

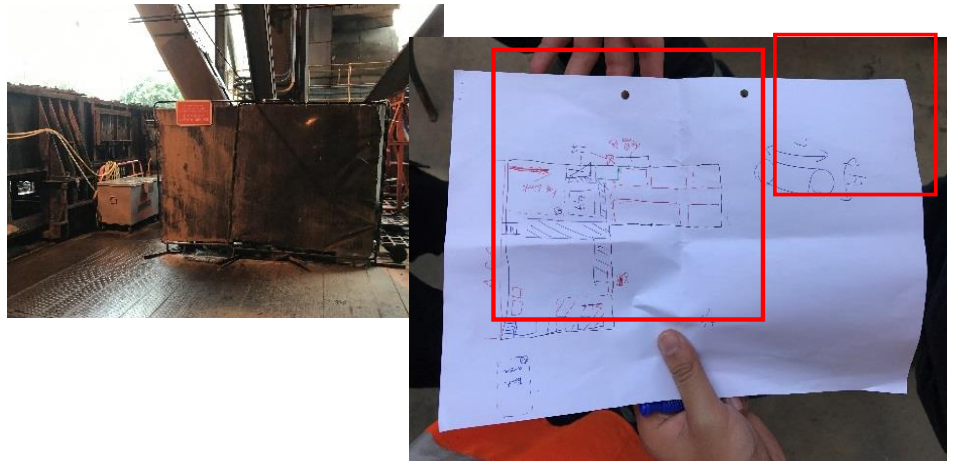
# Work Area Management 工地管理

Guidance Note 指引

**This guidance note covers the main requirements when setting up a work site**

當開始設置工作位置時，這指引已包括大部分設置工作位置的要求事項

Visit the work location before the work starts and sketch some ideas for worksite layout  
在工作開始之前先視察工作地點並繪製工地佈局



“  
**Effective worksite set up helps to minimize risks and present a good image of the company**

有效的工作位置的設置有助減低風險及設立一個良好的公司形象

”

Consider the Following items:  
考慮以下的事項

Item 事項
Movement of vehicles such as forklift trucks 叉車等車輛的移動
Position of cranes or lifting equipment 起重機或起重設備的位置
Storage areas 儲存物料位置
Rest areas and drinking water station 休息區和飲水站
Waste disposal areas 廢物處理區
Tripping hazards 絆倒危險
Low beams 低位的工字
Position of cables, lighting, ventilation fans 電線，照明及風扇的位置
Position of banners / signboards 海報及告示板的位置





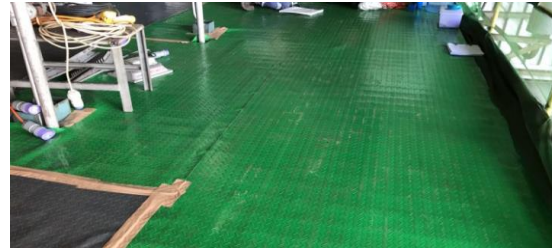
# Good Work Site Setup 良好的工地設置



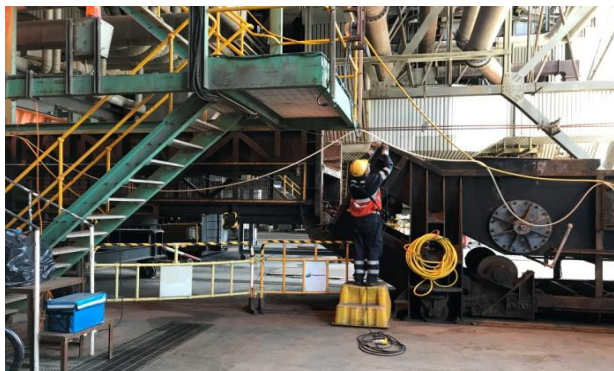
Provision of bins  
提供垃圾筒



Erect Storage rack  
搭建儲物架



Cover grating with canvas  
用帆布鋪設地台



Cable hang overhead  
掛高電線



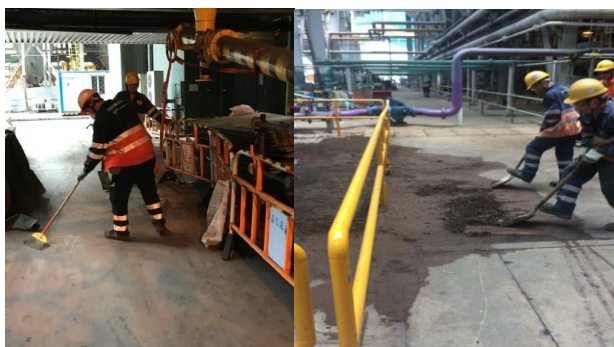
Proper barricade and display signage  
適當圍封及展示警告標誌



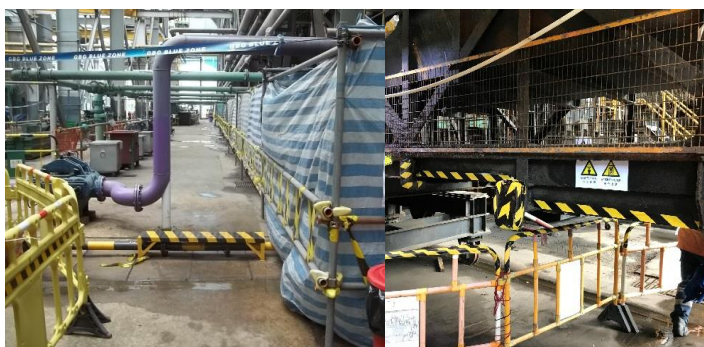
Tools / parts stored in containers  
工具及物料放置在容器中



Provision of drinking water & rest area  
提供飲用水及休息的地方



Keep good housekeeping  
保持良好工地整潔



Uneven floor/ sharp edge wrap with tape  
不平地面及尖角位將貼上警示帶