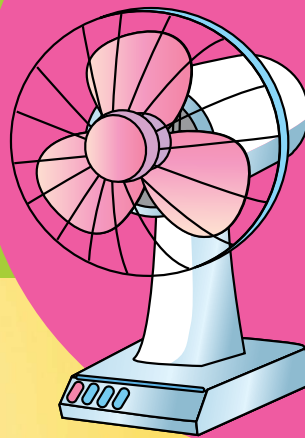


Safe Use of **Electric Fans**



Carrying out Energy Audit under the Buildings Energy Efficiency Ordinance (Cap. 610)



Safety of Gas Installations in Restaurants



Registered Lift and Escalator Contractors' Performance Rating



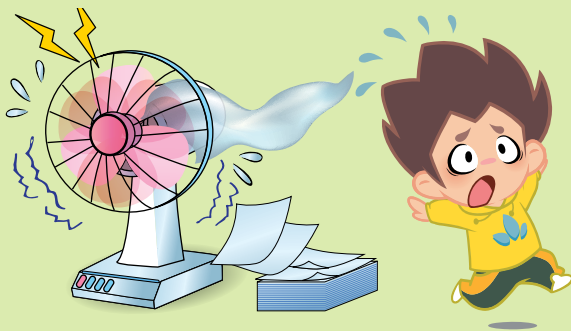
Editor's Notes

This E&M Safety Newsletter is already the 21st issue. We would like to express our heartfelt thanks for your support. In this issue, we will provide you with safety tips on the use of electric fans, and information on building energy audit, safety of gas installations in restaurants as well as the performance rating system for registered lift and escalator contractors. As the weather gets warmer with the approach of the summer vacation, there will be more occasions for the use of the electric fan. Attention to safety should be paid. We wish you a joyous holiday.

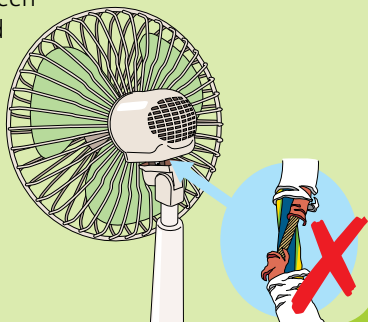


Safe Use of Electric Fans

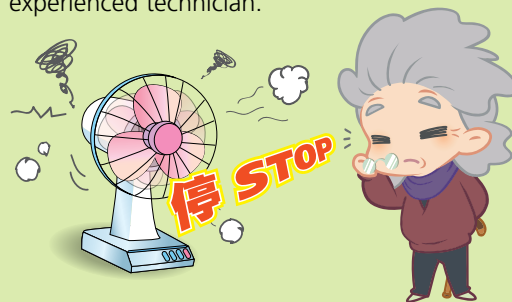
- The electric fan should be placed and used on a hard and leveled surface with minimum tripping hazard.
- Allow sufficient space around the electric fan for heat dissipation and free movement, so as to avoid danger caused by nearby objects being sucked into the fan blades.



- Do not put or use the electric fan in a place where it can easily be splashed by water, such as near the window or in the bathroom, to avoid the danger of electric shock.
- Do not let children put their fingers or other objects into the fan guard to avoid danger.
- Do not use the electric fan if its casing is broken.
- Check if the flexible power cord which moves with the electric fan has been worn out by prolonged use. A damaged cord may cause danger of short-circuiting or exposure of live wire cores.



- If abnormalities, such as strange noises and smells, or tripping for unknown reason, are detected, stop using the electric fan and arrange for checking and repair by an experienced technician.



- Switch off and unplug the electric fan before leaving home or if it will not be in use for a long period.
- Clean the electric fan regularly according to the user manual.
- Unplug the electric fan before cleaning and prevent water from getting inside the fan.

Carrying out Energy Audit under the Buildings Energy Efficiency Ordinance (Cap. 610)



The Buildings Energy Efficiency Ordinance (BEEO), which came into full operation on 21 September 2012, requires owners of commercial buildings and commercial portions of composite buildings to engage Registered Energy Assessors (REAs) to conduct energy audits for the central building services installations, including lighting installations, air-conditioning installations, electrical installations as well as lift and escalator installations, in their buildings once every ten years in accordance with the Code of Practice for Building Energy Audit (Energy Audit Code or EAC).

