

**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and**  
**Construction Industry Council**  
**Guideline for Non-Public Works Site Participation**

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## **Objectives**

1. This Guideline sets out the procedures for nomination of non-public works sites to participate in the 28<sup>th</sup> Considerate Contractors Site Award Scheme (the CCSAS) and the criteria for the eligibility for the awards.
2. The objective of the CCSAS is to encourage contractors, subcontractors and all site personnel to work at all time in a responsible and considerate manner by providing a safe and healthy environment not only within the construction site, but also on the periphery of the site with due consideration to the public and the neighbourhood. It also enlists all personnel working on the site including clients, consultants, contractors, supervisors and workers for their collaborative effort to promote a safe and healthy environment.

## **Background**

3. The Development Bureau (DEVB) and its predecessors have been organizing the Considerate Contractors Site Award Scheme since April 1995 to recognize contractors demonstrating good site safety and environmental performance and considerate attitude in carrying out the works towards the public and the neighbourhood. Commencing from 2011, the Considerate Contractors Site Award Scheme has been co-organised with the Construction Industry Council (CIC). The CCSAS will enter its 28<sup>th</sup> Phase for the appraisal period between 1 April and 31 December 2021.

## **Nomination for Entries**

4. Entries of the CCSAS are grouped into four separate types of contracts, namely New Works Contracts (Group A), New Works Contracts (Group B), Repair, Maintenance, Alteration and Addition (RMAA) Works Contracts and Minor Renovation and Maintenance (MRM) Works Contracts.

5. RMAA Works Contracts are term maintenance contracts or other works contract types where the contracts mainly involve repair, maintenance, alteration and addition works.

6. MRM Works Contracts mainly involve minor renovation and maintenance works and shall be carried out by the contractors registered as “Registered Minor Works Contractors” recognised by the Building Department. Each contractor can only submit one entry for a site involving no more than 10 workers.

7. Group A contracts are those developments associated with public bodies such as Airport Authority, CLP Power Hong Kong Limited, Hong Kong Housing Authority, Hong Kong Housing Society, Hospital Authority, Hong Kong Jockey Club, MTR Corporation Limited, The Hong Kong Electric Company Limited, Urban Renewal Authority, etc., or non-works department of the Government of the Hong Kong Special Administrative Region, while Group B are those other than Group A.

8. Nomination for entries shall be **on contract basis** for New Works Contracts (Group A), New Work Contracts (Group B) and RMAA Works Contracts; and **on contractor basis** for MRM Works Contracts. Main contractors of all construction sites located in Hong Kong are welcome to join the CCSAS except for MRM Works Contracts category (paragraph 6 above refers). For New Works Contracts (Group A) and New Works Contracts (Group B), the nominated contracts shall have active construction works undertaken during the appraisal period. For RMAA Works, the construction period shall last for at least six months in the appraisal period. For MRM Works Contracts, the participating site of each contractor shall have active renovation/maintenance works undertaken within the appraisal period, noting that there is no restriction on the duration of works.

9. Nomination for entries shall be made by completing the proforma at **Appendix I**, with one form for one entry. Mutual consent shall be reached between the client and the contractor before submitting the nomination to DEVB.

### **Categories of Awards**

10. The CCSAS has the following categories of awards, namely:

- (a) the Considerate Contractors Site Awards for:
  - (i) New Works Contracts (Group A),
  - (ii) New Works Contracts (Group B),

- (iii) RMAA Works Contracts,
- (iv) MRM Works Contracts <sup>Note1</sup>;
- (b) the Outstanding Environmental Management and Performance Awards
- (c) the Innovation Awards for Safety and Environmental Excellence for:
  - (i) New Works Contracts (including both Group A and Group B),
  - (ii) RMAA Works Contracts;
- (d) Model Worker Awards and the Best Model Worker Award;
- (e) Model Frontline Supervisor Awards and the Best Model Frontline Supervisor Award;
- (f) Model Subcontractor Awards; and
- (g) Model Subcontractor Frontline Supervisor Awards and the Best Model Subcontractor Frontline Supervisor Award.

11. In general, only the winning entries of the Considerate Contractors Site Awards are eligible for competing in the Outstanding Environmental Management and Performance Awards or the Innovation Awards for Safety and Environmental Excellence. However, special consideration will be given by the Judging Panel to other entries, which have exhibited extremely good environmental management performance (for Outstanding Environmental Management and Performance Awards) or have adopted extremely innovative and advanced technologies/devices to enhance the safety and environmental performance (for Innovation Awards for Safety and Environmental Excellence).

12. Participation in the Outstanding Environmental Management and Performance Awards or the Innovation Awards for Safety and Environmental Excellence is optional. Participants shall indicate whether they wish to be considered for these categories of awards.

13. In February 2022, shortlisted participating sites for an award to be determined by the Judging Panel will be invited to nominate one construction worker for the Model Worker Award, one frontline supervisor for the Model Frontline Supervisor Award, one subcontractor for the Model Subcontractor Award and one subcontractor frontline supervisor for the Model Subcontractor Frontline Supervisor Award.

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<sup>Note 1</sup> For MRM Works Contracts, the participating contractors can only compete for the Considerate Contractors Site Awards only.

### Considerate Contractors Site Awards

14. There will be Gold, Silver, Bronze or Merit Awards for the Considerate Contractors Site Awards in each category of awards. Each winning entry shall receive an “Award Trophy”, which contains the name of the contractor, contract number, brief contract title and date of the award. The contractor can display the “Award Trophy” on the site. DEVB and CIC however reserve the right to instruct the contractor not to display the “Award Trophy” if the display would cause embarrassment to DEVB and CIC.

15. Some contractors may have joined the REDA/HKCA Safety Partnering Programme (For details of the Programme, please refer to the Programme’s website (<http://www.safetypartnering.com>)) organised by the Hong Kong Construction Association (HKCA) and the Real Estate Developers Association of Hong Kong (REDA). To recognise their due effort in safety management, additional credit will be granted to eligible entry(ies) which has/have also participated in the above-mentioned Safety Programme.

### Outstanding Environmental Management and Performance Awards

16. The Outstanding Environmental Management and Performance Awards shall have Gold, Silver, Bronze or Merit Awards. Winning entries will be chosen from ALL entries for New Works Contracts (Group A), New Works Contracts (Group B) and RMAA Works Contracts. Each winning entry shall receive an “Award Trophy”, which contains the name of the contractor, contract number, brief contract title and the date of award. DEVB and CIC however reserve the right to instruct the contractor not to display the “Award Trophy” if the display would cause embarrassment to DEVB and CIC.

### Innovation Awards for Safety and Environmental Excellence

17. The Innovation Awards for Safety and Environmental Excellence shall have Gold, Silver or Bronze Awards in each category of awards. Winning entries from each category will be chosen from ALL entries from New Works Contracts (Group A and Group B) and RMAA Works Contracts respectively. Each winning entry shall receive an “Award Trophy”, which contains the name of the contractor, contract number, brief contract title and the date of award. DEVB and CIC however reserve the right to instruct the contractor not to display the “Award Trophy” if the display would cause embarrassment to DEVB and CIC.

### Model Worker Awards

18. If the shortlisted site is granted a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence, the nominated model worker will also be given an appreciation award. A worker can only be nominated once. One of the nominated model workers will be selected for the Best Model Worker Award. More details are given in paragraph 30 below.

### Model Frontline Supervisor Awards

19. If the shortlisted site is granted a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence, the nominated model frontline supervisor will also be given an appreciation award. A frontline supervisor can only be nominated once. One of the nominated frontline supervisors will be selected for the Best Frontline Supervisor Award. More details are given in paragraph 31 below.

### Model Subcontractor Awards

20. If the shortlisted site is granted a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence, the contractor of the shortlisted site can nominate a subcontractor for consideration of the Model Subcontractor Award. A subcontractor can only be nominated once. Each winning entry shall receive an "Award Certificate". The subcontractor can display the "Award Certificate" on the site. DEVB and CIC however reserve the right to instruct the subcontractor not to display the "Award Certificate" if the display would cause embarrassment to DEVB and CIC. More details are given in paragraph 32 and 34 below.

### Model Subcontractor Frontline Supervisor Awards

21. If the shortlisted site is granted a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence, the contractor of the shortlisted site can nominate a subcontractor frontline supervisor from the nominated subcontractor mentioned in paragraph 20 above for consideration of the Model Subcontractor Frontline Supervisor Award. A subcontractor frontline supervisor can only be nominated once. The nominated model subcontractor frontline supervisors from each winning entry of the Model Subcontractor Award will be given an appreciation award.

