

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

Meeting No. 001/13 of the Committee on Construction Site Safety was held on Monday, 18 March 2013 at 2:30 pm at Meeting Room No. 1, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

Present:	CHEUNG Hau-wai	(HWC)	Chairman
	AU Choi-kai	(CKA)	Director of Buildings
	CHAN Sau-kit, Allan	(SKC)	
	CHOW Luen-kiu	(LKC)	
	Lawrence NG	(LN)	
	PANG Yat-bond, Derrick	(DP)	
	James BLAKE	(JB)	Chairperson of Task Force on Working in Hot Weather (TF-WHW)
	Victor KWONG	(VK)	Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI)
	LAU Chi-kin	(CKiL)	Chairperson of Task Force on Review of Major Construction Method Statements (TF-CMS)
	LI Chi-leung	(CLL)	Chairperson of Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (TF-RMA)
	Francis WONG	(FW)	Chairperson of Task Force on Site Housekeeping (TF-SHK)
	Michael FONG	(MF)	Development Bureau (DEVB)
	David TSE	(DdT)	Hong Kong General Building Contractors Association (HKGBCA)
	WONG Wai-man	(WMW)	Construction Site Workers General Union (CSWGU)
In Attendance :	Tommy TAM	(WCT)	Buildings Department
	Terry CHING	(TCG)	Hong Kong Housing Authority (HKHA)
	Charles WONG	(CWG)	Director (Training & Development),

	CHAN Chi-hin	(CHC)	Convenor of Task Force on Site Safety Training (TF-SST) (On behalf of Mr LAI Chi-wah)
	Alex LEUNG	(AL)	Senior Manager (Council Services) 1
	Angela YUEN	(AaY)	Manager (Council Services) 1
	Sally LEUNG	(SYLg)	Manager (Council Services) 3
Apologies :	CHEW Tai-chong	(TCC)	
	CHU Pui-kwan, Reuben	(RCU)	
	KWAN Yuk-choi, James	(YCK)	
	LAI Chi-wah	(CWLl)	
	Mike WONG	(MW)	
	WONG Sze-chun	(SCW)	
	Ada FUNG	(AF)	Chairperson of Task Force on Site Safety of Working in Lift Shaft (TF-WLS)
	Dominic LAM	(DL)	Hong Kong Federation of Insurers (HKFI)
	Winson YEUNG	(WY)	Occupational Safety and Health Council (OSHC)
	Joel CHAN	(CSC)	Hong Kong Institute of Architects, Authorised Person (HKIA, AP)
	Gilbert TSANG	(GtT)	Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC)
	CHENG Hung-leung	(HLC)	Drainage Services Department

## PROGRESS REPORT

### Action

#### 1.1 **Confirmation of the Progress Report of the Com-CSS Meeting No. 004/12 held on 15 November 2012**

Members took note of Progress Report CIC/CSS/R/004/12 and confirmed the Progress Report of the last meeting held on 15 November 2012.

**Action**

**1.2 Matters Arising from the Previous Meeting**

- |                       |   |    |
|-----------------------|---|----|
| Agenda item 4.2       | Experience sharing session on overseas site safety study tours by Mr. Victor KWONG would be arranged in the next meeting.   | VK |
| Agenda item 4.6       | This item was discussed under Agenda Item 1.9.  |    |
| Agenda item 4.7       | This item was discussed under Agenda Item 1.14.   |    |
| Agenda item 4.11      | A small group meeting was held on 6 December 2012 among the Working Group Members drafting the Safety Alert No. 001/11 on Fabrication of Reinforcement Cages for Bored Piles. The comment from Mr. WONG Wai-man was addressed and resolved. The endorsed version was then submitted to the Council for approval on 14 December 2012. Comments were received from the Council Members on the Guidelines and were discussed under Agenda item 1.10. |    |
| Agenda item 4.14      | This item was discussed under Agenda Item 1.4.  |    |
| Agenda item 4.15(ii)  | The original date of the next meeting 002/13 (29 May 2013) would clash with the Safety Week 2013 and it would be scheduled and fixed in due course.   |    |
| Agenda item 4.15(iii) | A Press Conference on the Guidelines on the Adoption of the Pay for Safety Scheme was held successfully on 13 December 2012.  |    |

***See item 1.18(i) which was reported before item 1.3***

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**1.3 Hong Kong's Construction Industry Vision 2020 by Hong Kong Construction Association (HKCA)**

AL introduced paper CIC/CSS/P/035/12 and DP was invited to give a presentation on the Hong Kong's Construction Industry Vision 2020 on Safety, Health and Quality of Life aspect. He introduced the indicators and recommendations on basic health care for workers, tertiary-education programmes on safety, construction design management (CDM) mandated for significant projects, improved safety performance, global best practice and benchmarking KPI. DP concluded by showing a table with target timelines for Members' reference.

