

文職及專業服務業

Sedentary and Professional Services



辦公室防火安全 Fire Safety in Office

引言

「火」能為我們帶來生活上的便利；但若火被不當地使用，往往會導致火災發生。同時，火亦是一種能摧毀人類文明的災禍，能在短時間內造成巨大破壞，帶來人命傷亡和財物損失。為使我們能夠安全地使用這種工具，我們必須對火的特性和所導致的危害有基本認識，並採取適當的防火措施，才可避免或減低在辦公室有火警發生時所造成的災害。

Fire is a tool that can bring convenience in our daily life. However, fire is also a disaster that can destroy human civilization, with the capability of bringing huge damage within a short time, causing loss of lives and property. In order to use fire safely, it is necessary for us to have a basic knowledge of its properties and harm. Proper fire preventive measures must be taken in office to prevent or reduce disasters when a fire breaks out.

相關職安健法例 Relevant Occupational Safety and Health Legislations

辦公室防火安全現時主要受多條法例規管，包括分別於1955年及1997年所制定的《工廠及工業經營條例》及《職業安全及健康條例》。在法例下，全港超過300萬在職人士，無論受僱於工業或非工業行業，都受到法例的保障。當中《職業安全及健康條例》涵蓋的範圍包括辦公室、商場、學校、醫院、診所、化驗室等工作場所，確保所有受僱人士的職業安全及健康和改善工作環境。條例亦要求僱主、處所佔用人及僱員履行他們的一般責任，並就防火措施的事宜作出規管。

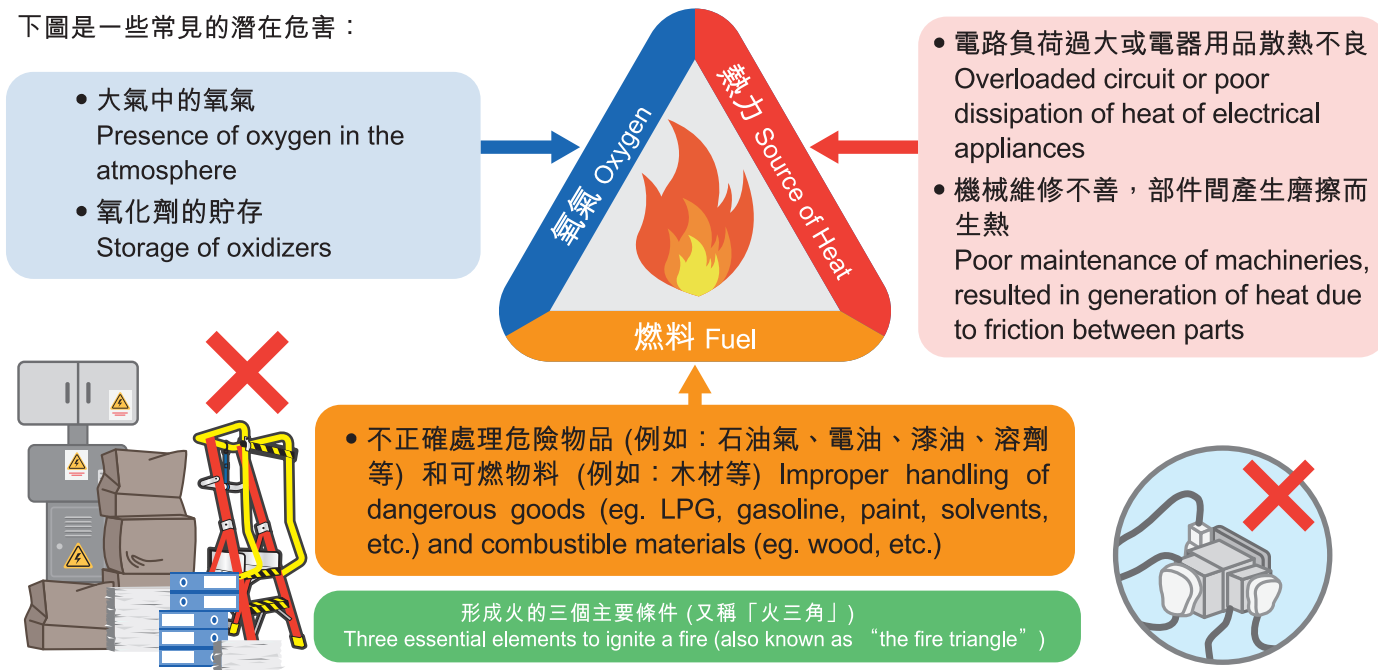
Fire safety in office is currently regulated by several pieces of legislation, including the "Factories and Industrial undertakings Ordinance" (F&IUO) enacted in 1955 and the "Occupational Safety and Health Ordinance" (OSHO) enacted in 1997. Under the ordinances, more than three million working population, either employed in industrial or non-industrial sector, are protected by the law. Workplaces including offices, commercial premises, educational institutions, hospitals, clinics, laboratories and other workplaces are covered under OSHO to ensure occupational safety and health as well as to improve working condition for all employees. The OSHO imposes general duties on employers, occupiers of premises and employees, and set down basic requirements in various areas including fire prevention.

