



3.3 Weekly Tidying Up

The idea of this step is to thoroughly tidy up the site to prepare for work next week.

Benefits

1. To create a safe working environment;
2. To reduce accidents caused by at risk conditions;
3. To ensure required materials are ready for use;
4. To keep the site in good working order and discipline;
5. To improve efficiency.

How to Implement



Participants : all workers on site

Person in charge : foremen from the contractor and sub-contractors



Equipment : tools required for the weekly tidying up, such as brushes, brooms, towels, etc.



Materials : inspection checklist



- Method :
1. To be carried out weekly on a week day and at a pre-determined time (normally on the last day of each week);
 2. To put the excess materials at the collecting points;
 3. To put the unused materials in the designated place.



4. To assign responsible personnel to take charge of the tidying up and to verify the result.
5. To implement an appraisal system & reward those who have done a good job of the tidying up.



Workers are tidying up the place of their responsibility thoroughly



Venues : selected places

Points to note

1. Avoid over or under work in the tidying up. The objective is to meet the standard set by the company.
2. During the weekly tidying up, the site may be wet and slippery and also involve handling of loads. Therefore, extra care must be taken in such cases.
3. Make sure adequate tidying up tools are available.
4. Machinery must be cleaned according to relevant safety instructions.
5. The weekly tidying up should conform to the 5S good housekeeping concept.
6. The tidying up results should be evaluated as a measure of motivation.
7. Ensure no place is left out.
8. Senior management's involvement makes it more persuasive.



4. Monthly Safe Working Cycle

Monthly Safe Working Cycle is to review the site performance and progress, to improve the workers' safety awareness through training and reward schemes, and to recognize their commitment and cooperation.



Monthly Safe Working Cycle should include the following :





4.1 Monthly Inspection

Monthly Inspection aims at improving the management of machines, equipment, tools and materials. It should be carried out in line with relevant rules and regulations.

Benefits

1. Regular in-depth inspections on machines and equipment serve to identify problems at the early stage. It could ensure the safety of workers to prolong the service life of the machinery.
2. Keeping the machines and equipment in constant serviceable condition also improves the productivity and quality.

How to Implement



Participants : Competent persons appointed by the contractors and sub-contractors
Person in charge : electricians, mechanics, etc.



Equipment : instruments specified for checking, e.g. testing meters



Materials/ documents :

- Materials specified for checking, e.g. degreasing agent, lubricant, etc.
- Maintenance manual for mechanical equipment



Methods :

1. Concerned facilities on site should be checked at least once a month.
2. The inspection frequency should be according to in-house rules and regulations.



A competent person is carrying out the monthly inspection on the mobile crane as required by the contractor



3. Use a checklist to assist the inspection work and enables it being done systematically.
4. Make repairs on the basis of the inspection findings and segregate the facilities that cannot be used any more till all problems have been solved.
5. Keep the monthly safety inspection records.

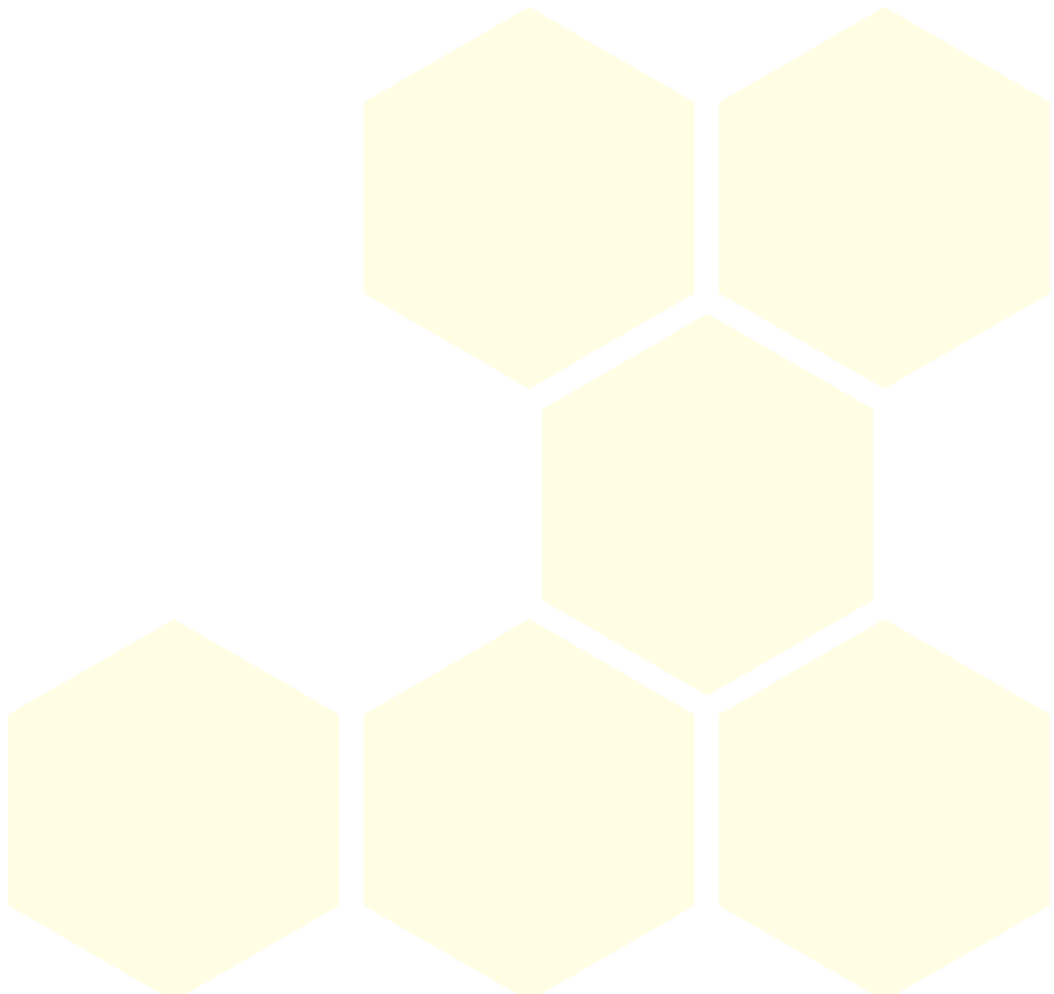


Venues

: all places on site with machines and equipment.

Points to note

1. The checking schedule and procedure should be worked out in advance.
2. If necessary, seek assistance from surveyor services companies.
3. The facilities to be checked include pile drivers, cranes, earth-moving equipment, heavy-duty transportation plants, pressure vessels, welding/cutting kits, electrical installation, etc.





4.2 Monthly Safety Training

Through Monthly Safety Training, workers can reinforce the concept and awareness of safety, sharpen necessary skills, gain relevant knowledge and foster a correct attitude. By studying the cause of accidents, the same or similar accidents can be avoided.

Benefits

1. Through safety training, workers will master the safety skills and knowledge required and foster positive attitude on safety.
2. Safety training underlines the importance senior management attaches to workers' safety and health.
3. Safety training is a legislative requirement.

How to Implement



Participants : safety officer will be in charge of the training and all workers (including the workers of sub-contractors) should participate.
Person in charge : safety officer



Equipment : All equipment required for training, e.g. projector, TV set, video recorders, etc.



Materials : Objects required for training, e.g. notes, materials for demonstration.



Method : 1. Safety training should be held at least once a month.
2. Discuss specific accident cases and appreciate their causes and preventive measures.



The safety officer is conducting the monthly safety training



3. Conduct the training in groups. Group leaders will explain the objective and methods. The discussion should be conducted in the following manner:
 - To familiarize the accident case;
 - To dig out all the problems;
 - To determine the cause;
 - To work out measures for improvement;
 - To review the group discussion results;
 - To summarize the discussion results by group leaders.



Venue

: classroom or conference room (The safety training should be conducted in a quiet room to avoid distractions.)

Points to note

1. The training courses should meet the workers' needs.
2. The objective and methods of training should be determined.
3. Training programmes should be implemented according to plan.
4. The effectiveness of training should be evaluated.
5. The improvement actions required should be done after evaluation.
6. The training should be of appropriate duration and must not be too long.



4.3 Monthly Safety Meeting

Monthly Safety Meeting may be held together with the Daily Morning Safety Meetings and should include, in addition to the routine issues of morning meetings, the safety promotion activities to improve the workers' sense of safety awareness and to present awards.

Benefits

Other than benefits of Daily Morning Safety Meeting, the Monthly Safety Meeting can also boost the morale workers.

How to Implement



Participants : all workers on site
Person in charge : project manager/site agent



Equipment : refer to Daily Morning Safety Meetings.



Materials : refer to Daily Morning Safety Meetings.



- Methods :
1. Monthly Safety Meeting should be held at a predetermined time of each month.
 2. The issues of Daily Morning Safety Meetings should be dealt with.
 3. The safety records of last month should be reviewed.
 4. The safety promotion plan for the coming month should be announced.
 5. The safety measures formulated on work should be explained.
 6. Safety award should be given and the safety records of each group in each month should be announced.



Project Manager is presenting award to "Worker with Safe Performance" during the Monthly Safety Meeting



Venue : Suitable place on site that could house all workers

Points to note

1. Safety promotion should be designed to foster the safety culture of the organizations.
2. Safety award should be fair in commending those individuals, groups or departments with good safety performance.
3. Safety promotion should have well-defined topics and objectives.
4. Senior management should enthusiastically support the safety promotional activities.



4.4 Safety Committee Meeting

Monthly Safety Committee Meetings aim at strengthening communication among concerned persons on site, eliminating any misunderstandings or lack of coordination at work, reviewing the past safety records and planning for the coming month. As a result, the workers' safety awareness can be improved and accident reduction can be achieved.

Benefits

1. The communication among workers of different trades is strengthened, their work better coordinated and accidents avoided.
2. As members of the Safety Committee come from various trades, safety measures formulated at the meeting can be more practical and acceptable to them.



Participants : safety officer, representatives of sub-contractors and other relevant personnel (such as client's representative, architect, etc.)
Person in charge : project manager, site agent



Equipment : all equipment required for the meeting



Materials : all documents required for the meeting



Methods :

1. To monitor if the Safe Working Cycle has been implemented effectively.
2. To formulate safety measures for the coming month.
3. To assist in working out in house safety rules and safe system of work.
4. To review the statistics on accidents/incidents/occupational diseases so as to identify trends, to supervise the safety performance and to report the Committee's conclusions and recommendations to the top management.
5. To review the safety inspection reports and to report to senior management the Committee's conclusions and recommendations.
6. To monitor if safety training for employees is sufficient and effective.
7. To monitor if the dissemination and promotion of safety and health information sites are sufficient.



