



User Manual of Automated Heat Stress at Work Warning System

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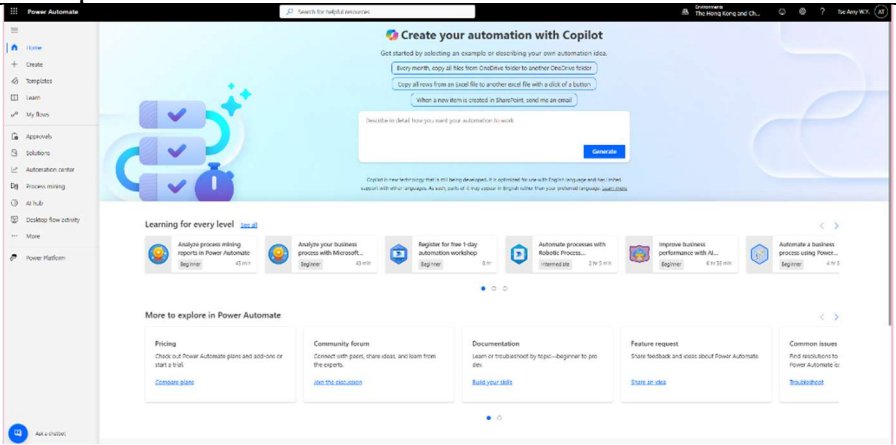
