

2017/2018



建造業安全獎勵計劃

Construction Industry Safety Award Scheme



全民推動職安健 同心協力最關鍵

Community Support is the Key to Motivating Occupational Safety and Health

籌辦機構 Organisers



勞工處
Labour Department



職業安全健康局
Occupational Safety and Health Council



發展局
Development Bureau



香港房屋委員會
Hong Kong Housing Authority



職業性失聰補償管理局
Occupational Deafness Compensation Board



建造業議會
CONSTRUCTION INDUSTRY COUNCIL



肺塵埃沉着病補償基金委員會
The Pneumoconiosis Compensation Fund Board



香港房屋協會
Hong Kong Housing Society



香港建造商會
Hong Kong Construction Association



香港建築業承建商聯會
Hong Kong General Building Contractors Association



香港建造業分包商聯會
Hong Kong Construction Sub-Contractors Association



香港機電工程師商聯會
The Hong Kong Federation of Electrical and Mechanical Contractors Limited



註冊小型工程承建商聯會
MWCMA
Minor Works Contractor Association



香港物業管理公司協會
The Hong Kong Association of Property Management Companies



香港建造業總工會
Hong Kong Construction Industry Employers' General Union



香港機電業工會聯合會
The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions

BACKGROUND

The large-scale, territory-wide Construction Industry Safety Award Scheme (Award Scheme) is an annual event jointly organised by the Labour Department and key stakeholders of the industry since 1999 to strengthen the occupational safety and health awareness in the construction sector and elevate the level of its safety culture. The Scheme has received the continual support and active participation of relevant parties.

With our efforts in recent years, the safety performance of the construction industry continued to improve. The number of industrial accidents and the accident rate per thousand workers in the construction industry fell from 14,078 and 198.4 in 1999 to 3,720 and 34.5 in 2016, representing a drop of 73.6% and 82.6% respectively.

Meanwhile, the construction industry is a high-risk industry, it should not be taken lightly. In 2016, 34.2% of industrial accidents occurred on construction sites which remains to be the second highest following the food and beverage services while 55.6% of industrial fatalities occurred on construction sites which accounts for the bulk of industrial fatalities.

The Award Scheme provides a good avenue to engage different layers of the construction sector, including contractors, work site management and frontline workers, in promoting work safety and health. Hence, the Labour Department organises the 19th Construction Industry Safety Award Scheme in collaboration with the Occupational Safety and Health Council, the Development Bureau, the Hong Kong Housing Authority, the Occupational Deafness Compensation Board, the Construction Industry Council, the Pneumoconiosis Compensation Fund Board, the Hong Kong Housing Society, the Hong Kong Construction Association, the Hong Kong General Building Contractors Association, the Hong Kong Construction Sub-contractors Association, The Hong Kong Federation of Electrical and Mechanical Contractors Limited, the Minor Works Contractor Association, The Hong Kong Association of Property Management Companies, the Hong Kong Construction Industry Employees General Union and The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions. All categories of entries of last year's scheme are retained in this year's Award Scheme. Among all, "Outstanding Performance in Work-at-height Safety prize" will still be awarded to the contractors of eight sub-categories of Construction Sites category who have outstanding performance in Work-at-height safety. Apart from that, those entries of all sub-categories of the Construction Sites category (except the Minor Renovation and Maintenance Works) and Safety Teams Category which have undergone the final assessment and do not win any prizes in the competition will be continually awarded the "Certificate of Good Performance" for encouragement on condition that their performances have reached the set standard.

OBJECTIVES

The objectives of the Scheme are to raise the safety and health awareness of contractors, site personnel and workers of the construction industry; to foster a positive safety culture and encourage the adoption of safe work practices in the industry; and, through an open competition, to award contractors, site personnel and workers in recognition of their good occupational safety and health performances.