8. To organize safety promotion activities, such as safety competitions, exhibitions, safety promotion award and safety suggestion schemes.
9. To communicate with the external organization and to obtain their comments on site safety.



The Project Manager is chairing the Safety Committee Meeting



Venue : suitable place such as the conference room of the contractor

Points to note

1. The project manager should be Chairman of the Safety Committee and the safety officer should be secretary of the Committee.
2. The following issues will be discussed at the meeting: weekly and monthly construction progress; safety measures on special tasks; coordination on different types of work; and the instructions from the client or relevant government departments.
3. Discussion on the progress, special tasks and work cooperation could ensure safety at work.
4. Sub-contractors should raise any problems concerning their work and the coordination with other parties before and after work commencement. A safe constructor method should be in place after discussion.
5. Before the meeting, the agenda should be studied and any other relevant issues should be added.
6. Each Safety Committee member should be fully understand all the issues discussed during the meeting.
7. The meeting minutes should be distributed as soon as possible, so that every worker will be informed of the meeting and their comments on the meeting can be collected.
8. The meeting should progress with the right pace & should not drag on too long.



5. Safe Working Cycle and Safety Management System

5.1 Relationship between Safe Working Cycle and Safety Management System

The basic causes for accidents at construction sites lie mostly with the problems in company management. Therefore, Hong Kong is following other developed countries in launching safety management systems as they have obtained considerable achievements. Although the scope of safety management (fourteen elements) has already been defined in the “Factories and Industrial Undertakings (Safety Management) Regulation” enacted in November 1999, and the Labor Department is drafting the Code of Practice for the industry, there may be resistance and difficulties when it comes to implementation. Besides, some elements may require certain tools for smooth implementation.

The main elements of safety management system in the “Factories and Industrial Undertakings (Safety Management) Regulation” are:

- Safety Policy : describing the commitments by contractors on safety and health at work;
- Safety Organization : ensuring the execution of commitments in relation to safety and health at work;
- Safety Training : equipping workers with knowledge about working safety.
- In-house Safety Rules : giving instructions on how to achieve objectives of safety management;
- Programme of inspection of hazardous : identifying hazards and make remedies regularly or at proper moments of any dangers;
- Personal Protection programme: identifying hazards workers may face and determining the risks may affect workers, and providing suitable personal protection equipment when engineering control measure out practically feasible;
- Accidents incidents investigation :finding out the causes of the accidents or incidents and making immediate emergency arrangements against reoccurrence of accidents incidents;



- Emergency Preparedness : A set of contingency management plans designed to come into effect in case of emergencies;
- Evaluation, Selection and Control of Subcontractors : ensuring that subcontractors are fully aware of their responsibilities and discharge these responsibilities ;
- Safety Committees : setting up communication/consultation channels for managers, staff members and subcontractors to address safety and health issues;
- Evaluation of job related hazards : evaluating work-related hazards or potential hazards and design safe working cycle accordingly;
- Promotion of safety and health awareness : improving, developing and maintaining consciousness of safety and health at work sites;
- Programme for Accident Control and Elimination of Hazards : a plan developed to control accidents and eliminate hazards before allowing workers to face any adverse working conditions;
- Programme on Protection of Occupational Health : preventing occupational diseases.

Each activity of Safe Working Cycle can be used as a tool to implement the safety management system thus fulfilling the requirements of some main elements of the Regulations. A comparison is given below between each item of the Safe Working Cycle and the fourteen elements in the Regulations.



Comparison Of Safety Working Cycle with Elements of Safety Management System

1. Daily Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none"> • Morning Safety Meeting 	<ul style="list-style-type: none"> • Safety Organization (Communication) • Safety Promotion (Safety Awareness) • PPE programs
<ul style="list-style-type: none"> • Hazard Identification Activity 	<ul style="list-style-type: none"> • Risk assessment and implantation of sites
<ul style="list-style-type: none"> • Prior-to-work Inspection 	<ul style="list-style-type: none"> • Safety Inspection (daily inspection of site) • Process Control (daily inspection and maintenance of facilities/tools) • PPE (supervision)
<ul style="list-style-type: none"> • Guidance & Supervision at Work 	<ul style="list-style-type: none"> • Safety Training (supervision) • Safety Organization (competence) • In-house Safety Rules • Safety Inspection (monitoring)
<ul style="list-style-type: none"> • Safety Inspection 	<ul style="list-style-type: none"> • Safety Inspection (supervision) • Subcontractor Control
<ul style="list-style-type: none"> • Process Safety Discussion 	<ul style="list-style-type: none"> • Safety Organization (communication & Cooperation) • Subcontractor Control • Process Control
<ul style="list-style-type: none"> • Tidying up after Work 	<ul style="list-style-type: none"> • Process Control (housekeeping)
<ul style="list-style-type: none"> • Final Check after Work 	<ul style="list-style-type: none"> • Safety Inspection (monitoring)



2. Weekly Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none">• Process Safety Discussion• Weekly Inspection• Weekly Check• Weekly Tidying up	<ul style="list-style-type: none">• Safety Organization (communication & cooperation)• Subcontractor Control• Safety Inspection (monitoring)• Subcontractor Control• Process Control• Process Control (housekeeping)
3. Monthly Safe Working Cycle	Elements of Safety Management System
<ul style="list-style-type: none">• Monthly Safety Committee Meeting• Monthly Inspection• Monthly Safety Training• Monthly Safety Meeting	<ul style="list-style-type: none">• Safety Committee• Safety Inspection (monitoring)• Subcontractor Control• Safety Training• Analysis/Prevention of Accidents• Safety Organization (communication)• Safety Promotion (safety awareness)



5.2 Other items of the Safe Working Cycle

In addition to the above-mentioned regular activities of the Safe Working Cycle, there are also as required items to ensure site safety. Two of them are particularly important:

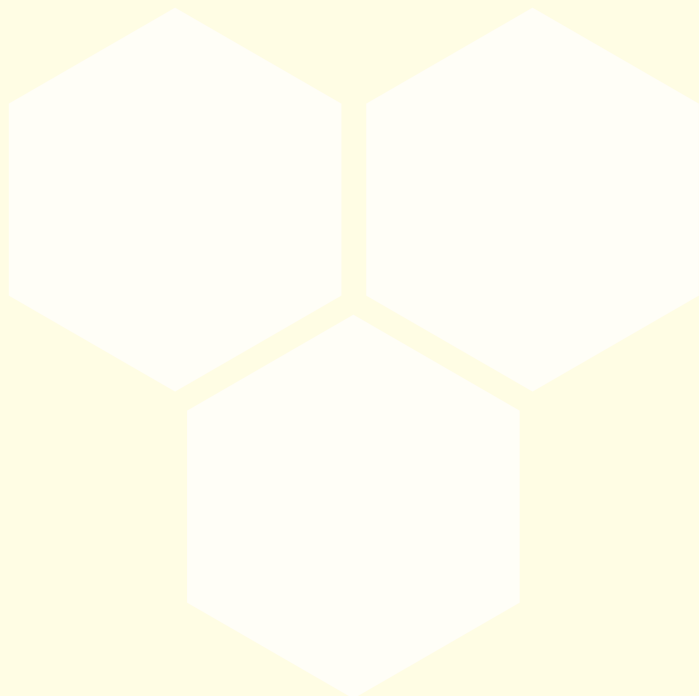
- Check and approval of subcontractor's machineries and equipment before use.
- Commencement meeting with subcontractors.

Close relationship between contractors and subcontractors facilitates communication and sincere cooperation between each other, as well as enhances the site safety and health on the basis of sound partnership.

5.3 Conclusion

Many companies certainly have already implemented parts of the Safe Working Cycle in this handbook. Further improvement of the existing measures and their integration with the corresponding aspects of the Safe Working Cycle will undoubtedly benefit site safety, especially once they are incorporated into the company's safety management system and implemented diligently.





Appendices





Prior-to-work Stretching Exercises

(Appendix 1)



工作前的伸展運動

每天工作之前做一些伸展運動，
可以使肌肉和關節系統易於適應工作的需要，
減少受傷的機會。



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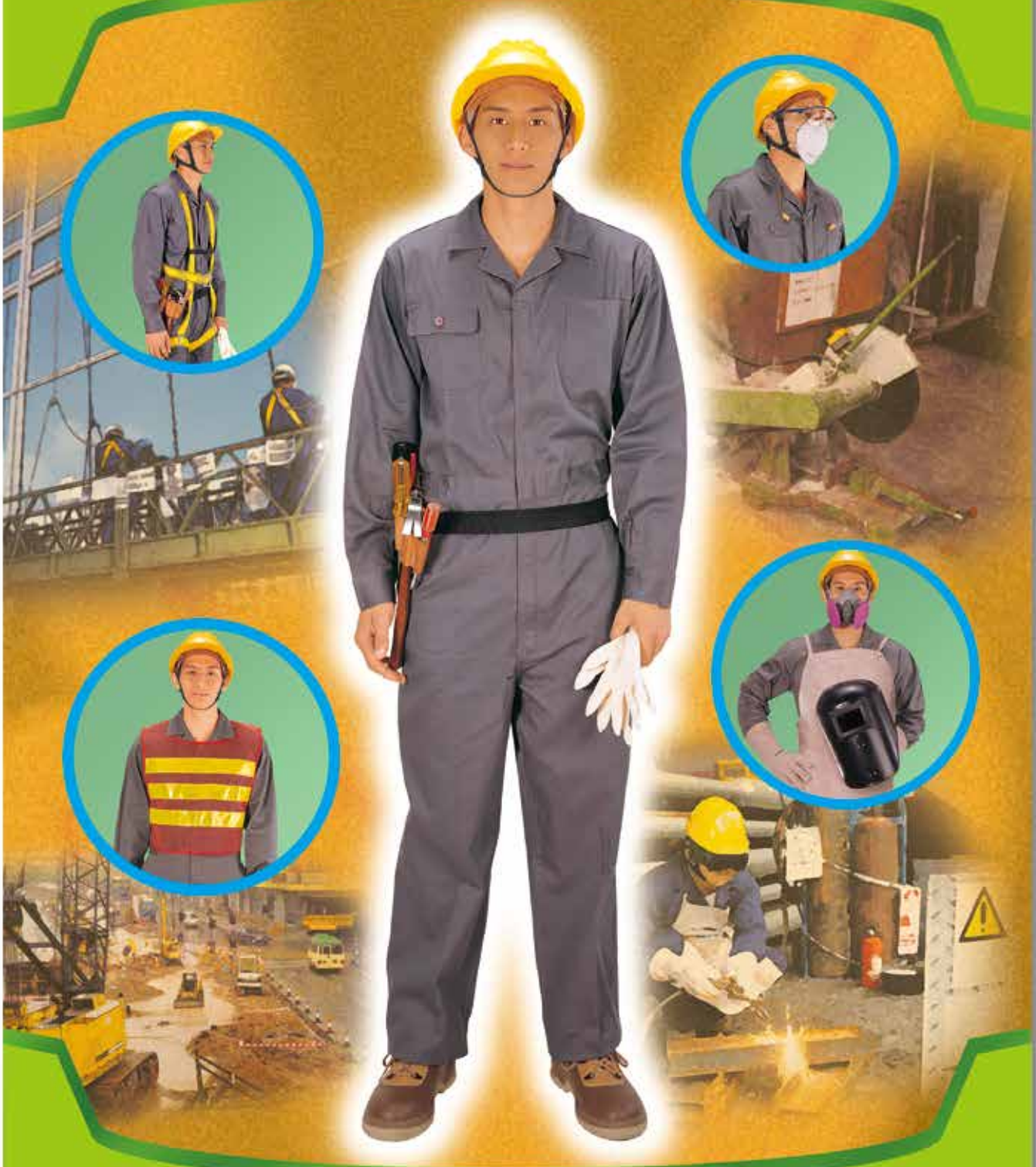


