

Construction Industry Council
Committee on Construction Site Safety

Meeting No. 002/13 of the Committee on Construction Site Safety was held on Thursday, 4 July 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 |
| | Lawrence NG | (LN) | |
| | LAI Chi-wah | (CWL <i>i</i>) | |
| | PANG Yat-bond, Derrick | (DP) | |
| | Wong Sze-chun | (SCW) | |
| | 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) | |
| In Attendance : | YEUNG Wai-ming | (WMYg) | Buildings Department |
| | CHENG Hung-leung | (HLC) | Drainage Services Department |
| | Timothy LAU | (TyL) | Hong Kong Housing Authority (HKHA) |
| | Henry CHEUNG | (HCg) | Occupational Safety and Health Council (OSHC) (On behalf of Dr Winson YEUNG) |
| | WONG Chi-lap | (CLW) | Senior Manager – Construction Trade Testing (On behalf of Mr. Charles Wong as an Observer) |
| | Alex LEUNG | (AL) | Deputy Director – Training |

| | | | |
|-------------|----------------------|--------|---|
| | Angela YUEN | (AaY) | and Development Manager (Council Services) |
| | Sally LEUNG | (SYLg) | Manager (Council Services) |
| Apologies : | CHAN Sau-kit, Allan | (SKC) | |
| | CHEW Tai-chong | (TCC) | |
| | CHOW Luen-kiu | (LKC) | |
| | CHU Pui-kwan, Reuben | (RCU) | |
| | KWAN Yuk-choi, James | (YCK) | |
| | Mike WONG | (MW) | |
| | 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) |
| | WONG Wai-man | (WMW) | Construction Site Workers General Union (CSWGU) |
| | Gilbert TSANG | (GtT) | Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC) |
| | William NG | (WN) | Hong Kong Federation of Insurers (HKFI) |
| | David TSE | (DdT) | Hong Kong General Building Contractors Association (HKGBCA) |
| | Winson YEUNG | (WY) | Occupational Safety and Health Council (OSHC) |
| | Charles WONG | (CWG) | Director (Training & Development), Convenor of Task Force on Site Safety Training (TF-SST) |

PROGRESS REPORT

Action

See items 2.11(i) and 2.6(i)-(iv) which were reported before items 2.1 to 2.5

- 2.1 **Confirmation of the Progress Report of the Com-CSS Meeting No. 001/13 held on 18 March 2013**

Action

Members took note of Progress Report CIC/CSS/R/001/13 and confirmed the Progress Report of the last meeting held on 18 March 2013.

2.2 Matters Arising from the Previous Meeting

Agenda item 1.2 Experience sharing session on Safety Visits to Construction Sites in Mainland China by Mr. Victor KWONG was presented under Agenda item 2.3.

Agenda item 1.6 The draft Guidelines on Site Safety Measures for Working in Hot Weather had been revised accordingly to the comments received from the members. The Guidelines was approved by the Council on 26 April 2013 and formally published on 29 April 2013.

Agenda item 1.9 The Chairman of the Task Force on Review of Major Method Statement was seeking views from Members of the Task Force on the implementation details of the engagement of technical writer(s) for a previously identified high risk construction activity as trial.

Agenda item 1.10 The revised Guidelines on Fabrication of Reinforcement Cages of Bored Piles was submitted to the Council at its Meeting No. 003-13 held on 21 June 2013 for Members' information. The Guidelines on Fabrication of Reinforcement Cages of Bored Piles was formally issued on 4 July 2013.

Agenda item 1.11 The CIC Secretariat received an email from the Hong Kong Construction Association (HKCA) on 31 March 2013 advising that HKCA had no comment on the content of the Safety Alert No. 002/13 – Adoption of Method Statement on Sites. The Safety Alert No. 002/13 was formally published on 20 May 2013.

Action

Agenda item 1.14 This item was discussed under Agenda item 2.9.

Agenda item 1.16 Mr. CHEUNG Hau-wai presented his experience sharing session under Agenda item 2.4.

2.3 Experience Sharing on Safety Visits to Construction Sites in Mainland China

VK shared his experience on Safety Visits to two Construction Sites (one in Suzhou and the other one in Chengdu) of Mainland China. Both Construction Sites had set good examples on site safety measures, site housekeeping and care for workers.

It was noted although there was no Pay for Safety Scheme in Mainland China, certain percentage of the total project sum would be used in completing safety related works in some construction project (both hardware and software). The government departments, clients, contractors and workers would be liable for accidents occurred and penalties would be given to them.

After deliberations, HWC recommended relevant Task Forces to take note of the presentation and considered to adopt any possible measures in the future.

