

CHAPTER 6 SAFETY COMMITTEES

6.1 GENERAL

The following committees should be established for each contract with a view to enhancing safety on site:

- (a) Site Safety Management Committee; and
- (b) Site Safety Committee

6.2 SITE SAFETY MANAGEMENT COMMITTEE

6.2.1 Terms of Reference

- (a) To monitor the adequacy of the *Safety Plan and ensure its implementation by the Contractor/the Contractor's site safety obligations set out in the Contract and ensure their implementation;
- (b) To review accident statistics and identify trends and probable causes of accidents so as to recommend measures to prevent recurrence;
- (c) To co-ordinate the safety measures of sub-contractors/Specialist Contractors working on the Site;
- (d) To review the emergency and rescue procedures;
- (e) To promote safety publicity and training;
- (f) To discuss the contractor's monthly safety report;
- (g) To study safety audit reports received and review action plan prepared by the Contractor;
- (h) To conduct safety inspections; and
- (i) To review and monitor follow up actions against unsafe practices and conditions identified during site inspections and in site Inspection Reports, Improvement Notices and Suspension Notices issued by Labour Dept. or Marine Dept.

6.2.2 Membership

(a) Composition

The composition of each Site Safety Management Committee shall be as follows :

Chairman : Architect/Engineer or his Representative in the professional rank or above

Secretary : Architect/Engineer's Resident Safety Staff or another staff appointed by the Architect/Engineer

Members : Project Manager or a representative at senior management level from the Contractor's headquarters

Site Agent

Contractor's Safety Officer

Sub-contractors' Safety Supervisors

In attendance on : Occupational Safety
on ad hoc basis : Officer of Labour
Department.

Shipping Safety
Officer/Marine Officer of
Marine Department

Representative of Fire
Services Department

Representative of Hong Kong
Police Force

Representatives of
utility undertakers

Representatives of
the Employer (including but
not limited to CAS/Safety WB
and the departmental Safety
Adviser)

(b) **Chairmanship**

- (i) The Architect/Engineer's Representative shall act as Chairman of any Site Safety Management Committee to accord with Government's policy of attaching great importance to construction safety.
- (ii) An Architect/Engineer's Representative responsible for several contracts may convene Site Safety Management Committees each covering more than one contract under his control.
- (iii) Where the number of contracts exceeds what can be conveniently covered by two Site Safety Management Committees, the chairmanship may be delegated to a professional next in rank to the Architect/Engineer's Representative, subject to the following conditions :
 - the Architect/Engineer has agreed to the delegation, and
 - the person delegated to chair Site Safety Management Committees is of a rank of Chief Resident Engineer or equivalent, or
 - the person delegated to chair Site Safety Management Committees is of a rank of Senior Resident Engineer or equivalent and the total contract sum of the contracts covered by the Site Safety Management Committees to be chaired by him does not exceed \$500 million, or
 - the person delegated to chair a Site Safety Management Committee is of a rank of Resident Engineer or equivalent and the Site Safety Management Committee to be chaired by him covers a single contract not exceeding \$100 million in value.

6.2.3 Frequency of Meeting

Monthly

6.2.4 Minutes

Minutes of the Site Safety Management Committee should be sent to all members and those in attendance on an ad hoc basis within ten working days of the meeting. Copies of the minutes in English, with a Chinese translation listing the main points discussed and decisions reached, should be displayed on notice boards so that any interested employee can keep himself informed of the Site Safety Management Committee's activities and decisions. The minutes of the meeting shall be signed by the Architect/Engineer or his representative and the Site Agent.

6.3 SITE SAFETY COMMITTEE

6.3.1 Introduction

For standards of safety at work to be improved, full cooperation and commitment of the workers and foremen are absolutely essential. Hence, these employees must be able to participate in the making and monitoring of arrangements for safety at their place of work. The establishment of site safety committee in which these employees and the management of the contractor and sub-contractors are represented can increase the involvement and commitment of these employees. The contractor shall therefore set up such site safety committees and hold meetings at least once a month. Some guidelines on the terms of reference and membership of the committee are given below.

6.3.2 Terms of Reference

- (a) To ensure the implementation of the Site Safety Plan on site or the Contractor's Site safety obligations set out in the Contract;
- (b) To review and monitor the effectiveness of the safety and health measures taken on site and recommend improvements;
- (c) To discuss hazards associated with the site operations and necessary safety precautions;
- (d) To co-ordinate the interface safety measures of all sub-contractors, utility undertakers or other construction parties working on the Site;
- (e) To promote safety publicity and training;
- (f) To discuss and review the emergency and rescue procedures;
- (g) To review accidents that have occurred so as to recommend measures to prevent recurrences;
- (h) To review the accident statistics and safety performance of sub-contractors;
- (i) To provide a forum for management and working level to discuss construction safety matters; and
- (j) To study safety audit reports received and review action plan.

6.3.3 Membership

Chairman : Site Agent

Members : Project Manager or a representative at senior management level from the Contractor's headquarters

Contractor's Safety Officer
and Safety Supervisor as
appropriate

Sub-contractors' Safety
Supervisors

Management of sub-
contractors of all tiers

Safety Representatives

Architect/Engineer's
Representative or
Architect/Engineer's
Resident Site Staff or
another staff appointed by
the Engineer

In attendance on : Occupational Safety
an ad hoc basis Officer of Labour Department

6.3.4 Frequency of Meeting

Monthly

6.3.5 Minutes

Minutes of the site Safety Committee should be sent to all members and those in attendance on an ad hoc basis within ten working days of the meeting. A copy should also be sent to the Architect/Engineer. One copy of the minutes in Chinese, and English if necessary, shall be posted on notice boards so that all can be informed of the Site Safety Committees activities and decisions.