Personal Protective Equipment

(Appendix 2)



個人防護裝置



Hazard Identification Activity & Monitoring Form



Name of work team: Plastering		Monitoring Results			
Date: 18 August, 2000		Time: 8:18 am			
Potential Hazards	Follow-up Actions	Satisfactory	Unsatisfactory	Remarks	Date of Completion
1 Cement mixing: a. Inhalation of dust (cement) b. Skin irritation (cement) c. Slip over (slippery floor)	1a. Wear dust mask 1b. Wear protective gloves 1c. <ul style="list-style-type: none"> Maintain drainage in good condition Wear non-slip safety shoes 				
2 Tile cutting: a. Laceration of hands (cutter, sharp edges of tiles) b. Particles flown into eyes (tile chips) c. Inhalation of dust (tile dust) d. Hearing loss (noise) e. Electric shock (electric cutter)	2a. <ul style="list-style-type: none"> Keep cutter in good condition Install cutter guard Wear protective gloves 2b. Wear eye protector 2c. <ul style="list-style-type: none"> Adopt "wet cutting" Wear dust mask 2d. Wear ear protectors 2e. Proper earthing of cutter and check cutter in safe operation				
3 Manual handling: a. Sprain injury (improper posture/overloading)	3a. <ul style="list-style-type: none"> Use mechanical aid wherever possible Adopt proper manual handling methods and posture Wear protective gloves 				
Name of Subcontractor:		Number of Employees:		Name of Foreman/Supervisor:	Signature:

Sample



Safety Inspection Checklist (Appendix 5)



Name of Principal Contractor: _____ Name of site: _____

Name of Assessor: _____ Date: _____ Time: _____

<i>Today's key items of inspection (please tick 4)</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Follow-up Actions</i>
<i>Access and egress:</i>		
Gangways	Y / N	
Ladders	Y / N	
Passageways	Y / N	
<i>Working at height:</i>		
Scaffolding	Y / N	
Working platforms	Y / N	
Floor edge / openings	Y / N	
Lift shafts/openings	Y / N	
<i>Earthwork:</i>		
Excavations	Y / N	
Trenches	Y / N	
Caissons	Y / N	
Tunnels	Y / N	
Slopes	Y / N	
<i>Lifting Appliances and Lifting Gear:</i>		
Cranes	Y / N	
Winches	Y / N	
Pulley blocks	Y / N	
Passenger Hoists	Y / N	
Material or skip hoists	Y / N	
Suspended Working Platforms	Y / N	
Chains, ropes, hooks, slings	Y / N	
<i>Electricity:</i>		
Switches	Y / N	
Wiring	Y / N	
Fixed installations	Y / N	
Portable lighting	Y / N	
Portable tools	Y / N	
Welding Machinery	Y / N	
<i>Fire prevention:</i>		
Fire-fighting appliances	Y / N	
Mechanisms of escape	Y / N	
Dangerous goods stock	Y / N	
Gas welding cylinders	Y / N	



Safety Inspection Checklist (Appendix 5)



<i>Today's key items of inspection (please tick 4)</i>	<i>Satisfactory/ Unsatisfactory</i>	<i>Follow-up Actions</i>
Health:		
Asbestos control	Y / N	
Dust control	Y / N	
Noise control	Y / N	
Protection from dangerous substrates	Y / N	
First-Aid equipment	Y / N	
Washing facilities	Y / N	
Latrine	Y / N	
Machinery:		
Woodworking machines	Y / N	
Hoistway	Y / N	
Abrasive wheels	Y / N	
Power Presses	Y / N	
General:		
Housekeeping	Y / N	
Safety Net and Fans	Y / N	
Stacking of materials	Y / N	
Passageways	Y / N	
Lighting	Y / N	
Ventilation	Y / N	
Notice of employment of safety officer / Safety supervisor	Y / N	
Provision of Personal Protective Equipment:		
Helmets	Y / N	
Eye protectors	Y / N	
Ear Protections	Y / N	
Respirators	Y / N	
Safety belts	Y / N	
Gloves	Y / N	
Safety shoes	Y / N	
Other (please specify):		
	Y / N	
	Y / N	
	Y / N	
	Y / N	
	Y / N	

Name of assessor: _____

Signature of assessor: _____

Date of Inspection: _____



Records for Process Safety Discussion (Appendix 6)



Name of Principal Contractor: _____ Name of Site: _____

Item	Particulars	Person in Charge	Date of Completion
1	Safety performances for today/this week, e.g. access and egress, Working at height, electricity, fire prevention etc.		
2	The arrangement and collaboration for various construction activities for tomorrow: e.g. the electrician should clear the site for the paint spraying subcontractor.		
3	Potential hazard/arising from tomorrow's work/ special precaution measures: e.g. fire drill		
4			
5			
6			
7			
8			
9			
Summary:			
Items to be Announced in Morning Safety Meeting tomorrow:			

Name of Project manager/site agent: _____

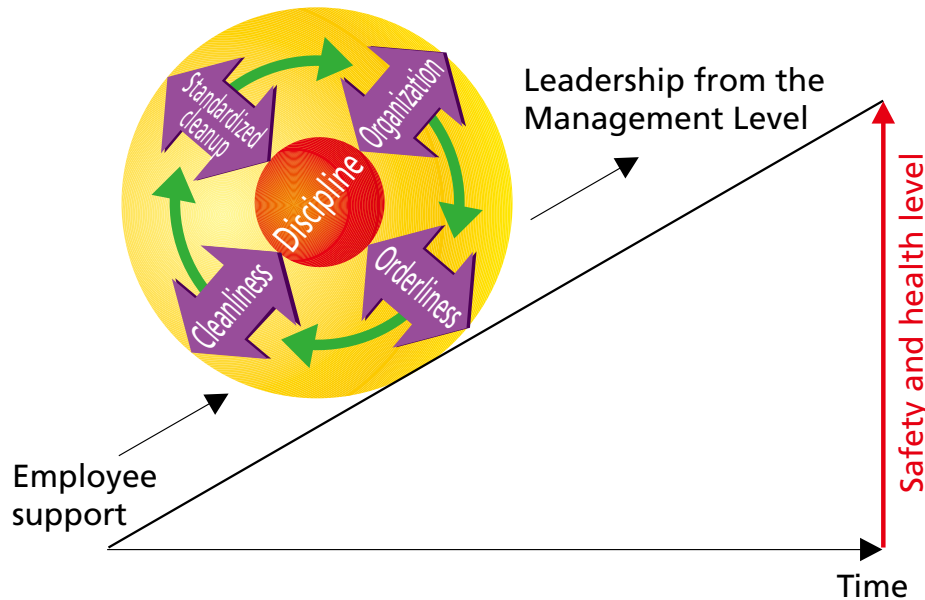
Signature of Project manager/site agent: _____

Date: _____



5S – Housekeeping (Appendix 7)

5S (organization, orderliness, cleanliness, standardization, and discipline) originated from Japan. It is a very effective method for housekeeping. In addition to the emphasis on site management, the idea of 5S is to cultivate in staff members a habit of keeping the site clean and in good order, with its ultimate goal to improve safety and health level at the work sites.



Organization, orderliness, cleanliness, standardized cleanup, and discipline

All steps in the 5S are intertwined with one another. Each should be implemented in synchronization with all others for a clean site and eventually for improvement in safety and health level.

Organization

In order to avoid the site from becoming chaotic useful stuffs should be clearly sorted out from those that are not needed. Organization is to remove unwanted stuffs from work site. It includes the following points:

- Criteria should be in place to determine the usage of materials. Thoughts are given to the frequency of use, time & quantity required.
- Procedures should be formulated to deal with all unwanted materials, e.g. disposed of returned store or sold away.



Mixed storage of empty & filled gas cylinders



After organization, Gas cylinders stored upright in trolley ready for use

Orderliness:

“Orderliness” is to place all materials in good order and make it easy for workers to retrieve and return. It includes the following points:

- System should be established to clarify all materials and decide the storage location & quantity.
- All materials should be placed in designated places and easy to locate and retrieve



Hand tools are put back on the tool rack after use



Materials are stored properly at site



Cleanliness

“Cleanliness” is to sweep away the dirt from the work site. The emphasis is to not only keep the work site clean, but also to check all the facilities, tools and machines, to see whether they are in good conditions. It includes the following points:

- Mark out each specific area for the workers to clean up.
- Make sure that workers understand how to clean up their work areas, facilities and tools.
- Train workers on how to check all the facilities and tools, and how to identify whether they are in operating state.



All the passageways are cleaned up; trash and waste have been properly removed



Dirt and mud should be wiped off from the safety shoes after work in order to keep the workplace clean

Standardization

Standardization is to set up the standards for a clean work site in order to measure whether the site meets the safety requirements.



Testing the gases composition to make sure they meet the safety and health requirements



Transparent machine guards are used on machinery, making it convenient to check whether the equipment complies with necessary standards



Discipline

There must be guidelines for the workers to follow before they make them a habit. Each worker is given the opportunity to participate in the safe practices, and they are encouraged to follow every single safety guideline. By doing this, a safe working environment is established with contribution from each worker. In addition, they will be able to have firsthand experience of the benefits and improvements from implementing 5S. Thus, discipline turns into voluntary safety behaviors.



