

BY FAX & DESPATCH

MEMO

<i>From :</i>	Secretary for Development	<i>To :</i>	Distribution
<i>Ref :</i>	DEVB(W) 516/71/01	<i>Attn :</i>	
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<i>Fax No :</i>	2524 9308	<i>dated :</i>	<i>Fax. No. :</i>
<i>Date :</i>	29 March 2018	<i>Total Pages :</i>	2 + Encl.

Construction Site Safety Manual

Purpose

This memo is to revise the Construction Site Safety Manual (the Manual) to reflect the enhancement to the Safety Management System (SMS) for public works contracts with a view to sustaining the effort on site safety as well as to simplify and streamline the existing administrative work.

Background

2. The SMS for public works contracts was first developed in 1993. The SMS was reviewed from time to time with implementation of enhancement measures (including the introduction of the Pay for Safety Scheme (PFSS) and also the Pay for Safety and Environment Scheme (PFSES)) to meet the contemporary requirements in delivering public works contracts.

3. In mid-2015, we conducted a review of the SMS, including PFSS and PFSES, for public works contracts with the objectives to sustain our effort on site safety as well as to simplify and streamline the existing initiatives and the corresponding administrative work. One of the review areas is on the appropriateness of the items in the Bills for the PFSS/PFSES.

4. After the review, we propose to make the following enhancements, among others, without compromising site safety. The proposal was endorsed by the Works Policies Coordination Committee at its meeting held in September 2016.

- (a) The PFSES would be renamed as the PFSS.
- (b) All environmental related pre-priced payment items from the Bills for the PFSES would be removed and then combined in an appropriate item to the Bills for Preliminaries. The pre-priced items in the PFSS should only contain the following:
 - (1) site specific induction training;
 - (2) toolbox talks;
 - (3) participate in promotional campaign;

- (4) pre-work activities of Site Safety Cycle;
- (5) safety training for specified trade workers;
- (6) provide safety officer;
- (7) safety meeting;
- (8) safety walk; and
- (9) prevention of heat stroke (new item).

- (c) To minimize administrative efforts, the method of measurement for some of the items (including those moved to the Bills for Preliminaries) will be simplified – site specific induction training, toolbox talks and pre-work activities of Site Safety Cycle will be regarded as lump sum items.

5. Further, to consolidate safety requirements, we take this opportunity to incorporate the requirements under the Environmental, Transport and Works Bureau Technical Circular (Works) No. 30/2002 to the appropriate sections of the Manual with amendments for streamlining administrative work.

Policy

6. All public works contracts, including design and build contracts and term contracts, the tender of which are issued **on or after 20 April 2018** shall implement the enhancements through incorporation of the provisions at the revised Chapters 3 and 12 of the Manual.

7. The updated Manual can be downloaded from the website of the Development Bureau. The revision history of the Manual is attached in **Appendix A**. In addition, a list of relevant pages in the Manual that need to be updated is attached in **Appendix B** for easy reference.

8. The Environmental, Transport and Works Bureau Technical Circular (Works) No. 30/2002 is hereby superseded.

Enquiry

9. Any enquiries on the above should be addressed to our Assistant Secretary (Works Policies) 5.

(Jacky WU)
for Secretary for Development

Encl.

Distribution

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Revision History of the Public Works Programme Construction Site Safety Manual – Mar 2018

Revision	Date	WBTC No.	Affected Chapters	Revision/Amendments
0	1 June 1993	16/93	Chapter 3	First Introduction of Chapter 3
1	22 July 1993	16/93A	Chapter 3	Special Conditions of Contract amended
2	18 July 1993	12/94	Chapter 3	Special Conditions of Tender and Special Conditions of Contract amended, and Particular Specification clauses added
3	12 Oct. 1994	12/94A	Chapter 3	Special Conditions of Tender amended
4	31 May 1995	11/95	Chapters 1, 2 and 4 to 11 added	The whole Manual was issued, i.e. Chapters 1 to 11
5	2 Oct. 1995	22/95	Chapter 3	Particular Specification clauses on additional mandatory safety measures added
6	4 Mar. 1996	4/96	Chapter 3	Special Conditions of Contract and Particular Specification clauses related to the Pay for Safety Scheme added
7	5 Mar. 1996	5/96	Chapter 3	Special Conditions of Contract and Particular Specification clauses related to the Independent Safety Audit Scheme added
8	11 May 1996	4/96A	Chapter 3	Amendment and addition of Particular Specification clauses promulgated in WBTC No. 4/96
9	13 Aug. 1997	11/97	Chapter 3	Particular Specification clauses on "Labour Department Recognised Green Card" course added
10	15 Sept. 1998	14/98	Chapter 3 amended and Chapter 12 added	Replacement of Chapter 3 and introduction of Chapter 12 on the Pay for Safety Scheme
11	1 Sept. 1999	21/99	Chapters 1, 2 and 4 to 11	Revision of Chapters 1, 2 and 4 to 11
12	20 Nov. 2000	30/2000	Chapters 3 and 12	Revision of Chapters 3 and 12
13	Jul 2001	-	Chapter 9	Updating of Appendices V and VI
14	Jan 2003	-	Chapter 9	Updating of Appendix X

