

Construction Industry Council
Committee on Construction Site Safety

Meeting No. 003/13 of Committee on Construction Site Safety (Com-CSS) was held on Wednesday, 18 September 2013 at 2:30 p.m. at Meeting Room No. 1, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

The following items have been discussed at Com-CSS Meeting No. 003/13:

Agenda Item	Paper	Major Resolutions/ Progress Highlights
3.1	CIC/CSS/R/002/13 (for discussion)	Confirmation of the Progress Report – Members of the Com-CSS confirmed the Progress Report CIC/CSS/R/002/13 of the last meeting held on 4 July 2013.
3.2	CIC/CSS/R/002/13 (for discussion)	Matters Arising from the Previous Meeting – <u>Agenda item 2.7:</u> The final version of the Safety Alert No. 003/13 “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works” was formally issued on 30 August 2013 and attached in Annex A of this paper for information.

		<p><u>Agenda item 2.11:</u> Mr. LI Chi-leung and Mr. Michael FONG delivered a presentation under Agenda item 3.10 and 3.11 respectively.</p>
3.3	CIC/CSS/P/015/13 (for information)	<p><u>Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft</u></p> <p>Ms. Ada FUNG, the Chairperson of the Task Force on Site Safety of Working in Lift Shaft (Task Force) introduced the paper CIC/CSS/P/015/13 in reporting the progress report of Task Force Meeting No. 001/13 held on 12 August 2013. Members of the Task Force discussed and endorsed the draft Guidelines on Safety of Lift Shaft Works Volume 3 – Throughout Occupation Stage of Building with minor refinement in the meeting. The way forward and associated promotion works of the Guidelines were also discussed in the meeting.</p>
3.4	CIC/CSS/P/016/13 (for endorsement)	<p><u>Guidelines on Safety of Lift Shaft Works (Volume 3 – Throughout Occupation Stage of Building)</u> <u>(the Guidelines)</u></p> <p>With the consideration of the comments and suggestions from Members at the Task Force meeting held on 12 August 2013, a working group meeting was held on 29 August 2013 to finalise and incorporate Members’ comments and suggestions on the Guidelines. The final draft of the Guidelines was completed and submitted to Com-CSS for endorsement.</p> <p>In the meeting, some refinements on the Guidelines were received. The Chairman of Com-CSS opined to conduct a public engagement on the final draft of the Guidelines before the submission to</p>

		<p>the Council. After deliberations, it was agreed that the best way was to conduct it in the upcoming Lift and Escalator Safety Advisory Committee (LESAC) meeting to be held on 10 October 2013.</p> <p>Some Members expressed the Guidelines should be issued in the soonest time as it has been already prepared and reviewed by the representatives from all relevant regulatory Government Departments, lift contractors, lift workers, safety practitioners, property management, and other experts of lift works and safety. After deliberations, Members endorsed in principle the Guidelines with incorporation on the minor suggestions received in the meeting. It was also agreed if no major comment received from the consultation held on 10 Oct 2013, the Guidelines would then be submitted to the upcoming Council meeting for approval.</p> <p>[Post Meeting Note: A presentation was successfully made by Ms. Ada FUNG and CIC Secretariat in the LESAC meeting held on 10 October 2013. Some positive responses and supports on the Guidelines were received during the meeting. The final version of the Guidelines (incorporated with comments received in the Com-CSS Meeting No. 003/13) would be submitted to the Council for Approval at its Meeting No. 005/13 to be held on 25 October 2013.]</p>
3.5	CIC/CSS/P/017/13 (for discussion)	<p><u>A Letter from the Lift and Escalator Contractors Association (LECA)</u></p> <p>A letter from LECA on “Safety Concerns for Working at Lift Shaft” was received. Mr. Stephen KUOK and Mr. David CHAN of LECA elaborated the major Safety Concerns for Working at Lift Shaft with a power point presentation.</p> <p>Members of the Com-CSS appreciated the effort made by LECA and agreed that Design for Safety</p>

		<p>should be aimed at the beginning of the projects. Also, a balance should also be made among various stakeholders. The Chairman of the Com-CSS recommended that Task Force on Site Safety of Working in Lift Shaft could consider to follow up with LECA' s suggestion after the completion of Lift Shaft Guidelines Volume 3.</p>
3.6	CIC/CSS/P/018/13 (for endorsement)	<p><u>Safety Alert No. 004/13 – “ Safe Use of Lifting Appliances and Lifting Gear”</u></p> <p>With the support and input from the Chairperson of the Informal Task Force on Site Safety Incidents (ITF-SSI), Labour Department (LD), the “Safety Alert No. 004/13 – Safe Use of Lifting Appliances and Lifting Gear” was drafted. After deliberations, Members of the Com-CSS endorsed in principle the Safety Alert 004/13 with some minor comments received in the meeting.</p> <p>[Post Meeting Note: A discussion was made with the Chairperson of the ITF-SSI and LD after the meeting regarding the comments received. The final version of the Safety Alert No. 004/13 (incorporating with appropriate comments) was published on 3 October 2013 and attached in Annex B of this paper for information.]</p>
3.7	CIC/CSS/P/019/13 (for endorsement)	<p><u>Site Housekeeping Posters No. P-CSS-001-13, No. P-CSS-002-13 and No. P-CSS-003-13</u></p> <p>After the publication of two Site Housekeeping Posters in 2012, the CIC Secretariat prepared three set of Site Housekeeping Posters namely “Site Housekeeping”, “Provision of Safe and Proper Means of Access in Construction Site” and “Handling and Storage of Chemical Substances and Waste”) in 2013 (based on the prioritised item list made the respective Task Force in 2012).</p>

		<p>After deliberations, Members endorsed the three Site Housekeeping Posters in principle. Members were also invited to provide any further comments to the CIC Secretariat on or before 25 September 2013 if any.</p> <p>[Post Meeting Note: No further comment was received from Members after the Com-CSS Meeting No. 003/13. The final version of the three sets of Site Housekeeping Posters No. P-CSS-001-13, P-CSS-002-13 and No. P-CSS-003-13 were issued on 27 September 2013 and attached in Annex C of this paper for information.]</p>
3.8	CIC/CSS/P/020/13 (for information)	<p><u>Co-organising the Construction Safety Promotional Campaigns with the OSHC in 2013/2014</u></p> <p>In view of the importance of site cleanliness and tidiness to enhance safety in the construction industry, the CIC Secretariat initiated to take a more proactive approach to further promote Site Housekeeping with other industry stakeholders.</p> <p>An informal discussion was made among Mr. TANG Wah Shing (Executive Director of Occupational Safety and Health Council (OSHC) with Mr. Christopher TO and Ms. Angela YUEN of CIC on 3 September 2013, it was agreed that both the existing Good Housekeeping Promotional Campaign and Construction Safety Promotional Campaign of OSHC could be co-organised with CIC from December 2013 onwards. The anticipated expenses of both Promotional Campaigns would be equally shared between OSHC and CIC. Other details would be further discussed with OSHC in later stage.</p>

