



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

# Reference Materials on Construction Site Facilities for Workers



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## Preface

The CIC is committed to seeking continuous improvement in all aspects of the construction industry in Hong Kong. To achieve this aim, the CIC forms Committees, Task Forces and other forums to review specific areas of work with the intention of producing Alerts, Reference Materials, Guidelines and Codes of Conduct to assist participants in the industry to strive for excellence.

The CIC appreciates that some improvements and practices can be implemented immediately whilst others may take more time to adjust. It is for this reason that four separate categories of publications have been adopted, the purposes of which are as follows:

**Alerts** Alerts are reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders to the need to follow some good practices or to implement some preventive measures in relation to the construction industry.

**Reference Materials** Reference materials for adopting standards or methodologies in such ways that are generally regarded by the industry as good practices. The CIC recommends the adoption of relevant Reference Materials by industry stakeholders where appropriate.

**Guidelines** Guidelines provide information and guidance on particular topics relevant to the construction industry. The CIC expects all industry stakeholders to adopt the recommendations set out in relevant Guidelines where applicable.

**Codes of Conduct** Codes of Conduct set out the principles for all relevant industry participants to follow. Under the Construction Industry Council Ordinance (Cap. 587), the CIC is tasked to formulate codes of conduct and enforce such codes. The CIC may take necessary actions to ensure compliance with the codes.

We encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication for us to further enhance this publication for the benefit of all concerned. With our joint efforts, we believe our construction industry will develop further and will continue to prosper for years to come.

## Introduction

This Reference Materials are compiled with site facilities for workers in the construction industry and set out standard suggestions on various facilities and measures to take care workers from their daily operational needs. The CIC hopes for implementation from the stakeholders, such as owners, contractors, registered specialist trade contractors, subcontractors.

This Reference Materials are by no means exhaustive. Industry stakeholders should continue enhancing the site facilities for workers and adopt the advanced facilities from time to time.

This Reference Materials should not be regarded as replacement to any laws, codes of practice, guidance notes, contracts or any other relevant requirements.

## Definitions

**Small Scale Construction Site** – Average number of workers is less than 50 at the construction site

**Medium Scale Construction Site** – Average number of workers is between 50 to 200 at the construction site

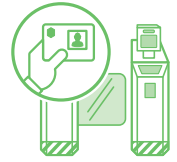
**Large Scale Construction Site** – Average number of workers is more than 200 at the construction site

1

# Entering Construction Site



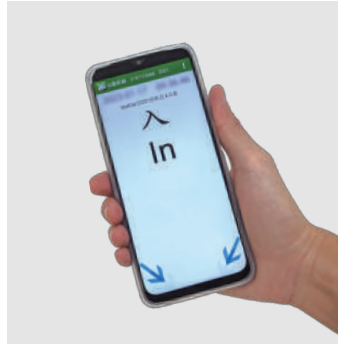
# 1 Entering Construction Site



## 1.1 Attendance Record

Construction Workers Registration Ordinance requires all registered construction workers who carry out construction works at a construction site should carry valid Construction Workers Registration Card, and requires the principal contractors to provide card reading device in construction site in order to retrieve the electronic data stored in a construction worker registration card (except under specific circumstances).

### Small Scale Construction Site / Medium Scale Construction Site



Use mobile card reading device(s)



Install gate(s) with card reading device(s)

### Large Scale Construction Site



Set up the covered queuing area and an adequate number of gates with card reading devices

## 1.2 Storage Facilities

Construction sites set up lockers for workers to store safety equipment such as safety helmets, reflective vests, and eye protectors. Each locker should not be used by more than 5 persons\*, and its location should be sheltered from inclement condition.



Cages with padlock for storing helmets



Padlock prepared by workers



Smart lockers with electronic locks

\*Reference to clauses in public works contracts

# 2

# Construction Work





# 2 Construction Work



## 2.1 Drinking Water Facilities

- (a) Provide adequate amount of drinking water, including at least 1 water dispensing point for every 20 workers, and each water dispensing point should provide at least 20 litres of water\*
- (b) Refill drinking water when needed and keep the facilities in a clean and hygienic conditions; workers can drink water for free
- (c) Select drinking water facilities with filtering and disinfecting function which is connected to water supply system; reduce the use of bottled water
- (d) Set up umbrella to cover outdoor drinking water dispensing point to avoid heating up the drinking water
- (e) Encourage workers to bring their own bottles and reduce the use of disposable containers



