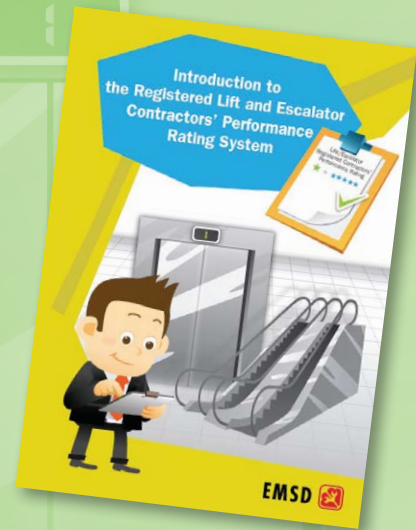
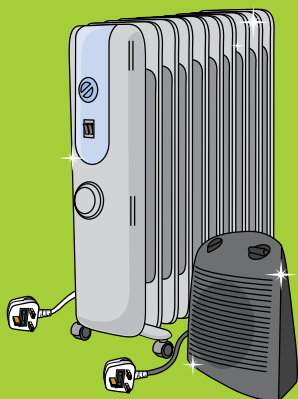


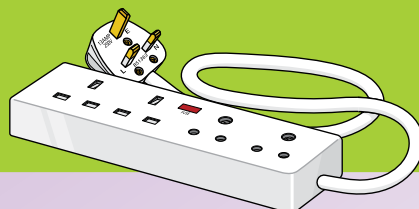
Use Disposable LPG Cylinders Safely



An Overview on the Scheme of Performance Monitoring Points for the Registered Lift and Escalator Contractors' Performance Rating System



Safety Tips on Purchase and Use of Electric Heaters and Extension Units



Save Energy, Go Green: Energy Saving Charter on Indoor Temperature



Editor's Notes

This is the 22nd issue of E&M Safety Newsletter, and we would like to express our heartfelt thanks for your support all along. In this issue, we shall share with you information on the safe use of Disposable Liquefied Petroleum Gas (LPG) Cylinders, the Energy Saving Charter on Indoor Temperature and the Performance Monitoring (PM) Points scheme for registered lift and escalator contractors, as well as safety tips on the purchase and use of electric heaters and extension units. As the New Year is approaching, we would also like to wish you a joyous and safe festive holiday.

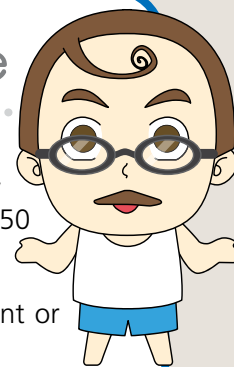
Use Disposable LPG Cylinders Safely

Disposable LPG cylinders are cylinders which are not constructed or intended to be refilled with LPG after once containing such gas. Disposable LPG cylinders can be used for a variety of purposes, which include as LPG cartridges suitable for portable cassette cookers and LPG blow torches, LPG canisters for camping appliances and cigarette lighter refills.

According to Regulation 7 of the Gas Safety (Gas Supply) Regulations (Cap. 51 sub. leg. B), all disposable LPG cylinders used in Hong Kong must be type approved by the Gas Authority (i.e., the Director of Electrical and Mechanical Services).



Store Disposable LPG Cylinders with Care



- ✔ Read carefully and follow the safety guidelines printed on the cylinder
- ✔ Handle and keep cylinders with care to avoid damage
- ✔ Keep cylinders in an upright position in a dry, cool, well-ventilated place away from flame and heat sources
- ✔ Keep cylinders in a place out of reach of children
- ✔ Check the conditions of cylinders regularly and contact the local agent/supplier if you have questions
- ✘ Do not store an excessive quantity of cylinders (approximately over 50 cylinders)
- ✘ Do not keep cylinders in a basement or near a drainage channel
- ✘ Do not keep cylinders in an enclosed place, such as inside the car compartment exposed to the high temperature of direct sunlight



