

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

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Meeting No. 001/14 of the Committee on Construction Safety was held on Thursday, 3 April 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
	CHAN Sau-kit, Allan	(SKC)	
	CHOW Luen-kiu	(LKC)	
	LAI Chi-wah	(CWL <i>i</i> )	
	Lawrence NG	(LN)	
	PANG Yat-bond, Derrick	(DP)	
	WONG Sze-chun	(SCW)	
	Ada FUNG	(AF)	Chairperson of Task Force on Site Safety of Working in Lift Shaft (TF-WLS)
	CHEUNG Tin-cheung	(Tn <i>C</i> )	(for Director of Buildings)
In Attendance :	LAU Chi-kin	(CK <i>i</i> L)	Chairperson of Task Force on Review of Major Construction Method Statements (TF-CMS)
	Victor KWONG	(VK)	Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI)
	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)
	YEUNG Wai-ming	(WMY <i>g</i> )	Buildings Department
	Timothy LAU	(TyL)	Hong Kong Housing Authority (HKHA)
	Terrance LAM	(TL <i>m</i> )	Development Bureau (DEVB)
	Christopher TO	(CT)	Executive Director
	Angela YUEN	(AaY)	Manager (Council Services)
	Sally LEUNG	(SYL <i>g</i> )	Manager (Council Services)
Apologies :	HUI Siu-wai	(SWH)	Director of Buildings

CHAN Yiu-tung	(AnCN)	
Charles WONG	(CWG)	Director (Training & Development), Convenor of Task Force on Site Safety Training (TF-SST)
CHENG Hung-leung	(HLC)	Drainage Services Department (DSD)

## **PROGRESS REPORT**

### **Action**

#### **1.1 Confirmation of the Progress Report of the Com-CSS Meeting No. 004/13 held on 4 December 2013**

Members took note of Progress Report CIC/CSS/R/004/13 and confirmed the Progress Report of the last meeting held on 4 December 2013.

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

Agenda item 4.2	The originally scheduled Near Miss Cases presentation from HKHA would be further postponed to the next Com-CSY meeting.	HKHA
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Agenda item 4.3	This item would be reported under Agenda item 1.8.	
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#### **1.3 Construction Safety Week (CSW) 2014 and the Associated Activities**

AaY briefed Members on the paper CIC/CSY/P/001/14 regarding “Construction Safety Week 2014 and the Associated Activities” to be co-organised by CIC and DEVB from 26 – 29 May 2014. The main theme for CSW 2014 is enhancement to construction workers’ health and safety leadership. The key messages include to enhance the construction workers’ awareness on health so that they can in turn enhance their awareness in safety at workplace; and to strengthen safety leadership at every echelon in the construction industry and individuals to become a safety leader.

**Action**

The Campaign consists of two phases:

- (a) Promotional activities before the CSW2014; and
- (b) CSW 2014.

The ‘pre-CSW 2014 activities’ include Construction Safety Promotional Video, Construction Safety Brainstorming Workshop, Qigong ‘Train-the-Trainer’ Sessions, Safety Pal, Zero Accident Ambassador Award and Innovative Safety Initiative Award 2014.

The tentative programme of the CSW 2014 would be:

- 26 May 2014: Zero Accident Flag Presentation Ceremony;
- 27 May 2014: Construction Safety Week Conference;
- 28 May 2014: Construction Safety Week Site Visit; and
- 29 May 2014: 20th Construction Safety Week Considerate Contractors Site Award Scheme (2013) Award Presentation Ceremony.

The supporting organisations of the CSW 2014 were illustrated as well. Members were invited to take note of and support the organisation of CSW 2014 and the associated activities.

#### **1.4 Amendment of the Committee**

AaY briefed Members on amendments to the Structure and Operations of Standing Committees of CIC and revised Terms of Reference of Com-CSY with a power point illustration.

Members took note of the Amendment of the Committee.

*See item 1.13 which was discussed before items 1.5 to 1.12*

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

#### **1.5 Work Plan and Budget for 2014**

AaY briefed Members on the paper CIC/CSY/P/002/14 regarding “Work Plan and Budget for 2014”. The key tasks to be carried over from Year 2014 and key tasks to be commenced in Year 2014 were illustrated. Members discussed and endorsed the Work Plan and Budget for 2014 of Com-CSY with minor adjustment. LKC, SKC and LN expressed that the HKD10M Budget for Com-CSY should exclude the Safety Week related events. Chairman of Com-CSY

HWC, Task  
Forces /  
Informal Task  
Force  
Chairperson

informed Task Force / Informal Task Force Chairpersons to express and discuss in the next meeting for any needs for the respective Task Force / Informal Task Force for the year 2014.

