

## **Explanatory Notes on Accident / Incident Reporting for Construction Sites**

These notes are to be read in conjunction with the Flow Chart at [DCMP-F7145](#).

### **(0) Introduction**

- 0.1 The explanatory notes outline the reporting mechanism of industrial accidents and incidents on construction sites.
- 0.2 Industrial accidents <sup>Note 1</sup> / incidents on construction site are reflective indicators of the effectiveness of safety management, and as such, may provide a clue on areas requiring rectification and improvement. It is the responsibility of the Contractor and the Site Safety Committee to study and find out the true causes / factors contributing to the accident / incident, any unsafe conditions and practices leading to the accident / incident, and advise corrective measures to prevent recurrence.
- 0.3 For administrative purpose, industrial incidents / accidents are classified into respective categories and the procedures for reporting accident / incident are described in the paragraphs below. These categories may not be mutually exclusive, i.e. an incident can be categorized under one or more category.
- 0.4 The Contractor is required under the Factories and Industrial Undertakings (F&IU) Regulation 17 to notify Labour Department (oral or written) for accidents that resulted in fatality and serious bodily injury (if a person is admitted to a hospital immediately following the accident for observation or treatment) and to the Police (for fatal case) within 24 hours.
- 0.5 Accidents that have resulted in incapacity exceeding 3 days have to be reported in writing by the proprietor (Contractor) to Labour Department within 7 days after the accident.
- 0.6 Related contractual requirements on accident reporting are stipulated under GCC Clause 5.21 and Specification Clause PRE.B8.210 <sup>Note 2</sup> or PRE.C9.205 <sup>Note 3</sup> for contracts adopting the Hong Kong Housing Authority (HA) General Conditions of Contract 2013 Edition. Term contracts shall adopt revised contractual requirements on accident

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<sup>Note 1</sup> Industrial accidents refer to injuries and deaths of employees arising from industrial activities in industrial undertakings as defined under the Factories and Industrial Undertakings Ordinance (F&IUO). A reportable accident, under the F&IUO, refers to injuries arising from industrial activities, which incurs incapacity of an employee injured for more than 3 days.

<sup>Note 2</sup> Applicable to building, foundation, demolition works and soft landscape contracts.

<sup>Note 3</sup> Applicable to civil and geotechnical engineering works contracts.

reporting accordingly.

0.7 The Contractor shall comply with pertinent procedures, contractual and legal obligations for accident / incident report and follow-up actions, including but not limited to the following-

- (a) Report to the Labour Department in prescribed forms
  - i. accidents involving incapacity from work for more than 3 days
    - Form 2 with Supplementary Information Sheet on Accidents on Construction Sites
  - ii. occupational diseases
    - Form 2A
  - iii. accidents involving incapacity from work for not more than 3 days
    - Form 2B
  - iv. dangerous occurrence defined in the First Schedule of the F&IU Regulations
    - Dangerous Occurrence Report Form [DO]
  - v. dangerous occurrence defined in the Occupational Safety and Health (OSH) Ordinance
    - Dangerous Occurrence Report Form [DO / NIU]
- (b) Inform the CM of the completion of statutory form submission to the Labour Department.
- (c) Copy the Supplementary Information Sheet and DO form, if any, to the CM according to GCC Clause 5.21 for contracts adopting the HKHA General Conditions of Contract 2013 Edition;
- (d) Report to the Contract Manager (CM) all accidents as defined under the Factories and Industrial Undertakings Regulations and any other incidents to be reported by creating a preliminary Form no. [DCMP-F787](#) using safety alert mobile app in smartphone or using the internet browser in computer <sup>Note 4</sup> and forwarding to the HD site staff for vetting within 24 hours from the occurrence of the accident / incident. Submit the Form no. [DCMP-F787](#) to the CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and HA professional within 7 days after the occurrence of the accident / incident.

