

## Appendix D 附件 D

### General Safety Rules/Guidelines 一般安全規則/指引

為提升承判商員工之工作安全及避免公司觸犯法例,如進入銀娛範圍工作之承判商員工,在工作時必須依照澳門之工業安全法例及公司相關指引,進行有關工作。有見及此,公司已制定一般施工及安全指引,包括但不限於,如下指引:

**In order to enhance the subcontractors employees work safety and to avoid breach of the law, such as contractors employees entering Galaxy Entertainment Group (GEG) premises to conduct any scope of work must fully comply with the Macao Industrial Safety Laws and GEG guidelines. In view of this, the company has developed a General Condition of Work and Safety Guidelines, including but not limited to the following items:**

#### 工作通行證

##### Working Pass

1. “銀娛”實施嚴格的進出管制,只有由指定的承判商和供應商並作出適當的登記手續後,方可進入施工現場。  
"GEG" implement strict access control, the appropriate registration can only make by designated contractors and vendors before entering the construction site.
2. 每個外判的工作人員進場施工前,需要預先登記并到員工入口保安櫃檯領取工作證。另外,在施工期間,必須要把工作證展示出來,讓保安人員能容易識別,以避免引起不必要的誤會。在大樓範圍內,工人和承判商必須把工作證掛在當眼處。  
Each contractor's worker when entering into GEG premises will need to be pre-registered and issued with a working Pass by Security at the Staff Entrance. Workers and contractors should wear the Working Pass in the prominent place within the premises. The Working Pass must be borne and produced upon request by Security for check during the working period. Failure to do so will be expelled from site.
3. 在場施工之外判必須購買第三者保險,負責施工之督導員需要保留第三者保險副本在場。  
Contractor all Risk and Third Part Insurance Policy should be bought and a copy should be kept on site.
4. 承判商需於每天工作結束時歸還工作證給保安部。如果遺失臨時工作證,將會罰款高至澳門幣兩百元正。  
Contractor should return the Working Pass to GEG Security department at the end of work everyday. In case of any loss of the Working Pass, a fine up to MOP200 will be charged to the responsible contractor.

#### 工作許可證

##### Permit-to-Work (PTW)

1. 所有欲於本酒店娛樂場工作的承建商必須申請正式的工作許可證,申請表及相關的文件可於設備管理部許可證小組或工程事務及設施部索取。  
All contractors want to work in the hotel casino must apply for a formal Permit-to-Work. Application form and related documents may be obtained from the Facilities Management Department Permit to Work team/Engineering & Facilities Department.
2. 所有工作許可證申請必須於施工期前至少兩個工作天(澳門銀河和星際)或三個工作天(百老匯),並於辦公時間(星期一至星期五,早上九時至下午六時)內提交。  
All PTW application must be submitted during office hours (Monday to Friday, from 9am to 6pm), and at least two working days (for Galaxy Macau and StarWorld) or three working days (for Broadway) in advance before the construction period.

3. 申請工作許可證時，所有工作台，梯子，設備，動力工具，及化學物質須詳細列出并附加於工作許可證上，所有上述各項須得項目經理批准方可帶入本酒店內。  
All working platform, ladder, equipment, power tool, and chemical material have to be recorded and attached to the Permit before application, all above items should be approved by Project Manager before bring into Hotel.
4. 工作許可證文件的副本需用透明膠袋封好並張貼於工作現場當眼處。  
A copy of the approved PTW shall be displayed in a conspicuous place within the work area with a sealed transparent plastic bag.
5. 每天施工前/完成離開工地時，承判商需向設備管理部的支援組或工程事務及設施部匯報。  
Contractors must report to the Facilities Management's Helpdesk/Engineering & Facilities Department prior to works start, upon completion and leaving the premises every day.

