

**MEMO**

*From* Secretary for Development  
*Ref* (03F9H) in DEVB(W) 516/71/01  
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*Date* 29 December 2022

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**Construction Site Safety Manual**

**Development Bureau Technical Circular (Works) No. 1/2020**  
**Score Card for Assessment of Site Safety Performance**

**Site Specific Induction Training**

Site specific induction training is essential for all persons employed for the works or in connection with the contract. As observed from the recent spate of fatal accidents, some of the victims were just new comers to the construction sites in question and appeared not being familiar with the site conditions, special characteristics of the works, as well as their inherent hazards.

2. Taking cognizance of the above observations, we consider that there is an urgent need to enhance our contract provisions on site specific induction training for providing extra care to new comers.

**Enhanced Measures**

3. Contractors are required to provide site specific induction training to all persons employed on the works or in connection with the contract **on the first day of their commencement of work on site**, and provide refresher training at intervals of 6 months depending on the amount of changes to the site condition.

4. The revised particular specification (PS) clause to replace Clause 8(6) in Appendix III (Particular Specification on Site Safety) of Chapter 3 of the Construction Site Safety Manual (CSSM) is at **Annex A**. The revised PS clause at Annex A would be incorporated into the CSSM in its next updating exercise.

5. To complement with the above enhanced measures, the guidance notes for marking sub-items 3.3 and 3.4 of the Score Card have been updated. The revised pages of Appendix C of DEVB TC(W) No. 1/2020 are at **Annex B**.

## **Effect on Public Works Contracts**

6. The revised PS clause at Annex A shall be incorporated in all public works contracts (including capital works contracts and maintenance contracts) of which the tenders are to be invited **on or after 29 December 2022**. For public works contracts tendered before 29 December 2022, project officers should incorporate the new PS clauses as far as reasonably practicable. For existing public works contracts, contract administrators should explore the feasibility of implementing the enhanced measures described in the revised PS clause at Annex A with the contractors.

7. The revisions in Appendix C of DEVB TC(W) No. 1/2020 (at Annex B) take effect from the first quarter of the reporting cycle of the Report on Contractor's Performance in 2023.

8. Please bring this memo to the attention of the project officers who are responsible for the preparation of tenders for public works contracts and the project officers, consultants and resident site staff supervising public works contracts.

## **Enquiries**

9. Any enquiries on the above should be addressed to Mr LEE Man-yiu, Assistant Secretary (Works Policies 5) 5 at 3509 8305.

( Terence T M LAM )  
for Secretary for Development

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## Construction Site Safety Manual

### Chapter 3

#### Appendix III – PARTICULAR SPECIFICATION ON SITE

#### SAFETY

#### 8 Safety Training

- (6) (a) All persons employed on the Works or in connection with the Contract whether in the employ of the Contractor or sub-contractors of all tiers shall receive “site specific induction training”.
- (b) Site specific induction training and its refresher shall take the form of an one-hour talk conducted by the Safety Officer in accordance with sub-clause 6(e) below.
- (c) The talk shall be conducted as follows:
- |       |  |                |
|-------|--|----------------|
| (i)   | Safety Policy  | 10 mins        |
| (ii)  | General particulars of the Site  | 10 mins        |
| (iii) | Special characteristics of the Works and inherent hazards on the Site, highlights of particular safety measures and use of personal protective equipment | 15 mins        |
| (iv)  | Emergency procedures and first-aid facilities  | 10 mins        |
| (v)   | Reporting of accidents and injury compensation procedures  | 5 mins         |
| (vi)  | Questions and answers  | <u>10 mins</u> |
|       | total  | 60 mins        |

## **Annex A**

- (d) The Safety Officer shall prepare the talk based on Part II of the “Site Safety & Health Induction Training Manual” published by the Hong Kong Construction Association Ltd.
- (e) An outline of the talk and every update of it shall be provided to the \*Architect/Engineer’s Representative for approval. All persons enumerated in sub-clause (6)(a) above shall be provided with site specific induction training on the first day of their commencement of work on the Site. Thereafter, they shall be given refresher talks at intervals of 6 months depending on the amount of changes to the site condition.
- (f) The Contractor shall ensure that “site specific induction training” talks are carried out by Safety Officers who are competent trainers and have received training on safety training techniques organised by the Hong Kong Construction Association Ltd. (HKCA), Construction Industry Council (CIC), Occupational Safety and Health Council (OSHC) or other approved training organisations.