2.4 Experience Sharing on Exchange Trip – Benchmarking Study Visit to Germany on Construction Safety & Health

HWC, AL and AaY represented CIC in attending a Benchmarking Study Visit to Germany on Construction Safety & Health from 29 October to 2 November 2012. HWC shared his experience on the Benchmarking Study Visit to the Committee Members. HWC briefed Members' the dual control system, the safety system, the structure and power of "BG BAU" German Social Accident Insurance Institutions, the apprenticeship under a master and building sites visited in Germany. LN stated the importance and need of the apprenticeship under a master scheme.

Action

After deliberations, Members agreed to invite representatives from HKFI, LD, and OSHC to have an informal meeting to explore how to enhance site safety through the existing insurance system.

2.5 Report on Construction Safety Week 2013

AL reported the Safety Campaign 2013 – Construction Safety Week, a five-day programme held from 27 to 31 May 2013 with a power point presentation. The Construction Safety Week 2013 (CSW 2013) were jointly organised by CIC and DEVB, with more than 30 no. of organizations, covering a wide spectrum of the construction industry.

The Campaign continued to reinforce the theme of “zero accident” and to encourage industry stakeholders to work together to realise the goal of zero accident environment.

The outline of activities were reported, namely the Safety Pal, Safety Promotional Video, Zero Accident Ambassador Award, Innovative Safety Initiatives Award 2013, Zero Accident Declaration Ceremony, Conference, Site Visit, and Considerate Contractors Site Award Scheme (CCSAS) 2012 Award Presentation Ceremony.

The CSW2013 attracted excellent participation and media coverage with positive feedback from both the industry and the general public. The Chairman of the Com-CSS expressed gratitude to DEVB and CIC in the successful organisation of the CSW 2013. He also led the discussion regarding feedbacks from various industry stakeholders. Members appreciated the efforts made by the Organising Committee to the whole Campaign especially the two Openings (morning and afternoon sessions) of the Conference and agreed that the sharing from the injured worker and relatives of the incidents were very meaningful and effective ways to convey the safety messages to the frontline workers. AL stated that the Organising Committee would hold a review meeting on 5 July 2013, and any suggestions from the Com-CSS Members would be welcomed.

Action

2.6 Progress Report of Meeting No. 002/13 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/012/13 in reporting the progress report of Meeting No. 002/13 of the Task Force. The latest progress was summarised as below:

(i) New Safety Alerts

The Safety Alert No. 001/13 on Safe Use of Mobile Metal Scaffolds for Repair, Maintenance, Alteration and Addition Works was formally published on 13 May 2013.

Safety Alert No. 003/13 – “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works” would be discussed under Agenda item 2.7.

(ii) Three Most Important Messages in Reminding Workers before Commencement of Work

CLL briefed Members of the Com-CSS that views and suggestions on three most important messages in reminding workers on site safety before commencement of work were received from Task Force Members. They were invited to explore the possibility to print the three important messages proposed as souvenirs like greeting cards, pens, gloves, towels, etc. and the channel for dissemination.

Members of the Com-CSS supported the idea of printing the three most important messages proposed as souvenirs like pens. MF recommended the Task Force to consider delivering the application form of the Safety Pal as well when delivering the souvenirs to RMAA Sites. The CIC Secretariat would help to follow up associated matters..

(iii) Fatal Industrial Accidents arising from RMAA Works in 2012

An analysis of fatal industrial accidents occurred in the construction industry arising from RMAA Works in 2012 was conducted. In 2012, 9 out of the 24 fatal accidents were related to RMAA Works. The Task Force Chairman pointed out that ‘fall of person from height’ accounted for 6 cases of fatal

Action

accidents at RMAA works while ‘contact with electricity or electric discharge’ accounted for the 3 remaining cases. The CIC and Labour Department (LD) would continue their concerted efforts in enhancing safety awareness of the workers in these two areas, including safety seminars and issue of safety alerts.

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

The number of banners delivered to OBB Sites was 95 and follow-up visits to these sites were made. It was observed that safety promotional banners were hoisted at 52 of those sites. LD and the CIC Secretariat would continue with the promotional campaign.

(LN arrived the meeting at 2:48pm)

(v) Endorsement of the New Task Force Members

CLL invited Members of the Com-CSS to consider the inclusion of representatives from Registered Minor Works Contractor Signatory Association (RMWCSA) and Minor Works Contractor Association (MWCA) to join the Task Force in view of their relevancy. After discussion, members of the Com-CSS endorsed the suggestions to include representatives from RMWCSA and MWCA to join the Task Force.

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

2.7 **Safety Alert No. 003/13 – “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works”**

CLL also introduced the paper CIC/CSS/P/013/13 on “Safety Alert No. 003/13 – Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition 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.

Action

With the support and input from the LD, the “Safety Alert No. 003/13 – Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works” was drafted. The aim of the Safety Alert is to remind employers, contractors and workers to avoid using ladders for working at height in RMAA Works as far as practicable in view of the high toll of accidents in the past.