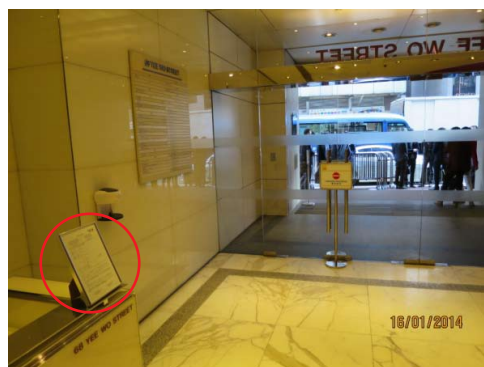
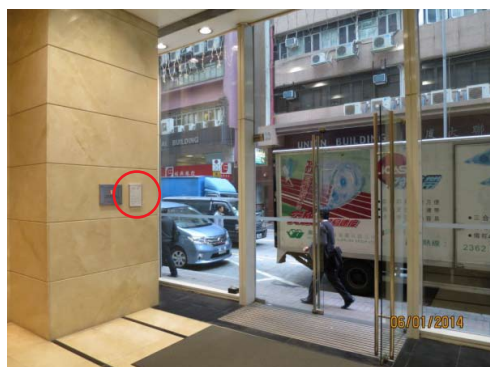
The first energy audit should be carried out in accordance with the timetable as specified in Schedule 5 of the BEEO. If the “occupation permit” of the building was issued during the period from 1 January 1978 to 31 December 1987, the building owner should engage an REA to conduct the first energy audit on or before 20 September 2014.

Schedule of the first energy audit

Issue date of “occupation permit”	Period within which the first energy audit must be carried out
On or after 1 January 1988	Not later than 20 September 2013
1 January 1978 – 31 December 1987	Not later than 20 September 2014
1 January 1970 – 31 December 1977	Not later than 20 September 2015
On or before 31 December 1969	Not later than 20 September 2016

Upon completion of the energy audit, the building owner should obtain an Energy Audit Form and an energy audit report from the REA. The Energy Audit Form shows the Energy Utilisation Index of a building, which indicates the energy consumption of the building in MJ and kWh per m² per annum respectively. The building owner should display a copy of the Energy Audit Form in a conspicuous position at the main entrance of the building.

In order to give an overview and certain explanations of the BEEO requirements and the EAC’s technical requirements, EMSD has issued the Technical Guidelines on Energy Audit Code (TG-EAC) 2012 Edition. The TG-EAC has been uploaded to the BEEO website (www.beeo.emsd.gov.hk) which also provides other BEEO-related information, such as FAQs, for public reference.



Displaying the valid Energy Audit Form in a conspicuous position at the main entrance of the building





Safety of Gas Installations in Restaurants

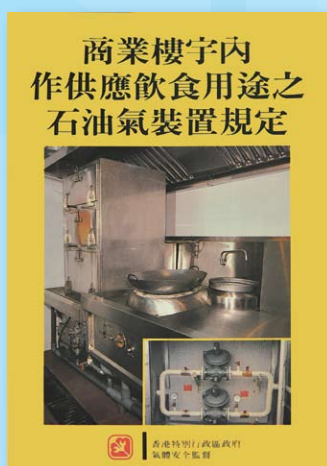
Gas installations in restaurants generally include gas cooking appliances, gas water heaters, gas fittings, LPG cylinders and town gas or central LPG supply, etc.

Members of the public may refer to the Gas Utilisation Code of Practice 06 - Minimum Requirements for Installation of Liquefied Petroleum Gas (LPG Vapour) for Catering Purposes in Restaurants and Food Preparation Establishments and the Code of Practice GU21 – Requirements for Town Gas Installations for Catering Purposes in Restaurants and Food Preparation Establishments published by the Electrical and Mechanical Services Department (EMSD) to learn more about the technical requirements and specifications of such installations. The two codes of practice are available for free downloading at the EMSD website at <http://www.emsd.gov.hk>.

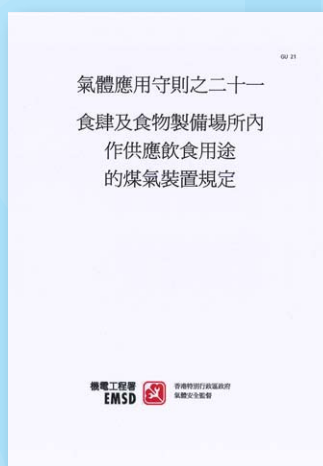


Gas installations in a kitchen

According to the Gas Safety Ordinance (Cap. 51), the installation, testing, replacement and maintenance of all gas appliances should only be carried out by registered gas installers under the employ of registered gas contractors. It is an offence under the law for users to carry out gas installation works by themselves.