One of the nominated subcontractor frontline supervisors will be selected for the Best Subcontractor Frontline Supervisor Award. More details are given in paragraph 33 and 34 below.

## **Site Performance Assessment Criteria**

### Considerate Contractors Site Awards

22. Each entry site (for New Works Contracts (Group A), New Work Contracts (Group B) and RMAA Works Contracts) will be assessed by the client and by DEVB/CIC's representative twice (i.e. tentatively in June/July and November). The contractor may give a presentation during the assessments but this should not exceed 20 minutes. During site walks, photos and videos may be taken by DEVB/CIC's representative for assessment purpose. The assessment criteria are based on the following:

(a) Safety

Site safety performance including the effectiveness of the implementation of safety management system and accident statistics.

(b) Complexity/Constraints of Site

Different aspects of site constraints such as environmental or human constraints (e.g. complicated site works involving multiple parties or the site is surrounded by noise sensitive receivers such as dense residential buildings or heavy traffic flow), encountered by contractors should be adequately reflected.

(c) Site Management (including Tidiness and Hygiene)

Performance of site management including resources allocation, site organisation structure and establishment, competence of management and frontline supervisory staff, effectiveness in the delivery of company policy and the effort to maintain the site in clean and tidy conditions.

(d) Environmental Consciousness

Site environmental performance and environmental awareness including the effectiveness of nuisance abatement and waste management control measures and implementation of environmental management system.

(e) Being Considerate to Neighbourhood and Passers-by

Considerate performance including the effort to mitigate nuisances and to protect the environment, the provisions to safeguard the public, e.g. hoardings, barriers, traffic cones, directional signs, lanterns etc. for the works or sites, clearance of debris and stagnant water, and proper maintenance of channels and watercourse.

(f) Care of Workers and Others

Performance including the provision of sufficient welfare facilities to workers, care of utilities and other performance aspects not mentioned above.

(g) Adoption of Guidelines Issued by the Construction Industry Council (CIC)

The effectiveness in implementing the following CIC's guidelines;

- (i) Guidelines on Safety of Tower Cranes
- (ii) Guidelines on Site Safety Measures for Working in Hot Weather
- (iii) Guidelines on Safety of Site Vehicles and Mobile Plant
- (iv) Guidelines on Administration Charges for Reporting of Site Accidents
- (v) Guidelines on Safety of Lift Shaft Works (Volumes 1 to 4)
- (vi) Guidelines on Handling Construction Work Injury and Fatal Accident Cases
- (vii) Guidelines on the Design, Installation & Maintenance of Cast-in Anchors at External Walls of New Buildings
- (viii) Guidelines on Trip Ticket System for Disposal of Construction & Demolition Materials in Private Sector Works
- (ix) Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds
- (x) Guidelines on Fabrication of Reinforcement Cages of Bored Piles
- (xi) Guidelines on Work-Above-Ground Safety

23. The participants of the MRM Works Contracts category shall submit video clippings (with audio description) of not more than 3 minutes, which can be recorded by a mobile phone or video recorder or else, to demonstrate their achievements in fulfilling any of the criteria listed in paragraphs 22 (a) to (g) above in any work sites for consideration by the Judging Panel. The video

clippings, which include a brief introduction on the location, duration and scope of MRM Works as well as the achievements, etc., shall be submitted not later than end February 2022.

### Outstanding Environmental Management and Performance Awards

24. Each entry site will be assessed by the client and by DEVB/CIC's representative twice (tentatively in June/July and November) and the assessment criteria are based on the following:

- (a) Effectiveness and performance of environmental management, in particular the performance of the specific and "appropriate" measures and strategies on environmental nuisance abatement, green construction, green purchasing and waste management.

### Innovation Awards for Safety and Environmental Excellence

25. The judging criteria for the Innovation Awards for Safety and Environmental Excellence shall be based on the followings:

- (a) Creativity and Innovativeness of Safety and Environmental Strategies, Measures, Devices and Installations

The originality, creativity and innovativeness of the strategies, measures, devices and installations in tackling the safety and environmental challenges, taking into consideration of -

- (i) any similar strategies, measures, devices or installations already adopted in the construction industry?
- (ii) any evolution/enhancement of the systems and/or devices/installations to cater for project specific safety or environmental concerns?

- (b) Improvement to Safety and Environmental Performance

Providing statistics and examples to demonstrate the performance of strategies, measures, devices and installations in safety and environmental perspectives and/or mitigation of serious safety hazards and environmental nuisances. For example, the frequency of industrial/reportable/severe accident, number of genuine and false safety alert/environmental exceedance issued or time required to relieve the hazard/nuisance, etc.



(c) Ease of Adoption by the Construction Industry

The potential of the innovative strategies, measures, devices and installations for wider and sustained adoption by the construction industry.

(d) Cost Effectiveness

Cost-effectiveness in implementing the innovative strategies, measures, devices and installations for uplifting the safety and environmental performance.

Shortlisting

(for New Works Contracts (Group A), New Work Contracts (Group B) and RMAA Works Contracts)

26. After completion of all the site assessments in end 2021, entries will be shortlisted for further submissions. Whilst the number of shortlisted sites will depend on the total number of entries and the anticipated number of awards in a particular award, and those sites, which have incurred serious incident or summoned, convicted or contravened under those safety/environmental ordinances/regulations in **Appendix VI**.

27. Contractors of shortlisted sites for Considerate Contractors Site Awards will be invited to submit in February 2022 a PowerPoint presentation with audio presentation, and the respective presentation converted to a video clipping, for a general description of the site and showing their good site performance, including cleanliness and tidiness, environmental consciousness, and considerate performance for consideration by the Judging Panel. The PowerPoint presentation should also include the number of accidents and accident frequency rate in number of accident per 1,000 workers in 2021, state clearly if adopted measures are not contract requirement and should highlight site constraints encountered and measures adopted on site which are over and above statutory/contractual requirements in accordance with **Appendix XI**. The presentation submitted shall be not more than ten slides, including (i) General description of the site: with not more than three slides and not more than 30 seconds of audio recording ; (ii) Good site performance: with not more than seven slides and not more than four minutes of audio recording. The video clipping shall have audio script description compatible with the content of the corresponding PowerPoint Presentation.

28. Contractors of shortlisted sites for Outstanding Environmental Management and Performance Awards will be invited to submit in February 2022 a PowerPoint presentation with audio presentation, and the

respective presentation converted to a video clipping for showing their good measures and strategies on improving the environmental performance of the site for consideration by the Judging Panel. In particular, **site environmental constraints** encountered and **measures** adopted on site which are **over and above statutory/contractual requirements** should also be highlighted in accordance with **Appendix XI**. The presentation submitted shall be not more than two slides and not more than one minute of audio recording. The video clipping shall have audio script description compatible with the content of the corresponding PowerPoint Presentation.

29. Contractors of shortlisted sites for Innovation Awards for Safety and Environmental Excellence will be invited to submit in February 2022 a PowerPoint presentation with audio presentation, and the respective presentation converted to a video clipping, for showing their innovative and advanced technologies/devices on enhancing the safety and environmental performance for consideration by the Judging Panel. In particular, **site constraints and challenges** encountered on site should also be highlighted in accordance with **Appendix XI**. The presentation submitted shall be not more than four slides and not more than two minutes of audio recording. The video clipping shall have audio script description compatible with the content of the corresponding PowerPoint Presentation.

#### Best Model Worker Awards

30. The contractor of every shortlisted site for a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence can nominate a construction worker from any trade of construction and any nationality for receiving the Model Worker Award and competing the Best Model Worker Award. He/she must work on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance. Notwithstanding, he/she is not necessarily an active worker at the nomination period in February 2022. The nomination should be agreed by both the contractor and the client/client's representative and the nomination form is at **Appendix VII**. The nomination of the construction worker must include a one A4 page summary describing the performance of the nominated model workers in respect of (a) compliance with safety rules; (b) active participation in safety promotion activities organised by the company or other organisations; and (c) contribution of initiatives to promote the safety, health and environmental management of the site, for consideration for the Best Model Worker Award.

## Best Model Frontline Supervisor Awards

31. The contractor of every shortlisted site for a Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence can nominate a frontline supervisor (e.g. ganger, foreman or superintendent, etc) for receiving the Model Frontline Supervisor Award and competing the Best Model Frontline Supervisor Award. He/she must work on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance and leadership as a frontline supervisor. Notwithstanding, he/she is not necessarily an active frontline supervisor at the nomination period in February 2022. The nomination should be agreed by both the contractor and the client/client's representative and the nomination form is at **Appendix VIII**. The nomination of the frontline supervisor must include a one A4 page summary describing what the nominated model frontline supervisor has done in actively promoting the safety, health and environmental management in the site and the achievements thus made, for consideration for the Best Model Frontline Supervisor Award.

