

Construction Sites (Safety) Regulations

Regulation 56(1)

NOTIFICATION OF CONSTRUCTION WORK

建築地盤(安全)規例 56(1) 條

建築工程呈報書

(To be completed and returned to the Labour Department within 7 days after the commencement of work)
(本呈報書須於工程開始後七日內交回勞工處)

To: The Commissioner for Labour,
Hong Kong
致：香港勞工處處長

Name of contractor 承建商姓名	
Address of contractor 承建商地址	
If the contractor is a firm, the name under which it carries on business and the name and address of every partner in the firm 如承建商為一間商號，請填寫其經營業務所用之名稱以及其每一股東之姓名地址	
The name and address of every subcontractor employed on the work 受僱進行該項工程之每名二判承建商之姓名地址	
The location of the construction site 建築地盤之地點	
The nature of the work 工程性質	
The date upon which the work was commenced 開工日期	
The expected duration of the work 預料工程所需時間	

Details of heavy mechanical equipment used or will be used in connexion with the work

工程所使用或將使用之重型機械資料

(Please use additional page(s) when necessary)

(如有需要請另加新頁)

Equipment
設備

Number
數量

Make/Model
製造/型號

Passenger hoist
(Builders' lift)
載人吊重機
(建築工地升降機)

Material hoist
物料吊重機

Gantry crane
龍門式起重機

Mobile crane
流動式起重機

Tower crane
塔式起重機

Pile driver
打樁機

Loader
搬土機

Bulldozer
推土機

Excavator
挖土機

Dumper
倒泥卡車

Others
其它

Signature

簽署

Position

職位

Date

日期

(Chop of company)
公司印章

表格使用者指南

關於建築地盤(安全)規例內建築工程的呈報

I. 建築工程的動工

根據建築地盤(安全)規例第 56 條的規定，承建商須在建築工程展開後 7 天內，以書面向勞工處處長提供以下資料：

- (a) 承建商的姓名或名稱及地址；
- (b) 如承建商是一間商號，則提供該商號營業所用的名稱以及該商號每名合夥人的姓名或名稱及地址；
- (c) 受聘進行建築工程的每名次承建商的姓名或名稱及地址；
- (d) 建築地盤的位置；
- (e) 建築工程的性質；
- (f) 建築工程展開的日期；
- (g) 說明有否或會否在建築工程方面使用任何機械動力，如有使用或會使用，說明該機械動力的性質；及
- (h) 建築工程的預計持續期。

II. 資料改變的呈報

根據建築地盤(安全)規例第 58 條的規定，進行有關建築工程的承建商須在得悉呈報的資料有重要改變後 7 天內，以書面向勞工處處長呈報該項改變。

III. 完工的呈報

根據建築地盤(安全)規例地第 59 條的規定，須提供資料的承建商須在有關建築工程完成後 7 天內，以書面向勞工處處長呈報完工日期。

何為建築工程？

“建築工程”指—

- (a) 建造、架設、安裝、重建、修葺、維修(包括重新修飾及外圍清理)、翻新、遷移、改動、改善、拆除或拆卸工廠及工業經營條例附表 3 所指明的任何構築物或工程；
- (b) 為預備進行(a)段所提述的工程行動而涉及的任何工程，包括鋪築地基和鋪築地基前的挖掘泥土及沙石工程；
- (c) 為進行(a)或(b)段所提述的任何工程行動而使用機械、工業裝置、工具、裝置及物料。

怎樣交回表格

將填妥的表格：

- (a) 郵寄或親身交回香港中環統一碼頭道 38 號海港政府大樓 13 樓勞工處職業安全及健康部或各分區辦事處；或
- (b) 傳真至 2544 3497；或
- (c) 電郵至 DAD-SS@labour.gov.hk

此外，亦可利用勞工處電子表格的方式提交，詳情請參閱本處網頁內的有關說明。

有用資料

若要查詢關於職業安全及健康的事宜，請以下列方式聯絡本處職業安全及健康部：

- (a) 電話：2559 2297 (在辦公時間後設有錄音留言服務)；或
- (b) 傳真：2915 1410；或
- (c) 電子郵件：enquiry@labour.gov.hk

此外，亦可在互聯網內查閱本處的服務資料，網址：www.labour.gov.hk

Guide to Form Users

Notification of construction work under the Construction Sites (Safety) Regulations

I. Commencement of Work

A contractor who undertakes construction work shall, in accordance with Regulation 56, within 7 days after the commencement of the work, furnish in writing to the Commissioner for Labour the following information-

- (a) the contractor's name and address;
- (b) if the contractor is a firm, the name under which it carries on business and the name and address of every partner in the firm;
- (c) the name and address of every subcontractor employed on the work;
- (d) the location of the construction site;
- (e) the nature of the work;
- (f) the date upon which the work was commenced;
- (g) whether any mechanical power is being or will be used in connection with the work and, if so, the nature of the mechanical power; and
- (h) the expected duration of the work.

