



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



REFERENCE MATERIAL

on Safety Roles and
Responsibilities
of Key Stakeholders in
the Hong Kong
Construction Industry

Practical Reference
Guidance On
Work-above-ground
Operation

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Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions

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Preface

The Construction Industry Council (CIC) is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time to adjust. It is for this reason that four separate categories of publications have been adopted, the purposes of which are as follows:

Alerts	Alerts are reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders to the need to follow some good practices or to implement some preventive measures in relation to the construction industry.
Reference Materials	Reference materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of relevant Reference Materials by industry stakeholders where appropriate.
Guidelines	Guidelines provide information and guidance on particular topics relevant to the construction industry. The CIC expects all industry stakeholders to adopt the recommendations set out in relevant Guidelines where applicable.
Codes of Conduct	Codes of Conduct set out the principles for all relevant industry participants to follow. Under the Construction Industry Council Ordinance (Cap. 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The CIC may take necessary actions to ensure compliance with the codes.

We encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication for us to further enhance this publication for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

Purpose

This aim of this “Practical Reference Guidance on Work-above-ground Operation (PRG)” is to provide a technical-based guidance to construction industry stakeholders who may perform work-above-ground operation in their project. Under section 6A of the Factories and Industrial Undertakings Ordinance (Cap. 59), the proprietor of an industrial undertaking has a duty to ensure, so far as is reasonable practicable, the health and safety at work of all persons employed by him at the industrial undertaking. This type of performance-based legislation requires the duty holders to conduct risk assessment to identify the hazards inherent in the process and develop appropriate precautions for remedy, including provision and maintenance of a safe system of work.

To narrow down the scope of work of the duty holders based on the “Stakeholder Model” to process-based approach is used. The purpose is to confine its application to work-above-ground operation. Readers should note that it is not feasible for CIC to develop a PRG for each and every work-above ground task because of the variable factors involved. Readers can nevertheless model on this PRG to develop their own system of work in work-above-ground to fulfill their legal duty under section 6A of the Factories and Industrial Undertakings Ordinance, (Cap. 59). Stakeholders' complied with this reference should not be deemed as complied with statutory requirements.

There are altogether 4 PRGs published, covering lifting operation, work-above-ground, erection and dismantling of scaffold or platform and electrical work. This publication focuses on the process of **Work-above-ground**. It provides a step-by-step guidance for the industry stakeholders to develop a safe system of work in work-above-ground before commencement the work. This PRG, for the purpose of widening its applicability to different work-above-ground processes is based on the type of operation, instead of task, after considering the various types of work-above-ground tasks which involve the use of different types of equipment, different work environment and different natures of works, etc.

This PRG, unlike other guidance document for safety at work, emphasizes not only the ways how the work should be safely carried out, but also on the ways how the work should be safely carried out by respective persons who are playing respective roles at a designated level in a project organisation.

1. Usage of Practical Reference Guidance

This PRG is specially prepared for those who will be / are involved in work-above-ground operation. Such work-above-ground operation needs to be controlled by a well established safe system of work which is actually a legal requirement under section 6A of the Factories and Industrial Undertakings Ordinance, (Cap. 59).

This PRG is modeled on the five steps to a safe system of work given in the guidebook “Safe Systems of Work” (Labour Department, 2004) and provides practical guidance for the stakeholders at tactical level to draw up safe work procedures as required by law.

At tactical level, the project-in-charge can follow the step-by-step guidance to call up the risk assessment team, develop safe system of work, deploy suitable work-above-ground equipment and competent work-above-ground team members to take up respective post during the work-above-ground operation to reduce, so far as is reasonable foreseeable, any risk inherent in the operations.

At operational level, the PRG can provides guidance to those in supervisory functions on safety inspection and document checking.

At behavioural level, the PRG provides guidance on proper work procedures for workers to follow and to reduce human errors at work.

