

Work Activity / Operation: General Safety in Office and Co-working Facilities
 Assessment Ref. No.: HKSTP/RAR/ 001
 Location: HKSTP Office, InnoCentre Office, IE Office, HKSTP Co-working facilities
 Prepared by: CS Chow (SHE Manager) and Jason Hon (Assistant SHE Manager)

Assessment Date: January 2020
 Next Review Date: January 2021
 Approved by: Kenneth Cheung (Senior SHE Manager)

Item	Potential Hazard 潛在危險	Causes of Hazard	Who / what may be affected HKSTP Staff (S) Contractor (C) Public 公眾 (P) Environment 環境 (E) Assets 資產 (A)	Risk Ranking			Control Measures 安全措施	Residual Risk Ranking			Action By 負責人
				Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)		Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)	
General work (document delivery and administration)											
1	Slip, trip and fall	<ul style="list-style-type: none"> Wet and slippery floor Uneven ground level Improper stacking of materials Poor housekeeping 	S	3	3	Medium	<ul style="list-style-type: none"> Display warning sign to warn and alert the passer-by Provide training on the topic of working in office Ensure stacking does not obstruct any walkway Arrange regular safety inspection on housekeeping of the workplace or venue All cables and pipes should be hung up or removed along the passage way Report to FMO for identification of uneven ground level 	1	2	Low	FMO / SHE Team / HKSTP Staff
2	Laceration/ cut injury	<ul style="list-style-type: none"> Operation of cutting machine Use of sharp tools such as knife and cutter etc. 	S	3	3	Medium	<ul style="list-style-type: none"> Display safety notice on use of cutting machine Provision of protective guard on the equipment and tool Provision of protective glove whenever necessary 	1	2	Low	Office Administration
3	Health risk- infectious disease	<ul style="list-style-type: none"> Poor ventilation Poor indoor air quality 	S,C,P,E	3	3	Medium	<ul style="list-style-type: none"> Arrange regular cleaning of air duct/ filter Regular testing of indoor air quality Provision of face mask whenever necessary Conducted measurement of indoor air quality (TVOC, CO2, HCHO) at 5E office (Completed) 	1	2	Low	Office Administration / FMO
		<ul style="list-style-type: none"> Poor water supply 	S,C,P,E	3	3	Medium	<ul style="list-style-type: none"> Regular testing of water quality Arrange regular cleaning of water tank 	1	2	Low	Office Administration / FMO
4	Health risk - personal illness	<ul style="list-style-type: none"> Poor office hygiene 	S,E	3	3	Medium	<ul style="list-style-type: none"> Arrange routine cleaning Arrange regular pest control 	1	2	Low	Office Administration / FMO

5	Hit by falling objects	<ul style="list-style-type: none"> Improper stacking of materials (documents, cabinets, etc.) 	S	3	3	Medium	<ul style="list-style-type: none"> Avoid stacking material at high level Avoid heavy materials on upper decks Arrange regular safety inspection on housekeeping of the workplace or venue 	1	2	Low	HKSTP Staff / SHE Team
Use of electricity (electrical appliance, cables and machine)											
6	Fire or explosion	Short circuit due to aging of electrical appliances, cables and machine	S,C,P,E,A	4	4	High	<ul style="list-style-type: none"> Provide training and display safety rules (Refer SWI-03) to show safe ways of using electrical appliances Use good quality or recommended brand electrical products Regularly inspection by electrical worker on the condition of electrical appliances Regular inspection of the workplace Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	SHE Team / Electrical Worker / Office Administration/ HKSTP Staff
		Damage of the electrical appliances, cables and machine	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	
		Overload or improper use of extension units	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Avoid excessive use of adaptors and extension units with provision of training Perform safety inspection Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	SHE Team / Office Administration/ HKSTP Staff
		Overheat due to poor ventilation in the area	S,P,C,E,A	3	4	High	<ul style="list-style-type: none"> Perform regular inspection Ensure sufficient ventilation is provided inside the premise Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	