## Model Subcontractor Awards and Best Model Subcontractor Frontline Supervisor Award

32. The contractor of every shortlisted site for the Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence can nominate a subcontractor for consideration of the Model Subcontractor Award. The subcontractor nominated for the Model Subcontractor Award must demonstrate good site safety and environmental performance in carrying out its works. The nomination should be agreed by both the contractor and the client/ client's representative and the nomination form is at **Appendix IX**.

33. The contractor of every shortlisted site for the Considerate Contractors Site Award, Outstanding Environmental and Management Performance Award and/or Innovation Award for Safety and Environmental Excellence can nominate a subcontractor frontline supervisor (e.g. ganger, foreman or superintendent, etc) from the nominated subcontractor mentioned in paragraph 20 above for consideration of the Model Subcontractor Frontline Supervisor Award. He/she must work on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance and leadership as a subcontractor frontline supervisor. Notwithstanding, he/she is not necessarily an active subcontractor frontline supervisor at the nomination period in February 2022. The nomination should

be agreed by the subcontractor, contractor and the client/client's representative and the nomination form is at **Appendix X**.

34. The contractor of every shortlisted site with Model Subcontractor Award and/or Model Subcontractor Frontline Supervisor Award nomination should submit a PowerPoint presentation with audio presentation, and the respective presentation converted to a video clipping, for showing the work of the subcontractor in safety, health and environmental management and what the nominated model subcontractor frontline supervisor has done in actively promoting the safety, health and environmental management in the site and the achievements thus made, for consideration for the Model Subcontractor Award and the Best Model Subcontractor Frontline Supervisor Award. The presentation submitted shall be not more than three slides and not more than one minute and thirty seconds of audio recording in accordance with **Appendix XI**. The video clipping shall have audio script description compatible with the content of the corresponding PowerPoint Presentation.

## **Judging Panel**

35. Upon the expiry of the appraisal period, DEVB and CIC will form a Judging Panel to evaluate the performance of the entries.

## **Administrative Procedures**

36. The administrative procedures of the CCSAS are as follows:
- (a) The contractors, consultants and stakeholders of the construction industry will be invited to participate or nominate entries to participate in the CCSAS by using the form at **Appendix I**, which will be attached to the letter of invitation. Mutual consent shall be reached between the client and the contractor before submitting the nomination to DEVB. The schedule of key dates of the CCSAS is at **Appendix II**. DEVB and CIC reserve the right to decide the eligibility of the nomination.
  - (b) When a nomination is accepted, DEVB will notify the client and the contractor of the entry accordingly. The electronic artwork files of the posters will be distributed to the contractor concerned. The contractor shall arrange production of the posters according to the specification and display the posters prominently on the site. The poster, one in English and one in Chinese, are for indication of the site participating in the CCSAS. The telephone number of the site

office of the entry, with characters in Arabic numerals of approximately 60mm in height, shall be clearly and neatly incorporated into the posters. The posters will invite members of the public to monitor the site performance through the telephone number shown. All complaints shall be logged. The poster shall be removed from the site after the appraisal period of the CCSAS, or when the entry no longer participates in the CCSAS.

- (c) At the end of each assessment period, the contractor of each entry (for New Works Contracts (Group A), New Work Contracts (Group B) and RMAA Works Contracts) shall submit to the client the illustrations, including charts, measurements and photos in respect of the following for demonstration of site performance during the reporting period. The size of the photos shall be not less than 4R and the number of photos submitted for each assessment period shall be not more than six for each category of awards.
- i) bird-view photos for illustration of good site management including, but without limitation to, cleanliness and tidiness of the site.
  - ii) photos for illustration of good environmental performance and consciousness.
  - iii) photos for illustration of considerate performance to neighbourhood and passers-by.
  - iv) measurements, charts, photos etc. for illustration of the effectiveness, efficiency and performance of specific and “appropriate” measures and strategies in the environmental management of the site.
  - v) photos for illustration of the innovative strategies, measures, devices and installations for enhancing safety and environmental performance.
- (d) The client will assess the performance of an entry in respect of the category(ies) of award(s) that the entry has participated by using the proforma at **Appendix III** with one form for one entry. When the assessment is made, due consideration shall be given to any complaints received and the causes of accidents happened on the site among other aspects. The completed proforma together with the contractor’s illustrations pursuant to sub-paragraph (c) above shall be submitted to DEVB at the end of each assessment period.

- (e) To facilitate accurate and timely assessment at each assessment period, it is important for both clients and contractors to submit the illustrations and assessment form to DEVB by the deadline. Otherwise, the retrospective assessment may not be able to reflect the actual site performance at that time. Failure to do so may affect their eligibility to be considered by the Judging Panel for the Awards. During each assessment period, DEVB/CIC's representative shall visit the site to assess the performance of the entry in respect of the category(ies) of award(s) using the proforma at **Appendix IV**.
- (f) A set of guidance notes for assessment of the site performance for the three categories of awards is at **Appendix V** for reference.
- (g) Upon the expiry of the appraisal period, the contractor of each entry will be required to sign the "Declaration of No Conviction" at **Appendix VI** if and only if the entry has not been convicted of any of the Ordinances/Regulations listed in the Appendix based on the date of the offences within the appraisal period. If a Declaration is not received, it will be assumed that the entry has convictions. In case an entry has received summons(es) from the enforcement authority(ies) during the appraisal period but the legal proceedings against the contractor are still on-going or not yet commence, then the contractor can sign the Declaration and submit the details of these summonses in a separate list together with the Declaration. The client shall countersign the Declaration to authenticate the signature of the Contractor's Representative before sending the Declaration to DEVB/CIC.
- (h) The contractor of every shortlisted site will be invited to nominate a construction worker for the Model Worker Awards. The nomination form is at **Appendix VII**. A number of better performers of the nominated model workers on the basis of the one-page summary provided by the contractor will be invited to attend a selection interview in March / April 2022 for final assessment and selection of the winner of the **Best Model Worker Award**.
- (i) The contractor of every shortlisted site will be invited to nominate a frontline supervisor for the Model Frontline Supervisor Awards. The nomination form is at **Appendix VIII**. A number of better performers of the nominated model frontline supervisors on the basis of the one-page summary provided by the contractor will be invited to attend a selection interview in March / April 2022 for final assessment and selection of the winner of the **Best Model Frontline Supervisor Award**.

- (j) The contractor of every shortlisted site will be invited to nominate a subcontractor for the **Model Subcontractor Award**. The nomination form is at **Appendix IX**.
- (k) The contractor of every shortlisted site will be invited to nominate a subcontractor frontline supervisor from the nominated subcontractor mentioned in paragraph 20 above for the Model Subcontractor Frontline Supervisor Awards. The nomination form is at **Appendix X**. A number of better performers of the nominated model subcontractor frontline supervisor on the basis of the information in the PowerPoint presentation provided by the contractor will be invited to attend a selection interview in March / April 2022 for final assessment and selection of the winner of the **Best Model Subcontractor Frontline Supervisor Award**.
- (l) The contractor of every shortlisted site will be invited to submit a PowerPoint presentation, and the respective presentation converted to a video clipping, for consideration by the Judging Panel. The guidance notes for the content of the PowerPoint Presentation is at **Appendix XI**.
- (m) An award presentation ceremony will be held to present the awards to contractors, subcontractors and site personnel of the winning sites. DEVB and CIC reserve the right to withhold any or all awards to concerned contractors, subcontractors and site personnel of the participating site if any serious or fatal accident occurred on the participating site or the Labour Department had issued suspension notice(s) to the participating site by the date of the award presentation ceremony.

