

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

Meeting No. 004/14 of the Committee on Construction Safety (Com-CSY) 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.

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Summary Notes of the Com-CSY Meeting No. 004/14:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
4.1	CIC/CSY/R/003/14 (for discussion)	<b>Confirmation of the Progress Report</b> Members confirmed the Progress Report of the previous meeting held on 10 September 2014.
4.2	CIC/CSY/R/003/14 (for discussion)	<b>Matters Arising from the Previous Meeting</b> Item 3.5 – Details were reported under Agenda Item 4.5 (to follow up the Safety Alert about the Vertical Transportation). Item 3.6 – Details were reported under Agenda Item 4.9 (to follow up the Safety Poster). Item 3.7 – Construction Safety Poster No. P-CSY-001-14 – “Working at Height Safety” was formally published on 19 September 2014.
4.3	CIC/CSY/P/020/14 (for information)	<b>Progress of the Task Group on Application of Innovative Design to Enhance Construction Safety</b> The Task Group agreed some prioritized items for trial run. 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.
4.4	CIC/CSY/P/021/14 (for information)	<b>Progress of the Task Force on Site Safety of Working in Lift Shaft</b> Site visits would be arranged in 22 Dec 2014 to review the climbing procedures before drafting Guidelines on Builders’ Lift. Also, a new Safety Alert – Safety Use of Vertical Transportation at Construction Sites was prepared and would be discussed under Agenda Item 4.5. Besides, promotion works of Guidelines on Safety of Lift Shat Works Volume No. 3 was undergoing.
4.5	CIC/CSY/P/022/14 (for endorsement)	<b>Safety Alert No. 002/14 – “Safe Use of Vertical Transportation at Construction Sites</b> Members endorsed in principle the Safety Alert No. 002/14 with some minor amendment.

Agenda Item	Paper	Major Resolutions/ Progress Highlights
		[ <b>Post Meeting Note:</b> Safety Alert No. 002/14 (renamed as Safety Alert No. 001/15) was published on 14 January 2015 and attached in Annex A of this paper for information.]
4.6	CIC/CSY/P/023/14 (for information)	<b>Progress of the Task Force on Site Housekeeping</b> A Guidelines on the Implementation of “P” and “N” Caring Programme was prepared and would be discussed under Agenda Item 4.7. Two Award Schemes with Occupational Safety and Health Council (OSHC) would be continued.
4.7	CIC/CSY/P/024/14 (for endorsement)	<b>Guidelines on the Implementation of “P” and “N” Caring Programme</b> Members endorsed in principle the Guidelines with some minor amendment. [ <b>Post Meeting Note:</b> The final version of the Guidelines would be submitted to the Council at its upcoming meeting scheduled on 6 February 2015 for approval.]
4.8	Verbal Report	<b>Progress of the Informal Task Force on Site Safety Incidents</b> Members suggested to make a new Poster on topics related to Work Safety on Vessels. In addition, a Technical Seminar on Construction Work Safety Near Water was held on 4 December 2014 with overwhelming response.
4.9	CIC/CSY/P/025/14 (for endorsement)	<b>Construction Safety Poster No. P-CSY-002-14 (Safety for Construction Work carried out on, adjacent to or over Water – Prevention of Fall into Water)</b> Members endorsed in principle the Construction Safety Poster No. P-CSY-002-14 with some minor amendment and comments to be submitted from Hong Kong Construction Association after the meeting. [ <b>Post Meeting Note:</b> Revised Construction Safety Poster No. P-CSY-002-14 was published on 31 December 2014 and attached in Annex B of this paper for information.]
4.10	CIC/CSY/P/026/14 (for endorsement)	<b>Construction Safety Poster No. P-CSY-003-14 (Work Safety in Confined Spaces)</b> Members endorsed in principle the Construction Safety Poster No. P-CSY-003-14 with some minor amendment. [ <b>Post Meeting Note:</b> Revised Construction Safety Poster No. P-CSY-003-14 was published on 31

