

Site Safety and Hygiene Inspection Checklist

地盤安全及健康檢查表

Work Title 工程項目: _____

Inspection Date 檢查日期: _____

Inspection Location 檢查地點: _____

Inspection By 檢查人員姓名: _____

Inspection Item 檢查事項	Yes 是	No 否	N/A 不適用	Non-conformity Item(s) 不符合事項	Follow Up Action(s) 跟進行動
1. Risks to the public 對公眾的危險					
1.1 All risks to members of the public off site have been identified. 是否已經確認所有可能構成地盤以外公眾人士的危害。					
1.2 Adequate site perimeter fencing is provided to keep out the public. 地盤四周是否已經圍好，以防公眾人士誤闖地盤。					
1.3 Conduct weekly site safety inspection to identify any hazardous conditions arising from existing site activities and take subsequent corrective action for preventing serious injury or other loss. 是否已經每週進行安全檢查，以識別現有地盤工作引起的任何危險情況，並採取糾正措施以防止嚴重受傷或其他損失。					
2. Safe place of work 安全的工作場所					
2.1 Arrangements are made to deal with workers new to the site. 凡有新的工友到地盤工作，是否有妥善安排，使他們熟識實際環境。					
2.2 Working areas and walkways are level and free from obstructions. 工作場所及通道是否清理妥當及沒有阻塞。					
2.3 Structures are adequately braced and not overloaded. (Contractor only) 支架是否有充分的支撐和不會負荷過重。(由外判商填寫)					
2.4 Railings or barriers are provided at all edges to prevent falls, especially when more than 2 m high. 凡可以令人下跌超過 2 米的樓邊或其他地方的邊緣，是否已裝設圍欄或屏障。					
2.5 Openings or holes are securely fenced or covered.					

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樓洞或其他孔穴是否已妥善地圍封或蓋好。					
2.6 Materials are stored safely. 物料是否已安全地存放。					
2.7 Nails in timber are removed or hammered down. 木板上突出的鐵釘是否已拔去或弄平。					
2.8 Adequate lighting is provided for work in the dark or poor light situation. 黑暗或光線不足的工作地方，是否已設置充足的照明。					
2.9 Props or shores are in place to make structures safe. (Contractor only) 臨時的支架是否已有足夠的支柱使它穩固。(由外判商填寫)					
2.10 Chutes for waste are provided to avoid materials from being throwing down. 是否已裝設管道將垃圾卸下，避免將垃圾從高處傾倒。					
2.11 Waste is collected and disposed of properly. 是否已將垃圾集中處理和送走。					
2.12 Suitable working platforms (e.g. mobile working platforms/ light-duty working platforms) are provided and used for any work-above-ground work. 是否提供及使用合適的工作平台(例如流動工作平台/ 輕便工作台) 進行任何離地工作。					
3. Scaffolds 棚架					
3.1 Safe access is provided to the scaffold platform. 是否已有安全通道上落棚架。					
3.2 All uprights are properly founded and provided with base plates. 所有直杆是否已妥當地豎立及加設底板。					
3.3 Scaffold is secured to the building by ties to prevent collapse. 棚架是否已穩固地連接著樓宇外牆以防傾塌。					
3.4 Scaffold is adequately braced to ensure stability 棚架是否已有足夠支撐令其穩固。					
3.5 Working platforms are fully boarded. 工作平台是否已用木板密鋪。					
3.6 Boards are free from obvious defects such as knots. 鋪面的木板是否沒有明顯缺陷例如節疤等。					
3.7 Arrangements are made to avoid tipping and tripping of boards. 是否已做妥工夫使木板不會傾側或絆腳。					

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3.8 Boards are fixed down in high wind situations or as part of typhoon warning precautions. 強風季節時木板是否已放妥。					
3.9 Adequate guard rails and toe boards are provided at every side from which a person could fall 2 m or more. 凡工人可能下跌超過 2 米的棚架邊緣，是否已有足夠的圍欄和踢腳板。					
3.10 Scaffolds are designed and constructed for loading with materials, and the load is evenly distributed. 如果棚架在設計上是可以承托重物的，在負載物料時是否已將物料平均擺放。					
3.11 Effective barriers or warning notices are provided to stop people from using an incomplete scaffold. 未曾搭好的棚架，是否已有有效的圍板或警告告示，防止他人使用。					
3.12 Scaffold is erected, altered and dismantled by a competent person. 是否已有合資格的人建搭、更改及拆卸棚架。					
3.13 Scaffold is periodically inspected by a competent person. 是否已有合資格的人定期檢查棚架。					
4. Light-duty working platforms 輕便工作台					
4.1 Inspection (including visual check) is conducted before use to ensure that the working platforms are in good condition and free from damage. 在使用輕便工作台前是否已進行檢查（包括目測），以確保工作台狀況良好及沒有損壞。					
4.2 The stabilisers or outriggers of the working platforms are fully extended and locked in position in accordance with the manufacturer's manual to ensure their stability before stepping on the platforms. 工作台的穩定裝置或支撐腳是否已應根據製造商的使用手冊完全伸展及鎖好，以確保其穩定性。					
4.3 Working platforms are placed on firm and level ground. 工作台是否安放在平實的地面上。					
4.4 Guardrail is used and locked properly. 圍欄是否已扣上並鎖好。					
5. Ladders 梯子					
5.1 Ladders are only used for access and egress, but not as a tool to work from.					