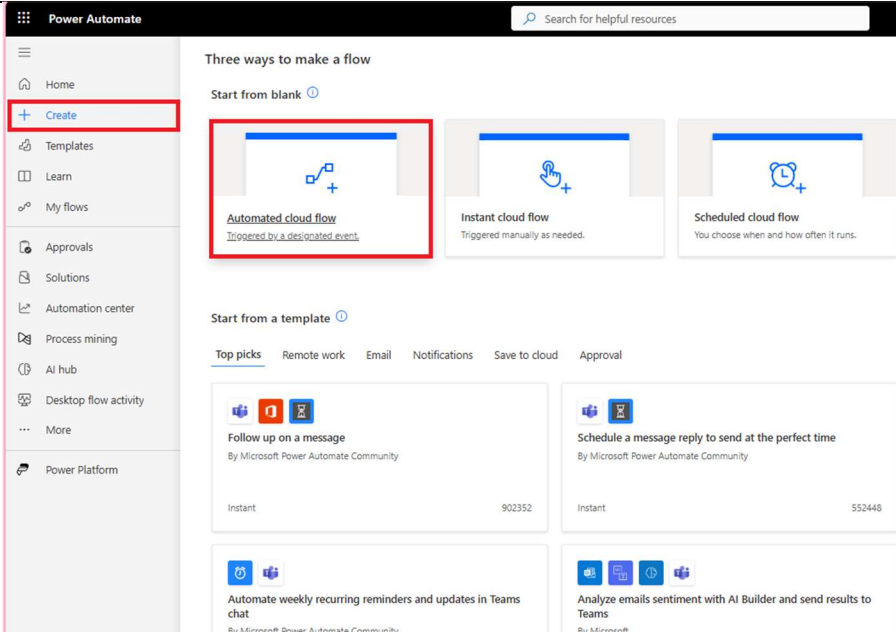
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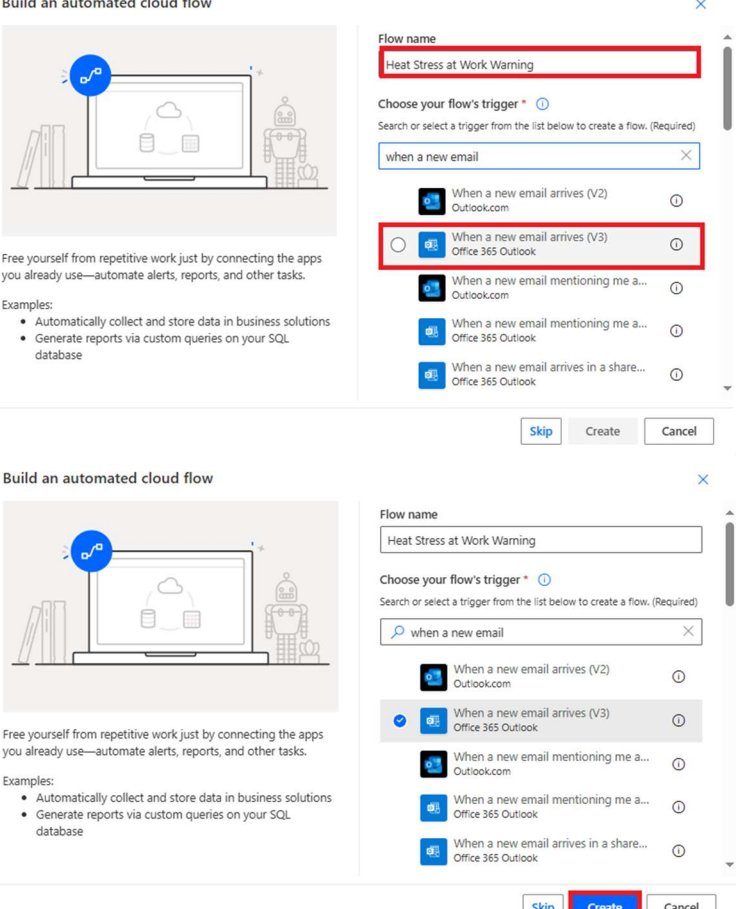
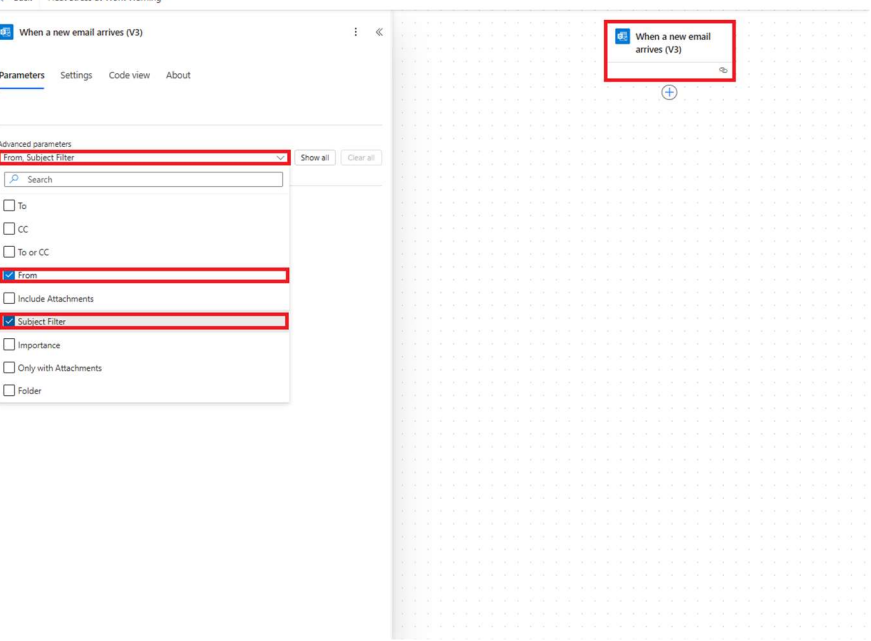
Objective