Agenda Item	Paper	Major Resolutions/ Progress Highlights
		December 2014 and attached in Annex C of this paper for information.]
4.11	CIC/CSY/P/027/14 (for endorsement)	<p><b>Assignment Brief of the Consultancy Services on Method Statement Preparation Guidelines for three identified high risk activities for the Construction Industry of Hong Kong</b></p> <p>Due to confidentiality of information, Members were invited to express any potential conflict of interest before tabling the Assignment Brief for discussion. Members suggested to consider rephrase the title as Assignment Brief of the Consultancy Services on Safety Working Procedures and Equipment Preparation Guidelines for three identified high risk activities for the Construction Industry of Hong Kong. After deliberations, it was agreed to allow two more weeks for Members to give comments (if any).</p>
4.12	CIC/CSY/P/028/14 (for information)	<p><b>Progress of Administration Charges for Reporting of Site Accidents</b></p> <p>The progress would be reported in the Com-CSY Meeting No. 001-15.</p>
4.13	CIC/CSY/P/029/14 (for information)	<p><b>Meeting Schedule for 2015</b></p> <p>Members were informed on the Meeting Schedule of Com-CSY for year 2015.</p>
4.14	(Presentation) (for information)	<p><b>Experience Sharing on Safety Visit to Kaohsiung, Taiwan and the 9<sup>th</sup> Taiwan Safety Culture Forum</b></p> <p>The CIC Secretariat and Mr. Victor KWONG shared the experience on Safety Visit to Kaohsiung, Taiwan and the 9th Taiwan Safety Culture Forum</p>
4.15	AOB	<p>“Year Plan for 2015” and “Proposed Budget for 2015” were tabled in the meeting. After deliberations, it was agreed to allow three more weeks for Members to give comments (if any). Besides, Members noted there would be Tai Po Training Ground Enhancement Works (for the improvement of Safety and Housekeeping as setting up a model training site) to commence in 2015.</p> <p><b>[Post Meeting Note:</b> No major comment was received from members for the Year Plan and Proposed Budget]</p>

*Remarks: The mentioned papers discussed at the Committee on Construction Safety and the full progress report can be made available to Council Members from the CIC Secretariat upon request.*



### Considerations during Design and Planning Stage:

- For building exceeding 30 meters in height, it is recommended to provide Builder's Lift (Passenger Hoist / Builder's Lift within lift shaft) in construction site in order to provide a safe and effective vertical transportation to workers within the construction site. To meet this purpose, relevant stakeholders such as Developer, Architect, Engineer, Contractor and the like should well consider the feasibility to provide Builder's Lift during design and planning stage.
- The use of builder's lifts, if properly planned, designed and used, can provide convenient transport of site personnel, reduce travelling time, increase productivity and reduce the risks associated with human fatigue and manual handling operations.
- Concerned Factors to select suitable Vertical Transportation for the construction sites:

	Passenger Hoist	Builder's Lift within lift shaft
<b>General Description</b>	Location of passenger hoist on site should be considered in conjunction with the location of tower crane, material hoist, temporary refuse chute, erected scaffoldings, temporary water mains and the associated drainage pipeline and the integrity of the structure to support the lift.	Builder's Lift is more flexible than other types of lift in operation. It will not be affected by adverse weather especially in typhoon and raining season.
<b>Usage</b>	Solely for lifting or lowering persons for any building height.	Gain efficiency to install for high rise building with 30 floors or above.
<b>Limitation</b>	Less suitable for curve building.	Less effective for building lower than 30 floors.
<b>Key factors to be concerned</b>	i) Contract Arrangement : <ul style="list-style-type: none"> <li>• Feasibility of Builder's Lift Provision</li> <li>• Time of availability</li> </ul> ii) Effect to Master Construction Programme iii) Block Design : <ul style="list-style-type: none"> <li>• Availability of external mounting and accessibility</li> <li>• Adequacy of structural design for hoisting, lifting work for Builder's Lift</li> </ul> iv) Efficiency : <ul style="list-style-type: none"> <li>• Travelling speed</li> <li>• Loading capacity</li> <li>• Weather condition</li> <li>• Frequency of use</li> </ul> v) Process Safety Risk : <ul style="list-style-type: none"> <li>• Consider the hazards and risks associated with the work to be undertaken for specific vertical transportation.</li> </ul>	



### Disclaimer

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### Considerations during Installation Stage:

- Do not carry out the installation works of a Builder's Lift unless written approval of design of the Builder's Lift has been granted by the Director of Electrical and Mechanical Services.
- Appoint competent persons to conduct job specific risk assessments before the commencement of work.
- Formulate and implement method statements taking into account the results of the assessment.
- Ensure that clear unobstructed and safe access routes should be provided at an appropriate stage for delivery of lift equipment / components to facilitate the installation, alteration of height travel and dismantling of Builder's Lift.
- Provide all necessary information, instruction, training and supervision to personnel involved.
- Ensure that registered examiners<sup>1</sup> shall test and examine Builder's Lift after completion of installation, major alteration or alteration of height of travel.