### 安全訓練及要點

#### Safety Training and Main Point

1. 每當工作開始前，所有工人必須接受開工前安全基本訓練 (必須有職安咭)。  
All workers must clear the basic safety training before the works start (must have the construction safety card).
2. 依據法例要求，工人必須具備相關工作經驗及訓練。  
As required by the law, all workers must have relevant working experience and training.
3. 操作任何機械或設備前，工人須接受有關操作安全訓練及授權。  
Before operating any machinery or equipment, the workers must go through the relevant operational safety training and authorization.
4. 工人必須使用適當個人防護裝備。  
Workers should wear proper personal protective equipment.
5. 工人必須遵守所有安全規則及標誌指示。  
Workers must follow and comply with all safety policies and guidelines.

### 高空工作

#### Work At Height

1. 所有超過兩米或以上工作，定為高空工作。  
All work above 2 meters is considered as work at height.
2. 必須在工作前提交工作計劃書、施工方案及風險評估報告予本公司的環保、健康及安全部/工程事務及設施部。  
Work plan, method statement and risk assessment report should be submitted to Environmental, Health & Safety Team/Engineering & Facilities Department before the work start.
3. 施工前，工程聯絡員須通知環保、健康及安全部/工程事務及設施部進行工作前視察及簽發高空工作許可證。  
Project coordinator must inform Environmental, Health & Safety Team/ Engineering & Facilities Department to carry out joint pre-work inspection and sign off the working at height permit before the work start.
4. 工作時，必須執行高空工作許可證檢查表內的安全措施及風險評估報告書制定的措施。  
During work, contractors must carry out all safety precautions & requirements as stated in the permit checklist and the risk assessment.
5. 必須使用合適的工作台及由具資格人員檢查。  
Must use proper working platform and should be certified fit for use by competent person.

6. 如須使用梯具，必須使用結構穩固的梯具。不允許使用木梯。  
If need of using ladder, must use those structural stable ladders. Wooden ladder is not allowed to use.
7. 從事高空工作時，工作人員必須佩戴全身式安全帶。  
Full body harness must be worn at all times when working at height.

### 熱工序

#### **Hot Work**

1. 承判商不可在同一地點同時進行電動 / 乙缺氣焊接及噴漆工程，這些工程必須預先作出申請並獲得許可後方可進行。  
Contractors must not have electric/gas welding or painting works at the same time and place, all these projects should apply permission before commencing.
2. 施工前，須通知環保、健康及安全部/工程事務及設施部進行視察及簽發熱工序許可證。  
Before starting hot work, Environmental, Health & Safety Team/ Engineering & Facilities Department must be informed to carry out joint pre-work inspection and sign off the hot work permit.
3. 施工時，必須切實執行工作許可證之檢查表內的安全措施及進行風險評估。  
During hot work, all safety precautions & requirements stated in permit checklist and the risk assessment must be carried out.
4. 如消防系統須隔離時，必須於兩個工作天(澳門銀河和星際)或三個工作天(百老匯)或之前向設備管理部之消防組或工程及設施部作出申請。  
If isolation of the fire protection system is required, it should apply two working days (for Galaxy Macau and StarWorld) or three working days (for Broadway) ahead to the Facilities Management Department Fire Team/Engineering & Facilities Department.
5. 完工後，必須通知設備管理部之消防組/工程事務及設施部恢復被隔離的系統。  
After completion, should inform Facilities Management Department Fire Team/Engineering & Facilities Department to re-instate the fire system.

### 密閉空間

#### **Confined Space**

1. 必須在工作前提交施工方案及風險評估報告予本公司的環保、健康或安全部或工程事務及設施部。  
Should submit the work plan/method statement and risk assessment report to Environmental, Health & Safety Team/Engineering & Facilities Department.
2. 員工/承判商必須遵守密閉空間許可證制度。  
Worker/Contractor must follow the confined space permit system.
3. 施工前，須通知環保、健康及安全部或工程事務及設施部進行視察及簽發密閉空間許可證。  
Before starting confined space work, Environmental, Health & Safety Team/ Engineering & Facilities Department must be informed to carry out pre-work inspection and sign off the confined space work permit.
4. 工作時，必須切實執行風險評估內的控制及預防措施。  
During work, worker must carry out all safety precautions & requirements stated in the permit checklist and the risk assessment.
5. 工作人員必須接受相關的訓練，方可進入密閉空間。

Enter or work in confined space only by qualified person.

