

**Minutes of the 34th Meeting of  
the Electrical Safety Advisory Committee (ESAC)**

Date : 24 March 2017

Time : 2:30 p.m.

Venue : Room 7102, 7/F, EMSD Headquarters, 3 Kai Shing Street, Kowloon, Hong Kong

Present

Mr CHUNG Fuk-wai, Simon (Chairman)

Mr CHAN Fan

Dr LIU Hong-fai, Dandy

Mr CHEUNG Ching-yeung

Dr CHAN Ka-wing

Ms NG So-kuen

Mr CHOI Wai-man

Mr TO Wang-kam, Albert

Ms LAM Lee, Alice

Mr SIN Long-ying

Professor HUNG Yeung-sam

Mr CHEUNG Hung-kwan

Ms Annie Lai Chui-yi

Mr LOK Kwei-sang, Tandy

Mr CHAN Chor-man, Chapman

Mr YU Chen-on, Emil

Mr WAI Yip-kin

Ms CHOI Wing-yee, Cornelia

Mr YIU Tak-tai, Boris (Secretary)

In attendance

Mr LAI Hon-chung, Harry Assistant Director/Electricity and Energy  
Efficiency, EMSD

Mr CHAN Ka-chung Chief Electrical and Mechanical  
Engineer/Electricity Legislation, EMSD

Mr YAN Man-kit, Andrew Senior Electrical and Mechanical  
Engineer/Consumer Installations, EMSD

Mr LAM Ping-wai Senior Electrical and Mechanical  
Engineer/Electrical Products, EMSD

Mr CHENG Koon-man Senior Electrical and Mechanical  
Engineer/Nuclear and Utility Safety, EMSD

Absent with Apologies

Mr YIP Ping-nam

Action

**Agenda Item 1: Opening Remarks**

1. The Chairman welcomed members to the 34th meeting of the Electrical Safety Advisory Committee (ESAC). He introduced to members those who were in attendance at the meeting.
2. The Chairman reminded members that they must observe the guidelines on declaration of interests for members of public councils, boards and committees. If a member became aware that a conflict of interests might arise from his/her participation in the discussion of an agenda item, he/she must disclose full details of the interests involved accordingly. The interests declared would be recorded in the minutes of meeting.

**Agenda Item 2: Confirmation of Minutes of the 33rd Meeting Held on 27 September 2016**

3. Members did not raise any amendment to the minutes of the 33rd meeting or matters for follow-up. The Chairman declared the minutes of the 33rd meeting confirmed. The Electrical and Mechanical Services Department (EMSD) would arrange to upload the minutes of meeting on its website for public reference.

**Agenda Item 3: Special Actions Taken to Ensure the Safety of Fixed Electrical Installations (ESAC Paper 01/2017)**

4. EMSD briefed members on the above paper, which presented a summary of special regulatory actions taken by EMSD to ensure the safety of fixed electrical installations such as mini-storages, construction/renovation work sites, large outdoor signboards, as well as the coming planned initiatives on inspection work.
5. A member stated that as the temporary power supply installations on general work sites were managed by the developers, he suggested EMSD consider disseminating relevant information on electrical safety to the developers. Besides, regarding electrical safety on construction work sites, the Labour Department had suggested locking up the entire distribution

board cover, but this might result in a failure to promptly disconnect power supply in emergencies. Therefore, the member hoped that EMSD could reflect his views to the Labour Department. As regards large outdoor signboards, the member stated that currently the switches of a number of large outdoor signboards were installed at indoor locations which were relatively far away from the signboards. In case of emergency, it was often not possible to disconnect the power supply in a timely manner. It was therefore suggested that the switches should be installed close to these signboards. Nevertheless, a member added that according to the prevailing guidelines of the Fire Services Department, all outdoor advertising light boxes must be equipped with a main switch, and an additional fire services sprinkler had to be installed if there was enough space. Therefore, the new design would be safer than the previous design that included only one fireman's switch.

