

Construction Industry Council
Committee on Construction Site Safety

Meeting No. 004/12 of the Committee on Construction Site Safety was held on Thursday, 15 November 2012 at 9:30 am 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
	KO Jan-ming	(JMK)	
	Lawrence NG	(LN)	
	WAN Koon-sun	(KSW)	
	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)
	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)
	Gilbert TSANG	(GtT)	Hong Kong Federation of Electrical and Mechanical Contractors (HKFEMC)
	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 :	LEUNG Chi-kai	(CKaL)	Buildings Department (BD)
	CHENG Hung-leung	(HLC)	Drainage Services Department
	Terry CHING	(TCG)	Hong Kong Housing Authority (HKHA)

	Charles WONG	(CWG)	Director (Training & Development), Convenor of Task Force on Site Safety Training (TF-SST)
	Alex LEUNG	(AL)	Senior Manager (Council Services) 1
	Angela YUEN	(AaY)	Manager (Council Services) 1
	Sally LEUNG	(SYLg)	Manager (Council Services) 3
Apologies :	CHOW Luen-kiu	(LKC)	
	CHEW Tai-chong	(TCC)	
	Thomas HO	(TH)	
	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)
	Dominic LAM	(DL)	Hong Kong Federation of Insurers (HKFI)
	Winson YEUNG	(WY)	Occupational Safety and Health Council (OSHC)

PROGRESS REPORT

See items 4.4 and 4.5 which were reported before items 4.1 to 4.3

Action

4.1 **Confirmation of the Progress Report of the Com-CSS Meeting No. 003/12 held on 5 September 2012**

Members took note of Progress Report CIC/CSS/R/003/12 and confirmed the Progress Report of the last meeting held on 5 September 2012.

4.2 **Matters Arising from the Previous Meeting**

Agenda item 3.4(i) AL reported that Mr. LI Chi-leung (CLL) appointed by Labour Department (LD) to succeed Mr TSO Sing-hin after his retirement on 19 September 2012. A meeting would be arranged for Task Force Members to consider the preparation of Safety Alert for RMAA works.

Agenda item 3.4(iii) CLL reported that LD had sent out 50 Safety Banners to the Operation Building Banners (OBB) sites as of 30 October 2012. Among those OBB sites, 26 were hoisted with safety promotional banners. LD and CIC Secretariat would continue with the promotional effort.

Agenda item 3.7 This item was discussed under Agenda Item 4.5.

Agenda item 3.15(ii) This item was discussed under Agenda Item 4.6.

Agenda item 3.15(iii) VK was invited to share his experience on overseas site safety study tour to Com-CSS Members in its meeting no. 001/13. VK

Agenda item 3.15(iv) The compression of the project completion time might affect the site safety performance and this concern would be addressed by LN in the upcoming Council Meeting.

Agenda item 3.15(iv) This item was discussed under Agenda Item 4.14.

4.3 **Revised Categorisation of the CIC Publications**

AL briefed Members on the paper CIC/CSS/P/025/12 on the “Revised Categorisation of the CIC Publications”. At the Council Meeting held on 31 August 2012, the Council Members approved the new categorisation of the CIC publications as shown in Annex B of the meeting paper no. CIC/CSS/P/025/12. In view of the revised

categorisation of the CIC publications, Members of the Com-CSS were invited to consider if the categorisation of the published documents which might need to be changed in accordance with the latest definition.

After deliberations, the Members of the Com-CSS agreed categorisation of the published documents should be maintained.

4.4 Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft (TF-WLS)

AL briefed Members on the paper CIC/CSS/P/026/12 on the “Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft” and reported the latest progress in the development of the Volume 3 of the Guidelines.

With the contributions from Members of the Task Group, the CIC Secretariat consolidated the received inputs into the draft Guidelines Volume 3 in September 2012. The second meeting of the Task Group was held on 15 October 2012. Members of the Task Group had reviewed the draft Guidelines including the definition of the lift works and the planning of lift works throughout the occupation period.

It was agreed that some small working groups would be formed under the existing Task Group to identify and discuss the common hazards for lift work and the associated walk-through risk assessment prior to the next Task Group meeting which would be held in the coming month.

