

**Construction Industry Council**

**Committee on Construction Site Safety**

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Meeting No. 001/12 of the Committee on Construction Site Safety was held on Thursday, 15 March 2012 at 9:30 am at Meeting Room No. 1, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

Present:	CHEUNG Hau-wai	(HWC)	Chairman
	AU Choi-kai	(CKA)	Director of Buildings
	CHOW Luen-kiu	(LKC)	
	KO Jan-ming	(JMK)	
	KWAN Yuk-choi	(YCK)	
	Lawrence NG	(LN)	
	Mike WONG	(MW)	
	WAN Koon-sun	(KSW)	
In Attendance :	James BLAKE	(JB)	Chairperson of Task Force on Working in Hot Weather (TF-WHW)
	Victor KWONG	(VK)	Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI)
	LAU Chi-kin	(CKiL)	Chairperson of Task Force on Review of Major Construction Method Statements (TF-CMS)
	Francis WONG	(FW)	Chairperson of Task Force on Site Housekeeping (TF-SHK)
	TSO Sing-hin	(SHT)	Chairperson of Task Force on Safety of Repair, Maintenance, Alternations and Additions (RMAA) Sites (TF-RMA)
	Charles WONG	(CWG)	Convenor of Task Force on Site Safety Training (SST)
	Michael FONG	(MF)	Development Bureau (DevB)
	LEUNG Chi-kai	(CKaL)	Buildings Department (BD)
	Terry CHING	(TCG)	Housing Authority (HA)
	Christopher TO	(CT)	Executive Director
	Alex LEUNG	(AL)	Senior Manager (Council Services) 1
	Angela YUEN	(AaY)	Manager (Council Services) 1
Apologies :	CHEW Tai-chong	(TCC)	
	Thomas HO	(TH)	
	Ada FUNG	(AF)	Chairperson of Task Force on Site Safety of Working in Lift Shaft (TF-WLS)

PROGRESS REPORT

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1.1 **Confirmation of the Progress Report of the Com-CSS Meeting No. 004/11 held on 11 November 2011**

Members took note of Progress Report CIC/CSS/R/004/11 and confirmed the Progress Report of the last meeting held on 11 November 2011.

1.2 **Matters Arising from the Previous Meeting**

Agenda item 4.3.2 This item was discussed under Agenda Item 1.12.

Agenda item 4.3.3 The CIC Secretariat would follow up with the drafting of the PFSS Guidelines. It was discussed that representatives of HA and HKFI could share their experience on PFSS in the next Com-CSS meeting.

Agenda item 4.3.4 MTRC and HA (or other client bodies) were invited to provide some “near-miss” cases to the Chairperson of the Informal Task Force on Site Safety Incidents for possible consideration of preparing Safety Alert(s) if appropriate.

Agenda item 4.7 This item was discussed under Agenda Item 1.11.

Agenda item 4.9 This item was discussed under Agenda Item 1.12.

Agenda item 4.10 This item was discussed under Agenda Item 1.7.

Agenda item 4.11 This item was discussed under Agenda Item 1.14.

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1.3 **Nomination of Co-opted Members for the Com-CSS 2012-2014**

AL briefed Members on the paper CIC/CSS/P/001/12 regarding the “Nomination of Co-opted Members for the Com-CSS 2012-2014”. The term of office of the Co-opted Members in the last session was expired on 31 January 2012 and the Committee of the Construction Site Safety (Com-CSS) should discuss and determine the list of Co-opted Members for the new Session (to be ended on 31 January 2014).

Members endorsed the proposed list of Co-opted Members comprising 13 relevant stakeholders (i.e. 6 current Task Force Chairpersons, 1 Government Officer and 6 to be nominated by relevant trade organisations/associations). As the number of proposed Co-opted Members was more than the number of Council Members joining Com-CSS, the proposed list of Co-opted Members would have to be submitted to CIC for approval at its meeting scheduled on 27 April 2012.

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It was discussed that Com-CSS might consider to invite relevant stakeholders or specialists to join Com-CSS meeting for some discussion sessions concerning specific issues on a needed basis as observers.

1.4 **Experience Sharing Session – “Construction Safety Management and Site Housekeeping in Japan”**

Chairman briefed that he had participated in the Benchmarking Study Tour on Construction Safety in Japan organised by the OSHC in December 2011. During the Benchmarking Study, he had visited the Japan Industrial Safety and Health Association (JISHA) and two construction sites, and had attended tutorial sessions in relation to the Point-and-Call Practices on Site (指差呼稱).

