

**Construction Industry Council**

**Committee on Construction Site Safety**

Meeting No. 004/12 of Committee on Construction Site Safety (Com-CSS) was held on Thursday, 15 November 2012 at 9:30 a.m. at Meeting Room No. 1, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

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The following items have been discussed at Com-CSS Meeting No. 004/12:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
4.1	CIC/CSS/R/003/12 (for discussion)	Confirmation of the Progress Report – Members of the Com-CSS confirmed the Progress Report CIC/CSS/R/003/12 of the last meeting held on 5 September 2012.
4.2	CIC/CSS/R/003/12 (for discussion)	Matters Arising from the Previous Meeting –  <u>Agenda item 3.4(i):</u> Mr. LI Chi-leung appointed by Labour Department 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.  <u>Agenda item 3.4(iii):</u> Labour Department had sent out 50 Safety Banners to the Operation Building Bright (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.

		<p><u>Agenda item 3.7:</u> This item was discussed under Agenda Item 4.5.</p> <p><u>Agenda item 3.15(ii):</u> This item was discussed under Agenda Item 4.6.</p> <p><u>Agenda item 3.15(iii):</u> Victor KWONG was invited to share his experience on overseas site safety study tour to Com-CSS Members in its meeting no. 001/13.</p> <p><u>Agenda item 3.15(iv):</u> The compression of the project completion time might affect the site safety performance and this concern would be raised by Lawrence NG in the upcoming Council Meeting.</p> <p><u>Agenda item 3.15(iv):</u> This item was discussed under Agenda Item 4.14.</p>
4.3	CIC/CSS/P/025/12 (for discussion)	<p><u>Revised Categorisation of the CIC Publications</u></p> <p>At the Council Meeting held on 31 August 2012, the Council Members approved the new categorisation of the CIC publications. 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.</p>

		<p>After deliberations, the Members of the Com-CSS agreed categorisation of the published documents should be maintained.</p>
4.4	CIC/CSS/P/026/12 (for information)	<p><u>Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft (TF-WLS)</u></p> <p>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. 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.</p> <p>Members took note of the progress of the Task Force on Site Safety of Working in Lift Shaft.</p>
4.5	CIC/CSS/P027/12 (for information)	<p><u>Progress of Activities of the Task Group on Implementation of Heat Stress Action Plan (TG-IHS)</u></p> <p>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.</p> <p>The first Task Group meeting was held on 25 October 2012. 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:</p>

		<ul style="list-style-type: none"> <li>(i) Findings and recommendations from the Research Team would be used as the background information by the Task Group in the discussion of practical heat stress action plan.</li> <li>(ii) Those practical measures which were shared by and had the support of the Members of the Task Group would be considered for incorporation into the revised Guidelines.</li> <li>(iii) 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.</li> <li>(iv) DEVB and the HKHA agreed to consider including the major principles to be stipulated in the upcoming revised Guidelines into their future works contracts.</li> <li>(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.</li> </ul> <p>Members took note of the progress of the Task Group on Implementation of Heat Stress Action Plan.</p>
4.6	CIC/CSS/P028/12 (for information)	<p><u>Progress Report of Meeting No. 001/12 of the Informal Task Force on Site Safety Incidents (ITF-SSI)</u></p> <ul style="list-style-type: none"> <li>(i) “Water Piping Layout works – Pressure Test (Road Works)” (Alert No.001/12)</li> </ul> <p>The Safety Alert No. 001/12 - “Water Piping Layout works – Pressure Test (Road Works)”</p>

		<p>(Alert No.001/12) was published and released on 29 August 2012.</p> <p>(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 and associated recommendations</p> <p>Members agreed most of the recommendations as stated in the Coroner’s Court letter had already been considered with the key elements included in the 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.</p> <p>(iii) Discussion on Upcoming Safety Alerts to be Prepared Some high risk works were selected for the preparation of Safety Alerts including electrocution, and some potential accidents were raised from the near miss cases.</p>
4.7	CIC/CSS/P029/12 (for endorsement)	<p><u>Safety Alert No. 003/12 – “Prevention of Electrocution”</u></p> <p>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. The Chairperson of the Informal Task Force on Site Safety Incidents decided to issue associated Safety Alert to provide initial recommendations and quick reference for frontline construction personnel.</p> <p>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</p>

