

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

Meeting No. 002/13 of Committee on Construction Site Safety (Com-CSS) was held on Monday, 4 July 2013 at 2:30 p.m. at Meeting Room No. 2, 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. 002/13:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
2.1	CIC/CSS/R/001/13 (for discussion)	Confirmation of the Progress Report – Members of the Com-CSS confirmed the Progress Report CIC/CSS/R/001/13 of the last meeting held on 18 March 2013.
2.2	CIC/CSS/R/001/13 (for discussion)	Matters Arising from the Previous Meeting –  <u>Agenda item 1.2:</u> Experience sharing session on Safety Visits to Construction Sites in Mainland China by Mr. Victor KWONG was presented under Agenda item 2.3.  <u>Agenda item 1.6:</u> The Guidelines on Site Safety Measures for Working in Hot Weather was approved by the Council

	<p>on 26 April 2013 and formally published on 29 April 2013.</p> <p><u>Agenda item 1.9:</u> 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.</p> <p><u>Agenda item 1.10:</u> 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.</p> <p><u>Agenda item 1.11:</u> 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.</p> <p><u>Agenda item 1.14:</u> This item was discussed under Agenda item 2.9.</p> <p><u>Agenda item 1.16:</u> Mr. CHEUNG Hau-wai presented his experience sharing session under Agenda item 2.4.</p>
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2.3	(Power-Point Presentation) (for information)	<u>Experience Sharing on Safety Visits to Construction Sites in Mainland China</u>  Mr Victor KWONG 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. After deliberations, Mr CHEUNG Hau-wai, the Chairman of Com-CSS recommended relevant Task Forces to take note of the presentation and considered to adopt any possible measures in the future.
2.4	(Power-Point Presentation) (for information)	<u>Experience Sharing on Exchange Trip – Benchmarking Study Visit to Germany on Construction Safety &amp; Health</u>  Mr HW CHEUNG, Alex LEUNG and Angela YUEN represented CIC in attending a Benchmarking Study Visit to Germany on Construction Safety & Health from 29 October to 2 November 2012. Mr CHEUNG shared his experience on the Benchmarking Study Visit to the Committee Members. He 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. Some of the members of Com-CSS stated the importance and need to maintain the apprenticeship under a master scheme.
2.5	(Power-Point Presentation) (for information)	<u>Report on Construction Safety Week 2013</u>  The CIC Secretariat reported the Safety Campaign 2013 – Construction Safety Week, a five-day programme held from 27 to 31 May 2013. The Campaign continued to reinforce the theme of “zero accident” and to encourage industry stakeholders to work together to realise the goal of zero

		<p>accident environment.</p> <p>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.</p> <p>The CSW2013 attracted excellent participation and media coverage with positive feedback from both the industry and the general public. The Com-CSS Chairman 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 Committees to the whole Campaign especially the two Openings (morning and afternoon sessions) of the Conference.</p>
2.6	CIC/CSS/P/012/13 (for information)	<p><u>Progress Report of Meeting No. 002/13 of the Task Force on Safety of Repair, Maintenance, Alterations and Additions (RMAA) Sites</u></p> <p>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.</p> <p>(i) New Safety Alerts</p> <p>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.</p>

		<p>(ii) Three most important messages in reminding workers before commencement of work Members of the Com-CSS supported the idea of printing the three most important messages in reminding workers on site safety before commencement of work proposed by the Task Force Members as souvenirs like pens. One of the Com-CSS members 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.</p> <p>(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 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.</p> <p>(iv) Progress of Distribution of Banners to Promote Site Safety at Operation Building Bright (OBB) 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.</p>
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2.7	CIC/CSS/P/013/13 (for endorsement)	<p><u>Safety Alert No. 003/13 – “Avoid Using Ladders for Working at Height in Repair, Maintenance, Alteration and Addition Works”</u></p> <p>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. After deliberations, Members of the Com-CSS endorsed in principle the Safety Alert 003/13 with some minor comments.</p> <p><b>[Post Meeting Note:</b> 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 for information and targeted to be issued before September 2013.]</p>

2.8	CIC/CSS/P/014/13 (for information)	<p><u>Progress of Activities of the Task Force on Site Safety of Working in Lift Shaft</u></p> <p>The CIC Secretariat briefed Members of the Com-CSS 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
2.9	Verbal Report (for information)	<p><u>Progress of Activities of the Informal Task Force on Site Safety Incidents</u></p> <p>The Chairperson of Informal Task Force on Site Safety Incidents (ITF-SSI) briefed Members on the</p>

		<p>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.</p> <p>Members of the Com-CSS took note of the progress of the Informal Task Force on Site Safety Incidents.</p>
2.10	Verbal Report (for discussion)	<p><u>Progress of Activities of the Task Force on Site Housekeeping</u></p> <p>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.</p> <p>Members took note of the progress of the Task Force on Site Housekeeping.</p>
2.11	AOB (for information and discussion)	<p>(i) Update Com-CSS Membership List</p> <p>Mr. HW CHEUNG 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.</p>

		<p>(ii) Construction Design and Management (CDM) One of the Com-CSS members proposed a discussion on CDM in the upcoming Com-CSS Meeting No. 003/13. Mr HW CHEUNG, the Chairman of the Com-CSS, expressed the captioned topic was discussed few years ago in Com-CSS and invited relevant parties to provide some background information for the discussion in the upcoming Com-CSS meeting .</p> <p>(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 was proposed.</p>
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