香港大學

The University of Hong Kong



安全事務處

Safety Office

Version Oct. 2010

Risk Assessment Form

(This form is meant to assist building contractors to compile a Report on possible risks arising from the works to be carried out in HKU premises. The list is not exhaustive and it is the duty of the contractor to make its own complete assessment.)

1.	Location of Works Area:							
	Building/Area							
	Floor		_ Room No.: _					
2.	Works Period:		Days					
3.	Maximum No. of W	Persons						
4.	Nature of Works:	Renovation Partitioning Others		Excavation External Bldg Works				
5.	Is the floor/room or	area also occupied o	during the works peri	od?	Yes	No		
6.	Is it possible to schedule the works to be carried out outside normal office hours?							
7.	Materials to be Us	ed:			Yes	No		
(a)	Strong odour emission materials, e.g. paint stripper, paint, thinner, coating materials or others, etc.					No		
(b)	Flammable or explosive substances, e.g. diesel, petrol, paint stripper, fast drying agents (amount					No _ litres)		
(c)	Aerosols or gases in bottles, e.g. oxy-acetylene gas, blow torches (canister type)					No		
(d)	Strong corrosive substance e.g. tile cleaners, bleaching agents, etc.					No		
(e)	Large sized glass p	ane			Yes	No		

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8.	Plant & Equipment						
(a)	Portable power generator/Compressor			No			
(b)	Cranes/Excavator/Winches/Air Compressor/Chain Block			No			
(c)	Suspended gondola () numbers			No			
(d)	Powered elevated working platform/Mobile Scaffold			No			
(e)	Cartr	idge operated fixing tools/COFT	Yes	No			
(f)	Circular saws or electric portable saws			No			
(g)	Other large size equipment			No			
9.	Possible Hazards						
(a)	Obnoxious or health related emission Yes No e.g. emission from materials used (solvents) or fumes from the work process (welding						
(b)	Emission of strong light from processes Yes No e.g. arc welding						
(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	Yes	No			
	(estimated power required: Amp)						
	(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)	trips & falls risk	Yes	No			
	(iv)	fall edges or floor openings	Yes	No			
	(v)	falling objects	Yes	No			
	(vi)	material stacking & storage	Yes	No			
(e)	Electrical			No			
	(e.g. electric shock/electrocution from temporary power supply & on site equipment)						
(f)	Environmental (e.g. dust/effluent discharge/mosquito breeding/tree protection, etc.)			No			
(g)	Traffi	ic – temporary traffic/pedestrian control required	Yes	No			
		End					

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