

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

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Meeting No. 004/14 of the Committee on Construction Safety was held on Thursday, 18 December 2014 at 2:30pm 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
	CHOW Luen-kiu	(LKC)	
	HUI Siu-wai	(SWH)	Director of Buildings
	Lawrence NG	(LN)	
	PANG Yat-bond, Derrick	(DP)	
	CHAN Sau-kit, Allan	(SKC)	Chairperson of Task Group on Application of Innovative Design to Enhance Construction Safety (TG-IDS)
	Victor KWONG	(VK)	Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI)
	LAM Tat-ming, Terence	(TmL)	Development Bureau (DevB)
	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)
	Joel CHAN	(CSC)	Hong Kong Institute of Architects, Authorised Person (HKIA, AP)
	Steve HOWARTH	(SeH)	MTR Corporation (MTRC)
	WONG Kwok-keung	(GtT)	Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC)
	WONG Wai-man	(WMW)	Construction Site Workers General Union (CSWGU)
	Winson YEUNG	(WY)	Occupational Safety and Health Council (OSHC)
In Attendance :	YEUNG Wai-ming	(WMyg)	Buildings Department

	CHENG Hung-leung	(HLC)	Drainage Services Department (DSD)
	Timothy LAU	(TyL)	Hong Kong Housing Authority (HKHA) (On Behalf of Ms. Ada FUNG)
	CHAN Ka-lai Victor WONG	(KLiC) (VWg)	Labour Department (LD) Senior Manager (Council Services)
	Angela YUEN Sally LEUNG	(AaY) (SYLg)	Manager (Council Services) Manager (Council Services)
Apologies :	LAI Chi-wah WONG Sze-chun Ada FUNG	(CWLi) (SCW) (AF)	Chairperson of Task Force on Site Safety of Working in Lift Shaft (TF-WLS)
	LAU Chi-kin	(CKiL)	Chairperson of Task Force on Review of Major Construction Method Statements (TF-CMS)
	William NG	(WN)	Hong Kong Federation of Insurers (HKFI)

## **PROGRESS REPORT**

### **Action**

#### **4.1 Confirmation of the Progress Report of the Com-CSY Meeting No. 003/14 held on 10 September 2014**

Members took note of Progress Report CIC/CSY/R/003/14 and confirmed the Progress Report of the last meeting held on 10 September 2014.

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

Agenda item 3.5      Details were reported under Agenda Item 4.5  
(to follow up the Safety Alert about the  
Vertical Transportation)

Agenda item 3.6            Details were reported under Agenda Item 4.9  
(to follow up the Safety Poster).

Agenda item 3.7            Construction        Safety        Poster        No.  
P-CSY-001-14 – “Working at Height Safety”  
was formally published on 19 September 2014.

#### **4.3    Progress of the Task Group on Application of Innovative Design to Enhance Construction Safety**

SKC briefed Members on the paper CIC/CSY/P/020/14 regarding “Progress of the Task Group on Application of Innovative Design to Enhance Construction Safety”.

The second meeting of the Task Group was held on 21 November 2014. The CIC Secretariat briefed the Task Group Members on the feedback on the five innovative designs received. After deliberations, the Innovative Designs were prioritized for trial run as below:

- 1) Rear RFID Sensing/Alarm System for Vehicles
- 2) Safety Belt Engagement Sensing System for mobile working platform
- 3) Confined Space Entrance Control System
- 4) Handy RFID Readers for Safety Check/Record
- 5) PCMS System

It was agreed to form a Working Group for coordinating and monitoring the arrangement of trial run. Stakeholders would be invited to provide trial run venue and suggest feasible trial run period in 2015.

Members took note of the progress of the Task Group on Application of Innovative Design to Enhance Construction Safety.

#### **4.4    Progress of the Task Force on Site Safety of Working in Lift Shaft**

AaY briefed Members on the paper CIC/CSY/P/021/14 regarding “Progress of the Task Force on Site Safety of Working in Lift Shaft”.

Prior to drafting the captioned Guidelines, a site visit concerning Jump Lift Operation was arranged. With the kind assistance by the Lift and Escalator Contractors Association (LECA), Schindler Lifts arranged the site visit to one of Hong Kong Housing Society’s projects at Greenview Villa, Tsing Luk Street, Tsing Yi, on 23 September 2014.

