

Ladder Permit (Work-above-ground)
梯具工作許可證 (離地工作)

Permit No. 本許可證編號	
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IMPORTANT INSTRUCTIONS

1. Application for this permit shall be made prior to the work and endorsed by **#Competent Person(s)**.
2. Complete **Part A and Part B**.
3. This permit shall be posted at the working location during the work.
4. In case of emergency, please contact SCC by dialing **2358 8999** or ext. **8999** immediately.

重要指示

1. 本許可證必須於工作前由 **#合資格人士** 批註。
2. 請填妥 **甲部** 及 **乙部**。
3. 在工作期間，請於工作地點張貼此許可證。
4. 如遇緊急事故，立即致電 **2358 8999** 或內線 **8999** 與保安室聯絡。

Part A 甲部 (To be completed by Work-in-charge 由工作負責人填寫)

Operation Unit 負責部門			
Work-in-charge 工作負責人姓名		Contact No. 聯絡電話	
Name of Operator 工作人員姓名		Contact No. 聯絡電話	
Name of Competent Person 合資格人士姓名		Contact No. 聯絡電話	
Location of Work 工作地點			
Description of Work 工作描述			
Duration of Work (not exceeding 1 month) 工作期間 (最多 1 個月)	由 From	/ / DD / MM / YYYY	至 To
		/ / DD / MM / YYYY	

Part B 乙部 (To be completed by Competent Person(s) 由合資格人士填寫)

Item 項目	Descriptions 描述	Yes 是	No 否
1	A proper working platform or other suitable means of support can be used for the work. 是項工作可使用正式的工作平台或其他適當的支持方法。	<input type="checkbox"/>	<input type="checkbox"/>
2	The work is of short duration. 是項工作為時短暫。	<input type="checkbox"/>	<input type="checkbox"/>
3	The work is simple in nature. 是項工作性質簡單。	<input type="checkbox"/>	<input type="checkbox"/>
4	The work requires the use of heavy equipment / tool. 是項工作需使用重型設備 / 工具。	<input type="checkbox"/>	<input type="checkbox"/>
5	The design and build of the ladder are suitable for the work. 梯子的設計和構造適合使用在是項工作。	<input type="checkbox"/>	<input type="checkbox"/>

* Ladder should not be used if the answer to any of the questions falls in a box shaded in grey.

* 如任何問題的答案落在灰色方格內，便不應使用梯子。

Competent Person is appointed by the Work-in-charge and by reason of substantial training and practical experience in relation to conducting risk assessment and issuance of permit-to-work, competent to conduct the duties, with a task-specific risk assessment conducted and all necessary safety measures related to use of ladders taken.

合資格人士是由工作負責人委任的，並因其所受有關風險評估及工作許可證的實質訓練及實際經驗而有足夠能力執行該職責的合資格的人，在進行因應工作而特定的風險評估和採取所有有關使用梯子所需的安全措施後簽發。

健康、安全及環境處
Health, Safety and Environment Office

Item 項目	Descriptions 描述	Yes 是	No 否
1	The ground on which the ladder to be placed is firm, even and level. 放置梯子的地面是穩固、平坦和水平的。	<input type="checkbox"/>	<input type="checkbox"/>
2	The surrounding is free from the risk of being hit or struck by moving objects. 周圍沒有被移動中的物件擊中或碰撞的風險。	<input type="checkbox"/>	<input type="checkbox"/>
3	The surrounding is free from live metal part or live exposed conductor. 周圍沒有外露的帶電金屬部分或外露的帶電導體。	<input type="checkbox"/>	<input type="checkbox"/>
4	The headroom is high enough to prevent accidental hit on worker's head when standing on the ladder. 站立在梯子上時，頭頂有足夠空間防止意外地撞擊工人的頭部。	<input type="checkbox"/>	<input type="checkbox"/>
5	The ladder is secure, free from damage and defect. 梯子穩固，沒有損壞及欠妥之處。	<input type="checkbox"/>	<input type="checkbox"/>
6	The ladder is placed in a right position and no overreach of the body for the work is required. 梯子放置在正確的位置，工作時無需過分探出身體。	<input type="checkbox"/>	<input type="checkbox"/>
7	The spreaders or similar restraint devices (but not nylon ropes) of the ladder are fully extended and securely fixed 梯子的撐檔或類似控制裝置（但不是尼龍繩）完全伸展及穩妥地固定。	<input type="checkbox"/>	<input type="checkbox"/>
8	All ladder legs are fitted with slip-resistant feet, placed on the same plane and in good contact with the ground. 所有梯腳均裝有防滑腳，放置在相同的平面，並與地面有良好接觸。	<input type="checkbox"/>	<input type="checkbox"/>
9	3 points of contact with the ladder could be maintained while climbing along or working on the ladder. 上落或在梯子上工作時，可保持與梯子有 3 點接觸。	<input type="checkbox"/>	<input type="checkbox"/>

Remarks 備註:

Use of ladder is:

使用梯子：

Not Allowed 不准許

Allowed 准許

Signature of Competent Person: 合資格人士簽署：	
Date: 日期：	