		Smoking	S,C,P,E,A	3	3	Medium	<ul style="list-style-type: none"> • Prohibit smoking inside the premise • Demarcate smoking zone at designated location of the building • Display non-smoking sign/ poster • Provide fire-fighting equipment • Place signage to identify the location of fire-fighting equipment • Perform regular checking on the fire fighting equipment • Place emergency escape route plan in office • Perform regular fire drill 	1	2	Low	
7	Electrical shock	Electrical leakage due to damage of the electrical appliance or cable	S, A	4	5	Very High	<ul style="list-style-type: none"> • Replacement of the electrical appliance is required • The cable connection of the electrical appliance should be disconnected immediately • All electrical appliance, cables and socketes should comply with the requirement of relevant regulation • Do not touch the electrical appliance or cable when the skin is wet • Regular inspections should be arranged by electrical worker to check the condition of the electrical appliance • Place WI (Refer SWI-03) to show safe ways of using electrical appliances 	2	2	Low	Electrical Worker / SHE Team / HKSTP Staff
Workstation ergonomics											
8	Upper limb pain and discomfort	Improper posture of using computers	S	3	3	Medium	<ul style="list-style-type: none"> • Provide suitable equipment e.g. adjustable chairs • Provide WI (Refer to SWI-02) to remind staff to take rest periodically during prolonged use of computer • Conduct risk assessment of using display screen equipment for each staff • Display posters of correct sitting postures and provide training 	2	2	Medium	Competent Person of Display Screen Equipment / SHE Team / Office Administration/ HKSTP Staff
9	Eye irritation/ damage	Insufficient lighting	S	3	3	Medium	<ul style="list-style-type: none"> • Provide sufficient lighting (300-500 Lux) • Provide regular inspection of the workplace • Conduct risk assessment of using display screen equipment for each staff 	1	1	Low	
		Look at the screen for prolonged period of time	S	4	3	High	<ul style="list-style-type: none"> • Provide WI (Refer to SWI-02) to remind staff to take rest periodically during prolonged use of computer • Conduct risk assessment of using display screen equipment for each staff 	2	1	Low	

Lifting, carrying and transporting material												
10	Body sprain or strain	<ul style="list-style-type: none"> Improper manual handling Excessive load of object 	S	4	4	High	<ul style="list-style-type: none"> Conduct manual handling risk assessment by competent person Provide equipment or tool to reduce manual handling Arrange sufficient manpower to perform the activity whenever necessary Provide manual handling training 	2	2	Medium	Competent person of manual handling assessor / HKSTP Staff	
11	Slip, trip and fall	<ul style="list-style-type: none"> Wet and slippery floor Uneven ground level Poor housekeeping 	S	3	3	Medium	<ul style="list-style-type: none"> Arrange regular safety inspection on housekeeping of the workplace or venue All cables and pipes should be hung up or removed along the passage way Check the route before lifting, carrying and transporting material Report to FMO for identification of uneven ground level Plan an alternative route for transporting material Display of warning notice around wet floor 	1	2	Low	FMO/ HKSTP Staff	
Use of printer and photocopier												
12	Respiratory tract infection	<ul style="list-style-type: none"> Release of hazardous substance when using printer or photocopier 	S,E	3	3	Medium	<ul style="list-style-type: none"> Adequate ventilation should be provided in the printing area Avoid prolonged exposure period to the printer or photocopier 	1	2	Low	HKSTP Staff	
13	Eye irritation/ damage	<ul style="list-style-type: none"> Exposure to ultraviolet light emitted from the lamp in the photocopier 	S	3	3	Medium	<ul style="list-style-type: none"> Close the lid when making the copies 	1	2	Low	HKSTP Staff	
14	Fire or explosion	<ul style="list-style-type: none"> Overheat of electrical appliances due to poor ventilation in the area 	S,C, P, E,A	3	4	High	<ul style="list-style-type: none"> Do not place any flammable material or object near the printer and photocopier Ensure sufficient ventilation is provided inside the premise Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	SHE Team / Office Administration/ HKSTP Staff	
Use of shelf compactor												
15	Trapped by shelf compactor	<ul style="list-style-type: none"> Staff are not aware of people inside the shelf compactor 	S	3	3	Medium	<ul style="list-style-type: none"> Provide work instruction to staff for operation of shelf compactor Provide first aid box 	1	2	Low	SHE Team / HKSTP Staff	
16	Body sprain or strain	<ul style="list-style-type: none"> Rotate the shelf compactor with improper body posture 	S	3	3	Medium	<ul style="list-style-type: none"> Provide work instruction to staff for operation of shelf compactor Conduct risk assessment of manual handling 	1	1	Low	SHE Team / HKSTP Staff	

