

**Special Condition of Employment S3(C) on Training**

(To supersede Clause S3(C) in Appendix A of WBTC No. 23/95)

Resident Site Staff S3 (C) The Consultants shall make their own arrangement to employ persons to fill the posts in the resident site staff establishment determined under sub-clause (B) of this Clause who meet the minimum qualification and experience requirements shown in Annex A\* and the safety training requirement shown in Annex A1, and are competent to carry out the respective duties stipulated in the Schedule of Resident Site Staff Duties shown in Annex B\*. In addition, the Consultants shall ensure that sufficient number of staff in the resident site staff establishment shall have attended and completed training courses on first-aid and fire prevention including knowledge on fire-fighting. The persons so employed are the Consultants' sole employees. The Consultants shall be responsible for the management of them.

If any resident site staff does not meet the "basic safety training" requirement as listed in Table 1 of Annex A1, the Consultants shall make their own arrangement within two weeks from the date of employment of such resident site staff for him/her to attend the safety training courses appropriate to his/her rank/post set out in Table 1 of Annex A1 or similar safety training courses of equivalent or higher standard and to complete the courses within 4\*\* months from the date of his/her employment. Further, resident site staff responsible for supervising works involving special risks shall have attended and completed the relevant "safety training for works involving special risks" as listed in Table 2 of Annex A1 or similar safety training courses of equivalent or higher standard before engaging in such works. Any resident site staff who has not received training on "safety training for works involving special risks" should not be engaged in supervising works involving special risks. If any resident site staff

responsible for supervising works involving special risks has not received the "safety training for works involving special risks" concerned, the Consultants shall make their own arrangement for him/her to attend and complete such courses within 1\*\* month of his/her employment. Should any resident site staff fail to complete the required safety training within the period specified above, the Consultants shall provide suitable replacement upon the expiry of the specified period.

The Consultants shall also make their own arrangement for their resident site staff to attend refresher training throughout the period of employment of the resident site staff at intervals specified in Table 1 and Table 2 of Annex A1 after they have attended the respective training courses as listed in Table 1 and Table 2 of Annex A1 or after they have received any refresher training thereafter (whichever is the later) and if no such interval is specified in the Tables, the interval for the aforesaid purpose shall be taken as 5 years.

The Consultants shall provide to the Director's Representative safety training record of the resident site staff monthly\*\*. The record shall be in a format to be agreed between the Consultants and the Director's Representative. The safety training record shall include the name, post and date of employment of the resident site staff who have attended and completed the safety training courses as required under this Clause and the date of the training courses or refresher courses attended, and the same for those resident site staff who need to attend such training courses or refresher courses but have not yet attended and completed such courses and the proposed dates for attending those courses. The Consultants shall also include safety training courses on first-aid and fire prevention, and other safety training courses attended by the resident site staff in their monthly\*\* report.

Note: \* Annex A - Schedule of Minimum Qualification and Experience of RSS and

Annex B – Schedule of Resident Site Staff Duties, are standard requirements stipulated in paragraph 24 of WBTC No. 23/95. However, some departments may arrange them under different annexes, in which case the annex number should be modified.

- \*\* Amend as necessary to suit departmental circumstances with respect to
- (i) the time limit for resident site staff to complete basic safety training courses
  - (ii) the time limit for resident site staff to complete the relevant safety training for works involving special risks; and
  - (iii) the frequency of submission of training records by consultants.

**Table 1 - Basic Safety Training for Resident Site Staff (RSS)**

*(This table serves as a sample only which should be modified to suit departmental needs)*