## Appendices

37. The following Appendices are attached with this Guideline:

- (a) Appendix I - Nomination for Entry (Non-Public Works Site Participation)
- (b) Appendix II - Schedule of Key Dates of the CCSAS (Non-Public Works Site Participation)
- (c) Appendix III - Site Performance Assessment by the Client or the Client's Site Representative (Non-Public Works Site Participation)
- (d) Appendix IV - Site Performance Assessment by DEVB/CIC's Representative (Non-Public Works Site Participation)
- (e) Appendix V - Guidance Notes for Site Performance Assessment (Non-Public Works Site Participation)
- (f) Appendix VI - Contractor's Declaration of No Conviction
- (g) Appendix VII - Model Worker Nomination Form
- (h) Appendix VIII - Model Frontline Supervisor Nomination Form
- (i) Appendix IX - Model Subcontractor Nomination Form
- (j) Appendix X - Model Subcontractor Frontline Supervisor Nomination Form
- (k) Appendix XI - Guidance Notes for the Content of the PowerPoint Presentation and video clipping for the Judging Panel



**28th Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and Construction Industry Council**  
**Nomination for Entry (Non-Public Works Site Participation)**

**To: Secretary for Development (Attn: CAS(W)5) Fax No.: 2524 9308**  
**c.c. Director of Water Supplies (Attn: SE/Safety) Email: ccsas28@wsd.gov.hk**  
**Fax No.: 2794 0509**

**Construction site with following details is nominated to participate in the Scheme:**

Project Title : \_\_\_\_\_  
 Location of Site : \_\_\_\_\_  
 Name of Client : \_\_\_\_\_  
 Name of Company of Client's Site Representative (if appropriate) <sup>Note 1</sup> : \_\_\_\_\_  
 Name of Contractor : \_\_\_\_\_  
 Contract Commencement Date : \_\_\_\_\_ Contract Completion Date : \_\_\_\_\_  
 Contract Value : \_\_\_\_\_ Number of Workers on site (for MRM works only) : \_\_\_\_\_

**Other Particulars** (Mark "X" as appropriate)

1. Type of Contract :  New Works (Group A)<sup>Note 2</sup>  New Works (Group B)<sup>Note 2</sup>  
 RMAA Works  MRM Works
2. Participate in **Outstanding Environment Management and Performance Awards**  Yes  No
3. Participate in **Innovation Awards for Safety and Environmental Excellence**  Yes  No
4. Participate in REDA/HKCA Safety Partnering Programme  Yes  No

**Person to Contact**

Client or Client's Site Representative <sup>Note 1</sup>	Contractor
Name (in full) : _____	Name (in full) : _____
Telephone No. : Office: _____ Mobile: _____	Telephone No. : Office: _____ Mobile: _____
Fax No. : _____	Fax No. : _____
Email : _____	Email : _____

**Nomination Form Completed by**

Name of Company : \_\_\_\_\_ Telephone No. : \_\_\_\_\_  
 Name of Person : \_\_\_\_\_ Email : \_\_\_\_\_  
 Signature : \_\_\_\_\_ Date : \_\_\_\_\_

(N.B. One form for one entry)

Note 1: Client's Site Representative refers to the consultant employed by the Client to supervise the project site, please leave it blank if no consultant is involved.

Note 2: See Paragraph 7 of Guideline.

**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and Construction Industry Council**  
**Schedule of Key Dates (Non-Public Works Site Participation)**

<u>Description</u>	<u>Action by</u>	<u>Format</u>	<u>Date</u>
1. Nomination for entries	Contractors, consultants and stakeholders	<b>Appendix I</b>	March 2021
2. Site Performance Assessment	Contractor	Submit to client or client's Site Representative illustrations as required in paragraph 36(c) of the Guideline.	Twice (in July and December 2021)
	Client or Client's Site Representative	Complete <b>Appendix III</b> in accordance with paragraph 22 of the Guideline and submit to DEVB together with the contractor's illustrations	
	DEVB / CIC	Conduct inspection and complete <b>Appendix IV</b>	Twice (tentatively in June/July and November 2021)
3. Declaration of No Conviction	Contractor	Complete <b>Appendix VI</b> and submit to the client or client's site representative	Early January 2022
	Client or Client's Site Representative	Countersign <b>Appendix VI</b> and return to DEVB	
4. Summary of Performance	DEVB and CIC	Prepare the Summary of Performance for the Judging Panel	February 2022
5. PowerPoint Presentation	Contractor of shortlisted site	Prepare PowerPoint presentation and video clipping as per <b>Appendix XI</b>	February 2022
6. Video clippings	MRM Works contractors	Submit video clippings in accordance with paragraph 23 of the Guideline	End February 2022
7. Convening of Judging Panel	DEVB and CIC		February/March 2022 (Tentative)
8. Award Presentation Ceremony	DEVB and CIC		April/May 2022 (Tentative)

To: Secretary for Development (Attn: CAS(W)5) Fax No.: 2524 9308  
 c.c. Director of Water Supplies (Attn: SE/Safety) Email: ccsas28@wsd.gov.hk  
 Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and Construction Industry Council**  
**Site Performance Assessment by Client or Client's Site Representative**  
**(Non-Public Works Site Participation)**

(for the \_\_\_\_\_ assessment period ending: \_\_\_\_\_ 2021)

The client or client's site representative shall complete this form to assess the contractor's performance for an entry. A set of guidance notes on assessment of these performance aspects is provided at **Appendix V**. Markings are to be given on a scale of 1 to 5 - with '1' being the best and '5' being the worst. Please mark "X" for each item. Ticking in between boxes is not permitted. One form shall be completed for one entry.

Contract Title : \_\_\_\_\_ Ref. no. : \_\_\_\_\_

Name of Contractor : \_\_\_\_\_

Type of Contract :  New Works (Group A)\*  New Works (Group B)\*  
 RMAA\* (\*Please select as appropriate)

Participation in REDA/HKCA Safety Partnering Programme :  Yes^  No^  
 (^Please select as appropriate)

(Please enclose with site photos and illustrations provided by the contractor. The number of photos submitted for each assessment period shall be not more than six)

**Part I**

**Item**

**Markings**  
 (Best) 1 2 3 4 5 (Worst)

Considerate Contractors Site Awards

1. Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Complexity/Constraints of Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Site Management (including Tidiness & Hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Environmental Consciousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Being Considerate to Neighbourhood and Passers-by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Care of Workers & Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Adoption of Guidelines of Construction Industry Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outstanding Environmental Management and Performance Awards

8. Effectiveness and Performance on Environmental Management (in particular the specific and "appropriate" measures on nuisance abatement, green construction, green purchasing and waste management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Innovation Awards for Safety and Environmental Excellence

9. Creativity and Innovativeness of Safety and Environmental Strategies, Measures, Devices and Installations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Improvement to Safety and Environmental Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ease of Adoption by the Construction Industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Cost Effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part II Brief description on overall performance, site specialties and site constraints**

Signed by the Client or Client's Site Representative: \_\_\_\_\_

Name in Block Letter: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

To: Secretary for Development (Attn: CAS(W)5) Fax No.: 2524 9308  
 c.c. Director of Water Supplies (Attn: SE/Safety) Email: ccsas28@wsd.gov.hk  
 Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and Construction Industry Council**  
**Site Performance Assessment by DEVB/CIC's representative**  
**(Non-Public Works Site Participation)**  
**(for the \_\_\_\_\_ assessment period ending \_\_\_\_\_ 2021)**

The Scheme requires a representative of DEVB/CIC to visit the site and complete this form to assess the contractor's performance for an entry. A set of guidance notes on assessment of these performance aspects is provided at **Appendix V**. Markings are to be given on a scale of 1 to 5 - with '1' being the best and '5' being the worst. Ticking in between boxes is not permitted. One form shall be completed for one entry.

Name of the Client or Client's Site Representative : \_\_\_\_\_  
 Name of Contractor : \_\_\_\_\_  
 Contract Title : \_\_\_\_\_  
 Date of Visit : \_\_\_\_\_ Ref. no.: \_\_\_\_\_  
 Type of Contract :  New Works (Group A)\*  New Works (Group B)\*  
 RMAA\* (\*Please select as appropriate)  
 Participation in REDA/HKCA Safety Partnering Programme :  Yes^  No^  
 (^Please select as appropriate)

**Part I****Item**

**Markings**  
 (Best) 1 2 3 4 5 (Worst)

Considerate Contractors Site Awards

1. Safety	□	□	□	□	□
2. Complexity/Constraints of Site	□	□	□	□	□
3. Site Management (including Tidiness & Hygiene)	□	□	□	□	□
4. Environmental Consciousness	□	□	□	□	□
5. Being Considerate to Neighbourhood and Passers-by	□	□	□	□	□
6. Care of Workers and Others	□	□	□	□	□
7. Adoption of Guidelines of Construction Industry Council	□	□	□	□	□

Outstanding Environmental Management Performance Awards

8. Effectiveness and Performance on Environmental Management (in particular the specific and "appropriate" measures on nuisance abatement, green construction, green purchasing and waste management)	□	□	□	□	□
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Innovation Awards for Safety and Environmental Excellence

9. Creativity and Innovativeness of Safety and Environmental Strategies, Measures, Devices and Installations	□	□	□	□	□
10. Improvement to Safety and Environmental Performance	□	□	□	□	□
11. Ease of Adoption by the Construction Industry	□	□	□	□	□
12. Cost Effectiveness	□	□	□	□	□

**Part II Brief description on overall performance, site specialties and site constraints**

(Site Constraints)

\_\_\_\_\_

(Effectiveness and Performance on Environmental Management)

\_\_\_\_\_

\_\_\_\_\_

**Representative of DEVB / CIC**  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**28<sup>th</sup> Considerate Contractors Site Award Scheme  
Jointly Organised by Development Bureau and  
Construction Industry Council  
Guidance Notes for Site Performance Assessment**

These guidance notes contain yardstick for marking performance of contractors and recommended scope of each assessment criterion. They are for reference only and by no means exhaustive. Clients or clients' site representatives can develop further considerations under each heading in assessing the performance of the entries.

