

載貨升降機 安全規例指南



工廠暨工業經營（載貨升降機）規例指南

第一・一版

香港勞工處

一九九五年

香港政府印務局印
製所用紙張的紙漿是取自可再生林木的

目 錄

緒言	(4)
定義	(5)
構造及保養	(5)
每年一次之檢驗	(5)
升降機槽之安全構造	(6)
升降機之安全設備	(6)
禁止超重載貨或載人	(7)
物主及操縱員之責任	(7)
違例事項及罰則	(7)
其他規定	(8)
附表——載貨升降機之檢驗登記冊	(8)

頁數

結言

工廠暨工業經營（載貨升降機）規例列出規定，以確保工廠內之載貨升降機及送貨升降機均妥為構造與保養，俾能安全使用。

本指南扼要列出此等規例之條款，並以簡淺文字加以解釋。本指南編製時，雖力求審慎，惟有關法律之釋義，仍以該等規例為唯一依據。

本指南應與工廠暨工業經營條例（第6A及6B條）指南同時閱讀。該條例規定東主及受僱人士須在維持工業經營內工作健康及安全方面負起一般性責任。

本指南由勞工處印製，市民可在工廠督察科各辦事處免費索閱。本處職員亦提供免費解答有關工業安全問題的服務。有關工廠督察科各辦事處的詳細地址和電話，請參閱由本處印製的「勞工處為你提供各項服務」小冊子。