His views and insights on Japan’s good practice in site safety management and housekeeping were summarized as follows:

- (i) Point-and-Call Practices on Site (指差呼稱)  
The concept of the Point-and-Call Practices on Site consisted

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of 3 main parts: Kiken (hazards), Yochi (prediction) and Training (KYT). The main purpose of the Practices was to identify the hazard factors and phenomena, and to find out why accidents would occur.

- (ii) The relationship between safety and human factors  
The human factor was one of the key elements in relation to construction site safety. The human factors would include the range of vision, attention rhythm, the attitudes of taking shortcuts and cutting corners, receiving clear instructions or not and influences by other workers.
- (iii) Hazards and Health concerns in the construction sites in Japan  
The hazards and health concerned in the construction sites, heat stress issues, the handling of asbestos and the rebuilding works after 311 Tsunami Disaster were the existing hot topics in Japan.
- (iv) Site Visits  
Two construction sites had been visited in Japan. Both sites were in high standard of site cleanliness and tidiness, and they were so impressive to all participants of the study tour. However, it was notified that the construction period in Japan was much more reasonable and longer than that of Hong Kong.
- (v) The Way Forward  
In view of the overall experience of the Benchmarking Study Tour in Japan, there were several key issues that could be concluded. First of all, the behavioural change of the construction workers would take certain period of time, e.g. it took site workers over 30 years to be accustomed to wear safety helmets in the construction sites. Secondly, the working environment and site housekeeping would be one of the key factors to enhance site safety and health of the construction workers. Thirdly, the caring of site workers including but not limited to precautionary measures of heat stress impacts towards the workers, provision of welfare facilities and well-designed uniform should be one of the hot topics in relation to improving the working conditions in construction sites. Last but not least, active participation and collaboration among different stakeholders to foster better

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safety and health awareness in the construction industry would be crucial.

**1.5 Re-name the Task Force on Site Cleanliness and Tidiness to Task Force on Site Housekeeping**

AL briefed Members on the paper CIC/CSS/P/002/12 regarding “Re-name the Task Force on Site Cleanliness and Tidiness to Task Force on Site Housekeeping”. The kick-off meeting of the Task Force on Site Cleanliness and Tidiness was held on 30 November 2011. At the meeting, the Task Force members suggested to re-name the Task Force as “Task Force on Site Housekeeping” to demonstrate a clearer scope of its works and recommended to invite a professional site safety related association to join the Task Force.

Members had reviewed and endorsed the re-naming of the Task Force, revised Terms of Reference and Membership List of the Task Force on Site Housekeeping as shown in Annex A of the paper CIC/CSS/P/002/12.

**1.6 Progress Report of Meeting No. 001/11 of the Task Force on Site Housekeeping**

FW, the Task Force Chairperson, introduced Paper CIC/CSS/P/003/12 in reporting the progress of the Task Force. The latest progress was reported as below:

- (i) Approaches for the Task Force  
Task Force members expressed that measures relating to site cleanliness and tidiness as well as site installation et cetera would vary, depending on the scale of the site or the nature of the construction projects. Regarding the degree of site cleanliness and tidiness, it would be significantly affected by the preparation works before the commencement of the construction project and the size of the site. It was suggested that the Task Force should be conscious of the feasible recommendations which would be applied to all construction sites, especially those constraints, in the course of developing any reference materials/alerts on site cleanliness and tidiness.

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(ii) Upcoming tasks of the Task Force

The CIC Secretariat would arrange for some sharing sessions at the next Task Force meeting from different main contractors regarding their experience in site housekeeping in Hong Kong, especially projects with severe constraints due to the size of the sites. With reference to the work mechanism of the Informal Task Force on Site Safety Incidents, alerts on Site Housekeeping might be issued in the near future.

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Members took note of the progress of the Task Force on Site Housekeeping.

**1.7 Progress of Activities of the Informal Task Force on Site Safety Incidents**

VK, the Informal Task Force Chairperson, introduced Paper CIC/CSS/P/004/12 in reporting the progress of the Informal Task Force.