6. 如未能確定工作地方是否介定為密閉空間，請向本公司的環保、健康及安全部或工程事務及設施部聯絡。

If cannot confirmed whether that is a confined space, please contact the Environmental, Health & Safety Team/Engineering & Facilities Department.

### 安全使用機器/設備/工具

#### Safe Use of Machinery/ Equipment/ Tools

1. 所有使用的機器/設備/工具必須於使用前，由合資格人仕檢查。

Before using of any kind of machinery/equipment/tools, it should be certified by a competent person.

2. 所有使用的機器/設備/工具必須依照生產商的指引及守則使用。

Machinery/equipment/tools must be used in accordance with the manufacturer instructions and guidelines.

3. 所有使用的機器/設備/工具不可以自行改裝。

No modification is allowed on all machinery/equipment/tools.

4. 所有使用的機器/設備/工具之電線須確保良好。

All machinery/equipment/tools must be in good condition.

5. 轉動部份的機器必須設有護罩。

Rotating part of the machine must be provided with a guard.

### 消防滅火器

#### Fire Extinguisher

1. 承建商應於施工現場每一百平方米內備有最少一枚可攜式滅火器，並須確保所有消防滅火器的狀態良好。

Contractor must provide at least one portable fire extinguisher for every one hundred square meter at the work area and must ensure all fire extinguishers are in good and serviceable condition.

### 壓縮氣體樽

#### Compressed Gas Cylinder

1. 每個氣樽須視作「充滿氣體」，小心處理。

Each gas cylinders should be deemed to be “filled with gas” and must be handled with care.

2. 所有氣樽均須垂直及穩繫。

All gas cylinders must be in a stable and upright position.

3. 氣樽必須遠離陽光、熱源、易燃物品等。

Gas cylinders must be kept away from sunlight, heat sources, flammable substances etc.

4. 使用適當的方法開關閥門，以防破壞氣瓶的開關。

Use correct tool to operate valves to prevent damage to gas cylinder outlet.

5. 所有氣瓶必須佩備合適的安全裝置(例如:防止回火器等)。

All gas cylinders must be fitted with appropriate safety devices e.g. flash back arrestor etc.

6. 必須小心擺放氣喉，以防損破。

Be careful when handling the air hose to prevent damage.

7. 開工前及完工後，必須檢查氣樽及有關設備。

Before and after work, gas cylinders and associated equipment must be checked.

## 危險物品

### Dangerous Goods

1. 危險易燃物料必須登記，並要得到保安部消防安全經理或工程事務及設施部批准下方可儲存。  
Dangerous inflammable materials must be registered and stored properly with approval by the Security Fire Safety Manager/Engineering & Facilities Department.
2. 危險物品如易燃物料、可燃氣體和燃料，應該適當地存放在堅固和絕源器皿內及必須貼上正確的標籤及警告指示。  
Dangerous goods such as flammable materials, combustible gas and fuel, should be properly stored in a solid and isolated vessel and must be properly labeled with warning instructions.
3. 儲存過量危險物品已違犯消防條例，各承建商須把這些物料搬離建築內及承擔所有費用。  
Contractors will be required to remove any excessive dangerous goods, at their own cost, as it violates the local regulations.
4. 承建商不可在未得到“銀娛”的批准下在任何地方使用危險物品。  
Contractors cannot use any hazardous substances in any places without "GEG" approval.
5. 工作人員離開施工地方前，請檢查確保沒有留下任何火種，以免發生不必要的損害風險。  
Before leaving the construction place, Contractor must check to ensure that no fire is left at the site to avoid unnecessary risk of harm.

## 電力安全

### Electrical Safety

1. 所有更改或安裝電力裝置的工程，必須依照現行法例和設施管理部或工程事務及設施部的建議。  
All electrical alteration or installation works must be implemented in accordance with current legislation and Facilities Management/ Engineering & Facilities Department's recommendations.
2. 必需由合資格的電工依照既定的步驟進行。確保關閉電源制及實施上鎖掛牌。  
All work must be done by a qualified electrician in accordance with the established procedure. Make sure the power is disconnected and implement proper lockout and tag out.
3. 如進行帶電工作時，必須使用符合安全標準的絕緣梯具，不包括木梯。  
If performing electrical work, must use properly insulated ladder less wooden ladder.