2. Practical Reference Guidance on Work-above-ground Operation

2.1 Principle

The PRG adopts the Six-step Approach to ensure that hazards are eliminated or risk minimized through a systematic way that include:

1. Assessing the task;
2. Identifying the hazards;
3. Defining safe methods;
4. Implementing the system;
5. Monitoring the system; and
6. Reviewing the system

The PRG aims to help the construction industry stakeholders by specifying the responsibilities of each respective stakeholder in a construction project according to their designated roles and functions. The proposal makes reference to the construction industry in the following ways:

1. For project controller at strategic level (i.e. developer / client) to demonstrate safety commitments and draw up tendering documents and contract specifications;
2. For company directors at strategic level to draw up job specifications for project staff before deployment;
3. For project-in-charge at tactical level to draw up project safety plan;
4. For project supervisors at operation level to execute the supervision plan; and
5. For operators at execution level to understand their rights and responsibilities in execution of their works.
6. In this reference material, work above the ground generally refers to all work carried out above the ground (regardless of height), which also includes related work using gondolas, scaffolding, ladders and kung fu platform.

2.2 Six-step Approach

The ten steps involved in the recommended six-step approach are listed as followings:

1. Preparation of work plan in pre-work-above-ground operation
2. Conduct of risk assessment to define safe work-above-ground plan
3. Establishment of safe work-above-ground procedures
4. Selection of suitable work-above-ground equipment
5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary
6. Assurance of competence of work-above-ground team
7. Training of safe work-above-ground procedures
8. Implementation of safe work-above-ground procedures
9. Monitoring on adherence of safe work-above-ground procedures
10. Review of safe work-above-ground procedures

2.3 Safety Roles and Responsibilities of stakeholders in different levels

Safety is never a single person responsibility. It is an integrated science requiring input from different people with different safety roles and responsibilities. Different people at different levels have to jointly exercise their functions and contribute their knowledge / experiences in accordance with their respective roles and responsibilities.

A. Client / Developer

1. Prepare of work plan in pre-work-above-ground operation

Strategic Level:

The client / developer should take part in pre-work-above-ground operations, allocate sufficient time and resources to the appointed contractor to prepare the work plan in work-above-ground. During the pre-work-above-ground operations, they should convene design out risk review meetings with the contractor and designer, if so appointed, to design out risks on work-above-ground for work to be conducted on the ground and permanent structure.

2. Conduct of risk assessment to define safe work-above-ground plan

N/A

3. Establish of safe work-above-ground procedures

N/A

4. Select of suitable work-above-ground equipment

N/A

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

N/A

6. Assurance of competence of work-above-ground team

N/A

7. Training of safe work-above-ground procedures

N/A

8. Implementation safe work-above-ground procedures

N/A

9. Monitoring on adherence of safe work-above-ground procedures

N/A

10. Review of safe work-above-ground procedures

N/A

B. Client's Representative

1. Preparation of work plan in pre-work-above-ground operation

Strategic Level:

The client's representative, acting on behalf of the client, should advise the client on selection and appointment of a competent contractor to carry out specified work-above-ground procedures and protection devices. They should advise the Client and the contractor(s) on the standards selected for the method on work-above-ground, and participate in the design out risk meeting to give advice to designer and contractor.

2. Conduct of risk assessment to define safe work-above-ground plan

Tactical Level:

The client's representatives should participate in the risk assessment team meeting and convey the residue risk on work-above-ground plan to the risk assessment team for considerations.

Operational Level:

The client's representatives, main contractor and sub-contractor, the supervisory staff should participate in the risk assessment meeting and provide feedback on associated hazards and control measures to reduce the risks that are feasible in implementation.

3. Establishment of safe work-above-ground procedures

Tactical Level:

The client's representatives should review the procedures submitted by the project manager and provide necessary comment on the procedures before countersigning the procedures to confirm that they comply with the statutory standards and contractual requirements.

4. Selection of suitable work-above-ground equipment

Tactical Level:

The client's representatives should check that the provided work-above-ground equipment are appropriate and complies with the statutory standards and contract specifications, and endorse the equipment deployed for the purpose.

Operational Level:

The client's representatives and the supervisory staff should provide feedback on the suitability and appropriateness of the work-above-ground equipment deployed.

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

N/A

6. Assurance of competence of work-above-ground team

Tactical Level:

The client's representatives should review the qualification of the operators of suspended working platform (SWP), and the training and skill of persons in various trades according to the statutory requirements and contract requirements.

7. Training of safe work-above-ground procedures

Tactical Level:

The client's representatives should check review the training plan and program in line with contract specifications and approve the training plan.

8. Implementation of safe work-above-ground procedures

Tactical Level:

The client's representatives should check and monitor the precautions in work-above-ground operations to ensure they are appropriate and adhered to the statutory requirements and contract specifications.