The worker clean up his own working area voluntarily after work



The site agent, through inspection programme, evaluates the effect of implementing 5S on a regular basis to decide on future improvements actions



Final Check Checklist (Appendix 8)



Name of Principal Contractor: _____ Name of site: _____

Name of Inspector: _____ Date: _____ Time: _____

Items to check	Satisfactory/ Unsatisfactory	Follow-up Actions
Housekeeping:		
Housekeeping removed	Y / N	
Trash in bins and removed regularly	Y / N	
All passageways are kept clear	Y / N	
Machinery:		
Dirts, chips and grease removed	Y / N	
Dirts on the gas pipe, wires, oil meter, pressure gauge removed	Y / N	
Electrical installations and facility:		
Dust and dirt in switch-room and switchbox removed	Y / N	
Dust and dirt on the electrical installation and wires removed	Y / N	
The power supply and switchboard turned off	Y / N	
Hand tools:		
Dust; dirt and grease removed	Y / N	
Dust; dirt and grease the tool rack / tool box removed	Y / N	
Hand tools returned to rack or tool box	Y / N	
Chemicals:		
Chemicals storage and usage area cleaned up	Y / N	
Lifting appliances:		
Dust, chips and dirt removed	Y / N	
Dust, chips and dirt on racks in storage area	Y / N	
Lifting appliances and mechanical equipment locked	Y / N	



Final Check Checklist (Appendix 8)



Items to check	Satisfactory/ Unsatisfactory	Follow-up Actions
Water supply and drainage system:		
Water supply shut off	Y / N	
Movable pumps turned on	Y / N	
Drainage system kept clear	Y / N	
Fire:		
All fires sources extinguished	Y / N	
Materials stacking:		
Excess materials returned to store & locked	Y / N	
Stacking height too high	Y / N	
Scaffolding:		
Bamboo scaffold fastened.	Y / N	
Trash on the scaffold safety net removed	Y / N	
Trash on the catch fan cleaned up	Y / N	
No gap in safety net	Y / N	
Metal scaffold and braces firmly erected	Y / N	
Other:		
Gate locked security posted	Y / N	

Name of Inspector: _____

Signature of Inspector: _____

Date: _____



An Overview of the Safe Working Cycle



(Appendix 9)

Note: ★ Priority Items

◆ Important Items

⊕ Planned Items

Daily Items	Weekly, monthly or intermittent items
◆ Morning safety exercises	Weekly
◆ Morning Meeting	◆ Weekly process safety discussion
★ Hazard Identification	◆ Weekly site tidying up
★ Prior-to-work Inspection equipment and electrical installation, etc.	★ Weekly inspection on mechanical equipment and electrical installation, etc.
★ Inspection by Safety supervisor	★ Weekly inspection
★ Guidance & supervision at work	Monthly
★ Inspection by Project manager/site agent	★ Safety Committee Meeting
Lunch break	★ Monthly inspection on mechanical equipment and electrical installation, etc.
★ Guidance and supervision at work	★ Safety training
★ Inspection by Project manager/site agent (When needed)	◆ Safety meeting
★ Daily process safety discussion	On needed-basis
★ Tidying up after work	★ Safety induction training courses for new staff
★ Final check	★ Approval for new mechanical equipment
	⊕ Pre-commencement meeting with Subcontractors in advance
	⊕ Special meetings including safety meeting
	⊕ Various safety trainings



Observation Sheet for Safe Behaviour



(Appendix 10)

Contractor : _____

Project : _____

Address of construction site : _____

Working area inside building : _____

Date : _____ Working group : _____

Time : _____ Name of assessor : _____

Type (e.g. personal protective equipment) :

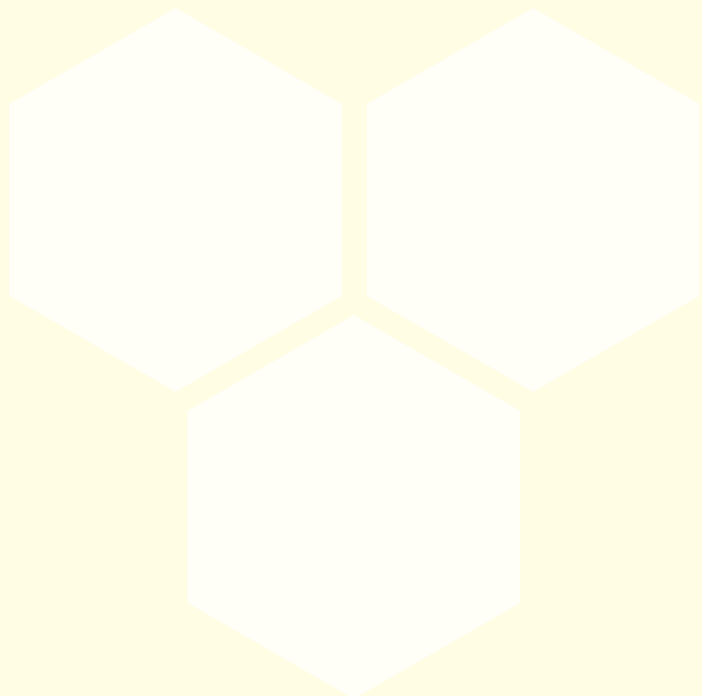
Item No.	Behaviour to be monitored	Safe	At risk	Not observable
$\% \text{ of safe performance} = \frac{\text{Total number of 'Safe'}}{(\text{'Safe'} + \text{'At risk'} + \text{'Not observable'})} \times 100$				

Comment/remark:



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職業安全健康局

OCCUPATIONAL SAFETY & HEALTH COUNCIL

19/F, China United Centre, 28 Marble Road,
North Point, Hong Kong

Tel : 2739 9377 Fax : 2739 9779

E-mail : oshc@oshc.org.hk

Hotline : 2739 9000

SafeFax : 2316 2576

Homepage : www.oshc.org.hk

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**ANNEX 7 - REFERENCE MATERIALS ON CONSTRUCTION SITE
WELFARE, HEALTH AND SAFETY MEASURES**



CONSTRUCTION
INDUSTRY COUNCIL
建造業議會



REFERENCE MATERIALS ON

CONSTRUCTION
SITE
WELFARE
—
HEALTH
—
AND
—
SAFETY
MEASURES

REFERENCE MATERIALS ON

CONSTRUCTION
SITE
WELFARE

HEALTH

AND

SAFETY
MEASURES

Disclaimer

Whilst reasonable efforts have been made to ensure the accuracy of the information contained in this publication, the CIC nevertheless would encourage readers to seek appropriate independent advice from their professional advisers where possible and readers should not treat or rely on this publication as a substitute for such professional advice for taking any relevant actions.

Enquiries

Enquiries on this Reference Materials may be made to the CIC Secretariat at:

CIC Headquarters
38/F, COS Centre
56 Tsun Yip Street
Kwun Tong, Kowloon
Hong Kong

Tel : (852) 2100 9000
Fax : (852) 2100 9090
Email : enquiry@cic.hk
Website: www.cic.hk



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Preface

The Construction Industry Council (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 publication have been adopted, the purposes of which are as follows:

Alerts

Reminders in the form of brief leaflets produced quickly to draw the immediate attention of relevant stakeholders the need to follow some good practices or to implement some preventative measures in relation to 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 these Reference Materials by industry stakeholders where appropriate.

Guidelines

The CIC expects all industry participants to adopt the recommendations set out in such Guidelines and to adhere to such standards or procedures therein at all times. Industry participants are expected to be able to justify any course of action that deviates from those recommendations.

Codes of Conduct

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

If you have attempted to follow this publication, we do encourage you to share your feedback with us. Please take a moment to fill out the Feedback Form attached to this publication in order that we can further enhance it 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.



1 Introduction

- 1.1 In recent years, it is delighted that many construction sites have drastically improved the working environment. To enhance and promote the importance of the working environment at construction sites to real estate developers and construction industry, the Construction Industry Council (CIC) has compiled Reference Materials for the provision of welfare, health and safety measures on construction sites.
- 1.2 Provide a good working environment is not only for workers' safety, health and well-being, but also reduce the occurrence of accidents and enhance a sense of belonging towards the company and work efficiency. Moreover, it can uplift corporate image of construction industry, result in attracting more newcomers and to support a healthy, long lasting and continuous development in construction industry.
- 1.3 This Reference Materials are provided to promote the good practice on the provision of workers welfare and health facilities and measures adopted by the Development Bureau, the Hong Kong Housing Authority (HKHA), the MTR Corporation Limited and main contractors to protect the safety of workers for consideration for adoption on construction sites.

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- 1.4 Employers, contractors, subcontractors, and building professionals should consider the merits and suitability of the proposed facilities and measures for the specific site conditions and nature of building works.

2 Limitations

- 2.1 It is important to note that the compliance with this publication does not of itself confer immunity from legal obligations in Hong Kong. Employers or contractors are reminded to observe and comply with statutory provisions, relevant codes of practice and other Government departments' requirements so as to discharge their legal and other pertinent duties in respect of construction workers.
- 2.2 Any standards, procedures, forms or specifications stipulated in this publication are by no means exhaustive. Contractors and subcontractors shall critically examine their applicability and suitability taking into account the actual conditions of the site and the workers, and the specific hazards of the project.
- 2.3 Whilst the content and suggestion details may differ slightly from individual contracts, this publication addresses the items to be noted when reviewing the contracts as identified by the CIC and the industry stakeholders. Developers, contractors and subcontractors should review their existing contracts and seek opinions from legal consultant based on the recommendations of this publication.

3 Definitions

3.1. Employer

In relation to construction works, means any person or entity that directs the contractor under a construction contract and is obliged to pay for the services/ works provided by the contractor in compensation.

3.2. Contractor

Contractor means any person or firm engaged in carrying out construction work by way of trade or business, either on his own account or pursuant to a contract or arrangement entered into with another person, including the State or any public body.

3.3. Subcontractor

Subcontractor means a person or firm employed by a contractor to perform construction work under a contract for services.



4 Guidance for Implementation

4.1. Employers

- 4.1.1. Employers (i.e. Developers) directing contractors in a construction contract and paying for their services should render support to contractors for implementing the measures recommended in this publication. Employers are also encouraged to mandate the contractor to adopt this publication by incorporation into contractual provisions.
- 4.1.2. Employers are recommended to formulate appropriate specification clauses for including the measures in tender. As a result, contractors can be required to implement the measures on site.
- 4.1.3. Furthermore, as the publication is not intended to be exhaustive, the employers should determine the measures to be implemented according to the site conditions.

4.2. Contractors/ Subcontractors

- 4.2.1. Contractors and/ or subcontractors should implement the measures stated in contract by employers.
- 4.2.2. Contractors and/ or subcontractors are recommended to put up posters or notices on site to provide information of the welfare, health and safety measures for site personnel and workers.

4.3. Construction Workers

- 4.3.1. Construction workers should take note of and comply with the relevant site safety guidelines/ safety measures set out by the contractors and/ or subcontractors.

