



The Hong Kong University of Science and Technology
Health, Safety and Environment Office
香港科技大學
健康、安全及環境處

Entry Procedures for Main Building Service Tunnel
進入大樓維修隧道的程序

- 1 Before entering the Service Tunnel, the entrant must notify BS Duty Controller at LG7 BS Workshop and record the details of entry into the “Service Tunnel In/Out Record Book” which is kept in the control room.
進入維修隧道前，進入者必需通知地下七樓 (LG7) BS 工場內的當值控制員和登記有關的資料於控制室內的『維修隧道進入/離開記錄冊』。
- 2 The entrant should equip or bring along with the appropriate personal protective equipment (PPE), walkie-talkie and lighting unit if necessary.
如有需要，進入者應佩戴或攜帶合適個人防護裝備，對講機及照明裝置。
- 3 The entrant must inform BS Duty Controller to turn on the ventilation system and lighting of the Service Tunnel 30 minutes in advance. He should also familiarize with different exits by studying the affixed location layout in the Service Tunnel before the entry. Leave the Tunnel immediately if the ventilation fan(s) is/are not functioning properly and inform BS Duty Controller.
進入維修隧道者必須知會 BS 當值控制員，預先 30 分鐘前開啟維修隧道內的抽風系統，正常燈光，還有參考附貼在維修隧道內的位置圖以熟認不同的出口。若隧道內之抽氣扇不能正常操作，應立即離開隧道和通知 BS 當值控制員。
- 4 In case of accident or feeling uncomfortable, the entrant(s) must evacuate from the Service Tunnel at once. Seek help from Security Control Centre and inform BS Duty Controller immediately.
進入者如遇意外或感覺不舒適，應立刻離開維修隧道。立刻向保安控制中心尋求援助和通知 BS 當值控制員。
- 5 Solo operation in the Service Tunnel should be avoided whenever possible. If this cannot be practicably avoided, the responsible department must implement necessary safety measures to monitor and ensure the worker's safety during the operation. Additionally, the responsible department should remain vigilant and attentive to the situation.
不建議在維修隧道內單獨工作。若不能避免單獨工作，負責部門必須實施必要的安全措施，以監控並確保作業人員的安全。此外，負責部門應保持警惕，特別注意有關情況。
- 6 For inquiry, please contact BS Duty Controller at ext. 6465.
若有任何疑問，請聯絡 BS 當值控制員，內線 6465 查詢。