

**REVISED**

**CIC/CMT/P/064/11**  
**(for discussion)**

**Construction Industry Council**

**Committee on Construction Site Safety**

Meeting No. 004/11 of Committee on Construction Site Safety (Com-CSS) was held on Friday, 11 November 2011 at 2:30p.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. 004/11:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
4.1	CIC/CSS/R/003/11	Confirmation of the Progress Report – Members of the Com-CSS confirmed the Progress Report CIC/CSS/R/003/11 of the last meeting held on 16 September 2011.
4.2	CIC/CSS/R/003/11	Matters Arising from the Previous Meeting – <u>Agenda item 3.3:</u> As agreed in the last meeting, the Chairperson of Task Force on Site Cleanliness and Tidiness would take into consideration the suggestions raised by the members during the experience sharing sessions with three of the major international contractors to formulate recommended measures for improving cleanliness and tidiness of sites in Hong Kong. A Task Force meeting was arranged on 30 November 2011 to discuss issues of site cleanliness and tidiness, and the recommended measures.  <u>Agenda item 3.4:</u>

		CIC Secretariat had provided the views of Com-CSS members on the Strengths of Hong Kong Construction Industry to the secretary of the Strategic Planning Steering Committee.
4.3	CIC/CSS/P/026/11	<p>Short Term, Medium Term and Long Term Strategies to enhance Construction Site Safety – In view of the recent spate of site safety incidents, Members were invited to deliberate, discuss and provide their comments and recommendations on the short term, medium term and long term strategies of Com-CSS to enhance site safety of Hong Kong construction industry.</p> <p>The suggestions raised by Members are summarized below:</p> <p><b>(a)</b> Construction method statements of high risk tasks One of the Members opined that some of the construction projects had unrealistic master programme, and compressed construction period which might lead to an increase in potential risks for construction activities. The Chairman of Com-CSS requested the Task Force on Review of Major Construction Method Statements, to ensure that necessary safety measures would be taken to mitigate impacts due to time constraint where possible in its review of method statements.</p> <p><b>(b)</b> Review of safety training content and the safety training for professionals and industry practitioners Members suggested that:</p> <p>(i) Safety should be implanted in the whole construction process from design stage to the completion stage;</p> <p>(ii) The responsibility for site safety should not only be on the Registered Safety Officers (RSO) and Site Safety Supervisors (SS), but also on all of the professionals who were involved in the construction process such as Clients, Architects, Engineers, Project Managers</p>

		<p>and all other managerial and supervisory personnel;</p> <p>(iii) Site safety training should be provided for the new comers including youngsters and middle-aged people who had just completed re-training courses to join the construction industry.</p> <p>In the meeting, it was agreed to invite the relevant faculties of the universities in Hong Kong and the relevant professional bodies to take note of the above when designing curriculum and qualification requirements.</p> <p><b>(c) Site Environment, Cleanliness and Tidiness</b> Members noted that the CIC Secretariat was now drafting the CIC Guidelines on the application of PFSS (the Guidelines). The Guidelines would encourage industry stakeholders to take concerted efforts in improving site safety performance by adopting the PFSS principle. For quantifying practically the paid safety items under PFSS, Chairman of Com-CSS invited Hong Kong Federation of Insurers (HKFI) and Housing Authority (HA) to share their experience with Com-CSS after their informal meeting.</p> <p><b>(d) Communication platform for the stakeholders</b> The Committee noted that Safety Alert for near-miss cases would also help to prevent accidents. Chairman of Com-CSS requested the Hong Kong Construction Association (HKCA), and major clients (MTRC, Housing Authority) to provide “near-miss” cases on a voluntary basis to the Informal Working Group on Site Safety Incidents for the possible preparation of Safety Alert.</p>
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4.4	CIC/CSS/P/027/11	<u>Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft</u> – Members noted that the draft Guidelines on Safety of Lift Shaft Works (Volume 2) had been reviewed by the Task Force on 30 September 2011. After deliberation, the draft Guidelines was endorsed by the Task Force subject to the incorporation of the proposed amendments.
4.5	CIC/CSS/P/028/11	<u>Guidelines on Safety of Lift Shaft Works (Volume 2 – During Lift Installation Stage until Issue of Occupation Permit and Handing Over to Developer)</u> - Members had reviewed and endorsed the final draft of the Guidelines. The final draft Guidelines would then be submitted to the Council for review and approval. Upon approval, the CIC Secretariat would arrange for publication of the Guidelines and the associated promotional activities (such as technical seminar).
4.6	Verbal Report	<u>Progress of Activities of the Task Force on Working in Hot Weather</u> - Members took note of the progress of the HKU Research Team on the Hot Weather Research Study. The Research Team had completed the industrial consultation of the current CIC Guidelines on Site Safety Measures for Working in Hot Weather (June 2008 version). The Research Team was now studying on the high-risk risky time slots in summer, the humidex used on site, the impact of air pollution index, the data comparison between the on-site data and the data from Hong Kong Observatory. Chairman of Com-CSS stressed the need for the Study and the revised guidelines be completed by the Research Team before the summer months of next year.

