

**Construction Industry Council**

**Committee on Construction Site Safety**

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Meeting No. 002/10 of the Committee on Construction Site Safety was held on Wednesday, 19 May 2010 at 2:30 pm at Room 1201, Murray Building, Garden Road, Central.

Present:	CHEUNG Hau-wai	(HWC)	Chairman
	AU Choi-kai	(CKA)	
	CHOW Luen-kiu	(LKC)	
	KO Jan-ming	(JMK)	
	WAN Koon-sun	(KSW)	
	WONG Chik-wing, Mike	(MW)	
	PANG Long	(LP)	Construction Site Workers General Union
	LAI Chi-hung	(CHL)	Hong Kong Construction Industry Employees' General Union (HKCIEGU)
	Dominic LAM	(DL)	Hong Kong Federation of Insurers
	David TSE	(DdT)	Hong Kong General Building Contractors Association
	Victor KWONG	(VK)	Hong Kong Occupational Safety and Health Association
	TANG Wah-shing	(WST)	Occupational Safety and Health Council (OSHC)
	LAU Chi-keung	(CKeL)	Real Estate Developers Association of Hong Kong
	LAU Chi-kin	(CKiL)	Hong Kong Institution of Engineers
	Ada FUNG	(AF)	Housing Authority
	Terry CHING	(TCG)	Housing Authority
	James BLAKE	(JB)	Kowloon-Canton Railway Corporation
	KUOK Hoi-sang	(HSK)	Hong Kong Federation of Electrical and Mechanical Contractors
In Attendance :	LEUNG Chi-kai	(CKaL)	Buildings Department
	Michael Li	(MLL)	Development Bureau
	TSUI Wai	(WT)	Drainage Services Department
	Peter Kwan	(PrK)	Hong Kong Construction Association
	LI Chi-leung	(CLL)	Labour Department
	Charles WONG	(CWG)	Director (Training)

	LI Guiyi	(GYL)	Senior Manager (Research)
	Alex LEUNG	(AL)	Senior Manager (Council Services) 1
	Raymond KWOK	(RKK)	Manager (Council Services) 3
Apologies :	CHEW Tai-chong	(TCC)	
	Thomas HO	(TH)	
	KWAN Yuk-choi	(YCK)	
	LAM Oi-ki, Peter	(OKL)	
	LEUNG Man-ho	(MHL)	Development Bureau
	Ian EDWARDS	(IE)	Hong Kong Construction Association
	Derrick PANG	(DP)	Hong Kong Construction Association
	Philip CHAN	(PhCN)	Hong Kong Institute of Architects
	TSO Sing-hin	(SHT)	Labour Department

## **PROGRESS REPORT**

### **Action**

#### **2.1 Confirmation of the Progress Report of the Com-CSS Meeting No. 001/10 held on 16 April 2010**

Members took note of Progress Report CIC/CSS/R/001/10 and approved the progress report of the last meeting held on 16 April 2010.

#### **2.2 Matters Arising from the Previous Meeting**

Agenda item 1.2 The proposed list of Co-opted Members of the Com-CSS was approved at the CIC meeting on 30 April 2010.

Agenda item 1.3 The proposal to establish a key performance indicator (KPI) for the assessment of the result(s) achieved by the Com-CSS would be reviewed by the Secretariat after seeking advice from the Labour Department and would be submitted to the Com-CSS for discussion.

**LD/ CIC  
Secretariat**

**Action**

Agenda item 1.3 The Labour Department had prepared a summary report on the fatal accidents in relation to construction works and the Paper would be discussed in agenda item 2.3.

Agenda item 1.7 The Secretariat had incorporated further comments received from the Labour Department, the Housing Authority and the Buildings Department on the draft Guidelines on Safety of Lift Shaft Works (Volume 1). The final draft was approved at the CIC meeting held on 30 April 2010. CIC requested the Com-CSS to categorise its publications and the matter would be discussed in agenda item 2.6. The standard Preface and Disclaimer for CIC's publications would, however, have to be further considered at the next Council meeting scheduled on 25 June 2010.