**Yardstick for Marking Performance of Contractors**

<b>Marking</b>	<b>Reference</b>	<b>Description</b>
1	Very Good (Best)	The performance of the contractor is <u>significantly and consistently better</u> than that required under the Contract and the industry's best practices or this guidance notes.
2	Good	The performance of the contractor <u>attains and is occasionally better</u> than that required under the Contract and the industry's best practices or this guidance notes.
3	Satisfactory	The performance of the contractor <u>attains</u> that required under the Contract and the industry's best practices or this guidance notes.
4	Poor	The performance of the contractor is considered to be <u>below</u> that required under the Contract and the industry's best practices or this guidance notes though without serious deficiencies; or where instructions have to be repeatedly issued and the work has consistently to be redone in order to attain a satisfactory level; or the performance of the contractor could only attain that required under the Contract and the industry's best practices or this guidance notes through enhanced supervision effort from the Engineer/Architect.
5	Very Poor (Worst)	The performance of the contractor is considered to be <u>significantly below</u> that required under the Contract and the industry's best practices or this guidance notes; or where instructions have to be repeatedly issued and the work has consistently to be redone but is still unable to attain a satisfactory level.

## Scope of Assessment Criteria

### *Item Headings*

#### 1. Safety

- (a) Safety of lifting operation (including colour coding, use of receptacles for small items, assignment of competent signalers and slingers, installation of automatic safety load indicators etc.)
- (b) Safety of working at height, working platforms and scaffolds
- (c) Safety of excavation, trench works and earthworks (including shoring and edge protection)
- (d) Safety and proper maintenance of plant and equipment
- (e) Formwork and falsework safety
- (f) Safe use of electricity and electrical tools and equipment (including earthing, ELCB, MCB and deployment of Registered Electrical Workers for electrical works)
- (g) Provision of flood preventive measures and slope surface protection
- (h) Fire protection and prevention
- (i) Proper storage and labeling of dangerous goods and chemicals
- (j) Tunneling work safety (including ventilation, lighting, segregation of vehicular and pedestrian passages, fire prevention and precautions, air monitoring and communication)
- (k) Site traffic properly controlled
- (l) Manual handling safety
- (m) Safety of marine work
- (n) Statutory Forms truly reflected the actual conditions of works and signed
- (o) Good practices exceed the contractual and law requirements. (e.g. adoption of Pay for Site Safety and implementation of Site Safety Cycle or Safe Work Cycle; use of 110V AC power supply for temporary lighting and 110V AC handheld electrical tool; provision of “No-load Voltage Reducing Device” for AC arc welding machine.)
- (p) Proper record of accident statistics
- (q) Adoption of new comer caring programme with special caring initiatives for new comers & probationers, graphical working procedures for construction workers, sharing of recent serious incidents and near miss reporting

#### 2. Complexity/Constraints of Site

- (a) Complexity or constraints within the site boundary under contractor’s management including any difficult underground/unforeseeable conditions
- (b) The surrounding environment of the site render additional input from the contractor

3. Site Management (including Tidiness & Hygiene)

- (a) Signed policy statement with clear management objectives and commitment
- (b) Clearly defined responsibilities for all levels of staff
- (c) Risk assessment conducted and safe working procedures and method statement established before work commencement
- (d) Emergency procedures established and regular drills conducted to test its effectiveness
- (e) Safety training provided for management, supervisory staff and workers
- (f) Involvement of workers' representatives in site safety meetings
- (g) Promotional activities organized to promote workers' safety awareness
- (h) Sub-contractors' performance evaluated and controlled
- (i) Security guards provided on site
- (j) Control system provided to check workers' identity before entry
- (k) Proper control of site vehicles
- (l) Maintenance of visitor log
- (m) Site management actively and earnestly participated in Site Safety Cycle
- (n) Frequency of carrying out the Site Safety Cycle

Site Cleanliness and Hygiene

- (o) Layout of sites or works planned before commencement
- (p) Sites maintained in clean and tidy conditions
- (q) Good housekeeping maintained with proper storage and stacking of materials
- (r) Access and egress maintained clear, unobstructed
- (s) Adequate rubbish bins/skips provided for collection and regular disposal
- (t) Proper storage of fuel and oil containers and provision of drip trays
- (u) Cleansing of external covers for plant and equipment

4. Environmental Consciousness

- (a) Dust suppression measures provided on site such as proper covering of dusty materials, hoarding, regular watering, paved haul road, greening & vacuum cleaning devices
- (b) Vehicles carrying dusty materials properly covered before leaving sites
- (c) Adequate ventilation provided in enclosed area
- (d) Use alternative methods or quieter plant to reduce noise emission
- (e) Noise mitigation measures provided for noisy plant such as screens or enclosures
- (f) Noise assessment conducted and hearing protection zone demarcated with notices displayed
- (g) Effective wheel washing facilities provided at site entrance
- (h) Wastewater recycled, treated and/or reused on site
- (i) Measures provided to prevent contamination of sewers and water channels
- (j) Suitable facilities provided for effluent treatment before disposal or reused

- (k) Proper implementation of waste management plan including sorting of C&D materials and recovery of reusable and recyclable materials before disposal
- (l) Restrict the use of CFC (Chlorofluorocarbon) or HCFC (Hydro-CFC) products on sites for ozone layer protection
- (m) Water and energy conservation devices and measures such as non-tungsten lighting
- (n) Incentives scheme for site staff to enhance their involvement in various environmental initiatives

5. Being Considerate to Neighbourhood and Passers-by

- (a) Complaints logged with prompt follow up action
- (b) Provision of netting and catchfans to safeguard the public against falling objects
- (c) Smoke emission from plant directed away from the public
- (d) Pavements or pedestrian walkways in the vicinity of works cleaned daily and maintained clear and unobstructed with no tripping/slipping hazard
- (e) Provision of clean and proper barriers, traffic cones, road signs and lanterns for guarding, lighting and signing of works or sites
- (f) Plants, materials or spoils properly placed, covered and barricaded without causing obstructions to pedestrians
- (g) Proper maintenance of channels and watercourses including removal of debris
- (h) Adequate provision of nuisance mitigation measures and monitoring of their performance to protect the environment
- (i) Adequate protection of the public at the site entrance
- (j) Participation posters displayed in prominent position with complaint telephone number provided
- (k) Measures provided against trespassing

Measures for combating mosquitoes

- (l) Covering all unused buckets and containers or turning them upside down, or disposing of unnecessary containers
- (m) Turning upside down or covering up disused carts
- (n) Puncturing or disposing of disused tyres
- (o) Filling up uneven floors, crevices and holes including uneven areas at rooftops of partly constructed buildings
- (p) Disposal of lunchboxes, cans, bottles, etc. regularly
- (q) Storing construction materials likely to collect water under cover
- (r) Cutting of bamboo poles for bamboo scaffolding close to the point before the node of the pole as far as possible
- (s) Providing anti-mosquito device on site
- (t) Maintaining records on anti-mosquito weekly inspection checklist
- (u) Maintaining channels and watercourse properly including removal of debris



6. Care of Workers and Others

- (a) Regular inspection of sites and prompt rectification of defects
- (b) Adequate lockers for use by workers
- (c) Provision of uniforms, storage compartments, rest areas and facilities for taking meals for use by workers
- (d) Provision of adequate supply of drinking water on site
- (e) Toilet facilities provided and maintained in clean and odourless condition
- (f) Provision of adequate hand wash facilities with liquid soap
- (g) Additional merits for provision of decent rest area for lunch-break or rest break, changing and showering facilities for workers on site
- (h) Adequate illumination to areas of work, access and egress
- (i) Provision of alternative to reflective vest in hot weather, suitable safety helmet neck shades and arm sleeves to outdoor workers for protection against sunshine after conducting risk assessment, sheltered work place, sheltered rest area with benches, basic health check and afternoon rest break