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

(LN joined the meeting at 9:45am)

4.5 Progress of Activities of the Task Group on Implementation of Heat Stress Action Plan (TG-IHS)

AL briefed Members on the paper CIC/CSS/P/027/12 on the “Progress of Activities of the Task Group on Implementation of Heat

Stress Action Plan”.

Upon the endorsement of the formation of Task Group by Com-CSS at its meeting on 5 September 2012, the CIC Secretariat had invited nomination of representative from the relevant organisations to join the Task Group on 6 September 2012. The Membership List and the Terms of Reference was appended in Annex A of the meeting document no. CIC/CSS/P/027/12.

The first Task Group meeting was held on 25 October 2012. Throughout the first Task Group meeting, the background and objective on the formation of the Task Group was elaborated and the approaches for it were also reviewed. The current Guidelines on Site Safety Measures for Working in Hot Weather (June 2008), the proposed revised Guidelines submitted by HKU, and other relevant information including the research findings on similar topic by the Hong Kong Polytechnic University as well as statistical figures from the Hong Kong Observatory were presented to and discussed by the Task Group Members.

After deliberations, Task Group Members agreed the major function of the Task Group as well as the key principles in reviewing and updating the Guidelines were as follows:

- (i) Findings and recommendations from both the HKU Research Team and the Hong Kong Polytechnic University would be used as the background information by the Task Group in the discussion of practical heat stress action plan.
- (ii) It was important for Members of the Task Group to share their practical experience on measures which had already been implemented in the construction sites to protect workers working in the hot weather conditions. Those practical measures would be considered for incorporation into the revised Guidelines.
- (iii) The proposed recommendations should be feasible and practical for implementation in most of the construction sites. Under such circumstance, the proposed recommendations should also allow flexibility for each construction site to formulate its own implementation plan for the recommended measures to suit its project nature and size.
- (iv) It was proposed that both the DEVB and the HKHA should

consider including the major principles to be stipulated in the upcoming revised Guidelines into their future works contracts.

- (v) The content of the revised Guidelines would likely be divided into two main parts including the engineering measures and the provision of the rest break during the summer period. As the provision of extra rest break would be one of the controversial issues, it was agreed that the Guidelines should suggest simple and practical ways to allow different construction sites to implement its heat stress action plan in a reasonable manner.

Members took note of the progress of the Task Group on Implementation of Heat Stress Action Plan.

4.6 **Progress Report of Meeting No. 001/12 of the Informal Task Force on Site Safety Incidents (ITF-SSI)**

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (Informal Task Force), introduced the paper CIC/CSS/P/028/12 in reporting the progress report of meeting no. 001/12 of the Informal Task Force. The latest progress was as below:

- (i) “Water Piping Layout works – Pressure Test (Road Works)” (Alert No.001/12)

The Safety Alert No. 001/12 - “Water Piping Layout works – Pressure Test (Road Works)” (Alert No.001/12) was published and released on 29 August 2012. The Alert was submitted to the Council for information at its meeting held on 31 August 2012.

- (ii) Coroner’s Court letter dated 31 August 2012 on Collapse of reinforcement steel cage incident at 106-114 Kwok Shui Road, Tsuen Wan Site (Case No: CCDI-664-665/2011 (MC)) and associated recommendations

After deliberations, Members agreed most of the recommendations as stated in the Coroner’s Court letter had been considered with the key elements included in the existing Safety Alert No. 001/11 on Fabrication of Reinforcement

Cages of Bored Piles (Alert No. 001/11) issued on 18 October 2011. Members agreed no amendment to the existing Alert would be required. It was discussed that the suggestions from the Coroner's Court could be conveyed to the Task Force on the Review of Major Construction Method Statements for their information regarding the draft method statement on "Fabricating of reinforcement cages for bored piles".

(iii) Discussion on Upcoming Safety Alerts to be Prepared

After deliberations, the following potential topics were selected for consideration in the preparation of Safety Alerts.

- Electrocutation (The Alert was drafted and would be discussed under Agenda Item 4.7);
- Near Miss Cases (The CIC Secretariat obtained some information on the near miss cases from the MTR Corporation and VK would review the cases first);
- Passenger hoist / Builders' lifts (VK discussed with Electrical and Mechanical Services Department (EMSD) earlier and notified that the accident occurred in Mainland China was different from Hong Kong situation. It was agreed no further discussion would be required on this issue.);

Members discussed ways to improve the processing time for investigation whenever there is accident occurred. VK expressed the difficulty in gathering sufficient initial information for accidents occurred. CLL agreed LD would offer some help by providing some background information to the Informal Task Force for accidents occurred to facilitate the discussion and preparation of the associated Safety Alerts.