3.9	CIC/CSS/P/021/13 (for discussion)	<p><u>To explore the possibility to further promote Pay for Safety Scheme (PFSS) in the Construction Industry</u></p> <p>In order to explore the possibility to further promote PFSS in the Construction Industry, an informal meeting among the Chairman of Com-CSS, representatives from the Hong Kong Housing Authority (HKHA) and Development Bureau (DEVB) were held on 28 August 2013. Possible ways to further promote PFSS were discussed in the meeting. DEVB and HKHA would study the possibilities for the payment to workers attending the morning briefing session. CIC would explore the feasibilities in organising an award for encouragement of the adoption of PFSS in the industry. Consultation with other construction industry stakeholders might be required.</p> <p>Members of the Com-CSS supported to explore possible ways to further promote PFSS in the Construction Industry. Ms. Ada FUNG opined Hong Kong Federation of Insurers to explore the possibility to decrease the premium payment for companies / projects adopting PFSS. This might be a good incentive for adoption of PFSS in the construction industry.</p> <p>After deliberations, it was agreed to consider forming two informal working groups. One working group would be considered for exploring feasible ways to further extent the PFSS to the lower tiers. The other working group would be considered for exploring possible ways to further promote application of PFSS in the construction industry.</p>

3.10	CIC/CSS/P/022/13 (for discussion)	<p><u>Design for Safety in Buildings</u></p> <p>Mr. LI Chi-leung briefed Members on Paper CIC/CSS/P/022/13 on “Design for Safety in Buildings” and supplemented with a presentation on “Examples of unsafe building design”. He also shared the overseas experience on Design for Safety, the present position in Hong Kong, possible measures to improve design safety and eliminate works hazards at the design stage.</p> <p>Members of the Com-CSS agreed that Design for Safety is essential and should be made since the commencement of the projects. However, a balance should be worked out among different stakeholders.</p> <p>After deliberations, it was agreed to consider forming two informal working groups under the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites. One working group would be considered for exploring how to put the “Design for Safety” components during the design stage (new buildings). The other working group would be considered for exploring possible remedial / rectification works to be taken to enhance the work safety when carrying out RMAA works in the existing buildings.</p>
3.11	(Power-Point Presentation) (for information)	<p><u>Experience Sharing Session</u></p> <p>Mr. Michael FONG shared a presentation on “Implementation of Construction Design and Management (CDM) in Public Works Projects”. Members of Com-CSS were updated on the latest</p>

		<p>progress of CDM from Government side. DEVB started to review the current CDM process and documents in Government projects since September 2013. Updated Guidance Notes and worked examples and new Practical Guidelines would be targeted in year 2014.</p> <p>Another experience sharing presentation on Near Miss Cases from HKHA was originally scheduled. Owing to the number of agenda items discussed in the meeting, Chairman of Com-CSS suggested Mr. Timothy LAU to present his experience sharing session in the next Com-CSS Meeting No. 004/13.</p>
3.12	AOB (for information and discussion)	<p>(i) Post Event Booklet of the Construction Safety Week 2013 The CIC Secretariat informed Members of the Com-CSS the post event booklet of the Construction Safety Week 2013 will be completed and ready for published in late 2013.</p>



Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works

Safety Alert No. 003/13

Page 1 of 2

Using ladders for working at height in Repair, Maintenance, Alteration and Addition (RMAA) Works is prone to accidents which often result in casualties. Common hazardous conditions of using ladders include the following -

- For work of complicated nature or long duration.
- Ladder not placed on level ground.
- For work with both hands engaged, and over-reaching from the ladder.
- For work that imposes a side loading such as side-on drilling through walls.
- For work near doors or movable objects.

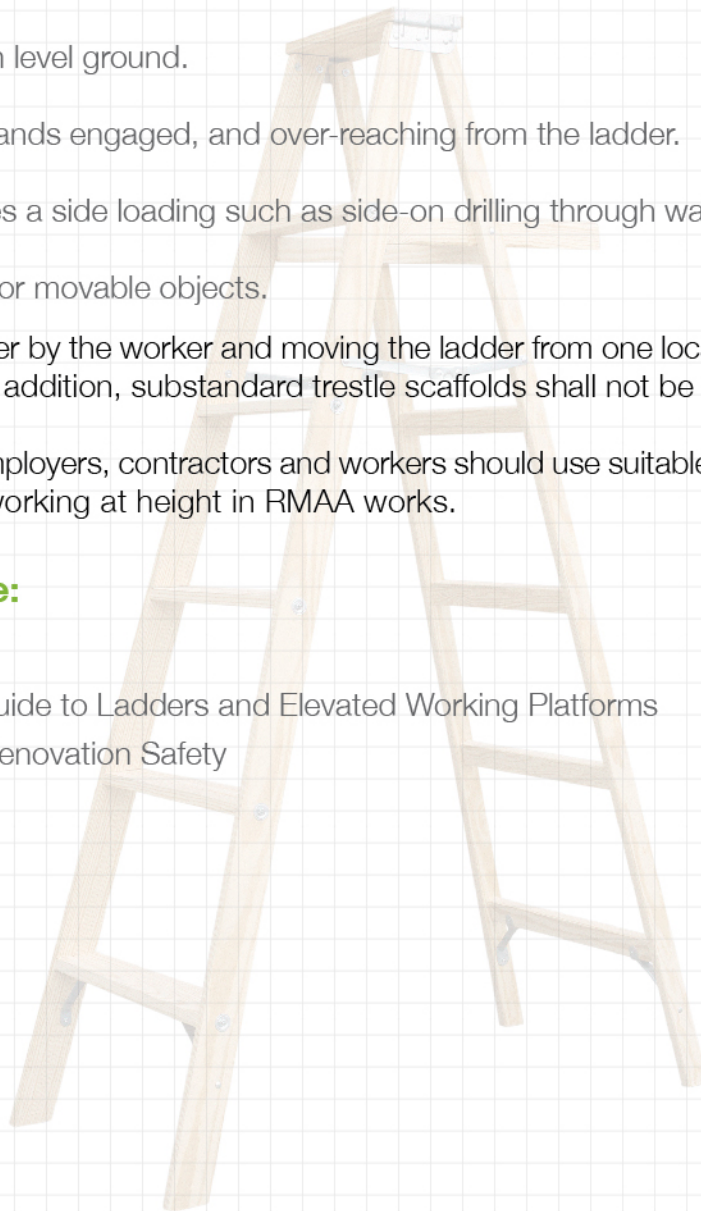
Straddling a trestle ladder by the worker and moving the ladder from one location to another with his feet should be prohibited. In addition, substandard trestle scaffolds shall not be used.