Care of Utilities

- (j) Co-ordination with utilities and other authorized contractors
- (k) Digging of trial pit to locate utilities before excavation
- (l) Utilities properly supported and protected when exposed
- (m) Precautionary measures provided for high tension cables and gas pipes
- (n) Competent person assigned to detect utilities
- (o) Hand digging method employed in exposing utilities

7. Adoption of Safety Guidelines Issued by the Construction Industry Council (CIC)

- (a) Guidelines on Safety of Tower Cranes
  - (i) Checking before erection of tower cranes (e.g. pre-delivery checking and checking of anchorage)
  - (ii) Improvements of site supervision (e.g. risk assessment, pre-operation checking and pre-use verification)
  - (iii) Engagement of qualified and experienced Specialist Contractors
  - (iv) Employment of qualified and experienced Competent Persons and workmen
- (b) Guidelines on Site Safety Measures for Working in Hot Weather:
  - (i) Establish safe systems for working in hot weather and provide adequate training, information, instruction and supervision to construction workers and site supervisors to facilitate and ensure the adoption of the guidelines
  - (ii) Determine the safety measures to be implemented through the risk assessment for site heat stress

- (iii) Consider providing training on heat stress management for site management personnel, so as to equip them to identify heat impact on workers and the potential risks arising from heat stress
  
- (c) Guidelines on Safety of Site Vehicles and Mobile Plant
  - (i) Risk assessment to identify any risk associated with the use of site vehicles and mobile plants and take appropriate measures
  - (ii) Design of site layout to minimize movement of vehicles and plants and facilitate safety of pedestrians
  - (iii) Installation of reversing video device (RVD)
  - (iv) Installation of other reversing safety devices (e.g. parking sensor, cross view mirror and reversing alarm and warning light)
  
- (d) Guidelines on Administration Charges for Reporting of Site Accidents
  - (i) Imposition of administration charges should be agreed by the parties to the subcontract having regard to all relevant circumstances
  - (ii) In case where the subcontractors bear the primary responsibility for reporting accidents for their employees and processing Employee Compensation claims, they are not required to pay administration charges to main contractors for accident reporting unless there are other valid over-riding considerations
  - (iii) Relevant details including arrangements for levying such charges and the charge rates in tender documents should be set out clearly
  - (iv) The practice of deducting administration charges from payments after award of subcontracts through measures such as “house rules” should be avoided
  
- (e) Guidelines on Safety of Lift Shaft Works (Vol. 1 - During Construction Stage Before Handing Over to Lift Installation Contractor)
  - (i) Planning of all lift shaft works to ensure that each type of lift shaft works is carried out safely and independently
  - (ii) Provision of lift shaft protection such as landing or access openings should be fenced off by installation of temporary steel covers or gates to prevent materials falling from landing floors to lift shafts
  - (iii) Conducting risk assessment by planning team on each type of lift shaft works
  - (iv) Design, construct, use and maintain lift shaft platforms properly
  - (v) Development and implementation of permit-to-work system with checklist of safety measures as required under the risk assessment report of the lift shaft works
  - (vi) Provision of fall-arrest system and safety training to workers
  - (vii) Paying special attention to buildings under Temporary Occupational Permit arrangement with consideration on all necessary safety features and provisions

- (f) Guidelines on Safety of Lift Shaft Works (Vol. 2 – During Lift Installation Stage until Issue of Occupation Permit and Handing Over to Developer)
  - (i) Planning the lift installation works
  - (ii) Provision and maintenance of all safety provisions for temporary works, protective measures, plant and equipment
  - (iii) Conducting risk assessment and prepare method statement for any lift installation work(s) including the erecting and dismantling of scaffolding and temporary works
  - (iv) Implementation of specific precautions for lift installation works
  - (v) Development and implementation of permit-to-work systems for typical lift installation processes inside a lift shaft
  - (vi) Provision of effective communication system, safety and health training and personal protective equipment to workers
  - (vii) Paying special attention to buildings under top arrangement
  
- (g) Guidelines on Safety of Lift Shaft Works (Vol. 3 – Throughout the Occupation Stage of Building)
  - (i) Planning the Lift Works, including lift alteration works, and lift maintenance and repair
  - (ii) Conducting risk assessment and preparing risk control measures for the Lift Works
  - (iii) Implementing general precautions for Lift Works
  - (iv) Paying special attention to safety and health of workers for specific works or special working conditions like lift alteration works, rope replacement work, machine room-less lift work, common lift shaft, double deck lift works, high speed lift works, building / structural works, and demolition of lift
  - (v) Developing and implementing permit-to-work systems for Lift Works
  - (vi) Provision of effective communication system, safety and health training and Personal protective equipment to workers
  - (vii) Paying special attention to safety of occupants and other personnel
  
- (h) Guidelines on Safety of Lift Shaft Works (Vol. 4 – Builders’ Lift within Lift Shaft)
  - (i) Planning the Builders’ Lift Work and considering all safety issues relating to design and planning stage, installation stage and the operation period, as well as coordination and housekeeping issues
  - (ii) Considering the general safety precautions for Builders’ Lift Work, including the use of lifting appliances and lifting gear, falling objects, electrical safety and working at height
  - (iii) Conducting risk assessment and prepare risk control measures for the Builders’ Lift Work
  - (iv) Considering the installation sequence and specific precautions for Builders’ Lift Work
  - (v) Planning and providing a comprehensive emergency operation for the Builders’ Lift
  - (vi) Developing and implementing permit-to-work systems

- (vii) Providing effective communication system, personal protective equipment and safety and health training to workers
  - (viii) Reminding and pay special attention to safety of users and other personnel
- (i) Guidelines on Handling Construction Work Injury and Fatal Accident Cases
- (i) Notification of work injury including Labour Department and insurer of the work accident
  - (ii) Establishment and implementation of sick leave and sick leave clearance procedures
  - (iii) Abiding all the legal requirements, procedures and compensation
  - (iv) Closely monitoring of the status of the reported case
- (j) Guidelines on the Design, Installation & Maintenance of Cast-in Anchors at External Walls of New Buildings
- (i) Design, installation and maintenance of cast-in anchor according to technical requirements
  - (ii) Testing before and after installation of cast-in anchors
- (k) Guideline on Trip Ticket system for Disposal of Construction & Demolition Materials in Private Sector Works
- (i) Implementation of the Trip Ticket System (TTS) to track the disposal of construction and demolition (C&D) materials in the construction site (i.e. Checking the site management plan for implementation of the TTS for the Contract. The plan should include the following details: Site Organization and Staff Duties, Disposal Programme, Site Procedures, Surveillance, Recording System, Control Measures to Track Internal Movement of Materials, and Video Recording system), &
  - (ii) Adopting a system to review incidents of non-compliance and monitoring of the follow-up action on defects and deficiencies identified.
- (l) Guidelines on Planking Arrangement for Providing Working Platforms on Bamboo Scaffolds
- (i) Conducting job-specific risk assessments before work commencement for working platform for working at height
  - (ii) Formulating safe method statements and risk control measures
  - (iii) Selection of subcontractors with appropriate qualifications and experience
  - (iv) Delineation of the roles and responsibilities of the main contractors and the subcontractors in provision, laying, use and monitoring of planks as working platforms with relevant safety measures by clear specifications in the contract
  - (v) Laying planks as working platforms on bamboo scaffolds according to the safe method statement and control measures
  - (vi) Monitoring the safety performance of subcontractors

- (m) Guideline on Fabrication of Reinforcement Cages of Bored Piles
  - (i) Conducting risk assessment before work commencement
  - (ii) Planning the fabrication work properly
  - (iii) Implementation the guideline in the work procedures
  - (iv) Adopting control measures for hazards related to fabrication of reinforcement cages
  - (v) Provision of necessary information, instruction, training and supervision to workers
  
- (n) Guidelines on Work-Above-Ground Safety
  - (i) Conducting task-specific risk assessment before work commencement
  - (ii) Providing suitable working platforms and light-duty working platforms and using them by following specific safety measures
  - (iii) Controlling stringently on use of ladders with adequate and suitable control and safety measures adopted
  - (iv) Providing effective coordination and communication system, monitoring and control system and personal protective equipment
  - (v) Providing necessary information, instruction, training and supervision to workers

8. Effectiveness and Performance of “Appropriate” Environmental Nuisances Abatement, Environmental Conservation, Green Purchasing & Waste Management