9. Monitoring on adherence of safe work-above-ground procedures

Operational Level:

The client's representatives should conduct random physical checks and inspection to ensure the adherence to the work-above-ground procedures and to suspend work that would create imminent risk of bodily injury.

10. Review of safe work-above-ground procedures

Tactical Level:

The client's representatives should participate in review meeting and provide views on feedback from frontline staff in work-above-ground operations.

C. Designer

1. Preparation of work plan in pre-work-above-ground operation

Strategic Level:

The designer can be an architect in design of building structures or any persons in similar capacity appointed by the client relating to special installation for work-above-ground protection facilities. They have duties to design out risks in planning, manage pre-construction design, arrange on work-above-ground operations or projects, and inform the client and contractor any changes from the original design. The design out risk should be based on the principles of eliminating the hazard as a first priority by keeping people to work on ground instead of work-above-ground in the pre-work-above-ground plan.

2. Conduct of risk assessment to define safe work-above-ground plan

N/A

3. Establishment of safe work-above-ground procedures

N/A

4. Selection of suitable work-above-ground equipment

N/A

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

N/A

6. Assurance of competence of work-above-ground team

N/A

7. Training of safe work-above-ground procedures

N/A

8. Implementation of safe work-above-ground procedures

N/A

9. Monitoring on adherence of safe work-above-ground procedures
N/A

10. Review of safe work-above-ground procedures
N/A

D. Main Contractor

1. Preparation of work plan in pre-work-above-ground operation

Strategic Level:

The main contractor at head office should decide on the strategies to fulfil the contract specifications on safety in design, construction, installation and maintenance of the protection facilities and equipment in planning of work-above-ground. They are required to define standards for the project team, allocate sufficient support and resources, set up accountability system on selection and monitoring of sub-contractors to ensure work-above-ground plan are strictly adhered to.

2. Conduct of risk assessment to define safe work-above-ground plan

Tactical Level:

The main contractor should form a risk assessment team comprising members at different levels of the site organizational structure to conduct risk assessment for work-above-ground plan. The risk assessment should identify the hazards and risks on work-above-ground if necessary and determine the correct steps and procedures to eliminate or mitigate the hazards and risks in work-above-ground plan. The risk assessment should be based on the guidelines from the design-out-risk meetings of the client and designer and senior management at head office when drawing the safe work-above-ground plan in the risk assessment exercise held for the purpose.

Operational Level:

The supervisory staff should participate in the risk assessment meeting and provide feedback on hazards and control measures to reduce the risks that are feasible in implementation.

Behavioural Level:

The workmen who are familiar with the work processes concerning work-above-ground activities, should participate in the risk assessment meetings and provide feedback to enable the work-above-ground plan is well defined and streamlined in operation.

3. Establishment of safe work-above-ground procedures

Tactical Level:

The main contractor should endorse the safe work-above-ground procedures prepared by the safety personnel according to the findings and input of the risk assessment team, and allocate necessary resources for implementation of the safety procedures on work-above-ground with in-house rules to control the compliance of the established procedures.

4. Selection of suitable work-above-ground equipment

Tactical Level:

The main contractor should provide sufficient resources for the erection and provision of suitable appropriate work-above-ground equipment according to the endorsed procedures.

Operational Level:

The supervisory staff should provide feedback on the suitability and appropriateness of the work-above-ground equipment deployed.

Behavioural Level:

The workers should provide feedback on the suitability and appropriateness of the work-above-ground equipment deployed.

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

Tactical Level:

The main contractor should appoint a competent examiner (e.g. registered professional engineer in specified discipline) to test, examine and certify that the SWP erected for work at external walls, and the anchorages and independent lifelines for anchoring the safety harness for work-above-ground protection are in safe working order according to the statutory requirements.

The main contractor should appoint a competent person to inspect and certify the SWP in safe working order weekly, scaffolds erected in construction sites bi-weekly, and the PPE before every use (e.g. the safety harness deployed) for the work-above-ground process according to the statutory requirements.

Operational Level:

The appointed competent examiner should carry out testing and examinations of facilities as specified in the statutory requirements and the contract, enter the records in approved form, and deliver the report of the testing and examination to the owner of the SWP or the contractors responsible for the fall arresting system for fall protection. They should report to the contractor and owner of any defects observed during their test and examination.

