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1 September 1999

Works Bureau Technical Circular No. 21/99

Construction Site Safety Manual

Updating of Chapters other than Chapters 3 and 12

Scope

This Circular introduces the first updated version of Chapters 1, 2, and 4 to 11 of the Construction Site Safety Manual (the Manual).

Effective Date

2. This Circular shall take effect on 1 October 1999.

Effect on Existing Circulars

3. This Circular has no effect on existing Circulars.

Background

4. Chapter 3 of the Manual - Contractual Provisions on Construction Safety, was first introduced in July 1993 by WBTC No. 16/93 and subsequently the whole of the Manual was published in May 1995 by WBTC No. 11/95. Over the years, various circulars have been issued on amendments and additions to contractual provisions on construction safety. They were incorporated in the first updated version of Chapter 3 promulgated in September 1998 by WBTC No. 14/98. It is therefore necessary to review and update the other chapters of the Manual, such that the contents, viz. safety and health information, responsibilities and duties, administrative arrangements and procedures etc., are in line with the current legal and contractual provisions. This Circular introduces the updated version of the Manual other than Chapter 3 and Chapter 12 on the "Pay for Safety Scheme".

Highlights of the Updated Chapters

5. Apart from general housekeeping of the Manual, the following revisions or additions contained in the following updated chapters are highlighted:

Chapter	Revisions/Additions
1	<p>The target accident frequency rate is now expressed in accidents per 100,000 man-hours worked which is a more accurate measure of the labour input than man-days worked.</p> <p>The target is also revised to less than 1.5 reportable accidents per 100,000 man-hours worked from 1.6 reportable accidents per 100,000 man-hours worked which is equivalent to about 55 accidents per 1000 workers per year and our target to be achieved by year 2000 as stated in the 1998 Policy Objective.</p>
2	<p>Brief introduction of the :</p> <ul style="list-style-type: none"> - Builders' Lifts and Tower Working Platform Ordinance - Boilers and Pressure Vessels Ordinance - Gas Safety Ordinance - Occupational Safety and Health Ordinance <p>added.</p>
4	Responsibilities of employers, occupier of premises and employees at work under the Occupational Safety and Health Ordinance added
5	<p>Contractor's responsibility on training revised in accordance with updated contractual requirements;</p> <p>Safety training for architect/engineer's staff amplified; and</p> <p>Information on safety training courses and safety and health publications updated.</p>
6	Terms of reference and membership of safety committees amplified to match with updated contractual provisions.
7.	<p>Requirements of contractors' safety staff amplified to match with updated contractual provisions; and</p> <p>Procedures for the appointment of registered safety officers added</p>
9	<p>Architect/Engineer's site staff's responsibility in reporting accidents on construction sites to Works Bureau and Information Services Department added,</p> <p>Forms for collection of accident statistics and administrative procedure revised, and</p> <p>Requirement of Architect/Engineer to submit a written report for contracts with high accident rate and/or poor safety performance added.</p>
10	Liaison with Government departments updated.

Policy

6. It is the policy of the Government of the Hong Kong Special Administrative Region to accomplish public works safely, efficiently and with due regard for the environment. The updated Manual

contains details of a comprehensive safety programme which, if followed, will help to ensure the provision of a safe and healthy working environment for all personnel in public works construction sites and others who may be affected by the works. To that end, it is imperative that every professional officer and inspectors/clerks of works should be familiar with and adhere to the contents of the Manual, particularly those involved in the administration and supervision of public works contracts.

Action by copy holders of the Manual and Distribution

7. Copy holders of the Manual should insert the updated chapters and appendices which are marked “Ver. Sep. 99” in their copies of the Manual.

8. An electronic version of the updated chapters and appendices, except the statutory forms in the appendices to Chapter 2, is also available and one copy will be distributed to each works department.

(W S Chan)
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