

- (a) Following a typhoon or prolonged rainstorm the Site Agent or Foremen on site shall
  - (1) Carry out a visual check prior to restoration of electricity, and water supplies,
  - (2) Check all electrical appliances, portable tools, etc., to ensure safety standards are met before use,
  - (3) Check on all company property, record damages and report to the responsible Project Manager / Job Owner and Safety Advisor / Safety Officer,
  - (4) Undertake remedial work to ensure that the site is ready for work,
  - (5) The Project Manager will compile all damage/loss reports and submit them to the Human Resources Department and a copy should be sent to Safety Officer.
- (b) Outside of construction site normal working hours: -
  - (1) As it may not always be possible that the Site Agent or Foremen are still working on the site after working hours when Typhoon Signal No.3 is hoisted or the Red Rainstorm Warning is issued.

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- (2) The Site Agent or Foremen on site is therefore required during the Typhoon or Raining Season to ensure that all safety precautions have been taken during working hours to secure company property, in anticipation of Typhoon Signal No.3 being hoisted or a Red Rainstorm Warning being issued.
- (3) Site Agent or Foremen shall therefore ensure that the above precautions have been taken before employees finish work.
- (c) During periods of prolonged heavy rainstorm, the Site Agent or Foremen will carry out periodic checks to ensure that: -
  - (1) There is no danger to site personnel and sub-contractors' employees on site; and
  - (2) Company property is secured.
  - (3) The Site Agent or Foremen will also keep in regular contact with the subcontractors and the Client's representative on site to ensure that all precautions have been carried out and report regularly to the responsible Project Manager
  - (d) Following a period of prolonged heavy rain the Site Agent or Foremen will comply with the requirements set out in 10.4.4 (a).

## **10.5 EMERGENCY PROCEDURES FOR THUNDERSTORM / FLOODING / LANDSLIDE / INCLEMENT WEATHER WARNING**

- (a) Site Agent or Foremen will receive signal on weather condition from pager and from Safety Officer; and shall inform all site personnel when thunderstorm, flooding, landslide or inclement weather signal is announced.
- (b) Site Agent, Foremen, subcontractors shall increase awareness when one of the abovementioned warnings is announced and pay attention to the updated information.
- (c) All materials should be properly fixed and stored in safe and sheltered place, to avoid damage or loss that may cause.

## **10.6 EMERGENCY DRILL AND EVACUATION PROGRAMME**

- (a) In order to ensure an adequate response to an emergency situation, the emergency team comprising Emergency Co-ordinator, Assistant Emergency Co-ordinator, Safety Advisor / Safety Officer and team members will receive suitable training in the use of fire fighting equipment and provision of first aid.

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- (b) The emergency team will participate in regular simulated emergency drills of the foreseeable emergency situations, e.g. fire, typhoon, heavy rainstorm and personal injury, in accordance with the requirements of each project. The drill will take place at least once at every 6 months.
- (c) Safety Advisor / Safety Officer will assist the Emergency Co-ordinator to conduct the emergency drill and an evaluation report will be made within 10 days. The evaluation report will be submitted to the Project Manager or Job Owner for attention and be further discussed in the Site Safety Committee Meeting.

## **10.7 EMERGENCY CONTACT TELEPHONE NUMBER**

- (a) Useful Emergency Telephone Number: -
- |     |                    |   |                                                                                                                                                                                                                    |
|-----|--------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | Ambulance          | - | 2735 3355 / 2735 3450 / 999                                                                                                                                                                                        |
| (2) | Fire Services      | - | 2723 2233 / 999 (Rescue Service)<br>2735 3450 / 999 (Ambulance Service)<br>2549 4109 (Hong Kong)<br>2366 2389 (East Kowloon)<br>2385 0307 (West Kowloon)<br>2604 7223 (N.T. Shatin)<br>2425 6662 (N.T. Kwai Chung) |
| (3) | Typhoon Signals    | - | 2835 1473                                                                                                                                                                                                          |
| (4) | Weather Report     | - | 187 8200                                                                                                                                                                                                           |
| (5) | CLP                | - | 2728 8333 / 2678 8111                                                                                                                                                                                              |
| (6) | Hong Kong Electric | - | 2555 4988                                                                                                                                                                                                          |
| (7) | HK & China Gas     | - | 2963 3388                                                                                                                                                                                                          |
| (8) | Hong Kong Telecom  | - | 109                                                                                                                                                                                                                |
| (9) | WSD                | - | 2811 0788                                                                                                                                                                                                          |

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## **11.0 SAFETY PROMOTION**

### **11.1 SAFETY PROMOTION ACTIVITIES**

11.1.1 In an effort to stimulate the interest of all site personnel in the accident prevention programme, a corporate safety incentive scheme shall be operated at least once every year. Site safety promotional activity will be held monthly.

11.1.2 Safety will be promoted in meetings, e.g. Site Safety Committee Meeting, safety toolbox talk, etc., throughout the contract period.

### **11.2 SAFETY INFORMATION**

11.2.1 The following safety information should be displayed inside the metal toolbox of drilling crews or site safety notice board on site.

- (a) General safety rules
- (b) Safety procedures
- (c) Emergency action notice
- (d) Emergency contact telephone list

### **11.3 SITE SAFETY PROMOTION**

11.3.1 This site safety promotional activity will be held monthly. The details are as follows:  
-

(a) Monthly Safety Award for Staff, Subcontractor and Subcontractor's Worker

(1) Nomination

Site Agent can nominate a candidate on the end of each quarter to the Site Safety Committee for assessment and approval. The decision of Project Manager or Job Owner is final.