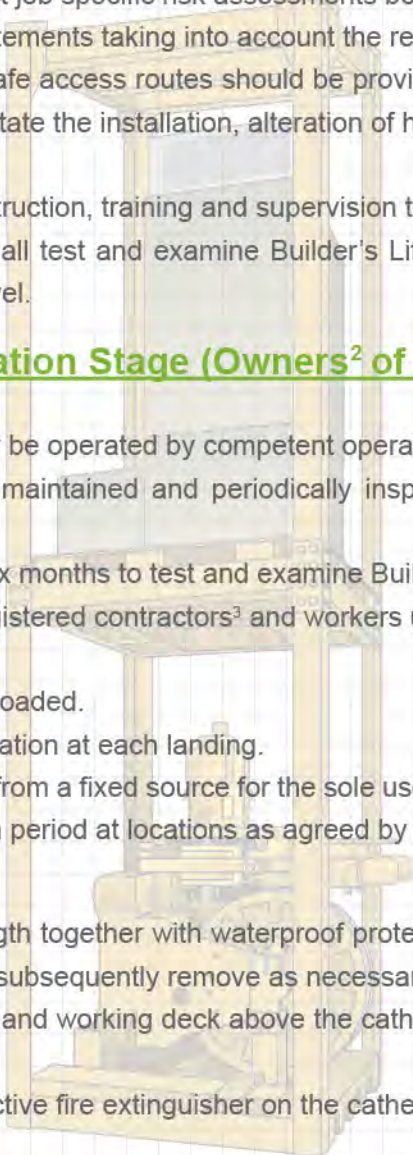
### Considerations during Operation Stage (Owners<sup>2</sup> of Builder's Lift):

#### **In General**

- Make sure that Builder's Lift shall only be operated by competent operator.
- Ensure that Builder's lift is properly maintained and periodically inspected, cleaned, oiled and adjusted by registered contractor.
- Employ registered examiners every six months to test and examine Builder's Lift.
- Ensure only competent workers of registered contractors<sup>3</sup> and workers under their direct supervision shall erect and dismantle Builder's Lift.
- Ensure Builder's Lift shall not be overloaded.
- Provide and maintain sufficient illumination at each landing.
- Provide and maintain power supplies from a fixed source for the sole use by the registered contractor during the Builder's Lift installation and operation period at locations as agreed by the registered contractor.

#### **Within Lift Shaft**

- Provide and maintain adequate strength together with waterproof protective deck inside the lift shaft to protect the Builder's Lift (within lift shaft) and subsequently remove as necessary.
- Provide and maintain protection deck and working deck above the cathead of the Builder's Lift (within lift shaft) to seal off the lift shaft.
- Provide at least one suitable and effective fire extinguisher on the cathead of the Builder's Lift (within lift shaft).



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### Competent Operator

- Ensure Builder's Lift shall not be overloaded.
- Ensure no disturbance of safety device when Builder's Lift is in operation.
- Visual inspection shall be made before using Builder's Lift.
- If any debris or damage is found on Builder's Lift, stop work and report to the management personnel immediately.

### Construction Workers / Site Personnel

- Maintain a clean and safe working environment at each landing. Water is not allowed inside the lift shaft in any case.
- Do not overload the Builder's Lift.
- Do not carry fire risk materials, explosive materials and wet trade materials when using Builder's Lift.
- Smoking is not allowed in the lift car.
- Do not lean against car doors.
- Do not temper the gate / lift door of the Builder's Lift.

### Remarks:

According to Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470, Section 2:

1. **Registered examiner**, in relation to lift work, means a person whose name is for the time being on the register of examiners kept under this Ordinance.
2. **Owner** means the owner of a builder's lift or tower working platform or, where it is leased, means the lessee of it, and includes:
  - any agent or person in charge or having the control or management of it; and
  - the contractor who is responsible for the construction site at which it is being used.
3. **Registered contractor**, in relation to lift work, means a person whose name is for the time being on the register of contractors kept under this Ordinance.

### Relevant Reference:

- Builders' Lifts and Tower Working Platforms (Safety) Ordinance, Chapter 470., EMSD Hong Kong Special Administrative Region (HKSAR).
- Code of Practice on the Design and Construction of Builder's Lift., EMSD Hong Kong Special Administrative Region (HKSAR).
- Circular Letters for Builder's Lifts and Tower Working Platforms., EMSD Hong Kong Special Administrative Region (HKSAR).