火災的成因及危害 Causes & Hazards of Fire

火的形式須具備三個條件：「燃料」、「熱力」及「氧氣」。事實上，釀成火災的成因往往都是圍繞這三個條件，當三者齊備，便會促成火警的發生。

Ignition of fire requires three conditions: "fuel", "source of heat" and "oxygen". In fact, a fire naturally occurs when all the conditions are present. Diagram below shows some common fire hazards:

下圖是一些常見的潛在危害：



發生小火警時，若能得到即時處理，便不會造成太大傷害。但現實上，工作地點往往會存在以下情況，使「火警」未能獲得即時處理。在缺乏應有的控制下，從而導致有人命傷亡或財物損失的「火災」的發生，例子包括：

- 走火通道阻塞或出口及逃生門被鎖上
- 消防設備缺乏適當的維修及保養
- 消防設備被辦公室內的物品阻塞，以削弱其滅火的範圍及能力，常見問題包括置於天花的消防花灑頭被文件櫃阻擋等

Injuries could be minimized if a small fire is being handled immediately. However, we usually come across with the following situations in the workplace so that the "fire" could not be handled immediately. Without proper control, a "fire disaster" could be resulted, which may cause death or loss of property, examples include:

- Fire escape routes are blocked or the exit doors are locked
- Lack of proper maintenance of firefighting equipment
- Firefighting equipment is blocked by office materials, which could reduce the firefighting ability and its coverage. Common example: the sprinklers in the ceiling are blocked by file cabinets

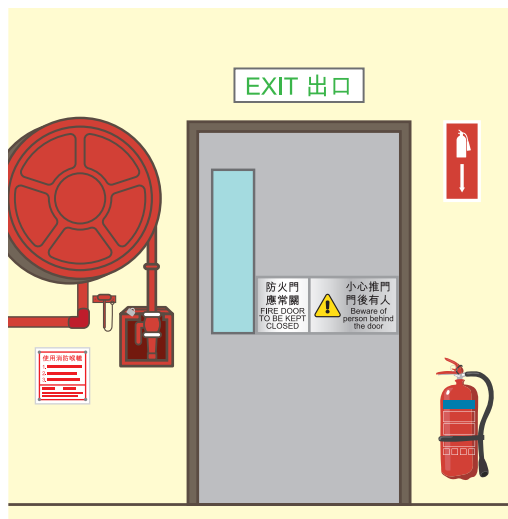
防火安全措施 Fire Safety Measures

針對各種可引致火災的成因，場所負責人及員工均須注意下列防火安全措施要點：

- 每一個出口均須註明「出口」及「EXIT」字樣，並須符合消防處處長公布的實務守則中有關「出口指示牌」的規定
- 所有逃生途徑均須保持在安全的狀況及不受阻礙，切勿鎖上離開辦公室的通道
- 電器應擺放在通風良好的地方，並須定期進行維修保養
- 電力裝置（例如：電線及制箱）須由註冊電業工程人員安裝及維修保養，避免插座負荷過大
- 保持良好工場整理，避免積聚雜物垃圾