(2) Assessment Criteria

i) The candidate MUST

- hold a valid LDRGC Green Card
- wear suitable personal protective equipment at work
- observe the site safety rules
- has no accident record at least one month before the nomination
- demonstrate that he is taking care his own safety and other's

(3) Award

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An “Octopus” Card of HK100.00 stored value will be given to the candidates who meet with the requirements as mentioned in (2) below and approved by the Site Safety Committee.

(4) Award Presentation

When the Assessment Committee has approved and confirmed the candidate of the quarter, Safety Dept. will inform the candidate to attend the coming Site Safety Committee Meeting. The award will be presented by the Project Manager/Job Owner/Site Agent.

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## **12.0 HEALTH ASSURANCE PROGRAMME**

### **12.1 ASSESSMENT OF SUBSTANCES HAZARDOUS TO HEALTH**

- 12.1.1 Occupational health hazards are unlike safety hazards in that their effects may not always be obvious in the short-term. Some long-term ill effects or disease may not be become apparent for years.
- 12.1.2 Hazardous substance used on Site
- (a) Diesel
  - (b) Industrial Gas Oil
  - (c) Grease or Lubricants
  - (d) Cement
  - (e) Bentonite
- 12.1.3 Upon purchasing of the substance as mentioned 12.1.2 above, Administration Department will request the suppliers concerned to provide Material Safety Data Sheet or other relevant substance hazard information.
- 12.1.4 Hazardous substance assessment should be carried out by Safety Advisor/Safety Officer to determine the required handling, storage and usage precautions. First aid arrangement should be also mentioned in the information and training materials. Monitoring of exposure level will be implemented subject to the actual usage and site condition.

### **12.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- 12.2.1 Having assessed the hazards encountered during the handling, storage and use of the hazardous substances as mentioned in 12.1.2 above, the persons involved in handling the substances should receive training in the safety aspects of the substances before use.
- 12.2.2 Suitable personal protective equipment should be provided for persons who will handle and use the hazardous substance.
- 12.2.3 All hazardous substances are under the custody and care of the Site Agent or Foremen on site who should keep a register of the substances used and stored on site. The substances should be also stored properly and according to the supplier's recommendations.
- 12.2.4 Change of lubricant shall not be carried out on site otherwise the waste shall be

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disposed of by specialist contractors listed in the Environmental Protection Department. All waste should be disposed temporarily in a designated Chemical Waste Drum on site and should be collected and properly disposed off by Enviropace Limited.

### **12.3 WELFARE**

- 12.3.1 Due to the site constraint and the short duration of site investigation work, the provision of chemical toilet cubicles, except site office, is impracticable. However, site personnel will be informed about the public toilets in the close vicinity.
- 12.3.2 All the welfare facilities will be properly maintained by the drilling rig operator or subcontractor and will be inspected Safety Advisor/Safety Officer and Safety Supervisor during routine site inspection.

### **12.4 NOISE CONTROL**

- 12.4.1 Silent plant or machinery, e.g. generator, air compressor, etc., should be used on site whenever practicable.
- 12.4.2 Noise assessment will be conducted by Safety Advisor/Safety Officer to determine the noise level of the plant and construction process on site, i.e. drilling rig, water pump, etc. Depend on site circumstances, a new assessment will be made whenever there is a new work activity on site.
- 12.4.3 Warning labels showing the noise protection zone and the need for wearing hearing protectors should be posted on the noisy plant and machinery.
- 12.4.4 Hearing protectors, e.g. ear plugs, shall be worn by workers who are performing duties within the hearing protection zone.

### **12.5 DUST CONTROL**

- 12.5.1 All dusty material, i.e. excavated soil, should be covered by imperious sheeting to prevent dust dissemination on site.
- 12.5.2 Scrap, rubbish and debris shall be removed frequently and regularly.

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## **13.0 EVALUATION, SELECTION AND CONTROL OF SUBCONTRACTORS**

### **13.1 EVALUATION AND SELECTION OF SUBCONTRACTORS**

#### **13.1.1 SAFETY RESPONSIBILITIES AND OBLIGATIONS OF SUBCONTRACTORS**

- (a) In addition to the health and safety responsibilities of subcontractors as mentioned in Section 2.2.10, the subcontractor is also obliged to: -
  - (1) Protect the safety and health of their employees and others affected by their works;
  - (2) Ensure the safety of their plant, places, and systems of work;
  - (3) Co-operate with MT and with each other in observing site safety rules and other safety conditions;
  - (4) Participate in preparation of risk assessment for their work activities.

#### **13.1.2 SELECTION OF SUBCONTRACTORS**

- (a) All subcontractors are subject to a formal assessment on their health and safety matters before they are selected to be eligible to tender for sub-contract works from MT.
- (b) Only those subcontractors who have obtained 70% of the total score in the assessment form are qualified as Approved Subcontractors of MT. The assessment will be conducted by the Project Manager or Job Owner concerned.
- (c) The risk assessment and safety procedures related to the sub-contract work will be distributed to the subcontractors concerned.

#### **13.1.3 EVALUATION OF SUBCONTRACTORS**

- (a) Following the selection procedure of subcontractors in 13.1.2 above, the Project Manager or Job Owner is responsible for carrying out an evaluation of the safety performance of the subcontractors at interval not more than 3 months.
- (b) The aim of the evaluation is to ensure that the subcontractor's safety performance will be continuously monitored and evaluated to see that they are still qualified as Approved Subcontractor.