The Automated Heat Stress at Work Warning System aims to enhance the workplace safety by providing timely alerts to relevant stakeholders. When Hong Kong Labour Department issues a Heat Stress at Work Warning, the system will automatically:

- Notify contractors and engineers via email to ensure immediate awareness.
- Send WhatsApp notifications for rapid communication and accessibility.

Setup Instructions

Step	Action	Example
1.	Open the Power Automate (Web)	
2.	<p>Create a workflow</p> <p>I. Select “Create” on the left-hand side panel</p> <p>II. Select “Scheduled cloud flow” under “Start from blank”</p>	

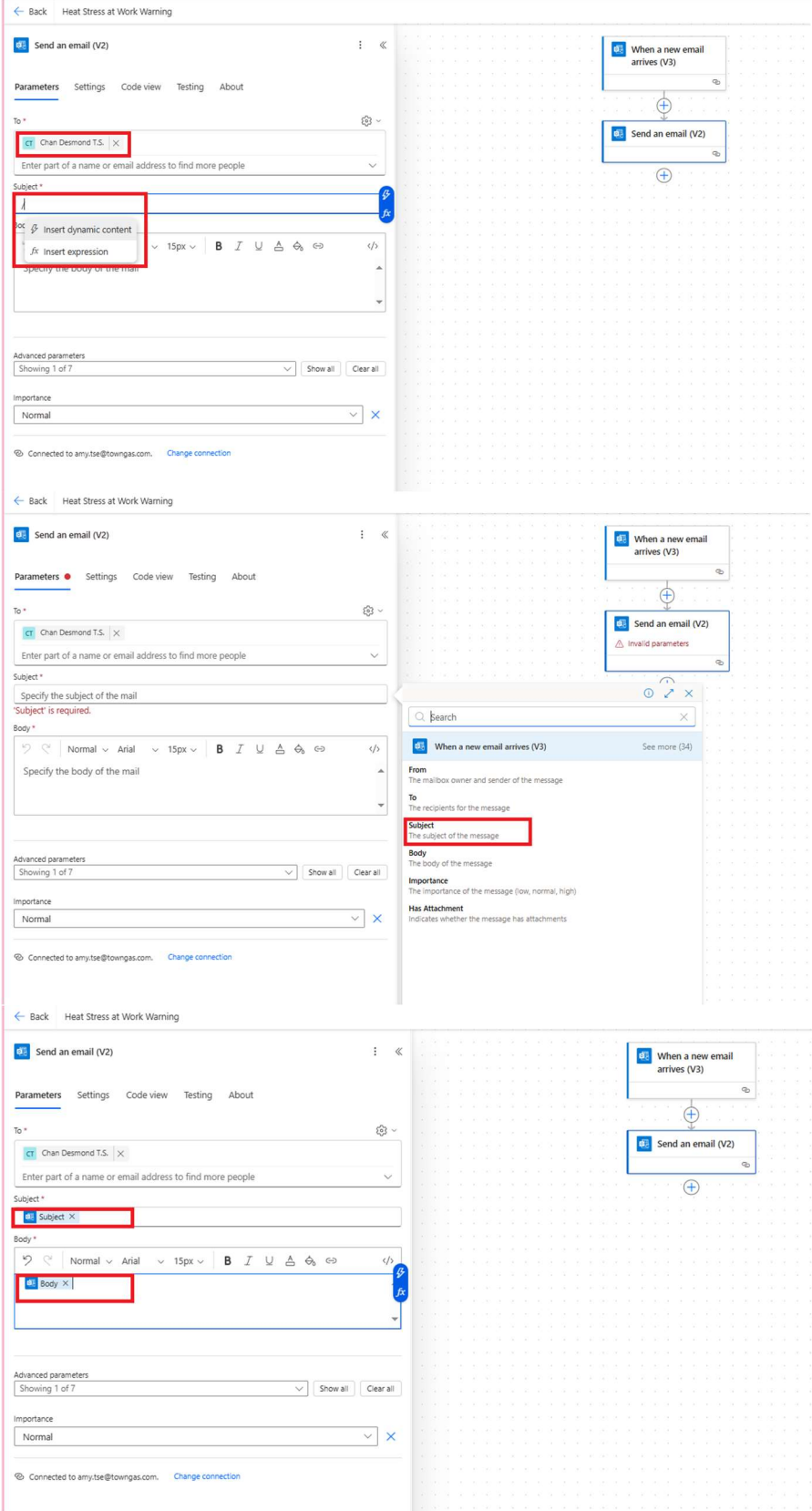
<p>3.</p>	<p>Build the starting automated flow</p> <p>I. Fill in “Flow name”</p> <p>II. Select “When a new email arrives(V3)” under “Choose your flow’s trigger”</p> <p>III. Click on “Create”</p>	 <p>Build an automated cloud flow</p> <p>Flow name: Heat Stress at Work Warning</p> <p>Choose your flow's trigger * Search or select a trigger from the list below to create a flow. (Required)</p> <p>when a new email</p> <ul style="list-style-type: none"> When a new email arrives (V2) Outlook.com When a new email arrives (V3) Office 365 Outlook When a new email mentioning me a... Outlook.com When a new email mentioning me a... Office 365 Outlook When a new email arrives in a share... Office 365 Outlook <p>Skip Create Cancel</p> <p>Build an automated cloud flow</p> <p>Flow name: Heat Stress at Work Warning</p> <p>Choose your flow's trigger * Search or select a trigger from the list below to create a flow. (Required)</p> <p>when a new email</p> <ul style="list-style-type: none"> When a new email arrives (V2) Outlook.com When a new email arrives (V3) Office 365 Outlook When a new email mentioning me a... Outlook.com When a new email mentioning me a... Office 365 Outlook When a new email arrives in a share... Office 365 Outlook <p>Skip Create Cancel</p>
<p>4.</p>	<p>Setting up detection of email sent from HSE</p> <p>I. Click on the “When a new email arrives(V3)” widget</p> <p>II. Select “From” and “Subject Filter” under “Advanced parameters” in the left-hand side panel</p> <p>III. Input hse@towngas.com under “From” and “暑熱警告” under</p>	 <p>Back Heat Stress at Work Warning</p> <p>When a new email arrives (V3)</p> <p>Parameters Settings Code view About</p> <p>Advanced parameters</p> <p>From, Subject Filter</p> <p>Search</p> <p><input type="checkbox"/> To</p> <p><input type="checkbox"/> CC</p> <p><input type="checkbox"/> To or CC</p> <p><input checked="" type="checkbox"/> From</p> <p><input type="checkbox"/> Include Attachments</p> <p><input checked="" type="checkbox"/> Subject Filter</p> <p><input type="checkbox"/> Importance</p> <p><input type="checkbox"/> Only with Attachments</p> <p><input type="checkbox"/> Folder</p> <p>When a new email arrives (V3)</p>