(Regarding the discussion of the Guidelines on Safety of Lift Shaft Works (Volume 1), MW and CKiL declared that they might have a conflict of interest and did not participate in the discussion process.)

Members discussed and agreed that the Guidelines on Safety of Lift Shaft Works (Volume 1) should be published as soon as it was appropriate for reference by the industry. Appropriate publicity, such as a press conference, might be considered to promulgate the adoption of the Guidelines as well as the work of the CIC. Members considered that the publication of the guidelines would not overshadow the statutory function of the relevant government departments but reflect the good practices recommended by the CIC.

Members also requested that prior notice should be given to all CIC Members,

**Action**

Com-CSS Members, the Buildings Department and the Labour Department, before the formal release of the Guidelines by the CIC.

**CIC  
Secretariat**

Members suggested for consideration whether it would be possible to adopt the current version of the Disclaimer published in 2008 for the Guidelines pending the review now being undertaken. The CIC Secretariat would consult the CIC Chairman.

**CIC  
Secretariat**

(Post meeting note: the suggestions of the Com-CSS had been discussed with the CIC Chairman. It was considered that the draft of the Preface and Disclaimer should be discussed at the next CIC meeting.)

- Agenda item 1.9 As per the recommendation and direction of the Com-CSS, the CIC Secretariat submitted a paper to the Committee on Administration and Finance (Com-ANF) requesting the direct appointment of the Research Team led by HKU for the proposed study on Heat Stress Impact on Construction Site Personnel and updating of the Guidelines on Site Safety Measures for Working in Hot Weather. The Com-ANF agreed with the recommendation and the suggested appointment would be proposed to the CIC for approval. The service of the Research Team, after the approval by the CIC at the forthcoming meeting on 25 June 2010, could likely be commissioned in July 2010.

The Chairman added that the Hong Kong Observatory (HKO) had indicated an interest in the works of the Task Force. It was agreed that close collaboration with the HKO would be useful for the successful establishment of a heat stress index for the construction industry

**Action**

in Hong Kong. The Chairman suggested that the Research Team should include some medical practitioners who specialised in physiology and to facilitate the study.

Agenda item 1.14 In response to the request of the Chairman, Labour Department had prepared a presentation on the CDM principles and its application in UK. The matter would be discussed in Agenda item 2.4.

**2.3 A Preliminary Analysis of Fatal Accidents Occurred in the Construction Industry in 2010 (provisional figures up to 6 May 2010)**

The Labour Department introduced the Paper CIC/CSS/P/013/10 and briefed Members the statistics of construction works related fatal accidents recorded from 2006 to 2010 (up to 6 May 2010). Preliminary investigation reports of the fatal accidents occurred in 2010 were also highlighted for Members' reference.

From the Paper, it was noted that repair, maintenance, alterations and additions (RMAA) works had contributed a significant portion of fatal accidents in the construction industry. The proportion of fatal accidents arising from RMAA works in 2010 was 71.4%. Among the various types of accident, 'fall of person from height' was the most frequent cause of fatal accidents in the past five years (up to 6 May 2010) in the Hong Kong construction industry.

After the presentation, Members discussed the statistics provided by the Labour Department. It was considered that such analysis was very useful in facilitating the Com-CSS to identify potential areas which the Com-CSS and its Task Forces should focus on. Aspects such as negligence of workers, appropriateness of method statements and sequence of works, quality of site supervision, etc. should be examined for improving RMAA work safety.

Regarding the future reports on fatal accidents in construction industry, it was suggested that the Labour Department might also

**LD**

**Action**

advise on any existing legislation/ guidelines that governed the site operation(s) involved in each particular fatal accident. This would assist the Com-CSS to determine the necessary follow-up actions.

