Departmental Safety Representative Training
Safety in Occupied Area with Construction Work

Construction: Renovation, Maintenance, Alteration and Additional (RMAA) works takes place all the time in U. Bldgs.

Contractors' activities, materials, plants & equipment MUST NOT jeopardize the health and safety of members of the University Community.

Department has a key role to play in ensuring own safety.

Planning & Precautions to be taken in advance.
Recently, 3 fatal accidents in other institutions.

1. Collapse of brick wall during demolition

2. Overturn of mobile working platform

3. Fall from roof of a bus stop while cleaning it.

All during RMAA works.
General Hazards

- Noise: A nuisance
  Noisy process scheduled to be conducted in designated/ agreed hours
  - E.g. After office hours, holiday...
- Dust & Solvent Vapour: Health hazard
  Seal all vent openings
  Use harmless solvent/ dust screen/ improve ventilation.....
- Obstruction by Materials
- Fire Risk
Dust Control

Full Dust Screen

Improve Ventilation

Seal all vent openings
High Risk Processes

- High Risk Process:
  - e.g. Demolition of brick/RC structural wall, Hot Work, paint spraying, cartridge operating fixing tool (COFT).
  - Lifting Operation

- Public Protection

- Fire Risk
To Reduce Risks (Control of Contractors)

- Safety Plan Submission (SP) & Risk Assessment (RA) are required prior to work commencement.

- Safety Plan: Scope of Work, High Risk Processes, Safety Inspection, Incident/ Accident Reporting etc……

- To assist building contractors to compile a Report: Risk Assessment Form can be obtained from Safety Office Web Site.
Risk Assessment Form

1. Location of Works Area:
   Building ____________________________
   Floor ____________________________ Room No.: _________________

2. Works Period:
   Days ____________________________

3. Maximum No. of Workers:
   Persons ____________________________

4. Nature of Works:
   □ Renovation  □ Demolition  □ Excavation
   □ Partitioning  □ E&M Works  □ External Bldg Works
   □ Others ____________________________

5. Is the floor/area also occupied during the works period? Yes □ No □

6. Is it possible to schedule the works to be carried out outside normal office hours? Yes □ No □

7. Materials to be Used:
   □ Strong odour emission materials, e.g. paint strippers, paints, thinner, coating materials or other, etc.
     Yes □ No □

   □ Flammable or explosive substances, e.g. diesel, petrol, spray painting, fast drying agents (amount _______ litres)
     Yes □ No □

   □ Aerosols or gases in bottles, e.g. oxy-acetylene gas, blow torches (canister type)
     Yes □ No □

   □ Strong corrosive substance, e.g. tire cleaners, bleaching agents, etc.
     Yes □ No □

8. Plant & Equipment
   (a) Portable A.C. generator
      Yes □ No □
   (b) Crane/Excavator/Winch/Air Compressor
      Yes □ No □
   (c) Suspended gondola (_______) numbers
      Yes □ No □
   (d) Powered elevated working platform
      Yes □ No □
   (e) Cartridge operated fixing tools
      Yes □ No □
   (f) Circular saws or electric portable saws
      Yes □ No □

9. Possible Hazards
   (a) Obvious or health related emission, e.g. emissions from materials used (solvents) or fumes from the work process (welding)
      Yes □ No □
   (b) Emission of strong light from processes, e.g. arc welding
      Yes □ No □
   (c) Fire
      (i) use of flammable materials (e.g. thinner, petrol, etc.)
      Yes □ No □
      (ii) hot work process (e.g. welding, high speed cutting, grinding)
      Yes □ No □
      (iii) overloading of electric circuit (estimated power required _______ Amps)
      Yes □ No □
      (iv) trade waste (e.g. saw dust, packaging material)
      Yes □ No □
      (v) workers smoking
      Yes □ No □
   (d) Housekeeping & premises related
      (i) wandering electric leads
      Yes □ No □
      (ii) long objects (e.g. pipes & conduits)
      Yes □ No □
      (iii) tripping & falls
      Yes □ No □
      (iv) fall edges or floor openings
      Yes □ No □
      (v) falling objects
      Yes □ No □
   (e) Electrical
      (e.g. electric shock/earth fault from temporary power supply & on-site equipment)
      Yes □ No □
   (f) Environmental (e.g. dust emission, effluent discharge)
      Yes □ No □
   (g) Traffic – temporary traffic control required
      Yes □ No □
Workshop Safety

1. Machinery Guarding
   (Refer to OSHC/LD website)

2. First Aid Requirements

3. Housekeeping.

4. Electrical Safety
First Aid Requirements
First Aid Provision

- First Aid Provisions
  - First Aid Box with Contents
- Persons trained in First Aid
- Note scale of provision
Machinery Safety
General

- Dangerous Parts are defined in Reg.
- One of the Guards to be provided.
Machinery Guarding

- General Principles
  - (a) Fixed guard,
  - (b) Interlocking guard,
  - (c) Automatic guard,
  - (d) Trip guard,
  - (e) Two-hand control device.
Other Machinery Hazards

- Crush
- Puncture Wound
- Contusion
- Concussion
- Amputation
- Clipping
- Flying Object
Housekeeping
Housekeeping
Housekeeping
Housekeeping
Housekeeping
Electrical Safety
Electricity

- Fire Risk – Overloading
- Electrocution & Electric Shock
Electrical Safety

Apart from fixed electrical appliances which do not receive power supply from socket outlets, an electrical appliance must be fitted with a 3-pin plug which complies with the safety requirements.
Electrical Safety

- Arrange for immediate inspection and repair by a registered electrical contractor if the safety of an electrical installation is in doubt (e.g. current leakage or frequent tripping).
Electrical Safety

- Avoid touching any electrical appliance, socket outlet or switch if hands are wet.

- Do not place any extension unit in a wet or humid environment.
Electrical Safety

To prevent circuit overload and fire, **no more than one adaptor or one extension unit should be inserted into a socket outlet.** No adaptor should be inserted into any extension unit or vice versa.
Electrical Safety

- To prevent burns, do not touch an operating lamp bulb. Doing so with wet hands may also cause glass cracking.
The End