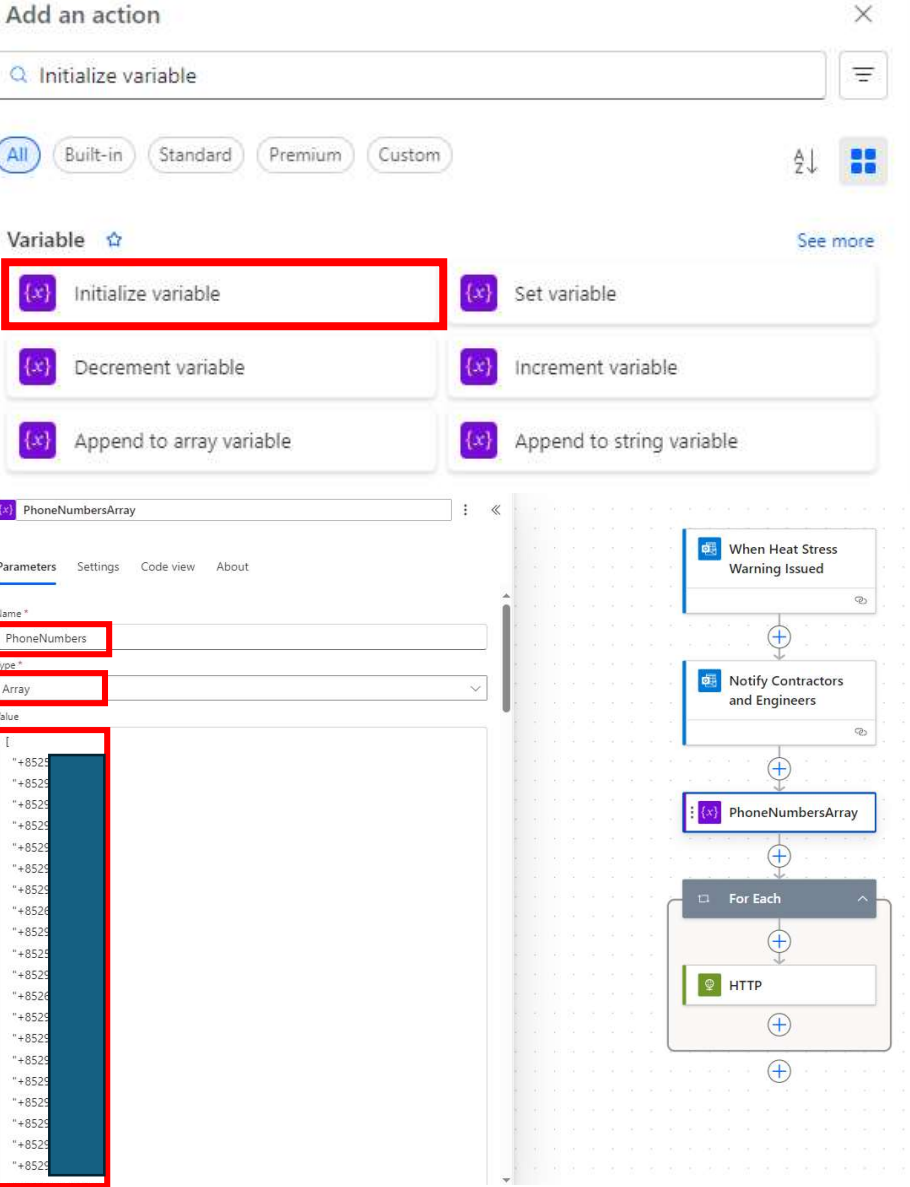
	<p>“Subject Filter”</p>	
5.	<p>Create the second action</p> <p>I. Click on the add button below the previous action</p> <p>II. Find “Send an email(V2)” under “Add an action”</p> <p><i>*Note it’s “Send an email(V2)” instead of “Forward an email(V2)” which could be classified as spam by system</i></p>	

