

惡劣天氣 前 / 後 安全檢查表

Safety Checklist Before / After Adverse Weather

公司

Company

位置

Location

天文台警告及信號

HKO Warnings & Signals

□ 熱帶氣旋警告信號

$$(3/8/9/10)^{\#}$$
☐ 暴雨警告信號(黃/紅/黑)[#]

Rainstorm Warning Signals

(Amber / Red / Black)[#]

□ 強烈季候風信號

Strong Monsoon Signal

項目 Item	檢查項目 Inspection Items	檢查結果* Result		跟進行動** Follow-up Action**
		Before Adverse Weather	After Adverse Weather	
1	地盤寫字樓 Site office			
1.1	已將門窗鎖緊，若有橫門亦已加上 Locked all windows and doors, inserted reinforced shutters and gates if they are available.			
1.2	外牆/窗戶/門窗等沒有受損 No broken exterior walls/ doors / windows			
1.3	出入口暢通無阻 Entrances/ exits is clear			
1.4	地面沒有濕滑 No wet floor surface			
2	分判商地盤寫字樓 Sub-contractor site office			
2.1	已將門窗鎖緊，若有橫門亦應加上 Locked all windows and doors, inserted reinforced shutters and gates if they are available.			
2.1	外牆/窗戶/門窗等沒有受損 No broken exterior walls/ doors / windows			
2.2	出入口暢通無阻 Entrances/exits is clear			
2.3	地面沒有濕滑 No wet floor surface			
3	工地環境 On-site environment			
3.1	戶外工作平台/臨時支架/圍欄/圍街板已穩固 Outdoor working platform/ falsework/ fencing/ hoarding is securely fixed			
3.2	壕坑/洞穴/沙井已圍封或蓋上 Excavation/opening/manhole is fenced or covered			
3.3	所有鬆散物料已移除或已用繩索或鐵絲網整理好 (特別是存放在建築物邊緣附近或可能倒塌的物料) Removed or tidied up all loose materials were tidied up with ropes or wire meshes (especially the materials stored near the building edges or likely to collapse)			
3.4	已把便攜式電氣設備、氣瓶和不必要的電纜從室外移除並安置到有屏蔽的地方 Removed the portable electrical equipment, gas cylinders and unnecessary cables from outdoor and relocated to shielded area			

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3.5	已檢查工地內樹木的狀況，並已採取適當的加強穩固措施 Checked condition of existing trees on site and stabilize them as appropriate			
3.6	已檢查地盤排水狀況，並已清除排水道之阻塞物 Checked the drainage condition on site and cleaned the drainage channels of any blockage			
4	機械 Machinery			
4.1	已依據塔式起重機生產商的指引，採取程序及安全措施(例如將擺臂自由擺動，將吊運車放置在最小半徑內，並將吊鉤升至最高位置等) Adopted procedures and safety precautions recommended by the manufacturers of tower cranes (e.g. allowing the free movement of the jib, retract the trolley back to the mast, raise the hook to the highest position, etc.)			
4.2	已為流動式起重機械採取安全措施(例如將吊鉤升至最高位置，並將吊臂縮至最短及放至最低的位置) Implemented safety precautions in respect of mobile cranes (e.g. raise the hook to its highest position, retract the jib to its shortest length and lower the jib to its lowest position)			
4.3	已停止外牆工作，並已將吊船收回最低的位置及加以穩固 Ceased work on external wall, lowered and parked gondolas to the lowest position securely			
4.4	機械經由合資格檢驗員 / 合資格人士詳細檢驗，證明該等機械在安全操作狀態 Machinery has been examined by a competent examiner/ competent person and certified to be in safe working order			
5	棚架 Scaffolding			
5.1	棚架、斜棚、模板、尼龍網、安全網的穩定性已穩固 Stability of scaffolding, catch fan, formwork, nylon mesh, safety net is ensured			
5.2	棚架上的塑膠帆布已拆除 Removed the tarpaulin from scaffolding			
5.3	棚架上沒有堆疊物料和碎料 No stacked materials and debris placed on the scaffold			
5.4	棚架經由合資格檢驗員 / 合資格人士詳細檢驗，證明該棚架在安全操作狀態 Scaffolding has been examined by a competent examiner/ competent person and certified to be in safe working order			

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6	斜坡 Slope			
6.1	已清除在岩坡上的鬆石塊 Removed loose rock debris from rock slopes			
6.2	無破裂或損毀的斜坡護面 No cracked or damaged impermeable slope surface cover			
7	電力裝置 Electrical Installations			
7.1	已切斷所有不必要電源及已加強對露天臨時電力供應箱的保護 Unnecessary electricity supply has been stopped and protection to external electricity distribution board had been enhanced			
7.2	電力裝置已經由合資格檢驗員 / 合資格人士詳細檢驗，證明該等裝置在安全操作狀態 Electrical Installations has been examined by a competent examiner/ competent person and certified to be in safe working order			
7.3	已檢測臨時用電設備，確定處於安全狀態 Temporary electricity facility has been checked and ensured safe working condition			
8	臨時交通控制設施 Temporary traffic control			
8.1	臨時交通控制設施依照臨時交通管理方案操作 Temporary traffic control is in accordance with Temporary Traffic Management proposal			
8.2	警告和提示標誌提供足夠及清晰的指示 Warning signs and informatory signs provides adequate and clear guidance			
9	其他 (請列明) Others (Please specify)			

* 檢查結果 : ✓ - 已完成/良好狀況 Completed/Satisfactory
 Inspection Result ✗ - 未完成/需改善及/或更換 To be completed/ Need improvement and/or replacement
 N/A - 不適用 Not applicable

** 填寫 ✗ 的檢查結果，須於此部份填寫有關之跟進行動。
 Follow-up actions are required for the inspection items that the results are ✗.

檢查人員姓名
 Name of Inspector : _____
 檢查人員簽署
 Signature of Inspector : _____

檢查人員職位
 Position of Inspector : _____
 日期
 Date : _____

請於惡劣天氣當日及香港天文台取消警告及/或信號當日填妥並交回浸會大學項目負責同事。
 Please complete and return to the HKBU Project in Charge (PIC) on the day of the adverse weather and the day of the cancellation of the HKO warnings and/or signals.

The list above is by no means exhaustive. Contractor/PIC should make sure that the abovementioned site is in good conditions before adverse weather and work resumption.