Members agreed the most efficient way to deliver safety message to frontline workers was through the safety officers. VK reported that the majority of the safety officers received the published safety alerts through email or Android Apps (LD). DWG suggested exploring the possibility to inform workers and safety officers the updated news through the Construction Employment Platform - Construction JobsNet.

HWC expressed there might be a need for the Informal Task Force to engage a consultancy services for the issuance of safety alerts due to the different variety of accidents occurred. Members agreed and proposed to engage consultancy services for different Task Forces so as to alleviating the workload of the Task Force. LN expressed it might also applicable to other Committees such as Committee on Subcontracting. HWC and LN would convey the message in the upcoming Council meeting. LN / HWC

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

4.7 **Safety Alert No. 003/12 – “Prevention of Electrocution”**

VK, the Chairperson of the Informal Task Force on Site Safety Incidents (Informal Task Force), introduced the paper CIC/CSS/P/029/12 on the “Safety Alert No. 003/12 – Prevention of Electrocution” (Alert No. 003/12).

According to the information from LD, a total of seven suspected electrocution accidents happened in construction and renovation works sites in 2012 up to October. CIC Secretariat further discussed the recent electrocution accidents with VK and decided to issue associated Safety Alert to provide initial recommendations and quick reference for frontline construction personnel.

The draft Safety Alert was circulated to both the core Members of the Informal Task Force including Buildings Department (BD), LD and other relevant Government Department / Organisations including EMSD, Construction Industry Council Training Academy (CIC Training Academy), Hong Kong Construction Association (HKCA), Hong Kong Construction Industry Employees General Union (HKCIEGU), Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC) and Hong Kong and Kowloon Engineering and Appliances Trade Workers Union for their review and comment on 24 October 2012.

The revised version incorporating the appropriate comments received had been attached in the Annex A of the meeting document no. CIC/CSS/P/029/12 for Members’ consideration and endorsement.

One comment received on the English version of the Safety Alert No. 003/12. To change the wording of the first picture Switch Box from “Open” to “On” and “Close” to “Off”.

GtT opined that as some public works under Development Bureau or sites under HKHA were only be allowed to use portable electrical tools with 110 volt which might be worthwhile for further deliberation.

LN agreed that the intention of imposing some restrictions of the use of portable electrical tools in construction sites would further enhance the site safety especially works related to electricity. Nevertheless, some of their Members (i.e. Members of the Hong Kong Construction Sub-contractors Association (HKCSA)) expressed that some types of portable electrical tools with 110 volts were not available in Hong Kong. KSW explained that it could still be safe even working at 220 volt if there were enough safety protections and safety apparatus.

HWC, the Chairman of the Com-CSS, opined that as the prohibition of using portable electrical tools other than 110 volts would take certain period of time for further discussion. He suggested the Safety Alert No. 003/12 should be issued to the frontline construction personnel as a quick reference document as earliest as possible. Members were invited to provide any further suggestions to the CIC Secretariat on or before 22 November 2012 if any. Otherwise, the Safety Alert should be issued if no major comment was received.

HWC invited VK, the Chairperson of the Informal Task Force, to further coordinate and liaise with relevant parties to further enhance the electrical safety in using portable electrical tools in construction sites.

VK &
ITF-SSI

AL reported that CIC Secretariat was planning to arrange a Technical Seminar so as to disseminate the message concerning prevention of electrocution to the frontline personnel in construction sites in December 2012.

Com-CSS Members agreed and endorsed in principle the Safety Alert No. 003/12 and took note of the arrangement of the Technical Seminar scheduled in December 2012 to disseminate the message in the Alert to the frontline personnel in construction sites.

[Post Meeting Note:

1. No further comment was received from Members on the Safety Alert No. 003/12. The Safety Alert and the Press Release were issued on 23 November 2012.

2. A CIC Seminar on Electrical Works Safety would be held on 18 December 2012 and the associated promotional flyers were sent out on 23 November 2012.]

