**Report No. 006-FO-Office-1**

Upon receiving this report, the Person In-charge of the department is required to follow up any identified finding(s) for remedial action(s) in accordance with the action level and timeline for each item (please refer to the explanatory notes for more information). This report should then be returned to the Health, Safety and Environment Office with the completion of “Particulars of Action Done” and “Date” in the table in Part 2.

**Safety Inspection Report**

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| **Part 1 – Particulars:** | | | |
| Person-in-charge | Click or tap here to enter text. | Contact Person | Click or tap here to enter text. |
| Location |  | Phone No. |  |
| Inspector(s) |  | Inspection Date & Time |  |
| Report Prepared By | **SHUM, Yuen Wa** | Date of Issuance |  |
|  |  | Report to be Replied By |  |

| **Part 2 – Inspection Findings** | | | | | | |
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| **No.** | **Details** | **Action Level** | **Legal Non-compliance** | **Code** | ***Remedial Action (to be completed by the Department)*** | |
| **Particulars of Action Done** | **Date** |
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**Part 3 – Overall Performance:**

**Part 4 – Recommendation / Reminder**

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| **No.** | **Details** |
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**Explanatory Notes**

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| 1. There are 3 action levels to present the inspection findings as follows:   |  |  | | --- | --- | | ***Action Level*** | ***Required Action and Time Line*** | | I | Recommended good practice / required maintenance work to follow the planned schedule | | II | Remedial action required within 4 weeks | | III | Immediate remedial action required |   2. For items which constitute non-compliance with existing local legislation, they are indicated accordingly. Individual departments are liable for any possible legal consequence thereof.  3. Each inspection finding is identified with a code according to its area of safety concern. Please find below the code list:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | ***Code*** | ***Area*** | ***Code*** | ***Area*** | ***Code*** | ***Area*** | | 1 | Air quality; Ventilation | 9 | Furniture; Lighting | 17 | Manual handling | | 2 | Boiler & pressure vessel | 10 | Gas safety (cylinder/ piping/ detector/ alarm) | 18 | Personal protective equipment | | 3 | Broken glass & sharps | 11 | Hazardous waste management | 19 | Food Hygiene | | 4 | Chemical safety | 12 | Housekeeping | 20 | Work above ground | | 5 | Dangerous goods/ chemicals regulatory issues | 13 | Information & instruction, Label & signage | 21 | Work at height | | 6 | Electrical safety | 14 | Ingress & egress | 22 | Unsafe behavior | | 7 | Emergency facilities | 15 | Safety management: documentation, training | 23 | Others | | 8 | Fire safety | 16 | Machinery & tools; LALG | 24 | Good Practice |   4. The overall safety performance resulted from this inspection is rated as:   |  |  | | --- | --- | | ***Satisfactory:*** | The area of inspection was maintained in good and safe conditions without or with only very few and minor items for rectification | | ***Fair:*** | Certain safety issues were identified and the safety status requires continuous efforts for improvement | | ***Unsatisfactory:*** | There were major safety issues or lots of unsatisfactory findings which require substantial efforts in improving the safety status | |