Members also noted a fatal accident involved the operation of material hoistway in a construction site. After deliberation, the Com-CSS agreed that a letter should be issued to the Hong Kong Construction Association (HKCA) and the Real Estate Developers Association of Hong Kong (REDA) reminding them the importance of construction site safety in relation to material hoistway operation at construction site. [Mr KUOK Hoi-sang had kindly agreed to provide a draft.]

**HSK/ CIC  
Secretariat**

With reference to the Paper, the Task Force on Working in Hot Weather and the Task Force on Work Safety of RMAA Sites were requested to look into safety problems of working in hot weather relating to RMAA works. The Chairman also asked the Labour Department to advise on the safety situation of new works at the next Com-CSS meeting for consideration.

**LD**

2.4 **An Introduction to the Main Principles in Construction (Design and Management) (CDM)**

The Labour Department presented the concept of CDM application and the major features of the UK CDM 2007 system.

Members discussed and agreed that the basic principles and objectives of CDM were good but the implementation details would take time for the industry to buy in. The readiness of the industry in applying CDM approaches was also in doubt. It was also noted that even for the UK system, the whole process took years for modification and improvement.

(CKeL left the meeting at 3:55pm)

Members also considered that all project stakeholders should have their respective and relevant responsibility for health and safety. Some Members pointed out that the aging workforce might be a critical problem to the development of the construction industry. Training and education would be one of

**Action**

the fundamentals in upgrading the knowledge and consciousness for safety among construction site personnel.

(MW left the meeting at 4:15pm)

After deliberation, the Chairman concluded that some of the elements in the CDM's methodology in dealing with certain safety problems might be reviewed and recommended for adoption in Hong Kong as appropriate. Members suggested that the concept of safety in design should be further explored. Besides, the impact of works programme on site safety should also be explored.

The Chairman directed the Task Force on Construction Site Safety Strategic Development (TF on SSD) to recommend the principles in CDM which were suitable for adoption in Hong Kong.

**TF on SSD**

In addition, the Chairman suggested a comprehensive review of method statements and construction sequences which was in line with some of the CDM principles. To conduct the reviewing exercise and the necessary consultancy exercise, a Task Force on the Review of Construction Method Statements (Task Force on CMS) was formed. The Com-CSS agreed that CKiL to be the Chairman of the new Task Force. The CIC Secretariat would assist in the setting up of the said Task Force which would finally lead to the formulation of a consultancy study proposal on this topic.

**HWC/ CIC  
Secretariat**

(the draft Terms of Reference and proposed membership of the Task Force on CMS is provided at Annex A for endorsement by the Com-CSS)

**2.5 Work Plan for the Committee on Construction Site Safety in the Year 2010 to 2011**

AL introduced the Paper CIC/CSS/P/015/10 which summarized the activities currently undertaken by various Task Forces formed under the Com-CSS. The current status of each Task Force was also highlighted for Members' reference.

**Action**

Members discussed about the works of the Task Forces under the Com-CSS and the key notes of the discussion were summarized as below:-

<b>Task Force</b>	<b>Remarks</b>
Site Safety of Working in Lift Shaft	On-going until completion of all three sets of guidelines.
Work Safety of RMAA Sites	On-going to study improvement measures for enhancement of RMAA work safety.
Working in Hot Weather	The research on heat stress impact would commence upon approval of the funding request by the CIC. The Task Force would also study the implication of behavioural aspects of site safety. (Post meeting note: The CIC approved the appointment of the Research Team on 25 June 2010 and the Letter of Acceptance was issued to the Research Team on 28 July 2010.)
Site Safety Training	On-going development of safety training requirements for contractors' and consultants' site management and supervisory staff.
Construction Site Safety Strategic Development	The Task Force would be combined with the Task Force on Construction (Design and Management) to holistically review the direction for improvement of site safety in the construction industry.