6. EMSD thanked members for their suggestions and views. EMSD remarked that the purpose of locking up the distribution board was to prevent electrical accidents arising from people switching on the power supply that had been switched off. EMSD would discuss with the Labour Department the views put forth by members.
7. Regarding electrical safety on construction and renovation work sites, a member added that the Occupational Safety and Health Council (OSHC) in conjunction with the Labour Department launched the Portable Residual Current Device (PRCD) Sponsorship Scheme for Small and Medium-sized Enterprises (SMEs) last year. The Scheme aimed to subsidise SMEs to purchase proper PRCDs that met the safety standard so as to further ensure electrical safety for workers who needed to use portable tools for temporary power supply connection on construction and renovation work sites. Apart from construction and renovation work sites, the Scheme also covered E&M, property management and vehicle maintenance trades. Those who were interested in knowing more about the Scheme could visit OSHC's website to browse the relevant information.
8. The Chairman thanked the member for his supplementary information. Furthermore, the Chairman hoped that EMSD could provide a brief summary of the problems of fixed electrical installations identified during inspections of mini-storages.

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9. EMSD responded that as at end February 2017, EMSD had inspected more than 380 mini-storages and given advice or issued notices for improvement of fixed electrical installations to the operators of 70 mini-storages. EMSD would conduct follow-up investigation into non-compliance cases. If there was sufficient evidence showing that someone had contravened the safety and technical requirements of the legislation, EMSD would initiate prosecution or disciplinary action against the person concerned. EMSD hoped that through the inspections and enforcement actions, the trade would understand the importance of proper installation of fixed electrical installations.  
[Post-meeting note: "... issued notices for improvement of fixed electrical installations to the owners of 79 mini-storages." was amended as "... given advice or issued notices for improvement of fixed electrical installations to the operators of 70 mini-storages."]
10. The Chairman stated that as many subdivided units were private properties, it was believed that it would be rather difficult to enter the units to conduct inspections. Therefore, he hoped to know more about EMSD's arrangements for inspections of subdivided units.
11. EMSD responded that for units that were not accessible at the time of inspection, EMSD would send letters to the tenants concerned to request arrangement for inspection. Meanwhile, staff of EMSD would distribute flyers on electrical safety to tenants of the units concerned so that they could learn more about how to effectively enhance electrical safety.

**Agenda Item 4: Consultation on the Review of Code of Practice (CoP) on Working near Electricity Supply Lines (ESAC Paper 02/2017)**

12. EMSD briefed members on the above paper, which gave members an overview of the latest development on the review of the CoP on Working near Electricity Supply Lines, including the key proposed amendments to the CoP, the consultation exercise and the way forward.
13. A member enquired about the current number of competent persons in the trade.
14. EMSD stated that there were currently about 550 competent persons in the trade.

15. The Chairman enquired how EMSD would discipline the competent person involved if an underground cable damage incident was caused by his poor performance.
16. EMSD stated that investigation would be carried out into such underground cable damage incident. If the competent person involved was found to have performed unsatisfactorily or handled the work improperly, EMSD would take disciplinary action against him.
17. The Chairman stated that since underground cables mostly involved the two power companies in Hong Kong, he hoped to know how the power companies would support the law enforcement work of EMSD.
18. EMSD expressed gratitude to the power companies for their support to EMSD in implementing the Electricity Supply Lines (Protection) Regulation over the years. Every week, EMSD maintained close communication with the power companies and arranged joint inspections on contractors.
19. A member pointed out that competent persons were required to place a copy of underground cable detection report in the site office for easy reference of site workers. However, given that there was a considerable distance between the site and the office in some remote areas, he suggested that EMSD consider adopting a mobile application that allowed access to the reports needed by logging into the application with a password or code for the convenience of engineering staff working in remote sites.
20. EMSD responded that regarding where to place the copy of underground cable detection report, EMSD expected it to be hung on the fence of the site instead of being kept in the site office, so as to minimise the inconvenience caused to site workers. As to the member's suggestion of using a mobile application to allow access to the copies of the reports, EMSD suggested that the issue be further explored and discussed at meetings of the Working Group on the Review of the CoP.
21. The Chairman supported the use of more illustrations in the CoP to be amended to make it easier for site workers to grasp its content and requirements. Nevertheless, in order for site workers to have a clearer understanding of the requirements on working near underground cables, he asked whether EMSD would consider adding relevant tables to the

form of underground cable detection report for recording that the competent person or contractors' management staff had briefed the site workers on the results of underground cable detection as well as the requirements of the CoP.