The draft Safety Alert No. 003/13 was discussed by Members of the Task Force at its Meeting No. 001/13 held on 4 February 2013. The revised Safety Alert No. 003/13 was submitted to the Task Force Members for discussion in the Task Force Meeting No. 002/13 held on 21 May 2013. Members agreed in principle on the revised Safety Alert No. 003/13 in the meeting with some comments received. The further amended Safety Alert No. 003/13 was circulated to Task Force Members for further review on 10 June 2013. The final draft (incorporated with appropriate comments received) was appended in Annex A of the meeting document no. CIC/CSS/P/013/13 for Members’ consideration and endorsement.

After deliberations, Members of the Com-CSS endorsed in principle the Safety Alert 003/13 with some minor comments such as amendment of a diagram to include a dangerous common malpractice when using the ladders with a wooden board placing in between the two ladders and workers were standing and working on the wooden board. There was also a suggestion to review the Chinese wording of "ladders". The diagrams shown in the Safety Alert No. 003/13 would be finalised with LD and the Task Force Chairman before issuance.

[Post Meeting Note: A discussion was made with the LD after the meeting and it was agreed to retain the Chinese wording of "ladders". The final version of the Safety Alert No. 003/13 incorporating with appropriate comments was issued to Task Force on Work Safety of RMAA Sites Members on 15 August 2013 and targeted to be issued before September 2013.]

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

AL briefed Members on the paper CIC/CSS/P/014/13 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.

Action

Members of the Com-CSS 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.

After a series of thorough deliberations during several working group meetings held on 11 March 2013, 28 March 2013 and 8 April 2013 respectively, the Guidelines were revised by the CIC Secretariat in April 2013. The revised draft Guidelines (in English version) were then circulated to the members of the working group and no major comment was received by the target date of 17 April 2013.

In June 2013, the revised draft Guidelines (in both Chinese and English versions) were circulated to the members of the working group, Hong Kong General Union of Lift and Escalator Employees (HKGULEE) and the Hong Kong Association of Property Management Companies (HKAPMC) to review.

As lift works concerning lift alteration works, and lift maintenance and repair works throughout the occupation period will have close involvement by management companies and lift workers, two separate meetings with HKAPMC and HKGULEE were arranged to be held on 3 July 2013 so as to provide a better understanding of the Guidelines by them.

The upcoming Task Force meeting will be held in mid August 2013 (tentative) to further discuss and finalise the draft Guidelines.

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.

2.9 Progress of Activities of the Informal Task Force on Site Safety Incidents

VK, the Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI) briefed Members on the progress of the ITF-SSI. A Safety Alert on near miss case of “Safety of Lifting Appliances and Lifting Gear” was drafted. Comments were received from some Members of the Informal Task Force and Hong Kong Professional Hoisting Engineering Association Limited in June 2013. The revised draft was under preparation.

Action

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

2.10 Progress of Activities of the Task Force on Site Housekeeping

FW, the Chairperson of the Task Force on Site Housekeeping, briefed Members on the progress of the Task Force. Three posters on Site Housekeeping related topics were drafted and circulated to the Task Group Members for comment.

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

2.11 Any Other Business

(i) Update Com-CSS Membership List

HWC introduced the five new Council Members joining the Com-CSS. They were Ir Allan CHAN, Ir Prof Reuben CHU, Ir LAI Chi-wah, Ir Derrick PANG and Ir WONG Sze-chun. HWC also updated Members the step down of Ir James BLAKE from the CIC and proposed a vote of thanks to his contributions and hard work in the previous years for the Com-CSS and the CIC.

(ii) Construction Design and Management (CDM)

LN proposed a discussion on CDM in the next Com-CSS Meeting No. 003/13. HWC expressed the captioned topic was discussed few years ago in Com-CSS and invited relevant parties to provide some background information of CDM for the discussion in the upcoming Com-CSS Meeting.

CLL & MF

(iii) Promotion of Mr. Alex LEUNG

The Chairman of the Com-CSS announced that Mr. Alex LEUNG had taken up new missions and joined the Training and Development Section of the CIC commencing 1 July 2013. Ms. Angela YUEN and Ms. Sally LEUNG would continue to serve the Committee and its Task Forces.

A vote of thanks to the contributions and hard work from Mr. Alex LEUNG to the Com-CSS and CIC in the previous years

Action

was proposed. The Chairman of the Com-CSS also complimented on AL's leadership and the logistic arrangements provided by the CIC Secretariat.

2.12 Next Meeting

The next meeting originally scheduled on 21 August 2013 (Wednesday) will be too close to Meeting No. 002/13. 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 would be held on 18 September 2013.]

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

CIC Secretariat
August 2013