As far as practicable, employers, contractors and workers should use suitable and safe working platforms instead of ladders for working at height in RMAA works.

Relevant reference:

Labour Department

- Safety at Work - A Guide to Ladders and Elevated Working Platforms
- Guidance Notes to Renovation Safety



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No. SA-CSS-003-13-E
August 2013



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Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works

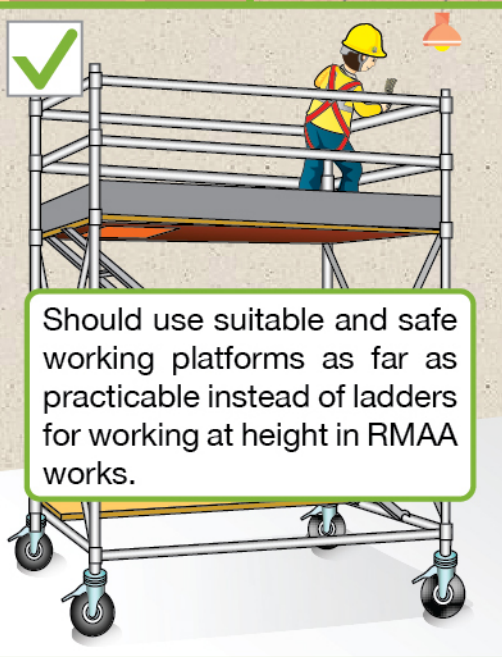
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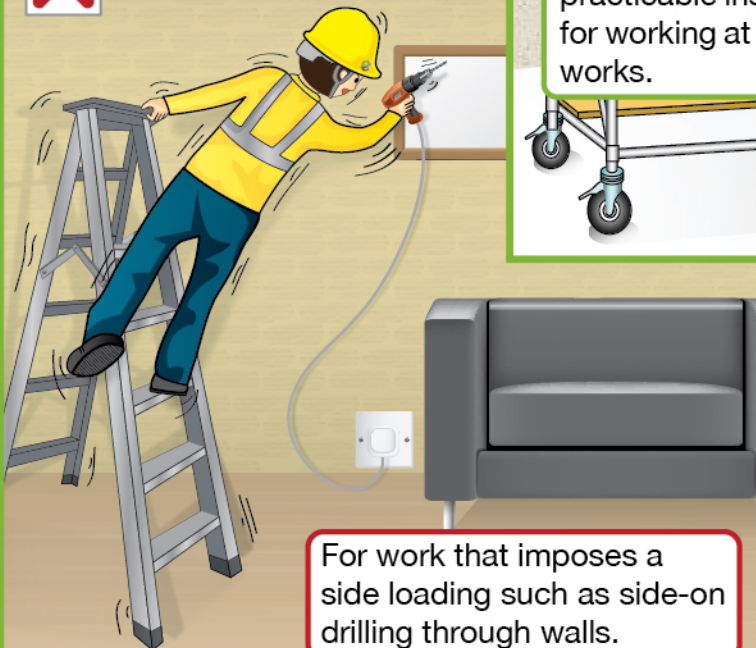


Ladder not placed on level ground.

For work with both hands engaged, and over-reaching from the ladder.



Should use suitable and safe working platforms as far as practicable instead of ladders for working at height in RMAA works.



For work that imposes a side loading such as side-on drilling through walls.



The substandard trestle scaffold shall not be used.



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August 2013



Safe Use of Lifting Appliances and Lifting Gear

Safety Alert No. 004/13

Page 1 of 2

The safe use of lifting appliances and lifting gear is important for construction workers when lifting heavy components or materials on construction sites. Due to tight construction schedules and cramped working environment, the numbers of accidents and near-miss cases associated with the use of lifting appliances and lifting gear tend to escalate. In order to prevent these accidents and near-miss cases, employers, contractors and construction workers should pay attention to the following safety measures:

As Employers and Contractors:

- Plan the lifting operation and ensure that a safe working system for lifting operation is in place with the provision of relevant information, instruction, training and supervision.
- Select and provide suitable equipment to ensure safe lifting operation taking into consideration the characteristics of loads, lifting method and physical conditions on site.
- Appoint a competent person and a competent examiner as appropriate to inspect, thoroughly examine and test lifting appliances and lifting gear on a regular basis. Lifting appliances and lifting gear should not be used unless they have been certified safe.
- Ensure that operators and signallers have completed relevant training courses and hold valid certificates.
- Ensure that all loads are securely attached by a competent rigger to avoid slipping or displacement of the loads.
- Deploy a trained signaller to give clear signals to an operator if he does not have a clear and unrestricted view for the lifting operation.
- Install a CCTV system on each mobile plant to broaden the field of vision of mobile plant operators, particularly at the rear side of the mobile plant.
- Install a flashing alarm system on each mobile plant to alert nearby workers.
- Erect fences or barriers to ensure effective segregation of persons from mobile plant.
- Closely monitor the lifting operation to ensure nobody stands beneath suspended loads and within the sphere of operation of any lifting appliances.

As Construction Workers:

- Lifting appliances' operators and signallers should undergo relevant training courses and have obtained valid certificates.
- The conditions of the lifting appliances and lifting gear should be inspected before use.
- An operator should follow the safe working procedures and the manufacturer's instructions to ensure safe lifting operations, e.g. the outriggers should be fully extended as far as practicable and the "safe working load" should not be exceeded during the lifting operation.