Work Activity / Operation: General Safety for Operation in Industrial Estate
 Assessment Ref. No.: HKSTP/RAR/ 002
 Location: Industrial Estate at Tseung Kwan O, Yuen Long, and Tai Po
 Prepared by: CS Chow (SHE Manager) and Jason Hon (Assistant SHE Manager)

Assessment Date: January 2020
 Next Review Date: January 2021
 Approved by: Kenneth Cheung (Senior SHE Manager)

Item	Potential Hazard 潛在危險	Causes of Hazard	Who / what may be affected HKSTP Staff (S) Contractor (C) Public 公眾 (P) Environment 環境 (E) Assets 資產 (A)	Risk Ranking			Control Measures 安全措施	Residual Risk Ranking			Action By 負責人
				Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)		Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)	
1	Slip, trip and fall	<ul style="list-style-type: none"> Wet and slippery floor Uneven ground level Poor housekeeping 	S	3	3	Medium	<ul style="list-style-type: none"> Display warning sign to warn and alert the passer-by Provide training on the topic of working in office Arrange regular safety inspection on housekeeping of the workplace or venue All cables and pipes should be hung up or removed along the passage way Report to contractor for identification of uneven ground level 	1	1	Low	HKSTP Staff / Contractor
2	Health risk- infectious disease	<ul style="list-style-type: none"> Poor ventilation Poor water supply 	S,C, E	3	3	Medium	<ul style="list-style-type: none"> Arrange regular cleaning of air duct/ filter/ water duct Provision of face mask whenever necessary Provide training on management of infectious disease 	1	1	Low	Contractor
3	Body sprain or strain	<ul style="list-style-type: none"> Poor stacking of material Carrying heavy object Improper body posture 	S	3	3	Medium	<ul style="list-style-type: none"> Conduct manual handling risk assessment by competent person Provide equipment or tool to reduce manual handling Arrange sufficient manpower to perform the activity whenever necessary Provide manual handling training 	1	2	Low	Competent person of manual handling assessor / HKSTP Staff
4	Attack by wild dog and snake	<ul style="list-style-type: none"> Working in outdoor area 	S,C	3	4	High	<ul style="list-style-type: none"> carry a stick for self protection Avoid walking through grassy area or shrub Apply snake repellent around the premise Do not provoke the wild dogs and snakes; leave them slowly 	1	2	Low	HKSTP Staff / Contractor
5	Stung by insects including bees, wasps, mosquitoes, ticks, etc.	<ul style="list-style-type: none"> Patrolling in outdoor area 	S, C	4	3	High	<ul style="list-style-type: none"> Avoid walking through grassy area or shrubs Avoid applying product with fragrance to the body Wear long sleeve / light odor clothing where necessary Applying mosquito repellents prior to work outdoor Implement pest control programme 	1	1	Low	Contractor