The person-in-charge should pay attention to the following fire safety measures:

- All exits must have a clear sign marked with "EXIT" in English and 「出口」 in Chinese. Requirements on illumination of the "EXIT" signs should be referenced to relevant Code of Practice published by Fire Services Department
- All escape routes must be safe without obstruction and all means of escape must not be locked.
- Electrical appliances should be placed in good ventilation and must be maintained regularly
- Electrical installations such as wires and switch boxes must be installed and maintained by registered electrical workers. Sockets should not be overloaded.
- Good housekeeping should be maintained in office to keep debris and garbage away



建立恆常防火檢查 Carry out Regular Fire Safety Inspections

日常的防火安全檢查可透過制定防火安全巡查表來達致。使用巡查表的目的是為方便辦公室負責人就辦公室的防火安全及相關設施進行例行檢查，若發現有輕微違規之處，應即時糾正。這將有助提高員工的消防安全意識，是保障生命財產的有效和直接方法。辦公室防火安全的檢查應包括但不僅限於下列各項：

Regular inspections can be carried out in accordance with a “Fire Safety Inspection Checklist”, which facilitates regular inspections on fire safety and relevant facilities. Minor deficiencies found during inspection should be corrected immediately. This is not just helping to raise fire safety awareness, but is also an effective and direct way to protect lives and property. Fire safety inspections in office should include but not limited to the following areas:

1. 防煙門的管理
Management of smoke stop doors
2. 出口及逃生通道的管理
Management of means of escape
3. 消防設備的保養
Maintenance of fire service installations
4. 電氣系統的保養
Maintenance of electrical systems
5. 電器的保養
Maintenance of electrical appliances
6. 辦公室危險品的處理
Handling of dangerous goods in office
7. 警告標貼的展示
Posting of warning notices
8. 工作場所整理
Housekeeping of workplaces