5 Welfare Facilities

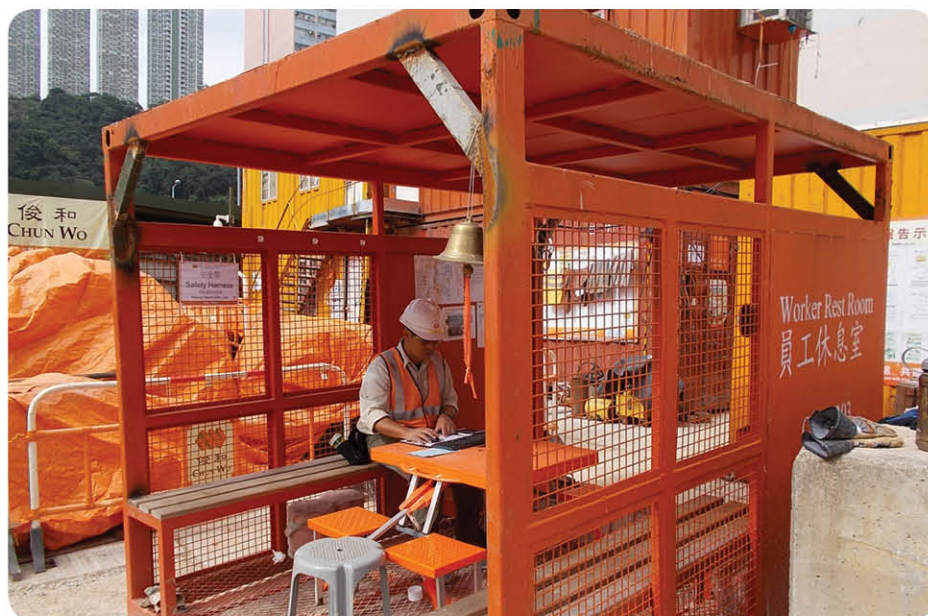
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5.1. Workplace Sheltered Rest Area/ Rest Rooms

- 5.1.1. Sheltered rest areas shall be able to provide sun shade, wind screen, seats and tables, hand wash facilities, rubbish bins, drinking facilities with proper ventilation.
- 5.1.2. Sheltered rest areas shall be at convenient locations close to working places of workers for them to take rest break or meal break. Also it shall be in adequate number taking into account the number of workers and their locations on the site.

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- 5.1.3. The contractor shall provide adequate covered areas, equipped with tables and chairs, for workers to take their meals or refreshment on site. The areas shall be protected from the weather and adequately illuminated.
- 5.1.4. These areas may also be used for conducting tool box talks, safety briefings and other safety related gatherings and be equipped with a white board and a notice board.



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5.2. Drinking Water Facilities

- 5.2.1. The contractor shall provide free drinking water facilities and cups for workers on site.
- 5.2.2. The water dispensing points shall be a minimum of a 20 litres carboy, provided with a tap, a distilled water drinking fountain, or any other form of water dispensing facilities that the contractor considers appropriate and approved by the Engineer.

5.2.3. The contractor shall maintain the drinking water facilities in a clean and hygienic condition and refill the drinking water when empty.

5.2.4. The contractor shall provide a minimum of 1 water dispensing point for every 50 workers.



5.3. Dining Facilities

5.3.1. Site shall be provided with sufficient facilities for employees and subcontractors for taking meals which shall be equipped with tables, chairs and refrigerator; facilities for warming of food, supply of hot and cold drinking water, separate rubbish bins are to be provided where possible. Please refer to Cap 59I Construction Sites (Safety) Regulations section 66.



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5.3.2. Dining facilities are to be provided with means of temperature and ventilation control and an area shall be provided to wash and dry eating utensils.

5.3.3. Vending machine with drinks shall be installed where possible.



5.4. Personnel Washing Facilities

5.4.1. Site shall provide hand washing facilities. The hand washing facility shall be equipped with liquid or hand soap and hand drying provisions.

5.4.2. Hand washing facilities are provided at each hand basin. Consideration should be given to supply emergency eye wash bottles in these areas.

5.4.3. The facility is to be cleaned and disinfected daily.

5.4.4. The contractor shall provide hand-wash facilities in the form of water points and sinks for workers working on site.

5.4.5. The number of hand-wash facilities provided on site shall be at a ratio of not less than one for every 25 workers or as determined by the Engineer.

5.4.6. The discharge from hand-wash facilities shall be collected to prevent spillage on the floor and discharged to a water reception tank or flushing water supply tank.

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5.5. Shower Facilities

- 5.5.1. Site shall provide showers on site. The shower is to be equipped with a private cubicle and screen.
- 5.5.2. The shower is to supply hot and cold running water such as where processes are particularly dusty/ hazardous. Soap and/ or suitable cleaning agents should be provided with shower facilities.
- 5.5.3. Separate female showers shall be provided.
- 5.5.4. All shower facilities shall be cleaned and disinfected daily.
- 5.5.5. Ratio of shower cubicles to workers shall be 1:50.
- 5.5.6. The contractor shall provide sufficient showering facilities on site. The showering facilities shall be provided indoors or inside containers, with appropriate drainage connections.
- 5.5.7. The contractor shall provide separate showering facilities at different locations / rooms for use by male or female workers.
- 5.5.8. Each showering point shall be furnished with a hot and cold water supply.

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5.6 Sanitary Facilities

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- 5.6.1. Site shall provide sanitary facilities. The facility shall be equipped with private cubicles, urinals, sanitary disposal units for females employed as well as connection to a sewerage system.
- 5.6.2. Mobile flushing chemical toilets should be used where it is not practicable to connect the sanitary facilities to a sewerage system.
- 5.6.3. Each cubicle and urinal should be washed and disinfected daily; and sanitary disposal units should be regularly serviced.
- 5.6.4. Sanitary facilities should be located near the workplace and easy to access without any, nuisance to the public or other employees.
- 5.6.5. Sanitary facilities should be located at least on each fifth floor, where the building operation extends over many storeys.

- 5.6.6. The contractor shall provide toilet facilities of either of the following types on site:
 - (a) Wet type with flushing water supply and the toilet waste properly collected and discharged into a sewerage system, septic tank, soak away system, or in-situ sewage treatment facilities proposed by the contractor and approved by the Engineer.
 - (b) Chemical type complete with containers for regular cleaning and removal by specialist appointed by contractor.

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- 5.6.7. For connection to a public sewerage system, the contractor shall obtain approval from the Drainage Services Department prior to making the connection.
- 5.6.8. If a soak away system is adopted, the contractor shall carry out in-situ percolation test to prove that the soil shall have sufficient absorption capacity to treat the toilet waste flow. The test results shall be submitted to the Engineer for record before discharging.
- 5.6.9. If in-situ sewage treatment facility is adopted, the plant shall be equipped with disinfection unit to sterilize the treated effluent before discharging.
- 5.6.10. The number of toilet facilities provided on site shall be at a ratio of not less than one for every 25 workers and a minimum of one on every floor or at locations as determined by the Engineer. The contractor shall provide separate toilet facilities for use by male and female workers.
- 5.6.11. The contractor shall maintain the toilet facilities in clean and hygienic condition and shall ensure that they are emptied, cleaned and disinfected at least daily and adequate toilet supplies are provided continuously.

5.6.12. The contractor shall rigorously enforce the use of the toilets for all workers. Disciplinary action shall be taken against workers from excreting or urinating outside the toilets provided in site.



5.7. Uniform

5.7.1. The contractor shall ensure that all workers involved in site works, except workers who are engaged for the execution of the works on the site for an aggregated period of 7 days or shorter, wear a set of site uniform when they are on the site in accordance with the provisions of contract clause. The site uniform, in the form of polo shirt (short-sleeve or long-sleeve to suit the weather conditions) and trousers, shall adopt the design of the anti-heat stress uniform of the Hong Kong Polytechnic University or a similar design submitted to and not disapproved by the Engineer/ Architect/ Supervising Officer within 5 working days after the date of delivery of the design to the Engineer/ Architect/ Supervising Officer. The contractor may show the contractor's logo or a subcontractor's logo on the site uniform.

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5.8. Changing Facilities

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- 5.8.1. The site shall provide secure adequate changing facilities that are sheltered from inclement conditions and shall provide means of temperature and ventilation control.
- 5.8.2. A locker in which the employee can store his clothing/personnel belongings and PPE.
- 5.8.3. The facility shall be equipped with benches or chairs plus adequate lighting and ventilation.
- 5.8.4. Separate facilities shall be provided for female employees.
- 5.8.5. The facilities shall be provided with privacy consideration and allow employees' changing out of public view.

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- 5.8.6. The contractor shall provide secure PPE storage lockers for use by workers. The storage lockers shall be placed at a location, sheltered from the elements, as close to the site entrance as possible.
- 5.8.7. The contractor shall provide a storage locker for each worker.



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5.9. Implementation of P and N Caring Programme

The contractors shall provide caring programme for new workers, making reference to the practices recommended by the Guidelines on The Implementation of “P” and “N” Caring Programme issued by CIC, including but not limited to the following:

- 5.9.1. Regarding probationers (workers who newly join the construction industry or with relevant job experience of less than 6 months):
- Provide identification with “P” labels;
 - Assign mentors (with a ratio of 1 mentor to not more than 4 probationers) who possess good experience on the site to take care of the probationers and provide guidance on site safety with a caring period not less than 3 months;

- Provide a safety orientation programme covering the essential safety aspects related to the site, guidance for work and arrangement for familiarisation of the site; and
- Subject to the mentor being satisfied with the probationer's safety performance, remove identification label from safety helmet after the 3 months' caring period.

5.9.2. Regarding newcomers (workers with relevant job experience of more than 6 months but newly arrive at the site):

- Provide identification with "N" labels;
- The display of "N" labels shall not be less than 2 weeks; and
- Provide a safety orientation programme covering the essential safety aspects related to the site, guidance for work and arrangement for familiarisation of the site.



5.9.3. There are requirements of labels for Probationers and Newcomers:

- Each label shall be adhered on a conspicuous part of a safety helmet;
- The size of label shall not be less than 50 mm (L) x 50 mm (H);
- The name and telephone number of the mentor shall be shown on the label; and
- The date on which the worker joined the site shall be shown on the label.

6 Health Facilities

Main Contractor

6.1. First Aid Facilities/ First Aider

- 6.1.1. First aid room or containers are to be provided on site in accordance with the requirements of the Construction Sites (Safety) Regulations.

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- 6.1.2. The contractor shall provide a site clinic stocked with sufficient first aid supplies and facilities and equipment for transporting the injured (stretcher, man basket), appropriate to the site conditions.
- 6.1.3. First aid kits, up to the standards required by the Occupational Safety and Health Ordinance, Cap 509 and the Factories and Industrial Undertakings Ordinance, Cap 59, shall be installed on every office floor, every canteen, every workshop, at 100m intervals in tunnels, and carried in each supervisor's vehicle for work in remote areas.
- 6.1.4. A qualified first-aider is required on site at all times when work is being carried out. Under Cap 59I Construction Sites (Safety) Regulations, 1 first-aider is required for workers between 30-99 and 2 is required for 100 or more.
- 6.1.5. The contractor shall maintain a register of all persons having received first aid treatment.