Three draft CIC Safety Alerts named “Truss-out Bamboo Scaffolds supported by Steel Brackets”, “Use of Portable Ladders”, and “Water Pipe Laying Works – Pressure Test” had been prepared and were reviewed by Buildings Department (BD). They were being reviewed by Labour Department (LD). Both BD and LD are the core members of the Informal Task Force. The revised Safety Alerts would then be circulated to the relevant Ad-hoc Members of the Informal Task Force including Hong Kong Construction Association (HKCA), Hong Kong Plumbing & Sanitary Ware Trade Association Ltd (HKPSWTA), Hong Kong Construction Industry Employees General Union (HKCIEGU), and Training Academy of the Construction Industry Council (CIC) for their review and comment.

Members took note of the progress of the preparation of three mentioned Safety Alerts which were appended at Annex A of the paper CIC/CSS/P/004/12.

The Chairman invited VK, the Task Force Chairperson, to coordinate the positioning of the safety alerts of the CIC with due

VK

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consideration to other similar safety alerts issued by LD.

(CT left the meeting at 10:40 am.)

1.8 **Progress of Activities of the Task Force on Review of Major Construction Method Statements**

CKiL, the Task Force Chairperson, reported the progress of the Task Force. Subsequent to the Task Group held on 9 November 2011, Task Group members had suggested certain number of high-risk work processes in January 2012. CKiL expected the Task Group would still need certain period of time for discussion to determine which work processes should be selected for the research study. Another Task Group meeting was arranged in mid-April 2012 to discuss and proceed to draft a few method statements for review and consideration as samples for the development of other method statements in the future.

The Chairman recommended that the pictorial method statements for use at workers level should be considered.

1.9 **Progress of Activities of the Task Force on Site Safety of Working of Lift Shaft**

AL introduced the paper CIC/CSS/P/005/12 on the “Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft”. The Task Force meeting was held on 16 February 2012 and the latest progress was reported as below:

- (i) Volume of the Guidelines  
Volume 2 of the Guidelines was endorsed by the Committee on Construction Site Safety (Com-CSS) at its meeting on 11 November 2011. It was published on 9 January 2012 after the final draft of which was approved by the Construction Industry Council (CIC) on 16 December 2011.
- (ii) Drafting of the Volume 3 of the Guidelines  
The CIC Secretariat had prepared a draft outline for Volume 3 of the Guidelines. The Task Force agreed that the content of the Volume 3 of the Guidelines would be

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composed of two main separate chapters including 1) lift modification works, and 2) safety precautions relating to daily repair, maintenance, and emergency maintenance works for different parties, including lift workers, general public as well as residents and occupants in buildings.

Members took note of the progress of the Task Force on Site Safety of Working in Lift Shaft.

#### 1.10 **Progress of Activities of the Task Force on Working in Hot Weather**

JB, the Task Force Chairperson, reported the progress of the HKU Research Team on the “Management of Heat Stress on Construction Workers in Hot and Humid Weather” Research Study (the Study).

- (i) Latest Progress of the Research Study  
HKU Research Team had submitted the draft Report on Review of Current Safety Practices and Assessment of Heat Stress Management at Construction Site (draft Report) and the proposed updated Guidelines in December 2011 and January 2012 respectively.

The Core Group meeting and the Task Force meeting were held on 12 January 2012 and 28 February 2012 respectively to let the HKU Research Team to briefly elaborate their findings, the Reports and the proposed updated Guidelines to the Task Force members.

- (ii) Summary of key findings  
JB expressed that the HKU Research Team had covered a comprehensive review of the heat stress related issues including the heat stress action plan, selection of a heat stress indicator, classification of workloads, monitoring of heat stress, Personal Protection Equipments (PPE), personal risk factors and culture & lifestyle issues. The Study was not only concerned about the site safety issues but also the health conditions of the workers.

The HKU Research Team also recommended using the Wet



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Bulb Globe Temperature (WBGT) as the heat stress indicator at construction sites.

(iii) The Way Forward

JB suggested the Com-CSS to discuss the draft Report and the proposed updated Guidelines and considered whether to issue the updated Guidelines this year.

LKC noted the proposed heat stress action plan such as extension of lunch break or additional breaks. He expressed that the workers might have to work at site earlier in the morning and be off duty later in the evening so as to compensate for the proposed extension of lunch break and additional breaks. He expressed reservation on whether the proposed action plan would be acceptable to the workers if it was adopted by the contractors.