The appointed competent person should carry out inspection of the scaffolds and the PPE for fall protection specified in the statutory requirements and the contract and enter the records in approved form.

The appointed competent person should carry out inspection of the SWP and the PPE for fall protection specified in the statutory requirements and the contract and enter the records in approved form and submit the reports to the owner of the SWP.

6. Assurance of competence of work-above-ground team

Tactical Level:

The main contractor should appoint worker trained with sufficient ability's to operate the SWP, and supervisor to supervise the work-above- ground operations by various trades in the site.

Operational Level:

The supervisors should assess the suitability and competence of the operators of the SWP, and other persons if necessary according to statutory requirements or contract terms.

7. Training of safe work-above-ground procedures

Tactical Level:

The main contractor should ensure the persons involved in work-above-ground processes are adequately trained and competent in the operations and safety procedures as necessary for the type of work to be performed. He should endorse the safety training plan and program, and provide sufficient time and resources to individuals to attend training.

Operational Level:

The supervisory staff should participate in the safety training to understand the safe work-above-ground procedures.

Behavioural Level:

The front line workers should participate in the safety training to understand the safe work-above-ground procedures.

8. Implementation of safe work-above-ground procedures

Tactical Level:

The main contractor should ensure that the works adhere to the endorsed work-above-ground procedures. For work to be performed in adverse conditions, he should re-assess the risk and implement permit to work if it is under safety condition.

Operational Level:

The supervisory staff should verify whether the work-above-ground protection are in line with the endorsed safety procedures for the work and consider suspending the work if necessary for rectification and take precautions according to the laid down procedures before resuming the work. The non-compliance should be recorded and reported to the project in-charge for follow up if warranted.

Behavioural Level:

The front lines in the work-above-ground operations should adhere to safety procedures for work-above-ground and only carry out work according to the laid down procedures and statutory requirements. They should follow the instruction of the supervisory staff and rectify the situations with safety precautions before resuming the work.

9. Monitoring on adherence of safe work-above-ground procedures

Tactical Level:

The main contractor should develop disciplinary policy to enforce the compliance of work-above-ground procedures and statutory requirements. The main contractor should ensure that an effective inspection program is in place and delegate sufficient authority to the front line supervisors to suspend the work that may create imminent risk of bodily injury. The main contractor should endorse the corrective actions promptly for quick rectification proposed by the supervisory staff if the proposal is reasonable and fair.

Operational Level:

The supervisory staff should monitor the adherence of safe work-above-ground procedures and ensure the unsafe facilities for work-above-ground protection are not used and replaced by safe one.

10. Review of safe work-above-ground procedures

Tactical Level:

The main contractor should establish channel for feedback from frontline staff and ensure hazards of fall of persons and objects are promptly followed up. The main contractor should convene review meeting on a regular basis, in particular in special situations involving change of working conditions or deterioration of the equipment and facilities for work-above-ground that may affect the safety of the frontline operations, or when accident has happened.

Operational Level:

The supervisory staff should participate in review meeting and report feedback from the front line in work-above-ground operations.

Behavioural Level:

All frontline workers in work-above-ground operations should report hazards to supervisors for corrective actions. They should provide feedback on control measures and suggest actions for improvements.

E. Sub-contractor

1. Preparation of work plan in pre-work-above-ground operation

The subcontractor should work with the main contractor to develop a safety plan on work-above-ground.

2. Conduct of risk assessment to define safe work-above-ground plan

Tactical Level:

The sub-contractor should form a risk assessment team comprising members at different levels of the site organizational structure to conduct risk assessment for work-above-ground plan. The risk assessment should identify the hazards and risks on work-above-ground if necessary and determine the correct steps and procedures to mitigate the hazards and risks in work-above-ground plan. The risk assessment should be based on the guidelines from the design-out-risk meetings of the client and designer and senior management at head office when drawing the safe work-above-ground plan in the risk assessment exercise held for the purpose.

Operational Level:

The supervisory staff should participate in the risk assessment meeting and provide feedback on associated hazards and control measures to reduce the risks that are feasible in implementation.

Behavioural Level:

The workers who are familiar with the work processes concerning work-above-ground activities, should participate in the risk assessment meetings and provide feedback to enable the work-above-ground plan well defined and streamlined in operation.

