

Our reference 本署檔號：
(25) in GL/BT/PUB/02

Your reference 來函檔號：

Telephone 電話號碼： (852) 2808 3861
Facsimile 圖文傳真： (852) 2577 4901

3 November 2004

All Registered Contractors

Dear Sirs/Madams,

Circular No. 4/2004
Submission of Occurrence Report
under the Builders' Lifts and Tower Working Platforms (Safety) Ordinance

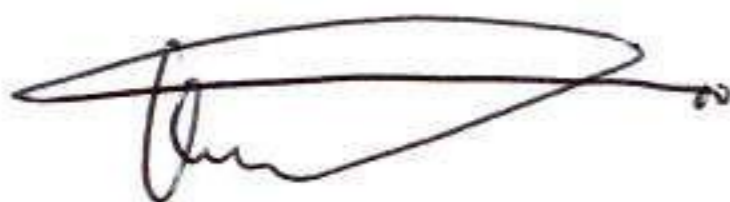
Please be informed that a form on "Notification of Builder's Lift/Tower Working Platform Incident" as attached is proposed for enhancing the notification process/record and facilitating the builder's lift/tower working platform owners to comply with the requirement of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance.

In this connection, you as a registered contractor, are required to bring along with this form to site when attending incident investigation after receiving notification via telephone from the owner or other notifying parties, and ask the owner or its representative to sign the form. The completed and signed form should then be faxed to EMSD immediately.

In order to facilitate us in carrying out incident investigation notwithstanding the requirements of the Ordinance, you are requested to submit incident investigation report with full details of the occurrence to the Director within 7 working days after being notified of incident even verbally from the owners, police or other parties. If such submission cannot be done in time, a preliminary report within 72 hours followed by a report giving full details within 2 weeks or such longer period as the Director allows in writing should then be submitted.

Your co-operation on the above requirements for enabling us to respond promptly on incident investigation would be very much appreciated.

Yours faithfully,



(WOO Kin-ming)
for Director of Electrical and Mechanical Services

Notification of Builder's Lift / Tower Working Platform Incident

通知涉及建築工地升降機 / 塔式工作平台事故

To : Director of Electrical & Mechanical Services (Fax: 2577 4901)
致 機電工程署署長

and
及

(Name and Fax No. of Responsible Registered Contractor 有關註冊承建商名稱及傳真號碼)

In accordance with section 26(c) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Cap. 470, we hereby notify you of the occurrence of a builder's lift/tower working platform incident with the following details. Please arrange the carrying out of incident investigation accordingly.

現依據建築工地升降機及塔式工作平台(安全)條例,第470章第26(c)條的要求,通知貴署/公司有關下述建築工地升降機/塔式工作平台事故的發生。敬請盡快安排進行有關事故調查。

Date of Incident 事故發生日期	Time of Incident 事故發生時間
Place of Incident 事故發生地點	Builder's Lift/Tower Working Platform Machine No. 建築工地升降機/塔式工作平台 機器編號
Brief Description of Incident 事故簡略經過	
Injury Involved 有否人士受傷 Yes 有 / No 無	No. of Injury : 受傷人數

Builder's Lift/Tower Working Platform Owner or its
Representative
建築工地升降機/塔式工作平台擁有人或其代表

Signature
簽署

Telephone 電話 :

Date

Fax 傳真 :

日期

Our reference 本署檔號：
(26) in GL/BT/PUB/02

Your reference 來函檔號：

Telephone 電話號碼： (852) 2135 8163
Facsimile 圖文傳真： (852) 2577 4901

17 November 2004

All Registered Contractors

Dear Sirs/Madams,

**Notification of Builder's Lift / Tower Working Platform Incident
under the Builders' Lifts and Tower Working Platforms (Safety) Ordinance**

I refer to the Circular No. 4/2004 dated 3.11.2004 enclosing the form of "Notification of Builder's Lift/Tower Working Platform Incident".

Please note that some amendments have been made to the form of "Notification of Builder's Lift/Tower Working Platform Incident". Hence, I enclose herewith a new form for your replacement and retention.

If you wish to have a soft copy of this form, please contact Mr. L.C. WONG at 2135 8169.

Yours faithfully,



(Frankie C.Y. SUEN)
for Director of Electrical and Mechanical Services

Notification of Builder's Lift / Tower Working Platform Incident

通知涉及建築工地升降機 / 塔式工作平台事故

To : Director of Electrical & Mechanical Services (Fax: 2577 4901)
致 機電工程署署長

and
及

(Name and Fax No. of Responsible Registered Contractor 有關註冊承建商名稱及傳真號碼)

In accordance with section 26(c) of the Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Cap. 470, we hereby notify you of the occurrence of a builder's lift/tower working platform incident with the following details. Please arrange the carrying out of incident investigation accordingly.

現依據建築工地升降機及塔式工作平台〈安全〉條例，第 470 章第 26(c)條的要求，通知 貴署/公司有關下述建築工地升降機/塔式工作平台事故的發生。敬請盡快安排進行相關的事故調查。

Date of Incident 事故發生日期	Time of Incident 事故發生時間
Place of Incident 事故發生地點	Builder's Lift/Tower Working Platform Machine No. 建築工地升降機/塔式工作平台 機器編號
Brief Description of Incident 事故簡略經過	
Injury Involved : 有否人士受傷 Yes 有 / No 無	No. of Injury : 受傷人數

Name of Builder's Lift/Tower Working Platform Owner or its
Representative
建築工地升降機/塔式工作平台擁有人或其代表的名稱

Signature
簽署

Telephone 電話 :

Date

Fax 傳真 :

日期