See items 4.9, 4.11 to 4.13 which were reported before item 4.8

4.8 **Presentation from Labour Department on Recent Cases of Electrocutation**

LD was concerned about the spate of suspected electrocution accidents in construction industry in recent months. CLL of LD was invited to present their paper no. CIC/CSS/P/030/12 on the Electrical Works Safety.

CLL stated that the concerned fatal accidents happened on both construction sites for new works and renovation works sites. The hazardous work conditions involved electrical work on live circuit and works to be carried out under unfavourable site conditions such as wet weather, ceiling voids or working at height.

To deter non-compliance with electrical safety requirements and to promote electrical works safety, CLL stated that LD had stepped up inspection and enforcement action on electrical works safety and strengthened safety education and publicity in collaboration with the OSHC, relevant government departments and industry stakeholders.

- (i) Inspection and enforcement action on electrical works safety

LD had conducted a joint blitz operation with EMSD in October 2012, during which immediate enforcement actions such as prosecution and issuing of suspension notices were taken against those in breach of electrical safety requirements. LD would continue their rigorous enforcement actions in the near future to deter unsafe work practice.

- (ii) A series of measures to enhance awareness of electrical works safety

LD also had launched and published different types of publications and promotions providing the guidelines and advice to further enhance awareness of the electrical works safety.

It included 1) Work Safety Alerts on fatal electrocution accidents and safety hints for electrical works were issued to industry stakeholders; 2) guidelines on safe use of electricity were issued to Registered Electrical Workers (REW) and contractors; 3) publications on electrical works safety were distributed through workers' unions and trade associations and work safety messages with pictorial illustrations were published in newspapers; 4) safety messages on use of electricity were broadcast on buses; and 5) a new announcement of public interest on electrical works safety was broadcast on the radio.

LD had also liaised with relevant parties for organising a series of talk and seminars on electrical safety for electrical workers and contractors in the coming months. A new casebook on electrocution accidents in recent years with relevant safety precautionary measures was under preparation.

Members took note of the recent actions which had been taken by LD in promoting electrical works safety.

4.9 **Site Housekeeping Posters No. P-CSS-001-12 and No. P-CSS-002-12**

FW, the Chairperson of the Task Force on Site Housekeeping (Task Force), introduced the paper CIC/CSS/P/031/12 for the Site Housekeeping Poster No. P-CSS-001-12 and No. P-CSS-002-12.

FW reported that the Meeting of the Task Force was held in May 2012. The Task Force would prepare alerts or posters in phases on the shortlisted site housekeeping tasks so as to providing simple and clear message to the industry stakeholders on good site housekeeping practices. The publications would serve as quick and easy reference for both site management staff and frontline workers.

The CIC Secretariat updated a list of site housekeeping items after the abovementioned Task Force meeting for the Members to prioritise those items on the list. The Task Force Members were also invited to provide relevant photos, drawings or other information for the preparation of the posters.

After receiving the input from the Task Force Members, CIC

Secretariat had consolidated a list of prioritised site housekeeping items and prepared two sets of Site Housekeeping Poster No. P-CSS-001-12 “Designated Access for Pedestrian and Vehicle” and No. P-CSS-002-12 “Proper Protection and Storage of Steel Bar”.

The two draft posters were circulated to Members of the Task Force for their review and comment on 19 October 2012. No major comment was received from the Task Force Members. The revised posters incorporated with the appropriate comments were appended at Annex A and B of the meeting document no. CIC/CSS/P/031/12.

Members took note of the progress of the Task Force on Site Housekeeping and endorsed the two sets of Site Housekeeping Poster No. P-CSS-001-12 “Designated Access for Pedestrian and Vehicle” and No. P-CSS-002-12 “Proper Protection and Storage of Steel Bars” for issuance.

[**Post Meeting Note:** Two sets of Site Housekeeping Poster No. P-CSS-001-12 and No. P-CSS-002-12 were issued on 23 November 2012.]

4.10 **Progress Report of Meeting No. 002/12 of the Task Force on Review of Major Construction Method Statements (TF-CMS)**

AL introduced the paper CIC/CSS/P/032/12 in reporting the progress report of meeting no. 002/12 of the Task Force on Review of Major Construction Method Statements. The latest progress was as below:

(i) **Draft Method Statement prepared by Task Group**

AL reported that the draft Method Statements for Erecting / Alteration / Dismantling of bamboo scaffolding, Erecting / Alteration / Dismantling of Truss-out bamboo scaffolding and Dismantling of walls in buildings were being prepared.