CATEGORIES OF ENTRIES

(I) Construction Sites

Competition will be divided into the following eight sub-categories according to the nature of construction work undertaken on the site:

- | | |
|-------------------------------------|---|
| 1. Building Sites (Public Sector) | 5. Minor Renovation and Maintenance Works |
| 2. Building Sites (Private Sector) | 6. Building Sites — Sub-contractors |
| 3. Civil Engineering Sites | 7. Civil Engineering Sites — Sub-contractors |
| 4. Renovation and Maintenance Works | 8. Renovation and Maintenance Works — Sub-contractors |

Every eligible entry to the above eight sub-categories would automatically compete for respective "Outstanding Performance in Work-at-height Safety prize".

(II) Safety Teams

(III) Safe Workers

ELIGIBILITY CRITERIA

All construction contractors, sub-contractors and stationed site personnel that undertake construction work in Hong Kong are welcome to participate in the competition provided that they meet the following eligibility criteria:

1. The construction site is located in Hong Kong and the competition is on site/contract basis.
2. The construction work conducted on the site must be carried out by a registered contractor or contractor approved by the HKSAR Government. This condition does not apply to entries under the sub-categories of "Renovation and Maintenance Works", "Minor Renovation and Maintenance Works", "Building Sites — Sub-contractors", "Civil Engineering Sites — Sub-contractors" and "Renovation and Maintenance Works — Sub-contractors".
3. The construction work for entries under the sub-category of "Building Sites (Public Sector)" refer to those work awarded by government departments.
4. For entries under the sub-categories of "Building Sites (Public Sector)", "Building Sites (Private Sector)" and "Civil Engineering Sites", the construction work undertaken shall last for at least 8 months excluding the Defects Liability Period. The site shall have construction work undertaken during the period from 1 August 2017 to 31 March 2018.
5. For entries under the sub-categories of "Building Sites — Sub-contractors" and "Civil Engineering Sites — Sub-contractors", the construction work undertaken shall last for at least 6 months excluding the Defects Liability Period. The site shall have construction work undertaken during the period from 1 October 2017 to 31 March 2018.

6. All entries under the sub-categories of "Building Sites (Public Sector)", "Building Sites (Private Sector)", "Civil Engineering Sites", "Building Sites — Sub-contractors" and "Civil Engineering Sites — Sub-contractors" shall be on *site basis*. Each site can only be enrolled once.
7. For entries under the sub-categories of "Renovation and Maintenance Works" and "Renovation and Maintenance Works — Sub-contractors", the construction work undertaken can be on *site/contract basis*. The work duration of the participating site/contract shall last for at least 3 months excluding the Defects Liability Period. The site shall have construction work undertaken between the period from 17 October to 15 December 2017. Each site/contract can only be enrolled once.
8. Entries to the sub-category of "Minor Renovation and Maintenance Works" shall be on *contract basis*. For a contract with more than one site, only one site shall enter the competition. The competing site shall have no more than 10 workers. There is no restriction on the duration of the construction work but there shall be construction work undertaken during the period from 17 October to 15 December 2017. Each contract can only be enrolled once.
9. No serious or fatal accident has happened on the construction site and no Suspension Notice has been served by the Labour Department on any contractor or sub-contractor of the construction site in the 12 months preceding the enrolment deadline.
10. An entry will automatically be disqualified if a serious or fatal accident has happened on the construction site, or a Suspension Notice has been served by the Labour Department on any contractor or sub-contractor of the construction site at any time before the announcement of the assessment results.
11. Entries to the sub-categories of "Building Sites — Sub-contractors", "Civil Engineering Sites — Sub-contractors", "Renovation and Maintenance Works — Sub-contractors" and "Safety Teams" can either be nominated by their contractors who also take part in the competition or they may enrol on their own subject to obtaining the consent from their contractors. A safety team and every individual team member can only enrol or be nominated once in the "Safety Teams" Award.
12. If in the 12 months preceding the enrolment deadline or at any time before the announcement of assessment results, a serious or fatal accident has happened on the construction site or a Suspension Notice has been served by the Labour Department on any contractor or sub-contractor of the construction site, the entry for the categories of the "Sub-contractors" and "Safety Teams" of the site will be automatically disqualified from the competition.
13. Workers identified for "Safe Workers" awards are not affected by the eligibility of the construction site. Indeed, if the nominated "Safe Worker" is found holding responsibility partly or fully in serious accident, fatal accident, Dangerous Occurrence or Suspension Notice served by the Labour Department, he/she may result in disqualification from the nomination.