II. Notification of Change

The contractor undertaking the relevant construction work shall, in accordance with Regulation 58, notify the Commissioner for Labour in writing of any material change in the information furnished within 7 days after becoming aware of the change.

III. Notification of Completion

The contractor required to furnish information under Regulation 56 shall, in accordance with Regulation 59, within 7 days after the date of completion of the relevant construction work, notify the Commissioner for Labour in writing of the date of completion.

What is construction work?

“construction work” means-

- (a) the construction, erection, installation, reconstruction, repair, maintenance (including redecoration and external cleaning), renewal, removal, alteration, improvement, dismantling, or demolition of any structure or works specified in the Third Schedule of the Factories and Industrial Undertakings Ordinance;
- (b) any work involved in preparing for any operation referred to in paragraph (a), including the laying of foundations and the excavation of earth and rock prior to the laying of foundations;
- (c) the use of machinery, plant, tools, gear, and materials in connexion with any operation referred to in paragraph (a) or (b).

Submission of the Form

You can submit the notification form either :

- (a) by post or in person to Occupational Safety and Health Branch of Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong or any branch offices; or
- (b) by fax to 2544 3497; or
- (c) by e-mail to DAD-SS@labour.gov.hk

Besides, the Labour Department's E-Form can also be used for the submission. For details, please read relevant explanatory notes in the website of our department.

Useful Information

If you require advice on occupational safety and health matters, please contact the Occupational Safety and Health Branch of the Labour Department through :

- (a) telephone : 2559 2297 (auto-recording after office hours); or
- (b) fax : 2915 1410; or
- (c) e-mail : enquiry@labour.gov.hk

Information on the services offered by the Labour Department is also available in our web site, URL address : www.labour.gov.hk

勞工處職業安全及健康部
收集個人資料之目的
(建築工程的呈報)

收集目的

1. 你這次所提供的個人資料會被勞工處職業安全及健康部用作以下用途：
 - (a) 有關執行工廠及工業經營條例、職業安全及健康條例及其他由勞工處執行的法例；
 - (b) 有關視察違例事項和進行法律聆訊；或
 - (c) 將有關資料用作研究及統計分析。

資料轉移

2. 爲了上述第一段提到的目的，你所提供的個人資料我們或會向其他有關人士或機構(如政府部門，律師樓.....等)透露。

查閱個人資料

3. 根據個人資料(私隱)條例第 18 及 22 條及附表 1 保障原則第 6 原則的規定，你有權要求查閱及更正個人資料。要求查閱的權利包括要求獲得一份你所提供的個人資料複本。

查詢閱個人資料

4. 有關你個人資料的查詢，包括查閱及更正個人資料，應向下列人士提出：

勞工處職業安全及健康部
職業安全 - 行動科
分區職業安全主任(總部)
香港中環統一碼頭道 38 號
海港政府大樓 13 樓

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA
BY OCCUPATIONAL SAFETY AND HEALTH BRANCH
LABOUR DEPARTMENT
(Notification of Construction Work)

Purpose of Collection

1. The personal data provided by you by means of this form will be used by the Occupational Safety and Health Branch of the Labour Department for the following purposes:
- (a) activities relating to the administration of the Factories and Industrial Undertakings Ordinance and Occupational Safety and Health Ordinance and other legislation administered by the Labour Department;
 - (b) activities relating to checking compliance of legislative requirements and carrying on legal proceeding; and
 - (c) carrying on research and compilation of statistical data.

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties and authorities (e.g. Government Bureaux and Departments, law firms, etc.) for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in Sections 18 & 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided to this department.

Enquiries

4. Enquiries concerning the personal data collected, including the making of access and corrections, should be addressed to :

Divisional Occupational Safety Officer (HQ)
Occupational Safety – Operations Division
Occupational Safety and Health Branch
Labour Department
13/F., Harbour Building,
38 Pier Road, Central, Hong Kong