22. EMSD agreed with the Chairman's suggestion and stated that one of EMSD's proposed amendments to the CoP was to require the competent person concerned to brief site workers on the results of underground cable detection through briefings and to record in the standardised underground cable detection report to be amended the particulars of those who had participated in the relevant briefings.
23. A member said it was stated in the newly amended CoP that when conducting excavation work, the required clearance should be no less than 250 mm if a cable was detected. He asked whether this requirement could be slightly lowered given the actual situation. With regard to the member's suggestion about safety clearance during excavation, EMSD proposed that it be further explored and discussed at meetings of the Working Group on the Review of the CoP.

**Agenda Item 5: Implementation of Initiatives to Enhance the Publicity for Electrical Safety to the General Public (ESAC Paper 03/2017)**

24. EMSD briefed members on the above paper, which provided an overview of the implementation of new initiatives in 2016 and also the upcoming plans to enhance the publicity and promotional work on electrical safety.
25. A member expressed appreciation of EMSD's comprehensive efforts in promoting electrical safety by means of different channels and methods. The member suggested that EMSD might consider producing some interesting video clips for broadcasting through social media with wider promotion coverage such as YouTube so as to enhance the effectiveness of publicity. Besides, as it was very important for young children to acquire knowledge about electrical safety as early as possible, the member suggested that EMSD's future publicity work could make use of computer games, etc. to encourage and facilitate young children to acquire such knowledge as early as possible.
26. EMSD responded that a YouTube channel had already been set up to broadcast various publicity video clips on electricity, lifts, gas and energy

efficiency to the public. Publicity video clips produced in future would also be broadcast on the social media platforms of other organisations as well as the aforementioned YouTube channel. In addition, as EMSD fully recognised the importance of early childhood education, EMSD had been arranging school outreach programmes over the years to send staff to visit kindergartens, primary schools, etc. in Hong Kong. Through interesting outreach activities, the message of “electrical safety begins with small things” was brought to the children. EMSD would continue to proactively explore other more effective publicity means and channels in future.

27. A member noted that EMSD had been disseminating information on electrical safety through the Housing Department to tenants of public housing. As for private buildings, the member suggested that EMSD might consider commissioning the Hong Kong Association of Property Management Companies to help disseminate electrical safety messages to private residential households through its members. Besides, a member suggested that EMSD might consider, with reference to the practice of other government departments or organisations, creating a cartoon character as an icon so that people could immediately associate it with electrical safety when they saw it.

28. EMSD thanked the members for their suggestions and assistance. EMSD would contact the member concerned later to explore the arrangement for distributing leaflets through the Hong Kong Association of Property Management Companies. As to the creation of a cartoon character as an icon, EMSD had already created a family of cartoon characters called “e-Family” in recent years for use in publicity. EMSD would proactively consider how to better use these cartoon characters in future for more effective publicity.

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29. The Chairman suggested that animations lasting about 15 to 20 seconds and focusing on promotion of different messages could be produced and broadcast on various public transport means to facilitate public access to safety messages. A member also suggested that EMSD might consider broadcasting the promotional video clips on cross-boundary buses.

30. EMSD thanked the Chairman and the member for their suggestions, and stated that EMSD had already planned to produce a series of animations or video clips in the coming year for broadcasting on social media and other appropriate publicity media platforms.

31. A member pointed out that households might not have a clear understanding of the relevant legal requirements regarding the engagement of registered electrical contractors to carry out renovation works involving electricity work. He hoped to know whether property management companies had the right to assist households in verifying the qualifications of renovation companies.
32. EMSD responded that, in accordance with the existing legislation, households were responsible for engaging registered electrical contractors to carry out renovation works involving electricity work. It was believed that if property management companies could assist in reminding households of the relevant legal requirements, there would certainly be better results.
33. A member said the animations produced by EMSD were well designed, and suggested that the animations be used for production of stickers for distribution to children in kindergartens during outreach activities. By bringing home the electrical safety messages through children, it was hoped that the elderly at home could also be reminded of the importance of electrical safety at the same time.
34. EMSD stated that the member's suggestion would be considered and messages to remind the elderly of electrical safety would be included when updating the content of the existing stickers.

**Agenda Item 6: Any Other Business**

35. No other business was raised by members.
36. Members would be informed of the date, time and venue of the next meeting in due course.