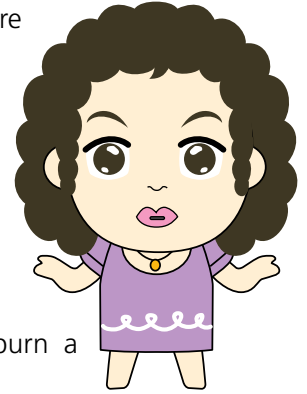
Use

Disposable LPG Cylinders Safely

- ✔ Follow strictly the safety instructions printed on the cylinder and in the user manual of the gas appliance
- ✔ Check whether the cylinder and the gas appliance are in normal conditions and ensure that the gas appliance is turned off and its coupling is perfectly matched with the cylinder before use.
- ✔ Keep away from flame and heat source when installing and removing cylinders
- ✔ Ensure the coupling recess of the LPG cartridge faces upward when installing the cartridge in the portable cassette cooker
- ✔ After connection, check and make sure there is no gas leakage before turning on the gas appliance
- ✔ Use gas appliance only in a well-ventilated place away from flammable materials
- ✔ Where possible, consume all LPG contained in the cylinder before replacement
- ✔ Consume all LPG contained in the cylinder before disposal



- ✘ Do not refill the cylinder
- ✘ Do not use cylinders without self-sealing valves
- ✘ Do not use cylinders in a smoking area or confined area where electrical appliances are in operation
- ✘ Do not place cylinders on naked flame, fire or an incandescent surface
- ✘ Avoid inhaling the contents of cylinders
- ✘ Do not puncture or burn a used cylinder



Note: Disposable LPG cylinders should be stored and used carefully. If the cylinders are not handled properly, LPG leaked from the cylinder may cause fire and explosion resulting in a serious incident.

If you detect or suspect a gas leak from a disposable LPG cylinder, you should take the following actions immediately, if safety permits:

1. Extinguish all naked flame;
2. Do not use the telephone or operate any electrical switches nearby;
3. In the event of an abnormal combustion or emergency incident, turn off the appliance to cut off the gas supply first and then disconnect the cylinder from the appliance if possible;
4. Move the appliance and cylinder immediately to a well-ventilated area which is away from ignition source;
5. Open all windows and doors wide to disperse the gas;
6. Do not use the appliance again until it has been checked for safety by the agent (appliance supplier);
7. Do not use the cylinder again until all necessary steps have been taken to prevent gas from escaping again;
8. If the gas leak is serious, or if for any reason you are unsure, you should immediately evacuate to a place of safety and notify the persons present to stay away from the cylinder. Dial 999 to notify the Fire Services Department.

For further information on disposable LPG cylinders, please visit the EMSD website at <http://www.emsd.gov.hk>.

An Overview on the Scheme of Performance Monitoring Points for the Registered Lift and Escalator Contractors' Performance Rating System



The last issue of this newsletter featured the Registered Lift and Escalator Contractors' Performance Rating System (CPR) which was designed to assist lift/escalator owners or their property management agents in choosing a suitable contractor for maintaining and repairing their lifts/escalators. We now explain further the performance monitoring (PM) points scheme of the CPR.

Performance Monitoring Points Scheme

The scheme works like this:

1. Non-compliant items are classified into 6 categories, namely, Categories A, B, C, D, E and X. Category A consists of safety critical non-compliant items and is the category for rating Safety Performance. Non-compliant items in Categories B, C, D and E are under the category for rating Services Quality Performance. According to difference in degree of severity, each item of non-compliance in Categories B, C, D and E is accorded 6 PM points, 4 PM points, 3 PM points and 2 PM points respectively. Category X includes convictions by the Court for contraventions of the Ordinance and guilty counts by the Disciplinary Board, which are accorded 20 PM points and 15 PM points respectively. The irregularities relating to Category X are those that have not been included as non-compliant items in the CPR, or those which have not been identified in an audit inspection. Category X non-compliant items are also under the Services Quality Performance category.
2. In relation to paragraph 1, EMSD will, apart from according PM points for non-compliant items and rating the performance, issue warning letters to registered contractors (RC) in the following circumstances:
 - a. Identification of any Category A non-compliant item or a total of 12 PM points or more accorded for non-compliant items under the Services Quality Performance category in a single lift/escalator inspection; or
 - b. The average PM points accorded over a 12-month period exceed 4 PM points.
3. To effectively reflect the performance of RCs, only the performance rating of RCs with 5 or more lifts/escalators inspected by EMSD in the assessment period will be included in the publication.
4. Simplified examples of non-compliant items are listed at the end of the Introduction to the Registered Lift and Escalator Contractors' Performance Rating System brief published by EMSD, which may be downloaded for reference from the following website: http://www.emsd.gov.hk/emsd/e_download/pps/le/CPR_Scheme_Leaflet.pdf. (Remarks: To know more about the non-compliant items, refer to the detailed description in the Circular posted on EMSD's website at http://www.emsd.gov.hk/emsd/e_download/pps/circular/A3/3_2013.pdf)

Overall Performance Rating

The Overall Performance Rating of an RC is made up of two parts: **Safety Performance Rating** which refers to the identification of Category A non-compliant items, and **Services Quality Performance Rating** which refers to the index (0 to 100 marks) as calculated from the PM points accorded. The formula is as follows:

$$\text{Services Quality Performance Index} = 100 \times \left[1 - \frac{\text{total PM points accorded}}{\text{number of lifts/escalators inspected in the period}} \right]$$

Example: Company A has 75 lifts inspected by EMSD during the assessment period. Five non-compliant items were found and none of them was a Category A safety critical non-compliant item.

Example of PM points accorded consequent to the identification of non-compliant items

Category of Non-compliant Item	Description	PM Points Accorded
Category B	Ineffective emergency alarm device	6
Category B	Ineffective car emergency lighting	6
Category C	Inoperative car ventilation fan	4
Category D	Ineffective landing door emergency release function	3
Category E	Inoperative car lighting	2

Services Quality Performance Index of Company A

$$= 100 \times [1 - (6+6+4+3+2) \div 75]$$

$$= 72 \text{ points}$$



Registered Contractors' Performance Rating Levels

“Safety Star★” + “Quality Stars★”



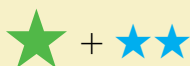
No non-compliance found in both safety and services quality aspects in two recent quarterly announcements (Safety Star awarded and the services quality performance index is at 100 points in the two recent quarterly announcements)



No non-compliance found in both safety and services quality aspects (services quality performance index is at 100 points in this quarterly announcement)



No non-compliance found in safety aspect and services quality performance index is between 90 and 99 points



No non-compliance found in safety aspect and services quality performance index is between 80 and 89 points



No non-compliance found in safety aspect and services quality performance index is between 70 and 79 points



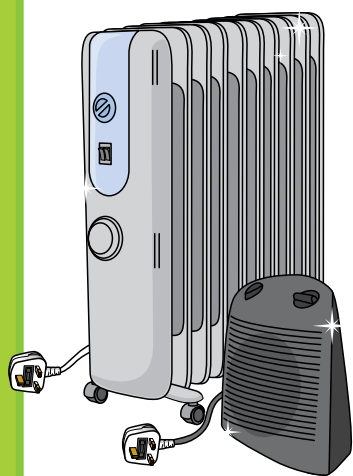
No non-compliance found in safety aspect and services quality performance index is less than 70 points

Non-compliance found in safety aspect, thus a warning letter from EMSD has been served. The record of non-compliance will be valid for one year.

