

ASTD Excellence in Practice Award

**Session Title: Workers Registration Centre –
Safety Training
Gammon Construction Limited**

Session Number: W303



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Workers Registration Centre – Safety Training

Introduction

Gammon's Workers Registration Centre was established in 2004. The contents of its Half-Day Induction Training Programme are divided into three sections: health & safety training (60%), environment training (20%) and employees' registration (20%).



This programme is physical, interactive, informative and practical. All Gammon monthly and daily-paid staff and workers, as well as all subcontractors, are required to take part in this training programme. After completion, the participants will clearly understand that health, safety and the environment (HS&E) is a vital part of Gammon's business.

The ultimate objective of this training programme is to provide actual but varied scenes and topics for participants in order to improve their HS&E awareness. The programme also aims to change workers' behaviour in order to prevent accidents and thus improve business for everyone.

The Half-Day Induction Training Programme consists of seven sessions:

1. Workers Registration
2. Safe Working Cycle
3. Excavation Safety
4. Working at Heights
5. Working within a Confined Space
6. Electrical Safety
7. Environmental Protection



Training Method

Demonstrations and discussions will be conducted on the training ground. PowerPoint presentations will be held in the training room, as necessary.

Class Size

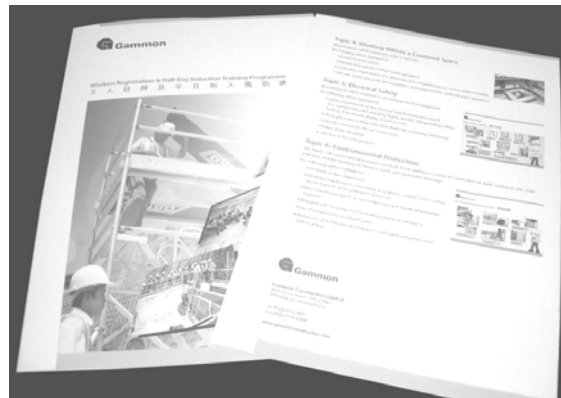
The size of each class will be limited to 20-25 participants.

Duration

The training sessions will be held on a half-day basis.

Morning session: from 8:00 a.m. to noon

Afternoon session: from 1:00 p.m. to 5:00 p.m.



Trainer Qualification

A registered Safety Officer

Trainer Area & Facilities

The training ground will have sufficient facilities and information boards covering the seven HS&E topics. Television sets, seats, desks, computers, LCD projectors, screens, display boards and drinking water will be provided.



Assessment

The trainer will assess the participants' performances. Poor attitude, lateness, disinterest, etc will cause a participant to fail the programme. The assessment of individual participants will be conducted by the trainer and based on the Evaluation Form.



Timetable

1. Assembly in the Training Room (5 mins)
2. Workers Registration (60 mins)
3. Training Sessions (150 mins)
4. Evaluation & Examination (25 mins)

Topic 1: Safe Working Cycle

The trainer will explain and demonstrate the implementation of the Safe Working Cycle and lead all participants in the stretching exercises.



The following will be highlighted:

- Morning safety meeting / assembly
- Hazard identification
- Prior-to-work inspection
- Guidance and supervision at work
- Safety inspection
- Tidying up after work
- Final check after work

Topic 2: Excavation Safety

The trainer will explain the safety requirements at excavation works, including open cut and trench excavations with temporary supports.



The following will be highlighted:

- Stability of the excavation
- Requirements of the competent person
- Weekly examination of excavations: display of Form 4
- Hazards arising from the use of machinery (i.e. excavators, breakers, etc)
- Public safety (e.g. safe access and egress for pedestrians and vehicles)

Topic 3: Working at Heights

All participants will be required to wear a full-body safety harness and climb the working platform using the horizontal lifeline system.



The following will be highlighted:

- Requirements for safe working platforms (e.g. guardrails, access and toe-boards, etc)
- Qualifications of the competent person

- Bi-weekly examination of scaffolding: display of Form 5
- Hazards arising from falls from height
- Use of mechanical equipment to assist with working at heights
- Similar hazards in the construction industry (i.e. working on H-piles / formwork erection, etc)
- Safe use of personal protective equipment, lifelines and the fall arrestor system

Topic 4: Working Within a Confined Space

All participants will be required to enter a manhole.



The following will be highlighted:

- Permit-to-work system
- Hazards arising from confined space operations
- Local safety requirements (i.e. definitions of a competent person and a certified worker)
- Safe use of personal protective equipment and equipment for confined space operations

Topic 5: Electrical Safety

All participants will be required to use existing electrical equipment.

The following will be highlighted:

- Safety requirements of the electrical switch/distribution board (i.e. waterproof socket and plug, highly durable waterproofing cables, locking of the board, display of notices, etc)
- Shock preventor / voltage reduction device for a welding transformer



用電守則

勿：在電線中途“T”線
 勿：使用沒有水線之插頭或電器
 勿：使用不合適之插頭及插座
 勿：擅自接駁電源（如要駁線，必須通知管工或機房總管，代為安排）
 警告：如用電方法不符合電力公司之供電標準，本公司有權切斷電源及收取有關費用。

非法用電 後果自負

- Hazards arising from the use of electricity
- Duties of the electrician
- Selection of fire extinguishers

Topic 6: Environmental Protection

The trainer will explain and demonstrate methods for air pollution control, the promotion of waste sorting on site, noise reduction, and the handling of chemical waste and wastewater discharge.

The following will be highlighted:

- Methods of dust suppression
- Local law requirements concerning air pollution control, noise control, waste disposal, water pollution control, etc
- Provision of noise labels on air compressors and handheld pneumatic hammers
- Requirements for a drip tray for holding chemical substances
- Use of a wastewater treatment plant
- Promotion of sustainable development, and waste reduction, reuse and recycling

