

Construction Industry Council
Committee on Construction Site Safety

Meeting No. 003/13 of the Committee on Construction Site Safety was held on Wednesday, 18 September 2013 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
	AU Choi-kai	(CKA)	Director of Buildings
	CHAN Sau-kit, Allan	(SKC)	
	Lawrence NG	(LN)	
	Mike WONG	(MW)	
	Wong Sze-chun	(SCW)	
	Ada FUNG	(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)
	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)
	Michael FONG	(MF)	Development Bureau (DEVB)
	Joel CHAN	(CSC)	Hong Kong Institute of Architects, Authorised Person (HKIA, AP)
	Gilbert TSANG	(GtT)	Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC)
	David TSE	(DdT)	Hong Kong General Building Contractors Association (HKGBCA)
	Winson YEUNG	(WY)	Occupational Safety and Health Council (OSHC)

	WONG Wai-man	(WMW)	Construction Site Workers General Union (CSWGU)
In Attendance :	YEUNG Wai-ming	(WMYg)	Buildings Department
	CHENG Hung-leung	(HLC)	Drainage Services Department
	Timothy LAU	(TyL)	Hong Kong Housing Authority (HKHA)
	Tommy MA	(TM)	Hong Kong Construction Industry Employees General Union (On behalf of Mr. CHOW Lieu-kiu)
	LEUNG Yuk-keung	(YKLg)	Labour Department
	Christopher TO	(CT)	Executive Director
	Angela YUEN	(AaY)	Manager (Council Services)
	Sally LEUNG	(SYLg)	Manager (Council Services)
Presenters	KUOK Hoi-sang	(HSK)	The Lift and Escalator Contractors Association
	David CHAN	(DdC)	The Lift and Escalator Contractors Association
Apologies :	CHEW Tai-chong	(TCC)	
	CHOW Luen-kiu	(LKC)	
	CHU Pui-kwan, Reuben	(RCU)	
	LAI Chi-wah	(CWLi)	
	PANG Yat-bond, Derrick	(DP)	
	KWAN Yuk-choi, James	(YCK)	
	William NG	(WN)	Hong Kong Federation of Insurers (HKFI)
	Charles WONG	(CWG)	Director (Training & Development), Convenor of Task Force on Site Safety Training (TF-SST)

PROGRESS REPORT

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See items 3.8 and 3.9 which were reported before items 3.1 to 3.7

3.1 Confirmation of the Progress Report of the Com-CSS Meeting No. 002/13 held on 4 July 2013

Members took note of Progress Report CIC/CSS/R/002/13 and confirmed the Progress Report of the last meeting held on 4 July 2013.

3.2 Matters Arising from the Previous Meeting

Agenda item 2.7 Members were informed that the final version of the Safety Alert No. 003/13“Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works” incorporating with appropriate comments was formally issued on 30 August 2013.

Agenda item 2.11 Mr. LI Chi-leung and Mr. Michael FONG delivered a presentation under Agenda item 3.10 and 3.11 respectively.

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

AF, 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.

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

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3.4 **Guidelines on Safety of Lift Shaft Works (Volume 3 – Throughout Occupation Stage of Building) (the Guidelines)**

AF and AaY briefed Members on Paper CIC/CSS/P/016/13 on the final draft of the Guidelines on Safety of Lift Shaft Works (Volume 3 – Throughout Occupation Stage of Building) (the Guidelines). 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.

In the meeting, CKA recommended some refinements on the Guidelines. HWC opined to conduct a public engagement on the final draft of the Guidelines before the submission to 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 by the Electrical and Mechanical Services Department (EMSD) (as the LESAC comprised of representatives from the lift contractor, property management, lift owners, lift workers and other general public).

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 from CKA. 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.

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[Post Meeting Note: A presentation was successfully made by AF an 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.]