SHT expressed that the representatives from Labour Department (LD) in the Task Force had requested the HKU Research Team to provide full justifications supported by scientific evidences of their proposed initial triggering point for preventive measures to be adopted by all construction site workers with different levels of workload, i.e. extension of lunch hour to 2 hours and additional breaks in the morning and afternoon. It was crucial for the HKU Research Team to provide sufficient justifications as they were not shown in the current documents of the HKU Research Team.

MF agreed with SHT and expressed that DevB shared the same views with LD and other TF members that strong scientific evidences should be provided by the HKU Research Team to support their recommended preventive measures regarding the extension of lunch break up to two hours as well as additional breaks in the morning and afternoon.

The Chairman suggested that the detailed discussion concerning the preventive measures for the heat stress and its scientific evidences and justifications should be fully discussed and accepted by the Task Force before putting them forward to the Com-CSS. As the proposed two-hour

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lunch break, additional breaks and self-pace were controversial, the Chairman recommended that other alternative measures to reduce the heat stress risks should be reviewed by the HKU Research Team.

Members took note of the progress of the Task Force on Working in Hot Weather.

**1.11 Progress Activities of the Task Force on Work Safety of Repair, Maintenance, Alternations and Additions (RMAA) Sites**

SHT, the Task Force Chairperson, introduced Paper CIC/CSS/P/007/12 in reporting the progress of the Task Force. The latest progress was reported as below:

- (i) **Increasing the Opportunity for Promotion of Site Safety**  
An informal meeting among the representatives from LD, URA, HS and CIC Secretariat was held on 6 December 2011 to explore the possibility of hanging up banners of LD/CIC in promoting construction site safety at the Operation Building Bright (OBB) sites as well as the detailed logistic arrangement for the purpose of promoting site safety.

LD had sent out 11 no. of Banners to the OBB sites in February 2012. Two banners had been successfully hanged up at OBB sites. LD and CIC Secretariat would continue with the promotional campaign based on the information provided by URA and HS.

- (ii) **Safety Alert / Guidelines on Safety and Health of Workers Engaging in Renovation Works (with volatile chemicals) in Occupied Commercial Premises**

To review and prepare the Safety Alert or Guidelines, a Task Group on Safety and Health of Workers Engaging in Renovation Works on Occupied Commercial Premises (the Task Group) was formed. The kick-off Task Group meeting was held on 29 February 2012. The need to issue Safety Alert or Guidelines was identified and the

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responsibility of the participants including the owner of the premises, property management company, main contractor for the renovation works and the workers should be stated clearly as a safety reminder for the practitioners in the construction industry.

Members took note of the progress of the Task Force on Safety of Repair, Maintenance, Alternations and Additions (RMAA) sites.

### 1.12 **Progress of Activities of the Task Force on Site Safety Training**

CWG, the Task Force Convenor, introduced Paper CIC/CSS/P/008/12 in reporting the progress of the Task Force. The latest progress was reported as below:

- (i) Latest progress of the development of safety training courses for the construction industry

Another meeting among Training Academy of CIC, OSHC, HA and LD was held on 19 December 2011 to discuss the possibility of providing bridging courses to HA New Works Resident Site Staff. After reviewing and comparing the course details between HA's existing courses and proposed future training courses, it was confirmed that HA's Safety Training Programme for Resident Site Staff would require two bridging courses to bring the existing course to the level of the proposed site safety training.

It was agreed that HA Site Staff at supervisory level or above after completing the Safety Training Programme for Resident Site Staff were required to attend the relevant two-day bridging courses (with course duration either 12 hours or 14 hours) within a grace period. After the grace period, no bridging course would be recognised. The above bridging courses arrangement were noted by DevB and they had no adverse comment.

Meanwhile, a letter was sent to relevant stakeholders soliciting their views and comments on the proposed syllabi and exemption criteria on 21 February 2012. Upon

DWG

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receiving the views and comments, the training courses will then be submitted to the Task Force on Site Safety Training for discussion and endorsement.

- (ii) Letter to universities in Hong Kong and professional bodies to take note of Site Safety in Course Curriculum and Qualification Requirements

With reference to the previous discussion by the Com-CSS at its meeting on 11 November 2011, it was agreed that a letter should be issued to the relevant faculties of the universities in Hong Kong and the relevant professional bodies to take note of the above when designing curriculum and qualification requirements. The said letter had been prepared for issuance to the universities in Hong Kong and relevant professional bodies on 9 March 2012, inviting the universities to put the work safety concepts throughout the classroom and industrial training of construction courses and suggesting the professional institutions to include awareness of safety elements as one of the criteria for the professional accreditations. DWG would follow up and consolidate their feedbacks and comments.