Relevant Reference:

Labour Department / Occupational Safety and Health Council

- Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations, Cap 59J
- Code of Practice for Safe Use of Tower Cranes
- Code of Practice for Safe Use of Mobile Cranes
- Guidance Notes on Inspection, Thorough Examination and Testing of Lifting Appliances and Lifting Gear
- OSHC - Safe Lifting



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Safe Use of Lifting Appliances and Lifting Gear

Safety Alert No. 004/13

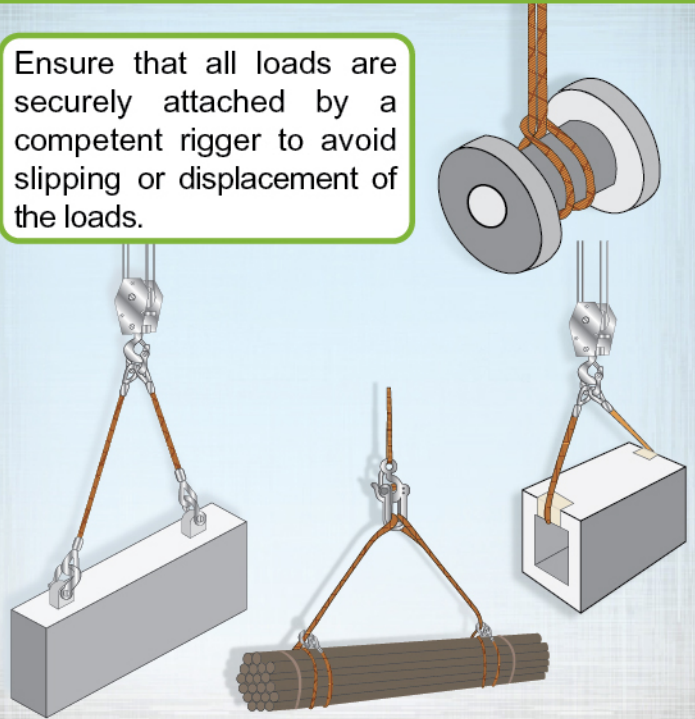
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Ensure that operators and signallers have completed relevant training courses and hold valid certificates.

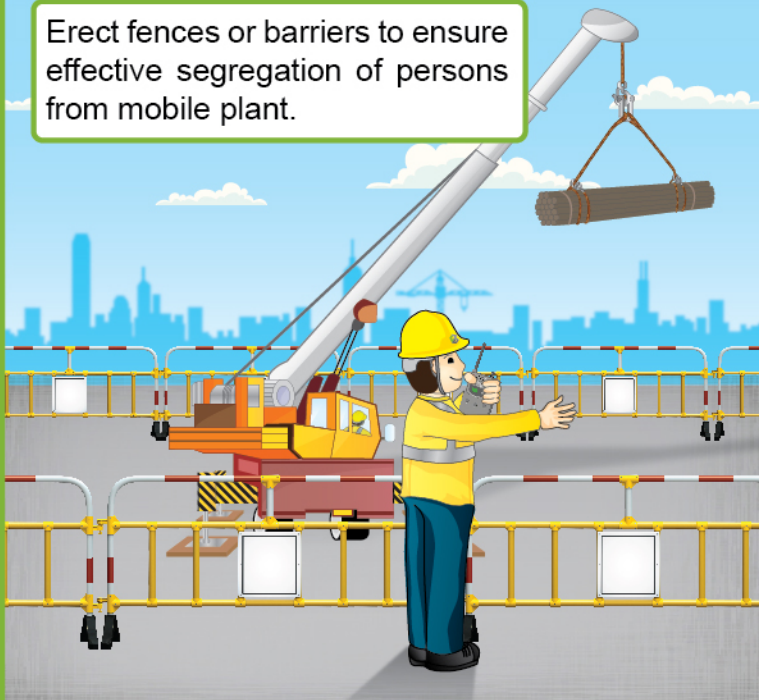
Training for Operators and Signallers



Ensure that all loads are securely attached by a competent rigger to avoid slipping or displacement of the loads.



Erect fences or barriers to ensure effective segregation of persons from mobile plant.



The conditions of the lifting appliances and lifting gear should be inspected before use.



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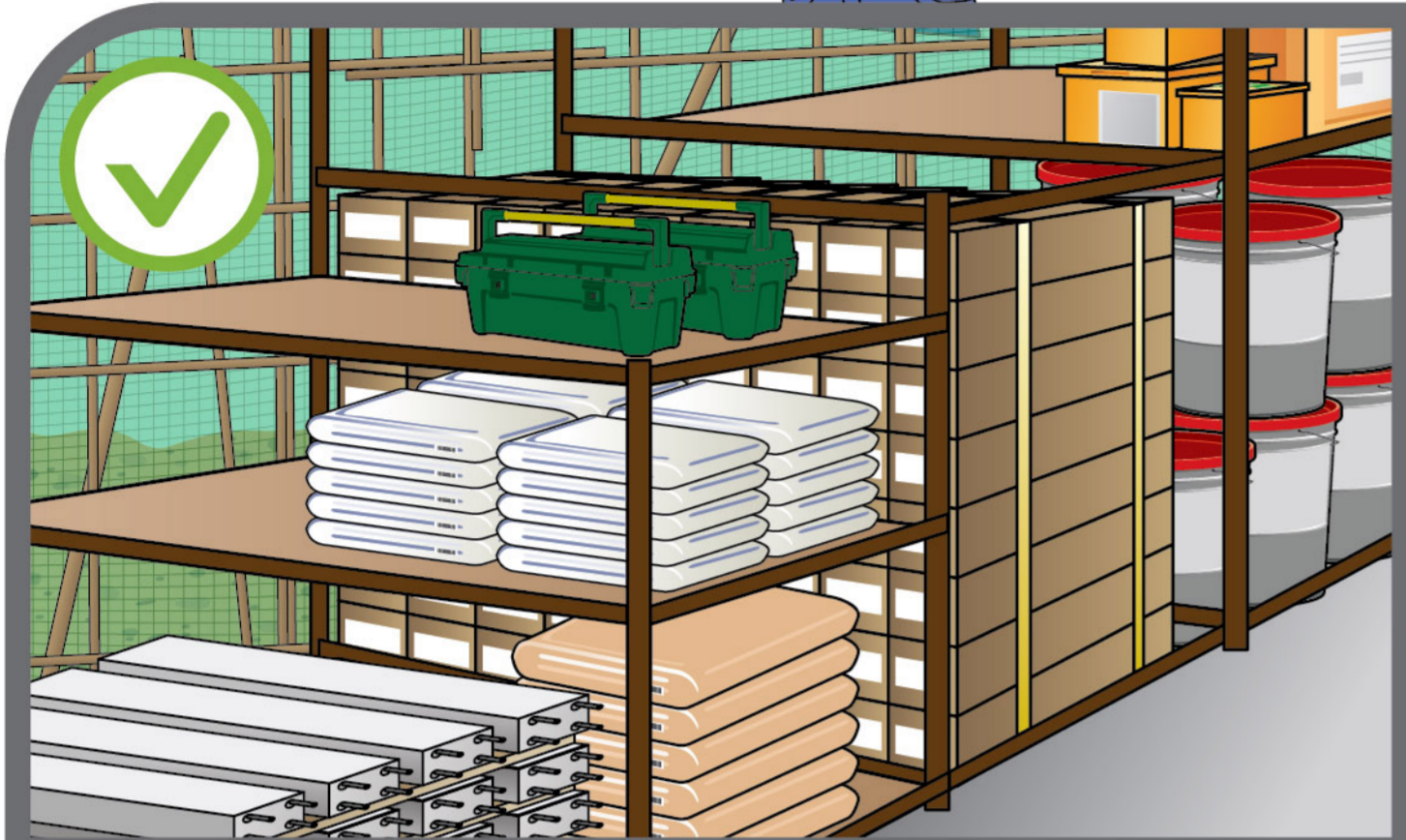
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Site Housekeeping