6.2. Provision of Automated External Defibrillators (AED)

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- 6.2.1. The contractor shall provide an Automated External Defibrillator (AED) for resuscitation at the site office with trained personnel to operate the machine.
- 6.2.2. The operator of the AED shall have attained the training course or revalidation training on use of AED organized by the Occupational Safety & Health Council (OSHC) or the Hong Kong St. John Ambulance or equivalent training provider.



6.3. Medical Examination

6.3.1. The contractor shall provide regular health screening which includes tests on hearing, cholesterol and blood sugar levels, body mass index, waist to hip ratio, blood pressure and lung function test (peak flow and exhaled carbon monoxide level).

6.3.2. Divers shall undergo regular yearly medical checks and obtain certificates of fitness, which shall be available to the Engineer for review.

6.3.3. Medical Examinations for Health related matters which may affect the workplace such as fumes or vapours from hazardous or toxic substances, pollution, noise, radiation etc., are to be reviewed.

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6.4. Health Assurance Programme

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6.4.1. Work related health aspects, such as pre-employment and routine medical examination of employees engaged in specific jobs, shall be considered (refer to the Guidance Notes on Medical Examinations for Workers engaged in Hazardous Occupations in Industrial Undertakings issued by Labour Department (LD)).

6.4.2. Health surveillance is to be used to detect adverse health effects at an early stage. Appropriate risk assessment to identify the circumstances in which health surveillance becomes necessary.

6.4.3 Health related matters which may affect the workplace such as fumes or vapours from hazardous or toxic substances, pollution, noise, radiation etc., are to be reviewed.



6.5. Working in Hot Weather

- 6.5.1. The contractor shall provide safety helmets with ventilation slots to allow heat to escape. Also, they shall provide lightweight and light colored clothing.
- 6.5.2. The contractor shall comply with the LD's publication relating to the safe working in hot weather "Prevention of Heat Stroke at Work in a Hot Environment" and the "Guidelines on Site Safety Measures for Working in Hot Weather" by the CIC.
- 6.5.3. The contractor shall conduct a risk assessment and identify precautionary measures to reduce the risk to an acceptable level.

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- Provide compulsory rest break;
- Supply fans in working locations,
- Provide misting machines, and
- Provide air-conditioners in the cabins of tower cranes, tunnel boring machines and other plant where the operator is likely to be exposed to high temperatures.



- 6.5.4. The contractor shall keep heat-generating machinery (e.g. diesel air compressors or generators) away from workers or use insulating materials to minimize heat dissipation as far as reasonably practicable.



- 6.5.5. The contractor shall use mechanical aids for execution of works where appropriate to minimize workers' physical exertion.

- 6.5.6. The contractor shall establish administration control measures with trained supervisors to take heed of hot weather report and if necessary, to reschedule outdoor work or to arrange job rotation or suitable rest breaks to avoid prolonged working in hot environment.

- 6.5.7. The contractor shall assign a lower workload or shorter working duration as a start to the workers new to a hot environment.

- 6.5.8. The contractor shall avoid assigning workers who may have difficulties in coping with heat to work under hot environment.

- 6.5.9. The contractor shall arrange regular rest periods to reduce the period of exposure to the hot environment to let the workers cool down. Apart from the regular 30-minute rest period during the afternoon work session, allow an additional 15-minute rest period during the hot summer months (from May to September every year).

- 6.5.10. The contractor shall provide relevant training and site safety information to supervisors and workers in understanding the potential

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risks for working in hot environment inclusive of the knowledge in recognizing symptoms of heat-related disorders, the precautionary measures and the emergency responses.

6.5.11. The contractor shall prohibit consumption of alcoholic drinks.

6.6. Non-smoking Policy

6.6.1. The contractor shall mandate a non-smoking policy including the rules adopted by the contractor with respect to prohibition of smoking on site.

6.6.2. In the event that the contractor does not fully prohibit smoking on site, include a site plan showing the number and sizes of the designated smoking areas and describe the associated requirements of provisions of fire fighting appliances and cleaning services in the policy.

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7 Safety Measures

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7.1. Pay for Safety Scheme (PFSS)

7.1.1. The objective of PFSS is to remove site safety from the realm of competitive tendering and it has the support of the construction industry. The required items are as follow:

- Complete draft Safety Plan
- Complete Safety Plan
- Updating of Safety Plan
- Provide Safety Officer
- Attend Site Safety Management Committee
- Attend Site Safety Committee
- Arrange and attend weekly Safety Walk
- Provide safety training in the form of trade specific advanced safety training to skilled workers

- Provide safety training in the form of site specific induction training
- Provide safety training in the form of tool box training
- Participate in safety promotional campaign as instructed by the Architect/Engineer

7.1.2. A Safety Improvement Incentive Scheme shall be operated by the Engineer, to recognize the performance of the contractor above that required in the contract.

7.1.3. The employer is committed to maintaining a safety first culture for all his projects. The safety of customers, the public, contractors and employees, is the first priority. The employer is also committed to carrying out new projects in a responsible and environmentally friendly manner. To promote and enhance this safety first and environmentally friendly culture, the employer shall implement an Incentive Payment for Safety and Environmental Performance.

7.1.4. The employer has identified key areas and set challenging targets for safety and environmental performance to be achieved by the contractor. When the Engineer considers that the target criteria have been achieved, the contractor shall be entitled to the incentive payment.

7.1.5. The incentive payment will be certified by the Engineer and included in the valuation period during which the performance target is achieved. Unless otherwise indicated within the payment criteria, the Engineer's decision on achievement of performance targets shall be final. The Engineer will advise the contractor of the assessment result as soon as is practicable.

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- 7.1.6. The contractor shall submit a Subcontractor's Incentive Scheme for Approval by the Engineer, indicating how the Scheme is to be cascaded down to the subcontractors. Incentive payments may be suspended by the Engineer if there is no Approved Subcontractor's Incentive Scheme is in place.

7.2. Safety Auditing Scheme

Independent Safety Audit Scheme under Pay for Safety (ISAS)

- 7.2.1. The requirement of the ISAS using the safety auditing system are to be incorporated into the documents of mega capital works contracts (estimated contract sums exceeding \$1,000 million) or capital works contracts involving unconventional construction method even if the estimated contract sum is less than \$1,000 million.

- 7.2.2. Safety audits shall be carried out in not more than 6-month intervals by the appointed Safety Auditor and the Safety Audit Assistant proposed by the Safety Auditor. They are to continue until the date of substantial completion of the works/ the expiry of the contract period.

- 7.2.3. Taking into account of the Safety Audit reports, the Architect/ Engineer shall issue warning letter to the contractor urging for improvements to be made. Besides, the Architect/ Engineer might consider marking the overall "site safety" section "very poor" if serious deficiency or non-compliance in the contractor's safety management system has been revealed or the contractor is persistently failed to improve to the shortcomings identified by the Safety Auditor.

- 7.2.4. Major contracts are subject to an independent safety audit and inspection regime. Safety audit is conducted at the start of the contract and then annually and a monthly 'surprise' site condition inspection shall be conducted. The audit and inspection is a compliance audit on contractual safety requirement, legal requirement and the contractors' own health and safety plan.



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7.3. Safety Policy

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- 7.3.1. A safety and health policy is a written statement produced by the contractor, signed by a senior member of the management board, in which it sets out its aims and objectives for securing safety and health and the means whereby the objectives can be met. It is the contractor's statement of intent on matters of safety and health.

7.4. Safety Plan

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- 7.4.1. The contractor shall be in accordance with Special Conditions of Contract (SCC) to prepare and submit to the Architect/Engineer six copies of the Safety Plan signed by the Site Agent and the Safety Officer. It shall contain details of the following 14 key elements of a safety management system :

- Safety Policy
- Safety Organization
- Safety and Health Training
- Safety Rules and Regulations
- Safety Committees
- Safety And Health Inspections
- Job Hazard Analysis
- Personal Protective Equipment (PPE)
- Accident/Incident Investigation
- Emergency Preparedness
- Safety Promotion
- Health Assurance Program
- Evaluation, Selection and Control of Subcontractor
- Process Control Program



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- 7.4.2. The contractor shall supervise and monitor implementation of the Safety Plan.

- 7.4.3. The contractor shall ensure that sub-contractors and all persons working on the site are made aware of and comply with the Safety Plan.

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- 7.4.4. The contractor shall submit, as part of the health and safety documentation, a Health and Safety Policy Statement, Health and Safety Plan and Health and Safety Procedures for the Works within 60 days.

- 7.4.5. The Health and Safety Policy shall declare that health and safety shall be given the highest priority in all aspects of the work and in the discharge of all contractual obligations.

- 7.4.6. In the event that the contractor is a consortium, partnership or joint venture, there shall be only one Health and Safety Policy that shall be signed by the Chief Executive Officers of each of the companies comprising the consortium, partnership or joint venture.
- 7.4.7. The contractor shall develop and implement a Health and Safety Plan to fully comply with the requirements of the contract, the employer's safety documentation and all relevant enactments, Codes of Practice, safety guidelines and relevant international standards.
- 7.4.8. The contractor shall review every 6 months, following a major incident or accident or as required by the Engineer, all health and safety documents to reflect changes to work practices, phases of work and enactments.
- 7.4.9. The contractor shall submit copies of the proposed changes to the safety documentation to the Engineer for approval prior to inclusion and implementation.
- 7.4.10. The contractor shall include in the Health and Safety Plan an organisation chart which shows all staff on the contract and highlights those who are employed solely in connection with health and safety. The chart shall show the seniority of staff and their reporting lines to the most senior person on site. A safety responsibility statement shall be included for each position shown on the chart.

7.5. Safe Working Cycle

- 7.5.1. Practise Safe Working Cycle to improve and promote the safety and health of the site. Safe Working Cycle should begin when there are workers working on the site, and shall cease by the date of substantial completion of the works. The activities of Safe Working Cycle are classified into 3 categories. They are Daily Cycle, Weekly Cycle and Monthly Cycle. Details of the each category of Safe Working Cycle are given below:

(a) Daily Cycle:

- Pre-work Exercise and Safety (PES) meeting;
- Hazard Identification Activity (HIA) meeting;
- Pre-work Safety Checks;
- Safety inspection by Site Agent or his representatives;
- Guidance and supervision during work;

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- Safety coordination meeting;
- Daily cleaning and tidying up of the site;
- Checking of the site after each day's work.