6	Heat Stroke	<ul style="list-style-type: none"> • Prolonged exposure to sunlight when working in outdoor area 	S	4	4	High	<ul style="list-style-type: none"> • Good patrolling arrangement with availability of periodic rests in shaded premises • Wear thin and loosely woven clothing in work in hot days • Provision of sufficient drinking water and shelter 	2	2	Medium	HKSTP Staff / Contractor
7	Personal injury	<ul style="list-style-type: none"> • Working under adverse weather 	S	2	5	High	<ul style="list-style-type: none"> • Suspend working in outdoor area under adverse weather • Find shelter or building for temporary cover 	1	2	Low	HKSTP Staff / Contractor
8	Fire	<ul style="list-style-type: none"> • Smoking 	S,C,P,E,A	3	3	Medium	<ul style="list-style-type: none"> • Prohibit smoking in the workplace • Demarcate smoking zone at designated location of the building • Display non-smoking sign/ poster • Provide fire-fighting equipment • Place signage to identify the location of fire-fighting equipment • Perform regular checking on the fire fighting equipment • Place emergency escape route plan in office • Perform regular fire drill 	1	2	Low	HKSTP Staff / Contractor
9	Electrical shock	<ul style="list-style-type: none"> • Use of electricity 	S	3	5	High	<ul style="list-style-type: none"> • Conduct regular inspection on the electrical tool by electrical worker • Check the electrical tool before use • Avoid excessive use of adaptors and extension units with provision of training • All socket should be water-proofed if use in outdoor area 	1	2	Low	Electrical worker / HKSTP Staff
10	Falling hazard	<ul style="list-style-type: none"> • Riding bike for patrolling and inspecting the area 	S	3	3	Medium	<ul style="list-style-type: none"> • Wear proper personal protective equipment including reflective vest and safety helmet 	1	1	Low	HKSTP Staff
11	Laceration/ cut injury	<ul style="list-style-type: none"> • Operation of cutting machine • Use of sharp tools such as knife and cutter etc. 	S	3	3	Medium	<ul style="list-style-type: none"> • Display safety notice on use of cutting machine • Provision of protective guard on the equipment and tool • Provision of protective glove whenever necessary 	1	2	Low	HKSTP Staff

Work Activity / Operation: Office Maintenance Work
 Assessment Ref. No.: HKSTP/RAR/ 003
 Location: HKSTP Office, InnoCentre Office, IE Office, HKSTP Co-working facilities
 Prepared by: CS Chow (SHE Manager) and Jason Hon (Assistant SHE Manager)

Assessment Date: January 2020
 Next Review Date: January 2021
 Approved by: Kenneth Cheung (Senior SHE Manager)

Item	Potential Hazard 潛在危險	Causes of Hazard	Who / what may be affected HKSTP Staff (S) Contractor (C) Public 公眾 (P) Environment 環境 (E) Assets 資產 (A)	Risk Ranking			Control Measures 安全措施	Residual Risk Ranking			Action By 負責人
				Likelihood 可能性 (L)	Consequences 嚴重性 (C)	Risk Level 風險級別 (L*C)		Likelihood 可能性 (L)	Consequences 嚴重性 (C)	Risk Level 風險級別 (L*C)	
Maintenance work											
1	Fall from height	<ul style="list-style-type: none"> Use of substandard working platform 	C	3	4	High	<ul style="list-style-type: none"> Mobile working platform, step platform or hop-up platform should be used All opening or edges should be installed with guardrail at height of 900-1150mm and 450-600mm Working platform should be regularly inspected by competent person Provide training for work at height 	1	2	Low	Competent Person of Metal Scaffold// FMO / Contractor
2	Fall of object	<ul style="list-style-type: none"> Overstacking of material on working platform Fall of hand tool during work 	C	2	3	Medium	<ul style="list-style-type: none"> Toe-board should be installed along the edge and opening with a minimum height of 200mm Avoid leaving material on platform Hand strap should be provided for hand tool Working zone should be fenced off 	1	1	Low	Competent Person of Metal Scaffold// FMO / Contractor
3	Slip, trip and fall	<ul style="list-style-type: none"> Poor housekeeping in the working area Wet floor 	C	3	3	Medium	<ul style="list-style-type: none"> All cables and pipes should be hung up or removed along the passage way Arrange regular safety inspection on housekeeping of the workplace or venue All small tools and equipment should be properly stored if not in use Display of warning notice around wet floor Provide suitable personal protective equipment if necessary 	1	2	Low	FMO / Contractor
4	Body sprain or strain	<ul style="list-style-type: none"> Improper body posture 	C	3	3	Medium	<ul style="list-style-type: none"> Conduct manual handling risk assessment by competent person Provide equipment or tool to reduce manual handling Arrange sufficient manpower to perform the activity whenever necessary Provide manual handling training 	1	2	Low	Competent person of manual handling assessor / FMO / Contractor