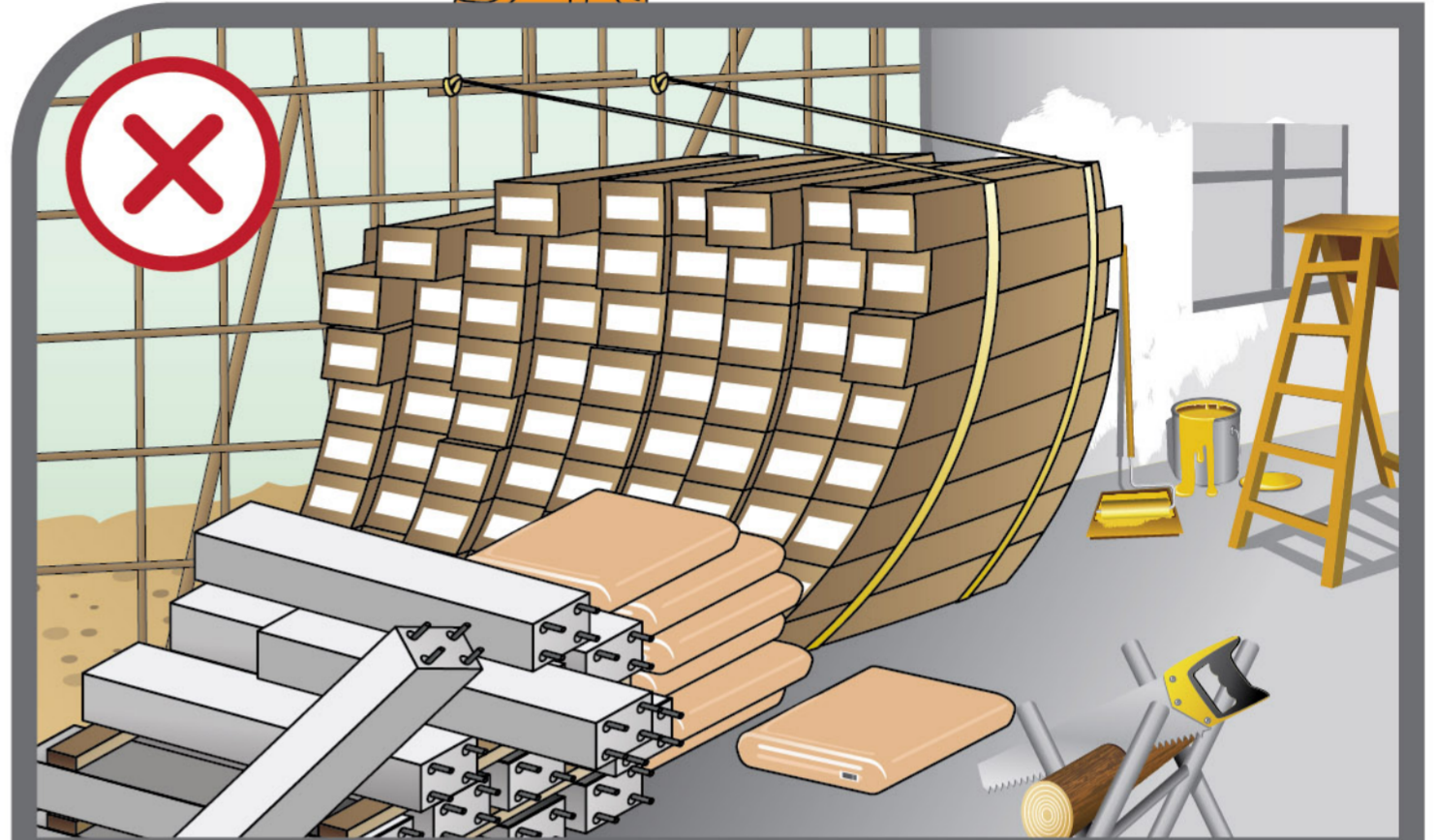
GOOD PRACTICES



BAD PRACTICES



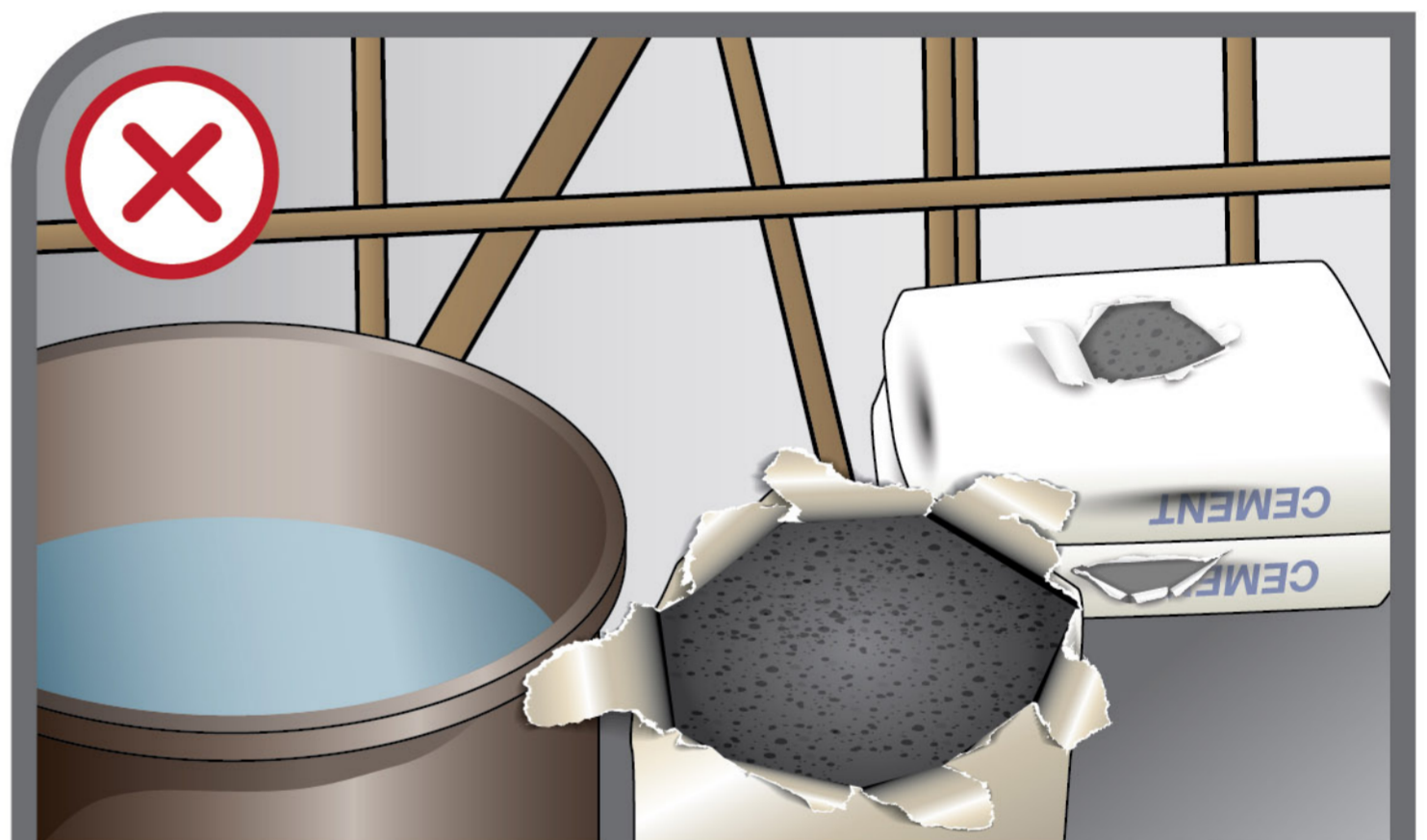
Arrange and store materials