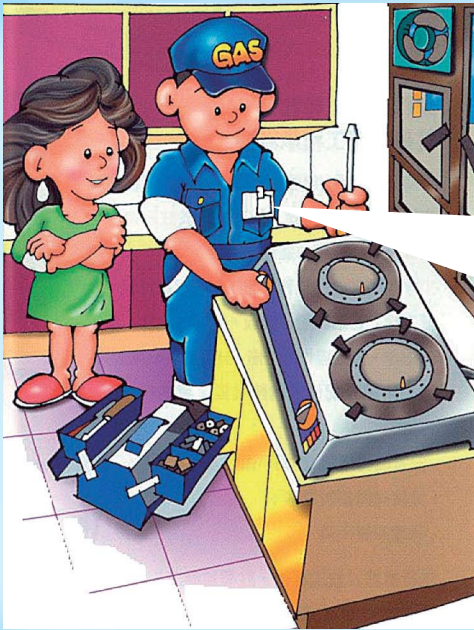
Gas Utilisation Code of Practice 06



Code of Practice GU21



Gas appliances should be installed in accordance with the requirements of the Gas Safety (Installation and Use) Regulations so as to facilitate maintenance and servicing. They must also be installed at a well-ventilated location without becoming a fire hazard or impeding the means of escape. Users should adhere to the manufacturers' recommendations in using the appliances, with a view to ensuring safe operation and optimum performance.



Registered Gas Installer



Registered Gas Installer Card



For gas safety reasons, users should arrange a registered gas supply company or a registered gas contractor to conduct regular safety checks on the gas appliances in their restaurants once every 12 months to ensure that the appliances are kept in good condition.

Users should put in place safety measures for dealing with emergency and in preparedness for unexpected gas incidents. For example, restaurant staff should know well the location and operation of the emergency control valve and the fire extinguisher, so that prompt response can be made in the event of an incident.



Emergency Control Valve



Mechanical Ventilation System

Restaurant operators should also arrange relevant training for staff who should familiarise themselves with the response procedures of the safety measures and their respective responsibilities, etc. The safety measures for dealing with emergency should be posted at conspicuous positions in the restaurant to acquaint staff members with such measures.

For enquiries on gas installations in restaurants, please contact the relevant registered gas supply companies or registered gas contractors. You may also visit the EMSD website at <http://www.emsd.gov.hk> or call the Citizen's Easy Link 1823 call centre.

Registered Lift and Escalator Contractors' Performance Rating

Introduction to the Registered Lift and Escalator Contractors' Performance Rating System

To assist lift/escalator owners or their property management agents in choosing a suitable contractor for maintaining and repairing their lifts/escalators, the Electrical and Mechanical Services Department (EMSD) introduced a "Registered Lift and Escalator Contractors' Performance Rating" system in June 2009. The system is based on a scheme of performance monitoring (PM) points, which aims at reflecting contractor performance in respects of safety and service quality of lift/escalator works through a fair and transparent mechanism. The system is not a requirement under the Lifts and Escalators Ordinance (the Ordinance). It is an administrative measure adopted by EMSD to support the enforcement of the Ordinance. EMSD reviews and improves the "Registered Lift and Escalator Contractors' Performance Rating" system from time to time. The current system is the latest version incorporating the amendments made after consulting the Lift and Escalator Safety Advisory Committee.

Operating Mechanism

Operation of the "Registered Lift and Escalator Contractors' Performance Rating" system is based on the accumulation of PM points. If a contractor's performance is inferior and an instance of non-compliance is identified during lift/escalator inspections conducted by EMSD, EMSD will take appropriate follow-up and enforcement actions, and will have PM points recorded against the contractor due to inferior performance and non-compliance. The PM points accumulated will be valid for 12 months. The "Registered Lift and Escalator Contractors' Performance Rating" will be updated and announced every 3 months.



Star Rating System

After consulting the Lift and Escalator Safety Advisory Committee, EMSD switched to a new format in announcing the results of the "Registered Lift and Escalator Contractors' Performance Rating" on 29 January 2014, with a view to assisting responsible persons for lifts and escalators in selecting a registered contractor for maintenance and repair services through a simpler and clearer Star Rating System. Contractors will be awarded a green Safety Star "★" if no instance of safety non-compliance has been identified in their lifts and escalators in the course of inspections during the past 12 months. When a contractor is awarded a Safety Star, the performance rating on its service quality will be indicated by the number of blue Quality Stars "★". The greater the number of Quality Stars, the better the performance of the contractor. For contractors who are not awarded any Safety Star, EMSD will add in the remarks that they have safety non-compliance problems and warning letter has been issued to them.