5	Electrical shock	<ul style="list-style-type: none"> Electrical leakage due to damage of the power tool or cable 	C	4	5	Very High	<ul style="list-style-type: none"> Replacement of the damaged power tool or cable is required All electrical power tool, cables and socketes should comply with the requirement of relevant regulation Do not touch the electrical power tool or cable when the skin is wet Regular inspections should be arranged by electrical worker to check the condition of the electrical power tool or cable Provide training on use of electrical power tool 	1	2	Low	Electrical worker / FMO / Contractor
6	Fire	<ul style="list-style-type: none"> Smoking 	S,C,P,E,A	3	3	Medium	<ul style="list-style-type: none"> Prohibit smoking in the workplace Demarcate smoking zone at designated location of the building Display non-smoking sign/ poster Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	1	Low	FMO / HKSTP Staff / Contractor
		<ul style="list-style-type: none"> Use of substandard or defective electrical handheld power tool 	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Conduct regular inspection on the electrical handheld power tool by electrical worker All electrical power tool, cables and socketes should comply with the requirement of relevant regulation Check the condition of electrical handheld power tool before use Avoid excessive use of adaptors and extension units with provision of training Provide fire-fighting equipment Place signage to identify the location of fire-fighting equipment Perform regular checking on the fire fighting equipment Place emergency escape route plan in office Perform regular fire drill 	1	2	Low	Electrical worker / FMO / Contractor
7	Acute or long-term detrimental health effects after exposure to chemical	<ul style="list-style-type: none"> Use of chemical in workplace 	H,C,P,E	3	4	High	<ul style="list-style-type: none"> Material safety data sheet (MSDS) for the use of chemical should be obtained before start of work Follow the safety requirement as stated in the MSDS for use of th chemical Proper personal protective equipment should be worn such as face mask respirator or safety gloves Sufficient ventilation should be provided in the workplace Wash hand thoroughly after handling 	1	2	Low	FMO / Contractor

Work Activity / Operation: General Safety for Construction Site Inspection
 Assessment Ref. No.: HKSTP/RAR/ 004
 Location: HKSTP Construction Site Area
 Prepared by: CS Chow (SHE Manager) and Jason Hon (Assistant SHE Manager)

Assessment Date: January 2020
 Next Review Date: January 2021
 Approved by: Kenneth Cheung (Senior SHE Manager)

Item	Potential Hazard 潛在危險	Causes of Hazard	Who / what may be affected HKSTP Staff (S) Contractor (C) Public 公眾 (P) Environment 環境 (E) Assests 資產 (A)	Risk Ranking			Control Measures 安全措施	Residual Risk Ranking			Action By 負責人
				Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)		Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)	
1	Slip, trip and fall	<ul style="list-style-type: none"> Wet and slippery floor Uneven ground level Poor housekeeping Improper access / walking pathway 	S,C	3	3	Medium	<ul style="list-style-type: none"> Wear proper safety protective equipment such as safety shoes, safety helmet and chin strap Do not enter unauthorized area alone Report to contractor for identification of uneven, wet and slippery ground Monitor on-site housekeeping through regular inspection Only walk on designated pedestrian walkway 	1	1	Low	HKSTP Staff / Contractor
2	Body injury	<ul style="list-style-type: none"> Working under adverse weather 	S,C	3	4	High	<ul style="list-style-type: none"> Suspend working in outdoor area under adverse weather Find shelter or building for temporary cover 	1	2	Low	HKSTP Staff
3	Hit against sharp edges or objects or step on protruded objects	<ul style="list-style-type: none"> Poor housekeeping No protection against sharp object 	S,C	2	4	Medium	<ul style="list-style-type: none"> Only walk on designated pedestrian walkway Wear proper personal protective equipment such as safety helmet and safety shoes Monitor on site housekeeping through regular inspection 	1	1	Low	HKSTP Staff / Contractor
4	Hit by moving plant	<ul style="list-style-type: none"> Plant movement/ operation on site No demarcation of plant operation zone 	S,C	3	4	High	<ul style="list-style-type: none"> Only walk on designated pedestrian walkway Wear proper personal protective equipment such as safety helmet Do not enter plant operation zone Ensure demarcation of plant operation zone through regular inspection with contractor 	1	2	Low	HKSTP Staff / Contractor
5	Hit by falling object	<ul style="list-style-type: none"> Lifting operation No installation of toe-board for work at height Poor stacking of material 	S,C	3	4	High	<ul style="list-style-type: none"> Only walk on designated pedestrian walkway Wear proper personal protective equipment such as safety helmet Do not enter working zone Ensure adequate safety measures for lifting operation and work at height are implemented through regular inspection with contractor Monitor on-site housekeeping through regular inspection 	1	2	Low	HKSTP Staff / Contractor

