

## **Technical Seminar** **Safety of Lift Shaft Works**

*(During Construction Stage and Before Handing Over to Lift Installation Contractor)*

Date

Monday, 22 November 2010

Time

10:00am – 12:00pm *(Registration starts at 9:30am)*

Venue

Regus Conference Centre

*(Address: 35/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong)*

Registration Fees

HK\$100 per person *(see remark #6)*

**Objectives**

Many activities take place within or near lift shafts during construction, lift installation, and operation and maintenance stages. Accidents which occur in lift shafts could be catastrophic causing serious injuries or even loss of lives and damage to properties. A Task Force has been formed under the Committee on Construction Site Safety of the Construction Industry Council (CIC) to thoroughly review the work cycle involving the installation of lifts within a construction project. The Task Force aims to develop designated sets of safety precautionary measures for each stage of lift shaft works so as to protect the lives of workers, lift operators, users and associated properties, and to publish them as guidelines. On 22 July 2010, the CIC published a new guideline entitled "Guidelines on Safety of Lift Shaft Works: Volume 1 – During Construction Stage and Before Handing Over to Lift Installation Contractor".

In the technical seminar, the Chairperson and representatives of the Members of the Task Force are invited to share with the audience the experience in the safe management of lift shaft works during construction stage by making reference to the provisions as stipulated under the Guidelines. It is hoped that through the technical seminar, participants could have a better understanding of the Guidelines and could promptly implement the good and safe practices for carrying out lift shaft works on site as recommended in the Guidelines.

**Remarks**

1. The Technical Seminar will be conducted in Cantonese and may be supplemented with English on technical / special terms.
2. Copies of the CIC Guidelines could be downloaded (free of charge) at [www.hkcic.org](http://www.hkcic.org).
3. It is suggested that participation in the Technical Seminar counts for 2 CPD hours.
4. The organiser reserves the rights to make any changes to the programme and speakers without prior notice.
5. The Technical Seminar will be postponed if the No. 8 typhoon signal or above or black rainstorm warning is hoisted 3 hours before the Technical Seminar. CIC will inform the participants by email for any new arrangement subsequently.
6. Application should be made by post enclosed with a cheque payable to the "Construction Industry Council".
7. Reservation by email, fax, telephone and cash payment is not acceptable.
8. Seats are limited and application will be processed on a "first-come-first served" basis. Final reservation is at CIC's discretion. Confirmation email will be sent to the successful applicant in due course. Upon confirmation of the application, no refund will be made for cancellation.
9. For enquiry, please email to the CIC at [enquiry@hkcic.org](mailto:enquiry@hkcic.org).

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**Supporting Organisations**

Development Bureau  
Housing Authority  
Labour Department  
Buildings Department  
Occupational Safety & Health Council

Real Estate Developers Association  
of Hong Kong  
Hong Kong Construction Association  
Hong Kong Federation of Electrical  
& Mechanical Contractors

Hong Kong General Building Contractors Association  
Hong Kong Construction Subcontractors Association  
Lift & Escalator Contractors Association  
MTR Corporation Limited  
Airport Authority

Hong Kong Institute of Architects  
Hong Kong Institution of Engineers  
Hong Kong Institute of Surveyors  
Hong Kong Institute of Project Management

**Technical Seminar on Safety of Lift Shaft Works**  
**(During Construction Stage and Before Handing Over to Lift Installation Contractor)**

Monday, 22 November 2010 | Regus Conference Centre, Hong Kong

**Programme Rundown**

| Time          | Event                                                                                                                                                                                                                                                                     | Speaker                                                                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 09:30 ~ 10:00 | <b>Registration</b>                                                                                                                                                                                                                                                       |                                                                                                                                               |
| 10:00 ~ 10:05 | <b>Welcome Remarks</b>                                                                                                                                                                                                                                                    | Mr CHEUNG Hau-wai<br><i>Chair, Committee on Construction Site Safety</i>                                                                      |
| 10:05 ~ 10:35 | <b>Presentation I :-</b><br>"Past Fatal Accidents and Occupational Safety and Health Hazards associated to Lift Shaft Works"                                                                                                                                              | Mr WONG Wing-yau<br><i>Deputy Chief Operational Safety Officer, Labour Department</i>                                                         |
| 10:35 ~ 11:05 | <b>Presentation II :-</b><br>"Recommended Safety Precautionary Measures and Work Procedures for Working in Lift Shaft"                                                                                                                                                    | Ms Ada FUNG<br><i>Chair, Task Force on Site Safety of Working in Lift Shaft</i>                                                               |
| 11:05 ~ 11:35 | <b>Joint Presentation :-</b><br>"Specific Safety Hazards in relation to Lift Shaft under Temporary Occupation Permit (TOP) Arrangement."<br><br>"Special Attentions to the Planning of Lift Shaft Works at Buildings Under Temporary Occupation Permit (TOP) Arrangement" | Mr Edward YEUNG<br><i>Hong Kong Construction Association</i><br><br>Ms CHENG Miu-miu<br><i>Senior Building Surveyor, Buildings Department</i> |
| 11:35 ~ 11:55 | <b>Questions &amp; Answers Session</b>                                                                                                                                                                                                                                    | Ms Ada FUNG ( <i>Facilitator</i> )                                                                                                            |
| 11:55 ~ 12:00 | <b>Closing Remarks</b>                                                                                                                                                                                                                                                    | Mr CHEUNG Hau-wai                                                                                                                             |

===== **REGISTRATION FORM** =====

(Please **complete and return** the form below by post to the **Construction Industry Council, Room 2001-03, Alliance Building, 130-136 Connaught Road Central, Sheung Wan, Hong Kong** on or before **1 November 2010** for registration)

Last Name : Mr/Ms/Mrs \_\_\_\_\_ First Name : \_\_\_\_\_  
 Company : \_\_\_\_\_ Position : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
 Email : \_\_\_\_\_

Related Association(s) : \_\_\_\_\_

*Note: Confirmation email will be issued for successful application of the technical seminar.*

Declaration: I hereby register for the Technical Seminar on Safety of Lift Shaft Works (During Construction Stage and Before Handing Over to Lift Installation Contractor). I agree with the terms set out by the organiser and declare that the above information is correct. I enclose a cheque in the amount of HK\$100 payable to "Construction Industry Council" (cheque no. \_\_\_\_\_).

- Please keep me informed of future events of CIC (using the above data that I have provided).  
 Please DO NOT keep me informed of future events of CIC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_