(ii) **Pictorial Method Statement to be prepared**

AL reported that with the help from LD, a draft pictorial method statement was made and circulated for Task Force Members’ comment. A draft version of the pictorial method statement was tabled (Page C196-C201) for Members’ advanced information.

- (iii) Draft Outline Brief of the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong (i.e. the preparation of safe work Guideline)

The details of the Outline Brief of the Consultancy Services would be discussed under Agenda Item 4.12.

- (iv) Formation of Steering Group for the Future Consultancy Services

AL informed Members there would be a formation of the Steering Group for the future Consultancy Services. The main function of the Steering Group would be to oversee Tender Assessment and selection of the future Consultant, to monitor the progress of the appointed Consultant and vet deliverables to be submitted by the future Consultant. The Steering Group would be led by the Task Force Chairperson. Task Force Members (who have to confirm that they have no conflict of interest) were invited to join the Steering Group.

Members took note of the progress of the Task Force on Review of Major Construction Method Statements.

4.11 Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles

AL introduced the paper CIC/CSS/P/033/12 for the “Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles”.

With the concerted effort from the LD and other Members of TF-CMS as well as its Task Group, the "Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles" was drafted. The final draft version (incorporated with those relevant comments received from Members of the Task Force and its Task Group) was agreed by the TF-CMS at its last meeting held on 24 October 2012.

Members were invited to review and endorse the draft Guidelines in the meeting. WMW expressed comment on the procedures of the Fabrication of Reinforcement Cages for Bored Piles. VK advised that

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the various procedures of the Fabrication of Reinforcement Cages for Bored Piles were touched when drafting the Safety Alert No. 001/11 on Fabrication of Reinforcement Cages for Bored Piles with the Working Group Members in 2011, nevertheless, it was agreed to arrange a meeting for WMW with the previous Working Group Members to sort out the comments. Members for drafting the Safety Alert No. 001/11

One comment received in the meeting to re-arrange the sequence of the wordings in Sections 5.4 and 5.5.

Members took note of the preparation of the “Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles” and agreed a meeting would be held to discuss the received comment.

It was also agreed in the meeting that once the comment was resolved, the Guidelines would then be submitted to the Council for approval.

(JB left the meeting at 11:20am)

[Post Meeting Note: A meeting was held on 6 December 2012 and the comment was addressed and resolved.]

4.12 **Tender document for the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong (i.e. the preparation of Guidelines on safe work procedures for workers)**

AL introduced the paper CIC/CSS/P/034/12 on the “Tender document for the Consultancy Services on Construction Method Statements for the Construction Industry of Hong Kong”.

The key objective of engaging a Consultant to prepare Guidelines on safe work procedures for workers. It also aims at promoting and facilitating the continual improvement of site safety performance.

The proposed Consultancy Services would be divided into two phases: Phase 1 is mainly to prepare 14 no. of Guidelines and 17 no. of Safety Alert while Phase 2 is mainly to obtain feedback from the industry stakeholders and practitioners on the issued Method Statement.

The tender would be an open tender and invitations might be sent to potential tenderers (e.g. relevant local universities). A Steering Group would be set up for the future Consultancy Services. The final arrangement would be determined by the Steering Group.

Members discussed the Assignment Brief with the following minor comments:

- Safety aspects should be the main focus in the Method Statements and should emphasise it in the Assignment Brief;
- The responsibilities of the relevant parties for the construction activities on the safety aspects should be specified;
- Flexibility of the future Consultant to prepare extra Guidelines and Alerts on ad-hoc items for Phase 1 should be allowed; and
- CKA suggested BD would nominate a representative to join the Steering Group and he would advise the Secretariat later on. Members agreed with CKA's suggestion.

After deliberations, Members endorsed the Assignment Brief in principle as provided in Annex A of the meeting document paper no. CIC/CSS/P/034/12 as well as the formation and the Membership of the Steering Group. Members were invited to provide any further comments to the CIC Secretariat on or before 22 November 2012 if any.

[Post Meeting Note: No further comment was received from Members and the endorsed Assignment Brief with comments incorporated was submitted to the Committee on Administration and Finance (Com-ANF) at its upcoming meeting on 23 November 2012 for agreement in the financial aspect for the proposed consultancy.]