- (a) Air pollution nuisance abatement
- (b) Noise pollution nuisance abatement
- (c) Water pollution nuisance abatement
- (d) Saving and conservation of energy, material and water
- (e) Environment-friendly designs and measures
- (f) Establishment of a system for measurement and recording the environmental management performance on site
- (g) Establishment of a system to monitor, control and review the effectiveness of the pollution abatement measures
- (h) Selection of construction materials that can reduce waste generation and disposal
- (i) Employment of work processes with minimum waste generation
- (j) Establishment of a system for on-site sorting of C&D materials at source
- (k) Hard rock and broken concrete arising from demolition or concrete breaking work sorted out for delivery to recycling facilities for producing aggregates
- (l) Insert C&D materials sorted out for disposal to public fill
- (m) Provision of designated area for sorting and proper storage of recyclable materials to prevent contamination
- (n) Arrangement for collection of reusable or recyclable materials such as metal, paper/cardboard and plastics for recycling contractors
- (o) Chemical wastes and containers properly stored for collection by licensed contractors

- (p) Establishment of a system for monitoring and control of waste management performance on the site
- (q) Establishment of a system for measurement and recording of waste disposal of the site
- (r) Establishment of system to review the effectiveness of the waste reduction measure
- (s) Qualified site staff assigned to oversee the environmental and waste management on the site
- (t) Proper execution of trip ticket system and prevention of flytipping and overloading of dump trucks
- (u) Measures to switch off idling equipment
- (v) Select and use low/non VOC products
- (w) Regular environmental training (toolbox talks) provided for site staff
- (x) "Appropriate" environmental management measures can be a role model of the construction industry
- (y) "Appropriate" environmental management strategies are able to handle emergency and unforeseen pollution incidents efficiently and effectively to minimize environmental impact

9. Creativity and Innovativeness of Safety and Environmental Strategies, Measures, Devices and Installations

The originality, creativity and innovativeness of the strategies, measures, devices and installations in tackling the safety and environmental challenges , taking into consideration of –

- (i) any similar strategies, measures, devices or installations already adopted in the construction industry?
- (ii) any evolution/enhancement of the systems and/or devices/installations to cater for project specific safety or environmental concerns?

10. Improvement to Safety and Environmental Performance

Providing statistics and examples to demonstrate the performance of strategies, measures, devices and installations in safety and environmental perspectives and/or mitigation of serious safety hazards and environmental nuisances. For example, the frequency of industrial/reportable/severe accident, number of genuine and false safety alert/environmental exceedance issued or time required to relieve the hazard/nuisance, etc.

11. Ease of Adoption by the Construction Industry

The potential of the innovative strategies, measures, devices and installation for wider and sustained adoption by the construction industry.

12. Cost Effectiveness

Cost-effectiveness in implementing the innovative strategies, measures, devices and installations for uplifting the safety and environmental performance.

**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**Jointly Organised by Development Bureau and Construction Industry Council**  
**Contractor's Declaration of No Conviction**  
 (Proforma)

I \_\_\_\_\_ hereby confirm on behalf of \_\_\_\_\_  
 (name of Contractor's Representative) (name of Contractor)

for the construction site \_\_\_\_\_  
 (contract title and site location)

that **neither the site nor the person in charge of the Contract has been convicted** (based on the date of offence) under any one of the following Ordinances/Regulations and **no fatal accident occurred** throughout the period from **1 January 2021 to 31 December 2021** for the purpose of consideration for an award under the 28<sup>th</sup> Considerate Contractors Site Award Scheme -

- (a) Air Pollution Control Ordinance and its subsidiary Regulations
- (b) Noise Control Ordinance and its subsidiary Regulations
- (c) Water Pollution Control Ordinance and its subsidiary Regulations
- (d) Waste Disposal Ordinance and its subsidiary Regulations
- (e) Environmental Impact Assessment Ordinance
- (f) Hazardous Chemicals Control Ordinance
- (g) Dumping At Sea Ordinance
- (h) Ozone Layer Protection Ordinance
- (i) Section 38A of the Immigration Ordinance
- (j) Factories and Industrial Undertaking Ordinance and its subsidiary Regulations
- (k) Occupational Safety and Health Ordinance and its subsidiary Regulations
- (l) Shipping and Port Control Ordinance and its subsidiary Regulations
- (m) Builders' Lifts and Tower Working Platforms (Safety) Ordinance
- (n) Dangerous Goods (General) Regulations
- (o) Buildings Ordinance and its subsidiary Regulations
- (p) Electricity Supply Lines (Protection) Regulation
- (q) Electricity Ordinance
- (r) Gas Safety Ordinance
- (s) Land (Miscellaneous Provisions) Ordinance
- (t) Section 27 of the Public Health and Municipal Services Ordinance
- (u) Road Traffic (Traffic Control) Regulations, specifically for obstruction of highways or insufficient provisions of lighting, signing and guarding in respect of the construction site(s)
- (v) Prevention of Bribery Ordinance
- (w) Sections 23, 24, and 25 of the Employment Ordinance
- (x) Sections 7, 7A and 43E of the Mandatory Provident Fund Schemes Ordinance
- (y) Section 6 of the Construction Workers Registration Ordinance

\_\_\_\_\_  
 Signed by the Contractor's  
 Representative  
 with name in BLOCK LETTERS,  
 date and company chop

\_\_\_\_\_  
 Countersigned by Client or Client's Site  
 Representative in authenticating signature of  
 Contractor's Representative, with name in BLOCK  
 LETTERS, date and company chop



To: Secretary for Development  
c.c. Director of Water Supplies

(Attn: CAS(W)5)  
(Attn: SE/Safety)

Fax No.: 2524 9308  
Email: ccsas28@wsd.gov.hk  
Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme  
Contractor's Nomination of Model Worker  
For Non-Public Works Site Participation**

(This form should be submitted to DEVB when the site is shortlisted in February 2022)  
(Proforma)

I, \_\_\_\_\_ hereby confirm on behalf of \_\_\_\_\_  
(name of Contractor's Representative) (name of contractor)

for the construction site \_\_\_\_\_  
(contract title, site location and site number)

that \_\_\_\_\_ is nominated as the model worker  
(name of model worker in English and Chinese)

who is a construction worker at the above site and he/she has worked on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance and also been nominated and won a model worker award for the purpose of consideration for a model worker award under the 28<sup>th</sup> Considerate Contractors Site Award Scheme. A **one A4 page** summary describing the safety performance of the nominated model worker in respect of (a) compliance with safety rules; (b) active participation in safety promotion activities organised by the company or other organisations; and (c) contribution of initiatives to promote the safety, health and environmental management of this site is also attached, for consideration for the Best Model Worker Award.

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Signed by the Contractor's  
Representative  
with name in BLOCK LETTERS,  
date and company chop

---

Countersigned by Client or Client's Site  
Representative in authenticating signature  
of Contractor's Representative,  
with name in BLOCK LETTERS, date and  
stamp chop

To: Secretary for Development  
c.c. Director of Water Supplies

(Attn: CAS(W)5)  
(Attn: SE/Safety)

Fax No.: 2524 9308  
Email: ccsas28@wsd.gov.hk  
Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme  
Contractor's Nomination of Model Frontline Supervisor  
For Non-Public Works Site Participation**

(This form should be submitted to DEVB when the site is shortlisted in February 2022)  
(Proforma)

I, \_\_\_\_\_ hereby confirm on behalf of \_\_\_\_\_  
(name of Contractor's Representative) (name of contractor)

for the construction site \_\_\_\_\_  
(contract title, site location and site number)

that \_\_\_\_\_ is nominated as the model frontline  
(name of model frontline supervisor in English and Chinese)

supervisor who is a frontline supervisor at the above site and he/she has worked on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance, leadership for a model frontline supervisor award under the 28<sup>th</sup> Considerate Contractors Site Award Scheme. A **one A4 page** summary describing what the nominated model frontline supervisor has done in actively promoting the safety, health and environmental management in the site and the achievements thus made is also attached for consideration for the Best Model Frontline Supervisor Award.

---

Signed by the Contractor's  
Representative  
with name in BLOCK LETTERS,  
date and company chop

---

Countersigned by Client or Client's Site  
Representative in authenticating signature  
of Contractor's Representative,  
with name in BLOCK LETTERS, date and  
stamp chop

To: Secretary for Development  
c.c. Director of Water Supplies

(Attn: CAS(W)5)  
(Attn: SE/Safety)

Fax No.: 2524 9308  
Email: ccsas28@wsd.gov.hk  
Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme  
Contractor's Nomination of Model Subcontractor  
For Non-Public Works Site Participation**

(This form should be submitted to DEVB in February 2022)  
(Proforma)

I, \_\_\_\_\_ hereby confirm on behalf of \_\_\_\_\_  
(name of Contractor's Representative) (name of contractor)

for the construction site \_\_\_\_\_  
(contract title, site location and site number)

that \_\_\_\_\_ is nominated as the model subcontractor  
(name of model subcontractor)

at the above site which has carried out active construction work in 2021 with sufficient duration to demonstrate its outstanding site safety and environmental performance for consideration for the Model Subcontractor Award under the 28<sup>th</sup> Considerate Contractors Site Award Scheme.

