

安全工作制度



香港勞工處
工廠督察科

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香港法例第59章工廠暨工業經營條例第62條規定，工業經營的東主除了承擔其他責任外，還須盡量為僱員提供安全及不會危害健康的「工作制度」。

本冊子旨在協助東主、經理及其他負責工作健康及安全的人士，了解設立安全工作制度的原則，及提供設立有關制度的架構。

甚麼是安全工作制度？

有系統地研究一件工作，找出其所有危險後定出的正式程序，名叫安全工作制度。這制度界定各種安全方法，以確保將危險消除或把危險程度減至最低。

何時需要安全工作制度？

很多危險是我們可以清楚察覺的，只要把人隔開，便可免生危險，例如：在機器上安裝有效的護罩。

當不能把危險徹底消除或還有某些危險因素存在時，便需要一個安全工作制度。在日常工作及較特別的情況下也可應用這些原則，如：

- 清潔及維修工作
- 更改工作的規劃設計、用料或施工方法
- 遠離主要工作場地或單獨工作的僱員
- 機器故障及緊急情況
- 控掣承建商在你樓宇內的活動
- 車輛的上落貨及移動

實行安全工作制度的五個步驟

對工作進行評估

找出工作的危險性

界定安全方法

實施安全工作制度

監察安全工作制度

對工作進行評估

評估與工作有關的一切細節及其引起的危險，並考慮該項工作對健康及安全有甚麼危害。

應注意：

- 使用甚麼。例如：廠房及使用的物料、機器可能出現的故障、有毒危害物、電氣危險、設計上的限制、無意中開動自動控制器造成的危險。
- 誰人負責些甚麼。例如：工作分配、訓練、可預計的人為錯誤、貪快而走捷徑、應付突發事件的能力。
- 在什麼地方進行工作。例如：工作場地的危害物、天氣情況或光線引起的問題、在附近進行的工序或承辦商進行的工作可能帶來的危險等等。
- 怎樣完成工作。例如：工作程序、工作方式潛在的錯失、缺乏不尋常事件發生的估計。

找出工作的危險性

當你已完成對一項工作進行的評估後，應能找出該項工作附帶的危險及衡量該危險的程度。在完全倚賴一個安全的工作制度前，應盡可能先考慮把危險消除，或減低其危險程度。

界定安全方法

你可以口頭方式或用書面列出簡單步驟的方式界定安全工作制度，在特別情況下更可採用正式的工作許可證制度。

- 考慮在工作展開前所需的預備和授權。
- 確保工作程序編排妥當。
- 詳述使用何種安全工作方法。
- 列明有關的出入口和逃生方法。
- 考慮工程結束時清拆、棄置廢物等的工作。

讓有份工作的人參與。他們對各種問題有實際經驗，可以幫助避免不尋常的危險發生和防止在這階段作出錯誤的假設。

在那些需要工作許可證制度的特別情況下，僱員必須有一份編寫妥當的工作程序。有一點很重要，就是每人均須知道那些工作需要正式的工作許可證。工作許可證制度必須：

- (a) 界定將要進行的工作；
- (b) 說明怎樣令工作地點安全；
- (c) 找出餘下的危害並尋求預防措施；
- (d) 說明在正常工作恢復前須進行的檢查；及
- (e) 指定某一個人負責監督有關的工作。

有可能需要工作許可證制度的工作包括：

- 在密閉場地進行的工作
- 在藏有易燃塵埃、液體、氣體或這些物質殘餘部分的設備上進行產生熱力的工作
- 切割藏有危險物質的喉管
- 在電器裝置上施工

實施安全工作制度

貴公司的安全工作制度必須妥為宣傳，務求令每名僱員皆明白，而且要正確執行。你應該令僱員知道，你有決心採取安全工作制度以減少意外。

確保各主管都知道他們必須實施和維持這些工作制度，而所有僱員、主管和經理均須接受訓練，以便明白必需的技術和完全了解潛在的危險以及須採取的預防措施。

強調應避免貪快而走捷徑。在工作進行時如遇到突如其來的問題，工作應立刻停頓，直到找出安全的解決方法為止。這種措施應成為安全工作制度的環。

監察安全工作制度

監察即定期檢查：

- 僱員是否仍然覺得該制度可行；
- 該制度所列的步驟有否被執行和是否有效；
- 環境是否有轉變而需要考慮修改該制度。

進一步資料

本小冊子在勞工處工廠督察科各辦事處免費派發，該處職員亦會免費為你提供更多意見。聯絡處：

地區

電話號碼

香港及離島	五五四	二一八三
九龍西區	七二八	六一七四
九龍東區	七三三	二三五九
觀塘及西貢	三八九	一九七五
葵涌及青衣	四二三	八二八四
荃灣	四一七	六二一九
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新界北區	六〇六	五五三五

SAFE SYSTEMS OF WORK

Factory Inspectorate Division
Labour Department

Section 6A of the Factories and Industrial Undertakings Ordinance, Chapter 59, requires proprietors of industrial undertakings, among other things, to provide "systems of work" that are, so far as reasonably practicable, safe and without risks to health.

