

2023

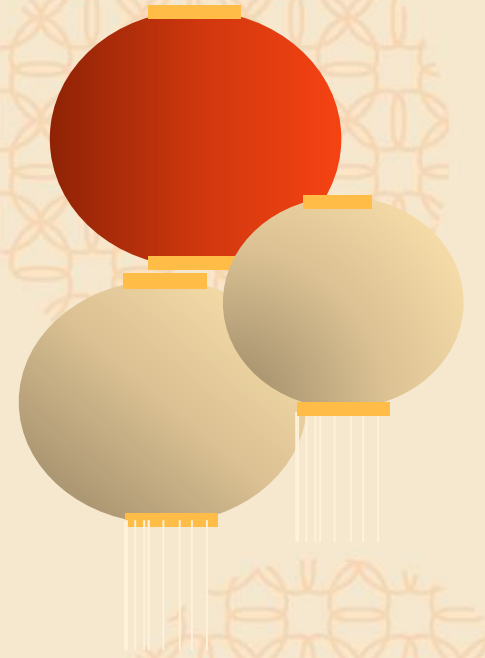
農曆假期前八天
安全準備

Safety Preparations
The 8 days before
Chinese New Year



SAFETY PREPARATIONS - THE 8 DAYS BEFORE CHINESE NEW YEAR

Based on the past experience, there is a high accident risk before and after long holidays. Therefore, Construction Industry Council (“CIC”) has established a safety briefing pack for 【Safety Preparations - The 8 days before Chinese New Year】 and encourages all construction practitioners to choose any topics as your safety preparations work before 8 days of CNY, from 13th January 2023 to 21st January 2023.

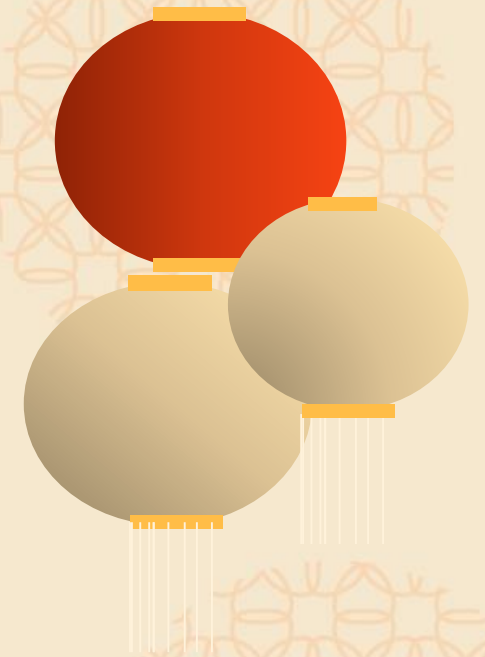


OBJECTIVE OF SAFETY PREPARATIONS

Throughout this event, to encourage the site management team to lead frontline supervisors and workers in implementing safety preparations on-site before enjoying a long holiday during CNY. The management team can follow CIC's briefing pack or select some topics which are suitable for the needs of the project, so as to ensure that the construction sites are free of hazards before and during CNY.

CONTENT

Date	Days before CNY	Topics
13/1/2023	8 days	Temporary Works & Structure
14/1/2023	7 days	Excavation
16/1/2023	6 days	Working at Height – Scaffolding & Suspended Working Platform
17/1/2023	5 days	Working at Height – Floor Opening
18/1/2023	4 days	Plant and Equipment - General
19/1/2023	3 days	Housekeeping – Material Storage
20/1/2023	2 days	Fire Prevention
21/1/2023	1 day	Temporary Electric Power



TEMPORARY WORKS & STRUCTURE

- ❑ Ensure temporary works management system in place, any changes in temporary works should be reviewed by the designer
- ❑ Ensure sufficient consideration in the temporary works design
- ❑ Construct the temp works according to the final approved design
- ❑ Do not over the designed safe working load
- ❑ Remove the loading e.g. machine, materials away from the temporary works & structure, if necessary
- ❑ Well-establish and consider the erection and demolition sequence if loading is still present in the temporary works & structure



EXCAVATION



- ❑ Ensure a rigid barricade erected at around excavation zone e.g. trench, pit, etc.