Safety Tips on Purchase and Use of Electric Heaters and Extension Units

The Electrical Products (Safety) Regulation (the Regulation), under the Electricity Ordinance, Cap. 406, provides statutory control over the safety of all household electrical products supplied in Hong Kong to reinforce public safety in the use of these products. Under the Regulation, suppliers of household electrical products must make sure that the products have been issued with a valid Certificate of Safety Compliance as proof that they comply with the relevant international safety standards or other equivalent safety standards before they are supplied in Hong Kong. Members of the public should take heed of the following when buying and using electric heaters and extension units:

Points to Note when Purchasing and Using Electric Heaters:



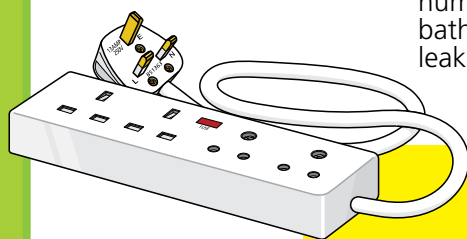
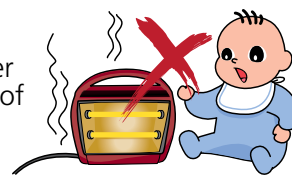
1. Choose and buy branded electric heaters from reputable stores.
2. Place the electric heater on a flat and firm surface where it cannot be easily knocked over to prevent tilting or collapse, and any fire or burns that may result therefrom.
3. Do not place any combustible objects or clothes near the electric heater, lest they be ignited by the heat from the electric heater and start a fire.



4. Do not place the electric heater in a humid environment, such as in the bathroom, etc. Otherwise, electrical leakage or a short circuit may happen

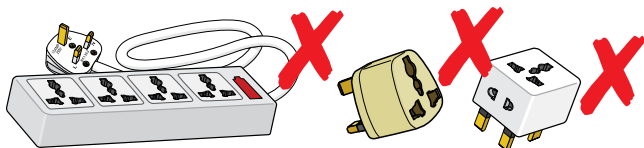
to its internal components.

5. The electric heater should be powered by a single socket outlet to avoid overload.
6. For the sake of safety, switch off power before going out or when the heater is not in use.
7. Keep the electric heater out of reach of children.
8. Switch off and unplug before cleaning the electric heater.
9. Adhere to the user manual for use and maintenance of the electric heater.
10. If abnormalities such as strange noises and smells, or tripping for unknown reason are detected, stop using the electric heater immediately and arrange for an inspection by the supplier or an experienced technician.



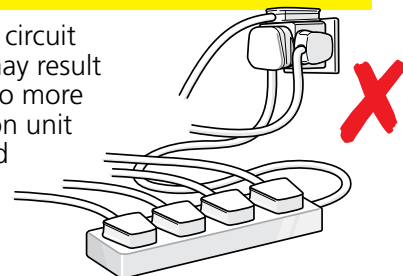
Points to Note when Purchasing and Using Extension Units:

1. Only purchase and use extension units that comply with relevant safety standards (i.e. BS1363 or BS546).
2. Only purchase and use extension units with safety shutters.
3. Do not purchase or use any extension units with irregular holes. Each side of the socket outlet should accept one type of plug only.



4. Stop using the extension unit if the following defects are found: the plug cannot be securely inserted into the holes; there are difficulties in inserting the plug into or withdrawing it from the holes; the extension unit is damaged, cracked or the plug pins have loosened.

5. To prevent power circuit overload which may result in a fire hazard, no more than one extension unit should be inserted into a socket outlet. No adapter should be inserted into an extension unit and vice versa.



6. Place the extension unit on a flat and firm surface safe from collision to prevent it from being hit by other objects and getting broken. Never hang the extension unit by its flexible cord lest the wire connection may be damaged and cause danger.
7. Do not insert a two-pin plug into an extension unit by force.
8. Do not use the extension unit in a wet or humid environment, such as in the bathroom.