6.

Set up the Content of Automated Sent Warning Emails

- I. Add the desired recipients under “To” in the action panel
- II. Input “/” under “Subject” and “Body” then select “Insert dynamic content” in the pop-up panel
- III. Select the respective dynamic content for email’s “Subject” and “Body”



7.	<p>Set up the content of phone number list</p> <p>I . Add “Initialize variable” action next to “Notify Contractors and Engineers” aka Send an Email (V2).</p> <p>II . Set the name to “Phone Numbers”, Type be Array, Value be phone numbers of all contractor and engineers e.g. [“+85212345678”].</p>	 <p>The screenshot displays the Microsoft Power Automate interface. At the top, the 'Add an action' pane is open, showing a search bar with the text 'Initialize variable'. Below the search bar are filters for 'All', 'Built-in', 'Standard', 'Premium', and 'Custom'. Under the 'Variable' section, the 'Initialize variable' action is highlighted with a red box. Below this, the configuration for 'PhoneNumbersArray' is shown: Name is 'PhoneNumbers', Type is 'Array', and the Value is a list of phone numbers, also highlighted with a red box. The workflow diagram on the right shows a sequence of actions: 'When Heat Stress Warning Issued', 'Notify Contractors and Engineers', 'PhoneNumbersArray' (variable), and a 'For Each' loop containing an 'HTTP' action.</p>
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8.

Set up the WhatsApp Notification

I . Add “Apply to each” and “HTTP” actions next to PhoneNumbersArray action.

II . Configure HTTP action as shown in the image

Parameters Settings Code view About

URI *

https://graph.facebook.com/v22.0/801932832993701/messages

Method *

POST

Headers

Authorization

Bearer
EAAVZB01cPJN4BPHrNLzB7pQ4NQzlFgjabGcnwz6x8nLt1dSgfK8XOoneBcUJJC6vkoH0Nz8wzgMnGEUEuKsEBPEnUkGvDyILIQHpE51aLmHQbRcAFsNluptlgAxNFtGld7J4jSpmqa9h6AB8Kfmlr0nBxZA3VSaV0TD88tBdQZB4g1PIEkuuZBX9QufAZDZD