- ❑ Ensure adequate wailing and strut are well-constructed and installed according to the approved design drawing

- ❑ Maintain the plant and equipment have a safe distance from excavation trench and pit



- ❑ Assign competence personnel e.g. engineer, competent person to check and ensure that adequate stability of excavation trench and pit and temporary works

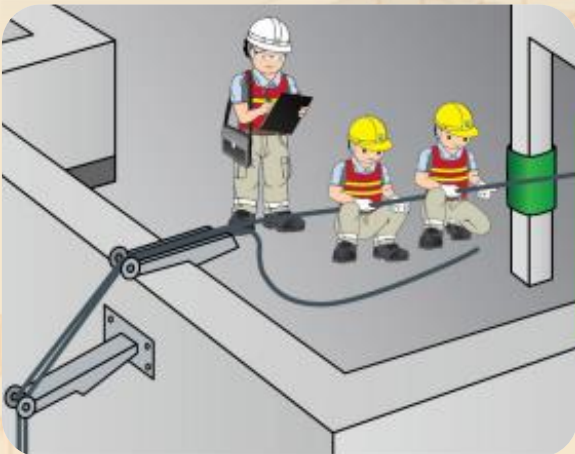
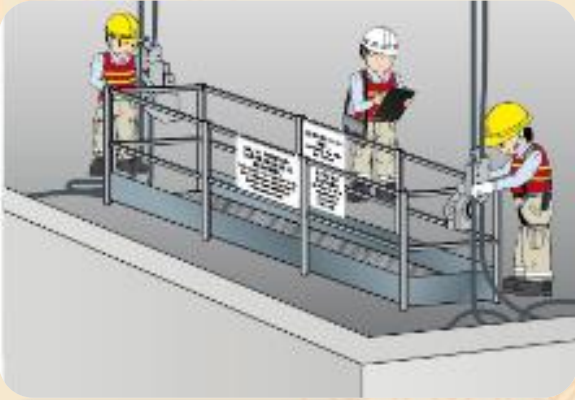
- ❑ Re-inspect the excavation trench and pit by the competent person before work

WORKING AT HEIGHT - SCAFFOLDING

- ❑ Ensure sufficient braces & wall-ties provided for supporting the whole scaffold
- ❑ Remove all loose object and rubbish away from scaffold
- ❑ Ensure dust net is fully covered whole scaffold
- ❑ Proper and safe access is provided for enter-to/egress-from the scaffold
- ❑ Regular inspection the scaffold by the competent person, if any modification



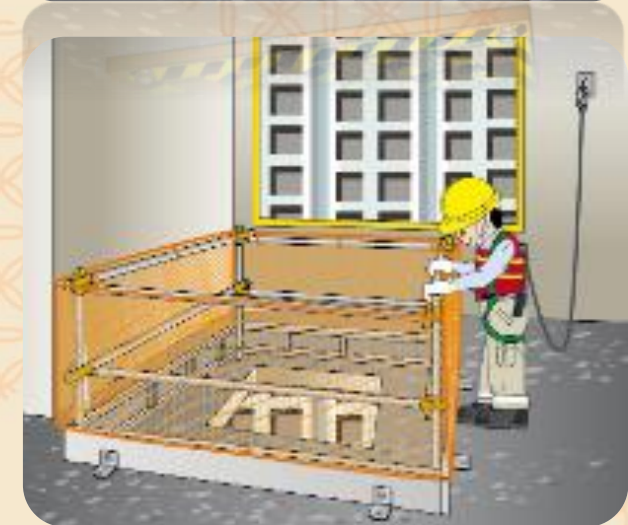
PLANT AND EQUIPMENT – SUSPENDED WORKING PLATFORM (“SWP”)



- ❑ Properly parking the suspended working platform (“SWP”) on the firmed ground and tie-down securely
- ❑ Ensure all supports and anchorage points are in good conditions and well-mounted on structure according to the designed drawing
- ❑ Clean up waste and rubbish away from SWP
- ❑ Shut off electric power supply and lock up the distribution board, the SWP key only keep by the site supervisor
- ❑ Run-on properly the lifelines and wires, if necessary

WORKING AT HEIGHT – FLOOR OPENING

- ❑ Ensure fall opening management plan are in place and regular updates
- ❑ Ensure the opening are well covered or barricaded with suitable signage and warning notice
- ❑ Ensure the floor edges are well-barricaded with suitable signage and warning notice
- ❑ Ensure steel gates are well-erected in front of the lift shaft opening with suitable signage and warning notice
- ❑ Check all the opening before the long holiday to eliminate the risk of falling
- ❑ Ensure the temporary fall arrest system provided nearby opening
- ❑ Make use of the innovative technology e.g. smart lock, smart gate system
- ❑ Make reference to the reference material of the hole management