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梯子是否只可用作上落之用，而不是站於其上工作。					
5.2 Ladders are used for work-above-ground below 2m where working platforms or light-duty working platforms could not be erected under special working conditions (e.g. restrictive workplace) 梯子是否只可用於 2 米以下，因特別工作情況而未能搭建工作平台或輕便工作台的離地工作（例如狹窄的工作空間）。					
5.3 Ladders are in good condition and properly positioned for access. 梯子是否在良好的情況和適當地安放以方便上落。					
5.4 Ladders are placed on firm and level ground. 梯子是否安放在平實的地面上。					
5.5 Ladders are rested against a solid surface. 梯子是否已安放在結實的支點上。					
5.6 Ladders are secured near the top or the bottom (only when fixing at the top is impracticable). 梯子是否固定在某靠近頂部或底部的一點上（只有不可能固定在頂部時，然後才固定在底部）。					
5.7 Ladders are risen at least 1.05 m above their landing place or highest rung used. 梯子的頂部是否最少高出梯子停著的支點平面或最高使用的梯級 1.05 米。					
6. Lifting appliances and lifting gear 起重機械及起重裝置					
6.1 Lifting appliances and lifting gear are periodically and thoroughly examined by a competent examiner. 起重機械及起重裝置是否已由合資格檢驗員定期徹底檢驗。					
6.2 Lifting appliances and lifting gear are periodically inspected by a competent person. 起重機械及起重裝置是否已由合資格的人定期檢查。					
6.3 Automatic safe load indicator of a crane is inspected by a competent person at least once a week. 起重機的安全負荷自動顯示器是否已由合資格的人最少每星期檢查一次。					
6.4 The driver is trained and competent, and attains 18 of age. 駕駛員是否已經接受訓練、能夠勝任這項工作及已足 18 歲。					
6.5 Controls (lever, handles, switches, etc.) are clearly marked. 所有機掣，包括控制桿、手掣、開關掣等，是否已清楚地標明。					
6.6 The load is secured safely. 貨物是否已安穩地繫妥。					

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6.7 Safe working load is clearly marked. 是否已清楚地標明起重機的安全操作負荷。					
6.8 Appliances are operated on a firm level base. 起重機械是否在平整的地面上操作。					
6.9 Enough space is provided for safe operation. 是否有足夠的空間以供安全操作。					
6.10 Lifting gear is kept in good working order. 起重裝置是否處於良好操作狀態之中。					
7. Plant and machinery 工業裝置及機械					
7.1 The right plant and machinery are used for the job. 使用的工業裝置和機械是否適宜於所做的工作。					
7.2 Dangerous parts are effectively guarded. 危險部件是否已經有效地圍欄。					
7.3 Guards are secured and in good working condition. 護罩是否已穩固裝上及是否有良好保養。					
7.4 Plant and machinery are periodically and thoroughly examined by a competent examiner (if applicable). 工業裝置及機械是否已由合資格檢驗員定期徹底檢驗（如適用）。					
7.5 The operator is trained and competent (if applicable). 操作員是否已曾受訓練及能夠勝任（如適用）。					
8. Electricity 電力					
8.1 Trip devices are provided for main voltage. 總掣是否已有斷路裝置。					
8.2 Special measures are taken to protect portable electric tools and equipment from mechanical damage and wet conditions. 是否已採取特別措施以保護手提電器及工具免於碰撞受損和不受潮濕環境影響。					
8.3 Signs of damage to equipment, wires and cables are not present. 所有設備、電線和電纜沒有受損的跡象。					
8.4 All connections to power points are made by the correct plugs. 接駁電源的插掣是否適當。					
8.5 Connections to plugs are properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out. 插掣的接駁是否恰當，好讓電線被夾緊而避免地線會被扯出。					
8.6 Electricity supply of overhead electric lines is turned off or other precautions are taken to prevent anything (cranes, tipper lorries, scaffolding, etc.) from touching the lines or causing arcing.					