## 臨時電力供應

### Temporary Power Supply

1. 如需要臨時電力及水源供應，請於工程開始前一星期向銀娛設施管理部或工程事務及設施部提出接駁申請。  
If required temporary power or water supply, please submit the request to GEG Facilities Management /Engineering & Facilities Department a week before the work starts.
2. 承判商須跟據本澳電力守則進行臨時電力供應的安裝與檢查及保養工作。  
Contractor must follow the Macau CEM temporary power supply installation, inspection and maintenance code.
3. 一經許可，銀娛設施管理部或工程事務及設施部會提供承判商有關電錶房的供電資料。

Appointed approval, GEG Facilities Management/Engineering & Facilities Department will provide the meter room supply information to the contractor.

- 任何人士嚴禁在公用地方非法接駁電源，違反者將被永遠禁止進入本廈範圍。  
Unauthorized / illegal connection of power in public places is strictly prohibited, and violators will be forever banned from entering the buildings range.
- 銀娛將保留從工程費內扣除罰款的權利。  
GEG will retain the right to deduct the fine from the engineering fees.
- 請與我們的設施管理部或工程事務及設施部查詢有關臨時電力供應細節。  
Please contact with our Facilities Management/Engineering & Facilities Department regarding to the temporary power supply information.

### **暫停系統**

#### **Suspension of Services**

- 如需暫停電力、水或其他服務，均須最少兩個工作天前作出通知。  
Notice of any suspension of services e.g. electricity, water must be done at least two working days in advance.
- 承建商應向設施管理部或工程事務及設施部申請暫停系統。  
Contractors shall apply suspension of the system through Facilities Management/Engineering & Facilities Department.
- 如承建商在沒有得到銀娛的許可下把任何系統終斷，將負上所有因終斷而導致的損失，損毀和索償。  
If contractor did not get permission from GEG for any suspension of services, the contractor will be solely responsible for all losses, damages and claims to disruption.
- 為了使受影響的範圍減到最低，在可能的情況下，所有系統在辦公時間以外時暫停。  
In order to minimize the effects to operations, affected systems should only be suspended during non-office hours if possible.
- 系統暫停後，承建商必須再一次徹底測試受影響的範圍，才可再度開始工程。  
After suspending the system, the contractor must thoroughly test the area affected before they reinstating the system.
- 因系統終斷而導致的損失、損毀和索償，均由承建商全部負責。  
Contractor will be fully responsible for any losses, damages and claims caused due to system disruption.

### **暫停消防系統**

#### **Isolation of the Fire Protection System**

- 如須暫停該消防系統，必須於兩個工作天前申請。申請批核後系統將被隔離。承判商會被要求提供臨時的防火設備。  
Application for isolation of fire protection system must be made two working days in advance. The system will be isolated after the application approved. Contractor will be required to provide the temporary fire protection system.
- 當承建商完成工作後，必須立即通知銀娛設備管理的支援組或工程事務及設施部恢復消防系統。  
After the work is completed, the contractor must inform GEG Facilities Management's Helpdesk/Engineering & Facilities Department to re-instate fire protection system.

3. 因消防系統終斷而導致的損失、損毀和索償，均由承建商全部負責。

Contractor will be fully responsible for any losses, damages and claims caused due to the isolation of the fire protection system.

### 工作範圍及保護措施

#### The Work Boundary and Protection Measures

1. 承建商須確保工地整潔及確保所有逃生路線暢通無阻，公用地方如走廊和升降機大堂必須保持清潔，以免對任何人(銀娛員工和酒店住客/訪客)造成滋擾。

Contractor must ensure the cleanliness of the work area, all exit routes are not blocked, public area such as corridor, elevator lobby etc. must be kept clean in order not to disturb any GEG staff and visitors.

2. 不可把公用地方和樓梯作為工作間或儲存的地方。

All public areas and staircases shall not be used as a mean of working or storage area.

3. 承建商需提供圍桿、圍板、警告標誌和特定的保護方法。

Contractors must provide barriers, warning signage and specific protection method.