詢問處

任何人如需要建議、協助或其他有關服務，可聯絡以下辦事處：

地址

電話

、工廠督察科（總部）

二八二五

〇六七八（辦公時間以外，將會自動錄音的熱線）

香港中環統一碼頭道三十八號

二五四

二二七二

海港政府大樓十五字樓

二、工業安全訓練中心

二八五二

三五六四

香港中環統一碼頭道三十八號

海港政府大樓十三字樓

定義

三·一 「有資格檢驗員」即指一名人士，而——

(甲) 業經升降機物主指派負責檢驗該升降機；及

(乙) 其名字列於機電工程署處長所存之升降機工程人員登記冊上。

三·二 「升降機」即指一部設有機廂或平台之起重機器或機械，其升降方向乃受一條或多條導軌所限制。

三·三 「物主」就有關升降機而言，包括使用升降機之工業經營之東主，升降機之承租人或租用戶者以及任何負責、控制或管理該升降機之人士或代理。

構造及保養

四·一 升降機物主須確保其升降機構造良好，質料堅固及保養妥當，方可使用。

每年一次之檢驗

五·一 升降機之物主須最少每年一次指派有資格檢驗員詳細檢驗其升降機。

五·二 倘檢驗後發現升降機須作若干修理始能安全使用，檢驗員須將該次檢驗之報告於二十八天內呈交勞工處處長。

五·三 升降機物主須保存一份登記冊，記載每次檢驗之報告。

五·四 登記冊格式應與附表所規定者相同，而所登記之事項須由檢驗員簽署作準（參閱附表）。

五·五 物主在接獲工廠督察要求時，須交出該登記冊以供查閱。

升降機槽之安全構造

規例第七條

(一)款

六·一 升降機槽應由裝有門隻之堅固圍欄妥為保護。

規例第七條
(二)款

六·二 該等門隻應裝置效能良好之緊鎖設備，其類型應屬能達致下述效果者——

(甲) 除非機廂或平台停於出入處，該門不能開啟；及

(乙) 在該門未關妥及鎖上時，機廂或平台不能離開出入處。

規例第七條

(四)款

六·三 升降機槽圍欄在構造方面，應為當該等門隻關閉時，可防止任何人進入升降機槽或自槽中墜下或與升降機任何活動部份接觸。

規例第七條
(五)款

六·四 升降機及升降機槽圍欄之構造，應能避免任何在機廂載運之貨物被困於升降機之活動部份或任何固定物體之間。

升降機之安全設備

規例第八條

(一)款

七·一 每部升降機應設有——

(甲) 足夠照明設備在機廂及平台之內；

(乙) 「停止」掣在每一出入處，以便停止升降機；

(丙) 防止升降機越位之自動設備。

規例第八條
(二)款

七·二 升降機機廂或升降機平台內不得設有任何操作掣。

禁止超重載貨或載人

規例第九條
(一)款

八·一 在升降機之機廂內，應張貼中、英文告示——

(甲) 列明升降機之最高安全負重額、及

(乙) 列明升降機不得載人。

規例第九條
(二)款

八·二 升降機不得超重載貨。

規例第九條
(三)款

八·三 升降機不得載人。

物主及操縱員之責任

規例第七條
(六)款、第八
條(一)款、第
九條四款

九·一 倘上述第六、七、八段之規定中有任何一項未依照辦理或違反此等規定，升降機物主應確保該機停止使用。

九·二 凡操縱升降機之人士，如發覺升降機或升降機槽有任何故障，應立即向升降機物主報告。

規例第十條
(一)款及第
條(二)款

違反規例之違例事項及罰則

十·一 任何升降機物主，倘違反——

(甲) 規例第四條或第五條(一)款之任何規定，有被罰款最高二十萬元之虞；

(乙) 規例第六條、第七條(六)款、第八條(三)款或第九條(四)款之任何規定，有被罰款最高五萬元之虞。

規例第十一條
(二)款

十·二 任何人士，倘違反規例第九條(二)款或(三)款或第十條之任何規定，有被判罰款最高萬元之虞。

規例第十一條
(四)款

十·三 任何操縱升降機之人上，倘有意作可能危害其本身或其他人上之行動，有被判罰款最高五萬元之虞。

規例第十一條
(五)款

十·四 任何人士倘故意對任何操縱升降機之機械裝置或安全設備作不當之使用或予以干擾，有被判罰款最高五萬元之虞。

規例第十一條
(一)款

十·五 任何有資格檢驗員倘未能遵守規例第五條(二)款或第六條(二)款，有被判罰款最高五萬元之虞。

規例第十二條
(二)款

十·六 任何有資格檢驗員倘提交或簽署一份假報告，有被判罰款最高二十萬元及監禁十二個月之虞。

規例第十二條

其他規定

十一·一 此等規例之規定乃補充建築物條例之任何規定，而並非取而代之。

**A Guide to the
Factories and Industrial Undertakings
(Goods Lifts) Regulations**

Version 1.1

Labour Department

Hong Kong

1995

Contents

	<i>Page</i>
Introduction	4
Definition	4
Construction and Maintenance	5
Annual Examination	5
Safe Construction of Liftway	5
Safety Devices for Lift	6
No Overloading or Carriage of Persons	6
Duties of Owner and Operator	6
Offences and Penalties for Contravention of the Regulations	7
Miscellaneous Provision	7
Schedule—Register of examination of goods lifts	8

Introduction

The Factories and Industrial Undertakings (Goods Lifts) Regulations ensure that goods lifts and service lifts in factories are properly constructed and maintained so that they can be used safely.

This guide outlines the provisions of these regulations and explains the law in simple language. Whilst every care has been taken in the preparation of this guide, the regulations remain to be the sole authority for the provisions of the law explained.

This guide should be read in conjunction with the guide to the Factories and Industrial Undertakings Ordinance (Sections 6A & 6B) which imposes general duties on proprietors and persons employed with regard to the health and safety at work in industrial undertakings.

This guide, produced by the Labour Department, is issued free of charge and obtainable from the Factory Inspectorate Division which also gives free advice relating to industrial safety. For details of the office addresses and telephones of the Factory Inspectorate Division, please refer to the booklet of the 'The Labour Department offers you its Service' issued by this Department.

General Enquiries

Any person requires advice, assistance or related matters are welcome to contact the following offices:—

- (i) Factory Inspectorate Division
(Headquarters)
15th floor, Harbour Building,
38 Pier Road, Central, Hong Kong.
Telephone: 2815 0678
(Hotline—auto-recording after office hours)
Telephone: 2542 2172
- (ii) Industrial Safety Training Centre
13th floor, Harbour Building,
38 Pier Road, Central, Hong Kong.
Telephone: 2852 3564

Regulation 3

Definition

3.1 “competent examiner” means a person

- (a) who is appointed by the owner of the lift to examine it; and
- (b) whose name appears on the register of lift engineers kept by the Director of Electrical and Mechanical Services.

3.2 "lift" means a lifting machine or appliance having a car or platform the direction of movement of which is restricted by a guide or guides; Regulation 3

3.3 "owner", in relation to a lift, includes the proprietor of an industrial undertaking in which the lift is used, the lessee or hirer of the lift, and any agent or person in charge or having the control or management of the lift.

Construction and Maintenance

Regulation 4

4.1 The owner of a lift should ensure that it is of good construction and made of strong and sound materials, and is properly maintained before it is put into operation.