ASSESSMENT SCHEME

(I) Construction Sites Awards

- (a) Except the sub-category of "Minor Renovation and Maintenance Works", the assessment of all sub-categories of the "Construction Sites" awards competition will be conducted in the following two phases:

Preliminary Assessment

In the preliminary assessment, Occupational Safety Officers of the Labour Department will carry out physical site assessment to evaluate the safety and health conditions of the construction sites including the Work-at-height safety performance from mid October to early November 2017. The assessment results will be submitted to the Working Group, comprising members of the organising parties, for shortlisting the better performers to enter the final assessment.

Final Assessment

The final assessment will be conducted from late November to mid December 2017 by an assessment team comprising representatives from the Labour Department and the Occupational Safety and Health Council as core members. Working Group members of all co-organisers or their representatives may also join the assessment team. The assessment team will assess the physical site conditions including the Work-at-height safety performance and safety management system of the construction sites. The final assessment results will be submitted to the Working Group for consideration. The Working Group will then forward its recommendations on the awards to the Adjudication Panel.

- (b) The assessment of the sub-category of "Minor Renovation and Maintenance Works" will be conducted as follows: Occupational Safety Officers of the Labour Department will carry out physical site assessment to evaluate the safety and health conditions of the construction sites including the Work-at-height safety performance during the period from mid October to mid December 2017. The assessment results will be submitted to the Working Group, comprising members of the organising parties for consideration. The Working Group will then forward its recommendations on the awards to the Adjudication Panel.

(II) Safety Teams Awards

The "Safety Teams" awards competition will be conducted in the following two phases:

Preliminary Assessment

In the preliminary assessment, Occupational Safety Officers of the Labour Department will carry out physical site assessment to evaluate the actual performance of the safety teams in the implementation of safety measures and safety management system practised on the construction site from mid October to early November 2017. The assessment results will be submitted to the Working Group, comprising members of the organising parties, for shortlisting the better performers to enter the final assessment.

Final Assessment

In the final assessment, Occupational Safety Officers of the Labour Department will conduct interviews with members of the safety teams to assess their knowledge on safety and health at work from early to mid December 2017. The overall assessment results will be submitted to the Working Group for consideration. The Working Group will then forward its recommendations on the awards to the Adjudication Panel.

(III) Safe Workers Awards

Winners of "Safe Workers" awards will be selected at the time when assessment team members performing the physical site assessments. Selection criteria will be based on the workers' good safety performance. The list of "Safe Workers" recommended for awards will be submitted to the Working Group for consideration. The Working Group will then forward its recommendations on the awards to the Adjudication Panel.

ASSESSMENT CRITERIA

Physical Site Conditions

Assessment criteria will cover the following areas:

- | | | |
|-------------------------------|---|---------------------------------------|
| 1. Overall site layout | 8. Sanitary and welfare facilities | 15. Fire preventive measures |
| 2. Control of falling objects | 9. Lifting appliances and lifting operations* | 16. Manual handling operations |
| 3. Work at height** | 10. Use of machinery | 17. Construction work over/near Water |
| 4. Excavation | 11. Electrical installation and application* | 18. Personal protective equipment |
| 5. Confined space* | 12. Scaffolding** | 19. First aid facilities |
| 6. Site traffic control | 13. Use of loadshifting machinery | |
| 7. Site housekeeping | 14. Use of dangerous substances and chemicals | |