After the presentation, the followings were discussed:

- (a) Regarding the zero-tolerance approach to fatal and life-changing accidents, it was noted that the Construction Industry Council (CIC) had been working in close collaboration with the industry stakeholders in enhancing construction site safety including organising the Construction Safety Week 2012 held in May 2012 (jointly organised by CIC, DEVB and HKCA) and the Construction Safety Week 2013 (co-organised by CIC and DEVB) to be held in May 2013. The key message of these events was promotion of "Zero Accident". Besides, the Informal Task Force on Site Safety Incidents (ITF-SSI) under the Com-CSS has been issuing Safety Alerts on accidents and would issue Safety Alerts on near miss cases to enhance construction site safety. The Com-CSS would continue to identify and recommend measures in improving site safety performance.
- (b) On alcoholic consumption, it was mentioned that the CIC's Guidelines on Site Safety Measures for Working in Hot Weather had specified the prohibition on consumption of alcoholic drinks.
- (c) "Working at Height" was one of the key considerations of Task Force on Review of Major Construction Method Statement (TF-CMS), Task Force on Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (TF-RMA) and ITF-SSI throughout their work.

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- (d) Adoption of CDM principles in construction projects  
The feasibility and the practical issues involved had already been discussed many times at Com-CSS and other forums. Com-CSS had taken into consideration CDM principles in its work where they were suitable for adoption and compatible with Hong Kong environment. However, it should be a commercial decision and agreement between contracting parties whether to put CDM as contractual requirements in the project procurement or not.
- (e) A Task Force on Site Safety Training (TF-SST) was formed under Com-CSS of the CIC earlier on to review the competencies in site safety required for various types of construction personnel and to determine courses that should be undertaken by the personnel to acquire such competencies. The mentioned Task Force also communicated with local universities as well as professional bodies and most of their responses were positive. They showed their support to put work safety concepts throughout the classroom and industrial training of construction courses and also as their qualification requirements. The mentioned Task Force would continue to solicit advice from any relevant organisations if necessary.
- (f) It was agreed that some of the clients and main contractors had provided different types of site hygiene and health care facilities to their staff and construction workers. CIC would continue to liaise with relevant stakeholders for continuous improvement in caring for workers' health and safety. A Task Force on Site Housekeeping (TF-SHK) had already been formed under Com-CSS of the CIC to formulate strategies and recommend measures to promote good housekeeping at sites to enhance tidiness, hygiene and caring facilities for workers.

#### 1.4 **Experience Sharing Session**

Members took note of paper CIC/CSS/P/036/12 prepared by HKHA. TCG was invited to deliver a presentation to share HKHA's successful experience to improve overall safety performance of the construction sites.

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TCG shared the Three-Pronged Approach of HKHA in fostering site safety. That included:

- Procurement strategy and performance monitoring mechanisms with incentives and sanctions;
- Strengthening contract requirements and administration; and
- Fostering partnership through research, training and promotion

It was noted that HKHA had set a good example on site safety performance for the construction industry. HWC recommended all Task Forces to take note of the HKHA's paper when formulating their own measures for construction site safety for both private and public sector works.

*See items 1.6, 1.8, 1.10, 1.11, 1.13 and 1.9 which were reported before item 1.5.*

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

AL briefed Members on the paper CIC/CSS/P/001/13 on the "Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft" and reported the latest progress in the preparation of the volume 3 of the Guidelines.

A working group was formed with the representatives from LD, Electrical and Mechanical Services Department (EMSD), Buildings Department (BD), HKHA, Lift and Escalator Contractors Association (LECA), Hong Kong Occupational Safety & Health Association (HKOSHA) and CIC Secretariat to identify and discuss the common hazards for lift work and the associated walk-through risk assessment.

Several working group meetings were held on 23 November 2012, 30 January, 6 February and 18 February 2013 respectively to facilitate the drafting of the Guidelines. Key issues including:

- Minimum number of staff that should be involved in rope replacement works;
- The requirements of wearing safety harnesses when working in

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- the lift shaft in different conditions;
- The requirements of wearing reflective vests when working in the lift shaft in different conditions; and
  - The requirements on maintenance and repair works in relation to working in common lift shaft and carrying out of hot works in the lift shaft.

After a series of thorough deliberations and with the inputs contributed by the working group, the draft Guidelines was prepared. Another working group meeting was arranged on 11 March 2013 to further discuss the draft Guidelines. The draft Guidelines was targeted for submission to the Task Group for review in early April 2013.