(b) Weekly Cycle:

- Weekly safety inspection by Site Agent and Safety Officer and the Contract Manager or his representatives;
- Weekly safety coordination meeting;
- Weekly overall cleaning and tidying up of the site;
- Advance planning of the cleaning and tidying up, safety checks of the workplace, machineries and plant, before and after public holidays in the coming week(s). Site Agent and Safety Officer shall prepare a checklist of work making reference to the Handbook on Work Safety Immediately Before and After Public Holidays issued by OSHC and assign competent personnel for implementation and monitoring.

(c) Monthly Cycle:

- Site Safety Committee meeting and pre-meeting inspection.

7.5.2. The first 3 items under Daily Cycle described in sub-clause 7.5.1(a), namely, Pre-work Exercise and Safety (PES) meeting, Hazard Identification Activity (HIA) meeting and Pre-work Safety Checks, are collectively referred to as the "Pre-work Activities". Pre-work Activities are to be held for attendance by persons employed on the works (excluding clerical and administrative staff in site office), irrespective of whether they are in the employment of the contractor or subcontractors. Detail requirements for the Pre-work Activities are:



- (a) Arrange and hold PES meeting of about 10 to 15 minutes for all persons employed on the works. The PES meeting shall be led by the Site Agent or senior staff of site management of the contractor, who has attended the training course on Safe Working Cycle of OSHC or CIC. The PES meeting shall start with physical exercise, followed by a briefing to workers on the prevailing safety and health matters related to the site, such as common hazards and control measures, safety precautions, specific safety concerns etc.
- (b) Arrange and hold HIA meeting of about 10 minutes for the attendees immediately after the PES meeting. Alternatively, the HIA meetings can be held in small groups according to the trades, work teams or works areas set out by the contractor for the site. If so, the contractor shall ensure that the assigned persons are competent to lead the HIA meetings. Persons who have attended one day training course on HIA leadership provided by OSHC are considered competent to lead the HIA meetings. The issues discussed at the HIA meetings shall cover, but not limited to:
- Implementation of the already devised safe systems of work for hazardous works to be carried out in accordance with the Safety Plan;
 - Hazards and control measures specific to the works or trades;
 - Special safety concerns;
 - Assurance of safety requirements and measures;
 - Reprimand of repeated irregularities and malpractice etc.
- (c) Arrange and hold Pre-work Safety Checks for the attendee immediately after the HIA meeting. The Pre-work Safety Checks shall be carried out by foremen, gangers, Safety Supervisors or Safety Representatives of the attendees according to the trades, work teams or works areas. The Pre-work Safety Checks shall include the checking of personal protective equipment worn by attendees before they start working on that day such as safety helmet, reflective vest, ear protectors, eye protectors, safety harness, safety footwear etc.



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7.5.3. Pre-Work Activities are to be held daily, but in any case the frequency of Pre-work Activities for attendance by each person employed on the works shall not be less than once a week. The Pre-work Activities shall be carried out prior to any work carried out by the persons attending the Pre-work Activities on that day.

7.5.4. Maintain attendance records of the workers participating in the Pre-Work Activities including their names and trades. Such attendance records are to be certified by Site Agent. Maintain electronic photo record showing the attendants during such activities. These records shall be made available for Contract Manager's inspection upon request by Contract Manager.

7.5.5. Trade Specific Pre-Work Activities (Hazard Identification Activity meetings and Pre-work Safety Checks) are to be conducted by the respective nominated subcontractors prior to the commencement of particular type of the nominated building services subcontract works.



7.6. Safety Representatives

7.6.1. The safety staff organisational structure including an organisation chart which shows the chain of responsibility and accountability from

- Managing Director
- Project Manager
- Safety Manager
- Site Agent
- Safety Officer(s)
- Safety Supervisors

Responsibilities and duties of these safety personnel shall be defined.

7.6.2. The contractor shall appoint at least the following number of safety staff:

- | | |
|---------------------------|-------|
| • Safety Manager | 1 no. |
| • Safety Training Officer | 1 no. |
| • Nurse | 1 no. |

7.6.3. The Safety Manager shall have at least 5 years experience in relevant construction work, 3 years of which shall be at Senior Safety Officer or Safety Manager level.

7.6.4. The Safety Training Officer shall be a Registered Safety Officer with at least 1 year post registration experience in civil construction work and a formal qualification in training.

7.6.5. The nurse shall be a qualified, Hong Kong enrolled nurse or registered nurse with 2 years post qualification experience.

7.7. Specific Requirements related to Lifting and Use of Electricity

7.7.1. The requirements regarding safety for crane and lifting operation stated in contracts are as follows:

Lifting Operation

7.7.1.1. The contractor shall provide warning system in the form of light and/or sound to alert the crane operator.



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7.7.1.2. The contractor shall provide adequate buffer zone on both sides to slow down the slewing movement of cranes.

7.7.1.3. The contractor shall arrange regular inspection and maintenance of the warning system and automatic control device.



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7.7.1.4. The contractor shall ensure to tie all materials safely and securely.

7.7.1.5. The contractor shall provide site personnel to assist the slinger to carry out his work within the lifting zone.



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7.7.1.6. The contractor shall implement a Permit to Move and Permit to Operate System for all cranes, piling rigs and similar machines operating or moving in the site.

7.7.1.7. The Permit Systems shall ensure that a competent person, other than the plant operator, has inspected the area where the plant is to travel or operate to confirm that it is safe to do so.

7.7.1.8. Crawler cranes, hydraulic cranes and tower cranes are to be fitted with audible warnings and indicator light to show that the Automatic Safe Load Indicator (ASLI) of the crane is functioning correctly. (Under Regulation 7B of the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulation, Cap 59J, a crane shall fit with an ASLI unless the maximum safe working load of the crane is 1 tonne or less or is operates with a grab or any electro magnetic means)

7.7.1.9. The indicator lights shall be installed so that they can be easily seen by persons on site, i.e. above the control cabin, above the ballast or at a conspicuous location on the crane.



Safety of Electricity (low voltage hand held tools)

7.7.2. The requirements regarding Safety of Electricity (low voltage hand held tools) in contracts are as follows:

- 7.7.2.1. All electric portable cables shall be heavy-duty type or otherwise adequately protected against mechanical damage if laid on ground.
- 7.7.2.2. Install earth leakage circuit breaker for over 110V.
- 7.7.2.3. All hand-held electrical tools and portable equipment (e.g. submersible pumps), whether they belong to the contractor or subcontractors of all tiers, nominated subcontractor or specialist contractors under domestic subcontract, shall be examined by the Registered Electrical Worker before they are used on site. The examination shall include visual inspection for the general conditions of the tools and equipment and also tests for checking the functional, protective conductor continuity, polarity and insulation aspects. After passing the examination, all hand-held tools and equipment shall be registered and recorded. Identification labels showing the registration number, type of the tool, name of the owner and date of examination stamped with the contractor's company chop shall be affixed to these tools and equipment. Re-examination of the registered hand-held tools shall be carried out at 3-month intervals or each time after repairs to damages.

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- 7.7.2.4. Portable and hand-held tools and temporary site lighting shall be operated at a voltage of 110V or less supplied from a step-down transformer.
- 7.7.2.5. Temporary electrical distribution boards shall be kept locked. Legible warning notices (Danger-Electricity) in both Chinese and English, names and telephone numbers of such authorised persons shall be posted on the temporary distribution boards.

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- 7.7.2.6. The following voltages shall be adhered to throughout the distribution systems:
- site power kiosk for portable and hand held tools - RLV 110 V 1 phase;
 - site lighting (other than flood lighting) - RLV 110 V 1 phase;
 - portable hand-lamps (general use) - RLV 110V 1 phase; and
 - portable hand-lamps (confined and damp situations) - 25V 1 Phase.

7.8. Safety and Health Training Requirement

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7.8.1. The contractor shall provide the following training:

- General induction training;
- Site specific induction training;
- Tool box talks;
- Trade specific safety and health training to be arranged and conducted by the respective nominated subcontractors; and
- Lunchtime's safety talks

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- 7.8.2. All contractor's workers and staff shall undertake a site-specific safety induction course before they commence work on site and attend a refresher training course every six months.
- 7.8.3. The induction course shall include the contract background, the employer's and contractor's safety standards, PPE requirements, safety rules, emergency procedures, site clinic locations, recent accidents and/ or incidents reporting procedures.

- 7.8.4. The contractor shall issue a site label to all personnel, in a format approved by the Engineer, within 24 hours of attending the induction and refresher course.
- 7.8.5. The site label shall include the worker's name, employee and "Green Card" number, photograph, name of the sub-contractor, types of safety courses attended, and expiry date of the pass (maximum 6 Months). The site label is to be displayed on the workers safety helmet at all times when on site.
- 7.8.6. The contractor shall keep records, including staff attendance, of all safety training courses conducted.
- 7.8.7. The contractor shall ensure that all persons involved in construction activities on site, have attended the Mandatory Basic Safety Training Course (for construction site workers) and hold a valid training certificate.
- 7.8.8. Where enactments require personnel to attend safety training, the contractor shall ensure that those persons have completed task training before assigning them to the task. These shall include plant operation, confined space entry, flame-cutting and gas welding, lifting and slinging, scaffold erection and dismantling. The contractor shall establish competency matrices to ensure full compliance with enactments.
- 7.8.9. Persons involved in high risk activities shall attend CIC trade specific training courses applicable to their trade (Sliver Card Training), prior to starting work.
- Painters and decorators working at height;
 - Carpenters working at height;
 - Demolition workers;
 - Plumbers working at height;
 - Bar benders and fixers;
 - Plasterers, tilers and external wall installation workers;
 - Curtain wall installers;
 - Bamboo scaffolders and metal scaffolders;
 - Tower crane workers (erecting, dismantling, telescoping and climbing);
 - Riggers; and
 - Lift installation workers.

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7.8.10. Health and safety toolbox training shall be conducted for all workers once a week for a minimum of 15 minutes. The content of the toolbox training shall be applicable to the work being carried out by the worker. Records are to be kept showing details of those attending and the topic given.

7.8.11. The contractor's safety management staff shall conduct a minimum of 25% of the toolbox training and safety supervisors shall conduct the rest.

7.8.12. The contractor shall report the number of training sessions and employees trained each month at the Site Safety Management Committee meeting and in his monthly report.

7.8.13. The contractor shall maintain a record of training received by all persons employed as gangers on site.

7.8.14. The contractor's site supervisory staff shall undertake the following safety training courses, or their equivalent, within 3 months of their appointment unless they have previously successfully completed the courses.

- (a) Occupational Safety Management for Project Managers (OSHC or CIC) (12 hours)
- (b) Risk Assessment (OSHC) (12 hrs).
- (c) Crisis Management (OSHC) (7 hrs).
- (d) Safety, Health and Environmental Supervisor (Construction) (OSHC) (49 hrs).
- (e) Accident Investigation (OSHC) (8 hrs).
- (f) Major Safety Regulations related to Working on Construction Sites (LD) (1 day).
- (g) Hazard Identification Activity (OSHC) (6 hrs).
- (h) Working at Height Safety (OSHC) (6 hrs).
- (i) Occupational Safety and Health Trainer (OSHC) (18 hrs).
- (j) Safety Inspections Course (OSHC) (8 hrs).