in orderly manner on the construction sites



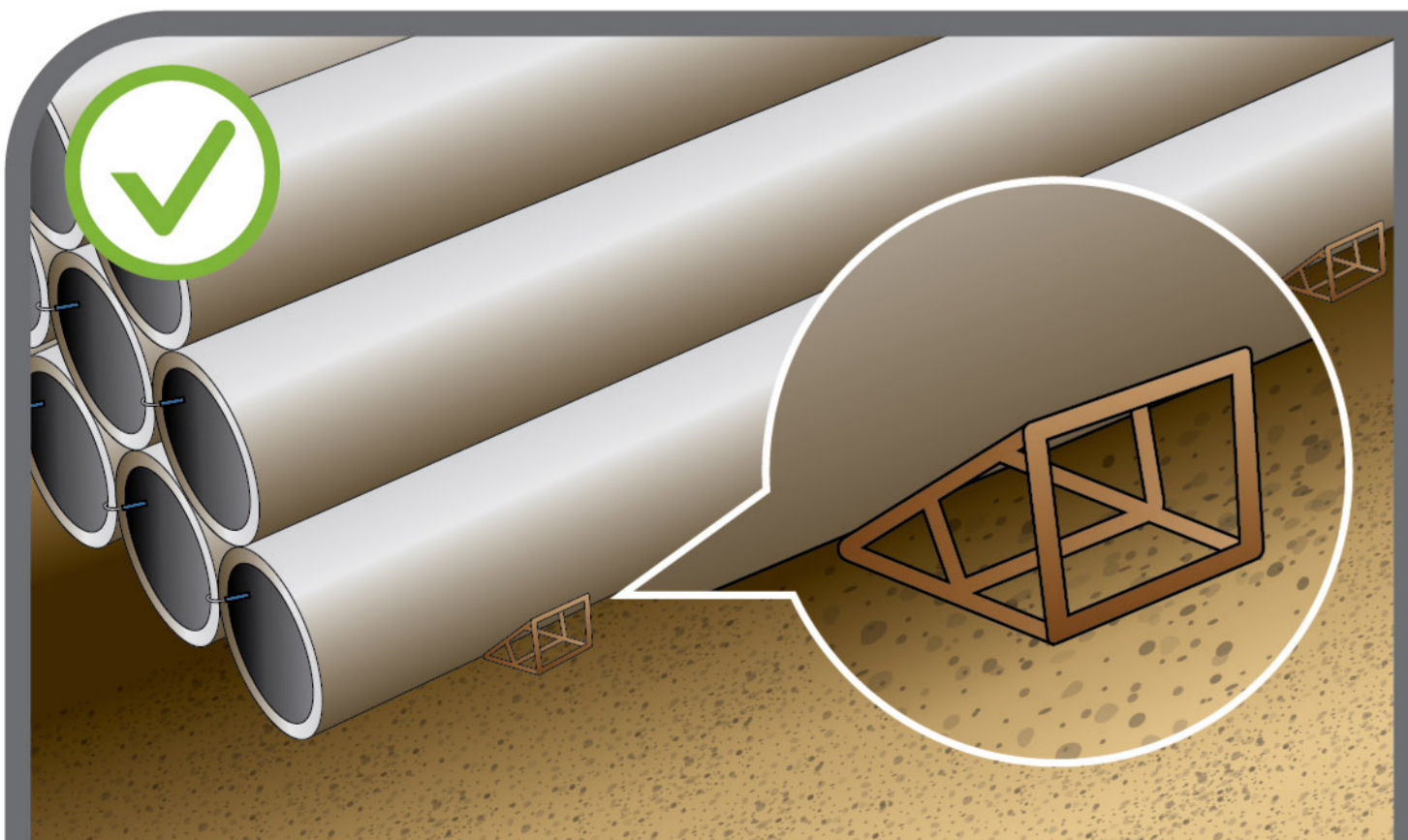
Unsafe stacking and unsafe tying to the scaffolding