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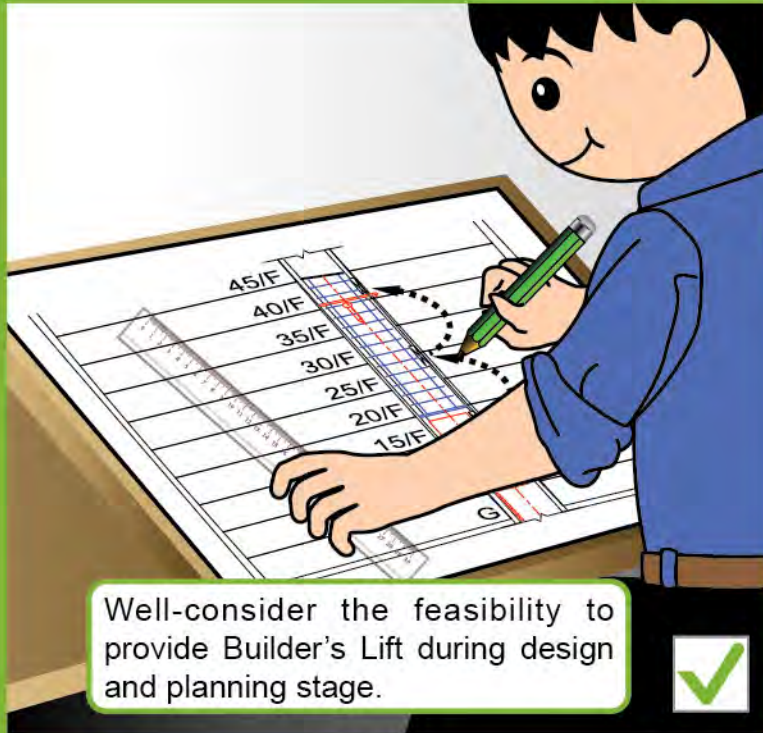


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# Safe Use of Vertical Transportation at Construction Sites

Safety Alert No. 001/15

Page 4 of 4



Well-consider the feasibility to provide Builder's Lift during design and planning stage.



Ensure the hoisting works followed the approved method statement.



MAX. NO OF PERSONS  
INCLUDING OPERATOR: 11

最高可載人數包括操作員：

MAXIMUM WEIGHT: 900kg

最高載重：

THIS MACHINE SHALL BE  
OPERATED BY A COMPETENT  
OPERATOR ONLY  
本裝置只能由合資格操作員操作

EMERGENCY SERVICE  
緊急服務  
☎ 2100 9000 / 5555 5555  
Registration No. RC0064  
註冊編號

Make sure that Builder's Lift shall only be operated by competent operator.



Maintain a clean and safe working environment.



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No. SA-CSY-001-15-E  
January 2015



# Safety for Construction Work Carried Out On Adjacent To or Over Water – Prevention of Fall into Water



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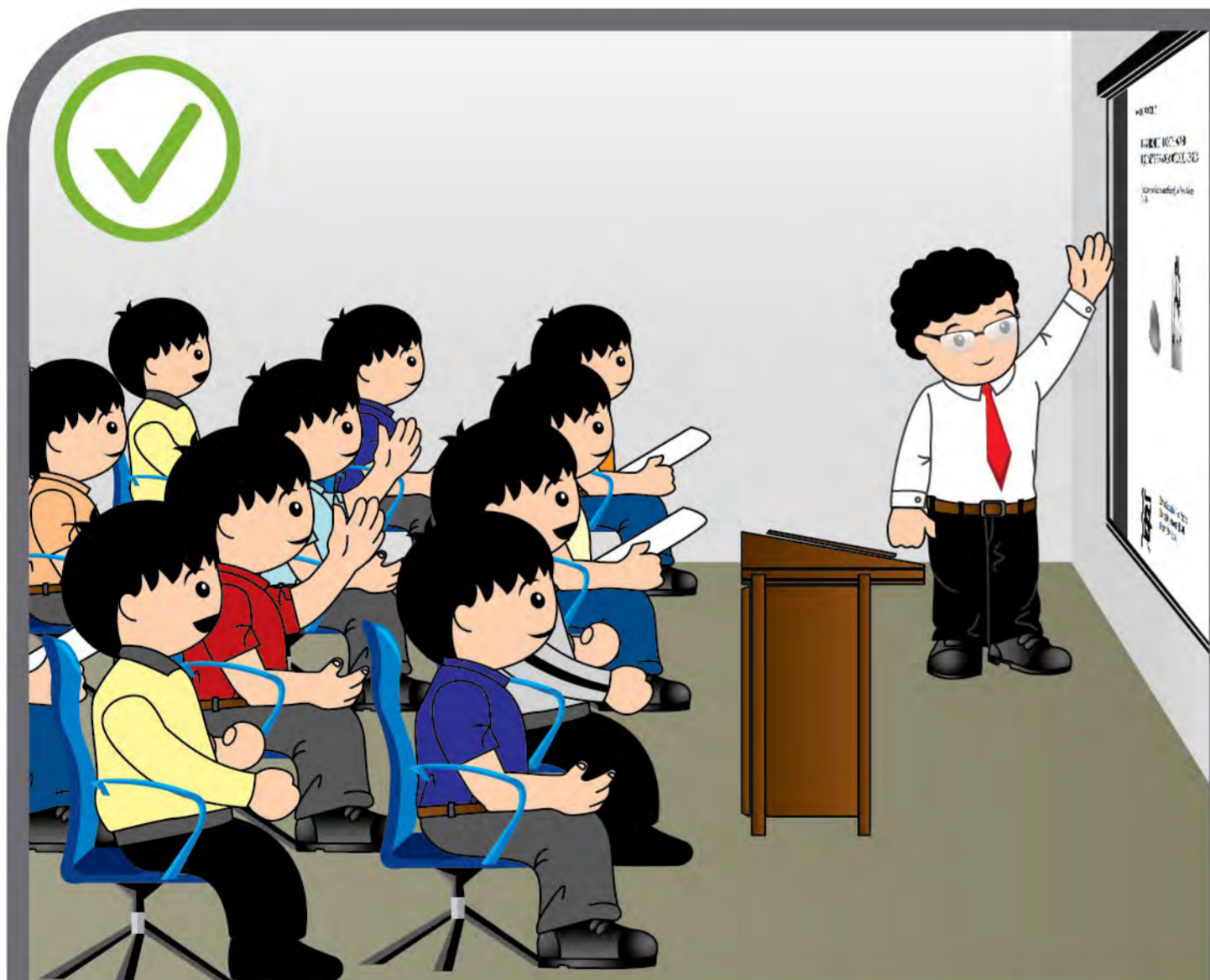
## GOOD PRACTICES