7.8.15. The contractor's senior managers (Project Director, Deputy Project Director, Senior Project Managers, Project Managers, Construction Manager and Contracts Managers) shall undertake courses (a) and (c). It is recommended that courses (b), (e), (f) and (j) are also undertaken.

7.8.16. The contractor's middle managers (Senior Project Engineers, Project Engineers, Senior Engineers) shall attend courses (b), (d), (e) and (j). It is recommended that courses (a), (c) and (g) are also attended.

7.8.17. The contractor's front-line managers (Senior Site Agent, Site Agent, Site Engineers) shall undertake courses (b), (d), (e), (f), (g), (h) and (j). It is recommended that course (c) is also attended.

7.8.18. The contractor's supervisory staff (Senior Construction Supervisor, Construction Supervisor, General Foreman, Foreman, Supervisor and Ganger) shall attend courses (b), (d), (e), (f), (g), (h) and (i).

7.8.19. The contractor's Safety Manager (or equivalent) shall attend courses (b), (c) and (i).

7.8.20. The contractor's safety staff (Senior Safety Officers, Safety Officers, Assistant Safety Officers and Safety Training Officers) shall attend course (i).

7.9. Silver Card Training

7.9.1. The contractor shall include in Safety Plan the programme and the number of workers to receive the Silver Card Training.

7.9.2. The contractor shall identify those workers in the specified trades without valid Silver Card and coordinate their enrolment in requisite Silver Card Training provided by CIC.

7.9.3. The contractor shall arrange and release workers of the trades to attend Silver Card Training.

7.9.4. The contractor shall bear the fees for the training courses and pay workers the wages which they would otherwise earn during that period of attending the training courses.



7.10. Provision of Personal Protective Equipment (PPE)

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7.10.1. The contractor shall inspect and test the PPE provided.

7.10.2. The contractor shall have records kept and the standard below which the equipment will be removed and replaced.

7.10.3. The contractor shall ensure proper and, where appropriate, mandatory use by all persons on the site.

7.10.4. The contractor shall ensure that information, instruction and training in the safe use, storage and maintenance of such equipment are provided.

7.10.5. The contractor shall ensure adequate supply and for replacement.

7.10.6. The contractor shall provide the followings with special requirement:

7.10.6.1. Safety helmet

- With ventilation vents and wear the Y-type chin strap as prerequisite and with sunshade accessories such as brim or neck protector where appropriate (The replacement cycle should be less than 2 years from date of manufacture or Suppliers/ manufacturers of safety helmets should be consulted for acquiring the lifetime of the helmets).

7.10.6.2. Clothing, eye protection and footwear

7.10.6.3. Wind breaker

- With reflective strips

7.10.6.4. Sunglasses of normal type and sunglasses of specific types suitable for putting over spectacles for civil engineering works.

7.10.6.5. Safety boots (except for bamboo scaffolders, plasterers and tilers)

7.10.6.6. Machine guards

- Provide and maintain effective guards to dangerous parts of machines.

7.10.6.7. Ensure that operatives using spray paint or similar materials wear suitable protective respirators.

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7.10.6.8. Operatives with relevant information, instructions, training and supervision. Ensure operatives understand the rationale of using and how to use properly the personal protective

7.10.7. Adequate safety equipment including, but not limited to safety helmets, safety boots, safety shoes, eye protection, ear protection, safety harnesses, fall arrestors, independent lifeline, respiratory protection, safety equipment for working in sewers, drains and enclosed spaces, equipment for rescue from drowning, fire extinguishers, first aid equipment and any other necessary safety equipment, shall be made available on site and maintained in an acceptable condition at all times.

7.10.8. Except in the site office and site office compounds, where strong shoes shall be worn, the contractor shall ensure that safety footwear is worn at all times by persons working on site.

7.10.9. All persons entering the site shall wear high visibility vests, which meet the requirements for working near public roads or operating railways.

7.10.10. A suitable dry, clean and well-ventilated area shall be provided for the storage of the PPE.

7.10.11. Safety harnesses, lanyards and fall arrestors, shall be inspected monthly by a competent person and prior to use by the wearer. The contractor shall maintain a register of inspection.



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7.11. Safety Promotion / Incentive Scheme

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- 7.11.1. The contractor shall display the company safety policy, accident statistics, safety signs.
- 7.11.2. The contractor shall display safety posters, videos and films.
- 7.11.3. The contractor shall conduct talks and campaigns.
- 7.11.4. The contractor shall distribute safety bulletins or newsletters related to particular special safety issues.
- 7.11.5. The contractor shall display procedure to recognise and commend those site personnel, teams, sections or subcontractors with good safety performance.

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- 7.11.6. The contractor shall obtain posters, in both English and Chinese, drawing attention to safety on site and display prominently upon all structures or temporary huts on the site throughout the duration of the contract and remove on completion. These posters are obtainable from LD, OSHC and CIC.
- 7.11.7. The contractor can consider to join “Construction Safety and Health Promotional Campaign”, “Good Housekeeping Promotional Campaign” led by the OSHC and CIC”, “Construction Industry Safety Award Scheme” led by the LD; “Considerate Contractors Site Award Scheme” led by the Development Bureau and CIC, or “Occupational Safety and Health Award” led by the OSHC.

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- 7.11.8. The contractor shall actively promote and encourage high standards of health and safety on site which may include incentives and award schemes at all levels of management, supervisors, foremen and workers.



Acknowledgement

The CIC would like to acknowledge the Development Bureau, Hong Kong Housing Authority, MTR Corporation Limited, main contractors and other relevant organisations for providing a vast amount of valuable information, experience and photographs in good practices on welfare, health and safety measures, including:

- Development Bureau
- Hong Kong Housing Authority
- MTR Corporation Limited
- China State Construction Engineering (Hong Kong) Ltd.
- Chun Wo Development Holdings Ltd.
- Hip Hing Construction Co. Ltd.
- Hsin Chong Construction Group Ltd.
- Leighton Contractors (Asia) Ltd.
- Sanfield (Management) Ltd.

Remark: This publication has been translated into Chinese. If there is any inconsistency between the English version and the Chinese version, the English version shall prevail.



Feedback Form

[Reference Materials - Construction Site Welfare, Health and Safety Measures]

Thank you for reading this publication. To improve our future editions, we would be grateful to have your comments.
(Please put a "✓" in the appropriate box.)

1. As a whole, I feel that the publication is:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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 Welfare, Health and Safety Measures?	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 our publication?	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
6. Other comments and suggestions, please specify (use separate sheets if necessary).					
Personal Particulars (optional):* Name : Mr./Mrs./Ms./Dr./Prof./Ir/Sr ^ _____ Company : _____ Tel : _____ Address : _____ E-mail : _____					

* The personal data in this form will be used only for this survey. Your data will be kept confidential and dealt with only by the Construction Industry Council.

^ Circle as appropriate.

Please return the feedback form to:

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E-mail: enquiry@cic.hk

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon

Fax No: (852) 2100 9090



Memorandum of Agreement

of

Construction of Outdoor Training Ground

at

Siu Lam, Area 56, Tuen Mun

for

the Construction Industry Council

(2nd Re-tender)

February 2025

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To be Signed by a Contractor

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made on the _____ day of _____
2025 BETWEEN THE CONSTRUCTION INDUSTRY COUNCIL of ¹ _____
_____ (hereinafter called “the Employer”)
of the one part and ² _____
_____ of ³ _____

(hereinafter called “the Contractor”) of the other part WHEREAS the Employer requires the Contractor to design, execute, complete and maintain the whole of the said works (for Contractor) in respect of Construction of Outdoor Training Ground at Siu Lam, Area 56, Tuen Mun for the Construction Industry Council (2nd Re-tender) or for the Employer (hereinafter called “the Assignment”) and details of which are set out in the Assignment Brief annexed hereto AND WHEREAS the Contractor has agreed to complete the works (for Contractor) in accordance with the Assignment Brief and its Annexes, Conditions of Contract, the Contract Drawings, the Specification, annexed hereto (hereinafter referred to as “the Conditions”), and subject to the payment to him by the Employer of the fees and other payments set out in the Fee Proposal and the Conditions annexed hereto.

NOW THEREFORE IT IS AGREED AS FOLLOWS :-

1. This Agreement shall comprise :-
 - (a) Conditions of Tender and Appendices
 - (b) Special Conditions of Tender
 - (c) Special Conditions of Contract and Appendices
 - (d) Form of Tender
 - (e) CIC’s General Conditions of Contract and Guidelines for Works or Services (2b-CAR)
 - (f) Assignment Brief and its Annexes
 - (g) Technical Proposal and Fee Proposal
 - (h) Contractor's Safety Requirements
 - (i) Any relevant correspondenceall of which are annexed hereto.

2. The Director for the purposes of this Agreement shall be ⁴ _____

3. In consideration of the payments made at the times and in the manner set forth in the Agreement by the Employer, the Contractor hereby jointly and severally⁵ undertakes to perform and complete the said works subject to and in accordance with the Agreement.

IN WITNESS this Agreement has been executed as a deed on the date first above written

SIGNED for and on behalf of)
the Employer by ⁶)
)
)

in the presence of
Signature, name and address

(a) SIGNED for and on behalf of)
the Contractor by ⁷)
)
)

in the presence of
Signature, name and address

OR

(b) SIGNED for and on behalf of and as)
lawful attorney for ²)
under power of)
attorney dated)
By)

in the presence of
Signature, name and address

OR

(c) SIGNED on behalf of the Contractor by ⁸
)
)
)
)

in the presence of
Signature, name and address

NOTES: (for preparation of but not inclusion in the engrossment of the Memorandum of Agreement)

Case (a) is for use where the Contractor executes the Assignment.

Case (b) is for use where the Contractor executes through an attorney.

Case (c) is for use where the Contractor comprises a partnership or consortium. As regards the attestation clause, each member forming the partnership or consortium just executes.

- 1 Insert the address for service of documents.
- 2 Insert the name of the Contractor.
- 3 Insert the address of the Contractor.
- 4 Insert the post title.
- 5 Delete “jointly and severally” where cases (a) or (b) apply. Initial the deletion by the signatories of the Memorandum of Agreement.
- 6 Insert the name and appointment of the officer.
- 7 Insert the name(s) and capacity of the person(s) (usually the Directors of the Contractor) executing the Agreement for the Contractor. The person’s authority to execute the Agreement for the Contractor is prescribed in the Memorandum of Association of the Contractor.
- 8 Insert the names of the partners.