DWG

Members took note of the progress of the Task Force on the development of site safety training for construction industry in Hong Kong.

(JB left the meeting at 11:30 am.)

### 1.13 **Safety Campaign 2012 – Safety Week**

AL briefed Members on the paper CIC/CSS/P/008/12 regarding “Safety Campaign 2012 – Safety Week”. To enhance construction site safety, a Safety Week would be organised in May 2012 with various safety promotional activities to reach out to different sectors of the construction industry and the public. The Safety Week would be jointly organised by DevB, CIC and HKCA. It was proposed to engage 23 no. of relevant organizations, government departments, professional institutions, and workers’ unions as the supporting organizations for the Safety Week.

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The key message to be announced throughout the Safety Week would be the promotion of “Zero Accident” and it comprised a series of construction safety related events from 20-24 May 2012. The programme was appended to paper CIC/CSS/P/008/12.

In view of the proposed supporting organisations, CKA suggested to include the Professional Building Surveying Consultant Association of Hong Kong (PBSCA) as one of the supporting organisations for the Safety Week.

**(Post Meeting Note:** CIC Secretariat had informed DevB to consider including PBSCA as one of the supporting organisations for the Safety Week on 16 March 2012. DevB accepted the proposal and had invited PBSCA to become one of the supporting organisations on 28 March 2012.)

1.14 **Technical Seminars on “Handling Construction Work Injury Cases and Site Safety” and “Safety of Lift Shaft Works”**

AL reported that the progress of the Technical Seminars on “Handling Construction Work Injury Cases and Site Safety” and “Safety of Lift Shaft Works”.

- (i) Seminars on “Handling Construction Work Injury Cases and Site Safety and Fatal Accident Cases”

One seminar for the workers was held on 16 December 2011 and another one for contractors, legal practitioners, and mediators was held on 23 February 2012. The industry showed positive responses to the Seminar.

- (ii) Technical Seminar on “Safety of Lift Shaft Works”  
The Technical Seminar was scheduled on 19 March 2012. It received overwhelming support from the industry with over 200 industry practitioners submitted their applications. The CIC Secretariat suggested to consider arranging another session of the Technical Seminar in July 2012 so as to satisfy the demand from the industry.

1.15 **Year Plan – Progress Review**

AL briefed Members on the paper CIC/CSS/P/010/12 regarding “Year Plan – Progress Review”. Members noted and accepted the Year Plan for 2012 - 2016 for the Com-CSS.

A Summary of Short Term, Medium Term, and Long Term Strategies to enhance Construction Site Safety was tabled to the members for discussion. The Chairman suggested all Task Force Chairpersons to review the action items in the Summary and incorporate relevant items into the Work Plans of their respective Task Forces. TF Chairpersons

1.16 **Any Other Business**

CIC Secretariat tabled a Letter from Mr LEE Cheuk-yan, Chairman of Panel on Manpower, Legislative Council on 25 November 2011. The CIC Secretariat had sent out a holding reply to Mr LEE on 1 December 2011. Members were invited to express their view on this issue.

LN opined that CIC might not be in a suitable position to establish a platform for property developers to be made aware of construction contractors with poor performance in construction safety according to the existing function of CIC under the Construction Industry Council Ordinance Cap 587.

FW opined that number of accident was not the only factor reflecting the safety performance of a particular contractor. The complexity and the size of the project, number of projects have been engaged, and average man-hours of the project were also crucial factors for consideration. However, CIC did not have the authority to request for such kind of information from the related parties.

Both CKA and SHT stated that for Government Departments like Labour Department and Buildings Department, their legal advisors recommended that it was not appropriate to disclose the company name for a particular accident in their departments’ web sites.

MW and TCG expressed that it was quite common the developers

or clients would have their own internal comprehensive lists which had already recorded their contractors' past safety performance.

After deliberations, it was agreed that CIC was not the suitable organisation to collect and disseminate such kind of information. The Chairman suggested CIC Secretariat to prepare a reply to Mr LEE according to the above discussions.

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**1.17 Next Meeting**

30 May 2012 (Wednesday) at 2:30 pm at CIC Headquarters  
(subject to confirmation)

There being no further business, the meeting adjourned at 12:15 pm.

**CIC Secretariat**  
**April 2012**