<b>Rank/Post</b>	<b>Course Title</b>	<b>Course Content</b>	<b>Duration</b>	<b>Organizers *</b>
<u>Professional Staff</u> CRE , SRE, RE, ARE  <u>Technical</u> <u>Inspectorate</u> RSIOW, RIOW, RAIOW	(1) Occupational Safety and Health Management	<ul style="list-style-type: none"> <li>- Modern safety and health management</li> <li>- Fundamentals concepts of developing an effective safety management system</li> <li>- Key elements of safety management systems</li> <li>- Safety plans</li> <li>- Safety audits</li> </ul>	12 hours	OSHC
	Or			
	Basic Safety Management	<ul style="list-style-type: none"> <li>- Safety and Health Legislation</li> <li>- Risk assessment</li> <li>- Accident investigation and technique</li> <li>- Safety Management technique</li> </ul>	12 hrs	HKPU
	(2) Basic Accident Prevention	<ul style="list-style-type: none"> <li>- Accident prevention and technique</li> </ul>	12 hours	OSHC
	(3)#			
	Construction Industry Safety Card Course (Green Card)	<ul style="list-style-type: none"> <li>- General duties of employers and employees</li> <li>- Potential hazards of construction works</li> <li>- Accident prevention</li> </ul>	8 hrs	OSHC CITA
	Or			
	Construction Industry Safety Card Revalidation Course	<ul style="list-style-type: none"> <li>- Ditto (only for holders of Green Cards which validity period of 3 years expires)</li> </ul>	3 1/2 hrs	OSHC CITA
<u>Supervisory Staff</u> RWSI, RWSII	(1) Safety & Health Supervisor (Construction) Course/ Construction Safety Supervisor Course (N.B.: this course is considered equivalent to Green Card Course but not vice versa)	<ul style="list-style-type: none"> <li>- Basic Safety Management</li> <li>- Basic Accident Prevention</li> <li>- Basic Occupational Health</li> <li>- Construction Safety</li> </ul>	42 hours	OSHC/ CITA
	(2) Briefing Sessions on major regulations related to working in construction sites	<ul style="list-style-type: none"> <li>- Factories and Industrial Undertakings Ordinance &amp; Regulations</li> <li>- Construction Sites (Safety) Regulations</li> <li>- F &amp; IU (Lifting Appliances and Lifting Gear) Regulations</li> <li>- F &amp; IU (Electricity) Regulations</li> <li>- F &amp; IU (Confined Spaces) Regulations</li> </ul>	1/2 day	Labour Department

Appendix A  
Annex A1

	(3) Works Supervisor Safety Training Course (Marine Construction) [For those whose works involve marine construction only]	<ul style="list-style-type: none"> <li>- Overview of legislative provisions on marine construction</li> <li>- General shipboard safety &amp; safe working environment</li> <li>- Safe working practices in marine construction</li> <li>- Safe material and equipment handling</li> <li>- Safe use of machinery, equipment and appliances</li> <li>- Emergency preparedness</li> </ul>	2 days	STC/VTC
<u>Others</u>				
(a) Engineering Survey staff: SRLS, RLS, RPSO(E), RSSO(E), RSO(E), RSOT(E), Chainman	(1)# Construction Industry Safety Card Course (Green Card)  Or Construction Industry Safety Card Revalidation Course	<ul style="list-style-type: none"> <li>- General duties of employers and employees</li> <li>- Potential hazards of construction works</li> <li>- Accident prevention</li> </ul>	8 hours	OSHC CITA
			Ditto (only for holders of Green Cards which validity period of 3 years expires)	3 1/2 hours
	(2) Shipboard Cargo Handling Basic Safety Training Course (Blue Card Course) [For those who work on board a barge or ship only]	<ul style="list-style-type: none"> <li>- Overview of legislative provisions</li> <li>- General shipboard safety</li> <li>- Safe cargo handling operation</li> <li>- Safe use of cargo handling equipment</li> </ul>	1 day	STC/VTC
(b) Quantity Survey Staff: RSQS, RQS, ARQS, RSSO(Q), RSO(Q), RSOT(Q)				
(c) Technical staff: RPTO(Civil), RSTO(Civil), RTO(Civil), RTOT(Civil), RTO(Lab)				

Abbreviations: OSHC Occupational Safety and Health Council  
CITA Construction Industry Training Authority  
LD Labour Department,  
STC Seamen's Training Centre  
VTC Vocational Training Council

Notes : \* The list of organisers may not be exhaustive and there can be additional approved organisers.  
# Not required if the staff are members of professional institutions who have satisfied the Commissioner for Labour (C for L) in respect of Section 6BA(4) of the Factories and Industrial Undertaking Ordinances; or have completed the "Multi-media Self-learning Package for Construction Industry Safety Card Course" and obtained a "Green Card " from CITA, any other course considered equivalent by C for L such as Safety Course for Graduate Engineers, Construction Safety Officer Course, Construction Safety Supervisor Course, Assistant Safety Officer Course organised by CITA.