**Action**  
**& CIC**  
**Secretariat**

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

#### **1.6 Nomination of Co-opted Members for the Com-CSY 2014-2016**

AaY briefed Members on the paper CIC/CSY/P/003/14 regarding “Nomination of Co-opted Members for the Com-CSY 2014-2016”. The term of office of the Co-opted Members in the last session would end on 31 January 2014 and the Committee on Construction Safety (Com-CSY) should discuss and determine the list of Co-opted Members for the new Session (to be appointed until 31 January 2016).

Members endorsed the proposed list of Co-opted Members comprising 12 relevant stakeholders (i.e. 4 current Task Force Chairpersons, 1 Government Officer and 7 to be nominated by relevant trade organisations / associations). As the number of proposed Co-opted Members was more than the number of Council Members joining Com-CSY, the proposed list of Co-opted Members would have to be submitted to CIC for approval at its meeting scheduled on 25 April 2014.

**CIC**  
**Secretariat**

Members took note of the nomination of Co-opted Members for the Com-CSY.

#### **1.7 Formation of Task Group on Application of Innovative Design to Enhance Construction Safety**

AaY briefed Members on the paper CIC/CSY/P/004/14 regarding “Formation of Task Group on Application of Innovative Design to Enhance Construction Safety”. AaY briefed Members on the Background, Objectives, Terms of Reference and Composition of the Task Group on Application of Innovative Design to Enhance Construction Safety. After deliberations, Members endorsed in principle the Formation, Membership List and Terms of Reference of the Task Group on Application of Innovative Design to Enhance Construction Safety with suggestion to consider addition of Member from the The Hong Kong Institute of Surveyors (HKIS) (as Professional Body representative) in the Task Group.

**Action**

A Chairperson for this Task Group would be invited after the meeting and invitation emails would be sent out to respective parties for nomination in due course.

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[**Post Meeting Note:** SKC accepted the invitation to be the Chairperson of the new Task Group.]

1.8 **Progress of the Two Task Groups under the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites**

CLL, the Chairperson of the Two Task Groups under the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites introduced the Paper CIC/CSY/P/005/14 on “Progress of the Two Task Groups under the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites”.

The first meeting of the two Task Groups was held on 7 January 2014. The Membership List and Terms of Reference of the two Task Groups were finalised. CLL briefly reviewed some examples of work-at-height safety not considered in building design and existing guidelines on work-at-height safety through building design in the first meeting.

The draft paper titled “the planking arrangement for providing safe working platforms on scaffolds” was presented by Labour Department (LD) and the captioned paper was then circulated to two Task Groups Members on 5 February 2014. In general, only minor textual comments were received.

In addition, LD and the Occupational Safety and Health Council (OSHC) had jointly organised a RMAA Safety Conference on 17 February 2014. Two sets of conference paper reflecting the crux of the discussion at the Task Groups meeting were issued to the participants of the RMAA Safety Conference. The papers were duly discussed at the panel sessions and received full support by relevant industry stakeholders.

A safety visit to two construction sites in Guangzhou was arranged for both the Members of Com-CSY and two Task Groups on 25 March 2014 to share safety experience and practices of construction projects in the Mainland China.

**Action**

*(FW left the meeting at 5pm)*

1.9 **Guidelines on the planking arrangement for providing safe working platforms on bamboo scaffolds (Guidelines)**

CLL, the Chairperson of the Two Task Groups under the Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites introduced the Paper CIC/CSY/P/006/14 on “Guidelines on the planking arrangement for providing safe working platforms on bamboo scaffolds (Guidelines)”.

CLL briefed Members of Com-CSY on the background, objectives and content of the Guidelines. The Guidelines provide practical guidance on the roles and responsibilities of Main Contractors and Subcontractors in the provision of suitable working platforms on bamboo scaffolds, in order to prevent violating legislation and endangering workers due to insufficient coordination between these contractors, resulting in a lack of such working platforms.

The Guidelines was sent to Members of the Task Group on Preventing Fall Accidents through Building Design (TG-PBD) and Task Group on Preventing Fall Accidents in Existing Buildings (TG-PEB) and Task Force on Work Safety of RMAA (TF-RMA) Sites for comment and Members of the Com-CSY for endorsement in principle at the same time.

To meet the industry expectation, it was suggested the Members of the Com-CSY could review and endorse the draft Guidelines in principle first.

After deliberations, Members endorsed in principle the Guidelines with some minor amendment (such as inclusion of backgrounds, rationale and objectives of the Guidelines in Section 8.1, addition of roles and responsibilities of Workers in the Guidelines and standardisation of the name of "工作台" and "工作平台" throughout the Guidelines). The revised version would then be submitted to the Council for approval at its meeting scheduled on 25 April 2014.