6	Fire	<ul style="list-style-type: none"> Smoking 	S,C	3	3	Medium	<ul style="list-style-type: none"> Prohibit smoking in construction site Only allow smoking at designated area 	1	1	Low	HKSTP Staff / Contractor
7	Electrical shock	<ul style="list-style-type: none"> Contact with live wires, energized equipment or other electricity sources 	S,C	2	5	High	<ul style="list-style-type: none"> Avoid touching the live wires, energized equipment or electricity sources Do not touch the electricity equipment with wet hands Ensure electrical safety measures are implemented through regular inspection with contractor 	1	3	Low	HKSTP Staff/ Contractor
8	Fall from height	<ul style="list-style-type: none"> Fall from scaffold Fal from ladder 	S,C	3	4	High	<ul style="list-style-type: none"> Keep three points contact when climbing up and down the ladder Ensure working platform is checked by competent person with display of CSSR form 5 before entering Wear appropriate personal protective equipment whenever necessary including safety hanress 	1	2	Low	HKSTP Staff
9	Attack by wild dog and snake	<ul style="list-style-type: none"> Working in outdoor area 	S,C	3	4	High	<ul style="list-style-type: none"> Carry a stick for self protection Avoid walking through grassy area or shrub Apply snake repellent around the premise Do not provoke the wild dogs and snakes; leave them slowly 	1	2	Low	HKSTP Staff / Contractor
10	Stung by insects including bees, wasps, mosquitoes, ticks, etc.	<ul style="list-style-type: none"> Working in outdoor area 	S,C	4	3	High	<ul style="list-style-type: none"> Avoid walking through grassy area or shrubs Avoid applying product with fragrance to the body Wear long sleeve / light odor clothing where necessary Applying mosquito repellants prior to work outdoor Implement pest control programme 	2	1	Low	HKSTP Staff / Contractor
11	Heat Stroke	<ul style="list-style-type: none"> Prolonged exposure to sunlight when working in outdoor area 	S,C	3	4	High	<ul style="list-style-type: none"> Wear thin and loosely woven clothing in work in hot days Provision of sufficient drinking water and shelter 	1	2	Low	HKSTP Staff / Contractor

Work Activity / Operation: Event, Exhibition and Site Tour
 Assessment Ref. No.: HKSTP/RAR/ 005
 sLocation: HKSTP Premise
 Prepared by: CS Chow (SHE Manager) and Jason Hon (Assistant SHE Manager)

Assessment Date: January 2020
 Next Review Date: January 2021
 Approved by: Kenneth Cheung (Senior SHE Manager)