- and posted conspicuously on site
- Discussion of safety rules and details of recent serious incidents with supervisors and workers
- Visitors are adequately briefed on general and specific site hazards before visiting site
- Relevant guidance notes, codes of practices, regulations and safety handbooks kept on site for reference and updated regularly
- Safety plans distributed as required under the contract

### 3.2. Safety promotion and publications (e.g. safety posters, banners, display boards and newsletters)

- Safety promotional activities organized, e.g. quiz, seminars, video and film sessions, competitions, and award schemes such as Model Workers Award, Model Frontline Supervisors Award, Model Site Tidiness & Cleanliness Award
- Participation in safety campaigns organized by the Development Bureau, Labour Department or Occupational Safety and Health Council etc.
- Workers representatives involved in organization of promotional campaigns
- Safety hint-cards, checklist or pamphlets and booklets distributed to workers
- Regular safety newsletters issued to all workers
- A notice board specially assigned for safety where posters, newsletters, newspaper clippings on serious accidents and accident statistics are displayed to promote the safety awareness of the workers
- Banners put up around the site to spread safety messages to workers

### 3.3 Safety training for site management, supervisory staff, workers, mentors and & 3.4 visitors

- All workers (including those of sub-contractors) received the Labour Department Recognized Mandatory Basic Safety Training Course (Construction Works) (referred to as “Green Card Training”) and possess relevant certificate
- All skilled workers (including those of sub-contractors) received the Safety Training Course for Construction Workers of Specific Trade (referred to as “Silver Card Training”)
- All workers (including those of sub-contractors) received site specific induction training within 2 working days on the first day of their commencement any such employee of commencing of work on site, and received with refresher training at intervals of 6 months depending on the amount of changes to the site condition
- All site management staff and supervisory staff employed by the Contractor and subcontractors of all tiers to attend the corresponding basic

safety training course specified in the contract to commensurate with their duties

- Specific training provided to staff engaged in hazardous activities, e.g. working in confined space
- Regularly conducted tool-box talks to workers
- A record of training received by all staff kept and reviewed for planning purpose
- Visitors well briefed of hazards and rules of the site before commencing visits
- Sharing session to workers and site personnel on lesson learnt from serious incidents<sup>1</sup> in the industry within 3 working days from the date of accident
- Additional training input provided to the prospective mentors (see second bullet of paragraph 3.5 below) to strengthen their understanding on their importance and responsibility before serving as mentors

### 3.5 Caring programme for Probationers and New Comers

- All workers who newly join the construction industry (referred to as “Probationers”) and workers who have some experience but newly arrive at the construction site (referred to as “New Comers”) are given a safety orientation programme covering the essential safety aspects related to the particular construction site
- Assign mentors (with a ratio of 1 mentor to not more than 4 Probationers) who possess good experience on the specific site, for which the Probationers would work at, and for them to look after the Probationers for a period of not less than three months
- All Probationers and New Comers are labelled by a sticker on their safety helmets for a period of not less than three months and two weeks respectively; and removal of identification stickers for Probationers subject to their mentors being satisfied with the safety performance of the Probationers

### 3.6 Provision of graphical presentation of safety rules & regulations and working procedures

- Workers provided with updated safety rules and regulations in graphical forms
- Development and maintenance of a management system for converting written form of safety rules and regulations into graphical form
- Provision and maintenance of graphical form of working procedures for high risk activities to workers

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<sup>1</sup> Serious incidents are as defined in DEVB TC(W) No. [3/2009/4/2022 or its subsequent updates](#)