

# Contractors' Code of Safe Practice

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## Introduction

As the controller of premises, The University of Hong Kong has a duty to ensure, so far as is reasonably practicable, the health and safety of all its employees, students and visitors and further, to take steps to ensure that the activities undertaken by the University do not endanger others who may be affected thereby.

The University's statement of policy on health and safety recognizes these duties, and acknowledges that, unless properly planned, work involving contractors can present additional hazards. As a result this Code of Practice for Contractors has been prepared.

## Purpose of the Code

The Code has been operated to help Contractors and their employees to work safely, and to prevent accidents and injuries to themselves and to University personnel and property. The Code also aims to assist contractors in complying with the various statutory regulations which may affect contractor's operations, and with the terms of the contract.

All Contractors working on University premises must conform with the provisions of this code. The observance of this Code, however, does not in any way relieve the contractor of his legal or contractual obligations. Contractors working on University premises must comply with the common law as it applies to the general duty of care, as well as with any statutory provisions applicable to the work they are to carry out. All Contractors and their employees should be conversant with the safety rules of the department or area in which they are working, and the Contractor's Representative whose name is to be given to Safety Office before work commences has the responsibility for ensuring that this is so.

In any case of doubt regarding the application of the Code, or in any circumstances affecting safe working not covered by the Code, advice should be sought by the Contractor from Safety Office.

The University expects that the requirements detailed in this Code have been adequately considered and provisions made for compliance are well taken care of in the preparation of the tender by the Contractor. In the event that any part of the Code where applicable is not followed, work will be stopped by DoS until the matter is corrected without detriment to the University.

## Starting Work

Before work commences on each location, the Safety Office must be informed so that the appropriate arrangements for health and safety can be made. A safe system of work must be arranged before Contractor's operations are allowed to begin.

## **Special Hazards**

Where Contractor's operations are expected to create special hazards, e.g. in the application of heat or naked flame process, demolition work, or the use of dangerous articles or substances, the attention of the department/area concerned and The University Safety Office must be specifically drawn to such hazards, so that adequate precautions may be taken. Contractor's employees or workers may be at risk when working in certain areas, in which case the hazards will be detailed on Part 2 of the Appendix to this Code. Certain kinds of work, e.g. the application of heat as in welding, burning or the use of flame torches, must not be carried on without first seeking such prior permission. It is the Contractor's responsibility to acquaint his supervisors, workers and employees with these requirements.

## **Services**

Contractors must not connect to or interfere with the compressed air, electrical, gas or other services of The University without the express permission of the Safety Office.

## **Tools and Equipment**

All plant, tools, lifting appliances & gears and equipment used by Contractors on University premises must be suitable for the work to be undertaken, must comply with all relevant legal standards and must be maintained in accordance with appropriate safety standards.

Contractors may not use the University plant, tools, tackle or equipment without the express permission of the responsible University personnel or the DoS representatives.

## **Electrical Plant and Equipment**

The Contractor or his employees shall not enter any substation, switch room or similar area without the permission of the Safety Office.

Portable electrical tools and equipment must be efficiently earthed or of double insulated construction and all electrical leads must be undamaged and wired correctly to plugs containing correct fuses. Connections in cables are only permissible if proper plugs and sockets are used. Under no circumstances are electrical conductors to be inserted directly into socket outlets without plugs or jointed using insulating tape or chocolate box connectors.

## **Guards, Fences, Screens and Enclosures**

Guards or fences must not be removed from any machinery or plant without the previous permission of an authorized person.

This applies particularly to wood working machinery, e.g. circular saws being used without top guards. All Contractor's machinery and plant brought onto University premises must comply with the regulations relating to that type of equipment and must, where appropriate, be securely guarded or fenced.

Where the Contractor is carrying on work on University premises such as the breaking or dressing of stone or concrete, grinding of metals, etc., he is responsible for the installation and maintenance of such dust screens and protection enclosures as may be required to protect University staff, dependents, students and visitors.

## **Work Above Ground**

When work by the Contractor involves the erection of any scaffold, support, or similar structure, he is responsible for the incorporation, in addition to the safety of the above, of features such as 'fans', walkways, covers, guardrails, warning lights, etc. as may be necessary for safety, not only for the persons working on the scaffold roof or high place but also for the persons walking below.

The attention of Contractors is drawn to the special risks attached to roof and other work above ground, and to the fact that some University buildings do not incorporate roof edge protection. In these cases, and in all cases where there is the risk of falls from above ground, it is the responsibility of the Contractor to take such precautions as are necessary for the safety of his workers or employees, and of others who may be endangered by their activities.

Such precautions may include temporary guard rails, barriers or fences, fall arrest system, safety harnesses and safety belts. Ladders must be secured so as to prevent slipping. Work platforms or scaffolds are to be used as far as practicable.

Notices are to be provided instructing those below what action to take rather than a vague 'Danger' indication. If there is a risk of debris or tools falling, or scaffolding falling during erection or dismantling the area below should be sealed off using fences, boards or by bright PVC tape (e.g. black and yellow stripes), minimum size (50 mm width).

## **Confined Space**

Where contractor employees need to enter water tanks the Contractor is reminded that these are defined as "confined spaces" and consequently he should ensure compliance with the F & IU (Confined Spaces) Regulation.

## **Control of Pollution**

Contractors may not deposit any waste, chemical, or any other, substances whatsoever into drains on University premises, unless permission has been given by the Safety Office.