This booklet intends to assist proprietors, managers and others responsible for health and safety at work to understand the principles and to provide a framework for developing safe systems of work.

What is a safe system of work?

A safe system of work is a formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.

When is a safe system of work needed?

Many hazards are clearly recognisable and can be overcome by physically separating people from them, e.g. by using effective guarding on machinery.

A safe system of work is needed when hazards cannot be physically eliminated and some element of risk remains. You should apply these principles to routine work as well as to more special cases such as:

- cleaning and maintenance operations
- making changes to work layouts, materials used or work methods
- employees working away from base or working alone
- breakdowns or emergencies
- controlling activities of contractors on your premises
- loading, unloading and movements of vehicles

FIVE STEPS TO A SAFE SYSTEM OF WORK

Assess the task
Identify the hazards
Define safe methods
Implement the system
Monitor the system

Assessing the task

Assess all aspects of the task and the risks it presents. Hazards to health as well as to safety should be considered.

Take account of:

- *what* is used, e.g. the plant and substances, potential failures of machinery, toxic hazards, electrical hazards, design limits, risks of inadvertently operating automatic controls
- *who* does what, e.g. delegation, training, foreseeable human errors, short cuts, ability to cope in an emergency
- *where* the task is carried out, e.g. hazards in the workplace, problems caused by weather conditions or lighting, hazards from adjacent processes or contractors, etc.
- *how* the task is done, e.g. the procedures, potential failures in work methods, lack of foresight of infrequent events

Identifying the hazards

When you have assessed a task, you should be able to spot its hazards and weigh up the risks. Where possible you should eliminate the hazards and reduce the risks before you rely upon a safe system of work.

Define safe methods

Your safe system of work may be defined orally, by a simple written procedure or in exceptional cases by a formal permit to work system.

- Consider the preparation and authorisation needed at the start of the job.
- Ensure clear planning of job sequences.
- Specify safe work methods.
- Include means of access and escape if relevant.
- Consider the tasks of dismantling, disposal etc. at the end of the job.

Involve the people who will be doing the work. Their practical knowledge of problems can help avoid unusual risks and prevent false assumptions being made at this stage.

In those special cases where a permit to work system is needed, there should be a properly documented procedure. It is important that everyone understands which jobs need a formal permit to work. Permits to work should:

- (a) define the work to be done;
- (b) say how to make the work area safe;
- (c) identify any remaining hazards and the precautions to be taken;
- (d) describe checks to be carried out before normal work can be resumed; and
- (e) name the person responsible for controlling the job.

Jobs likely to need a permit to work system include:

- working in confined spaces
- hot work on plant containing flammable dusts, liquids, gases or residues of these
- cutting into pipework containing hazardous substances
- work on electrical equipment

Implementing the system

Your safe system of work must be communicated properly, understood by employees and applied correctly. They should be aware of your commitment to reduce accidents by using safe systems of work.

Ensure that supervisors know that they should implement and maintain those systems of work and that employees, supervisors and managers are all trained in the necessary skills and are fully aware of the potential risks and the precautions they need to adopt.

Stress the need to avoid short cuts. It should be part of a system of work to stop work when faced with an unexpected problem until a safe solution can be found.

Monitoring the system

Monitoring means periodically checking:

- that employees continue to find the system workable;
- that the procedures laid down in your system of work are being carried out and are effective; and
- that any changes in circumstances which require alterations to the system of work are taken into account.

Further information

Additional advice and copies of this leaflet can be obtained free of charge from offices of the Factory Inspectorate Division of the Labour Department. Please contact:

Area	Telephone No.
Hong Kong and Islands	554 2183
Kowloon West	728 6174
Kowloon East	733 2359
Kwun Tong and Sai Kung	389 1975
Kwai Chung and Tsing Yi	423 8184
Tsuen Wan	417 6219
Tuen Mun	451 3021
New Territories North	606 5535

Safe Systems of Work



Factory Inspectorate
Labour Department
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