#### **13.1.4 CONTROL OF SUBCONTRACTORS**

- (a) A kickoff meeting will be held with subcontractors in MT Head Office before the

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commencement of work. Project Manager/ Job Owner or Site Agent will chair the meeting and Safety Advisor/Safety Officer will brief the subcontractors the safety requirements. The agenda includes the following health and safety matters:

- (1) MT will explain the company safety policy to the subcontractors;
- (2) Subcontractors acknowledge receipt a summary of the safety plan or a Safety Handbook which includes in-house rules and regulations, emergency plan, risk assessment, safety procedures and method statement, etc.;
- (3) Subcontractors shall observe all relevant health and safety legislation as part of their duties in health and safety;
- (4) Subcontractors shall ensure tool, plant, equipment, materials and substances comply with relevant health and safety requirements; and provide all necessary safety information about them to MT. Safety Advisor/Safety Officer or Safety Supervisor will check the aforesaid items of subcontractors on site to ensure the compliance with health and safety requirements. Safety Warning Notice will be issued to the subcontractors who fail to ensure their compliance of safety and health requirements on site.
- (5) Further communication and coordination with subcontractors on health and safety matters will be made in the Site Safety Committee Meeting. Safety Warning Notice will be issued to the subcontractors to ensure their compliance of safety and health requirements on site.

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## **14.0 PROCESS CONTROL PROGRAMME**

### **14.1 FIRE ARRANGEMENTS**

#### 14.1.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Occupational Safety & Health Regulations
- (c) Factories and Industrial Undertaking Ordinance, Section 6A & 6B
- (d) Construction Sites (Safety) Regulations
- (e) Fire Services Ordinance

#### 14.1.2 SAFETY RULES AND PROCEDURES

- (a) The procedures in case of fire are detailed in the Fire/ Emergency Action Notice.
- (b) Fire coordinator and assistant coordinator will be appointed to carry out the duties as mentioned in Section 10. He shall ensure sufficient portable fire extinguishers are provided at workplaces, e.g. drilling rig, etc.
- (c) All portable fire extinguishers should be purchased from Registered Contractor approved by Fire Services Department and the Certificate of Fire Service Installations and Equipment - F.S.251 should be obtained on receipt of the portable fire extinguishers.
- (d) In addition, the portable fire extinguishers should be inspected by the Registered Contractor at least once in every 12 months. A label detailing the date of examination will be pasted on each extinguisher.
- (e) Safety Supervisor should also carry out regular site inspection to ensure that the portable fire extinguishers are in serviceable condition. Any portable fire extinguishers found to be defective or discharged will be withdrawn and replaced by a serviceable extinguisher.
- (f) Members of the emergency team should be trained in fire fighting techniques and the use of portable fire extinguishers.
- (g) Fire coordinator will organise fire drill every three months

### **14.2 WORKING AT HEIGHT**

#### 14.2.1 REFERENCE

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- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations
- (d) Code of Practice for Bamboo Scaffolding 2001
- (e) Code of Practice for Metal Scaffolding 2001
- (f) A Guide on the Use of Safety Belts and Related Anchorage System

#### 14.2.2 SAFETY RULES AND PROCEDURES

- (a) When work cannot safely be done by any other temporary staging, suitable work platforms, i.e. closely boarded platform with physical guardrails and toe-board around all fall edges, must be provided to enable workers to complete any task safely.
- (b) All structures and appliances used as supports for working platforms shall be of sound construction, have a firm footing, and be adequately braced to make them stable.
- (c) When necessary to prevent danger from falling objects, scaffolds and work platforms shall be provided with toe-boards. The toe-board shall be minimum 200mm high. Safe means of access and egress, e.g. ladders, gangways, stairs, should be also provided.
- (d) Every working platform shall be maintained in order, and once checked and inspected every part shall remain fixed or secured and on no account shall any element be detached.
- (e) The load on the work platform shall be kept to minimum and evenly distributed, and in any case shall be so distributed as to avoid any dangerous disturbance of the equilibrium.
- (f) Guardrails, toe boards and other safeguards used on a working platform shall be maintained in position, except for the time and to the extent required or allow of access of persons or the transport or shifting of materials.
- (g) The working platform shall be inspected by a competent person. The statutory inspection report - Form 5 should be completed after each inspection according to the requirement and the forms shall be displayed on site.
- (h) When faults or irregularities are found in the course of inspection, the competent person should record the details of irregularities and corrective actions required on the Form 5 and inform the Site Agent or Foremen on site immediately.
- (i) Corrective actions should be carried out by the competent person immediately and a

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re-inspection should be made afterwards. The Form 5 should be completed by the competent person accordingly. Regular safety inspection and internal safety audit will be also carried out to check the effectiveness and thoroughness of the inspection.

- (j) Every working platform from which a person is liable to fall a distance of more than 2 meters shall be protected by suitable fencing barriers of a top-railing between 900 - 1,150 mm high and mid-railing not more than 650mm high, with 200 mm high toe-board and the working platform at least 400 mm wide.
- (k) Every board or plank forming port of a working platform shall be of sound construction, adequate strength and free from patent defect. Each board or plank shall not be less than 200 mm in width when the board or plank exceeds 50 mm in thickness.
- (l) Every board or plank shall tie securely and evenly on its supports. No board or plank shall project beyond its end support to a distance exceeding 150 mm unless it is sufficiently secured to prevent tipping.
- (m) Workers working at height where erections of fencing barriers are impracticable shall be provided with suitable safety belts or harnesses, and a suitable anchorage point and life line system for securing the safety of the workers.