Different performance ratings of contractors:

“Safety Star★” + “Quality Stars★”



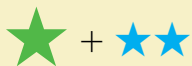
No instance of non-compliance identified in respects of safety and service quality in recent performance ratings for two consecutive quarters (Awarded a Safety Star and performance index on service quality at 100 points in recent performance ratings for two consecutive quarters)



No instance of non-compliance identified in respects of safety and service quality (Performance index on service quality at 100 points in the performance rating of this quarter)



No instance of non-compliance identified in respect of safety and performance index on service quality between 90 and 99 points



No instance of non-compliance identified in respect of safety and performance index on service quality between 80 and 89 points



No instance of non-compliance identified in respect of safety and performance index on service quality between 70 and 79 points



No instance of non-compliance identified in respect of safety and performance index on service quality less than 70 points

Instance of non-compliance has been identified in respect of safety and EMSD has issued warning letter. The record of non-compliance will be valid for one year.



The accord of PM points will be explained in detail in the next issue of E&M Safety Newsletter.

E & M Safety Quiz

Please fill in the reply slip below with **the most appropriate answers** and send it by post or by fax to the Editor, E&M Safety Newsletter (contact information is shown at the bottom of this page). The first 500 of the quiz participants answering all questions correctly will receive a souvenir.

1. Which of the following is a proper way to use electric fans?

- A. If using the electric fan leads to tripping, reset the circuit breaker and continue to use the electric fan.
- B. If the fan guard of the electric fan becomes loose, just fasten it with adhesive tape and continue to use the electric fan.
- C. Clean the electric fan regularly according to the user manual.
- D. In order to keep our home cool and ventilated, the electric fan should be kept turned on while we are out or when no one is at home.

2. If a residential building was issued an "occupation permit" on 12 April 1983, when should the owner of the building engage a Registered Energy Assessor to conduct the first energy audit?

- A. Not later than 20 September 2014
- B. Not later than 20 September 2015
- C. Not later than 20 September 2016
- D. Not required, as the energy audit requirement stipulated in the Buildings Energy Efficiency Ordinance does not cover residential buildings

3. Which one of the following requirements applies to the installation of gas appliances in a restaurant?

- A. The installation location should be well-ventilated

- B. The installation location should not be a fire hazard
- C. The installation location should not impede the means of escape
- D. All of the above

4. What is the validity period of the accumulated PM points under the "Registered Lift and Escalator Contractors' Performance Rating" system?

- A. 1 month
- B. 2 months
- C. 6 months
- D. 12 months

5. Where should we avoid placing an electric fan?

- A. A hard and stable surface with minimum tripping hazard.
- B. A place with sufficient space around the electric fan for heat dissipation and free movement.
- C. A place where the electric fan can easily be splashed by water.
- D. None of the above.

6. When was the "Registered Lift and Escalator Contractors' Performance Rating" system implemented?

- A. June 2009
- B. January 2012
- C. June 2013
- D. January 2014

REPLY SLIP ^[2]						
Name:				Tel.:		
Hong Kong Address:						
Answers:						
Q1	Q2	Q3	Q4	Q5	Q6	
Where did you get this E&M Safety Newsletter?						
Residential estate	School	District Office	New immigrant centre			
Others (please specify):						

[1] Only the first 500 of the quiz participants sending in the Reply Slip with all answers correct will be notified.

[2] The personal data provided in the Reply Slip will only be used for the E & M Safety Quiz purpose. It will be kept confidential and will not be disclosed to any third party. You have the right to request in writing to check whether EMSD is keeping your personal data, to access or correct it, and to enquire about our policy and procedures in the use of such data as well as the types of personal data we are keeping. The above terms do not affect your rights as set out in the Personal Data (Privacy) Ordinance.

Answers to last issue's quiz: 1.C 2.D 3.D 4.D 5.B 6.B

Feedback

Your comments and suggestions, whether on editorial style or contents, are most welcome. Tell us how we can improve and make the E & M Safety Newsletter a truly informative and interesting publication for you. Both the English and Chinese versions of the E&M Safety Newsletter are available on our website at <http://www.emsd.gov.hk>. Please contact us should you need a printed copy.

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