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Group : 8

22 July 1998

Works Bureau Technical Circular No. 13/98

Liaison with Labour Department and Marine Department
on Construction Site Safety Matters

Scope

This circular applies to all Public Works Programme (PWP) sites. It sets out the procedure to be followed for liaison between the works department site staff and the Labour Department and the Marine Department as appropriate on matters of construction site safety.

Effective Date

2. This Circular takes immediate effect.

Effect on Existing Circulars

3. This Circular supersedes Public Works Departmental Technical Circular No. 21/81 with immediate effect.

Introduction

4. All parties involved in construction works in Government contracts have their own responsibilities for ensuring and promoting construction safety and health. Although the contractor is primarily responsible for the safety of the construction sites, the site staff and the Labour Department and/or the Marine Department have their roles to play on construction site safety matters.

5. The site staff shall encourage the contractor and his workmen to use safe methods of working and closely monitor the implementation of the safety measures as stipulated in the relevant legislation such as the Construction Sites (Safety) Regulations and where appropriate, the safety plans. Nevertheless, the site staff shall refrain from giving specific advice or instructions on working methods which may be construed as the site staff having assumed the contractor's responsibility. As law enforcers, the Labour Department is responsible for enforcing the Construction Sites (Safety) Regulations and other legislation applicable to construction site safety while the Marine Department is responsible for regulating and controlling the operation of barges/vessels and other safety matters on board the barges/vessels.

Procedure

6. To ensure closer co-operation between the site staff and the Labour Department and/or the Marine Department and to improve efficiency in monitoring site safety matters, the following procedures shall be followed. However, works departments may adjust the procedures to suit their own modes of operation.

At the Commencement of Contracts

7. At the commencement of each contract, the Architect/Engineer shall inform the relevant Divisional Occupational Safety Officer (DOSO) of the Labour Department of the location and the nature of the works, the name and the telephone number of the Architect/Engineer's Representative responsible for supervising the contract, the name of the Contractor, the contract sum, the commencement date and the estimated completion date of the contract. For contracts which may involve any use of vessel and/or barge, the Senior Shipping Safety Officer (SSSO) of the Marine Department shall similarly be informed. For existing contracts, the Architect/Engineer shall inform the relevant DOSO or SSSO of the above information if he/she has not yet done so. The Architect/Engineer shall inform DOSO or SSSO immediately whenever there is any change in information.

During the Construction Period

8. The Architect/Engineer's Representative shall closely liaise with the Labour Department and/or the Marine Department throughout the whole construction period regarding the construction site safety matters. The Architect/Engineer's Representative shall invite Labour Department and/or Marine Department to attend the first Site Safety Management Committee (SSMC) meeting, and subsequent SSMC meetings and other ad-hoc safety meetings where appropriate.

9. When the Architect/Engineer's site staff have identified that an unsafe situation or believed that the contractor or his workmen are using unsafe working methods, the matter shall be drawn to the attention of the contractor's Site Agent or Safety Officer as soon as possible. The matter should then be duly recorded in the site diary which must be countersigned by the contractor's Site Agent. If the unsafe situation or the unsafe working methods still persist after repeated notifications by the Architect/Engineer's site staff, they shall be reported by the most senior site staff to the relevant DOSO for their immediate action. Where the unsafe situation is considered as one with a definite risk to life, the Architect/Engineer may in parallel instruct the contractor to suspend relevant portions of the Works. An up-to-date list of telephone numbers of Divisional Occupational Safety Officers is shown in Appendix A.

10. For similar cases involving persistent unsafe situations or unsafe working methods on a floating barge/vessel, the matter shall be reported by the most senior site staff to the SSSO in the Marine Industrial Safety Section of the Marine Department at telephone no. 2852 4472 for their immediate action.

11. When an Occupational Safety Officer (OSO), or a Shipping Safety Officer (SSO) visits a site, the OSO or SSO shall be briefed by the site staff regarding the condition on the site. The OSO or SSO shall be accompanied by the site staff during inspection, and shall confirm his/her inspection by signing on the site diary on completion of the inspection.

When Statutory Notices are Issued

12. Where it is necessary for the Commissioner for Labour or the Director of Marine to issue Construction Site Inspection Reports and statutory notices, viz. Improvement Notice, Suspension Notice, Marine Direction or Warning Letter, to the contractor, the notices shall be copied to the concerned Departmental Safety Adviser (DSA), and the site staff. Upon the receipt of such reports and notices, DSA shall then copy them to the appropriate Architect/Engineer and other parties as DSA sees fit. The issue of any statutory notices shall be noted on the Report on Contractor's Performance.