4. 承建商必須適當地保護公用地方的牆壁和地台及梯級，否則承建商將負責所有因工程受損並需要重新裝修的費用。

Contractor must protect the public wall, floor and stairs, if there is any damage caused during the contractual work, contractor needs to take full responsibility.

5. 工作人員在任何時間內不可以在施工範圍內吸煙及進食。

Smoking and eating are not allowed within the working area at any time.

6. 客房內的電話不可隨意使用，如在緊急情況下除外。

House telephones cannot be used at any time except in emergency.

7. 所有外判的工作人員在任何時間內不可使用客用洗手間及升降機。他們只可使用指定的洗手間及升降機。

The contractor's workers are not allowed to use guest toilet/lift at any time. They can only use the designated toilet/lift at the service area.

8. 施工的工作人員不可在客用走廊及公共地方休息或睡覺，也不可以進入施工以外之地方。

Constructor is not allowed to sleep/rest in the public areas and should not enter any areas other than their work site.

9. 工作人員應按照施工期所定的工作時間來制定每天的工作開始及結束時間。

Workers should wear appropriate attire at any time during the working period.

10. 正常的工作時間為上午 7 時至晚上 7 時。如有特別工程進行，其工作時間則由銀娛安排。若工程涉及產生嘈音的情況下，需在星期一至五下午 2 時至晚上 7 時方可進行工程(適用於百老匯和星際)。

Normal working hours are from 07:00 to 19:00, any work outside these working hours will be carried out only with permission of GEG. Noise work is from Monday to Friday, 14:00 to 19:00 (for Broadway and StarWorld).

11. 銀娛保留拒絕任何被視為擾亂影響公眾或對任何設施有傷害性的人士進入大廈範圍的權利。

GEG reserves the right to reject any deemed disrupting influence the public or harm to any facilities of entering the premises.



### 阻塞空氣調節系統

#### **Suspension of Air-conditioning System**

1. 請採取預防措施，防止空氣調節系統被阻塞/破壞。  
Take precautionary measures to prevent the blocking/damaging of the air conditioning system.

### 阻塞排水管

#### **Blocked Drains**

1. 請採取預防措施，防止排水管被阻塞/破壞。  
Take precautionary measure to prevent the blocking/damaging of the drains.

### 保安

#### **Security**

1. 各承判商和工人，在每次進出本銀娛範圍時，必須在員工入口先行登記。  
All contractors and workers must register at staff entrance every time they come in and out the GEG premises.
2. 在銀娛範圍內，必須把工作證掛在身上當眼處。  
Worker pass should be worn throughout GEG premises.
3. 所有運輸車輛及司機也需在起卸區的檢查站進行登記。  
All delivery vehicles and drivers also need to register in the loading dock area.
4. 貨車有可能需接受保安檢查。  
All trucks may be subjected to security check.

### 搬運物料和儀器

#### **Moving of Materials and Instruments**

1. 要搬運任何物料和儀器離開銀娛範圍，必須遞交有效的出閘紙予銀娛保安部。  
If there is a need to remove any materials and instruments from GEG Premises, contractor must submit with a relevant approved "Gate Pass" to GEG Security department.
2. 出閘紙必須附有相關公司蓋印或部門主管(助理副總裁或以上)簽署。  
Approved "Gate Pass" must have relevant department stamp or signed by department head (AVP or above).
3. 對於有大型的工具及設備運到施工現場，請與工作負責單位協調。  
For transportation of large tools and equipment to the construction site, please coordinate with the relevant business unit.
4. 每張出閘紙只可使用一次。  
Each gate pass can only be used once.
5. 物料和儀器的出閘紙可到銀娛保安部索取。  
Material and instruments gate pass can be obtained from GEG Security department.

### 緊急聯絡名單

#### **Emergency Contact List**

1. 貴公司必須填報一份緊急聯絡名單並交予銀娛保安部。



An emergency contact list must be submitted to GEG Security department.

2. 如有任何更改，請盡快通知銀娛保安部。

If there is any update, please contact GEG Security department as soon as possible.