4.7	CIC/CSS/P/029/11	<p><u>Progress of Activities of the Task Force on Safety of Repair, Maintenance, Alternations and Additions (RMAA) sites</u> – Members took note of the progress of the Task Force. For the possibility of hanging banners to promote safety precautionary measures at sites of Operation Building Bright (OBB) projects, CIC Secretariat was now assisting the Chairperson of Task Force to arrange for an informal meeting with the representatives from Housing Society (HS) and Urban Renewal Authority (URA) to discuss the detailed design, size of the banners as well as the detailed logistic arrangement.</p> <p>For the formation of a Task Group to prepare a Safety Alert /Guidelines on the safety of carrying out RMAA Works in the Occupied Commercial Premises, the Chairperson of the Task Force would propose the membership list and nominate an officer from Labour Department (LD) as the chairperson of the Task Group.</p>
4.8	Verbal Report	<p><u>Progress of Activities of the Task Force on Review of Major Construction Method Statements</u> – Latest progress of the TF was reported and discussed. The key issues included:</p> <p>(a) The Task Group meeting was held on 9 November 2011. Based on the professional knowledge / site working experience, Task Group members identified some high risk work processes for the initial study.</p> <p>(b) Task Group Members recommended that the proposed Research would be conducted in two phases. Phase 1 would be two parts – Phase 1A would be a pilot. The consultant would prepare method statement for one site activity for supervisory level and working out a series of pictorial presentation to illustrate the safe working procedures for use at workers level. Phase 1B - After satisfying of the results of Phase 1A, 10 to 15 number of high risk</p>

		<p>construction activities would be selected for review of their associated work sequences and method statements.</p> <p>Phase 2 – The objective and the scope of Research in Phase 2 would be defined after obtaining feedback from the industry stakeholders regarding the application of the method statement from Phase 1.</p> <p>(c) The scope and deliverables of the consultancy study would be determined before issuing the tender.</p>
4.9	Verbal Report	<p><u>Progress of Activities of the Task Force on Site Safety Training</u> – Members took note of the progress of the Task Force. The convenor of the Task Force reported that training requirements as well the syllabi and the exemption requirements for the proposed training were almost finalized by the Informal Working Group in September 2011. Subsequent to the meeting held among Construction Industry Council Training Academy (CICTA), Occupational Safety and Health Council (OSHC) and HA in mid-October 2011, HA had liaised with OSHC concerning the recognition of their existing safety training programmes for HA resident site staff of both managerial / supervisory levels, while maintaining the remaining contents. In this connection, CICTA would further liaise with HA and OSHC to consider provision of a gap course as an equivalent of the proposed CICTA safety courses. A letter would be sent to the relevant stakeholders soliciting their views and comments on the proposed syllabi and exemption criteria upon reaching consensus on the gap course by the said parties.</p>
4.10	Verbal Report	<p><u>The Informal Working Group on Site Safety Incidents and the Issuance of Site Safety Alert</u> – Latest progress of the Informal Working Group was reported and discussed. The key issues included:</p>

		<p>(a) <u>Issuance of the Safety Alert</u> The CIC Secretariat had made reference to similar document from LD when preparing the disclaimer of the Safety Alert. The Safety Alert on Fabrication of Reinforcement Cages of Bored Piles (Safety Alert on FRCBP) was issued on 19 October 2011.</p> <p>(b) <u>Informal Working Group on Site Safety Incidents</u> The Chairperson of the Informal Working Group reported that another meeting would be arranged to discuss the recent site fatal accidents to formulate initial recommendations on safety measures for these case(s) shortly.</p>
4.11	Verbal Report	<p><u>Guidelines on Handling Construction Work Injury and Fatal Accident Cases</u> – Members took note that the CIC Secretariat was arranging two Seminars on Handling Construction Work Injury and Site Safety (one for workers; and another one for contractors, legal practitioners, and mediators). The Seminar for workers would be held on 16 December 2011 while the Seminar for contractors and related practitioners would be held in February 2012.</p> <p><b>(Post Meeting Note:</b> The Seminar for contractors, legal practitioners, and mediators would be held on 23 February 2012.)</p>
4.12	AOB CIC/CSS/P/030/11	<p><u>Meeting Schedule on 2012</u> – Members took note of the tentative meeting schedule for Com-CSS as proposed by the CIC Secretariat.</p>