

The University of Hong Kong

General Guidelines for Contractors

Safety and Health

1. The contractor shall be responsible for the safety of all persons engaged in the execution of the works and for all authorized visitors to the site.
2. The contractor shall provide all necessary measures to protect the University public from any personal injury and property from any damage during the course of the works.
3. The contractor and all persons employed by him/her on the site shall comply with the provisions of any relevant statutory requirements as may be considered applicable to the works.
4. The contractor shall provide and enforce the wearing of suitable personal protection equipment for all persons employed by him/her on the site.
5. Where work is required to be carried out in existing laboratories, plant room, roof, confined space, etc. or similar potentially hazardous areas, the contractor shall pay extra attention to the precautionary measures to safeguard the health and safety of the adjacent public as well as his/her staff. Permission to work must be obtained in writing before the carrying out of such works.
6. The contractor must not connect electrical equipment directly to switch boards. All electrical appliances must be fitted with correct plugs and Earth Leakage Circuit Breakers (ELCB). No loose wire connections will be allowed. All electrical works must be carried out by Registered Electrical Workers.
7. The contractor shall provide fire extinguishers and all other adequate and efficient firefighting equipment as necessary for the works. In particular, the contractor shall ensure:
 - (a) all flammable materials are to be kept to a minimum;
 - (b) all flammable liquids are to be kept in a fire resisting cabinet;
 - (c) all flammable debris is to be removed daily;
 - (d) no welding or hot work can be carried out unless all flammable materials have been removed and permission has been granted by the University;
 - (e) no obstruction is to be caused to any fire escape routes, emergency vehicular access and fireman's access;
 - (f) no tampering with fire doors and fire services system. Isolation/suspension and re-activation of fire services system can only be implemented by the Fire Safety Team of Maintenance and Operations Unit at a cost; and
 - (g) fire hose reel and fire hydrant must not be used for purposes other than firefighting.
8. The contractor shall take out an insurance policy for their employees and for third party risk and/or contractor-all-risk (CAR).

Environment

9. Where applicable, the contractor shall ensure sufficient and good quality hoardings to demarcate the work site, equipment storage area or waste collection area.
10. The contractor shall arrange his/her work programme to minimize nuisance, noise, dust or any other disturbance or inconvenience caused to the University users, neighboring properties and traffic.
11. Should the works cause suspension to utility supplies or fire services systems, the contractor must give a 3-day notice for the isolation of the Fire Service System. The contractor shall pay an administration charge of HK\$5,000 in the event of damage to the system, causing false alarm, etc. An additional charge will also be incurred to resume the system;
12. All plants and equipment used by the contractor shall be operated and maintained in such a manner so as to minimize the emission of smoke and fumes, and shall be effectively “noise reduced”.
13. The contractor shall take every reasonable care and precaution to protect and preserve all existing trees and vegetation within or adjacent to the work site.
14. Where applicable, the following restrictions with respect to the selection of materials shall be imposed on the contractor:
 - (a) Partitions and temporary fencing shall be made from reusable materials.
 - (b) All carpets and furniture must comply with the Indoor Air Quality (IAQ) objectives for formaldehyde and Total Volatile Organic Compounds (TVOC) levels set by the EPD before installation.
 - (c) Paints, glues and other materials shall only produce minimal solvent release to the environment.
15. The contractor and his/her employees shall only use toilet facilities as designated which shall be cleaned by the contractor at least twice per day. In case that temporary latrines are adopted, the latrines must be emptied daily if not connected to foul disposal pipes, and removed upon completion of works.

Traffic and Parking

16. The contractor must obtain prior approval from the Security & Parking Unit of Estates Office (Tel. No. 3917 2887) when heavy goods/duty vehicle is used on the campuses.
17. The contractor is to ensure all vehicles employed by him/her in connection with the works must observe the 15 km per hour speed limit on the campuses.
18. The contractor may apply for ‘Contractor Parking Label’ for parking his/her vehicles (private car and light goods vehicle only) in accordance with the Council’s Regulations Governing Traffic and Parking on University Estates.