### 起卸區

#### Loading Dock

1. 起卸區是專為送貨和收貨而設。為避免運送受阻礙，請於至少提前一天與銀娛保安部或收貨部預留車位。

Loading dock is designed for delivery and receipt of goods and stores. To avoid blocking delivery, please inform GEG Security/Receiving department to reserve a parking area at least one day ahead.

2. 除指定起卸範圍外，嚴禁在其他地方起卸貨物。

Loading/unloading of goods/stores shall only be done at designated areas.

### 運送物料

#### Delivery of Materials

1. 只有膠輪的手推車或手唧車可容許在指定位置使用。

Only plastic wheel trolleys or hand-pallet trucks are allowed to use within the designated areas.

2. 在起卸區與工作地點之間會設定了專用通道，以便運送物料。

A dedicated channel for the transportation of goods will be provided from loading area to the designated area.

### 升降機服務

#### Elevator Services

1. 銀娛的保安人員或相關員工會指引各承判商和工人，使用許可及最快捷通道到達載貨升降機。

Contractor and worker will be directed by GEG security or relevant team member(s) to use the approved and most effective channel to arrive to the cargo elevator.

2. 請注意，無論是否在搬運貨物，承判商和工人只可使用載貨升降機。

Please be aware that whether contractors are delivering goods or not, they can only use the cargo elevator.

3. 載貨升降機的服務時間為

Cargo elevator service time

星期一至五上午八時至晚上七時

Monday to Friday: 0800-1900

星期六為上午八時至下午三時

Saturday: 0800-1500

星期日和公眾假期暫停服務

Services will stop during Sunday and Public Holiday

4. 如需要在假日使用載貨升降機，請於二十四小時前聯絡銀娛保安部，以便作出安排。

If contractors need to use the cargo elevator during holiday, please inform GEG Security department at least 24 hours ahead for arrangement.

## 逃生路線和集合位置

### Exit Route and Assembly Point

1. 各承建商必須了解逃生路線和集合地點。  
All contractors must know the emergency exit route and assembly point.

## 緊急鎖匙

### Emergency Key

1. 在裝修工程進行期間，必須將圍封位置的後備鎖匙交給銀娛保安部。  
During the renovation period, a spare key to the hoarded up area is to be given to GEG Security department.
2. 如有需要，銀娛保安部會使用鎖匙進入承建商施工現場。  
GEG Security department will enter the work site if the need arises.

## 非辦公時間

### Non Office Hour

1. 在非辦公時間內進行工程，必須得到銀娛保安，設備管理部或工程事務及設施部，和相關的部門批准。  
Approval from GEG Security department, Facilities Management/Engineering & Facilities Department and relevant Business Unit must be obtained before any works during non office hours can commence.
2. 如需延長施工時間於辦公時間外，請與銀娛保安部，設備管理部或工程事務及設施部，和相關的部門聯絡。  
Any work needs extension of time beyond office hours must be approval from GEG Security department, Facilities Management/Engineering & Facilities Department, and relevant Business Unit.

## 工作巡查

### Work Inspection

1. 為防止闖進非法勞工和工人作出不適當的行為，銀娛將會進行檢查。  
Inspection will be carried out to prevent illegal workers from entering and the misbehavior of worker.
2. 為確保工程依照工程計劃及符合法例要求，本公司的工程人員將會安排承建商進行事前視察。  
Pre-inspection to ensure compliance with project plans and statutory requirements will be done by the contractor and engineering staff.

## 棄置廢料

### Disposal of Waste

1. 承建商須負責每天將工地妥善清理及將廢料運送到銀娛指定的收集處。  
All contractors shall be responsible for clearing the work site and dispose all waste to the GEG designated collection area daily.
2. 若自行棄置工程物料或廢料於收集處以外的地方，承建商須承擔搬走這些廢料的費用。  
Contractors will bear the cost of removing any waste left at any place other than the designated area.
3. 任何人把垃圾、碎石、物料或廢料棄置於消防出入口，例如公用去廊、升降機大堂、樓梯或焊接工程的出煙門等，均屬觸犯消防條例。  
It is a violation of the Fire Policy to discard garbage, debris, materials or waste materials at the fire access / exits,

such as public corridor, lift lobby, staircases or welding project smoke out door etc.