3. Establishment of safe work-above-ground procedures

Tactical Level:

The sub-contractor should endorse the safe work-above-ground procedures prepared by the safety personnel according to the findings and input of the risk assessment team, and allocate necessary resources for implementation of the safety procedures on work-above-ground with in-house rules to control the compliance with the established procedures.

4. Selection of suitable work-above-ground equipment

Tactical Level:

The sub-contractor should provide sufficient resources for the erection and provision of suitable appropriate work-above-ground equipment according to the endorsed procedures.

Operational Level:

The supervisory staff should provide feedback on the suitability and appropriateness of the work-above-ground equipment deployed.

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

Tactical Level:

The sub-contractor should appoint a competent examiner (e.g. Registered Professional Engineer) to test, examine and certify that the SWP erected for work at external walls, and the anchorages and independent lifelines for anchoring the safety harness for work-above-ground protection are in safe working order according to the statutory requirements.

The sub-contractor should appoint a competent person to inspect and certified in safe working order the SWP weekly, scaffolds erected in construction sites bi-weekly, and the PPE before every use such as the safety harness deployed for the work-above-ground process according to the statutory requirements.

Operational Level:

The appointed competent examiner should carry out testing and examinations of facilities as specified in the contract, enter the records in form, and deliver the report of the testing and examination to the owner of the SWP or the contractors responsible for the fall arresting system for fall protection. They should report to the contractor or owner, of any defects observed during testing and examination to the contractor or owner.

The appointed competent person a should carry out inspection of the SWP, the scaffolds and the PPE for fall protection specified in the statutory requirements and the contract, entered the records in approved form and submit the reports to the owner of the SWP, the contractor responsible for the scaffold and the fall arresting system as appropriate. They should report to the contractor or owner of any defects observed during their testing and examination as required by the legislations.

6. Assurance of competence of work-above-ground team

Tactical Level:

The sub-contractor should appoint worker trained with sufficient ability's to operate the SWP, and supervisor to supervise the work-above-ground operations by various trades in the site.

Operational Level:

The supervisors should assess the suitability and competence of the operators of the SWP, and other persons if necessary according to statutory requirements or contract terms.

7. Training of safe work-above-ground procedures

Tactical Level:

The project in-charge should ensure the persons involved in work-above-ground processes are adequately trained and competent in the operations and safety procedures as necessary for the type of work to be performed. He should provide the safety training program, and provide sufficient time and resources to attend training by individuals.

Operational Level:

For sub-contractor of any tiers, the supervisory staff should participate in the safety training to understand the safe work-above-ground procedures.

Behavioural Level:

For sub-contractor of any tiers, the front line workers should participate in the safety training to understand the safe work-above-ground procedures.

8. Implementation of safe work-above-ground procedures

Tactical Level:

The sub-contractor should ensure that the works adhere to the endorsed work-above-ground procedures. For work to be performed in adverse conditions, he should re-assess the risk and implement permit to work if it is under safety condition.

Operational Level:

For sub-contractor of any tiers, the supervisory staff should verify whether the work-above-ground protection are in line with the endorsed safety procedures for the work and consider suspending the work if necessary for rectification and take precautions according to the laid down procedures before resuming the work. The non-compliance should be recorded and reported to the project in-charge for follow up if warranted.

Behavioural Level:

For subcontractor of any tiers, all front lines in the work-above-ground operations should adhere to safety procedures for work-above-ground and only carry out work according to the laid down procedures and statutory requirements. They should follow the instruction of the supervisory staff and rectify the situations with safety precautions before resuming the work.

9. Monitoring of adherence of safe work-above-ground procedures

Tactical Level:

The sub-contractor should develop disciplinary policy to enforce the compliance of work-above-ground procedures and statutory requirements. He should ensure an effective inspection program is in place and delegate sufficient authority to the front line supervisors to suspend the work that may create imminent risk of bodily injury. He should endorse the corrective actions promptly for quick rectification proposed by the supervisory staff if the proposal is reasonable and fair.

Operational Level:

For sub-contractor of any tiers, the supervisory staff should monitor the adherence of safe work-above-ground procedures and ensure the unsafe facilities for work-above-ground protection are not used and replaced by safe one.