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(MW joined the meeting at 3:35pm)
(CT left the meeting at 3:50pm)

3.5 A Letter from the Lift and Escalator Contractors Association (LECA)

AaY briefed Members on Paper CIC/CSS/P/017/13 on a letter received from LECA on “Safety Concerns for Working at Lift Shaft”. Mr. Stephen KUOK and Mr. David CHAN of LECA elaborated the major Safety Concerns for Working at Lift Shaft (such as the lifts installed with common lift well, access door to the pit, anchorage at the lowest landing, working platform for deep lift pits, clear and safe access to machine or pulley rooms, access for persons to machine or pulley rooms, and metal supports or hooks above lift car and counterweight) with a power point presentation.

Members of the Com-CSS appreciated the effort made by LECA and agreed that Design for Safety should be aimed at the beginning of the building projects. Also, a balance should also be made among various stakeholders. CKA would review the concerns demonstrated by HSK and explore possible ways to enhance existing Guidelines / Practice Notes. HWC, 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. The Task Force should also consider to explore the implementation of the safety design requirements through amendment on the existing Codes of Practice / Design Guidelines / Practice Notes / Circular Letters / Regulations / CIC Guidelines and Alerts or proposed legislations.

(SCW left the meeting at 4:30pm)
(HSK and DdC left the meeting at 4:33pm)

3.6 Safety Alert No. 004/13 – “ Safe Use of Lifting Appliances and Lifting Gear”

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (ITF-SSI) introduced the paper CIC/CSS/P/018/13 on “Safety Alert No. 004/13 – Safe Use of Lifting Appliances and Lifting Gear”.

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In Meeting No. 001/12 of the ITF-SSI held on 4 October 2012, it was discussed and agreed to issue Safety Alerts on some near-miss cases so as to enhance construction site safety.

With the support and input from the Chairperson of the ITF-SSI and Labour Department (LD), the “Safety Alert No. 004/13 – Safe Use of Lifting Appliances and Lifting Gear” was drafted and sent to the Members of the ITF-SSI and the Hong Kong Professional Hoisting Engineering Association Limited (HKPHEA) for comment on 14 June 2013. Some comments were received from Members of the ITF-SSI and HKPHEA. The revised version of the Safety Alert No. 004/13 was prepared (incorporated with appropriate comments received) and circulated to the Members of the ITF-SSI and HKPHEA on 15 August 2013.

Comments received from the Members of the ITF-SSI. HKPHEA had no other comments. The further revised English and Chinese draft Alert are appended in Annex A of the meeting document no. CIC/CSS/P/018/13 for Members’ consideration and endorsement.

After deliberations, Members of the Com-CSS endorsed in principle the Safety Alert 004/13 with some minor comments received from the Chairman of Com-CSS in the meeting.

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[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.]

(AF left the meeting at 4:35pm)

3.7 **Site Housekeeping Posters No. P-CSS-001-13, No. P-CSS-002-13 and No. P-CSS-003-13**

FW, the Chairperson of the Task Force on Site Housekeeping introduced the paper CIC/CSS/P/019/13 on “Site Housekeeping Posters No. P-CSS-001-13, P-CSS-002-13 and No. P-CSS-003-13”.

After the publication of two Site Housekeeping Posters in 2012, the CIC Secretariat prepared three set of Site Housekeeping Posters (Site Housekeeping Posters No. P-CSS-001-13, P-CSS-002-13 and No. P-CSS-003-13 namely “Site Housekeeping”, “Provision of Safe and

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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).

The three draft posters was reviewed by the Chairperson of the Task Force on 25 June 2013 and circulated to the members of the Task Force for review and comment on 25 June 2013 and 15 August 2013. Comments were received from the Task Force members. The revised Posters incorporated with appropriate comments were appended at Annex A, B and C of the meeting document no. CIC/CSS/P/018/13 respectively for Members’ consideration and endorsement.

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.

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[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.]

(HLC left the meeting at 4:45pm)
(WMW left the meeting at 4:50pm)
(SKC left the meeting at 5:05pm)
(MW left the meeting at 5:10pm)

3.8 Co-organising the Construction Safety Promotional Campaigns with the OSHC in 2013/2014

AaY briefed Members on the paper CIC/CSS/P/020/13 on “Co-organising the Construction Safety Promotional Campaigns with the OSHC in 2013/2014”.