When Accidents Occur

13. In the case of occurrence of a notifiable accident, the most senior site staff who first become aware of the accident shall immediately inform the Labour Department (tel no. 2815 0678 during office hours and outside office hours, tel nos. 9495 8966 for HK&I region, 9132 0344 for K region, 9132 0341 for NT(E)&KT region, 9495 8967 for NT(W) region and 9432 9827 for NAR related projects) or Marine Department (tel no. 2858 2163 - 24 hours), where appropriate. An accident is classified as a notifiable accident if :

- (a) it has led to fatality; or
- (b) the victim is in critical condition; or
- (c) it will arouse public interest/concern in view of the damage/inconvenience that has caused or its potential harm to workers and/or the public; or
- (d) it has created a drawn-out situation which may lead to fatality or multiple injuries; or
- (e) the media have arrived on site or have telephoned to ask for information concerning the accident.

(W S Chan)
Deputy Secretary (Works Policy)

**Building & Engineering Construction Offices of
Operations Division, Occupational Safety and Health Branch
Labour Department**

1. **BEC/HK & I-1 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 16/F, Southorn Centre, 130 Hennessy Road, Wanchai,
Address Hong Kong

Telephone : 2835 2026, 2835 2029

Fax : 2833 0156

Office : The area bounded by Eastern District Board
Boundary electoral boundary and Islands District Board
electoral boundary.

2. **BEC/HK & I-2 Office**

Officer : Divisional Occupational Safety Officer
in-charge

Office : Room 1502-4, 15/F, Guardian House, 32 Oi Kwan Road.
Address Wanchai, Hong Kong

Telephone : 2834 9351, 2834 5451, 2834 5581

Fax : 2904 7453

Office : The area bounded by Wanchai District Board
Boundary electoral boundary.

3. **BEC/HK & I-3 Office**

Officer : Divisional Occupational Safety Officer
in-charge

Office : Room 1502-4, 15/F, Guardian House, 32 Oi Kwan Road
Address Wanchai, Hong Kong

Telephone : 2834 0364, 2834 9964, 2834 8331

Fax : 2904 7453

Office : The area bounded by Central and Western District Board
Boundary constituency boundary of Chung Wan, Mid Levels East, Castle Road, Peak, University and Sheung Wan.

4 BEC/HK & I-4 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 4/F, Standard Chartered Bank Building,
Address 198-200 Aberdeen Main Road, Hong Kong

Telephone : 2555 3683, 2555 0283

Fax : 2555 2518

Office : The area bounded by Southern District Board
Boundary electoral boundary and Central and Western District Board constituency boundary of Kennedy Town and Mount Davis, Kwun Lung, Sai Wan, Belcher, Shek Tong Tsui, Sai Ying Pun, Tung Wah and Water Street.

5. BEC/K-1 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 2/F, Shamshuipo Government Offices,
Address 55 Un Chau Street, Kowloon

Telephone : 2386 9464, 2387 1818

Fax : 2729 2184

Office : The area bounded by Shamshuipo District Board northern
Boundary electoral boundary, western electoral boundary and southern electoral boundary, turn north along the Yau Tsim Mong District Board western electoral boundary, extension of Cherry Street, Cherry Street, Argyle Street and Kowloon Canton Railway Line.

6. **BEC/K-2 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 5/F, Canton Road Government Offices,
Address 393 Canton Road, Kowloon

Telephone : 2733 2360, 2733 2359

Fax : 2314 3350

Office : The area bounded by Yau Tsim Mong District Board
Boundary southern electoral boundary, extension of Cherry Street,
Cherry Street, Argyle Street, Kowloon Canton Railway
Line, Chatham Road North, Kowloon City Road,
Ma Tau Kok Road and to the seafront running to the
Kowloon City District Board southern electoral boundary.

7. **BEC/K-3 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 9/F, Tokwawan Market & Government Offices,
Address 165 Ma Tau Wai Road, Kowloon

Telephone : 2760 7559, 2760 7659

Fax : 2624 5535

Office : The area bounded by Kowloon City District Board northern
Boundary electoral boundary, the Kowloon Canton Railway Line,
Chatham Road North, Kowloon City Road, Ma Tau Kok
Road to the sea front running to the Kowloon City
District Board southern electoral boundary and eastern
electoral boundary, Wong Tai Sin District Board eastern
electoral boundary and northern electoral boundary.

8. **BEC/NTE & KT-1 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 3/F, Tai Po Government Offices,
Address 1 Ting Kok Road, Tai Po, NT

Telephone : 2654 1120, 2654 1122

Fax : 2651 2366

Office : The area bounded by North District Board electoral
Boundary boundary and Tai Po District Board electoral boundary.