Drinking Water Bottle Rack



Drinking Water Dispenser  
(Floor Standing Digital  
Drinking Water Dispenser)



Drinking Water Station

## 2.2 Washroom

- (a) Set up near working space or accessible location
- (b) Set up at least 1 washroom for every 30 workers\*; washroom is available on every fifth floor for projects involving multi-storey building
- (c) Provide flush toilets connected to sewage treatment facilities
- (d) Provide male and female lavatories separately, and equip with toilet compartments
- (e) Equip with exhaust fan, air-conditioner, air purifier device, indoor lighting, hand-wash facilities and waste bin
- (f) Arrange sufficient manpower for regular cleaning; maintain hygiene and disinfect regularly

### Small Scale Construction Site



Mobile toilet

### Medium Scale Construction Site



Containerized toilet

### Large Scale Construction Site



Construction Site Lavatory

\*Reference to clauses in public works contracts

# 2 Construction Work



## 2.3 Personal Washing Facilities

- (a) Provide hand-wash facilities with hand sanitisers or soap; drained water should be disposed to water container or cistern; and equip with hand dryer; at least 1 hand-wash facility is provided for every 20 workers\*
- (b) Provide emergency eye wash bottles
- (c) Provide shoes cleaning facilities



Hand-wash Facility



Emergency Eye Wash Bottles



Shoes Cleansing Facility

## 2.4 Heatstroke Prevention Facilities and Measures

- (a) Provide ice machine or freezer to store cool towels, cool sleeves and beverages to help workers to cool off (Labelling is required for inedible ice cubes in the ice machine to avoid food poisoning.)
- (b) Set up mobile air cooler or mist fan which could be used for long hours; select suitable model based on air flow, cover area, noise level and tank capacity
- (c) Regularly treat workers with food and beverages that helps workers to cool off from summer heat, such as water melon and herbal tea



Ice Machine



Air Cooler



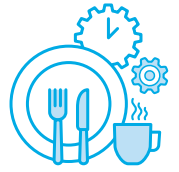
Mist Fan

\*Reference to clauses in public works contracts

# Break and Lunch 3



# 3 Break and Lunch



## 3.1 Rest Facilities

- (a) Provide adequate covered, well ventilated and illuminated rest area at convenient location close to workers workplace
- (b) Equip with seats, tables, waste bins, hand wash facilities and drinking facilities.
- (c) Green rest area and place mosquito trapping device for workers' comfort where appropriate



## 3.2 Dining Facilities

- (a) Provide tables, chairs, refrigerator, equipment for heating food and iced and hot water dispenser
- (b) Install vending machine selling drinks according to needs but avoid drinks with high levels of sugar
- (c) Equip with air-conditioner or mobile air cooler
- (d) Clean and disinfect dining area regularly



Small Scale Construction Site catering facilities



Medium Scale Construction Site catering facilities

## 3.3 Wireless Network (Wi-Fi)

- (a) Build base station and network to provide Wi-Fi access points, so that workers can still communicate with outside or browse information online



Large Scale Construction Site catering facilities

## 3.4 Waste Management Facilities

- (a) Provide bins for separating recyclable materials (aluminum cans and plastic bottles) and general refuses; place 1 set of rubbish bins near workplace for every 20 workers\*
- (b) Select and install recycling machine with compression and recycling code screening functions where appropriate
- (c) Encourage workers to separate waste at source and put rubbish at the designated location for recycling in a Centralised manner at construction sites to increase effectiveness
- (d) Dispose general waste regularly and maintain hygiene



Plastic Bottle Recycling



Waste Separation Bins

\*Reference to clauses in public works contracts

# Work Completion

# 4



# 4 Work Completion



## 4.1 Shower Facilities

- (a) Provide showers for use by male and female separately, and equip with shower compartments
- (b) Equip with at least 2 showers if more than 100 workers working at the construction site for contract period of 12 months or more, and 1 additional shower for every 50 additional workers\*
- (c) Supply hot and cold running water and suitable cleaning and care products
- (d) Connect to suitable drainage system, clean and disinfect daily

### Small Scale Construction Site / Medium Scale Construction Site



Mobile Shower

### Large Scale Construction Site



Assembled Construction Site Shower Facilities

## 4.2 Changing and Laundry Facilities

- (a) Equip with seats, lighting system, temperature and ventilation control devices
- (b) Provide changing facilities for use by male and female separately
- (c) Equip with washing machine and dryer