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## **14.3 HOUSEKEEPING**

### 14.3.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations

### 14.3.2 SAFETY RULES AND PROCEDURES

- (a) Good housekeeping means maintaining a good standard of domestic cleanliness and tidiness to make sites of work safe and healthy places
- (b) All materials and equipment, e.g. Rod, Clip, etc., shall be stacked and stored safely, and with clear access.
- (d) Scrap, rubbish and debris shall be frequently and regularly removed from the site.
- (e) All works area shall be kept tidy and free from tripping hazards. Working platforms in particular shall be kept clear, loose material removed or placed in receptacles to prevent them from falling.
- (f) The exhaust of internal combustion engines, e.g. diesel generator, diesel water pump and drilling rig, shall not be positioned so that they discharge to work place where there may be a hazard to persons working.
- (g) All places of work, passageways and stairways shall be adequately and kept clear at all times.
- (h) Oil spillage and other substances on site which would cause a hazard shall be cleaned up and made safe.
- (i) Suitable lighting should be provided at places where natural lighting is insufficient.

## **14.4 HEALTH AND SAFETY IN OFFICE**

### 14.4.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6A & 6B
- (c) Construction Sites (Safety) Regulations

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## **14.4.2 SAFETY RULES AND PROCEDURES**

- (a) Sufficient floor space and adequate lighting and ventilation should be provided for occupant in site office.
- (b) All steps, stairs and floors in the office should be maintained in good condition and free from trip hazards.
- (c) The electrical equipment, e.g. copier and air conditioner, should be installed properly and maintained by qualified electrician.
- (d) Sufficient portable fire extinguishers should be provided in site office and means of fire escape should be provided with safety signs.
- (e) First aid box with sufficient medical items should be provided on site and maintained by qualified first aider.
- (f) Fire drill and evacuation procedures will be practiced regularly. See Section 10 for details.

## **14.5 LIFTING OPERATIONS**

### **14.5.1 REFERENCE**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations
- (d) F&IU (Lifting Appliances and Lifting Gear) Regulations
- (e) Code of Practice for Safe Use of Mobile Cranes and Tower Cranes
- (f) Code of Practice for the Lighting, Signing and Guarding of Road Works

### **14.5.2 SAFETY RULES AND PROCEDURES**

- (a) All lifting appliances, e.g. crane lorry, drilling rigs, etc. and lifting gear, e.g. wire rope sling, shackles, metal drum lifting frame, etc., used on site should be thoroughly tested and examined by Registered Professional Engineer. Relevant test and examination certificates or report should be kept on site.
- (b) All lifting appliances and lifting gear of adequate capacity should be carefully selected by the crane lorry operators or crane lorry subcontractor before use.
- (c) Lifting appliances should be inspected by a competent person at least once a week. A statutory weekly inspection report - Form 1 should be completed accordingly. Lifting

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gear should be colour coded in accordance with the contract requirement and will be visually inspected by drilling rig operator and subcontractors before use.

- (d) When faults or irregularities are discovered during the course of inspection, the competent person should record the details of faults and the required corrective action on the Form 1. Site Agent or Foremen on site should be informed immediately. Corrective action should be taken immediately and re-inspection should be carried out. The Form 1 should be completed accordingly.
- (e) Regular safety inspection and internal safety audit will be carried out regularly to assess the effectiveness and thoroughness of the inspection and record keeping system.
- (f) All crane operators should possess a valid certificate issued by the Construction Industry Training or other organisation specified by the Labour Department. Formal appointment will be made by the Project Manager/Job Owner.
- (g) Other power-driven lifting appliances, i.e. drilling rigs, should be operated by a competent person who is 18 years old and appointed in writing by the Project Manager.
- (h) For each major lifting operation or activity, a banksman or signaller shall be appointed to supervise lifting operations. All operations of cranes and other lifting appliances, as well as slingers and banksmen shall be adequately trained and competent in their work.
- (i) Ensure that the crane is level before commencing lifting operations. Crane operator shall be responsible for checking the load before lifting operation.
- (j) All operational outriggers should be fully extended and pinned in position. Remember to keep the load directly and vertically under the jib head at all times.
- (k) Make all crane movements slowly enough to prevent the load from swinging. No persons are allowed to stay underneath the load.
- (l) Ensure the tires are inflated to the correct pressure as specified by the crane manufacturer.
- (m) All brakes and clutches require periodical attention. Ensure that the radius indicator and automatic safe load indicators are in good working order.
- (n) Watch out for overhead obstructions particularly overhead power lines.
- (o) Ensure the ground on which the crane is operated will take the weight of the crane and the load to be lifted. Never overload a mobile crane.

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- (p) When traveling on the road, the vehicle must comply with the relevant road traffic regulations. The driver must be in possession of a current driving license of this type of vehicle.
- (q) When the crane is not in use, stop the engine, engage brakes and remove engine ignition key.
- (r) By regulations, mobile cranes must be inspected daily or at the beginning of each shift by a competent person. The statutory inspection report – Form1 should be completed weekly.

