

**Construction Industry Council**

**Committee on Construction Site Safety**

Meeting No. 001/12 of Committee on Construction Site Safety (Com-CSS) was held on Thursday, 15 March 2012 at 9:30 a.m. at Meeting Room No. 1, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

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The following items have been discussed at Com-CSS Meeting No. 001/12:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
1.1	CIC/CSS/R/004/11	Confirmation of the Progress Report – Members of the Com-CSS confirmed the Progress Report CIC/CSS/R/004/11 of the last meeting held on 11 November 2011.
1.2	CIC/CSS/R/003/11	Matters Arising from the Previous Meeting –  <u>Agenda item 4.3.3:</u> 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.  <u>Agenda item 4.3.4:</u> 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

<p>1.3 (for CIC's approval)</p>	<p>CIC/CSS/P/001/12</p>	<p><u>Nomination of Co-opted Members for the Com-CSS 2012-2014</u> - The term of office of the Co-opted Members in the last session was expired on 31 January 2012. The members of the Com-CSS 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). (Please refer to the attached list)</p> <p>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 be submitted to CIC for approval at its meeting scheduled on 27 April 2012.</p>
<p>1.4</p>	<p>Presentation</p>	<p><u>Experience Sharing Session – “Construction Safety Management and Site Housekeeping in Japan”</u> – Mr CHEUNG, Chairman of Com-CSS, briefed that he had participated in the Benchmarking Study Tour on Construction Safety in Japan was organised by the OSHC in December 2011.</p> <p>In view of the overall experience of the benchmarking study 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, the active participation and collaboration among different stakeholders to foster better safety and health awareness in the construction industry would be crucial.</p>

1.5	CIC/CSS/P/002/12	<u>Re-name the Task Force on Site Cleanliness and Tidiness to Task Force on Site Housekeeping</u> - Members of the Com-CSS 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.
1.6	CIC/CSS/P/003/12	<u>Progress Report of Meeting No. 001/11 of the Task Force on Site Housekeeping</u> – 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. Members took note of the progress of the Task Force.
1.7	CIC/CSS/P/004/12	<u>Progress of Activities of the Informal Task Force on Site Safety Incidents</u> - Three draft CIC Safety Alerts were prepared and had been 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 the Construction Industry Council Training Academy (CICTA) for their review and comment. Members took note of the progress of the Task Force.

1.8	Verbal Report	<p><u>Progress of Activities of the Task Force on Review of Major Construction Method Statements -</u> 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. It 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.</p> <p>It was recommended that the pictorial method statements for use at workers level should be considered. Members took note of the progress of the Task Force.</p>
1.9	CIC/CSS/P/005/12	<p><u>Progress of Activities of the Informal Task Force on Site Safety of Working of Lift Shaft - Volume 2 of the Guidelines</u> was published on 9 January 2012 after the final draft of which was approved by the CIC on its meeting on 16 December 2011.</p> <p>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 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.</p>

1.10	CIC/CSS/P/006/12	<p><u>Progress of Activities of the Task Force on Working in Hot Weather</u> - Mr BLAKE, the Task Force Chairperson, reported the progress of the HKU 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 in January and February 2012 to let the HKU Research Team to briefly elaborate their findings the Reports and the proposed updated Guidelines to the Task Force members.</p> <p>Several members of Com-CSS shared the same view and opined that HKU Research Team should 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.</p> <p>Mr CHEUNG, the Chairman of Com-CSS, 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. As the proposed two-hour lunch break, additional breaks and self-pace were controversial, Mr CHEUNG recommended that other alternative measures to reduce the heat stress risks should be reviewed by the HKU Research Team.</p>
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1.11	CIC/CSS/P/007/12	<p><u>Progress of Activities of the Task Force on Safety of Repair, Maintenance, Alternations and Additions (RMAA) sites</u> - For the possibility of hanging banners to promote safety precautionary measures at sites of Operation Building Bright (OBB) projects, an information meeting among the representatives from LD, URA, HS and CIC Secretariat was held on 6 December 2011 to discuss the detailed logistic arrangement of 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.</p> <p>For the formation of a Task Group to prepare a Safety Alert or Guidelines on the safety of carrying out RMAA Works in the Occupied Commercial Premises, the kick-off Task Group meeting was held on 29 February 2012. The need to issue the Safety Alert or Guidelines was identified and the 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.</p>
1.12	CIC/CSS/P/008/12	<p><u>Progress of Activities of the Task Force on Site Safety Training</u> – 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 deliberations, 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 to two relevant bridging courses within a grace period. The above bridging courses arrangement were noted by DevB and they had no adverse comment.</p> <p>A letter was sent to relevant stakeholders soliciting their views and comments on the proposed syllabi and exemption criteria on 21 February 2012. Upon receiving the views and comments, the</p>