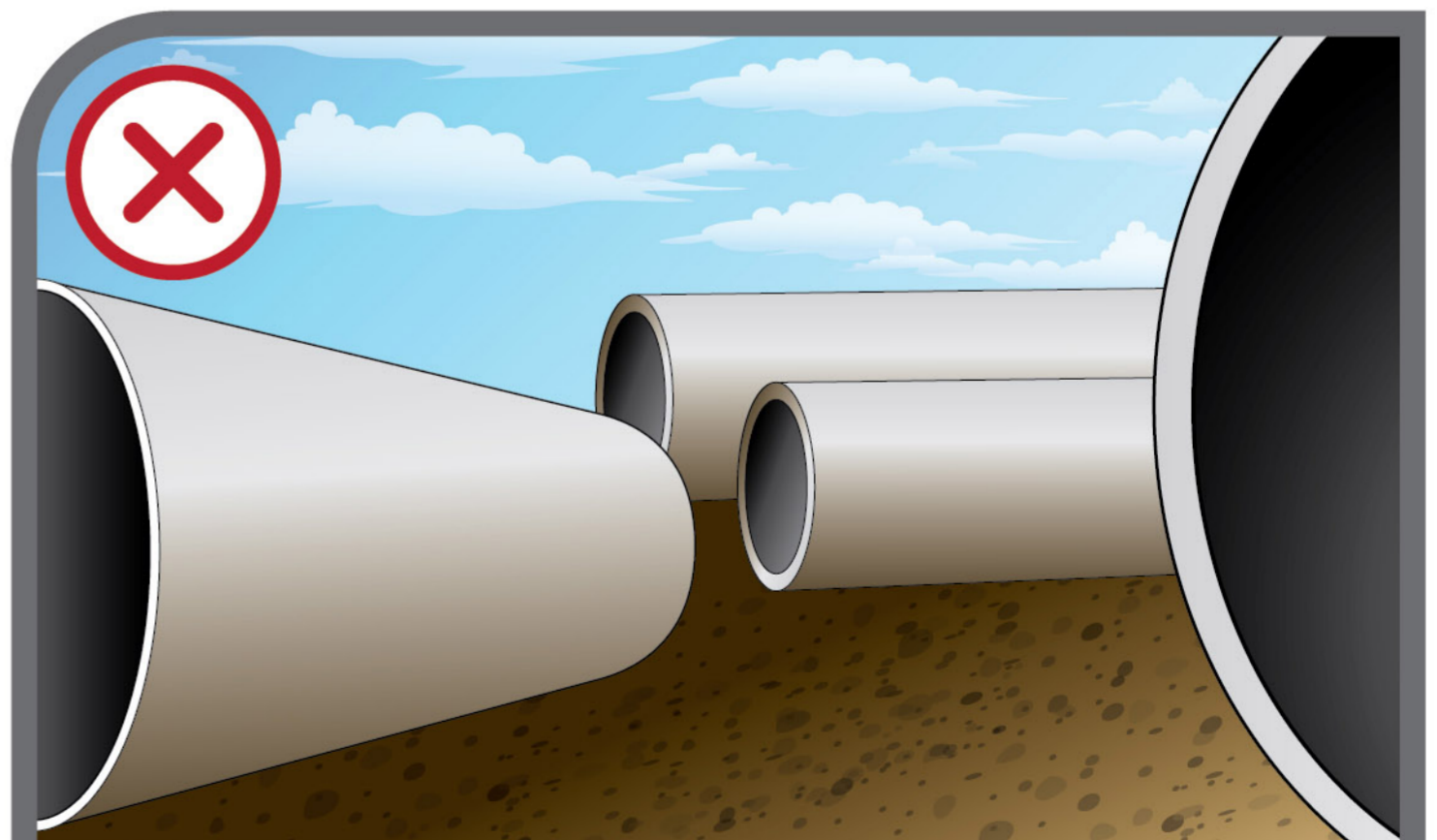
Arrange and store materials orderly at the working area



Improper storage of the materials – Cement in open bags



Provision of suitable chocks to fix the circular pipes



Circular pipes are not chocked



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Provision of Safe And Proper Means of Access on Construction Site

GOOD PRACTICES



BAD PRACTICES



Provision of a safe and proper access to the working area



Improper access to the working area



Provision of a safe and proper access to the working area



Improper access to the working area



Provision of a safe and proper passageway on the construction site



Passageway blocked by construction materials



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Handling and Storage of Chemical Substances and Waste