Employers, contractors and persons in charge of works should, with due regard to the working conditions, conduct risk assessment and formulate and implement appropriate control measures, including provisions for prevention of fall into water.



Employers, contractors and persons in charge of works should provide workers with suitable personal protective equipment and ensure the proper use of them. If there is a risk of fall into water, every worker should wear a suitable lifejacket.



Employers, contractors and persons in charge of works should provide adequate safety training and supervision to the workers.



Personal protective equipment, including lifejacket, should be regularly checked and properly maintained in good serviceable conditions. Lifejackets should be periodically inspected by authorised service agents.



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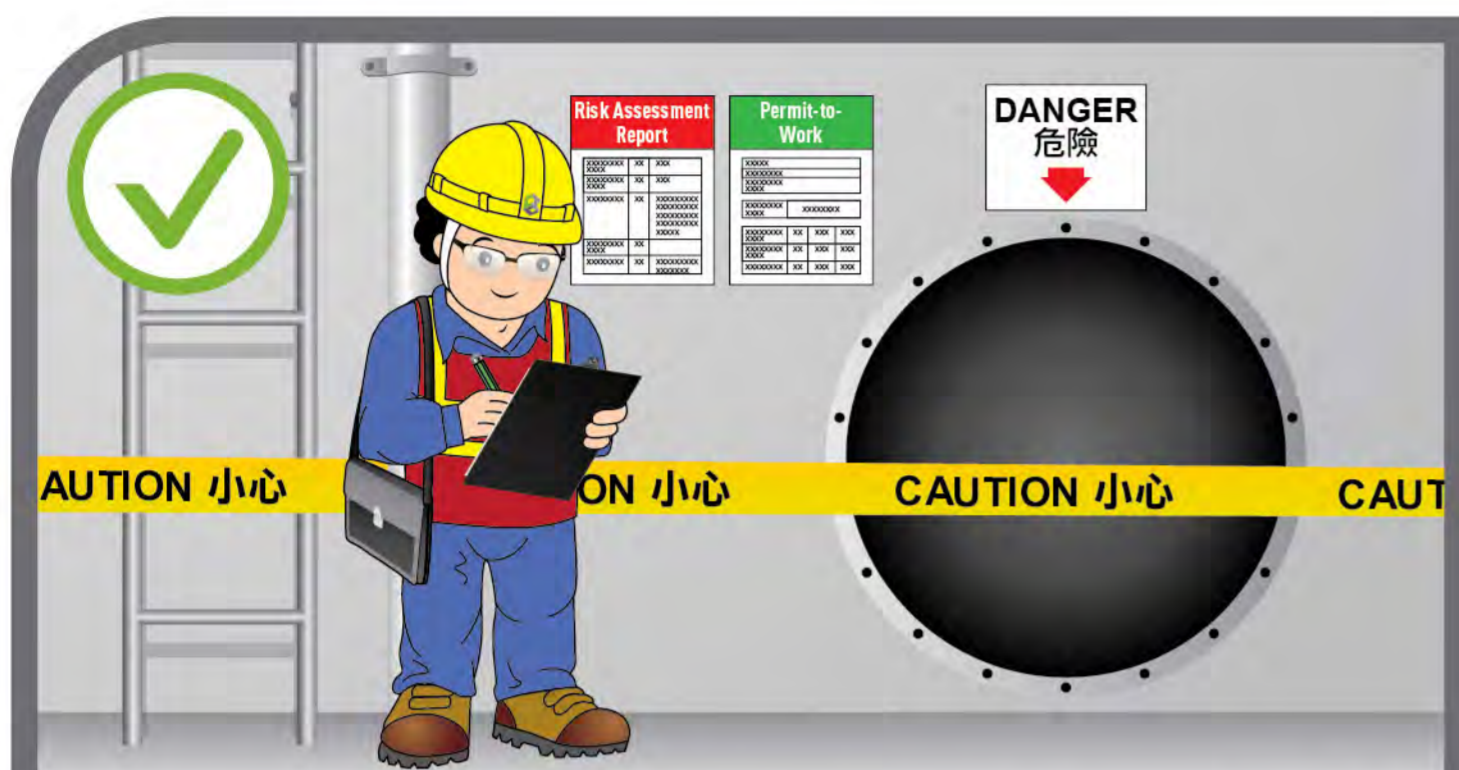