		<p>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.</p> <p>Com-CSS Members endorsed the Safety Alert No. 003/12 in principle. Members were invited to provide any further suggestions to the CIC Secretariat on or before 22 November 2012 if any.</p> <p>A Technical Seminar was being organised and it was scheduled in December 2012 to disseminate the message in the Alert to the frontline personnel in construction sites.</p> <p><b>[Post Meeting Note:</b></p> <ol style="list-style-type: none"><li>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.</li><li>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.]</li></ol>
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4.8	CIC/CSS/P/030/12 (for information)	<p><u>Presentation from Labour Department on Recent Cases of Electrocutation</u></p> <p>LD was concerned about the spate of suspected electrocution accidents in construction industry in recent months.</p> <p>To deter non-compliance with electrical safety requirements and to promote electrical works safety, 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.</p> <p>Members took note of the recent actions which had been taken by LD in promoting electrical works safety.</p>
4.9	CIC/CSS/P/031/12 (for endorsement)	<p><u>Site Housekeeping Posters No. P-CSS-001-12 and No. P-CSS-002-12</u></p> <p>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.</p> <p>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”.</p>

		<p>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.</p> <p>Members took note of the progress of the Task Force on Site Housekeeping and endorsed the two sets of Site Housekeeping Poster.</p> <p><b>[Post Meeting Note:</b> Two sets of Site Housekeeping Poster were issued on 23 November 2012.]</p>
4.10	CIC/CSS/P032/12 (for information)	<p><u>Progress Report of Meeting No. 002/12 of the Task Force on Review of Major Construction Method Statements (TF-CMS)</u></p> <p>(i) Draft Method Statement prepared by Task Group 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.</p> <p>(ii) Pictorial Method Statement to be prepared A draft pictorial method statement was made and circulated for Task Force Members' comment.</p> <p>(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.</p>



		<p>(iv) <b>Formation of Steering Group for the Future Consultancy Services</b> A Steering Group was proposed to be formed under the Task Force. 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.</p> <p>Members took note of the progress of the Task Force on Review of Major Construction Method Statements.</p>
4.11	CIC/CSS/P033/12 (for information)	<p><u>Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles</u></p> <p>The "Guidelines on Method Statement on Fabrication of Reinforcement Cages of Bored Piles" was agreed by the Task Force on Review of Major Construction Method Statements at its last meeting held on 24 October 2012.</p> <p>Members were invited to review and endorse the draft Guidelines in the meeting. One of the members expressed comment on the procedures of the Fabrication of Reinforcement Cages for Bored Piles.</p> <p>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 issued in the format of Guidelines and submitted to the Council for approval.</p> <p><b>[Post Meeting Note:</b> A meeting was held on 6 December 2012 and the comment was addressed</p>

		and resolved.]
4.12	CIC/CSS/P/034/12 (for endorsement)	<p><u>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)</u></p> <p>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.</p> <p>Members endorsed the Assignment Brief in principle 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.</p> <p><b>[Post Meeting Note:</b> 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.]</p>
4.13	CIC/CSS/P/035/12 (for discussion)	<p><u>Hong Kong's Construction Industry Vision 2020 prepared by Hong Kong Construction Association (HKCA's Vision 2020)</u></p> <p>HKCA was invited to deliver a presentation at Com-CSS meeting to share their views on the HKCA's Vision 2020 to the Members. HKCA stated that the HKCA Health and Safety Committee</p>

		<p>was still finalising some of the details on “Safety, Health and Quality of Life – Hong Kong’s Construction Industry Vision 2020” and they postponed the presentation.</p> <p>Without the presentation by HKCA, 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.</p>
4.14	Experience Sharing (for information)	<p><u>Experience Sharing Session by HKHA</u></p> <p>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.</p> <p>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.</p>
4.15	AOB (for information and discussion)	<p>(i) <u>Recent spate of Fatal Accidents</u></p> <p>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:</p> <p>(a) Issue a general guideline for contractors to review site and work specific Method Statement and prepare safe work method for workers’</p>

		<p>(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.</p> <p>(ii) <u>Meeting Schedule in 2013</u> Members took note of the tentative Meeting Schedule in 2013 for Com-CSS.</p> <p>(iii) <u>Guidelines on the Adoption of the Pay for Safety Scheme (Guidelines on PFSS)</u> The Guidelines on PFSS was approved by the Council at its meeting on 26 October 2012.  A Press Briefing to promote the Guidelines on PFSS would be arranged in December 2012.  <b>[Post Meeting Note:</b> The Press Briefing would be held on 13 December 2012.]</p> <p>(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.</p> <p>(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</p>
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