**** Focus areas for this year's assessment**

Safety Management System

Assessment criteria will cover the following areas:

- | | | |
|------------------------|---|---|
| 1. Safety policy | 6. In-house safety rules | 11. Evaluation, selection and monitoring of sub-contractors |
| 2. Safety organisation | 7. Evaluation of job hazards | 12. Accident control and hazards elimination programme |
| 3. Safety committee | 8. Personal protective equipment programme | 13. Inspection programme for hazardous conditions |
| 4. Safety training | 9. Emergency preparedness | 14. Investigation of accidents and incidents |
| 5. Safety promotion | 10. Occupational health assurance programme | 15. Review of the safety management system |

TYPES OF SAFETY AWARDS

(I) Construction Sites Category

- (a) Awards for each sub-categories of competition will comprise the Gold, Silver, Bronze, Meritorious and Outstanding Performance in Work-at-height safety prizes. Winners of each type of these awards will be presented with a trophy and a cash coupon of the following values:

- Gold prize : HK\$5, 000
- Silver prize : HK\$3, 000
- Bronze prize : HK\$2, 000
- Meritorious prize : HK\$1, 000
- Outstanding Performance in Work-at-height safety prize: HK\$2, 000

- (b) Those entries of the "Minor Renovation and Maintenance Works" sub-category which have undergone the assessment and do not win any prizes in the competition will be awarded a cash coupon of **HK\$800** and the "*Certificate of Appreciation*" for encouragement.

- (c) Apart from the "Minor Renovation and Maintenance Works" sub-category, those entries of other sub-categories of the Construction Sites category which have undergone the final assessment and do not win any prizes in the competition will be awarded the "*Certificate of Good Performance*" on condition that their performances have reached the set standard.

(II) Safety Teams Category

- (a) The awards will comprise the Gold, Silver, Bronze and Meritorious prizes. Winners of the "Safety Teams" awards will each be presented with a trophy and a cash coupon of the following values per team:

- Gold prize : HK\$5, 000
- Silver prize : HK\$3, 000
- Bronze prize : HK\$2, 000
- Meritorious prize: HK\$1, 000

- (b) Those entries of the Safety Teams category which have undergone the final assessment and do not win any prizes in the competition will be awarded the "*Certificate of Good Performance*" for encouragement on condition that their performances have reached the set standard.

(III) Safe Workers

Each worker selected for the "Safe Workers" award will be presented with a **HK\$1, 000** cash coupon, a certificate and a badge.

PERIOD FOR ENROLMENT : 19 September 2017 - 9 October 2017

ENROLMENT PROCEDURES

- The participating contractors or sub-contractors should enter the competition on either individual site or contract basis in accordance with the respective specification of the eligibility criteria.
- The brief introduction and the enrolment forms of the Award Scheme can be obtained from all offices of the Occupational Safety and Health Branch, Labour Department; they can also be downloaded from the website of the Labour Department at www.labour.gov.hk
- The completed enrolment form should reach the Safety Promotion Unit, Occupational Safety and Health Branch, Labour Department at 13/F., Harbour Building, 38 Pier Road, Central, Hong Kong before the deadline.

ANNOUNCEMENT OF RESULTS

Winners of the competition will be notified individually in February 2018. All prizes will be presented in the 19th Award Presentation Ceremony cum Fun Day to be held in March 2018.

ENQUIRY : 2852 3565 FAX NUMBER : 2541 9952

NOTE

- The organisers reserve the right to classify the categories of entry.
- The organisers reserve the right to make any changes to the rules, prizes and all other arrangements without prior notice to the contestants.
- The organisers reserve the right to make the final decision on any other matters about the Award Scheme.

I. 參賽地盤資料 Particulars of Entry

(參加的承建商必須符合相關的參賽資格條件，以個別地盤或合約單位報名參賽。)

(The participating contractors should enter the competition on either individual site or contract basis in accordance with the respective specification of the eligibility criteria.)