**Table 2 - Safety Training for Works involving special Risks**

*(This table serves as a sample only which should be modified to suit departmental needs)*

<b>Types of works involving special risks</b>	<b>Course Title</b>	<b>Content</b>	<b>Duration</b>	<b>Organizers *</b>
Work in confined spaces	(1) Competent persons working with confined spaces  <u>N.B.</u> RSS shall receive refresher trainings at 3-year intervals	<ul style="list-style-type: none"> <li>- Regulations relating to confined spaces</li> <li>- Potential hazards</li> <li>- Risk assessment and control measures</li> <li>- Use of personal protective equipment and rescue equipment</li> </ul>	2 days	Organizers in LD's approved list
	(2) Certified workers working in confined spaces  <u>N.B.</u> RSS shall receive refresher trainings at 3-year intervals	<ul style="list-style-type: none"> <li>- Regulations relating to confined spaces</li> <li>- Potential hazards</li> <li>- Use of personal protective equipment and rescue equipment</li> </ul>	1 day	Organizers in LD's approved list
Work on or near roads/highways	Safety at Road Works	<ul style="list-style-type: none"> <li>- Legislative requirements</li> <li>- Traffic signs for use at road works</li> <li>- Arrangement of signs at road works</li> <li>- Planning for road works</li> <li>- Procedures during road works</li> </ul>	3 hours	OSHC
Work with asbestos	Safe handling of asbestos	<ul style="list-style-type: none"> <li>- Regulations relating to control of asbestos</li> <li>- Potential hazards</li> <li>- Preventive measures</li> </ul>	1 day	OSHC
Noise assessment	Certificate of Competence in Workplace Noise Assessment	<ul style="list-style-type: none"> <li>- Legal requirement</li> <li>- Basic acoustics and effects of noise on human beings</li> <li>- Procedures for measuring noise</li> <li>- Hearing protection</li> </ul>	24 hours	OSHC
Manual Handling	Certificate of Competence in Manual Handling	<ul style="list-style-type: none"> <li>- Legal requirement</li> <li>- Preliminary assessment</li> <li>- Related anatomy and physiology</li> <li>- Risk Assessment</li> <li>- Prevention and protection measures</li> </ul>	12 hrs	OSHC
Use and handling of chemicals	Safe handling of chemicals	<ul style="list-style-type: none"> <li>- Hazards of chemicals</li> <li>- Labeling of chemicals</li> <li>- Use of personal protective equipment</li> </ul>	3 hours	OSHC

Work in dusty environment	Pneumoconiosis and its preventive measures	<ul style="list-style-type: none"> <li>- Pneumoconiosis and its prevention</li> <li>- Health effects of pneumoconiosis</li> <li>- Respiratory protection equipment</li> <li>- Pneumoconiosis (Compensation) Ordinance</li> </ul>	1 day	Pneumoconiosis Compensation Fund Board
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Abbreviations:   OSHC                   Occupational Safety and Health Council  
                       CITA                    Construction Industry Training Authority  
                       STC                     Seamen's Training Centre  
                       VTC                     Vocational Training Council

- Notes:
1. The above safety training courses are applicable to RSS responsible for supervising works involving special risks.
  2. The above-listed safety training courses are not exhaustive. Consultants shall determine if it is necessary for their RSS to attend other safety training courses appropriate to suit operational needs.
  3. The St. John Ambulance Association of Brigade at St. John Tower II, 2 MacDonell Road, Hong Kong (Tel. 2530 8000), First Aid Training Centre, Hong Kong Red Cross at G/F, Block 10, Fu Sau House, Tai Wo Hau Estate, Tsuen Wan, New Territories ( Tel. No. 2424 6430) or OSHC could be contacted for details of first aid courses.
  4. The Fire Protection Command, Fire Services Department at 1 Hong Chong Road, 5<sup>th</sup> floor, Tsimshatsui East, Kowloon (Tel. 2733 7605) could be contacted for training courses on fire fighting and fire prevention.
  5. \* The list of organisers may not be exhaustive and there can be additional approved organisers.

**Record of Safety Training for Resident Site Staff**  
**For period from \_\_\_\_\_ to \_\_\_\_\_**

Consultancy Agreement & Title \_\_\_\_\_

Contract No. & Title \_\_\_\_\_

Name of staff	Rank /Post	Date of Employment	Safety training/refresher course attended	Date of attendance	Training/refresher course yet to be attended	Proposed date of attendance	Remarks

Record prepared by \_\_\_\_\_ (Name in block letters)

\_\_\_\_\_ (Signature & Date)

\_\_\_\_\_ (Contact Telephone No.)