Content-Type

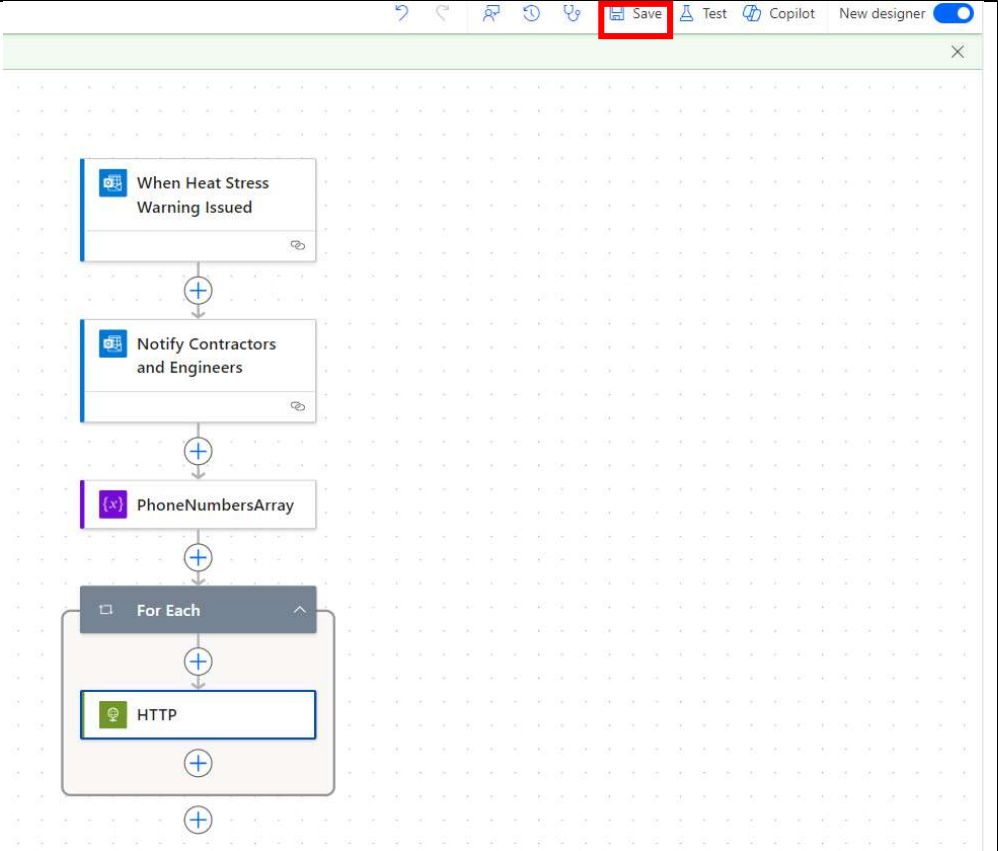
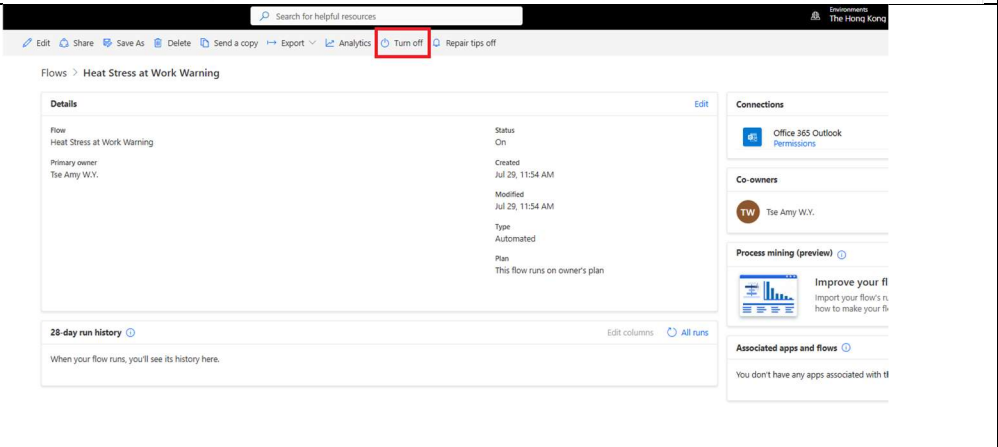
application/json