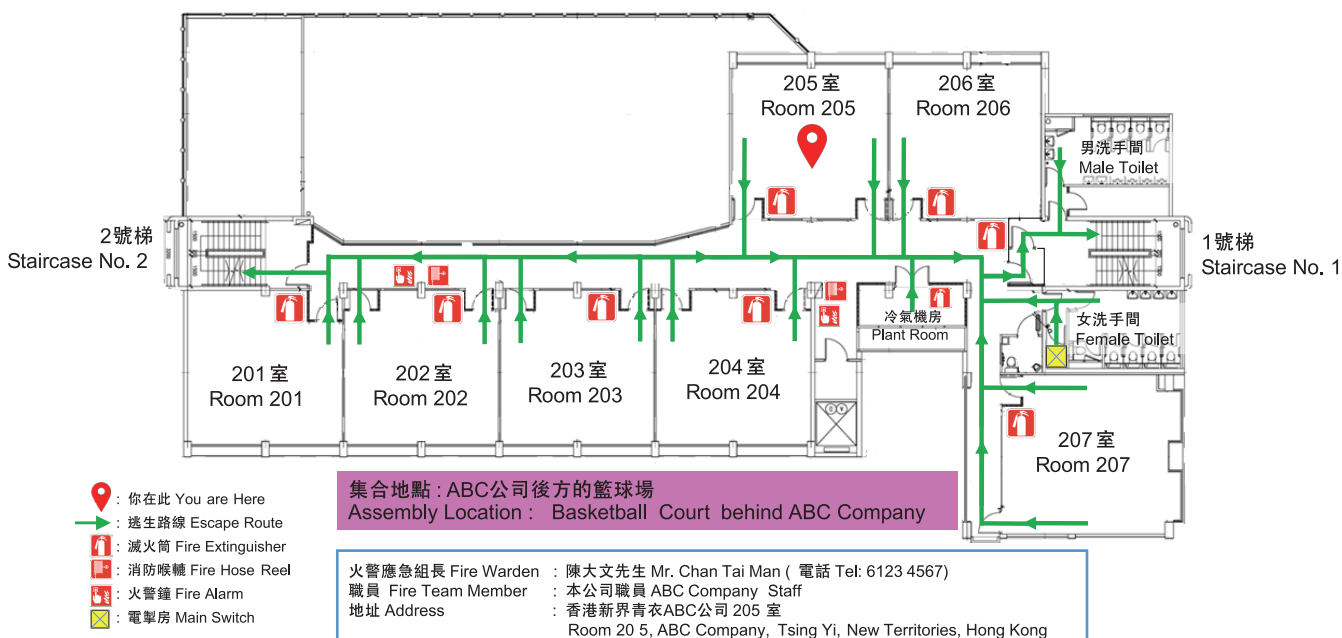


制定緊急應變計劃 Establish an Emergency Response Plan

盡管已經採取所有合理可行的預防措施，火警意外仍有機會發生，例如有火屑從外間吹至辦公室內，或是有未熄滅的煙頭從高處掉下等外在因素。因此，辦公室負責人應制定火警意外的緊急應變計劃，以應付處理火警發生時的緊急情況，並盡量減低意外的影響。而緊急應變計劃的內容應包括走火通道的位置、集合地點及相關程序，有關內容亦應告知員工及張貼在當眼處，以便員工及訪客能隨時參閱。

Despite all reasonable and feasible precautionary measures adopted, fire accidents might still occur, such as unexpected sparks or unextinguished cigarettes being brought from outside, etc. Therefore, the person responsible for the office should establish an emergency plan in case a fire breaks out while fire drills should be undertaken regularly so as to minimize the destruction caused by the fire. The emergency plan should include means of escape, the assembly point and evacuation procedures. The emergency plan should be displayed prominently so that it can be read at any time by the staff and visitors.

ABC公司 205室緊急逃生路線圖
Emergency Escape Route of Room 205, ABC Company



定時進行火警演習 Regular Fire Drill

辦公室負責人亦應定期進行火警演習，這不但有助員工熟悉走火警時的程序，同時亦能提高他們的防火意識。同時，負責人亦可考慮於火警演習進行期間，邀請專業人士訓練員工正確使用滅火設備，令員工能對這些設備有基本技巧，確保辦公室的防火安全。而在每次火警演習後，亦應檢討應變計劃是否有進步的空間，以確保計劃能得到持續的改善。

The person responsible for the office should also conduct fire drills regularly. This will help the staff to become familiar with the evacuation procedures, and also raise their awareness on fire prevention. Meanwhile, the responsible person may also consider inviting professionals to provide training for the staff on the correct usage of firefighting equipments, which allows staff to have basic skill on the use of firefighting equipment so that fire safety in the office can be further guaranteed. Moreover, the emergency plan should be reviewed on regular basis for continuous improvement.

結語 Conclusion

火警的發生往往會導致人命傷亡或財物損失。辦公室負責人及員工均有責任去維持辦公室的防火安全，只要雙方合作，就可減少火警發生的機會及後果，保障自己及他人安全。

An outbreak of fire often causes loss of lives and property in the office. Therefore, both the responsible person and the employees of the office are obligated to ensure fire safety. This could help to minimize the possibility and consequences of the outbreak of fire and thus ensure the safety for all parties in the workplace.

有獎問答遊戲 Price Quiz

第52期文職及專業服務業安全及健康通訊

Issue 52 Sedentary and Professional Services Safety and Health Bulletin

答案Answer：1. C 2. A 3. A

得獎者Winners：鄧美梅、Fung Mei Kwan、Chan Wing Lam、陶偉珊、Lee Wing Yee

恭喜以上各得獎者，得獎者已獲專函通知領獎事宜。

Congratulations to the above winners, winners were notified separately.

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文職及專業服務業安全及健康委員會
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