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## **14.6 MECHANICAL/ MANUAL MATERIALS HANDLING**

### 14.6.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Occupational Safety & Health Regulations
- (c) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (d) Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
- (e) Construction Sites (Safety) Regulations
- (f) Guidance Notes on Safe use of Earth Moving Machinery
- (g) Guidance Notes on Manual Handling Operations

### 14.6.2 SAFETY RULES AND PROCEDURES

- (a) All materials should be transported by mechanical equipment as far as practicable. If lifting appliances and lifting gear are used for lifting of materials, they should be tested and examined in accordance with the requirements of Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations.
- (b) It shall be remembered manual lifting only applied when the use of mechanical lifting appliances is impracticable. Persons handling materials should be trained in the correct method of manual handling.
- (c) It is sensible practice to look over the route in advance and clean up any slippery areas or tripping hazards. Protective clothing is always necessary if hot materials, corrosive substances, and etc., are to be carried.
- (d) Stacking shall only be as high as it is possible to go with elbows stall truck in to the sides of the body. When that height is reached, a platform shall be used if the stack is to go higher.
- (e) If loads are unwieldy or irregular in shape, thereby making it is difficult to maintain a grip, hand hood or flitting aids shall be employed.
- (f) If, for any reason, delay occurs in setting down a heavy load in the required place, the carrier shall put it down temporarily and re-lift when it is clear for him to proceed.

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## **14.7 WELDING/ CUTTING OPERATIONS AND EQUIPMENT**

### 14.7.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Factories and Industrial Undertakings (Electricity) Regulations
- (d) Factories and Industrial Undertakings (Protection of Eyes) Regulations
- (e) Factories and Industrial Undertakings (Gas Welding and Flame Cutting) Regulations
- (f) Dangerous Goods Ordinance
- (g) Electricity Ordinance
- (h) Electricity (Wiring) Regulation
- (i) A Guide to Safety & Health at Work for Gas Welding and Flame Cutting
- (j) Guide for Safety at Work – Electric Shock Hazard of Manual Electric Arc Welding Work

### **14.7.2 SAFETY RULES AND PROCEDURES**

- (a) All welders involved in welding/cutting should be competent in welding/cutting.
- (b) The welding/cutting equipment and its fittings, i.e. hose, cables. pressure gauge, etc., should be regularly inspected by the mechanic to see that they are in a good condition.
- (c) The welding machine should be provided with adequate welding earths and returns.
- (d) The gas cylinders shall be kept in up-right position when use, especially for the acetylene, in order to minimize the possible leakage.
- (e) Acetylene and oxygen cylinders shall be equipped with suitable flash back arrestors and non-return valve when use. All gas cylinders, whether empty or full shall be properly stored in such a way that as severe compound and protected from direct sun light.
- (f) Particular supervision shall be taken for handling and transporting of gas cylinders.

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Due to the swampy ground condition, the use of trolley for transporting of gas cylinders is impracticable. Use of lifting cage for transporting gas cylinders is recommended.

- (g) When the welding machines or gas cylinders are lifted by lifting appliances, purpose built lifting cage, which should be tested and examined by Registered Professional Engineer, should be used for such purpose.
- (h) All sources of oil and grease shall be kept away from the oxygen cylinder. Fire prevention shall be kept in mind when using gas cylinders for cutting and welding operations. Portable fire extinguishers and screening should be provided at the work area.
- (i) Particular care is necessary for the welding and cutting operation by gas cylinders in enclosed or confined spaces. Suitable safety precautions, i.e. local exhaust and ventilation, should be adopted.
- (j) Operators shall use all necessary personal protective equipment such as eye goggles with filters, dust masks and leather gloves when perform welding and cutting operations.

## **14.8 COMPRESSED AIR TOOLS**

### **14.8.1 REFERENCE**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance
- (c) Construction Sites (Safety) Regulation
- (d) Boilers and Pressure Vessels Ordinance

### **14.8.2 SAFETY RULES AND PROCEDURES**

- (a) Air compressors and compressed air tools should be inspected by mechanic or fitter on a monthly basis. All the airlines and fittings are included in the checklist for inspection.
- (b) Air compressors should be examined by competent person at interval of every 26 months. The Certificate of Fitness - Form 2 of each air compressor should be kept on site.
- (c) The maximum working pressure as specified in the Form 2 should be marked on the air compressor. It will be used to draw the attention of fitter or mechanic to set the valve and gauges correctly.

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- (d) Compressed air line joints should be fitted with whip check or other devices to prevent accidental dislodgment.
- (e) Safe use of compressed air plant will be explained to the workers concerned.

## **14.9 ELECTRICITY**

### **14.9.1 REFERENCE**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Factories and Industrial Undertakings (Electricity) Regulations
- (d) Electricity Ordinance
- (e) Electricity (Wiring) Regulations
- (f) Electricity Supply Lines (Protection) Regulation
- (g) Code of Practice on Working Near Electricity Supply Lines

### **14.9.2 SAFETY RULES AND PROCEDURES**

- (a) All materials used in providing temporary electrical services shall comply with relevant legislation and are in good condition, properly installed and protected against damage.
- (b) All wiring work and electrical equipment shall be installed and maintained by Registered Electrician.
- (c) The exposed conductive part of electrical equipment, such as distribution boards, mobile generators, etc. shall be earthed. The exhaust of diesel generator should direct to a position not to cause harm to persons.
- (d) Portable tools, unless double insulated type, shall be provided with three core and grounded cables, and connections made with three pin plugs and sockets. Reduced voltage, i.e. 110 volts, should be used whenever possible.
- (e) All electrical installations including switch boxes, cables, sockets and switches shall be inspected by a registered electrician on monthly basis. Any defects must be rectified and tested for safety and record of defects and remedial action shall be kept on site.
- (f) Tough rubber cables or armoured cables should be used on site. Electric cables should be placed above ground to avoid them from lying on ground.
- (g) Distribution boards shall be securely locked and fixed above ground level and inaccessible to general public. Distribution boards shall be installed away from wet

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areas. For those installed near wet area or exposed to weather, waterproof type shall be used.