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

*(CKiL left the meeting at 5:20pm)*

**1.6 Guidelines on Site Safety Measures for Working in Hot Weather**

AL introduced the paper CIC/CSS/P/002/13 for the “Guidelines on Site Safety Measures for Working in Hot Weather”.

With the concerted effort and support from Members of the Task Group on Implementation on Heat Stress Action Plan and Members of the Task Force on Working in Hot Weather, the “Guidelines on Site Safety Measures for Working in Hot Weather” had been drafted. The revised draft version incorporating comments received from Members of the Task Force and its Task Group was completed.

Members were invited to review and endorse the draft Guidelines in the meeting. CKA suggested the need for application of permits for fixed structures like shelters in Clause 5.1.1 of the Guidelines. Another suggestion received in the meeting was to specify the definition for “Employers” applicable to these Guidelines as distinct from the publications attached to its Annex published by other organisations.

CIC  
Secretariat

**Action**

After deliberations, Members endorsed the “Guidelines on Site Safety Measures for Working in Hot Weather” with the above suggested amendments. The Guidelines would then be submitted to the Council at its meeting scheduled on 26 April 2013 for approval.

**1.7 Progress Report of Meeting No. 001/13 of the Task Force on Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites**

CLL, the Chairperson of the Task Force on Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (Task Force) introduced the paper CIC/CSS/P/003/13 in reporting the progress report of Meeting No. 001/13 of the Task Force. The latest progress was summarised as below:

**(i) New Safety Alerts**

With the support and input from the LD, two safety alerts were drafted and submitted for Task Force Members’ agreement. The two safety alerts included “Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alterations and Additions Works” and “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alterations and Additions Works”.

The Safety Alert on “Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alterations and Additions Works” was agreed in principle by the Task Force. The enhanced version was submitted to Com-CSS which was discussed in Agenda Item 1.8 below. Regarding the Safety Alert on “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alterations and Additions Works”, further elaboration would be required and it would be further reviewed by the LD and the Task Force.

**(ii) Discussion on Upcoming Alerts to be Prepared**

After deliberations, Members were invited for views and suggestions on three most important messages in reminding workers on site safety before commencement of work. Details of which would be discussed in the next meeting.



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(iii) Progress of Distribution of Banners to Promote Site Safety at Operation Building Bright (OBB) Sites

LD had sent out around 73 no. of Banners to the OBB sites. Follow-up visits were made to 54 of those OBB sites, it was observed that safety promotional banners were hoisted at 33 of those sites. LD and CIC Secretariat would continue with the promotional effort.

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

1.8 **Safety Alert No. 001/13 – “Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alterations and Additions Works”**

CLL also introduced the paper CIC/CSS/P/004/13 on “Safety Alert No. 001/13 - Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alterations and Additions Works”.

In Meeting No. 004/12 of the Com-CSS Meeting held on 15 November 2012, it was agreed that the Task Force on Work Safety of RMAA Sites would consider issuing Safety Alerts on some identified site works / activities covered by RMAA works so as to enhance site safety.

With the support and input from the LD, the “Safety Alert No. 001/13 – Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alterations and Additions Works” was drafted. The draft Alert No. 001/13 (together with the meeting documents) was circulated to the Task Force members on 28 January 2013 and 1 February 2013. The Task Force Members agreed in principle the Safety Alert No. 001/13 in the Task Force meeting held on 4 February 2013 with some comments received in the meeting. The revised version was sent to Task Force Members for comment on 5 February 2013. The further revised version incorporated with appropriate comments received was appended in Annex A of the meeting document no. CIC/CSS/P/004/13 for Members’ consideration and endorsement.

CKA suggested to delete the letter “s” for the word “Alterations” and “Additions” for the English version of the Safety Alert No. 001/13.

**Action**

He also suggested to add the word “Don’t” in front of all the bullets points of the “DON’Ts” items on page 2 of the English version of the Safety Alert No. 001/13.

After deliberations, Com-CSS Members endorsed in principle the Safety Alert 001/13. The diagrams shown in the Safety Alert No. 001/13 would be finalised with LD and the Task Force Chairman before issuance.

**[Post Meeting Note:** The final version of the Safety Alert No. 001/13 incorporating with appropriate comments was issued to Task Force on Work Safety of RMAA Sites Members on 16 April 2013.]

1.9 **Progress of Activities for the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong**

CKiL, the Chairperson of the Task Force on Review of Major Construction Method Statements (Task Force) introduced the paper CIC/CSS/P/005/13 on the “Progress of Activities for the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong”.