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架空電纜的電源是否被截斷或是否已採取其他預防措施，以避免起重機、升起車斗的貨車、或棚架等觸碰電纜或引起電弧。					
8.7 Underground electricity cables are located and marked. 藏在地下的電纜是否已經確定位置及加上標記。					
8.8 'Permit-to-work' procedures are available where necessary to ensure safety 有需要時，是否已採用工作許可證制度以確保安全。					
9. Fire 火					
9.1 General 一般情況					
9.1.1 Right number and type of fire extinguishers are provided. 是否有足夠數量和合適的滅火筒。					
9.1.2 Adequate and clear escape routes are provided. 是否有足夠和清晰的走火通道。					
9.1.3 Workers know what to do in an emergency. 工人是否知道在緊急時如何應變。					
9.1.4 Obtain Hot Work Permit for conducting any hot works. 是否已有熱工作許可證才進行熱工作。					
9.2 Flammable liquids 易燃液					
9.2.1 Proper storage area is provided. 是否有適當的儲存地方。					
9.2.2 The amount on site is kept to a minimum. 是否已將儲存量減至最低。					
9.2.3 Ignition sources are kept away from flammable liquids. 是否已將火源遠離存放易燃液體的地方。					
9.2.4 Properly constructed safety containers are used. 是否已使用安全和適當的容器。					
9.3 Compressed gas cylinders 壓縮氣樽					
9.3.1 Cylinders are properly stored. 氣樽是否已適當地存放。					
9.3.2 Cylinder valve is fully closed when the cylinder is not in use. 氣閥是否在氣樽不使用時關上。					
9.4 Other combustible material 其他易燃物料					
9.4.1 The amount on site is kept to a minimum. 是否將數量減至最少。					
9.4.2 Proper waste bins are provided. 是否已備有適當的廢料箱。					
9.4.3 Waste material is removed regularly. 是否定期將廢料移走。					
10. Hoists 起重機					

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10.1 Hoist is periodically and thoroughly examined by a competent examiner. 吊重機是否已由合資格檢驗員定期徹底檢驗。					
10.2 Hoist is periodically inspected by a competent person. 吊重機是否已由合資格的人定期檢查。					
10.3 Hoist is protected by substantial enclosure. 吊重機是否已用穩固的欄柵圍封。					
10.4 Gates are provided at all landings, including ground level. 在所有會停留的樓層包括地面的一層，是否已裝設閘門。					
10.5 Gates are kept shut except when the platform is at the landing. 除吊重機台正停留於某一樓層時，其它閘門是否已經關上。					
10.6 Operator is trained and competent, and aged 18 or above. 吊重機操作員是否已經接受訓練及能夠勝任這項工作及已足 18 歲。					
10.7 Safe working loads are clearly marked. 是否已清楚地標明吊重機的安全操作負荷。					
10.8 Warning notice is posted on the platform or cage to stop people from riding on skip hoist. 不准載人的警告告示是否已張貼在物料吊重機的升降台或斗上。					
11. Excavations 挖掘工程					
11.1 Underground services are located and marked. 藏於地下的公共設施的位置，是否已經確定及加上標記。					
11.2 Precautions are taken to avoid underground services. 是否已採取預防措施，以免影響地下公共設施。					
11.3 A safe method is used for putting in and taking out the timbering. 是否已採納安全的方法安裝及拆除木板支撐。					
11.4 Angle of batter is sufficient to prevent collapse of sloped back excavation. 斜坡或挖坑的傾斜度是否足夠以防坑邊泥土傾塌。					
11.5 Excavations are examined by a competent person at least once in a week. 是否由合資格的人最少每星期檢驗臨時坑穴的穩固情形一次。					
11.6 Safe access is made to excavation. 進出挖掘場地的通道是否安全可靠。					
11.7 Railing or barriers are provided to stop people from falling in. 坑穴的邊緣是否已有圍欄或設置屏障，以防有人墮下。					
11.8 Precautions are taken when there is risk of excavation flooding. 當坑穴有被水淹的危險時，是否已採取預防措施。					
11.9 Stacked materials, spoils or plants are placed away from the edge of the excavation. 堆積的物料、廢料、或任何機械裝置是否已遠離臨時坑穴。					