Item	Potential Hazard 潛在危險	Causes of Hazard	Who / what may be affected HKSTP Staff (S) Contractor (C) Public 公眾 (P) Environment 環境 (E) Assests 資產 (A)	Risk Ranking			Control Measures 安全措施	Residual Risk Ranking			Action By 負責人
				Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)		Likelihood 可能性(L)	Consequences 嚴重性(C)	Risk Level 風險級別(L*C)	
Event Set-up, preparation and dismantling											
1	Fall from height	<ul style="list-style-type: none"> Use of substandard working platform 	C	3	4	High	<ul style="list-style-type: none"> Mobile working platform, step platform or hop-up platform should be used All opening or edges should be installed with guardrail at height of 900-1150mm and 450-600mm Keep three points contact when climbing up and down the ladder Ensure working platform is checked by competent person with display of CSSR form 5 before entering Wear appropriate personal protective equipment whenever necessary including safety harness 	1	2	Low	Competent Person of Metal Scaffold / Trained Operator / Contractor
2	Fall from height- Overturning of elevated working platform-	<ul style="list-style-type: none"> Plant sit on uneven ground level Overload of plant Failure of plant 	S,C,P,A	3	4	High	<ul style="list-style-type: none"> Never exceed the safe working load and the maximum number of person on platform Machine should only sit on solid and firm ground All personnel on machine must wear safety harness and attach the lanyard to proper anchorage point or fall arrestor of independent lifeline Never move the machine around when platform is elevated Only trained and competent person should operate the machine Weekly inspection on the safety features regarding the condition and effectiveness with completion of checklist Machine should be thoroughly inspected by competent examiner with provision of valid certificate 	1	2	Low	Trained operator/ Contractor

3	Body injury	<ul style="list-style-type: none"> Struck by moving plant 	S,C,P	3	4	High	<ul style="list-style-type: none"> Working area should be fenced off Only trained and competent person should operate the machine Weekly inspection on the safety features regarding the condition and effectiveness with completion of checklist Machine should be thoroughly inspected by competent examiner with provision of valid certificate Wear appropriate personal protective equipment such as safety helmet and reflective vest 	1	1	Low	Trained operator/ Contractor
4	Fall of object	<ul style="list-style-type: none"> Overstacking of material on working platform Fall of hand tool during work 	S,C,P	2	3	Medium	<ul style="list-style-type: none"> Toe-board should be installed along the edge and opening with a minimum height of 200mm Avoid leaving material on platform Hand strap should be provided for hand tool Working zone should be fenced off 	1	1	Low	Competent Person of Metal Scaffold / Contractor
5	Slip, trip and fall	<ul style="list-style-type: none"> Poor housekeeping in the area Wet floor 	S,C,P	3	3	Medium	<ul style="list-style-type: none"> All cables and pipes should be hung up or removed along the passage way All small tools and equipment should be properly stored if not in use Display of warning notice around wet floor Provide suitable personal protective equipment if necessary Demarcate public walkway and working area 	1	2	Low	Contractor
6	Body sprain or strain	<ul style="list-style-type: none"> Improper body posture Handle heavy or bulky object 	S, C	3	3	Medium	<ul style="list-style-type: none"> Conduct manual handling risk assessment by competent person Provide equipment or tool to reduce manual handling Arrange sufficient manpower to perform the activity whenever necessary Provide manual handling training 	1	2	Low	Competent person of manual handling assessor/ Contractor
7	Electrical shock	<ul style="list-style-type: none"> Electrical leakage due to damage of the power tool or cable Electrical leakage due to inclement weather 	H,C,P	4	5	Very High	<ul style="list-style-type: none"> Replacement of the damaged power tool or cable is required All electrical power tool, cables and socketes should comply with the requirement of relevant regulation Do not touch the electrical power tool or cable when the skin is wet All power plug / connection used in outdoor environment shall be of weather proof type Regular inspections should be arranged by electrical worker to check the condition of the electrical power tool or cable 	1	2	Low	Electrical worker/ contractor