### Small Scale Construction Site / Medium Scale Construction Site



Separate changing areas in a lockable container



Washing Machine

### Large Scale Construction Site



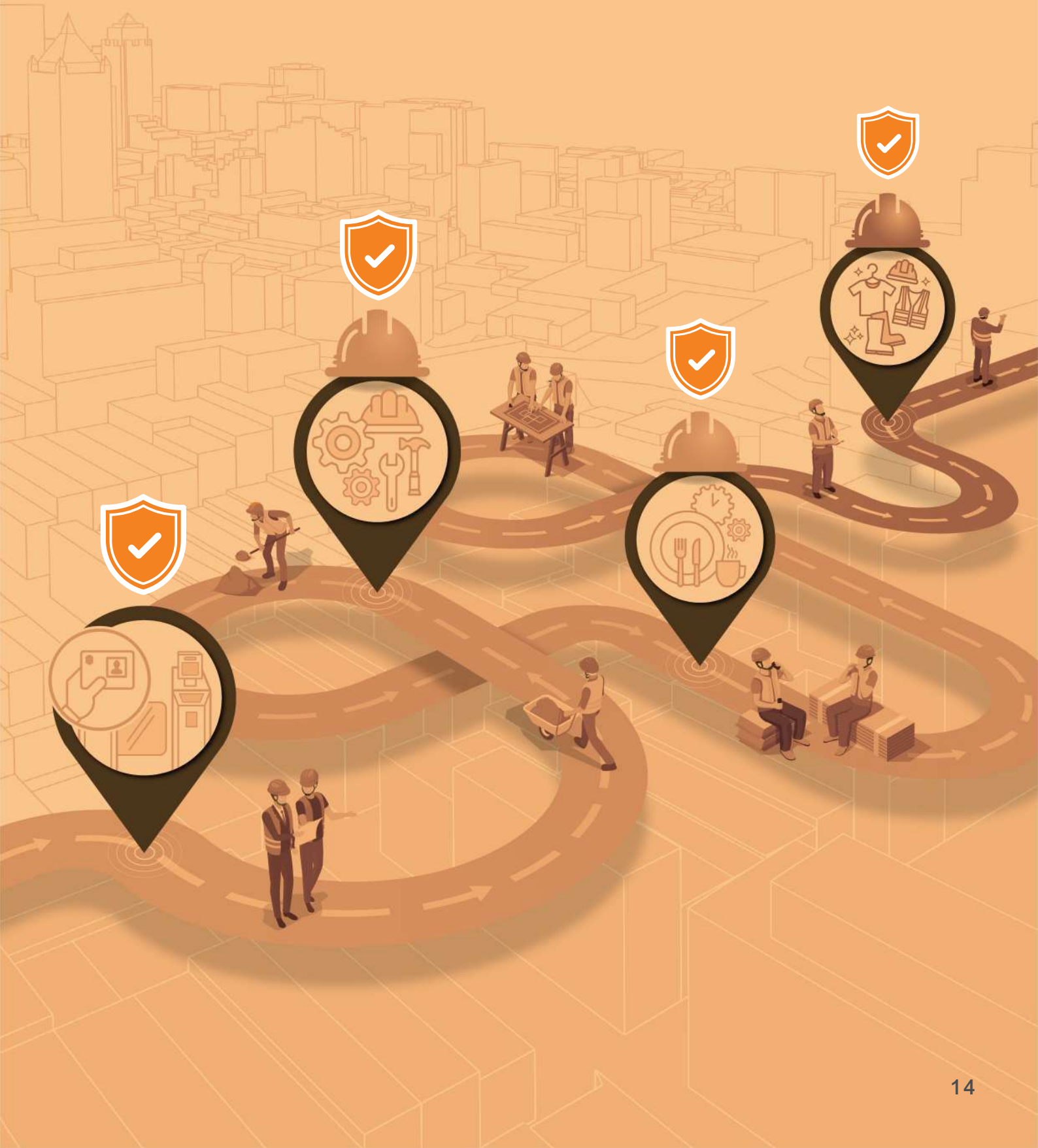
Independent Changing Room



Washing Machine and Dryer

\*Reference to clauses in public works contracts

# 5 Safety Culture on Construction Sites



# 5 Safety Culture on Construction Sites



## 5.1 Construction Safety Assembly

- (a) Set up safety assembly area in hard-paved area with cover or other appropriate location(s) for carrying out activities such as accident review, dynamic risk assessment, morning exercises, etc.
- (b) Set up simulation training facilities and arrange workers to carry out simulation training on the use of safety harness, such as safety harness with double lanyard