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<sup>Note 4</sup> Using safety alert mobile app in smartphone for building or combined building / foundation contracts (where specified smartphones are provided under contract) or using the internet browser in computer for all contracts through the HA Safety Alert Module hosted by the HA accessible via the link (<https://ehousing.housing.gov.hk/>) in accordance with the 'accident / incident reporting procedures' of HD set out at the Housing Authority Site Safety Website (HASSW).

Given the existing limitation of service hours of the Safety Alert App and Web, the Contractor shall notify the HD site staff through alternative means such as email, mobile device or other reasonably speedy mode within 24 hours from the occurrence of the accident / incident when the Safety Alert App and Web is out of service and shall report the case to the HD site staff through the Safety Alert App or Web once the system resumes service. Upon receiving the notification from the Contractor, the HD site staff shall inform the top management of HD of the accident / incident via the Safety Alert App or Web, or other alternative means such as email, mobile device or other reasonably speedy mode if the system is still out of service.

- (e) The Form 2, Supplementary Information Sheet, Form 2A, Form 2B and DO Form can be generated from HA Safety Alert Module for completion and submission to Labour Department. Follow the accident / incident reporting procedures of HD which are obtainable from the HA Site Safety Website (the workflow at [DCMP-F7145](#)). Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments are required. Submission of all attachments by hard copies and uploading onto the HA Safety Alert Module within 7 days after the occurrence of the accident / incident is required, except that the investigation report could be submitted within 14 days after the occurrence of the accident / incident.
- (f) All mobile devices (e.g. smartphones) and the safety alert mobile app used for accident / incident reporting through Safety Alert Module are under the governance policy of Enterprise Mobility Management Infrastructure (EMMI) established by IT Sub-division to enforce security, monitoring and control features. To focus the usage purpose of the mobile devices, web browsers and video viewing apps, such as YouTube would not be allowed for installation.
- (g) Notify Housing Department (HD) site staff immediately after calling hotline 999 (or alternatively calling the local police station, fire service station and ambulance depot) on the day of the accident / incident, including –
  - (i) Serious accident / incident;

- (ii) Reportable accidents, DO and near miss / incidents (if the accident / incident, though not serious by immediate effect, may have potentially serious consequence, such as those involving but not limited to falling from height, falling object, being struck by moving object, lifting, injury to head, profuse bleeding, injured person becoming unconscious, body of injured person pierced by foreign object, public safety etc.) on site; and
  - (iii) Death of person.
- (h) Provide statistics and analysis of accidents, investigate and ascertain contributory factors and root causes, identify the trends and recommend means of prevention and improvement;
  - (i) Provide necessary information to the Nominated Sub-contractors' Safety Supervisors for preparing Nominated Sub-contractors' accident report and investigation; and
  - (j) Provide means to communicate accident statistics information, recommendation to prevent recurrences and lessons learnt from previous accidents to all persons working on the Site;
  - (k) For injury involving hospitalisation for over a week, Contractor has to provide report to CM for onward reporting to the Contractors Review Committee (CRC) by Form no. [DCMP-F7100](#) via the HA Safety Alert Module, within 7 days after the discharge of the injured or issue of certification of death. Printing and submission of signed hard copy of the Form no. [DCMP-F7100](#) by the Contractor is required;
  - (l) For serious / fatal accident, accident involving hospitalization in Intensive Care Unit and operations, DO, near miss / incident with potential serious consequence, Contractor has to submit the Root Cause Analysis to CM via the HA Safety Alert Module within 2 weeks from the date of accident / incident; and
  - (m) Report to monthly site meetings findings and actions as above.

0.8 After the HD project clerk of works, building services inspector or inspector of works has vetted the preliminary Form no. [DCMP-F787](#) created by the Contractor, this will trigger the issue of an email to report by the fact itself about the accident / incident to respective CM, AD, DD(DC), AD(DP) and Safety and Health Unit immediately. Subsequently, the Contractor shall create the Form no. [DCMP-F787](#) with uploading of all attachments in the HA Safety Alert Module for submission

to the CM for onward reporting to the Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required.

