

**Drainage Services Department**  
**Technical Circular No. 2/2002**

**Departmental Safety Manual**

**Introduction**

This Circular promulgates the updated departmental Safety Manual (2002 Version) for the use of all DSD's staff and staff employed by the Consultants and Contractors engaged in DSD's works contracts for upkeeping the safety and health at work of DSD's undertakings. The first departmental Safety Manual, which was published in November 1994, is now superseded.

**Safety Manual**

2. Our department is responsible for the planning, design, construction, operation and maintenance of the sewerage system, sewage treatment facilities and stormwater drainage infrastructure in Hong Kong. Our undertakings adopt numerous types of construction techniques and equipment applied in widely different conditions, and therefore the risks encountered are equally diverse. It is important that all personnel involved should acquaint themselves with the safety legislation, safety instructions and procedures in order to ensure that our undertakings are accomplished safely and free from risks to health.
3. This Manual updates the previous one and incorporates essential information regarding safety legislations, instructions, procedures and work practices that are applicable to our undertakings. All DSD's staff and staff employed by the Consultants and Contractors engaged in the design, management and supervision of DSD's works contracts, and DSD's own workforce shall observe and comply with the relevant provisions in this Manual.
4. The Manual is to be used from its date of issue. Officers-in-charge of DSD's workplaces, namely sewage treatment facilities, pumping stations, depots, laboratories and offices, shall ensure that one copy of this Manual is kept in the workplace and made known to all staff concerned. Engineer's Representatives (ERs) who are responsible for DSD's works sites shall ensure that one copy of

the Manual is kept in the site office for use of his/her site staff and another copy is available for use of the Contractor of the works contract.

### **Safety Policy**

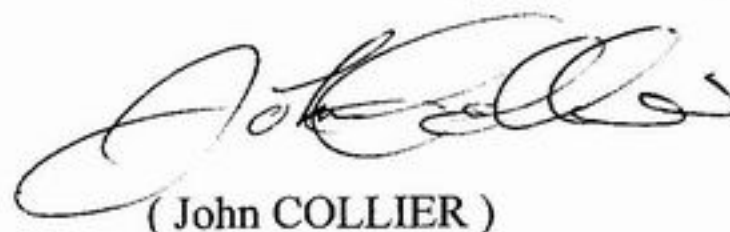
5. Apart from the Manual itself, attention is drawn to the new departmental Safety Policy contained in the Manual. It sets out our commitment and strategy to continuously improving safety and health at work and our targets in accident prevention, as well as the safety responsibilities of DSD's staff, our Consultants and Contractors.

6. Officers-in-charge of DSD's workplaces shall ensure that the Safety Policy is displayed at conspicuous locations in the workplaces under their control, whereas ERs who are responsible for DSD's works sites shall arrange to display the same at conspicuous locations in the site offices. (NB : Safety Policy printed on separate coloured sheets are available for display purpose.) The Policy shall be made known to all DSD's staff and relevant staff employed by our Consultants and Contractors.

### **Remarks**

7. The Manual was prepared by the Safety Advisory Unit of our department. Any enquiries or suggestions regarding the Manual shall be directed to the Senior Engineer/Safety Adviser (SE/SA) who is always prepared to assist. In addition, the Manual will be translated into Chinese and is expected to be available by the end of this year.

8. With our dedicated commitment to safety and the concerted effort of every staff, it is intended that the publication of this Manual will serve as a comprehensive and useful guide for the upkeep of the safety and health at work on all of our undertakings, as well as the promotion of a safety culture amongst our department, our Consultants and Contractors.



( John COLLIER )  
Director of Drainage Services

Encl.

Distribution List for DSD Technical Circular No. 2/2002

Date : 22 March 2002

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- Note 1 : Please visit DSD website <http://www.info.gov.hk/dsd/aboutus/circulars.htm> for additional copies of Circular.
- Note 2 : Please visit DSD Bulletin Board under "Notes" intranet system for additional copies of Circular.
- Note 3 : Additional copies of Safety Policy and Safety Manual can be obtained from SE/SA if needed.
- Note 4 : Officers who have consultancy agreements in hand are requested to inform their consultants, who may obtain copies of the Circular from the Internet.

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