**Action**

Application of Mediation on Construction Injuries Dispute	On-going until the completion of guidelines for the promulgation of mediation for the settlement of construction injuries disputes.
Safety of Tower Cranes	Revision of the existing guidelines was completed. The Task Force deactivated.
Permanent Safety Features	The Task Force to be deactivated after the technical guidelines on cast-in anchor devices has been completed.
Site Safety of Refuse Disposal	A newly formed Task Force. Safety issues about the use of farmer truck in disposing construction debris should also be covered.
Review of Construction Method Statements	A newly formed Task Force to review the method statements and construction sequence of construction works for the enhancement of site safety.

The prioritisation of the works of the Task Forces would be discussed at the next Com-CSS meeting.

**All**

**2.6 Categorization of Publications Prepared by the Committee on Construction Site Safety**

CIC Secretariat elaborated the Paper CIC/CSS/P/016/10. At the last CIC meeting (held on 30 April 2010), the CIC requested that each Committee to consider the categorisation of its publications.

After deliberation, the Com-CSS agreed that all publications issued by the Com-CSS should be classified as 'Guidelines'.

**Action**

**2.7 Any Other Business**

At the last CIC meeting (held on 30 April 2010), some Council Members suggested that the safety implications for tunnelling works should be followed up by the Com-CSS. It was agreed that the Labour Department would report about site accidents in the past that were related to tunnelling works. DSD, MTRCL, HKCA, CICTA and other related parties might be invited to provide necessary inputs for the same.

**LD/DSD/  
MTRCL/  
HKCA/  
CICTA**

The Chairman reported that he was going to attend a workshop in Sichuan about construction site safety and he would like to share the findings during the trip at the next meeting.

**HWC**

The Chairman also noted that OSHC would have a study tour in Japan in May 2010. He requested OSHC to introduce the findings of their tour to Members at the next meeting.

**OSHC**

**2.8 Next Meeting**

11 August 2010 (Wednesday) at 2:30 pm at Room 1201 Murray Building.

**All**

There being no further business, the meeting adjourned at 5:10 pm.

**CIC Secretariat**  
**August 2010**

Revised on 11 Aug 2010

**Committee on Construction Site Safety**

**Task Force on Review of Major Construction Method Statements**

**Terms of Reference**

**Objective**

To review the works sequences and method statements of various construction activities for new works for the enhancement of construction site safety.

**Terms of Reference**

1. To review the design, planning, works sequences and method statements of construction activities with high safety hazards for new works;
2. To identify any specific safety hazards to construction site workers and personnel in the works sequences and method statements currently adopted by the industry;
3. To consider if there is a need to review existing codes of practice (if any), standards or specifications;
4. To identify any good practices and optimum working procedures for the specific high risk construction activities in the mainland or overseas suitable for adoption in Hong Kong;
5. To identify the roles and responsibilities of different project stakeholders for particular construction activities under study; and
6. To recommend improvements to the works sequence and method statements for particular construction activities under study for enhancing site safety at construction sites.

Revised on 11 Aug 2010

**Committee on Construction Site Safety**

**Task Force on Review of Major Construction Method Statements**

**Proposed Membership List**

Chairman – Mr LAU Chi-kin

Members –

(Government Departments)

- Architectural Services Department
- Buildings Department
- Civil Engineering and Development Department
- Development Bureau
- Drainage Services Department
- Highways Department
- Labour Department
- Occupational Safety and Health Council

(Client Organisations)

- Airport Authority Hong Kong
- MTR Corporation Limited
- Housing Authority

(Professional Bodies)

- Hong Kong Institute of Architects
- Hong Kong Institute of Surveyors
- Hong Kong Institution of Engineers
- Contractors' Authorised Signatory Association

(Site Safety Personnel)

- Hong Kong Safety Supervisors Association
- Hong Kong Occupational Safety and Health Association

(Contractors' Organisations)

- Hong Kong Construction Association
- Hong Kong Federation of Electrical and Mechanical Contractors
- Hong Kong Construction Sub-contractors Association
- Hong Kong General Building Contractors Association

(Trade Unions)

- Construction Site Workers General Union
- Hong Kong Construction Industry Employees' General Union