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Signed by the Contractor's  
Representative  
with name in BLOCK LETTERS,  
date and company chop

---

Countersigned by Client or Client's Site  
Representative in authenticating  
signature of Contractor's Representative,  
with name in BLOCK LETTERS,  
date and stamp chop

To: Secretary for Development  
c.c. Director of Water Supplies

(Attn: CAS(W)5)  
(Attn: SE/Safety)

Fax No.: 2524 9308  
Email: ccsas28@wsd.gov.hk  
Fax No.: 2794 0509

**28<sup>th</sup> Considerate Contractors Site Award Scheme  
Contractor's Nomination of Model Subcontractor Frontline Supervisor  
For Non-Public Works Site Participation**

(This form should be submitted to DEVB when the site is shortlisted in February 2022)  
(Proforma)

I, \_\_\_\_\_ hereby confirm on behalf of \_\_\_\_\_  
(name of Contractor's Representative) (name of contractor)

for the construction site \_\_\_\_\_  
(contract title, site location and site number)

that \_\_\_\_\_ is nominated  
(name of model subcontractor frontline supervisor in English and Chinese)

as the model subcontractor frontline supervisor who is a subcontractor frontline supervisor at the above site and he/she has worked on site during the appraisal period with sufficient duration to demonstrate his/her outstanding safety performance, leadership for a model subcontractor frontline supervisor award under the 28<sup>th</sup> Considerate Contractors Site Award Scheme.

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Signed by the Subcontractor's Representative  
with name in BLOCK LETTERS,  
date and company chop

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Countersigned by the Contractor's  
Representative  
with name in BLOCK LETTERS,  
date and company chop

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Endorsed by Client or Client's Site  
Representative in authenticating  
signature of Contractor's  
Representative,  
with name in BLOCK LETTERS,  
date and stamp chop

**Part A**  
**28<sup>th</sup> Considerate Contractors Site Award Scheme**  
**PowerPoint and video clipping submission**

Contractors of the shortlisted sites will be invited to submit in February 2022 a PowerPoint presentation with audio presentation, and the respective presentation converted to a video clipping, (the video clipping shall have audio script description compatible with the content of the corresponding PowerPoint Presentation) for a general description of the site and showing their good site performance for consideration by the Judging Panel. The format of video clippings shall be compatible with Windows Media Player or MPEG-3 or above.

The PowerPoint presentation and video clipping should state clearly if adopted measures are not contract requirement and/or over and above statutory/ contractual requirement and should highlight site constraints encountered. The presentation submitted shall be not more than ten slides, including (i) General description of the site: with not more than three slides and not more than 30 seconds of audio recording; (ii) Good site performance: with not more than seven slides and not more than 4 minutes of audio recording. As far as possible, the contractor should show **new initiatives/ innovative measures** adopted. The PowerPoint should include the following:

**(i) General description of the site**

- (a) Title of Contract
- (b) Name of Contractor
- (c) Name of Supervising Company
- (d) Other contract's details including brief description of the work, the commencement and completion dates of the contract, contract sum, etc.
- (e) Location plan and bird eye viewing of the site.

**(ii) Good site performance**

**1. Overview of the project**

Highlighting site constraints encountered.

**2. Safety**

Highlighting:

- (a) Safety culture related initiatives adopted with workers e.g. Work Safe Behaviour Programme or similar safety culture programmes; and
- (b) Number of accidents and accident rate in number of accident per 1,000 workers in 2021.

**3. Site Management (including Tidiness & Hygiene)**

Highlighting the performance of site management including resources allocation, site organisation structure and establishment, competence of management and

frontline supervisory staff, effectiveness in the delivery of company policy and the effort to maintain the site in clean and tidy conditions.

#### **4. Environmental**

Adoption of low carbon construction:

- (a) Reduce quantity of materials used;
- (b) Select materials with low emissions factors associated (e.g. recycled materials);
- (c) Select materials suppliers as close as possible from the construction site to reduce transportation distances; and
- (d) Divert demolition wastes to recycling instead of landfills.

#### **5. Being considerate to neighbourhood**

Matters implemented showing consideration to neighbours

- (a) How are those affected by site activities identified and are they informed about those activities?
- (b) What has been done to reduce/prevent any possible negative impact caused to the nearby traffic and parking problem during the construction/operation period?
- (c) How are deliveries to your sites organized?
- (d) How is workers' smoking managed?
- (e) Is there an access plan prepared for the site?
- (f) What, if any, provision is made for wheelchair users and those with mobility, sight and hearing impairment?
- (g) Is there a site compliments/ complaints/ comments procedure with a record of contacts' names and telephone numbers?
- (h) Do site managers/ supervisors have authority to resolve complaints? How are complaints dealt with? How are they followed up?
- (i) What measures are taken to reduce noise and inconvenience affecting occupiers or neighbours?
- (j) What hoardings/ fences do you provide and are they appropriate to the sites' location?

#### **6. Care of workers (welfare facilities)**

Provisions of the following to workers:

Adequate storage compartments, uniforms, supply of drinking water, rest areas with cool-down facilities, toilet facilities maintained clean, provision of hand wash facilities with liquid soap, decent rest area for lunch-break or rest break, changing and showering facilities, suitable safety helmet neck shade and arm sleeves, hot weather shifts etc.

**Part B**  
**Outstanding Environmental Management and Performance Awards**  
**PowerPoint and video clipping submission**  
[for contractors who have registered for this award]

The presentation submitted should be a PowerPoint presentation with audio presentation and the respective presentation converted to a video clipping (the video clipping shall have audio script description compatible with the content of the corresponding PowerPoint presentation). The presentation shall be not more than two slides and not more than 1 minute of audio recording. The PowerPoint should include the following:

**Environmental Management Performance**

- (a) Is there any low carbon construction adopted (similar to item 4 of the Considerate Contractors Site Award PowerPoint)?
- (b) Are the environmental management measures a role model of the construction industry?
- (c) Are the environmental management strategies able to handle emergency and unforeseen pollution incidents efficiently and effectively to minimize environmental impact?

**Part C**  
**Innovation Awards for Safety and Environmental Excellence**  
**PowerPoint and video clipping submission**  
[for contractors who have registered for this award]

The presentation submitted should be a PowerPoint presentation with audio presentation and the respective presentation converted to a video clipping (the video clipping shall have audio script description compatible with the content of the corresponding PowerPoint presentation). The presentation shall be not more than four slides and not more than 2 minutes of audio recording. The contractor should highlight challenges encountered and site constraints and show **new innovative and advanced technologies/devices adopted**. The PowerPoint should include the following:

- (a) How creative and innovative are the safety and environmental strategies, measures, devices or installations adopted? Any similar strategies, measures, devices or installations already adopted in the construction industry? Any evolution/enhancement of the systems and/or devices/installations to cater for project specific safety or environmental concerns?
- (b) What are the performance of strategies, measures, devices and installations in safety and environmental perspectives, particularly in mitigating safety hazards and environmental nuisances, as supported by statistics and examples such as the frequency of industrial/reportable/severe accident, number of genuine and false safety alert/environmental exceedance issued or time required to relieve the hazard/nuisance, etc.?
- (c) Is it possible that the innovative strategies, measures, devices and installations can be widely and sustainably adopted by the construction industry?
- (d) How cost effective is the innovative strategies, measures, devices and installations for uplifting the safety and environmental performance?



**Part D**  
**Model Subcontractor Awards and**  
**Model Subcontractor Frontline Supervisor Awards**  
**PowerPoint and video clipping submission**

[for contractors who shall nominate a subcontractor and/ or  
a subcontractor frontline supervisor for this award]

The PowerPoint presentation with audio presentation and the respective presentation converted to a video clipping (the video clipping shall have audio script description compatible with the content of the corresponding PowerPoint presentation) should be not more than three slides and not more than 1.5 minutes of audio recording. The PowerPoint and video clipping should include the following -

- (a) Name of the subcontractor nominated by the Contractor for the Model Subcontractor Awards;
- (b) Subcontractor's safety, health and environmental management measures implemented on site;
- (c) Name of the nominated subcontractor frontline supervisor for the Model Subcontractor Frontline Supervisor Awards; and
- (d) What the nominated model subcontractor frontline supervisor has done in actively promoting the safety, health and environmental management in the site and the achievements made.