10. Review of safe work-above-ground procedures

Tactical Level:

The sub-contractor should establish channel for feedback from front lines and ensure hazards of fall of persons and objects are promptly followed up. He should convene review meeting on a regular basis, in particular in special situations involving change of working conditions or deterioration of the equipment and facilities for work-above-ground, that may affect the safety of the frontline operations, or when accident has happen.

Operational Level:

For sub-contractor of any tier, the supervisory staff should participate in review meeting and report feedback from the front line in work-above-ground operations.

Behavioural Level:

For sub-contractor of any tier, all frontline workers in work-above-ground operations should report hazards to supervisors for corrective actions. They should provide feedback on control measures and suggest actions for improvements.

F. Safety Personnel

1. Preparation of work plan in pre-work-above-ground operation

Safety personnel should understand the legal and contractual requirements of work-above-ground and assist in preparing the safe work plan.

2. Conduct of risk assessment to define safe work-above-ground plan

Tactical Level:

For main contractor and sub-contractor, the safety personnel should actively participate in the risk assessment meeting to assist in the identification of the hazards on work-above-ground and discuss the safety measures to eliminate the process of work-above-ground as far as possible and substitute new but safer methods to reduce the risk at source according to current standards and codes of practices.

3. Establishment of safe work-above-ground procedures

Tactical Level:

The safety personnel who attend the risk assessment meeting should record the resolution of the meeting and prepare the safe work-above-ground procedures accordingly.

4. Selection of suitable work-above-ground equipment

Safety personnel of main contractors and sub-contractors should advise on relevant statutory standards on the safe work equipment.

5. Inspection, testing and examination of work-above-ground equipment and PPE if necessary

Tactical Level:

The safety personnel of main contractor or sub-contractor of any tiers should arrange the schedules for inspection, testing and examination of the facilities and equipment by a competent person and competent examiners according to the statutory requirement and contract specifications. The reports and certificates signed by the competent person and competent examiner should be received and kept for inspections by relevant persons and the authority.

6. Assurance of competence of work-above-ground team

The safety personnel of the main contractor and sub-contractors shall ensure that relevant work, rights and responsibilities have been appointed.

7. Training of safe work-above-ground procedures

Tactical Level:

For main contractor and sub-contractor of any tiers, the safety personnel should design the training program, and identify the workers involved in work-above-ground operations. The safety personnel should implement the training plan after the project in-charge has endorsed the plan and monitor the implementation of the training before the works and keep attendance records of the training.

8. Implementation of safe work-above-ground procedures

Tactical Level:

For main contractor and subcontractor of any tiers, the safety personnel should check and verify the precautions entered in the procedures and also the permit, if required, are in place before work-above-ground commences.

9. Monitoring on adherence of safe work-above-ground procedures

Tactical Level:

For main contractor and subcontractor of any tiers, the safety personnel should conduct inspection to oversee performance of the frontline in work-above-ground and follow-up the endorsed corrective actions. In case of dangerous situations encountered during duty, he / she should immediately suspend the work that would create imminent risk of bodily injury. He/she should prepare performance data sheet for analysis on regular basis.

10. Review of safe work-above-ground procedures

Tactical Level:

For main contractor and sub-contractor of any tiers, the safety personnel should consolidate feedback from frontline for discussion in review meetings. He should participate in review meeting and provide views on feedback from frontline in work-above-ground operations.

A matrix showing the **Safety Roles of Respective Stakeholders and their Safety Responsibilities at Respective Level correlating to each step of the “Practical Reference Guidance on Work-above-ground Operation”** is given in **Appendix 1** for reference.

Appendix I – Safety Roles of Respective Stakeholders and their Safety Responsibilities at Respective Level correlating to each step of the “Practical Reference Guidance on Work-above-ground Operation”