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# Work Safety in Confined Spaces

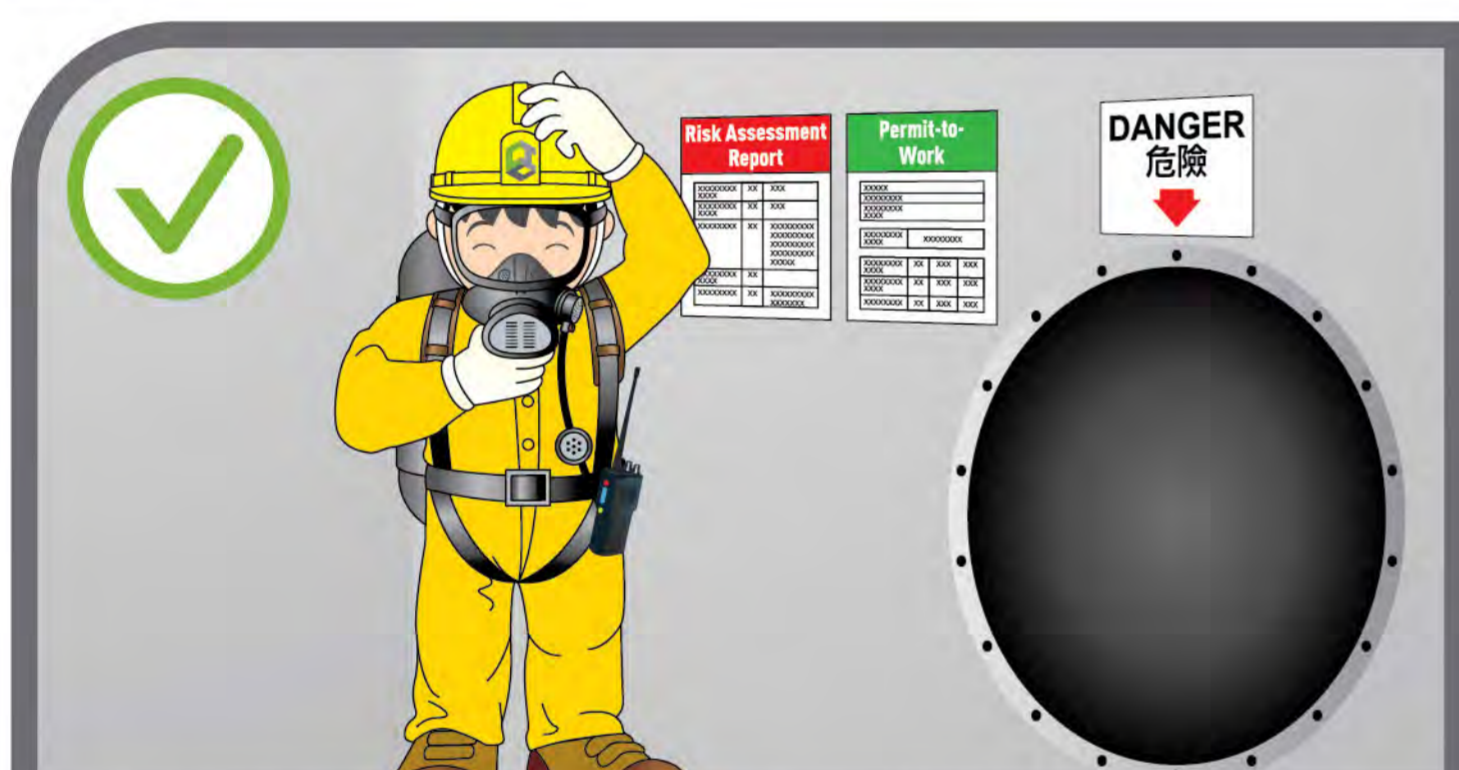
## GOOD PRACTICES



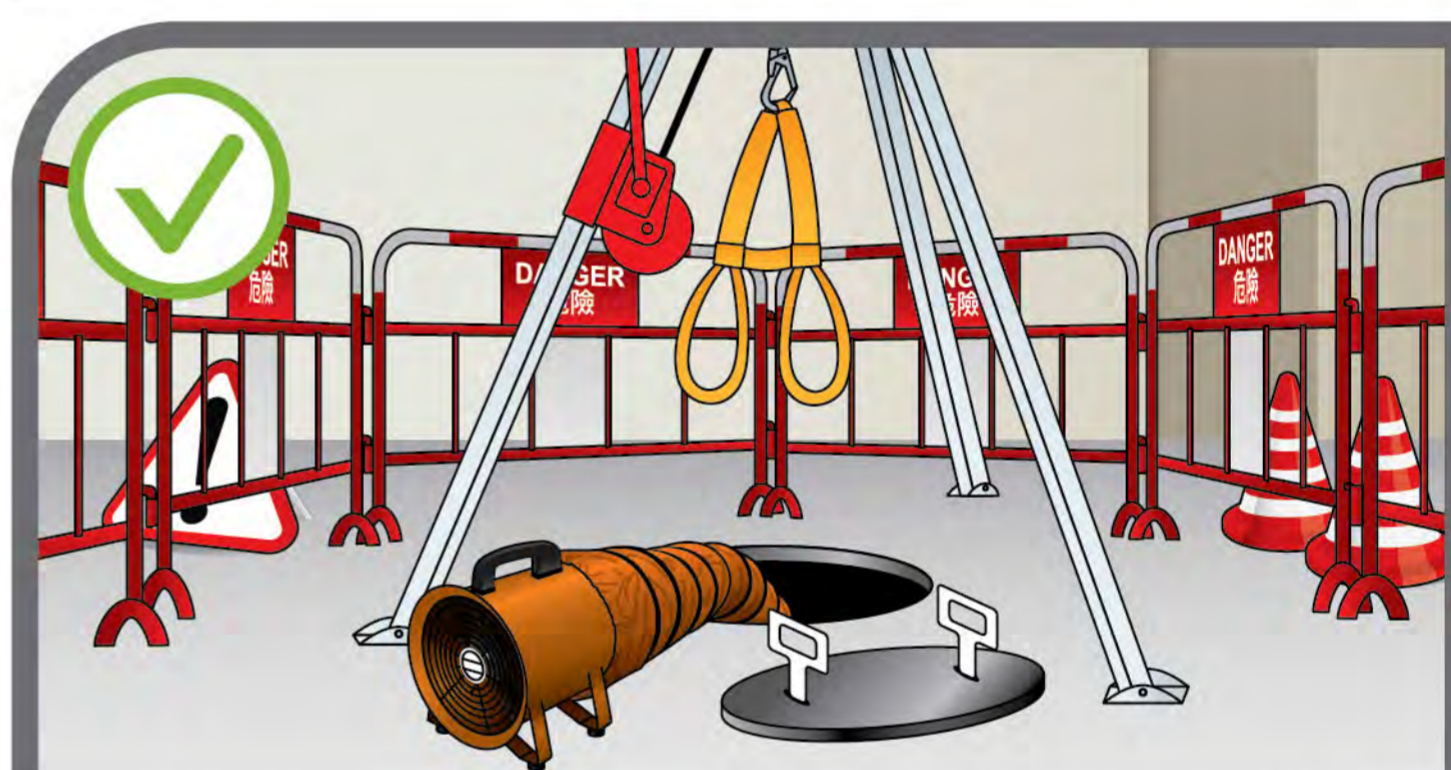
Before working in a confined space, a competent person shall be appointed to carry out risk assessment and make recommendations. After issuance of permit-to-work certificate, only certified workers shall enter or work in confined spaces.