The “Assignment Brief of the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong” was endorsed in the last Com-CSS Meeting No. 004/12 held on 15 November 2012. No comment was received from the Com-CSS Members after the meeting. The endorsed Assignment Brief was then submitted to the Committee on Administration and Finance (Com-ANF) at its Meeting No. 006/12 held on 23 November 2012 for agreement in the financial aspect for the proposed consultancy.

After deliberations, Members of Com-ANF opined that CIC had already prepared a number of Guidelines, Alerts and Reference Materials based on industry concern and would continue to do so. However, the preparation of standard Method Statements by the CIC was not supported. As a consequence, the Funding Request for the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong was rejected at the Com-ANF Meeting No. 006/12 held on 23 November 2012.

Members discussed the way forward for the Task Force as well as the

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proposed Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong.

Besides, Members were informed that CIC was planning to engage technical writers for various committees and Task Forces of CIC to increase the number of guidelines and other documents to be produced each year. A paper on engagement of technical writers for various Committees and Task Forces of the CIC was submitted to Com-ANF for discussion on 8 March 2013.

After deliberations, Members agreed to choose one of the previously identified high risk construction activity for trial by technical writer(s) (after getting endorsement from Com-ANF as well as approval from the Council). Details of the arrangement would need to be discussed by the Task Force Members.

CKiL &  
TF-CMS

**1.10 Guidelines on Fabrication of Reinforcement Cages of Bored Piles**

CKiL introduced the paper CIC/CSS/P/006/13 on the “Guidelines on Fabrication of Reinforcement Cages of Bored Piles” (Guidelines).

Subsequent to the Com-CSS Meeting held on 15 November 2012, a small group meeting was held on 6 December 2012 to address and resolve the comment raised by a Member. Afterwards, the mentioned document was submitted to the Council for approval on 14 December 2012. In the mentioned Council meeting, comments / suggestions were received from the Council Members. Amendments were made afterwards on the document with input from the Chairman of the Task Force on Review of Major Construction Method Statements, as well as representatives from the BD and LD.

Members reviewed and discussed the revised Guidelines (incorporated with the received comments) as attached in Annex B of the meeting document no. CIC/CSS/P/006/13.

CKA suggested to re-consider the definition of Site Engineer(s).

CKiL &  
TF-CMS

Members also discussed the categorisation of the Guidelines to be published, and agreed it should be categorised as “Guidelines”.

The Guidelines was endorsed with the above suggestion.

**Action**

*(JB left the meeting at 4:25pm)*

**1.11 Safety Alert No. 002/13 – “Adoption of Method Statements on Sites”**

CLL introduced the paper CIC/CSS/P/007/13 on “Safety Alert No. 002/13 – Adoption of Method Statements on Sites”.

To encourage a wider adoption of Method Statements on Sites by contractors which would take into consideration the need to protect worker safety, the Safety Alert No. 002/13 was drafted.

After deliberations, Com-CSS Members endorsed in principle the Safety Alert 002/13. In addition, DP would solicit views from HKCA members on the same and would send comments, if any, to the CIC Secretariat on or before 8 April 2013.

DP & HKCA

[**Post Meeting Note:** DP’s email of 31 March 2013 advised that HKCA had no comment on the content of the Safety Alert No. 002/13. The final version of the Safety Alert No. 002/13 would be submitted to the Council for information. ]

**1.12 Progress Report of Meeting No. 001/13 of the Task Force on Site Safety Training**

CWG, the Convenor of the Task Force on Site Safety Training introduced the paper CIC/CSS/P/008/13 on the progress report of Meeting No. 001/13 of the Task Force.

The latest development of the Site Safety Training Programme was briefed in the meeting. Two proposed safety training courses and course contents were agreed with some minor suggestions received at the Task Force on Site Safety Training Meeting No. 001/13. The training requirements, the syllabi and the exemption requirements for the proposed training courses were revised and discussed in Agenda Item 1.13 below.

**Action**

**1.13 Site Safety Training Programme for the Site Management and Site Supervisory Staff**

Members took note of the paper CIC/CSS/P/009/13 on the “Site Safety Training Programme for the Site Management and Site Supervisory Staff”. CWG delivered a presentation on the Site Safety Training Programme for the Site Management and Site Supervisory Staff.

The purpose of the Site Safety Courses was to raise the awareness of the site management and supervisory staff on safety aspects. Members of Com-CSS were invited to review and endorsed the proposed site safety training programme and the associated training courses for the Site Management and Site Supervisory Staff for the construction industry as set out in Annex B of the meeting document no. CIC/CSS/P/009/13.