Save Energy, Go Green: Energy Saving Charter on Indoor Temperature

Promoting energy saving is the linchpin of our efforts to combat climate change. Buildings account for 90% of electricity consumption in Hong Kong and more than 60% of the greenhouse gas emissions. Around one-third of total electricity consumption is caused by air-conditioning. The Energy Saving Charter on Indoor Temperature scheme, since its launch 2012, has been well received by owners and operators of many shopping malls, shops, office premises and offices. Participants have pledged to maintain an indoor temperature of between 24 and 26 degrees Celsius in summer.

This year, the Government is extending the charter scheme to residential buildings and housing estates. As of 30 September 2014, a total of 34 developers and management companies have pledged to maintain the average indoor temperature of common areas at over 140 shopping malls at between 24 and 26 degrees Celsius from June to September. In addition, more than 510 shops, 250 office premises, 960 offices and common areas of 152 housing estates and some 80 residential buildings have signed up for the charter. All participants will display the Energy Saving Charter on Indoor Temperature and relevant publicity materials at their premises to disseminate the message of energy saving to their staff, customers and the general public.



- Secretary for the Environment, Mr. WONG Kam-shing, speaks at the launch ceremony of the Energy Saving Charter on Indoor Temperature 2014

Energy Saving Charter on Indoor Temperature 2014 Launch Ceremony

Officiating at the launch ceremony of the Energy Saving Charter on Indoor Temperature 2014 on 29 May 2014, Secretary for the Environment, Mr. WONG Kam-shing, pointed out that greenhouse gas concentration in the atmosphere had reached its highest level in the past 800,000 years. In the face of global climate change, there is no time to spare in reducing carbon emissions by saving energy. Noting that the theme of the charter scheme was community-wide participation in energy-saving, Mr. WONG hoped that all sectors of the community and the public would work together to save energy and tackle climate change.

More than 180 representatives of the participating developers, relevant organisations, and environmental advisory bodies attended the ceremony.



- Mr. WONG Kam-shing (first row, seventh from right), Deputy Director of Electrical and Mechanical Services Mr. SIT Wing-hang (first row, sixth from right), Assistant Director of the Hong Kong Observatory Mr. LAI Sau-tak (first row, eighth from left) with representatives of the two power companies and representatives of developers and management companies supporting the Energy Saving Charter on Indoor Temperature

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^[1] of the quiz participants answering all questions correctly will receive a souvenir (on a first-come-first-served basis).

1. What should not be done when using and storing disposable LPG cylinders?

- A. Keep cylinders in an upright position in a dry, cool, well-ventilated place away from flame and heat sources.
- B. Read carefully and follow the safety guidelines printed on the cylinder.
- C. Refill disposable LPG cylinders.
- D. Keep away from flame and heat source when installing or removing cylinders.

2. What should not be done when storing disposable LPG cylinders?

- A. Store an excessive quantity of cylinders (over 50 cylinders).
- B. Handle and keep cylinders with care to avoid damage.
- C. Check the conditions of cylinders regularly and contact the local agent/supplier if you have questions.
- D. Finish the purchased cylinders as soon as possible.

3. Under the Registered Lift and Escalator Contractors' Performance Rating System, non-compliance items are classified into _____ categories.

- A. 3
- B. 4
- C. 5
- D. 6

4. What is the special design feature of extension units that comply with the statutory requirements of Hong Kong?

- A. Fitted with safety shutters.
- B. Irregular socket holes.
- C. Fitted with socket holes for two-flat pin plugs.
- D. Each side of the socket outlet accepts various types of plugs.

5. Which of the following is not a correct way of using an electric heater?

- A. Do not place any objects near an operating electric heater.
- B. Switch off and unplug before cleaning the electric heater.
- C. Share the same power socket with other electrical appliances.
- D. Place the electric heater on a flat and firm surface safe from collision.

6. Participating organisations of the Energy Saving Charter on Indoor Temperature have pledged to maintain the average indoor temperature within what ranges in summer?

- A. Between 18 and 20 degrees Celsius
- B. Between 20 and 22 degrees Celsius
- C. Between 22 and 24 degrees Celsius
- D. Between 24 and 26 degrees Celsius

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.C 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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