			1	2	3	4
		Position (Subject to individual organisation decision and arrangement)	Preparation of work plan in pre-work-above-ground operation	Conduct of risk assessment to define safe work-above-ground plan	Establishment of safe work-above-ground procedures	Selection of suitable work-above-ground equipment
Strategic Level (High-level Decision Making)	Client / Developer	Project Director, Project Manager, etc.	1. Ensure design out risk system in place 2. Allocate sufficient time and resources 3. Select and appoint competent designer and contractor 4. Convene design out risk meeting A1			
	Client's Representative	Architect, Principle Engineer	1. Advise on requirements in contract 2. Advise on selection and appointment of contractor 3. Participate in design out risk meeting A2			
	Designer	Architect, Engineer	1. Plan and manage pre-work above ground design 2. Communicate residue risk on design 3. Participate in design out risk meeting C1			
	Main Contractor	Director, Project Director, Contract Manager, etc.	1. Ensure accountability system in place 2. Provide sufficient time and resources 3. Participate in design out risk meeting D1 / E1			
Tactical Level (Line Management Function)	Client's Representative	Architect, Resident Engineer		1. Participate in risk assessment 2. Review solution of residue risk on design B2	1. Review and comment safe work above ground procedures B3	1. Review and comment the selection of work above ground equipment B4
	Main Contractor / Sub-contractor	Project Manager, Construction Manager, Site Agent, Superintendent, etc.		1. Set up accountability system 2. Establish risk assessment team 3. Convene risk assessment meeting 4. Decide solution of residue risk on design D2 / E2	1. Prepare and endorse the safe work above ground procedures 2. Set up safety rules and disciplinary policy for enforcement 3. Provide sufficient resources D3 / E3	1. Provide sufficient resources D4 / E4
	Main / Subcontractor Safety Personnel	Safety Manager, Safety Officer, Safety Supervisor, Safety Representative	1. Understand the legal and contractual requirments F1	1. Participate in risk assessment 2. Assist in identifying hazards 3. Provide advice on control measures 4. Record solutions on risk assessment F2	1. Assist the preparation of safe work above ground procedures F3	1. Advice legal standards of safe work above ground equipment F4
Operation Level (Supervising Function)	Client's Representative	Inspectorates, Work Supervisors, etc.		1. Participate in risk assessment 2. Feedback on hazards and controls B2		1. Feedback on suitability of safe work above ground equipment B4
	Main Contractor / Sub-contractor	Engineer, Supervisor, Foremen, etc.		1. Participate in risk assessment 2. Feedback on hazards and controls D2 / E2		1. Feedback on suitability of safe work above ground equipment D4 / E4
	Competent Examiner / Competent Person	Competent Examiner - RPE Competent Person - Person appointed by the onwer according the regulation.				
Behavioural Level (Works Executing Fucntion)	Main Contractor / Subcontractor	Worker working above ground		1. Participate in risk assessment 2. Feedback on hazards and workability of controls D2 / E2		1. Feedback on suitability of safe work above ground equipment D4 / E4

Appendix I – Safety Roles of Respective Stakeholders and their Safety Responsibilities at Respective Level correlating to each step of the “Practical Reference Guidance on Work-above-ground Operation”

[illegible]

Feedback Form [Reference Material on Safety Roles and Responsibilities of Key Stakeholders in the Hong Kong Construction Industry - Practical Reference Guidance On Work-above-ground Operation]

Thanks for reading this publication. To pursue improvement in our future versions, we appreciate your valuable suggestions.

(Please put a "✓" in the appropriate box)

1. As a whole, I feel that the publication is:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the Safety Roles and Responsibilities of Key Stakeholders on Work-above-ground Operation?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	No Comment <input type="checkbox"/>	
3. Have you made reference to the publication in your work?	Quite Often <input type="checkbox"/>		Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>	
4. To what extent have you incorporated the recommendations of the publication in your work?	Most <input type="checkbox"/>		Some <input type="checkbox"/>	None <input type="checkbox"/>	
5. Overall, how would you rate the publication?	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
6. Please give any other comments and suggestions (use separate sheets if necessary).					
Personal Particulars (optional)* : Name : <u>Mr. / Mrs./ Ms./ Dr./ Prof./ Ir / Sr ^</u> Company : _____ Tel : _____ Address : _____ E-mail : _____					

- * 1. The information you provide to the Construction Industry Council ('CIC'), including any personal data as defined in the Personal Data (Privacy) Ordinance ('Ordinance'), will be used solely for purposes related to the activities of the CIC.
2. The CIC will not transfer your personal data to any third parties without your prior consent.
3. It is not obligatory for you to supply the CIC with personal information in this form.
4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

^ Circle the appropriate option.

Please send this feedback form to :
CIC, Construction Safety - Industry Development
E-mail : enquiry@cic.hk
Address : 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Hong Kong
Fax No : (852) 2100 9090

