

Our reference 本署檔號：  
( 10 ) in GL/BT/PUB/02 Pt.2  
Your reference 來函檔號：

Telephone 電話號碼： (852) 2808 3529  
Facsimile 圖文傳真： (852) 2577 4901

4 June 2018

All Owners of Builders' Lifts / Tower Working Platforms

Dear Sir / Madam,

**Circular No. 1/2018**  
**Written Notification of Incidents involving Builders' Lifts and Tower Working Platforms**

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Section 26(c) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap. 470) stipulates that <sup>1</sup> owners of Builders' Lifts and Tower Working Platforms shall *immediately* notify in writing the Director of Electrical and Mechanical Services (this office) and the Registered Contractor ("RC") employed by them, when

- (i) any accident occurs, whether or not there is personal injury or property damage associated with it; or
- (ii) there is a failure of any of the following —
  - (a) the driving machine brake;
  - (b) the overspeed governor;
  - (c) the safety gear;
  - (d) the overload sensing device;
  - (e) the suspension system including the rack and pinion suspension system or rope suspension system.

As a clearer guideline, owners of Builders' Lifts or Tower Working Platforms should within 24 hours after the time the accident or equipment failure as prescribed above has come to their knowledge, notify the Director of Electrical and Mechanical Services and the relevant RC.

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<sup>1</sup> According to the interpretation in Section 2 of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap. 470), "owner" (擁有人) means the owner of a builder's lift or tower working platform or, where it is leased, means the lessee of it, and includes (a) any agent or person in charge of having the control or management of it; and (b) the contractor who is responsible for the construction site at which it is being used.


A sample format of "Notification of Incident involving Builders' Lifts or Tower Working Platforms" is attached to facilitate owners to comply with the above statutory requirement.

In addition, to ensure effective communication and response in handling the incident, you are required to notify this office of any incident *immediately by telephone*, and to await instructions before allowing the RC to start the investigation.

I hereby enclose the above-mentioned sample format and an updated list of "EMSD Contact Telephone Numbers for Incidents involving Builder's Lifts and Tower Working Platforms" for your necessary action as and when required.

Should you have any question on the above requirements, please contact Mr. Alvin LEE at 2808 3174.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'Walter FOO', written in a cursive style.

( Walter FOO )  
for Director of Electrical and Mechanical Services

Encl.

**GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION**

**BUILDERS' LIFTS AND TOWER WORKING PLATFORMS  
(SAFETY) ORDINANCE, CHAPTER 470**

SECTION 26(c)

NOTIFICATION OF INCIDENT INVOLVING  
BUILDERS' LIFTS OR TOWER WORKING PLATFORMS



<b>Official Use Only</b>
Date received. : ___/___/___
Time received : ___:___
Ref. number : _____

Notes : Pursuant to section 26(c) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance and Circular 1/2018, the owner of builders' lifts or tower working platforms (BL/TWP) shall immediately, after an incident comes to his or her knowledge, notify in writing : –

- (1) **The Director of Electrical and Mechanical Services**  
(by fax: 2504 5970 or by e-mail: glsd@emsd.gov.hk)
- (2) **The Registered Contractor** (responsible for installation and/or maintaining the builders' lifts / tower working platforms)

Name: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Section A : Brief Description of Incident** (tick "✓" where appropriate)

Date of Incident ( dd/mm/yyyy ) :            /            /		Time of incident :	
Location of Incident :			
Builder's Lift / Tower Working Platform No. :		Lift / Platform model (if applicable) :	
<input type="checkbox"/> Accident	<input type="checkbox"/> Builder's Lift <input type="checkbox"/> Tower Working Platform		
<input type="checkbox"/> Equipment failure	<input type="checkbox"/> Builder's Lift <input type="checkbox"/> Tower Working Platform	<input type="checkbox"/>	Failure of driving machine brake
		<input type="checkbox"/>	Failure of overspeed governor
		<input type="checkbox"/>	Failure of safety gear
		<input type="checkbox"/>	Failure of overload sensing device
		<input type="checkbox"/>	Failure of suspension system including the rack and pinion suspension system or rope suspension system
		<input type="checkbox"/>	Others, please specify:

**Section B : Details of Casualty** (if applicable)

No. of Person(s) involved in the incident :	No. of deaths :
No. of Person(s) requiring hospitalization :	No. of injuries :

**Section C : Reporting Person** (tick "✓" where appropriate)

<input type="checkbox"/> Owner of BL/TWP <input type="checkbox"/> Lessee of BL/TWP <input type="checkbox"/> Other, please specify: _____	
Name : _____	
Company: _____	
Telephone : _____	
Fax : _____	
Date : _____	(Signature or Company Stamp)

## EMSD Contact Telephone Numbers for Incidents Involving Builders' Lifts and Tower Working Platforms

機電工程署就建築工地升降機及塔式工作平台事故之聯絡電話

During Office Hours (Mondays to Thursdays : 08:30 am – 05:30 pm; Fridays : 08:30 am – 04:30 pm)

辦公時間為 ( 星期一至四，早上八時三十分至下午五時三十分；星期五，早上八時三十分至下午四時三十分)

	Office Telephone No. ( 辦公電話號碼 )	Mobile Telephone No. ( 流動電話號碼 )	Priority ( 優先次序 )
General Registry ( 總務室 )	2808 3867	N/A ( 不適用 )	1
Mechanical Inspector / General Legislation ( 機械督察 / 一般法例 )	2808 3646	6315 6326	2
Engineer / General Legislation ( 工程師 / 一般法例 )	2808 3865	6909 6712	3
Senior Engineer / General Legislation 2 ( 高級工程師 / 一般法例 (二) )	2808 3529	9842 3748	4

### Outside Office Hours and Public Holiday

非辦公時間及公眾假期

	Office Telephone No. ( 辦公電話號碼 )	Mobile Telephone No. ( 流動電話號碼 )	Priority ( 優先次序 )
Mechanical Inspector / General Legislation ( 機械督察 / 一般法例 )	2808 3646	6315 6326	1
Engineer / General Legislation ( 工程師 / 一般法例 )	2808 3865	6909 6712	2
Senior Engineer / General Legislation 2 ( 高級工程師 / 一般法例 (二) )	2808 3529	9842 3748	3

Note :	After phone contact with our staff, you may use the fax no. 2577 4901 to provide more details of the incident.
備註:	聯絡本署職員後，如有需要，可使用傳真號碼 2577 4901 提供進一步有關事故的詳細資料。

機電工程署  EMSD