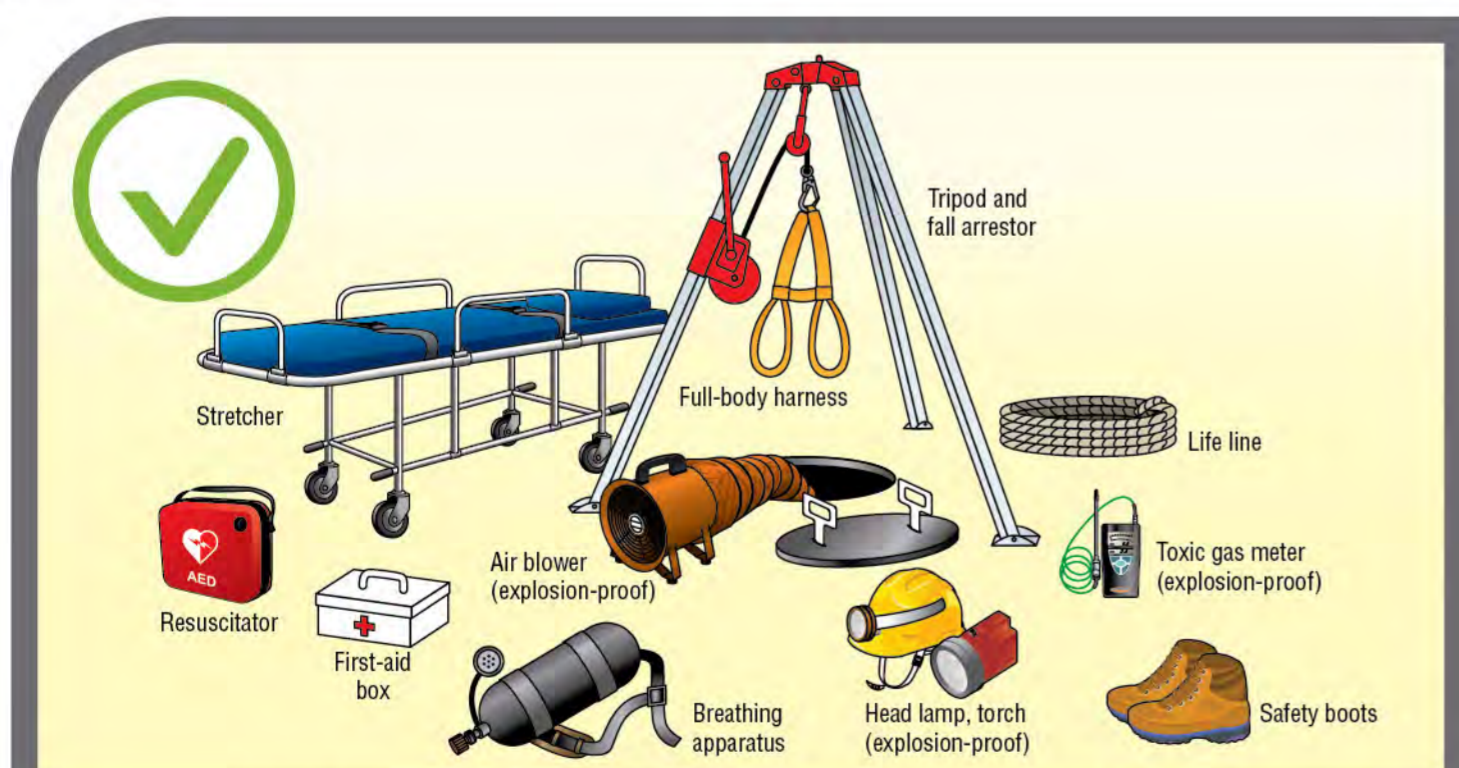
Before entering into the confined space, atmospheric testing shall be carried out to ensure that it is safe for certified workers to enter.



Workers should wear proper Personal Protective Equipment.



The confined space has to be adequately purged and sufficiently cooled and ventilated before entry of any certified workers and effective measures shall be taken to prevent ingress or in-rush to the confined space of hazardous gas, vapour, dust, fume or free flowing solid or liquid. These measures include blanking off pipelines and service pipes with contents that could cause hazards to health.



Suitable Personal Protective Equipment and Rescue Equipment shall be provided and maintained for readily use.



Workers should use suitable safety harness connected to a lifeline that is strong enough to enable him to be pulled out, and that the free end is held by a person staying outside the confined space who has sufficient physical strength to be capable of pulling the worker out of the confined space in an emergency. That person must station outside the confined space throughout the course of work.



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