After the site visit, two other Task Group meetings were held on 14 November 2014 and 1 December 2014 respectively to further discuss the content of the Guidelines and the Safety Alert – Safety Use of Vertical Transportation at Construction Sites. The Safety Alert would be discussed under Agenda item 4.5.

Task Group members requested to arrange another site visit to review the climbing procedures if possible. The CIC Secretariat liaised with LECA to arrange a site visit on 22 December 2014 to review the climbing procedures.

In addition, the promotion works of Guidelines on Safety of Lift Shaft Works Volume No. 3 was undergoing. Three briefing sessions were successfully completed in September and October 2014 with overwhelming responses. Over 500 delegates have attended the briefing sessions.

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

#### **4.5 Safety Alert No. 002/14**

AaY briefed Members on the paper CIC/CSY/P/022/14 regarding “Safety Alert No. 002/14 – “Safe Use of Vertical Transportation at Construction Sites”

The Safety Alert was drafted owing to the discussion in the Com-CSY Meeting 003/14 held on 10 September 2014. Committee Members recommended to issue a Safety Alert to encourage stakeholder to provide a safe and effective vertical transportation to workers within the construction sites.

Two Task Group meetings were held on 14 November 2014 and 1 December 2014 respectively to discuss the content of the Safety Alert. With the support from Task Group, the “Safety Alert No. 002/14 — Safety Use of Vertical Transportation at Construction Sites” was drafted.

After deliberations, Members of the Com-CSY endorsed the “Poster No. P-CSY-001-14 – Working at Height Safety” in principle with minor comments (such as adjustment on the Contract Arrangement wording and addition of a Remarks indicating the meaning of a Registered Examiner, Registered Contractor and Owner as mentioned

in Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470, Section 2).

[**Post Meeting Note:** Safety Alert No. 002/14 (renamed as Safety Alert No. 001/15) was formally published on 14 January 2015.]

#### **4.6 Progress of the Task Force on Site Housekeeping**

FW, the Chairperson of the Task Force on Site Housekeeping (Task Force) briefed Members on the paper CIC/CSY/P/023/14 regarding "Progress of the Task Force on Site Housekeeping".

The Guidelines on the Implementation of "P" and "N" Caring Programme was prepared and would be discussed under Agenda Item 4.7.

The Good Housekeeping Promotional Campaign would be held again in 2014. The CIC Secretariat has sent invitation to Com-CSY members on 2 December 2014 for attending the site visits held from 16 to 19 December 2014 of the captioned campaign and acted as the judge of the campaign.

After deliberations, the Task Force members agreed that the collaboration between CIC and OSHC for the two Award Schemes and the existing means of promoting good housekeeping in construction sites will maintain in the upcoming years.

Members took note of the progress of the Task Force on Site Housekeeping.

#### **4.7 Guidelines on the Implementation of "P" and "N" Caring Programme**

FW, the Chairperson of the Task Force on Site Housekeeping briefed Members on the paper CIC/CSY/P/024/14 regarding "Guidelines on the Implementation of "P" and "N" Caring Programme".

The CIC Secretariat sent invitation to various industry stakeholders for collecting information (in-house policies, guidelines, or other relevant documents) on the implementation of "P" and "N" caring programme in August 2014.

By September 2014, besides OSHC and Labour Departments, over 14

main contractors replied and provided information and experience on the implementation of “P” and “N” caring programme.

The CIC Secretariat was then reviewing and consolidating their information and prepared the draft Guidelines accordingly in October 2014.

The draft Guidelines was circulated to OSHC, Labour Department, 14 main contractors as above and the Task Force members to review in November 2014. The CIC Secretariat revised the Guidelines in November 2014 and submitted to the Task Force on Site Housekeeping for endorsement at its meeting held on 2 December 2014. After deliberations, members of the Task Force endorsed the draft Guidelines with minor refinements.

The finalised Guidelines on the Implementation of “P” and “N” Caring Programme in both Chinese and English versions were completed and submitted to the Committee on Construction Safety for endorsement at its meeting held on 18 December 2014.

After deliberations, Members endorsed in principle the Guidelines with some minor amendment (such as deletion of examples from various construction companies in the industry at the back with a website link for reference).

[**Post Meeting Note:** The final version of the Guidelines would be submitted to the Council at its upcoming meeting scheduled on 6 February 2015 for approval.]

