

## Special Circular 9 Safety Measures on On-site Construction/Dismantling Work

In order to maintain the site safety of events held at the Hong Kong Convention & Exhibition Centre (HKCEC), with immediate effect, a new safety measure has been implemented. This new measure is in-line with the relevant regulations implemented by **Labour Department** and **Occupational Safety & Health Council**. Details are as below:

1. For safety purpose, **use of ladders for work at height of 2 metres or more within the HKCEC is strictly prohibited**. If the construction/dismantling work is carried out at 2 metres or more above the ground, contractors should use high reach equipment, such as metal scaffolding. In addition, the scaffold shall not be used on a construction site unless the Form 5 report has been made by a competent person. This form should be displayed in a prominent location of the scaffold, specifying the location, the extend of the scaffold on the site and includes a statement to the effect that the scaffold is in safe working order, strength and stability.
2. All person requiring admission to the Licensed Area for any reasons in connection with building-up or breaking-down of the exhibition stands or for any activities will require wearing Reflective Vest.
3. Workers are required to wear safety belt while construction activities are carried out at 2 metres or more above the ground.
4. If this rule is not observed, the HKCEC and the HKTDC will have the right to stop the relevant construction activity immediately.
5. With effect from 1 Jan 2025, the HKCEC will strictly implement the following measures whenever unsafe use of equipment for work-above-ground such as ladder without certificate and high ladders used for work at 2 meters or above the ground, is found at the HKCEC:
  - i) Worker who violates the above rule will be asked to leave the HKCEC immediately, and whose worker badge and wristband will be confiscated. No re-entry will be allowed on the same day.
  - ii) Worker should carry the non-compliant ladders and leave the HKCEC or the ladders will be confiscated.
  - iii) All confiscated ladders must be collected within the designated time period and at the designated location, otherwise the ladders will be disposed as garbage after the events.

You are kindly requested to comply with the above safety measure and inform your contractor accordingly. We appreciate your cooperation to enhance work-above-ground safety to prevent accidents and casualties.

For more details, please refer to [http://www.labour.gov.hk/eng/public/content2\\_8b.htm](http://www.labour.gov.hk/eng/public/content2_8b.htm) and [https://www.labour.gov.hk/eng/public/os/D/Overview\\_of\\_Work\\_at\\_Height\\_Safety.pdf](https://www.labour.gov.hk/eng/public/os/D/Overview_of_Work_at_Height_Safety.pdf).

Hong Kong Trade Development Council

**特別通告 9 展覽活動施工場地安全守則**

為確保展覽活動施工場地安全，香港會議展覽中心將根據勞工處及職業安全健康局的有關規例切實執行安全措施及管理，即時生效，詳情如下：

1. 為確保安全，所有 2 米或以上工作梯具將被嚴格禁止於香港會議展覽中心內使用。所有在距離地面 2 米或以上高度進行的搭建/拆卸工程，承建商必須使用高空工作設備，如金屬棚架。此外，於建築工地使用棚架者，必須提交由合資格人士填寫的《表格五》報告。該表格必須於棚架當眼處展示，列明棚架的位置及範圍，並註明棚架的堅穩程度合乎施工安全標準。
2. 任何獲准進入租用範圍進行展覽攤位搭建、拆卸或其他任何活動的人士，一律必須穿上反光背心。
3. 於距離地面 2 米或以上高度施工的工人必須配戴安全帶。
4. 如有違規者，香港會議展覽中心及香港貿發局有權立即制止有關搭建工程進行至符合安全標準。
5. 由 2025 年 1 月 1 日起，凡發現工作人員使用不安全的設備進行離地工作，包括沒有認證的梯具及兩米或以上的高梯等，香港會議展覽中心將嚴厲執行以下措施：
  - i) 任何違反上述規例之工作人員將被停止施工、沒收大會證件及手帶，及被立即要求離開香港會議展覽中心，當日不能再次進入會展中心工作。
  - ii) 工作人員於離場時需要將違規的工具一同撤走，否則工具將會被沒收。
  - iii) 所有被沒收之梯具需於指定地點及時間內領回，否則於展覽完結後會以垃圾處理。

請參展商注意及遵守有關規定並通知承建商。感謝您的合作，以確保離地工作安全，杜絕因使用不合規梯具而出現的意外及傷亡。

了解更多詳情，可瀏覽網站 [https://www.labour.gov.hk/tc/public/content2\\_8b.htm](https://www.labour.gov.hk/tc/public/content2_8b.htm)，及 [https://www.labour.gov.hk/tc/public/os/D/Overview\\_of\\_Work\\_at\\_Height\\_Safety.pdf](https://www.labour.gov.hk/tc/public/os/D/Overview_of_Work_at_Height_Safety.pdf)。

香港貿易發展局