		training courses would then be submitted to the Task Force on Site Safety Training for discussion and endorsement. Members took note of the progress of the Task Force.
1.13	CIC/CSS/P/009/12	<p><u>Safety Campaign 2012 – Safety Week</u> –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 organisations, government departments, professional institutions and workers’ unions as the supporting organizations for the Safety Week.</p> <p>The key message to be announced throughout the Safety Week would be the promotion of “Zero Accident” and it comprised of a series of construction safety related events from 20-24 May 2012. Members took note of the progress of the Safety Campaign 2012.</p>
1.14	Verbal Report	<p><u>Technical Seminars on “Handling Construction Work Injury Cases and Site Safety and Fatal Accident Cases” and “Safety of Lift Shaft Works”</u></p> <p>(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.</p> <p>(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</p>

		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	CIC/CSS/P/010/12	<u>Year Plan – Progress Review</u> - A Summary of Short Term, Medium Term, and Long Term Strategies to enhance Construction Site Safety was tabled to the members for discussion. Mr CHEUNG, the Chairman of Com-CSS, 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.
1.16	AOB	<u>Letter from Mr LEE Cheuk-yan, Chairman of Panel on Manpower, Legislative Council</u> - Mr LEE Cheuk-yan, Chairman of Panel on Manpower, Legislative Council had sent a letter to CIC and suggested CIC to establish a platform for property developers to be made aware of construction contractors with poor performance in construction safety. After deliberations, it was agreed that CIC was not the suitable organisation to collect and disseminate such kind of information. The Chairman suggested the CIC Secretariat to prepare a reply to Mr LEE.

**Construction Industry Council**  
**Committee on Construction Site Safety**

**Proposed Co-opted Members**

A. Re-appointment

Mr. James BLAKE	Chairman of Task Force on Working in Hot Weather
Ms. FUNG Yin-suen, Ada	Chairperson of Task Force on Site Safety of Working in Lift Shaft
Mr. KWONG Chiu-ling	Chairman of Informal Task Force on Site Safety Incidents
Ir. LAU Chi-kin	Chairman of Task Force on Review of Major Construction Method Statement
Mr. TSO Sing-hin	Chairman of Task Force on Work Safety of Repair, Maintenance, Alteration and Additions (RMAA) Sites
Mr Michael FONG	Development Bureau

B. New Appointment

Prof. Francis Wong	Chairman of Task Force on Site Housekeeping
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C. Nomination from Organisation

Hong Kong Institute of Architects (Authorised Person)  
Hong Kong Federation of Electrical and Mechanical Contractors  
Hong Kong Federation of Insurers  
Occupational Safety and Health Council  
Hong Kong General Building Contractors Association  
Construction Site Workers General Union

D. Term of Office

- (i) As endorsed by the CIC in 2010, Co-opted Member holds office for a

period not exceeding 2 years and is eligible for reappointment to the same committee on the expiry of his/her term of office, but may not serve as such a member continuously for more than 6 years.

- (ii) The term of office of the above Co-opted Members, if appointed, is up to 31 January 2014.