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#### **4.8 Progress of the Informal Task Force on Site Safety Incidents**

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (ITF-SSI) gave a verbal report on the progress of the ITF-SSI.

VK reported that the Safety Posters related to Construction Works Near Water and Confined Spaces Work Safety were made and would be reported under Agenda Item 4.9 and 4.10 respectively.

A Technical Seminar on Construction Work Safety Near Water was held on 4 December 2014. Overwhelming response received and around 130 people attended, which comprised of Graduates, Safety Practitioners, Site Staff, Consultant and Senior Management. A demonstration on the usage of the lifejacket was illustrated. Through

the Technical Seminar, participants had a better understanding on the existing regulations, potential risks and good practices that could promptly implement the safe practices in their works.

Members took note of the progress of the Informal Task Force on Site Safety incidents.

#### **4.9 Construction Safety Poster No. P-CSY-002-14**

VK, the Chairperson of the ITF-SSI introduced the Paper CIC/CSY/P/025/14 on “Construction Safety Poster No. P-CSY-002-14 – Construction Work carried out on, adjacent to, over Water or local vessels – Prevention of Fall into Water”.

The Committee on Construction Safety (Com-CSY) is highly concerned about the accidents occurred in recent months about construction works near water and initiated to make a Safety Poster related to Construction Works Near Water.

With the support from the Chairperson of the ITF-SSI, the “Construction Safety Poster No. P-CSY-002-14 – Construction Work carried out on, adjacent to, over Water or local vessels – Prevention of Fall into Water” was prepared. The draft Safety Poster was sent to the Marine Department (MD) for comment in end October 2014. Revised version of the Safety Poster was sent out to Members of ITF-SSI and MD for further comment in mid and late November 2014 (if any). The further revised version of the Safety Poster (incorporated with appropriate comments received) was sent out to Members of the Com-CSY (via email) for endorsement on 4 December 2014.

After deliberations, Members endorsed in principle the Construction Safety Poster No. P-CSY-002-14 with some minor amendment (such as adjustment on the title to exclude Vessels in this Poster) and comments to be submitted from Hong Kong Construction Association (HKCA) after the meeting.

Besides, Members suggested to prepare a separate Safety Poster on topics related to Work Safety on Vessels.

**[Post Meeting Note:** Comments from HKCA received after the meeting. Revised Construction Safety Poster No. P-CSY-002-14 was formally published on 31 December 2014.]

#### **4.10 Construction Safety Poster No. P-CSY-003-14**

VK, the Chairperson of the ITF-SSI introduced the Paper CIC/CSY/P/026/14 on “Construction Safety Poster No. P-CSY-003-14 – Work Safety in Confined Spaces”.

There was accident occurred in recent month when working inside manholes. After a discussion with the Chairperson of the ITF-SSI, it is worthwhile to draft a Construction Safety Poster related to work safety in confined spaces to remind various parties to pay attention to the good practices to avoid occurrence of the accident.

With the support from the Chairperson of the ITF-SSI, the “Construction Safety Poster No. P-CSY-003-14 – Work Safety in Confined Spaces” was prepared. The draft Safety Poster was circulated to the Members of the ITF-SSI for comment on 4 December 2014. Revised version (incorporated with appropriate comments received) was sent out again on 9 December 2014 for their comment (if any). The latest version was submitted to Com-CSY Meeting No. 004-14 for endorsement.

After deliberations, Members endorsed in principle the Construction Safety Poster No. P-CSY-004-14 with some minor amendment (such as addition of cat ladder at the manhole of the last picture).

[**Post Meeting Note:** Revised Construction Safety Poster No. P-CSY-003-14 was formally published on 31 December 2014.]

#### **4.11 Assignment Brief of the Consultancy Services on Method Statement Preparation Guidelines for three identified high risk activities for the Construction Industry of Hong Kong**

Due to confidentiality of information, Members were invited to express any potential conflict of interest before tabling the Assignment Brief for discussion. FW of the Hong Kong Polytechnic University expressed and stayed away from the meeting during the discussion.

SYLg briefed Members on the paper CIC/CSY/P/027/14 regarding “Assignment Brief of the Consultancy Services on Method Statement Preparation Guidelines for three identified high risk activities for the Construction Industry of Hong Kong”.

Subsequent to the Committee on Construction Safety Meeting No. 003-14, Members of the Task Force on Review of Major Construction Method Statements (TF-CMS) supported the alternative proposal. That

is to conduct a Consultancy Services for three identified high risk activities as a trial.

