

The Hong Kong Polytechnic University
Campus Facilities & Sustainability Office

Safety Precautions and Requirements

The Contractor shall ensure as a priority in all activities connected with the Works, the safety and health of all persons on or adjacent the Site and in particular that all persons employed on the Works are appropriately trained for their task and in safety and health and environment.

The Contractor shall comply with all legislation relating to safety and health including but not limited to -

- a) the Factories and Industrial Undertakings Ordinance (Sections 6A & 6B) and its subsidiary regulations.
- b) the Construction Sites (Safety) Regulations
- c) the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations
- d) the Factories and Industrial Undertakings (Confined Spaces) Regulations
- e) the Occupational Safety and Health Ordinance and its subsidiary regulations.
- f) the Dangerous Goods Ordinance (Section 6)
- g) the Electricity Ordinance (Part VII)
- h) the Electricity (Wiring) Regulations

The Contractor shall also comply with the requirements contained in the document “Safety Guide to Working in Confined Space” published by Government and the Institute of Electrical Engineers Wiring Regulations (17th Edition) Section “Construction Site Installations”.

The Contractor shall also comply with the requirements contained in the document “Health and Safety Guide” published by Health, Safety and Environment Office of The Hong Kong Polytechnic University. Should inspection on this document be so required, the Contractor shall contact the Contract Administrator.

The Contractor shall keep himself updated about the status of all relevant codes of practice published by Government and by the Occupational Safety and Health Council and comply with the provisions in the codes of practice.

1. Reporting of Accident and Incidents

The Contractor shall notify the Contract Administrator immediately of any accident, incidents, dangerous occurrences, which result in death, serious bodily injury, or damage to the property of the University.

The initial notification may be verbal but shall in any events be followed by a preliminary written report, in a format agreed by the University/ Contract Administrator, within 24 hours of occurrence.

A detailed written report shall be submitted to the Contract Administrator within 7 days.

The Contractor shall deliver to the Contract Administrator within 48 hours of the occurrence, a copy of any Form 2 or 2a, or other statutory reports he submits to Government authorities.

2. Alcohol and Drugs

The Contractor shall ensure that alcohol drinks, drugs are not sold or consumed on site.

The Contractor shall ensure that his personnel and those of his sub-contractors of any tiers are not engaged in the execution of works when under the influence of alcohol or drugs.

The Contractor shall immediately remove or cause to be removed from site any person employed by him or sub-contractor who is found to be under the influence of alcohol or drugs.

Such persons shall not be employed again in connection with the works without prior consent of the Contract Administrator.

3. Safe Working Practices within the University premises

3.1 Elimination of Nuisance and Interference

3.1.1 All works activities shall be executed so as to cause minimum inconvenience and interference to students, staff and other users of the affected premises.

3.1.2 All practicable precautions must be taken to minimize: -

- the generation of dust
- excessive construction noise

- chemical odor
- improper usage of lifts
- poor housekeeping of the affected common areas.

3.1.3 In the case of unavoidable interference, the Contractor shall give Sufficient warning to the Contract Administrators so that appropriate arrangement (e.g. announcement) can be made.

3.1.4 All debris caused by Contractor's works activities must be properly stacked and disposed of regularly. The clearing process should be at the intervals agreed by the Contract Administrator.

3.1.5 The Contractor must not block any public access during the execution of the works. Alternative arrangement shall be effected when this is not possible, but shall have prior consent from the Contract Administrator.

3.2 Public Protection

3.2.1 The Contractor shall provide, erect, maintain and finally remove Works/Warning Notices. These shall be erected at locations, positions and levels to be agreed by the Contract Administrator.

3.2.2 Where works operations requires lifting, or otherwise working at height and over public area, the Contractor shall arrange suitable measures to protect the users of the affected area.

Note: Public areas include common areas within the University premises.

3.2.3 In no event shall the Contractor conduct works which could cause injury to public members until all access by all public member has been prevented by barricades or otherwise, to ensure that no public member inadvertently enters the works area during the operations.

Note: Public members include all users of the University premises.

3.2.4 The Contractor shall provide and maintain sufficient and adequate lighting around the works boundary and throughout the site area as agreed by the Contract Administrator.

3.2.5 All works areas, when designated for the sole use by the contractor, shall be enclosed within a perimeter fence of at least 2 meters high, all entrances shall be properly locked when the area is unattended. Suitable arrangement shall be put in place for after work access under emergency situation.

3.2.6 For works areas sharing with other users of the premises, the Contractor shall segregate it by suitable means. Examples are movable metal barrier, barrier tapes etc.

3.2.7 All plants, equipment and works materials must be properly guarded and stored in suitable locations. Hazardous materials must have adequate and proper warning signs displayed. All signs must be English and Chinese.

3.3 Traffic Safety

3.3.1 The Contractor must observe all traffic regulations and signs within the University premises.

3.3.2 All vehicles must be properly licensed and insured and driven by qualified personnel.

3.4 Use of Chemicals and Offensive Substances

3.4.1 The Contractor shall notify the Contract Administrator and seek approval before delivery to, storing and using any hazardous substances.

This includes acids (for cleaning), solvents, and strong smell substances.

3.4.2 Material Safety Data Sheets of hazardous materials must be submitted to the Contract Administrator for reference and record.

3.5 Electrical Safety

3.5.1 All electrical equipment to be used within the University premises must be of a safe design and suitable for the purpose. All live parts must be suitably protected.