CKiL suggested the Task Force to consider specifying the TCP grade for the Technically Competent Persons for Site Supervisory Staff in Annex 2 of the meeting document no. CIC/CSS/P/009/13.

After deliberations, members endorsed the two proposed site safety training programme and the associated training courses for the Site Management and Site Supervisory Staff as attached in the Annex of this paper for information.

The details of the training requirements, the syllabi, the exemption requirements and implementation road map for the proposed training courses would be submitted to the Board of Studies on Construction Safety Courses and the Construction Industry Training Board (CITB) for endorsement and approval respectively.

*(DP left the meeting at 4:45pm)*

*(LN left the meeting at 5:10pm)*

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

VK, the chairperson of the Informal Task Force on Site Safety Incidents (Task Force) gave a report on the study of the

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implementation of reduced voltage at construction sites of Hong Kong.

VK elaborated that some of the major clients and major contractors adopted use of low voltage hand tools in Hong Kong. Some contractors adopted “Cordless Job Site”. He mentioned that the two power utilities companies might have doubt on whether the use of reduced voltage equipment would be able to eliminate the safety concern. He advised that the Mass Transit Railway Corporation Limited, however, accepted the use of 110V hand tools. Limitations for the reduced voltage hand tools were also illustrated in VK’s presentation.

No conclusion could be drawn on whether the adoption of 110V, 220V or cordless hand tools would better protect worker safety. Members agreed to invite the Task Force to consider drafting a safety alert or organising a forum to deliberate on the usage of 110V hand tools for the construction industry.

VK &  
ITF-SSI

It was also reported that the Safety Alert No. 003/12 – “Prevention of Electrocution” with Press Release was published on 23 November 2012.

**1.15 Construction Safety Week 2013 and the Associated Activities**

AL briefed Members on the paper CIC/CSS/P/010/13 regarding “Construction Safety Week 2013 and the Associated Activities”. To continue promoting and reinforcing the “Zero Accident” message to the industry stakeholders, the CIC and the Development Bureau (DEVB) would co-organise the Construction Safety Week 2013 (27-31 May 2013) (CSW 2013) and the associated activities.

A number of key messages were developed for further promoting “Zero Accident” to the stakeholders. They were:

- **Caring Environment** – The construction industry has been making sustained efforts to create an “accident free” and “caring environment to construction workers;

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- **Pro-active Organisation** – Organisations should nurture a pro-active safety culture through active and visible commitment as well as leadership by their management staff;
- **Responsible Individual** – Individual should be responsible for themselves and their family and care about others' safety on construction sites;
- **Recognition** – Good safety performers (including organizations and individuals) would be given due recognition; and
- **Achievable** – “Zero Accident” is an achievable goal that can be done through the joint efforts of all stakeholders.

The Campaign consists of three phrases:

- Promotional activities before the Construction Safety Week 2013;
- Construction Safety Week 2013; and
- Follow-up actions and post event activities.

The promotional activities before the Construction Safety Week 2013 include safety promotional video, safety pal, zero accident ambassador award and innovative safety initiatives award.

The tentative programme of the Construction Safety Week 2013 would be:

- 27 May 2013: Zero Accident Declaration Ceremony;
- 28 May 2013: Construction Safety Week Conference;
- 29 May 2013: Construction Safety Week Site Visit; and
- 31 May 2013: Construction Safety Week CCSAS 2012 Award Presentation Ceremony

Members were invited to take note of and support the organisation of Construction Safety Week 2013 and the associated activities.

#### 1.16 **Experience Sharing Session**

Owing to the number of agenda items to be discussed in the meeting, HWC suggested to present his experience sharing session in the next Com-CSS Meeting.

HWC

**Action**

**1.17 Year Plan – Progress Review**

AL briefed Members on the paper CIC/CSS/P/011/13 regarding “Year Plan – Progress Review”. Members noted and accepted the Year Plan for 2013 - 2017 for the Com-CSS.

**1.18 Any Other Business**

**(i) Targets for year 2013**

HWC invited Members to suggest targets that Com-CSS should focus for Year 2013 and beyond. After deliberations, Members suggested the followings for consideration:

- Safety, welfare and insurance of workers;  
A discussion session would be organised with some of the relevant Com-CSS Members in due course to brainstorm any possible ways forward.
- Explore ways to promote the application of the Pay for Safety Scheme

**(ii) Cordless portable handtools equipment in construction sites**

A letter received from Hilti dated 31 January 2013 regarding the adoption of cordless portable handtools equipment in construction sites was tabled (Paper CIC/CSS/P/012/13) for Members’ information. Members took note of the letter.

**1.19 Next Meeting**

To be advised.

There being no further business, the meeting adjourned at 5:53 pm.