The CIC Secretariat then prepared the draft Assignment Brief and sent out to Members of the TF-CMS to review.

SYLg briefed Members the objectives, scope of work, timeline and deliverables for the draft Assignment Brief. The Steering Group for the future Consultancy Services and Budget were presented as well.

Members suggested to consider rephrase the title as “Assignment Brief of the Consultancy Services on Safety Working Procedures Preparation Guidelines for three identified high risk activities for the Construction Industry of Hong Kong”. It was also suggested to consider including a stakeholders engagement workshop. After deliberations, it was agreed to allow two weeks for Members to give comments (if any).

[Post Meeting Note: No major comment was received from members of the Com-CSY.]

#### **4.12 Progress of Administration Charges for Reporting of Site Accidents**

AaY reported that the progress of Administration Charges for Reporting of Site Accidents would be reported in the Com-CSY Meeting No. 001-15.

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#### **4.13 Meeting Schedule for 2015**

AaY briefed Members on the Paper CIC/CSY/P/029/14 on the “Meeting Schedule for 2015”. Members took note of the tentative Meeting Schedule in 2015 for Com-CSY.

*(DP left the meeting at 4:20pm)*

#### **4.14 Experience Sharing on Safety Visit to Kaohsiung, Taiwan and the 9<sup>th</sup> Taiwan Safety Culture Forum**

The CIC Secretariat and VK shared the experience on Safety Visit to Kaohsiung, Taiwan and the 9<sup>th</sup> Taiwan Safety Culture Forum.

During the stay in Taiwan, the following events were arranged:

- Attended the 9<sup>th</sup> Taiwan Safety Culture Forum;
- Attended Effective safety leadership and management Course;
- Exchange visits to the Work at Height Training Centre, Petroleum Refining Factory, Taiwan Power Company Training Centre and Steel Factory Training Centre;
- Visited three good practice Construction Sites; and
- Joined an exchange session with the Institute of Labor, Occupational Safety And Health, Ministry of Labor

The new safety culture with “Empowerment, Ergonomics and Evaluation” and life protection rules were introduced. Some good practices in Taiwan were shared in the presentation, such as good site housekeeping, fall protection by safety nets, blood type indication for worker for emergency use, real-time monitoring and image record of rectifications and improvements.

Members of Com-CSY appreciated the presentation and admired the Safety Training Centres in Taiwan. Members agreed it should be a good time for the Hong Kong construction industry to consider adopting the Construction Accident Simulation Experience in the safety training and expedite the setting up of the training centre in CIC. The CIC Secretariat would follow up the matter accordingly.

Besides, the CIC Secretariat would arrange a visit to the local safety training centres of Hong Kong (Leighton Contractors (Asia) Limited Training Centre, Gammon Construction Limited Training Centre, Dragages Hong Kong Training Centre and OSHC Occupational Safety and Health Academy).

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*(WMW left the meeting at 4:55pm)*

#### **4.15 Any Other Business**

- (i) Members were informed on a resignation notice from Mr. Anthony CHAN which was effective on 22 September 2014. The Chairman thanked his contribution and support in the past.
- (ii) AaY briefed Members on the upcoming Construction Safety Week 2015 programme and the dates would be from 27 – 29 May 2015. The details information will be presented in the upcoming Com-CSY meeting.
- (iii) AaY briefed Members on the tabled paper CIC/CSY/P/030/14 regarding “Year Plan for 2015” and “Proposed Budget for 2015”.

The key tasks to be carried over from Year 2014 and key tasks to be commenced in Year 2015 were illustrated. After deliberations, it was agreed to allow three weeks for Members to give comments (if any).

**[Post Meeting Note:** No major comment was received from Members of Com-CSY for the Year Plan and Proposed Budget.]

(iv) AaY also briefed Members that the CIC Tai Po Training Ground is undergoing an enhancement project, the project is to set a showcase of excellence for both site housekeeping and safety perspective for the construction industry. The project would include site installation works, facility enhancement works and other system modification.

After deliberations, the members took note of the captioned project and supported it in principle.

#### **4.16 Next Meeting**

18 March 2015 (Wednesday) at 2:30 pm at Meeting Room No. 1, CIC Headquarters.

There being no further business, the meeting adjourned at 5:05pm.

**CIC Secretariat**  
**January 2015**