GOOD PRACTICES



Use proper containers for keeping and storing chemical substances

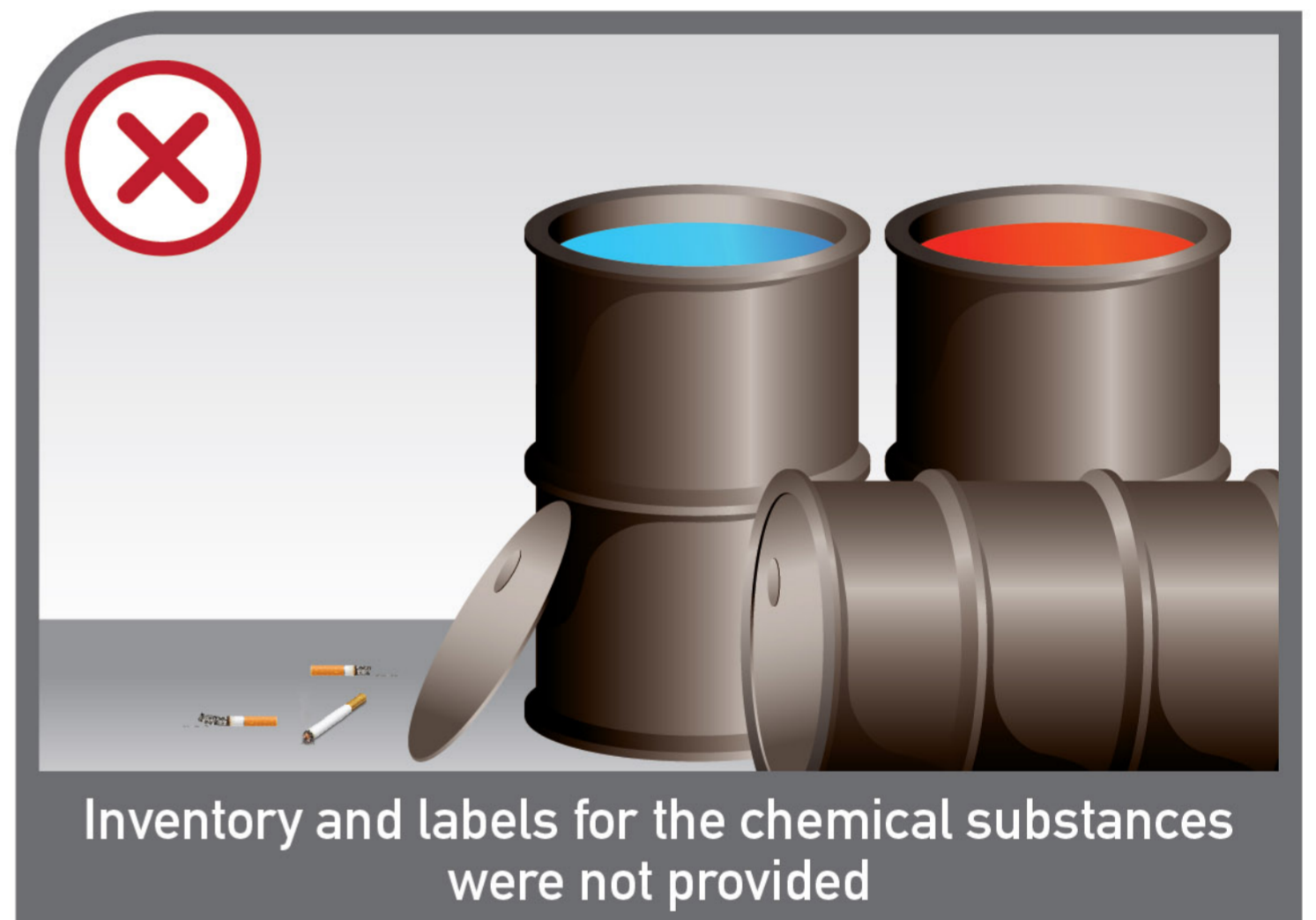
BAD PRACTICES



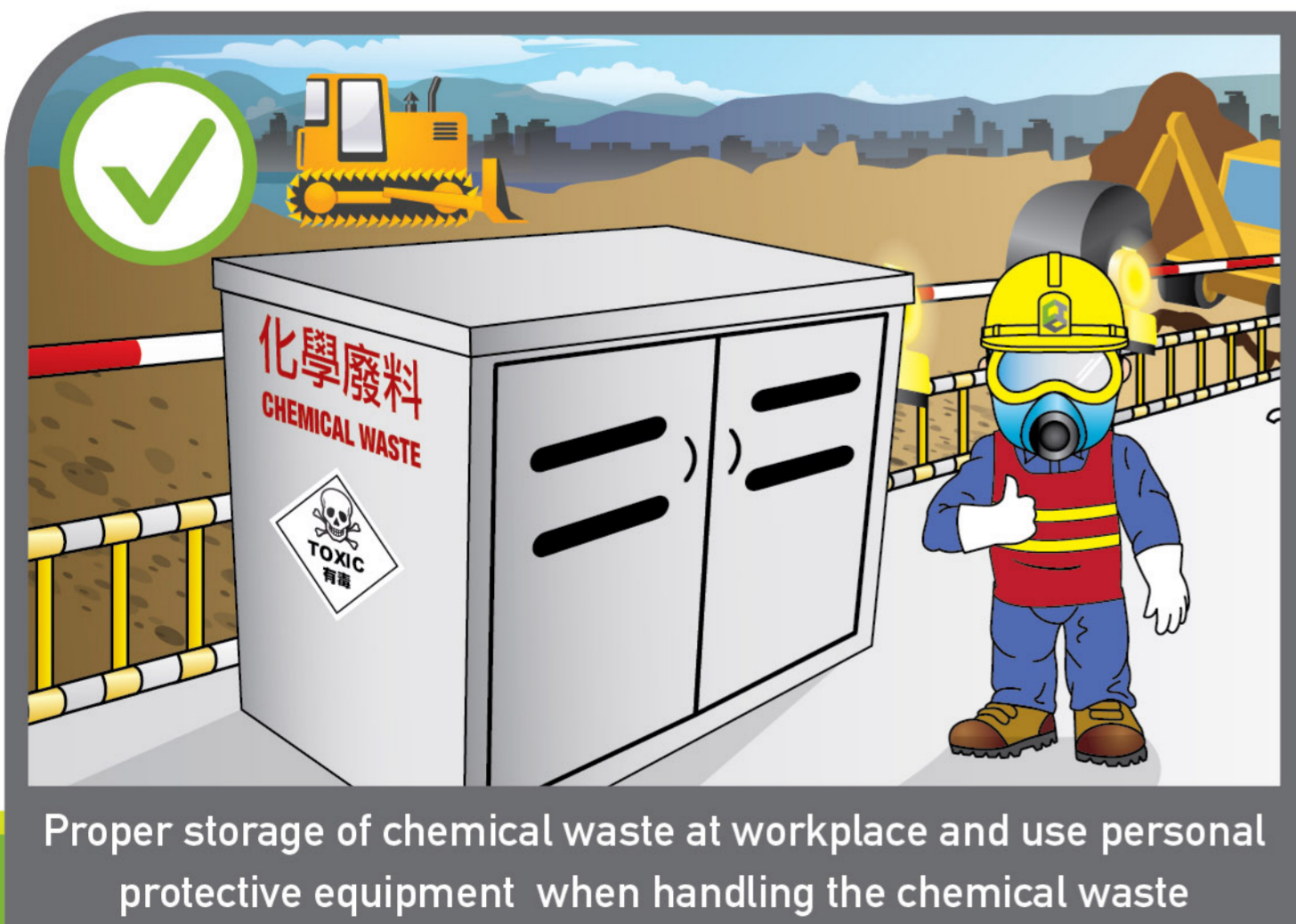
Improper handling and storage of flammable substances in working area



Chemical substances should have suitable label and should be placed in a designated storage area with inventory list



Inventory and labels for the chemical substances were not provided



Proper storage of chemical waste at workplace and use personal protective equipment when handling the chemical waste



No suitable personal protective equipment when using chemical substances



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