4. 所有化學廢物必須小心處理，須經正確渠道處理。

All chemical wastes must be handled carefully and disposed through proper channel.

### 不當行為

#### **Misconduct**

1. 承建商必須確保屬下員工在大廈內保持良好的品德和行為：嚴禁吸煙，穿著合適衣著，不得睡覺，不得賭博，不可收聽收音機或任何音樂播放器。

Contractors must ensure that their staff in the building to maintain a good moral and behavior at all times: no smoking, appropriately attired at all times, no sleeping, no gambling, no listening to radio or any form of music player.

2. 任何人仕倘涉及“不當行為”，銀娛保安人員有權要求該名人仕立即離場和被收回工作證。

Any person found in an "improper behavior", GEG Security has the right to confiscate the contractor pass and would request that person to leave immediately.

### 擅自進入他人地方

#### **Trespassing Other Places**

1. 在未得許可之前，所有承判商不得擅自進入銀娛或租戶的辦公室、酒店住客房間、設備房或機房。

Without the prior permission, all contractors are not allowed to enter any GEG offices or tenants' offices, hotel guest rooms, equipment or plant rooms.

2. 即使得到許可，亦須有銀娛員工陪同進入。

If permitted, all entrance must be accompanied by relevant GEG team member.

### 非法使用大廈設施

#### **Illegal Use of Building Facilities**

1. 消防喉只可作救火用途。任何人故意濫用消防喉將負上責任和賠償。

Fire hose can only be used for firefighting purposes. Anyone found deliberately abusing fire hoses will be held liable and shall bear all cost.

### 非法改裝大廈設施

#### **Illegal Alteration of Building Facilities**

1. 未經銀娛的許可，不可更改及接駁公用管道和排水系統、消防噴灑器系統、空氣調節系統和供電系統。

Without the permission of GEG, no one is allowed to make changes or connection of the utility pipes and drainage systems, fire sprinkler systems, air conditioning systems and power systems.

### 開啓窗戶

#### **Windows Open**

1. 只有銀娛的認可人員才可開啓窗戶。

Only GEG appointed person is allowed to open the window.



## 完成工程

### Completion of Project

1. 清理現場所有垃圾及確保工地位置所有設施回復正常。  
Clear all rubbish and ensure that the area has completely resumed normal.
2. 必需交還已經簽署的工作許可證給設備管理部或工程事務及設施部。  
Ensure that PTW is returned back to Facilities Management/Engineering & Facilities Department.

## 常用電話號碼

### Useful Telephone Number

澳門銀河™ 工程部當值經理:	(853) 6208 1025
Galaxy Macau™ Engineering Duty Manager:	
星際酒店工程部當值經理:	(853) 6695 8909
StarWorld Engineering Duty Manager:	
百老匯工程部當值經理:	(853) 6368 1866
Broadway Engineering Duty Engineer:	
澳門銀河™ 保安控制室:	(853) 8883 3500
Galaxy Macau™ Security Control Room:	
星際酒店保安控制室:	(853) 8290 8743
StarWorld Hotel Security Control Room:	
百老匯保安控制室:	(853) 8883 7537
Broadway Security Control Room:	

**聲明:** 經以下簽字，本公司/本人聲明已閱讀以上的一般施工及安全規則，並將確保公司的員工和分包商遵守此規則。本公司/本人亦同時明白，銀河娛樂集團將定期進行安全檢查，而違反本規則之員工將被要求離場以及被沒收工作許可證。

**Declaration:** By signing below, I hereby declare that I have read through the general construction and safety rules, and will ensure compliance by the company's employees and sub-contractors. I also understand that Galaxy Entertainment Group will conduct regular safety inspections and any employee in violation will be asked to leave the premises and the work permit will be confiscated.

獲授權人姓名及簽署: \_\_\_\_\_

Name and Signature of Authorized Person:

公司名稱(請附上公司蓋印): \_\_\_\_\_

Company Name (With Company Chop:

日期: \_\_\_\_\_

Date