Queries

Enter key Enter value

Body

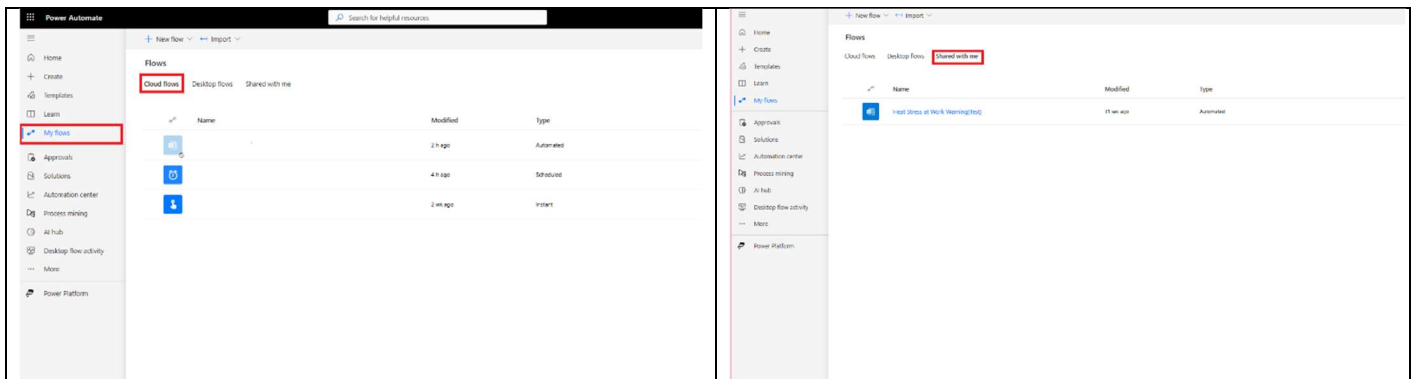
```
{
  "messaging_product": "whatsapp",
  "to": "Current item",
  "type": "template",
  "template": {
    "name": "heat_warning",
    "language": {
      "code": "zh_HK"
    }
  }
}
```

9.	Click “Save” after finishing the previous steps	
8.	The workflow would be automatically turned on after being saved	

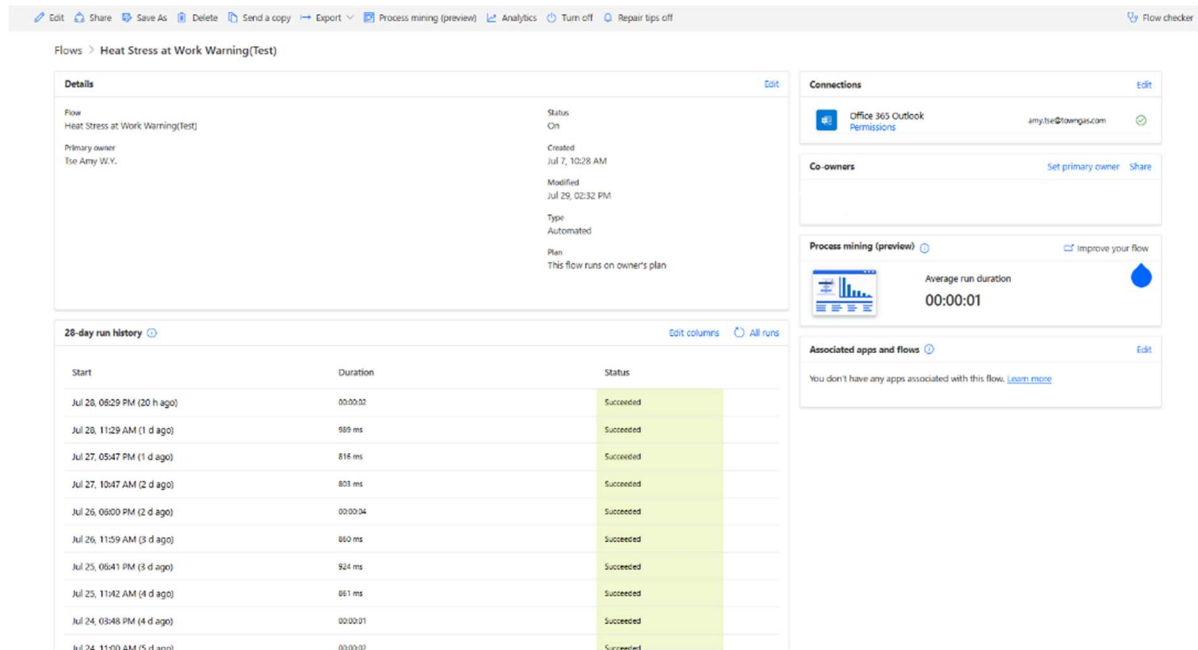
Maintenance

Monitoring

To check your flow's status, navigate to 'My flows' in the left panel. Your created flow will appear either in 'Cloud flows' (for personal web-created flows) or 'Shared with me' (for collaborative flows with multiple owners).



After selecting the flow, the Flow Overview is shown, you'll see its current status including when alerts were last sent, average delivery time, and activation status (on/off), etc.