承建商名稱：_____ (中文)

Name of Contractor : _____ (英文)

通訊地址：_____ (中文)

Correspondence Address : _____ (英文)

工程合約名稱(如有)：_____ (中文)

Project Title (if any) : _____ (英文)

地盤所在地址：_____ (中文)

Site Address : _____ (英文)

開工日期：_____ 完工日期：_____

Work Commencement Date : _____ Work Completion Date : _____

地盤負責人姓名：_____ (中文) 職位：_____ (中文)

Name of Site Officer-in-charge : _____ (英文) Post : _____ (英文)

手提電話/傳呼機：_____ 電郵地址：_____

Mobile/Pager : _____ E-mail Address : _____

地盤電話：_____ 傳真：_____

Site Tel : _____ Fax : _____

建造地盤類別〔請選擇下列其中一項〕：

Nature of Site (Please choose one of the following) :

- 樓宇建造地盤 (公營合約) Building Sites (Public Sector) 樓宇建造地盤 (私營合約) Building Sites (Private Sector)
- 土木工程建造地盤 (例如鐵路、道路、高速公路、水務、渠務、填海及挖掘工程) Civil Engineering Sites (such as railways, roads, highways, water works, drainage, reclamation and excavation works)
- 裝修及維修工程 (包括斜坡及公用事業設施的保養工程) Renovation and Maintenance Works (including slope and public utilities maintenance work)
- 小型裝修及維修工程 (工人數目不可超過十人) Minor Renovation and Maintenance Works (works shall have no more than 10 workers)

II. 參與嘉年華會攤位遊戲意見調查

Survey on staging a game stall at the Fun Day of the Award Scheme

獎勵計劃的其中一項推廣活動是在 2018 年 3 月舉辦第十九屆頒獎典禮暨嘉年華會。嘉年華會將包括攤位遊戲、展覽及綜藝表演，歡迎建造業工友及其家人參與。現徵詢貴承建商有否興趣於當日以公司名義在嘉年華會中提供一項攤位遊戲。我們會於稍後時間聯絡有興趣參與的承建商，提供進一步資料。

The 19th Prize Presentation Ceremony cum Fun Day will be organised in March 2018 as one of the publicity activities of the Award Scheme. The Fun Day will feature game stalls, exhibition and variety shows. Please indicate below whether you, in the name of your company, are interested in staging a game stall at the Fun Day. We shall provide detailed information to interested construction contractors later.

- 我們有興趣於獎勵計劃的嘉年華會中提供一項攤位遊戲。
We are interested in staging a game stall at the Fun Day of the Award Scheme.

攤位遊戲聯絡人姓名：_____ (中文) 職位：_____ (中文)

Name of Game Stall Contact Person : _____ (英文) Post : _____ (英文)

聯絡電話：_____ 電郵地址：_____ 傳真：_____

Contact Tel : _____ E-mail Address : _____ Fax : _____

I. 參賽次承判商資料 Particulars of Sub-contractor

(參加的次承判商必須符合相關的參賽資格條件，以個別地盤或合約單位報名參賽。另外，次承判商必須取得地盤承建商提名或同意，才可參賽。)
(The participating sub-contractors should enter the competition on either individual site or contract basis in accordance with the respective specification of the eligibility criteria. Entries for the "Sub-contractors" Awards must obtain the nomination or consent from their contractors for their enrolments.)

次承判商名稱：_____ (中文)

Name of Sub-contractor : _____ (英文)

在地盤內負責的工種：_____ (中文)

Responsible Works in the Construction Site : _____ (英文)

通訊地址：_____ (中文)

Correspondence Address : _____ (英文)

地盤所在地址：_____ (中文)

Site Address : _____ (英文)