- (h) Circuit diagram shall be provided at each distribution board and circuit labels shall be provided at each distribution boards.
- (i) Warning labels “Danger- Electricity” and notice of electric shock resuscitation shall be displayed at conspicuous position on each distribution board cover.

#### **14.10 PORTABLE TOOLS**

##### **14.10.1 REFERENCE**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertaking Ordinance, Section 6A & 6B

##### **14.10.2 SAFETY RULES AND PROCEDURES**

- (a) Hand tools and portable power tools should be inspected by the site mechanic monthly to ensure that they are in good working condition.
- (b) Training on the use of and proper care of hand tools and portable power tools should be provided for all site personnel. This is part of the toolbox talk safety training.
- (c) Suitable personal protective equipment, i.e. eye protection, should be used by the operators of the power tools.
- (d) Scrap any hand tool which is worn or damaged beyond repair.
- (e) Ensure that edges of cutting tools are sharp, and always keep your hands behind the cutting edges when working.
- (f) Do not use home made tools. If you do not have the correct tools for the job, ask you supervisor.
- (g) Make sure all cutting edges, teeth, etc., are adequately sheathed or otherwise protected.

#### **14.11 MECHANICAL PLANT AND EQUIPMENT**

##### **14.11.1 REFERENCE**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B

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- (c) Construction Sites (Safety) Regulations
- (d) Guidance Notes on the Safe Use of Earth Moving Machinery

#### 14.11.2 SAFETY RULES AND PROCEDURES

- (a) A variety of construction plant and equipment will be used on site that adequate safety measures should be implemented to eliminate accidents..
- (b) Inspection shall be carried out by mechanic to ensure that any plant or equipment brought on site is free from defects, has any necessary guards in place and is safe for its intended use.
- (c) Noise assessment should be carried out to assess the noise level of plant and equipment to determine the required hearing protection or noise control measures.
- (d) Each item of plant shall be subject to a routine maintenance programme designed to ensure that the plant or equipment continues to be safe to use. These records shall be maintained by mechanic in a designated file.
- (e) All operators of construction plant and equipment shall be over 18 years of age, be adequately trained and competent.
- (f) Suitable personal protective equipment should be provided for the operators of mechanical plant.

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## **14.12 SUBSTANCES HAZARDOUS TO HEALTH**

### 14.12.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Factories and Industrial Undertakings (Dangerous Substances) Regulations
- (d) Dangerous Goods Ordinance
- (e) Waste Disposal Ordinance
- (f) Radiation Ordinance
- (g) Code of Practice for Safety and Health at Work with Asbestos
- (h) Code of Practice for the Control of Lead at Work

### 14.12.2 SAFETY RULES AND PROCEDURES

- (a) A register of hazardous substances indicating the names of chemicals, physical properties, health hazard information, precautions for use and safe handling information will be kept by the Safety Advisor/Safety Officer. (Hazardous Substances Register)
- (b) Workers using the hazardous substances will be adequately trained and instructed. Only trained workers can use the hazardous substances.
- (c) All hazardous substances should be stored securely in accordance with manufacturer's recommendations and should be labelled properly.
- (d) Suitable personal protective equipment should be properly maintained and provided for the workers concerned.

## **14.13 ERECTION/USE OF TEMPORARY SCAFFOLDING**

### 14.13.1 REFERENCE

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations
- (d) Code of Practice for Scaffolding Safety 1995
- (e) Code of Practice for Bamboo Scaffolding 2001
- (f) A Guide on the Use of Safety Belts and Related Anchorage System

### 14.13.2 SAFETY RULES AND PROCEDURES

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- (a) All working platforms shall be closely boarded with strong and sound plank of adequate width and thickness, i.e. min. 200mm wide for 25mm thick timber plank, or 150mm wide for 50mm thick timber plank.
- (b) The boards shall be free from any patent defects, nor painted or otherwise concealing any potential defects. The boards shall rest securely and evenly on at least 3 supports to prevent tipping. Any overhangs shall not exceed 150mm.
- (c) At all open edges of the platform where there is a risk fall of person for more than 2m, sturdy double guardrails shall be installed. The top rail shall be 900-1150mm and the mid-rail be 450-600mm high.
- (d) Any open section(s) of the guardrails for access shall be closed by chains or ropes when not in use. The minimum width for all gangways is 400mm for passage of person and 650mm for passage of materials.
- (e) Toe-boards of minimum 200mm high shall be installed at all open edges of the platform and other areas where there exist any risk of injury by falling objects.
- (f) All standards/uprights shall be properly founded on firm ground. And the scaffolding is adequately braced for stability.
- (g) All scaffoldings or platforms shall be erected by Competent Workers under the supervision of a Competent Person. The scaffolding shall be inspected by a Competent Person at least every 2 weeks and also after any inclement weather or structural alternation.
- (h) Suitable fall arresting systems (safety harness, lifelines attached to secure anchorage point) shall be provided for workers erecting and dismantling the scaffolding. The anchorage point shall be able to resist a minimum pull of 5kN.
- (i) Each independent lifeline shall support one worker only. The end of each lifeline shall have end stop such as a figure-of-8 knot or other end stop.
- (j) First aid box should be provided on each site. The first aid box should be regularly checked and refilled necessary. All first aid items shall be properly stored and kept in serviceable and sanitary condition. The name of the first aider/responsible person should be clearly displayed on the first aid box

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## **14.14 OVERHEAD AND UNDERGROUND SERVICES**