Construction Safety Assembly



Dynamic Risk Assessment



Simulation Training on Use of Safety Harness

## 5.2 Safety Bulletin Board

- (a) Erect safety bulletin board in the safety assembly area or other appropriate location(s)
- (b) Promote Safe Safety Cycle
- (c) Display the site safety organisation chart, including names and contact numbers of senior site management, safety officer(s), safety supervisor(s), foremen, together with the emergency teams, first aid personnel etc.
- (d) Provide accident statistics
- (e) Provide a figure showing a worker wearing all the personal protective equipment plus a mirror to cover the full view of the person when standing in front
- (f) Display other safety information such as safety plan, safety policy, safety slogan, safety poster, etc



Safe Working Cycle



Worker Illustration/Model



# 5 Safety Culture on Construction Sites



## 5.3 Personal Protection Equipment (PPE)

- (a) Provide suitable personal protection equipment that conform to standards stipulated in the legislation or internationally recognised standards, such as safety harness, safety helmet with chin straps, reflective clothing, eye protectors, respiratory protective equipment, ear protectors and gloves, etc, and ensure workers use them properly during their work
- (b) Store all personal protection equipment properly to keep them clean and in good condition
- (c) Monitor proper use of PPE regularly, and follow the manufacturer's maintenance schedule (including the recommended replacement schedule and service lifetime), assign professionals to repair or arrange the replacement of damaged equipment



Provide full body safety harness with double lanyard



# 5 Safety Culture on Construction Sites



## 5.4 Smart Site Safety System

- (a) Adopt, implement and maintain Smart Site Safety System
- (b) Choose the suitable types of Smart Site Safety System according to the nature of the work and the details of high-risk activities involved
- (c) There are 10 major categories of Smart Site Safety System:
  1. Centralised Management Platform
  2. Digitised Tracking System for Site plants, Powered Tools and Ladders
  3. Digitalised Permit-to-Work System for High-Risk Activities
  4. Hazardous Areas Access Control by Electronic Lock and Key System
  5. Unsafe Acts / Dangerous Situation Alert System for Mobile Plant Operation Danger Zone
  6. Unsafe Acts / Dangerous Situation Alert for Tower Crane Lifting Zone
  7. Smart Monitoring Devices for Workers and Frontline Site Personnel
  8. Safety Monitoring System Using Artificial Intelligence
  9. Confined Space Monitoring System
  10. Safety Training with Virtual Reality Technology



Unsafe Acts / Dangerous Situation Alert System for Mobile Plant Operation Danger Zone



Smart Monitoring Devices for Workers and Frontline Site Personnel



Hazardous Areas Access Control by Electronic Lock and Key System



Safety Training with Virtual Reality Technology



# 6

## Other Good Practice Reference of Site Facilities for Workers



# 6 Other Good Practice Reference of Site Facilities for Workers



Where appropriate, construction sites can provide welfare and recreational facilities for workers. For example:

- (a) Arrange personnel responsible for regular cleaning of workers facilities
- (b) Provide uniform laundry services for workers
- (c) Arrange ball game facilities such as Table Tennis Table, Basketball Stand and Billiard Table
- (d) Set up planting area or entertainment facilities such as Football Games



Table Tennis Table



Basketball Stand



Garden



Billiard Table



Football Games Table



## Feedback Form [Reference Materials on Construction Site Facilities for Workers]

Thanks for reading this publication. To pursue improvement in our future versions, we appreciate your valuable suggestions.

(Please put a "✓" in the appropriate box)

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Informative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the publication enable you to understand more about the construction site facilities for workers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No comment <input type="checkbox"/>		
3. Have you made reference to the publication in your work?	Quite often <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Never <input type="checkbox"/>		
4. To what extent have you incorporated the recommendations of the publication in your work?	Most <input type="checkbox"/>	Some <input type="checkbox"/>	None <input type="checkbox"/>		
5. Overall, how would you rate the publication?	Excellent <input type="checkbox"/>	Very good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
6. Please give any other comments and suggestions (use separate sheets if necessary).					
<p><b>Personal Particulars*</b> (optional) :</p> <p>Name: Mr. / Mrs. / Ms. / Dr. / Prof. / Ir / Sr / Ar _____ (Circle the appropriate option)</p> <p>Company: _____</p> <p>Tel: _____ E-mail: _____</p> <p>Address: _____</p>					

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