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

AL introduced the paper CIC/CSS/P/035/12 on the "Hong Kong's Construction Industry Vision 2020 prepared by Hong Kong Construction Association (HKCA)" (HKCA's Vision 2020).

AL reported that HKCA was invited to deliver a presentation at Com-CSS meeting to share their views on the HKCA's Vision 2020 to the Members. An email reply from HKCA was received stating that the HKCA Health and Safety Committee was still finalising some of the details on "Safety, Health and Quality of Life – Hong Kong's Construction Industry Vision 2020" and they suggested to postpone the presentation.

AL briefed the Members that the CIC Secretariat had prepared a summary table to show the proposed initiatives in the HKCA's Vision 2020 and the respective actions being taken by CIC.

After deliberations, Members found difficulty in providing comment on this issue without the presence of HKCA representative but opined that some of the HKCA's proposed initiatives and principles had been covered in the existing works or planned works under Com-CSS. It was agreed that HKCA should present their ideas and views to Com-CSS Members.

(JMK left the meeting at 11:35am)

4.14 **Experience Sharing Session**

According to the discussion in the previous Com-CSS meeting on 5 September 2012, HKHA was invited to deliver a presentation to share HKHA's successful experience to improve overall safety performance of construction sites to the Members.

AL reported that HKHA had submitted a paper titled "Experience Sharing by the Hong Kong Housing Authority: Taking a Proactive Approach to Fostering Site Safety". To provide for sufficient time for HKHA's presentation, HWC, the Chairman of Com-CSS suggested TCG of HKHA to provide their experience sharing in the upcoming Com-CSS meeting on 13 March 2013.

HKHA

4.15 **Any Other Business**

(i) Recent spate of Fatal Accidents

The Committee reviewed the recent spate of fatal accidents. To enhance the provision of proper guidance for workers on the

safe execution of the works, there was a clear and urgent need to:

- (a) Issue a general guidance for contractors to review site and work specific Method Statement and prepare safe work method for workers'
- (b) Speed up the issue of CIC Guidelines and Alerts covering high risk works from past incidents and near miss cases and for RMAA works

As all Task Force and Committee Members served on a pro bono cases, there was a need to engage consultancy services for the preparation of Guidelines and Alerts.

(ii) Meeting Schedule in 2013

All

CIC Secretariat tabled the paper CIC/CSS/P/037/12 on the "Meeting Schedule for 2013". Members took note of the tentative Meeting Schedule in 2013 for Com-CSS.

(iii) Guidelines on the Adoption of the Pay for Safety Scheme (Guidelines on PFSS)

The Guidelines on PFSS was approved by the Council at its meeting on 26 October 2012.

The Council suggested some follow-up works as below to be considered by Com-CSS.

- Consider how the PFSS could be extended effectively to subcontracting level and even to the lower tiers of the construction supply chain;
- Find out whether the cash incentives had been cascaded to sub-contractors, sub-sub-contractors and all the way to the end of the supply chain; and
- Review the Guidelines on PFSS after a certain period of time whether it could be upgraded to Code of Conduct for the construction industry.

A Press Briefing to promote the Guidelines on PFSS would be arranged in December 2012. The exact date, time and venue of the captioned event would be fixed in near future.

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A Task Force on PFSS might be considered to be set up to follow up the issues on PFSS.

[Post Meeting Note: The Press Briefing would be held on 13 December 2012.]

(iv) Safety Alert No. 002/12

The Safety Alert No. 002/12 - Safety Related Matters of Workers Engaging in Renovation and Repair Works (with the use of volatile organic compounds) in Commercial Premises and its associated Press Release was issued on 9 November 2012.

(v) Letter from HKFOSHA

The CIC Secretariat received a letter from the Hong Kong Federation of Occupational Safety and Health Association (HKFOSHA) on 9 October 2012 regarding the draft Code of Conduct and Questionnaire on Continuing Professional Programs for Hong Kong Safety Practitioners. The CIC Secretariat had sent it out to the Members of the Com-CSS for their attention of the issue. The CIC Secretariat sent a reply letter to HKFOSHA on 9 November 2012 after consolidating the received comments from Members.

4.16 Next Meeting

13 March 2013 (Wednesday) at 2:30 pm at Meeting Room No. 1, CIC Headquarters.

There being no further business, the meeting adjourned at 11:55 am.

CIC Secretariat
December 2012