15	Jan 2003	-	Chapter 2	Updating of Appendix I
16	Feb 2003	-	Chapter 9	Updating of Appendices IV to VI
17	[Not used]			
18	Apr 2008	-	Chapters 3, 7 and 9	Minor revision of Appendix III of Chapter 3, Chapters 7 and 9
19	Jan 2011	-	Chapters 1, 3 and 9	Updating target accident frequency rate and follow up action by revising Chapter 1 (paragraph 1.2.3) and Chapter 9 (paragraph 9.3.4(c)), and adding Clause 13(5) in Appendix III of Chapter 3
20	Feb 2011	-	Chapter 3	Updating Appendix III of Chapter 3 (paragraph 2(A)(i) and 12 (b)(i)) on additional safety training to workers and compulsory safety training to site supervisors
21	Jan 2012	-	Chapter 9	Updating of telephone and fax numbers
22	Mar 2012	-	Chapter 8	Adding paragraph 8.1.6 for inspection by senior management staff of works departments
23	Apr 2012	-	Chapter 9	Updating paragraph 9.3.4(c)
24	Nov 2013	19/2005	Chapter 12	Adding Appendix VI for Pay for Safety Performance Merit Scheme
25	Mar 2015	-	Chapter 3	Adding Clauses 14(21), 16 and 17 to Appendix III of Chapter 3
26	Oct 2015	32/99	Chapters 3 and 12	Deleting paragraph 3.1.8 of Chapter 3 and paragraphs 12.2.9 to 12.2.13 of Chapter 12 regarding Independent Safety Audit Scheme (ISAS)
27	May 2017	-	Chapters 3, 7, 8 and 9	Revision of Chapter 9 to effect the revision arising from Review of Safety Management System for Public Works Contracts related to reporting of severe incidents; and General revision of Chapters 3, 7 and 8
28	Sep 2017		Chapters 3 and 7	
29	Mar 2018	-	Chapters 3 and 12	Revision of Chapter 3 and 12 to effect the revisions arising from Review of Safety Management System for Public Works Contracts related to Pay for Safety Scheme.

List for Updating of Construction Site Safety Manual – Revision 29 (Version Mar 2018)

Ref. No.	Pages to be removed	Updated pages to be insert	Brief Description of Amendment
29.1	C3-P6 (Ver.Nov.2000) C3-P9 (Ver.Sep.98) C3–Appendix III-P6 (Ver.Mar.2015) C3–Appendix III-P8 to P9 (Ver.Mar.2015) C3–Appendix III-P18 to P19 & P22 (Ver.Mar.2015) C3–Appendix III-P45 (Ver.Sep.2017) C3-AVI(a)-P01 to P02 (Ver.Sep.98) C3-AVI(a)-P03 to P04 (Ver.Nov.2000) C3-AVI(a)-P05 to P08 (Ver.Sep.98) C3-AVI(a)-P09 to P011 (Ver.Nov.2000)	C3-P6 to P012 (Ver.Mar.2018) C3-P013 (Ver.Mar.2018) C3–Appendix III-P6 (Ver.Mar.2018) C3–Appendix III-P8 to P9 (Ver.Mar.2018) C3–Appendix III-P18 to P19 & P22 (Ver.Mar.2018) C3–Appendix III-P45 to P56 (Ver.Mar.2018) & Annex A C3-AVI(a)-P1 to P9 (Ver.Mar.2018)	Adding of Section 3.2 for implementation of site safety cycle and provision of welfare facilities for workers at construction sites Updating of appendices to Chapter 3 General revision to Clause 4 General revision to Clauses 9 and 10 Updating of Clause 8 for streamlining the procedural and administrative work for safety training Updating of Clause 21 for site safety cycle and adding of Clause 22 for welfare facilities for workers respectively Updating of Appendix VI(a) for Method of Measurement for Works Contracts, with items related to safety plan, environmental management and safety bulletin board removed

Ref. No.	Pages to be removed	Updated pages to be insert	Brief Description of Amendment
	C3-AVI(b)-P01 (Ver.Sep.98) C3-AVI(b)-P02 to P05 (Ver.Nov.2000) C3-AVI(b)-P06 to P07 (Ver.Sep.98) C3-AVI(b)-P08 to P010 (Ver.Nov.2000)	C3-AVI(b)-P1 to P7 (Ver.Mar.2018) C3-AVI(c)-P1 (Ver.Mar.2018)	Updating of Appendix VI(b) for Method of Measurement for term contracts Adding of Appendix VI(c) for Method of Measurement for hard-paved area for pre-work activities of site safety cycle and welfare facilities for workers
29.2	C12-P02 to P12 (Ver.Nov.2000) C12-AI to AV (Ver.Nov.2000) C12-AVI(Page1-4,9-12,40-43) (Ver.Nov.2013)	C12-P2 to P12 (Ver.Mar.2018) C12-AI, AII and AIV (Ver.Mar.2018) C12-AVI(Page1-4,9-12,40-43) (Ver.Mar.2018)	General revision for streamlining the procedural and administrative work for payment related to safety management measures; and for revised range of payment to Contractor under PFSS; Deleting the original paragraphs 12.2.9 to 12.2.13 related to ISAS; and Deleting the original paragraph 12.2.14 related to safety plan Updating of Appendices I and II for Sample Bill of Quantities for Works/Term Contracts; Deleting Appendix III; and Updating of Appendix IV for safety price level Deleting Appendix V Updating of paragraphs 6 and 12 for revised range of payment to Contractor under PFSS and PFSPMS