Annual Examination

Regulation 5(1)

5.1 The owner of a lift should have it thoroughly examined by a competent examiner at least once a year.

5.2 If an examination shows that a lift cannot be used safely unless certain repairs are carried out, the examiner should send a copy of the report of the examination to the Commissioner for Labour within 28 days. Regulation 5(2)

5.3 The owner of a lift should keep a register containing the report of every examination. Regulation 6(1)

5.4 The register should be in the form prescribed in the schedule and should be signed by the examiner. (See Schedule on page 11). Regulation 6(2)

5.5 The owner should produce the register for inspection upon request by a factory inspector. Regulation 6(3)

Safe Construction of Liftway

Regulation 7(1)

6.1 A liftway should be efficiently protected by a substantial enclosure fitted with doors.

6.2 Every such door should be fitted with an efficient locking device of such a type that Regulation 7(2)

- (a) the door cannot be opened except when the car or platform is at rest at the landing place; and
- (b) the car or platform cannot be moved away from the landing place until the door is fully closed and locked.

Regulation 7(4) **6.3** The enclosure of a liftway should be so constructed as to prevent, when the doors are closed, any person entering or falling down the liftway or coming into contact with any moving part of the lift.

Regulation 7(5) **6.4** The lift and the enclosure of the liftway should be so constructed as to prevent any goods carried from being trapped between the car and the moving parts of the lift or any fixed structure.

Regulation 8(1) **Safety Devices for Lift**

7.1 Every lift should be provided with—

- (a) adequate lighting for the car or platform;
- (b) a “stop” switch for stopping the lift at each landing place;
- (c) automatic devices to prevent the lift from over-running.

Regulation 8(2) **7.2** No operating switch should be installed in the car or platform of the lift.

Regulation 9(1) **No Overloading or Carriage of Persons**

8.1 Notices in Chinese and English should be displayed in the car of a lift stating—

- (a) the maximum safe working load of the lift; and
- (b) that no person should be carried in the lift.

Regulation 9(2) **8.2** No lift should be overloaded.

Regulation 9(3) **8.3** No person should be carried in a lift.

Regulation 7(6), 8(3), 9(4) **Duties of Owner and Operator**

9.1 If any of the requirements in paragraphs 6, 7, 8 above is not complied with or is breached, the owner of the lift should ensure that the lift is not used.

9.2 Every person operating a lift should report immediately to the owner any defect of the lift or liftway.

Offences and Penalties for Contravention of the Regulations

Regulation 11(1),
11(2)

10.1 Any owner who contravenes any of the provisions of—

- (a) regulation 4 or 5(1) will be liable to a maximum fine of \$200,000; and
- (b) regulation 6, 7(6), 8(3) or 9(4) will be liable to a maximum fine of \$50,000.

10.2 Any person who contravenes any of the provisions of regulation 9(2) or (3) or 10 will be liable to a maximum fine of \$10,000.

Regulation 11(3)

10.3 Any person engaged in the operation of a lift who wilfully does anything likely to endanger himself or others will be liable to a maximum fine of \$50,000.

Regulation 11(4)

10.4 Any person who knowingly misuses or interferes with any operational mechanism or safety device fitted to the lift will be liable to a maximum fine of \$50,000.

Regulation 11(5)

10.5 Any competent examiner who fails to comply with regulation 5(2) or 6(2) will be liable to a maximum fine of \$50,000.

Regulation 12(1)

10.6 Any competent examiner who delivers or signs a false report will be liable to a maximum fine of \$200,000 and to imprisonment for 12 months.

Regulation 12(2)

Miscellaneous Provision

Regulation 13

11.1 The provisions of these regulations are in addition to and not in derogation of any of the provisions of the Buildings Ordinance.

SCHEDULE
附表

FACTORIES AND INDUSTRIAL UNDERTAKINGS (GOODS LIFTS) REGULATIONS
工廠暨工業經營(載貨升降機)規例

REGISTER

載貨升降機登記冊

REPORT OF ANNUAL THOROUGH EXAMINATIONS
每年一次之詳細檢驗報告

*Form prescribed by the Commissioner for Labour for the purposes of regulation 6(2)
of the Factories and Industrial Undertakings (Goods Lifts) Regulations*
本表格乃勞工處處長根據工廠暨工業經營(載貨升降機)規例
第六條第(二)款而制訂

(1) Description of goods lift e.g. type, identification marks, maximum safe working load etc. 該載貨升降機之說明, 例 如: 類別、識別標誌、 安全操作最高負重額等	(2) Date of examination 檢驗日期	(3) Result of examination. Enter details of repairs required or defects. If none enter "in good order" 檢驗結果註明所需之修理或毛 病之詳情。如無不妥, 則填 「情況良好」	(4) Signature of person making or responsible for examination 執行或負責此次檢驗者 簽署	(5) Date of entry in this Register 填寫本登記冊之 日期