8	Lifting Operation- Struck by lifting load	<ul style="list-style-type: none"> Failure of lifting appliance and gear (LALG) 	H,C,P,A	4	5	Very High	<ul style="list-style-type: none"> Only LALG with valid certificate should be used. Only trained, competent and authorized driver operate the heavy plant. Check all certification before allowing any plants on site and or in operation. Plant should sit on solid ground level. Fully extend outriggers of truck crane and use mat pad for its legs. Weekly inspect all safety features of LALG regarding the condition and effectiveness with completion of LALG form 1 by competent person. Ensure automatic cut-off device (ASLI) for the lifting appliance (LA) is functioned. Follow the colour code system for maintenance of LG. Check the condition of the LALG before operation Only use suitable LG. Never exceed safe working load and allowed lifting angles. 	1	2	Low	Competent operator of lifting appliance / Rigger / Contractor
9	Laceration	<ul style="list-style-type: none"> Use of sharp tools Hit against sharp edges 	S,C	2	3	Medium	<ul style="list-style-type: none"> Only walk on designated pedestrian walkway Wear proper personal protective equipment such as safety glove if necessary Monitor on site housekeeping through regular inspection 	1	1	Low	HKSTP Staff / Contractor
10	Fire	<ul style="list-style-type: none"> Smoking 	S,C,P,E,A	3	3	Medium	<ul style="list-style-type: none"> Prohibit smoking in the work area Provide fire-fighting equipment Perform regular checking on the fire fighting equipment 	1	2	Low	Contractor
		<ul style="list-style-type: none"> Short circuit due to aging of electrical appliances, cables and machine 	S,C,P,E,A	4	4	High	<ul style="list-style-type: none"> Use good quality or recommended brand electrical products Regularly inspection by electrical worker on the condition of electrical appliances Regular inspection of the workplace 	1	2	Low	Contractor
		<ul style="list-style-type: none"> Damage of the electrical appliances, cables and machine 	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Provide fire-fighting equipment Perform regular checking on the fire fighting equipment 	1	2	Low	Contractor
		<ul style="list-style-type: none"> Overload or improper use of extension units 	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Avoid excessive use of adaptors and extension units Perform safety inspection Provide fire-fighting equipment Perform regular checking on the fire fighting equipment 	1	2	Low	Contractor
		<ul style="list-style-type: none"> Overheat of electric appliances due to poor ventilation in the area 	S,C,P,E,A	3	4	High	<ul style="list-style-type: none"> Perform regular inspection Ensure sufficient ventilation is provided inside the work area Provide fire-fighting equipment Perform regular checking on the fire fighting equipment 	1	2	Low	Contractor

Severity Table 傷害的嚴重性	
Severity Index 嚴重性(S)	Description 內容
5	Catastrophic (could result in death or permanent total disability, irreversible severe environmental damage, huge financial loss)
4	Major (could result in serious injury or occupational illness, significant impact to the environment, major financial loss)
3	Moderate (could result in minor to moderate injury or illness, considerable impact to the environment, medium financial loss)
2	Minor (could result in minor injury or illness, environmental impact or financial loss)
1	Insignificant (No injuries, low financial loss)

Likelihood Table	
Likelihood Index (L)	Description
5	Almost certain (Is expected occur in most circumstances)
4	Likely (Will probably occur in most circumstances)
3	Possible (Might occur at some time)
2	Unlikely (Could occur at some time)
1	Rare (May occur only in exceptional circumstances)

Risk Rating = Likelihood (L) x Severity (S)

Risk Matrix					
	Severity of Consequences				
Likelihood of Occurrence	Insignificant [1]	Minor [2]	Moderate [3]	Major [4]	Catastrophic [5]
Rare [1]	1	2	3	4	5
Unlikely [2]	2	4	6	8	10
Possible [3]	3	6	9	12	15
Likely [4]	4	8	12	16	20
Almost certain [5]	5	10	15	20	25
Risk Rating	Low [1 - 3]	Medium [4 - 9]	High [10 - 16]	Extreme High [20 - 25]	
Action 處理次序	Acceptable risk, no additional control measure is needed.	Monitor continuously and consider if any further remedial action is feasible to eliminate or reduce the risk.	Urgent remedial action is required and the work activity should be closely monitored for further safety enhancement.	The work activity must be suspended immediately until proper risk control measures are in place.	