Accident/ Incident Report Flowchart [Design and Build (D&B) Contract]

Non-serious incident Contractor to submit Contractor to submit Contractor to CM to endorse Contractor to create CM to interview Form no. **DCMP-**Contractor to **notify** PSP site investigation report submit DCMP-**Preliminary** DCMP-F787 F7100 to CM within contractor and issue supervisory team, PSP within 14 days and report F787 with Form 2 7 days after discharge DCMP-F787 to DCMP-F792 for within 14 days or professional. HD site to Site Safety Committee & SIS within 7 of the injury **PSP** supervisory accidents with reject to contractor and Monthly Site surveillance team immediately. days. involving team within 24 potential serious for re-submission. Meeting as soon as (1.2)hospitalization for consequence. (1.6) hours. (1.2) (1.4)(1.3, 1.4)practicale. (1.5, 1.7) over a week. (0.7k) Serious incident/ fatal accident CRC/PRLMB to Contractor to notify conduct interview Contractor to submit -Police immediately; CM to interview the Contractor to submit with the contractor investigation report contractor and CM to endorse Contractor to create Form no. **DCMP**as per agenda in -PSP site supervisory team remark 2, and Root Cause Contractor to submit DCMP-F758 **Preliminary** DCMP-F787 DCMP-F7146. F7100 to CM within PSP professional, HD site **Analsysis** within 14 submit DCMPremark 4 to CRC DCMP-F787 to within 14 days or 7 days after discharge surveillance team and HD days and report to Site F787 with Form 2 (2.11, 7.2, 7.3)within 14 days and **PSP** supervisory of the injured for reject to contractor professional remark 3 immediately; Safety Committee and & SIS within 7 issue DCMP-F792 Serious incident will team within 24 for re-submission. injury involving Monthly Site Meeting as days. (2.4, 2.5) to contractor. trigger Panel of hours. (2.3) (2.5)hospitalization for soon as practicable. -Occupational safety officer of Enquiry process. (2.7-2.9)over a week. (0.7k) the LD within the day of (2.6, 2.10, 0.71)(DCSS-204 refers) accident. (2.3) (2.12)Dangerous Occurrence CRC/PRLMB to Contractor to conduct interview Contractor to Contractor to submit Contractor to **notify** CM to interview the Contractor to submit submit DCMPwith the contractor submit investigation report -PSP site supervisory team, PSP contractor and CM to endorse Form no. **DCMP**as per agenda in F787 with Form 2 and Root Cause **Preliminary** professional. HD site submit DCMP-F758 DCMP-F787 DCMP-F7146. F7100 to CM within & SIS within 7 Analysis within 14 days DCMP-F787 with surveillance team and HD to CRC within 14 within 14 days or 7 days after discharge days. No and report to Site Safety copy of DO report (3.12, 7.2, 7.3)professional immediately; and days and issue reject to contractor of the injured for submission of Form Committee and Monthly form to PSP DCMP-F792 to Serious incident will -LD by submitting **DO report** for re-submission. injury involving Site Meeting as soon as 2 & SIS is required supervisory team contractor. trigger Panel of hospitalization for **form** within 24 hours. (3.6)practicable. if no injury. within 24 hours. Enquiry process. over a week. (0.7k) (3.8, 3.9, 3.11)(3.1, 3.3)(3.4)(3.7, 3.10, 0.71)(3.5, 3.6)(DCSS-204 refers) (3.13)Near miss/ Incident Contractor to submit Contractor to submit For serious incident, Contractor to Form no. **DCMP-**Contractor to investigation report CM to endorse CM to interview the Contractor to notify PSP site CRC to conduct submit F7100 to CM within submit DCMP-DCMP-F787 contractor and and Root Cause **Preliminary** supervisory team, PSP interview with the 7 days after F787 within 7 days. submit DCMP-Analysis within 14 days within 14 days or professional, HD site **DCMP-F787** to discharge of the contractor as per No submission of F758 to CRC and report to Site Safety reject to contractor injured for injury surveillance team and HD **PSP** supervisory agenda in DCMP-Form 2 & SIS is within 14 days and Committee and Monthly for re-submission. team within 24 involving professional immediately. (4.1) issue DCMP-F792 Site Meeting as soon as

to contractor. (4.8)

Death (not due to industrial accident)

Contractor to **notify** Police immediately; -PSP site supervisory team, PSP professional. HD site surveillance team and HD professional immediately; and

submit **Preliminary** DCMP-F787 to **PSP** supervisory team within 24 hours. (5.1) - LD within 24 hours. (5.1, 5.2)

hours. (4.1)

Contractor to Contractor to submit DCMP-F787 with Form 2 & SIS within 7 days. (5.3, 5.4)

required. (4.2)

Contractor to report to Site Safety Committee and Monthly Site Meeting as soon as practicable. (5.5)

practicable. (4.4, 4.7, 0.71)

CM to endorse **DCMP-F787** within 14 days or reject to contractor for re-submission. (5.4)

(4.3)

F7146. (4.9, 7.3)

DEVB: Development Bureau

HD: Housing Department

Abbreviations

LD: Labour Department CM: Contract Manager CRC: Contractors Review Committee Form 2: (LD Form) Notice by Employer of the Death of An Employee or of An Accident to An employee Resulting in Death or Incapacity

over a week. (0.7k) SIS: (LD Form) Supplementary Information on Accidents on Construction Sites DCMP-F758: Fatal Accident/ Serious Incident Report to CRC DCMP-F787: HA Accident/Incident Report to

hospitalization for

DCMP-F7100: Injury involving prolonged hospitalization to

Remarks

- The flowchart is to be read in conjunction with **DCMP(DB)-F7144**. The number in bracket [e.g.(1.1)] refers to the paragraph numbering in
- PSP site supervisory team may issue Site Alert to notify the top management of HD within 2 hours of receiving notification from contractors regarding the accident/ incident. (0.13) refers. The subject CTO is required to inform the top management via mobile device within 30 minutes of receiving notification. DCSS-205 clause 7 and DCMP-F7148 refer.
- In the event of fatal accident or other accidents/ incident attracting media attention, CM shall submit the flash report. DCSS-205 clause 7 refers.
- Apart from mandatory triggers due to serious incident, CM has the liberty to trigger a report to CRC using DCMP-F758 under "others" category, as deemed appropriate.
- 5. Serious incident means an incident involving either one or a combination of the following [with reference to DEVB Technical Circular (Works) no. 5/2023]: (i) Loss of life a construction site;
 - Serious bodily injury at a construction site:
 - resulting in a loss or an amputation of a limb; or
 - which has caused or is likely to cause permanent total disablement to the injured.
 - (iii) Dangerous occurrence or incident at a construction site leading to or resulting in injuries that are considered serious (but not up to the extent as described in (ii) above), or damage to works or property on or adjacent to the construction site that posed a potential threat to public safety as defined/ notified by DEVB, LD or Marine Department.

DCMP(DB)-F7145 (26/11/2024)