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.

An informal discussion was made among Mr. TANG Wah Shing (Executive Director of OSHC) with CT and AaY of CIC on 3 September 2013, it was agreed that both the existing Good Housekeeping Promotional Campaign and Construction Safety

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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.

Through the joint efforts of CIC and OSHC, it is not just promoting site safety, but also helped to improve the perception of the industry by showcasing the determination to work towards establishing safe and healthy environment on construction sites.

Members of the Com-CSS took note of the background and information in the co-organisation of the Construction Safety Promotional Campaigns with OSHC in 2013/2014.

3.9 To explore the possibility to further promote Pay for Safety Scheme (PFSS) in the Construction Industry

HWC, the Chairman of Com-CSS, briefed Members on the paper CIC/CSS/P/021/13 on “To explore the possibility to further promote Pay for Safety Scheme (PFSS) in the Construction Industry”.

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 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.

Members of the Com-CSS supported to explore possible ways to further promote PFSS in the Construction Industry. AF opined HKFI 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.

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 including sub-contractors (such as payment to workers). The other

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working group would be considered for exploring possible ways to further promote application of PFSS in the construction industry or considered incorporating specific safety requirements and measures as items for payment in the PFSS. .

(SCW joined the meeting at 2:40pm)

(LN joined the meeting at 2:45pm)

(HSK and DdC joined the meeting at 3:20pm)

(TM joined the meeting at 3:25pm)

3.10 Design for Safety in Buildings

CLL 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”.

The increase in serious or fatal work accidents related to building repair and maintenance work conducted at height in recent years had aroused public concern. According to the feedback of the repair and maintenance industry as well as the accident investigations of the LD, the improper design of some existing buildings is one of the factors contributing to these accidents, rendering preventive and protective measures against fall of persons difficult or impracticable at the repair and maintenance stage. Some examples of the unsafe building design were illustrated.

CLL 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.

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. CKA clarified that BD issued a practice note in 1998 to advise Authorised Persons (AP) and Registered Structural Engineers (RSE) to consider at the design stage of project, incorporating facilities for safe access to the external walls of buildings, including suspended working platforms, gondola systems, mechanical booms or anchorages and cast-in anchor devices.

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

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working group would be considered for exploring how to put the “Design for Safety” components during the design stage (new buildings). The working group would consider to explore the implementation of the safety design requirements through amendment on the existing Codes of Practice / Design Guidelines / Practice Notes / Circular Letters / Regulations / CIC Guidelines and Alerts or proposed legislations. 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 (existing buildings).

(CSC left the meeting at 5:15pm)

(CKiL left the meeting at 5:16pm)

3.11 Experience Sharing Session

MF shared a presentation on “Implementation of Construction Design and Management (CDM) in Public Works Projects”. Members of Com-CSS were updated on the latest 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.

Members of the Com-CSS took note of the CDM update from DEVB.

Another experience sharing presentation on Near Miss Cases from HKHA was originally scheduled. Owing to the number of agenda items discussed in the meeting, HWC suggested TyL to present his experience sharing session in the next Com-CSS Meeting No. 004/13.

HKHA

3.12 Any Other Business

(i) Post Event Booklet of the Construction Safety Week 2013

AaY informed Members of the Com-CSS the post event booklet of the Construction Safety Week 2013 will be completed and ready for publishing in late 2013.

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3.13 Next Meeting

The next meeting originally scheduled on 6 November 2013 (Wednesday) will be too close to Meeting No. 003/13. As such, it would have to be re-scheduled and the next meeting date would be announced in due course.

[Post Meeting Note: The next meeting Com-CSS No. 004/013 would be held on 4 December 2013.]

There being no further business, the meeting adjourned at 5:35 pm.

CIC Secretariat
October 2013