9. BEC/NTE & KT-2 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 2/F, Kwun Tong District Branch Offices Building,
Address Tung Yan Street, Kwun Tong, Kowloon

Telephone : 2389 1965, 2389 1975

Fax : 2343 1536

Office : The area bounded by Sai Kung District Board electoral
Boundary boundary and Shatin District Board electoral boundary.

10. BEC/NTE & KT-3 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : Chevalier Commercial Centre, Room 1513, 15/F,
Address 8 Wang Hoi Road, Kowloon Bay

Telephone : 2756 4070, 2795 5236

Fax : 2750 8754

Office : The area bounded by Kwun Tong District Board
Boundary electoral boundary.

11. **BEC/NTW-1 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 3/F, Tai Hing Government Offices,
Address 16 Tsun Wen Road, Tuen Mun, NT

Telephone : 2463 8355, 2463 8352

Fax : 2464 2295

Office : The area bounded by Yuen Long District Board electoral
Boundary boundary and Tuen Mun District Board constituency
boundary of Yeung King and Tuen Mun Rural.

12. **BEC/NTW-2 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 5/F, Tsuen Wan Government Offices,
Address 38 Sai Lau Kok Road, Tsuen Wan, NT

Telephone : 2417 6215, 2417 6213

Fax : 2412 2911

Office : The area bounded by Tsuen Wan District Board electoral
Boundary boundary except constituency boundary of Tak Wan,
Yeung Uk Road, Hoi Bun, Clague Garden and Fuk Loi,
and the area bounded by Tuen Mun District electoral
boundary except constituency boundary of Yeung King
and Tuen Mun Rural.

13. **BEC/NTW-3 Office**

Office : Divisional Occupational Safety Officer
in-charge

Office : 6/F, Kwai Hing Government Offices,
Address 166-174 Hing Fong Road, Kwai Chung, NT

Telephone : 2423 7437, 2423 8081

Fax : 2481 4465

Office : The area bounded by Kwai Tsing District Board
Boundary electoral boundary and Tsuen Wan District Board
constituency boundary of Tak Wah, Yeung Uk Road,
Hoi Bun, Clague Garden and Fuk Lok.

14. NAR-1 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 5/F, Tsuen Wan Government Offices,
Address 38 Sai Luk Kok Road, Tsuen Wan, NT

Telephone : 2417 6209, 2417 6207

Fax : 2412 2911

Office : (a) Airport Core Programme projects and related works
Boundary contracts of Chek Lap Kok covering the following :
- AAHK Building Group (Passenger Terminal Building)
- AAHK Civil Group 1 (Part)
- AAHK Civil Group 2 (Part)
- AAHK Civil Group 3 (Licensee Contracts only)
(b) MTR Tseung Kwan O Extension
(c) MTR Modification & Tunnel Works from Quarry Bay
to Tin Hau

15. NAR-2 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 5/F, Tsuen Wan Government Offices,
Address 38 Sai Luk Kok Road, Tsuen Wan, NT

Telephone : 2417 6206, 2417 6212

Fax : 2412 2911

- Office : (a) Airport Core Programme projects and related works
Boundary contracts covering the following :
- West Kowloon Reclamation and associated works
- Tung Chung Development
(b) Tung Chung housing development and related works
(c) Property development along Lantau Airport Railway at
- Hong Kong Station
- Kowloon Station
- Olympic Station
- Tsing Yi Station
- Tung Chung Station

16. NAR-3 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 6/F, Tsuen Wan Government Offices,
Address 38 Sai Luk Kok Road, Tsuen Wan, NT

Telephone : 2417 6554, 2417 6553

Fax : 2498 1074

- Office : (a) Airport Core Programme projects and related works
Boundary contracts covering the following :
- Chek Lap Kok
• AAHK Civil Group 1 (Part)
• AAHK Civil Group 2 (Part)
• AAHK Civil Group 3 (except Licensee Contracts)
• Air Cargo Terminals
• Airport Ground Transportation Centre
• Airport Catering Facilities
• Ground Support Engineering Maintenance Facilities
• Other public projects
- Lantau Airport Railway - Airport Terminal
- West Kowloon Expressway
- Route 3 (Part)
(b) MTR, KCR and LRT Property and Station Development

17. NAR-4 Office

Office : Divisional Occupational Safety Officer
in-charge

Office : 6/F, Tsuen Wan Government Offices,
Address 38 Sai Lau Kok Road, Tsuen Wan, NT

Telephone : 2417 6555, 2417 6552

Fax : 2498 1074

Office : (a) Airport Core Programme projects and related works
Boundary contracts covering the following :
- Lantau Airport Railway for civil and E&M works
from Hong Kong to Chek Lap Kok
(b) Workplaces of MTR, KCR and LRT (except Property
Development)
(c) Sub-structure at I.L. 8898 (except South West Tower),
Central