

Construction Industry Council
Committee on Construction Site Safety

Meeting No. 004/13 of the Committee on Construction Site Safety was held on Wednesday, 4 December 2013 at 2:00pm at LSCM Conference Room, Hong Kong R&D Centre for LSCM, Unit 202, Level 2, Block B, Cyberport 4, 100 Cyberport Road, Hong Kong.

Present:	CHEUNG Hau-wai	(HWC)	Chairman
	AU Choi-kai	(CKA)	Director of Buildings
	CHAN Sau-kit, Allan	(SKC)	
	CHOW Luen-kiu	(LKC)	
	KWAN Yuk-choi, James	(YCK)	
	LAI Chi-wah	(CWL <i>i</i>)	
	Mike WONG	(MW)	
	Wong Sze-chun	(SCW)	
	Ada FUNG	(AF)	Chairperson of Task Force on Site Safety of Working in Lift Shaft (TF-WLS)
	LAU Chi-kin	(CK <i>i</i> L)	Chairperson of Task Force on Review of Major Construction Method Statements (TF-CMS)
	Victor KWONG	(VK)	Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI)
	LI Chi-leung	(CLL)	Chairperson of Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (TF-RMA)
	Francis WONG	(FW)	Chairperson of Task Force on Site Housekeeping (TF-SHK)
	Charles WONG	(CWG)	Director (Training & Development), Convenor of Task Force on Site Safety Training (TF-SST)
	Michael FONG	(MF)	Development Bureau (DEVB)
	William NG	(WN)	Hong Kong Federation of Insurers (HKFI)
	Gilbert TSANG	(GtT)	Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC)

	Winson YEUNG	(WY)	Occupational Safety and Health Council (OSHC)
In Attendance :	YEUNG Wai-ming	(WMyg)	Buildings Department
	Timothy LAU	(TyL)	Hong Kong Housing Authority (HKHA)
	Terrance LAM	(TLm)	Development Bureau (DEVB)
	Patrick TANG	(PT)	(On behalf of Mr. Derrick PANG)
	WONG kwong-yeung	(KyW)	LSCM
	Angela YUEN	(AaY)	Manager (Council Services)
	Sally LEUNG	(SYLg)	Manager (Council Services)
Presenters	FONG Kin-wa	(KwF)	Environmental Protection Department (EPD)
	HO Tak-yin	(TyH)	Environmental Protection Department (EPD)
	CHEUNG Hon-chung	(HcC)	Labour Department (LD)
Apologies :	CHEW Tai-chong	(TCC)	
	CHU Pui-kwan, Reuben	(RCU)	
	Lawrence NG	(LN)	
	PANG Yat-bond, Derrick	(DP)	
	Joel CHAN	(CSC)	Hong Kong Institute of Architects, Authorised Person (HKIA, AP)
	David TSE	(DdT)	Hong Kong General Building Contractors Association (HKGBCA)
	WONG Wai-man	(WMW)	Construction Site Workers General Union (CSWGU)
	CHENG Hung-leung	(HLC)	Drainage Services Department (DSD)

PROGRESS REPORT

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See item 4.8 which was reported before items 4.1 to 4.7

4.1 **Confirmation of the Progress Report of the Com-CSS Meeting No. 003/13 held on 18 September 2013**

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Members took note of Progress Report CIC/CSS/R/003/13 and confirmed the Progress Report of the last meeting held on 18 September 2013.

4.2 Matters Arising from the Previous Meeting

Agenda item 3.4 Members were informed that the final version of the “Guidelines on Safety of Lift Shaft Works (Volume 3 – Throughout the Occupation Stage of Building)” (the Guidelines) was approved by the Council at its Meeting No. 005/13 held on 25 October 2013. The final version of the Guidelines was formally issued on 5 November 2013.

Agenda item 3.6 Members were informed that the final version of the Safety Alert No. 004/13 “Safe Use of Lifting Appliances and Lifting Gear” (incorporating with appropriate comments) was formally issued on 3 October 2013.

Agenda item 3.7 Members were informed that the final version of the three sets of Site Housekeeping Posters Nos. P-CSS-001-13, P-CSS-002-13 and P-CSS-003-13 were formally issued on 27 September 2013.

Agenda item 3.10 This item was discussed under Agenda item 4.3.

Agenda item 3.11 The originally scheduled Near Miss Cases presentation from HKHA would be postponed further to the next Com-CSS meeting. HKHA

Agenda item 3.12 The post event booklet of the Construction Safety Week 2013 was completed and a copy was delivered to each of the Com-CSS and Council Members for record.

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4.3 **Formation of Two Task Groups under Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites**

CLL, the Chairperson of the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (Task Force) introduced the Paper CIC/CSS/P/023/13 on the formation of two Task Groups under the Task Force. CLL briefed Members on the Background, Objectives, Terms of Reference and Composition of the two Task Groups.

After deliberations, Members endorsed in principle the Membership List and Terms of Reference of the two Task Groups to be set up under the Task Force with some minor comments on the Membership List for the Task Force Chairperson to consider.

CLL & CIC
Secretariat

[**Post Meeting Note:** A discussion was made with the Task Force Chairperson after the meeting. The Association of Registered Engineering Consultants (AREC), Contractor’s Authorised Signatory Association (CASA) and The Hong Kong Federation of Electrical and Mechanical contractors Limited (HKFEMC) were included in the Task Group on Preventing Fall Accidents through Building Design while The Hong Kong Institute of Surveyors (HKIS), Contractor’s Authorised Signatory Association (CASA) and The Hong Kong Federation of Electrical and Mechanical contractors Limited (HKFEMC) were included in the Task Group on Preventing Fall Accidents in Existing Buildings. Nomination emails were sent out to various parties on 12 December 2013.]