Waste / Storage Management

19. The contractor shall be responsible for:
 - (a) the prompt removal of all rubbish, disused shoring, packing, crates, etc. during the progress of the works regardless of the source;

- (b) storing his/her materials, tools and equipment at a location designated by the University;
- (c) keeping all existing surface channels and drains clear of all silt, mud etc. at all times; and
- (d) ensuring that no litter, debris, rubbish, food waste, etc., is deposited within the site or on the University campuses, except if these items are properly deposited at designated refuse collection points and food and drink containers within the site.

Failing which, a financial penalty will be imposed which shall be deducted from the monies due or which become due to the contractor.

- 20. Incineration of any kind, including rubbish, is prohibited on site.
- 21. The contractor is to ensure that no debris will be accumulated or dumped illegally and shall be bound by all restrictions imposed on the disposal of public fill or construction and demolition waste by the relevant authorities. The contractor shall produce trip-ticket or other documents for inspection by the University to this effect.

Inclement Weather

- 22. Any works executed during inclement weather, unless specifically directed otherwise by the University, shall be at the contractor's own discretion and risk.
- 23. The contractor shall take all necessary steps and precautions at his/her own expense to protect all of the works and external scaffolds etc. from the effects of heavy rain or strong wind.
- 24. The contractor shall provide earth bunds or sandbag barriers etc. to protect the works and adjoining property from being washed out during typhoon or heavy rain.

Reporting

- 25. The contractor shall forthwith report the following to the University and submit a preliminary report to the University within 24 hours and a comprehensive report within 7 days upon the University's request :
 - (a) any accident, injury or dangerous incident that occurred on the site;
 - (b) any inspection by Labour Department or Fire Services Department; and
 - (c) any incident which may be of the University's interest and/or have implication on the University's image.

Conduct and Discipline

- 26. The contractor shall not employ illegal immigrants and shall take all precautions against illegal immigrants gaining access to or remaining at the site.
- 27. According to the Construction Workers Registration Ordinance, the University is a public body. All contracting works including maintenance services must be carried out by registered construction workers. All contractor workers should be able to produce their Construction Worker Registration card when they work on the University campus.
- 28. The contractor shall provide a 24-hour emergency contact telephone number and the worker list with Construction Workers Registration Number to the University. The contractor is to

ensure a 'Work Notice (SF-001)' containing the above information be posted at the entrance of the site for easy identification by the University public.

29. Smoking is strictly prohibited within construction and building maintenance sites and on HKU Campuses and premises. Contractors must ensure that no person smokes on-site and must immediately remove any person found smoking.
30. Contractors who are engaged in building projects or providing term maintenance services for the University must provide their staff with a uniform, the design of which will be subject to the prior approval of the Director of Estates or his representative. The uniform will be provided by the contractor at his own expense, and must be worn by their workers at all times when present on any part of the University Estates.
31. The contractor shall ensure that all workers must dress properly on University Estates.
32. University staff and students have the priority in using the catering and toilet facilities on the University campuses.
33. The contractor is to ensure that their workers are not engaged in any activities to the annoyance of the University public (playing of music, using offensive language etc.) or which are prohibited by law (gambling, smoking etc.).
34. The contractor shall not allow any workers to live on the site nor to trespass beyond the limits of the site. Access to switch rooms/electrical risers/duct rooms will not be allowed without being accompanied by Estates Office's representatives. The contractor is required to submit the form 'Access to Electrical and Mechanical Room / Service Duct Room (MOUWP1)' to apply for the permit to work.
35. All forms can be obtained on the Estates Office's website at <https://www.estates.hku.hk/eo-general/consultant-contractor-corner/working-hku-campuses>.
36. Consumption of liquor on the site or on the campus is prohibited.
37. Other than under emergency circumstances, the contractor must inform the relevant University project staff 24 hours before the commencement of works.
38. The contractor must report to the general office of the user department before working within the department's office accommodation subject to safety clearance obtained from the relevant HKU office / department.
39. The contractor will be responsible for the security of any key issued to him. Loss or duplication of any key will result in locks being changed at the contractor's own expense.
40. The contractor shall ensure any lifts designated (not exclusive) for use in connection with the works be well protected.

Estates Office

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