開工日期：_____ 完工日期：_____
Work Commencement Date : _____ Work Completion Date : _____公司負責人姓名：_____ (中文) 職位：_____ (中文)
Name of Company Officer-in-charge : _____ (英文) Post : _____ (英文)聯絡電話：_____ 地盤電話：_____ 傳真：_____
Contact Tel : _____ Site Tel : _____ Fax : _____地盤負責人姓名：_____ (中文) 職位：_____ (中文)
Name of Site Officer-in-charge : _____ (英文) Post : _____ (英文)(中文) 手提電話/傳呼機：_____ 電郵地址：_____
(英文) Mobile/Pager : _____ E-mail Address : _____建造地盤類別〔請選擇下列其中一項〕：
Nature of Site (Please choose one of the following):

- 樓宇建造地盤一次承判商 裝修及維修工程一次承判商
Building Sites - Sub-contractors Renovation and Maintenance Works - Sub-contractors
- 土木工程建造地盤一次承判商
Civil Engineering Sites - Sub-contractors

II. 地盤承建商提名/同意書 Nomination/Consent from Contractor

(由地盤承建商填寫 To be completed by contractor)

本人*提名/同意上述次承判商報名參賽「建造業安全獎勵計劃2017/2018」

I hereby *nominate/consent the above sub-contractor for enrolment of the Construction Industry Safety Award Scheme 2017/2018.

地盤承建商名稱：_____ (中文)
Name of Contractor : _____ (英文)地盤所在地址：_____ (中文) 聯絡電話：_____
Site Address : _____ (英文) Contact Tel : _____授權簽名：_____ 公司印鑑：_____
Authorised Signature : _____ Company Chop : _____
(_____) (姓名及職位 Name & Post)

I. 參賽安全隊伍資料 Particulars of Safety Team

(安全隊伍必須取得地盤承建商提名或同意，才可報名參賽。每名隊員只可報名或獲提名參賽一次。)

(Entries for the "Safety Teams" award must obtain the nomination or consent from their contractors for their enrolments. Every individual team member can only enrol or be nominated once in the "Safety Teams" Award.)

安全隊伍主管姓名： _____ (中文) 職位： _____ (中文)
Name of Officer-in-charge of the Safety Team : _____ (英文) Post : _____ (英文)

安全隊伍所屬承建商/次承判商*名稱： _____ (中文)
Name of the Contractor /Sub-contractors* of the Safety Team : _____ (英文)

聯絡電話： _____ 傳真： _____
Contact Tel : _____ Fax : _____

電郵地址： _____
E-mail Address : _____

安全隊伍成員姓名 Name of Members of Safety Team	職位 Post	聯絡電話 Contact Tel

II. 地盤承建商提名/同意書 Nomination/Consent from Contractor

(由地盤承建商填寫 To be completed by contractor)

本人*提名/同意上述安全隊伍報名參賽「建造業安全獎勵計劃2017/2018」

I hereby *nominate/consent the safety team for enrolment of the Construction Industry Safety Award Scheme 2017/2018.

地盤承建商名稱： _____ (中文)
Name of Contractor : _____ (英文)

地盤所在地址： _____ (中文) 聯絡電話： _____
Site Address : _____ (英文) Contact Tel : _____

授權簽名： _____ 公司印鑑： _____
Authorised Signature : _____ Company Chop : _____
(_____) (姓名及職位 Name & Post)

* 請刪去不適用者 Please delete as appropriate

你於本表格內各項目所提供的個人資料會被勞工處職業安全及健康部用作有關建造業工作安全及健康推廣的活動。為此目的，這些個人資料我們或會向其他有關人士或機構透露。你有權要求查閱及更正個人資料，要求查閱的權利包括要求獲得一份你所提供的個人資料複本。你可向本處提出有關你個人資料的查詢。電話：2852 4939

The personal data you provide in all sections of this form will be used by the Occupational Safety and Health Branch of the Labour Department for activities relating to the promotion of safety and health at work in the construction industry. These data may be disclosed to relevant parties and authorities for the above purpose. You have a right to access, correct and obtain a copy of your personal data provided to this department. You can address your enquiries concerning the personal data collected to this department on 2852 4939.