

防疫措施巡查表格例子 - 供業界參考

Examples of Preventive Measures Inspection Form – For Reference

防疫措施巡查表格 Prevention Measures Checklist	
公司名稱 Company Name	巡查人員: Inspector
工地名稱 Site Name	日期: Date
進入工地安排 When Entering Work Site	
1.	為所有進入工地人士登記及紀錄有關個人資料，包括居住地址、聯絡資料、進入工地時間及日期。 Register all personnel entering site and record their personal information, including residence address, contact details, entry time, and date.
2.	所有進入工地人士、必須填寫健康申報表、量度體溫及戴上外科口罩。 All personnel entering site must complete the health declaration form, receive a body temperature check, and wear a surgical mask.
使用更衣室安排 Using Changing Room	
3	因應社交距離要求及更衣室的大小，制訂每一次的使用人數。 Based on each facility's size, determine how many people can use it at any one time to maintain social distancing requirements.
4	為每一個工作隊伍提供一個指定專用的更衣室，以減低交叉感染的風險。 Provide dedicated changing rooms for each work team to minimise the risk of cross-infection.
5	如工地未能提供足夠指定的更衣室予不同工作隊伍，必須安排各工作隊伍分批使用，並於每批工作隊伍使用後進行清潔及消毒。 Work teams need to take turns to use changing rooms if the site cannot provide a sufficient number of designated changing rooms for different work teams. Changing rooms must be cleaned and disinfected after use by each work team.
用膳及小休安排 Meal and Rest Arrangement	
6	制定彈性用膳及小休時間及安排共同工作工友分批進行 Establish flexible meal and break time and arrange co-workers to have the break in batches to reduce the chance of contact
7	於用膳及小休地點，提供有效的分隔設備及為工友提供足夠的清潔及消毒設施 Provide adequate cleaning and disinfection facilities with effective separation equipment for workers at meal and break places.
8	於工地共用設施保持安全社交距離 Maintain a safe social distance in shared facilities on site
針對防疫的工作安排 Work arrangements for epidemic prevention	
9	安排彈性出勤時間(如合適)，以減少擁塞和接觸 Arrange flexible working hours (if appropriate) to reduce congestion and contact.
10	劃分指定工作區域及工作隊伍 Demarcate the designated work zones and work teams.

11	為不同工作隊伍工友的安全帽貼上顏色貼紙以供識別。 Assign coloured sticker on the helmet to each team of workers for identification	
12	有關指定工作隊伍，只能於指定工作區域工作。 A demarcated work team can only work in the designated work zone.	
13	不同工作區域已清楚劃分，不同工作隊於同一工作區域工作時已保持最少 1.5 米距離 Works areas must be clearly divided. Different works teams should maintain a distance of at least 1.5 meters when working in the same works area.	
14	分包商應安排工友於同一工作隊伍及同一工地工作，避免與其他工地交叉感染。 Subcontractors should arrange for workers to work in the same team and worksite to avoid cross-infection with other worksites.	
清潔及消毒安排 Cleaning and Disinfection Arrangement		
15	就工地不同地點、工具及設施，制定相關清潔及消毒安排。特別針對工地共用設施，例如入閘機、會議室、訓練室、更衣室、洗手間及任何機械操作駕駛室等。 Develop relevant cleaning and disinfection arrangements for different locations, tools and facilities on the construction site. Especially for those site shared facilities, such as site entrance gates, meeting rooms, training rooms, changing rooms, toilets and any plant operation cabins	
改善跟進 (如需要) Recommendation (If necessary)		
巡查人員簽署: Inspector Signature		工地代表簽署: Site Representative Signature