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11.10 Stop blocks are provided at edge of excavation. 坑穴的邊緣是否已放置木擋，以防車輛過度接近。					
11.11 Immediately pump out rainwater after heavy downpour. 當大雨過後，是否即時抽出坑穴內的積水。					
12. Falsework and formwork 臨時支架及板模					
12.1 The design and the supports for formwork have been checked. 是否已檢查板模的設計及支撐。					
12.2 Falsework or formwork is erected safely from steps or proper platforms. 臨時支架或板模是否已安穩地架設在台階或適當的平台上。					
12.3 Bases and ground conditions are adequate for the loads. 支架及板模的底部和地面情況是否足以承托重物。					
12.4 Timbers are in good condition. 使用的木板是否狀況良好。					
12.5 Props are plumbed, on level bases and properly set out. 直撐是否垂直地豎立在底板上和適當地分列。					
12.6 Correct pins are used in the props. 直撐的栓子是否恰當。					
12.7 Formwork is inspected by a competent person against the agreed design before permission is given to pour concrete. 在准許落水泥前，板模是否已經由合資格的人根據批准的設計檢查妥當。					
13. Cartridge-operated fixing tools 槍彈推動打釘工具					
13.1 Approved tools are used. 所有的用具是否已獲認可。					
13.2 Manufacturer's instructions are followed. 是否有遵從製造商的指示。					
13.3 The operator attains 18 and holds a certificate of competency. 操作員是否已足 18 歲及持有合資格證明書。					
13.4 The operator is aware of the dangers and able to avoid misfires. 操作員是否明瞭使用槍彈推動打釘工具的危險及是否能夠避免走火的情況。					
13.5 Goggles are worn by operators. 操作員是否已戴上護目鏡。					
13.6 Tools are cleaned regularly. 工具是否有定期清潔。					

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13.7 Tools are kept in a secure place when not in use. 在不使用時，工具是否放在安全的地方。					
14. Traffic and vehicles 交通及車輛					
14.1 Separate pedestrian, vehicle access points and routes around the site are provided. 地盤之內是否已有分開供行人及車輛進出的地點和道路。					
14.2 Drivers and operators are properly trained. 司機和操作員是否曾經接受適當的訓練。					
14.3 Vehicles are kept in good working condition. 車輛是否有良好的維修。					
14.4 Vehicles are securely loaded. 車輛上的貨物是否已經穩妥地擺放。					
14.5 System to control on-site movements is in place to avoid danger, including to pedestrians. 地盤內的交通來往是否已有系統地安排以避免產生危險，包括對行人的危險。					
14.6 Reversing vehicles are controlled by properly trained signaller. 車輛退後時是否已有曾受訓練的訊號員指揮。					
14.7 Raised bodies of tipping lorries are propped before reaching under. 確定車身升起的部分是否已有適當承托然後讓人進入下面工作。					
15. Noise 噪音					
15.1 Assessment of noise risks has been carried out. 是否已評估噪音的危害。					
15.2 Noisy plant and machinery are fitted with silencers. 是否已在高噪音的裝置或機械裝上減音器。					
15.3 Approved ear protectors are worn by workers. 工友是否已戴上認可聽覺保護器。					
16. Health 健康					
16.1 The risks of all hazardous substances have been identified and assessed. 是否已將危險物質可能引致的風險確認和加以評定。					
16.2 Hazardous substances are substituted by safer substances. 是否已將危險物質以較安全的物質取代。					
16.3 Exposure is controlled other than by using protective equipment. 是否已盡量減少工友接觸危害，而不是首先考慮使用個人防護設備。					
16.4 Safety information sheets are available from the supplier.					

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是否已經取得供應商的安全資料。					
16.5 Safety equipment is provided and used. 是否已設置及使用安全設備。					
16.6 Workers who are not protected are kept out of danger areas. 未受保護的工友是否已離開危險範圍。					
16.7 The atmosphere has been tested and been provided in confined spaces. 在密閉空間內，是否已經測試空氣的成分及是否已有供給新鮮空氣。					
16.8 Emergency procedures are in place for rescue from the confined space. 是否已經制訂緊急程序，以拯救可能在密閉空間內遇事的工友。					
17. Manual handling 人力提舉					
17.1 Manual handling which may create risk of injury is avoided. 是否已盡量避免人力提舉以減少受傷的可能。					
17.2 Risks have been assessed and reduced if manual handling cannot be avoided. 如果人力提舉是不可避免時，是否已評估風險及設法減低風險。					
18. Personal protective equipment 個人防護設備					
18.1 Suitable equipment is provided to protect the head, eyes, hands and feet of workers where appropriate. 在有需要時，是否已提供合適的個人防護設備以保護工友。					
18.2 Protective equipment is worn by workers. 工友是否有戴上個人防護設備。					
19. Welfare 福利設施					
19.1 Suitable toilets have been provided for both sexes. 是否已有獨立和適當的廁所供男女工友使用。					
19.2 Clean wash basin, water, soap and tissue are provided. 是否已有清潔的洗手盆、水、肥皂和紙巾以供使用。					
19.3 Suitable clothing is provided for those who have to work in wet, dirty or otherwise adverse conditions. 在潮濕、骯髒或惡劣的環境下工作的工友是否有適當的工作服。					
19.4 Facilities for changing, drying and storing clothes are provided. 是否有設施供更換、弄乾和儲放衣服。					
19.5 Shelter and facilities for meals are provided.					

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是否有遮蔭的地方和供膳設施。					
19.6 Drinking water is provided. 是否已提供飲用水。					
19.7 First aid box is provided. 是否已有急救箱。					
20. Others 其他 (Please specify 請列明) _____					