3.5.2 Power cables must not be allowed to trail across common area. If this is unavoidable, it shall be properly guarded by appropriate type of cable cover or protector to avoid tripping hazards.

3.5.3 All temporary electrical connections are to be made by using proper plugs and sockets. Tapping is not permitted.

3.5.4 All electrical wiring should be installed by a qualified electrician.

3.6 Fire Prevention and Fire Fighting

- 3.6.1 Hot works work. All combustible materials should be removed from the immediate vicinity. A portable fire extinguisher should be placed at immediate readiness.
- 3.6.2 Excessive flammable materials shall be stored in appropriate DG stores. Any unused flammable material should be returned to and store at approved stores.
- 3.6.3 Contractor shall maintain good housekeeping. Discarded combustible materials, wood chips, and saw dust etc. should be periodically disposed off site.
- 3.6.4 No obstruction shall be caused to any fire escape route.
- 3.6.5 The work area shall be adequately ventilated and where necessary mechanical ventilation shall be provided.
- 3.6.6 Floor opening shall be adequately covered to prevent welding sparks from falling through.
- 3.6.7 Upon completion of hot work, the works area and the adjacent areas should be thoroughly inspected to identify any smouldering fire.

3.7 Prevention of False Fire Alarms

- 3.7.1 The contractor shall carefully check the site environment before carrying out any work and take due care and/or make necessary measures/ arrangements to avoid causing any false fire alarms.
- 3.7.2 The contractor shall not, without prior approval from Campus Facilities and Sustainability Office, tamper with the as-fitted fire service installations on site. Should any fire system be tampered with by the on-site workers which results in the mal-functioning of the system, all losses suffered by the University shall be borne by the Contractor.
- 3.7.3 For any single event of false fire alarm caused by any work activities of the Contractor, the University may direct that a compensatory charge of \$1,000.00 be levied on the Contractor unless a reasonable explanation, to the satisfaction of the Contract Administrator, is given. The compensatory charge shall be deducted from any amounts due to the Contractor. Notwithstanding this compensatory charge, if imposed the liability of the Contractor

will not be relieved under the conditions of contract.

3.8 Wearing of Uniform and Identity Badge

All the Contractor's workers, while working on site, shall wear uniform, which has been approved by the Contract Administrator, and identity badge prominently with the names of the worker and Contractor clearly displayed, failing which the worker may be requested to leave the site immediately and/or for each occasion the Contractor will be imposed a compensatory charge of HK\$500.00 for each worker. The compensatory charge shall be deducted from any amounts due to the Contractor. Notwithstanding this compensatory charge, if imposed, the liability of the Contractor will not be relieved under the conditions of contract.

3.9 Non-smoking Policy

The University adopts a non-smoking policy and smoking on the University premises is strictly prohibited.

Any offence against the "Non-smoking Policy" may result in suspension of works and in a compensatory charge of \$1,000 per head per occurrence. The compensatory charge shall be deducted from any amounts due to the Contractor. Notwithstanding this compensatory charge, if imposed, the liability of the Contractor will not be relieved under the Conditions of Contract or the Laws of Hong Kong.

3.10 Permit-to-work for Hot Works

- (1) The contractor shall apply least one working day in advance for a permit from The Hong Kong Polytechnic University for carrying out any hot work (definition of which is specified in sub-paragraph 3 below) in any area on University premises. The contractor shall not carry out any hot work on University premises without the permit approved by The Hong Kong Polytechnic University. Should the contractor carry out hot works without a "hot work permit", The Hong Kong Polytechnic University may direct that a compensatory charge of HK\$1,000.00 per event be levied on the Contractor.
- (2) The Site Agent or the Safety Personnel of the contractor, in addition to any statutory safety regulations, shall strictly comply with the safety measures specified in the permit when carrying out hot work in the time and location specified in the permit for avoidance of the outbreak of fire.

- (3) "Hot work" shall refer to electric arc, gas welding and cutting, lighting of fires or any other activities which could result in the deliberate introduction or an ignition source (such as hot sparks or ember) into the work area.

3.11 Failure to keep fire doors closed

The Contractor shall keep all fire doors closed at all times. Should the Contractor fail to do so for whatever reason, a compensatory charge of \$500.00 may be imposed to the Contractor for each occurrence. The compensatory charge may be deducted from any amount due or to become due to the Contractor.

3.12 Unauthorized Access to rooftop of Building

The roof exit doors are closed at all times. A smartcard will be loan to Contractor if permission is obtained by Campus Facilities and Sustainability Office to gain access to roof floor. Any unauthorized access to the roof floor resulting in trigger the alarm will impose a compensatory charge of HK\$500.00 per each occurrence to Contractor unless a reasonable explanation to the satisfaction of The Hong Kong Polytechnic University is given.

3.13 Prevention of False Fire Alarms and Unscheduled Suspension of Services

- (1) The Contractor shall carefully check the site environment before carrying out any work and take due care and/or make necessary measures/arrangements to avoid causing any false fire alarms or unscheduled suspension of services, such as electricity, water, air-conditioning, etc., to other users.
- (2) The Contractor shall not, without prior approval from Campus Facilities and Sustainability Office, tamper with the as-fitted fire service installations on site. Should any fire system be tampered with by the on-site contractor worker(s) which results in the malfunctioning of the system, all possible consequential fire losses shall be borne by the Contractor.

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