PLANT AND EQUIPMENT - GENERAL



- ☐ Properly parking the plant and equipment on the firmed ground, it shall keep a safe distance from the excavation trench
- ☐ Install wedges to the wheels of plant and equipment
- ☐ Low-down the jib and boom as lower as possible
- ☐ Remove the key and keep it in site supervisor
- ☐ Competent person to conduct inspection before use and record the result in statutory form if required

HOUSEKEEPING – MATERIAL STORAGE

- ❑ Do not stack over height
- ❑ Properly stacking of material and maintain the access is free and without blockage
- ❑ Ensure the construction materials and equipment are well-stored within the designated area and/or store room
- ❑ Store the hazardous substance e.g. dangerous good, chemical, etc. in metal drip tray or box or dangerous good store room
- ❑ Don't leave equipment and tools on ground, put it in the designated area
- ❑ Maintain safe space and distance at storage area



FIRE PREVENTION

- ❑ Do not store over the statutory limit of dangerous good on site, and keep it as low as possible
- ❑ Clean up flammable materials e.g. packing, sawdust, etc.
- ❑ Well-implement hot-work permit system
- ❑ Provide adequate fire fighting equipment on-site
- ❑ Ensure the fire escape route is free and without blockage



FIRE PREVENTION – GAS CYLINDERS

- ❑ Ensure that all air released away from air hoses
- ❑ Shut off the valves and take down the fittings
- ❑ Storage the dangerous substances property (e.g. Dangerous Goods, Chemical, etc.) in Dangerous Goods Stores
- ❑ After holidays, apply soapy water to connections between the appliance and the gas cylinder to check for bubbles, which indicates a dangerous leak



TEMPORARY ELECTRIC POWER

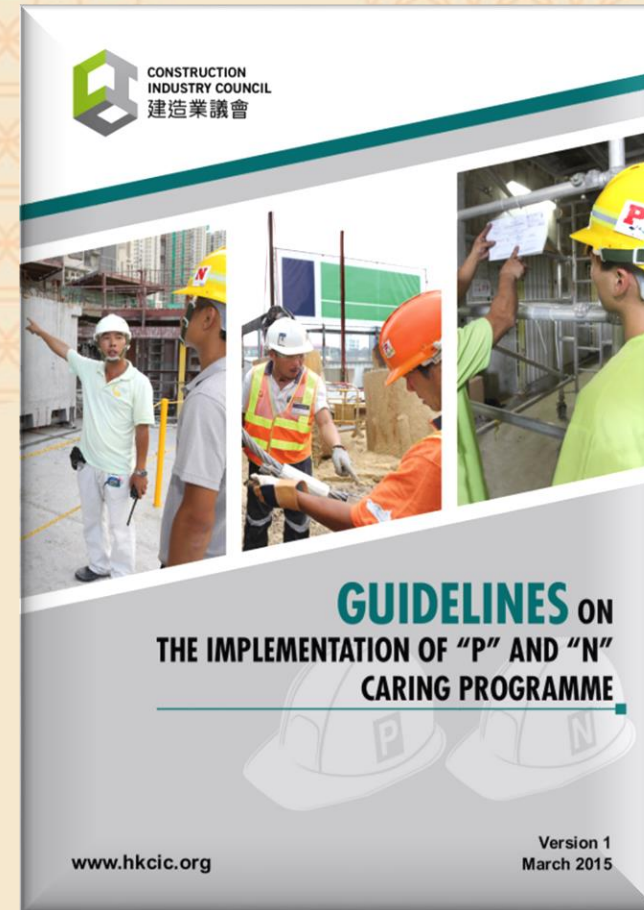
- ❑ Except that the lighting system, traffic light facilities, water pumps system, all electrical appliances are well-terminated the power supply
- ❑ Shut off the gen-set and others electric power supply
- ❑ Plug off sockets and properly run-on the electric cables
- ❑ Store the electrical appliances and tools to designated area and storeroom properly
- ❑ Arrange a registered electric worker to check the temporary electric power system and appliances, and also ensure the distribution board keep covered and locked



“P” AND “N” CARING PROGRAMME

CIC hopes all construction practitioners to implement the “Guidelines on the Implementation of “P” and “N” Caring Programme”, in particular new joiners or new comers or vulnerable workers e.g. elder, illness, since they’re most likely to get injured in the past experience

Therefore, CIC encourages all construction practitioners to visit our website to download the “Guidelines on the Implementation of “P” and “N” Caring Programme”. In addition, we also encourage site management and front-line supervisors to follow the guidelines to provide adequate safety training, supervision, instructions to them and arrange familiarisation with site environment for these workers



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