### 14.14.1 Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations
- (d) Electricity Supply Lines (Protection) Regulation
- (e) Code of Practice on Working near Electricity Supply Lines - 2000 Edition

### 14.14.2 Safety Rules and Procedures

- (a) Relevant utility drawings of overhead and underground services should be obtained from utility companies before commencement of the related works.
- (b) If the relevant utility drawings indicate overhead or underground services are located at close proximity on site. The safe clearance and safety precautions or advice should be obtained from the utility companies concerned in writing.
- (a) A competent person who is approved and registered by EMSD should be appointed to carry out a risk assessment on the affected area to use a cable locator to locate the underground cable alignment before excavation work.
- (d) Suitable goal post, barriers and warning signs should be provided and properly maintained at the location where overhead or underground services are present.
- (e) Exposed pipes and cables which are still live should be marked with suitable warnings as instructed by the utility company.
- (f) All site personnel should receive the safety training on the safety precautions and emergency procedures when working near overhead and underground services. This training topic will be part of the Site Specific Safety Training.

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## 14.15 FLAMMABLE LIQUIDS AND GASES

### 14.15.1 Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6A & 6B
- (c) Dangerous Goods Ordinance
- (d) Construction Sites (Safety) Regulations

### 14.15.2 Safety Rules and Procedures

- (a) The following flammable liquids and gases will be used on site:-
  - i) Diesel oil - for generator and plant on site.
  - ii) Acetylene gas - for gas cutting on site
- (b) The above flammable substances should be recorded and updated on the Flammable Liquids and Gases Register by Safety Supervisor or Site Agent.
- (c) Storage, Handling and Transportation Arrangement
  - i) Diesel oil
    - Diesel oil will be stored in diesel tanks provided by supplier. Dry powder portable fire extinguisher should be fitted in the tray of diesel tank.
    - Persons responsible for the handling of diesel oil, e.g. mechanic, will be provided with suitable protective gloves.
    - Diesel oil tanks if transported on site will be lifted by mobile crane and will be oil-free before removal from site.
    - The exempted quantity is 2500 L.
  - ii) Acetylene gas
    - Acetylene gas bottles should be stored in metal cage and kept upright at all times. Empty bottles should be stored separately.
    - Dry powder portable fire extinguisher should be fitted on the metal cage and placed close to the work place.
    - Persons handling the acetylene gas bottles will be provided with suitable gloves and the manual handling of gas bottles should be avoided.
    - Only the use of certificated metal cage for lifting of acetylene gas bottles is permitted if transported on site. Special licensed vehicles for dangerous goods should be hired for transporting of acetylene gas bottles.
    - The exempted quantity is 2 acetylene gas bottles.

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- (d) No smoking signs will be displayed in all locations containing readily combustible or flammable materials.

## **14.16        SITE TRAFFIC**

### **14.16.1        Reference**

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulations
- (d) Road Traffic Ordinance
- (e) Code of Practice for the Loading of Vehicles

### **14.16.2        Safety Rules and Procedures**

- (a) A speed limit of 8 km/hr. shall be established throughout the site to prevent accidents due to traffic travelling at excessive speeds. Warning signs should be placed on site entrance and vehicular access.
- (b) All site road surfaces shall be maintained in a safe condition and, whenever possible, be wide enough to allow vehicles to pass safely in opposite directions. road surfaces should be maintained to minimize dust nuisance. Wheel washing facilities should be provided and used to prevent mud being deposited on public roads.
- (c) Sharp bends, blind comers and steep grades shall be avoided whenever reasonably practicable to do so. Designated location will be provided on site for vehicle to reverse.
- (d) Parking space will be provided on site. Vehicle washing facilities, e.g. water hose, will be provided at site main entrance.
- (e) Drivers of all types of vehicles shall be in possession of a valid license for the class of vehicle they are driving. Copies of driving license should be kept on site and any driver may be asked to produce his license at any time.

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## **14.17      SITE TRANSPORT**

### **14.17.1      Reference**

- (a)      Occupational Safety & Health Ordinance
- (b)      Construction Sites (Safety) Regulations
- (c)      Code of Practice for the Loading of Vehicles

### **14.17.2      Safety Rules and Procedures**

- (a)      Only persons possessing valid driving license are permitted to drive on road. A register of company vehicle drivers should be maintained to Head Office. Only appointed drivers shall drive company vehicles.
- (b)      All site vehicles should be maintained properly. Drivers are required to carry out weekly inspection of the site vehicles.
- (c)      Vehicles over 3 tonnes should be fitted with reversing audible warning device or under the guidance of banksman.
- (d)      In order to ensure that site vehicles are operated by licensed drivers, record of driving license of all drivers should be kept by Safety Supervisor. Random check will be carried out on regular basis.
- (e)      According to the specified frequency of service manual, contract car or company site vehicles will be inspected and maintained by motor dealer or company designated garage on schedule.

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## 14.18 ABRASIVE WHEEL

### 14.18.1 Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- (d) Factories and Industrial Undertakings (Noise at Work) Regulations

### 14.18.2 Safety Rules and Procedures

- (a) All wheels shall be properly mounted by an appointed, competent person in writing. The appointment letter should be displayed at the workplace.
- (b) Training on the safe use of abrasive wheels should be given to all users of abrasive wheels.
- (c) Abrasive wheel or discs should be carefully selected by mechanic before use. The wheel or discs should be kept in the mechanical workshop. The maximum permissible speed of abrasive wheel and grinding machine shall be clearly marked.
- (d) Abrasive wheels should be adequately guarded which aims at: -
  - i) Holding the wheel parts in the event of breakage.
  - ii) Protecting the wheel from accidental damage.
  - iii) Preventing the operator from coming into contact.
  - vi) Preventing and oversized wheel being fitted.
- (e) A work-rest to be provided on a bench mounted abrasive wheel and properly adjusted as close as possible
- (f) Suitable personal protective equipment, i.e. eye protection, ear protection and dust mask, etc., should be used.
- (g) The statutory warning notice concerning the danger arising from the use of abrasive wheel and the precautions to be observed shall be affixed to the grinding place.