Co-owner

You can add co-owner in the Flow Overview by clicking the “Share” button in the Flow Overview.

[Analytics](#) [Turn off](#) [Repair tips off](#) [Flow checker](#)

Edit

Status

On

Created

Jul 7, 10:28 AM

Modified

Jul 29, 02:32 PM

Type

Automated

Plan

This flow runs on owner's plan

Edit columns

All runs

Status

Succeeded

Succeeded

Succeeded

Succeeded

Connections

Edit

Office 365 Outlook Permissions

amy.tse@towngas.com

✓


Co-owners

Set primary owner

Share

Process mining (preview)

Improve your flow



Average run duration

00:00:01

Associated apps and flows

Edit

You don't have any apps associated with this flow. [Learn more](#)

Heat Stress at Work Warning(Test)
Edit

Co-owners

Adding an owner gives them full control of this flow, so make sure you only share with people you trust. They'll be able to add or remove other users as owners, access the run history, and can update, edit or delete this flow.

[Learn more](#)

Add a user or group as owner

Embedded connections

Everyone listed as an owner will have access to all these connections and will only be able to use them in this flow.

[Learn more](#)

Connections in use

Connections listed are actively being used in this flow. [Manage connections](#)

Update Connection

To alter the sender of the warning email. You may click “Edit” on the Flow Overview Page.

Edit
Share
Save As
Delete
Send a copy
Export
Process mining (preview)
Analytics
Turn off
Repair tips off

Flows > Heat Stress at Work Warning(Test)

Details

Flow	Heat Stress at Work Warning(Test)	Status	On
Primary owner	Tse Amy W.Y.	Created	Jul 7, 10:28 AM
		Modified	Jul 29, 02:32 PM
		Type	Automated
		Plan	This flow runs on owner's plan

28-day run history

Start	Duration	Status
Jul 29, 06:30 PM (20 h 30 m)	00:00:00	Completed

After opening the editing panel of the flow, click the “Send an email(V2)” widget. Then click the “Change connection” button at the bottom of the action panel.

Power Automate Search for helpful resources

← Back Heat Stress at Work Warning(Test)

Send an email (V2)

Parameters Settings Code view Testing About

L	louie.js@towngas.com	X	K	kawing.ng@towngas.com	X
A	athena.lai@towngas.com	X	A	anita.hung@towngas.com	X
P	pk.cheung@towngas.com	X	Y	yc.chan@towngas.com	X
C	chan.pm@towngas.com	X	Y	yc.hung@towngas.com	X
S	stephen.lee@towngas.com	X	M	michelle.lau@towngas.com	X
K	kcieung@leon.com.hk	X	L	lokial@nicegas.com.hk	X
P	puikeegas@hotmail.com	X	S	seiko_cottd@yahoo.com.hk	X
S	sunliuen9289@netvigat.com	X	T	tong_kee2004@yahoo.com.hk	X
Y	yimseng@netvigat.com	X	F	fongkeegas@yahoo.com.hk	X
C	chongss@netvigat.com	X	K	knc99pat@netvigat.com	X
U	unionengg2009@yahoo.com.hk	X	S	sunbright1961@gmail.com	X
Y	yingfunggas@gmail.com	X	K	katherine@kctravel.hk	X
N	noitogas@yahoo.com.hk	X	Y	yluscompany@gmail.com	X
L	leonitdhk@yahoo.com.hk	X	T	ting@yitum.com	X
K	kenny.tang@towngas.com	X			

Enter part of a name or email address to find more people

Subject *

Body *

Advanced parameters

Showing 0 of 7

Connected to mark.hui@towngas.com. [Change connection](#)

When a new email arrives (V3)

Send an email (V2)

Select the desired sender or add a new connection by signing in that person's account.

← Back

Heat Stress at Work Warning(Test)

Change connection

Send an email (V2)

Select an existing connection or create a new one

Status	Display name	Details
	mark.hui@towngas.com	...
	amy.tse@towngas.com	...

Add new

Cancel

When a new email arrives (V3)

Send an email (V2)

← Back

Heat Stress at Work Warning(Test)

Create connection

Send an email (V2)

Create a new connection

Sign in to create a connection to Office 365 Outlook.

Sign in

Cancel

When a new email arrives (V3)

Send an email (V2)