4.4 **Administration Charges for Reporting of Site Accidents**

AaY briefed Members on Paper CIC/CSS/P/024/13 on Administration Charges for Reporting of Site Accidents and the proposed follow up actions discussed in the informal meeting held between CIC Secretariat and Labour Department (LD) on 6 November 2013.

Members expressed their concerns on the “unreasonably” high administration charges on sub-contractors which deter the reporting of construction accidents. To encourage the industry to report and reflect the accident cases, there is a need to further step up the

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promotion of the CIC published “Guidelines on Administration Charges for Reporting of Site Accidents” (the Guidelines). Some members suggested to consider the classification of different accident cases with reference to the level of injuries.

After deliberations, Members supported the proposals of SMS Message to Construction Workers, Promotion Poster, Conducting Survey and Letter to all relevant stakeholders to step up the promotion of the Guidelines.

4.5 **Safety Alert No. 005/13 – “Excavation Works in the Vicinity of Underground Utilities – Buried Gas Pipes and Cables”**

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (ITF-SSI) introduced the Paper CIC/CSS/P/025/13 on “Safety Alert No. 005/13 – Excavation Works in the Vicinity of Underground Utilities – Buried Gas Pipes and Cables”.

In Meeting No. 001/12 of the ITF-SSI held on 4 October 2012, it was discussed and agreed to issue Safety Alerts on some near-miss cases so as to enhance construction site safety.

With the support and input from the Chairperson of the ITF-SSI, the “Safety Alert No. 005/13 – Excavation Works in the Vicinity of Underground Utilities – Buried Gas Pipes and Cables” was drafted and sent to the Members of the ITF-SSI, Joint Utilities Safety & Occupational Health Policy Group and Hong Kong Institute of Utility Specialists for comments earlier on.

After deliberations, Members of the Com-CSS endorsed in principle the Safety Alert 005/13 with some minor comments (such as to change the word “trial-hole” to “trial pit” and to add in some description for the first line of the fifth bullet point under “As Employers and Contractors” column) received from CKA and CKiL in the meeting.

[Post Meeting Note: A discussion was made with the Chairperson of the ITF-SSI after the meeting regarding the comments received from ITF-SSI, Com-CSS, Joint Utilities Safety & Occupational Health Policy Group and Hong Kong Institute of Utility Specialists. The final version of the Safety Alert No. 005/13 (incorporating with appropriate comments) was published on 31 December 2013.]

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4.6 Construction Safety Week - Round Table Discussion Forum with RMAA related associations held on 3 December 2013

HWC informed Members that representatives from Hong Kong General Building Contractors Associations (HKGBCA), Minor Works Contractor Association (MWCA), Contractor's Authorised Signatory Associations (CASA) and Registered Minor Works Contractor Signatory Association Ltd (RMWCSA) attended the Construction Safety Week – Repair, Maintenance, Alteration and Addition Works Safety Round Table Forum held on 3 December 2013.

The big four grouping fatalities, risk profile in RMAA works, safety culture and design for safety aspects were touched on. The way forward was also discussed in the meeting. It was a fruitful exchange session with good results.

4.7 Technical Seminar on Use of Reduced Voltage Hand Tools in Construction Site

AaY reported that CIC would jointly organise the Technical Seminar on Use of Reduced Voltage Hand Tools in Construction Site with the Hong Kong Federation of Occupational Safety and Health Associations on 12 December 2013. The aim of the Seminar is to promote the usage of low voltage hand tools in construction site.

In view of the overwhelming responses on the seminar, an addition session would be arranged on 16 January 2014.

4.8 Air Quality Health Index (AQHI) system

EPD shared a presentation on “Air Quality Health Index (AQHI) System” to the Com-CSS Members. The aim, AQHI Scale, Health Risk, General Stations and Roadside Stations were illustrated. EPD planned to launch the AQHI System by end of 2013.

Members took note of the update from EPD and opined that the AQHI System is good reference to the employers of outdoor workers especially for workers performing heavy manual work to assess the risk and take appropriate preventive measures to protect the health of workers.

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4.9 Meeting Schedule for 2014

AaY briefed Members on the Paper CIC/CSS/P/026/13 on the “Meeting Schedule for 2014”. Members took note of the tentative Meeting Schedule in 2014 for Com-CSS.

4.10 Any Other Business

Nil.

4.11 Demonstrations by HK R&D Centre for Logistics Supply Chain Management Enabling Technologies (By LSCM)

LSCM shared four demonstrations to the Members of the Com-CSS. They were “Safety Belt Demo” (Sensors installed inside to raise an alarm message), “Proactive Construction Management System Demo” (RFID technology application), “Wearable Tag Memo” (RFID technology application) and “Vehicle Collision Avoidance Demo” (RFID technology application).

Members of the Com-CSS appreciated the demonstrations and noted the update from LSCM.

Members departed LSCM to HKU at 4:30pm

4.12 Demonstrations by University of Hong Kong (HKU)

The Department of Industrial and Manufacturing Systems Engineering of the HKU shared Virtual 3D demonstrations to the Members of the Com-CSS.

Members of the Com-CSS appreciated the demonstrations and noted the update from HKU.

4.13 Next Meeting

The next meeting originally scheduled on 5 March 2014 (Wednesday) would be postponed due to the chairmanship and membership of the Committees will be discussed and confirmed in

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the upcoming CIC Council meeting at its scheduled on 28 February 2014. As such, it would have to be re-scheduled and the next meeting date would be announced in due course.

[Post Meeting Note: The next meeting would be held on 3 April 2014 (Thursday).]

There being no further business, the meeting adjourned at 5:40 pm.

CIC Secretariat
January 2014