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## **14.19      PROTECTION AGAINST FALLING OBJECTS**

### **14.19.1      Reference**

- (a)      Occupational Safety & Health Ordinance
- (b)      Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c)      Construction Sites (Safety) Regulation

### **14.19.2      Safety Rules and Procedures**

- (a)      Where there are risks of falling objects, nylon nets, stop boards and tarpaulin sheets should be provided on scaffolding and workplaces..
- (b)      Never throw objects or tools down from a height. Always lower them to the ground.
- (c)      Always use a box placed in a securely tied position for holding tools when working aloft.
- (d)      Always replace manhole covers after completing work and fence off the area while work is in progress.
- (e)      Always secure safety all loads to be hoisted aloft.
- (f)      Never allow persons to stand under suspended loads.
- (g)      Ensure that toe-boards are fitted to working platforms.

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## **14.20      CONFINED SPACES**

### 14.20.1      Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Factories and Industrial Undertakings (Confined Spaces) Regulations
- (d) Code of Practice for Safety and Health at Work in Confined Spaces

### 14.20.2      Safety Rules and Procedures

- (a) Any work carried out in a confined space, as defined in the Factories and Industrial Undertakings (Confined Spaces) Regulations, should comply with the requirements of the Regulations and should follow the Code of Practice to the Regulations published by the Labour Department.
- (b) Permit-to-work system shall be implemented for work in confined spaces. Safety Officer or a competent person should be appointed to carry out risk assessment to the concerned working process and set up a permit-to-work system before the work commenced if required.
- (c) Working in confined spaces must only be carried out by employees whom are Certified Workers holding a certificate issued by a training institute approved by the Commissioner.
- (d) Atmosphere testing should be done before allowing any worker entry the confine space.
- (e) Gas cylinders should never be taken into confined spaces.
- (f) Precautions should be taken to ensure that the exhaust gases from any diesel or petrol driven plant or equipment are directed away from any confined space or any location, where they could accumulate to form an asphyxiating atmosphere.
- (g) Arrangement should be made for detecting toxic, explosive and oxygen gas or oxygen deficiency in the confined space. The procedures and detection equipment to be used should be specified in the risk assessment report.
- (h) Good ventilation of the confined space should be maintained and, if more than 0.5% methane is detected in the internal atmosphere, forced ventilation should be used to reduce the level below this before entry is allowed.
- (i) Safety and emergency rescue equipment, including breathing apparatus, rescue harnesses, lifelines and safety ropes should be provided.

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## **14.21 ACCESS**

### 14.21.1 Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B
- (c) Construction Sites (Safety) Regulation
- (d) Code of Practice for Bamboo Scaffolding Safety 3/2001

### 14.21.2 Safety Rules and Procedures

- (a) Use ladders only for simple work or short duration. They should be use primarily as a means of access and NOT as a working platform.
- (b) Ladders shall be of good construction with no missing or defective rungs, of sound material and of adequate strength for the purpose for which it is used and is properly maintained.
- (c) Only erect ladders on a firm and level base.
- (d) Do not erect straight ladder at a base angle exceeding 75 degrees or a 4 (rise): 1(base) ratio.
- (e) For a vertical access ladder, provide a landing point for rest purposes every 9m.
- (f) Secure a straight ladder at the top. When it is impracticable to do so, firmly secure the ladder at the base by some effective means or by any person.
- (g) Always spare one hand to hold the ladder firmly. Never lean over or stretch out to reach the work.
- (h) Always face a ladder when going up or down and use both hands to grasp the rungs for support. Do not carry tools or materials in hand when climbing up or down. If necessary, use a tool holster to carry hand tools to spare hands for holding the ladder.
- (i) Wear safety harness with lanyard anchored properly when working on the ladder at height of 2m or more if the provision of working platform is not reasonably practicable.
- (j) Rise ladder at least 1m for handhold above landing or above the highest rung.
- (k) Use wooden or fibre-glass ladders for electrical work or when working near electrical conductors, etc.
- (l) Gangway should be kept clear from obstruction and any loose materials. The width of gangway should be at least 400mm for passage of person and 650mm for

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passage of material.

- (m) Every board or plank should be made of sound material and free from patent defects, and rest securely and evenly on its supports.

## **14.22 PROTECTION AGAINST LIGHTNING**

### 14.22.1 Reference

- (a) Occupational Safety & Health Ordinance
- (b) Factories and Industrial Undertakings Ordinance, Section 6 A & 6B

### 14.22.2 Safety Rules and Procedures

- (a) Workers shall stay away from metal objects such as tall tree, telephone, pole, steel wire mesh fencing, metal pipes, rails and utilities poles, vehicles, construction equipment and plants especially those with a boom sticking high because metal objects are preferred conductors of electricity.
- (b) No one shall be allowed to stay at positions that are higher than the surrounding landscape.
- (c) If any worker is caught in an open field or prairie far from shelter, he shall seek a low spot and crouch in a position with feet together.
- (d) Workers shall get out of lakes, rivers and ponds, etc. because water is an excellent conductor of electricity.