## **Fire**

The use of flame torches or the application of heat as in welding or burning, is prohibited in many areas of The University for a variety of reasons. Contractors and their employees must seek prior permission for these activities from the Safety Office, but in the absence of any specific restrictions, must assume that such process is prohibited.

Contractors are responsible for the provision of suitable and sufficient fire-fighting equipment appropriate to the work involved. Contractors and their employees should on arrival at the work site, check for the following fire safety matters:

The nearest means of escape in case of fire.

The location, type, and method of operation of the nearest fire fighting appliance(s).

The location and method of operation of the nearest fire alarm.

Contractors must obey fire alarm signals whilst on University premises. Contractors shall take measures to ensure their workers start evacuation on hearing the continuous ringing of the fire alarm or flashing of the visual fire alarm. During work on site Contractors must not lock, block or obstruct existing fire exits or remove fire doors.

## **Personal Protection**

The Contractor is responsible for providing for his employees such personal protection as may be required for the work such as, for example, eye protection, head protection, respirators and breathing apparatus.

## **Asbestos**

If, during the course of a contract the work involves or is likely to involve disturbing asbestos in such a way as to give rise to dust, the Contractor must cease work, withdraw his employees from the area and report immediately to the Safety Office.

## **Highly Flammable Liquids**

Many paints, thinners, solvents, adhesives and cleaning fluids present a serious risk of fires and explosions due to the ignition of vapour. Every effort must be made by Contractors to use non-flammable alternatives. Where the use of highly flammable liquids is unavoidable, Contractors are responsible, in liaison with any University Department affected and with the Safety Office, for establishing and maintaining a safe system of work designed to prevent fires and explosions.

## **Gas Cylinders**

Oxygen and Acetylene gas cylinders present a high fire risk and the minimum quantity only should be brought onto site. Bottles should be kept upright in properly designed trolleys and turned off at the main valve when burning/cutting operations are completed and last thing at night.

## **House Keeping**

The Contractors are to keep their own working environment free from rubbish, equipment and waste so that a safe passage to workmen can be maintained and the risk from fire is kept to a minimum.

Flammable waste such as polystyrene, sawdust, paper etc. must be removed on a DAILY basis.



## Appendix to Contractors' Code of Safe Practice

The work described in Part 1 is to be undertaken by Contractor's personnel. To secure the health and safety at work of contractor's employees, and to ensure that contractor's activities do not endanger University staff, this form should be completed as follows:

Part 1 – BY SAFETY OFFICE

Part 2 – BY UNIVERSITY DEPARTMENT/AREA AFFECTED

Part 3 & 4 – BY CONTRACTOR

### Part 1:

(a) DEPARTMENT/LOCATION

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(b) DESCRIPTION OF WORK

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(c) AREA(S) AFFECTED BY CONTRACTOR'S OPERATIONS

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(d) EXPECTED/ACTUAL DATE OF COMMENCEMENT OF WORK

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(e) ESTIMATED DURATION OF WORK

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(f) HOURS OF WORK (DAILY)

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(g) CONTRACTORS HAVE BEEN GIVEN THE INFORMATION IN PART 2, AND HAVE BEEN HANDED THE UNIVERSITY CODE OF PRACTICE FOR CONTRACT OPERATIONS

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(h) NAME OF CONTRACTOR

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(i) CONTACT (NAME AND POSITION)

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(j) SIGNED (FOR THE UNIVERSITY)

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**Part 2: DEPARTMENTAL/AREA HAZARDS**

(a) SPECIAL HAZARDS AND THEIR LOCATION TO WHICH CONTRACTOR'S ATTENTION SHOULD BE DRAWN

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(b) HAZARDS PARTICULAR TO THIS DEPARTMENT/ AREA

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(c) GENERAL HAZARDS IN THIS AREA

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(d) GENERAL HAZARDS IN ADJACENT AREAS

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(e) TIMES AT WHICH ACCESS TO AREA/DEPARTMENT IS PROHIBITED/RESTRICTED

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(f) SPECIAL NOTE

ANY NEW HAZARD ARISING DURING THE COURSE OF THE WORK WILL BE NOTIFIED TO THE UNIVERSITY ESTATES AND SAFETY OFFICE AT ONCE

SIGN \_\_\_\_\_ : RESPONSIBLE DEPARTMENTAL OFFICER

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**Part 3: CONTRACTOR'S ACCEPTANCE**

NOTICE HAS BEEN RECEIVED OF THE CONDITIONS AND CIRCUMSTANCES AFFECTING HEALTH AND SAFETY DESCRIBED IN PART 2. THESE HAVE BEEN COMMUNICATED TO OUR EMPLOYEES WHO WILL CARRY OUT THE WORK.

THE WORK WILL CAUSE THE FOLLOWING OPERATIONAL HAZARDS  
(Enter NONE if appropriate)

**SPECIAL NOTE**

ANY NEW HAZARD ARISING DURING THE COURSE OF THE WORK WILL BE NOTIFIED TO THE UNIVERSITY SAFETY OFFICE AT ONCE

ANY OPERATION INVOLVING THE APPLICATION OF HEAT/FLAME WILL REQUIRE A SIGNED HOT WORK PERMIT BEFORE ANY WORK COMMENCES ON SITE

SIGNATURE \_\_\_\_\_

POSITION \_\_\_\_\_

DATE \_\_\_\_\_

**Part 4: SERVICES USED**

Indicate service(s) which will be required by ticking appropriate box and state what used for.

For \_\_\_\_\_

- Gas, Propane, Acetylene etc.  
 Water  
 Electricity  
 Compressed Air  
 Toilet/Foul Drainage  
 Other