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[**Post Meeting Note:** No adverse comments received from Members of TG-PBD, TG- PEB and Task Force on Work Safety of RMAA Sites. The Guidelines was then finalised and the English version was prepared. The finalised bilingual versions were submitted to the Council for approval at its meeting scheduled on 25 April 2014. ]

**Action**

**1.10 Safety Alert No. 001/14 – “Fire Safety on Construction Sites”**

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (ITF-SSI) introduced the Paper CIC/CSY/P/007/14 on “Safety Alert No. 001/14 – Fire Safety on Construction Sites”.

The Safety Alert was drafted owing to the recent fire incident occurred in a renovation building. It aims to remind various parties on the Fire Safety in the Construction Sites or Renovation Projects.

With the support and input from the Chairperson of the ITF-SSI, the “Safety Alert No. 001/14 – Fire Safety on Construction Sites” was drafted and sent to Members of the ITF-SSI, Task Force on Work Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites (Task Force), Fire Services Department (FSD), Contractor’s Authorised Signatory Association (CASA), Hong Kong Construction Sub-Contractors Association (HKCSA) and Hong Kong General Building Contractors Association (HKGBCA) for comment in mid February 2014. Some comments were received from Members of the ITF-SSI, Task Force and FSD. After consultation with the Chairperson of the ITF-SSI, the Safety Alert No. 001/14 was revised with incorporation of appropriate comments received.

After deliberations, Members of the Com-CSY endorsed in principle the Safety Alert 001/14 with some minor comments (such as to update the relevant references in the Safety Alert) in the meeting.

**[Post Meeting Note:** The final version of the Safety Alert No. 001/14 was published on 17 April 2014.]

**1.11 Safety Promotional Activities with OSHC**

AaY briefed Members on the paper CIC/CSY/P/008/14 regarding “Safety Promotional Activities with OSHC”.

Members noted the latest progress on “Good Housekeeping Promotional Campaign” and “Construction Safety Promotional Campaign 2014” in relation to the co-organisation of the Safety Promotional Activities with the Occupational Safety and Health Council (OSHC).

**Action**

**1.12 Experience Sharing Session**

Owing to the number of agenda items discussed in the meeting, the originally scheduled Near Miss Cases presentation from HKHA would be further postponed to the next Com-CSY Meeting No. 002/14.

**1.13 Any Other Business**

Before the discussion on the Work Plan and Budget for 2014, the Chairman of Com-CSY, HWC, raised for discussion on the recent ten fatalities and invited CLL of Labour Department (LD) to brief Members of Com-CSY on the systematic problem which may lead to the recent incidents.

CLL summarised the ten fatalities which occurred since this year and pointed out that “fall of person from height” accounted for four cases and “lifting operations” accounted for three cases. The systemic problem for work at height involve absence of job specific risk assessment and method statement, no clear delineation of safety responsibilities (e.g. on provision of planks on scaffolds), lack of control and monitoring of subcontractors and proactive inspection programme not implemented). The systemic problem for lifting operation involve absence of job specific risk assessment and lifting plan, no clear delineation of safety responsibilities among various duty holders on lifting operation, inadequate lifting supervision and lack of preventive maintenance programme.

*(SCW left the meeting at 3:30pm)*

*(AF joined the meeting at 3:40pm)*

After deliberations, Members of Com-CSY decided to take the following actions:

- Immediate Measures: The Chairperson of the Informal Task Force on Site Safety Incidents is already starting to prepare a Safety Alert regarding the tower working platform;
- Medium Term: The Com-CSY invited LD to consider reviewing its Code of Practice regarding lifting and machinery operations (for stepping up site enforcement actions) and scaffolding (to cover erection and dismantling);
- The Com-CSY also considered that these ten fatalities and the previous ones continue to indicate the need on construction sites

**Action**

for standard and site specific safe work method and equipments for site workers. Therefore, the Committee will continue its effort to issue Guidelines and Alerts on these requirements and on delineating responsibilities;

- A forum with frontline lifting and machine operators will be organised to discuss the problem and necessary measures;
- The Com-CSY also stands ready to listen to views from industry stakeholders.

**1.14 Next Meeting**

25 June 2014 (Wednesday) at 2:30 pm at Meeting Room No. 1, CIC Headquarters.

**[Post Meeting Note:** The next Com-CSY Meeting No. 002/14 would be re-scheduled on 30 June 2014 (Monday).]

There being no further business, the meeting adjourned at 5:30 pm.

**CIC Secretariat**  
**May 2014**