- 0.9 Contract Manager should brief the Contractor of pertinent accident / incident report and follow-up actions in initial contract meeting.
- 0.10 In case Supplementary Information Sheet on Accidents on Construction Sites is received by HD before the report of accident is submitted by the Contractor concerned, Safety and Health Unit of HD can create a report Form no. [DCMP-F787](#) in the Safety Alert Module for the Contractor to complete and submit the form to the CM for onward reporting to the Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required within 7 days after the creation of the Form no. [DCMP-F787](#) by Safety & Health Unit.
- 0.11 For prompt advice of accident / incident to the top management of HD, the HD project clerk of works, building services inspector or inspector of works will issue Site Alert within two hours of the occurrence of accident / incident upon receiving notification from contractors. The Site Alert will trigger email to the top management, CM and the project team. However, for an accident / incident happened more than 7 days ago before the notification by the contractor, in view of lack of urgency to alert top management of previous incident, the HD site staff shall remind the contractor to submit the preliminary F787 as soon as possible instead of issuing Site Alert.

#### **(1) Non-serious accident**

- 1.1 Footnote 1 defines industrial accident under the F&IU Regulations. Defining an accident as “non-serious”, is to facilitate contractors’ performance review process (not statutory) as triggered by the accident and for the purpose of administering the reporting procedure. The administrative definition of a “serious accident” is described in (2) 2.2 below; accident of lesser severity is “non-serious”.
- 1.2 Upon occurrence of a “non-serious accident”, the Contractor is required to verbally report to HD site staff immediately i.e. within the day of the accident.
- 1.3 Within 7 days after occurrence of a “non-serious accident”,

- (a) the Contractor is required to submit to the Labour Department Form 2 and Supplementary Information on Accidents on Construction Sites in accordance with the F&IU Regulations.
  - (b) a copy of the Supplementary Information Sheet is to be submitted together with the Form no. [DCMP-F787](#) to the CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and project professional staff with copy to senior professional staff through the HA Safety Alert Module. Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required.
- 1.4 For all reportable accidents, the Contractor is required to submit to the CM accident investigation report by uploading the report via the HA Safety Alert Module within 14 days after occurrence of the accident / incident. Printing and submission of a hard copy of the accident investigation report by the contractor is required.
- 1.5 For accidents with potentially serious consequence, such as those involving but not limited to falling from height, falling object, being struck by moving object, lifting, injury to head, profuse bleeding, injured person becoming unconscious, body of injured person pierced by foreign object, public safety etc., the CM will conduct meeting with the Contractor to review the incident and any necessary safety improvement measures (paragraphs under (6) below refer).
- 1.6 The Contractor is required to report findings and recommendations of accident investigation to Site Safety Committee convened by the Contractor and Monthly Site Meeting as soon as practicable.

## **(2) Serious (including fatal) incident**

- 2.1 Footnote 1 defines industrial accident under the F&IU Regulations. Defining an accident / incident as “serious”, as opposed to “non-serious”, is to facilitate contractors’ performance review process (not statutory) as triggered by the accident and for the purpose of administering the reporting procedure.
- 2.2 Serious incident means an incident involving either one or a combination of the following (with reference to DEVB TC(W) no. 5/2023):
- (a) loss of life at a construction site;
  - (b) serious bodily injury at a construction site:
    - (i) resulting in a loss or amputation of a limb; or

- (ii) which has caused or is likely to cause permanent total disablement to the injured;
  - (c) DO 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 (b) above), or damage to works or property on or adjacent to the construction site that posed a potential threat to public safety as identified / notified by DEVB, Labour Department or Marine Department.
- 2.3 Upon occurrence of a “serious incident”, the Contractor is required to report to the Police and verbally report to HD site staff immediately after calling hotline 999 (or alternatively calling the local police station, fire service station and ambulance depot) on the day of the incident; and notify an occupational safety officer of the Labour Department within the day of the accident.
- 2.4 Within 7 days after occurrence of a “serious incident”,
- (a) the Contractor is required to submit to the Labour Department Form 2 and Supplementary Information on Accidents on Construction Sites in accordance with the F&IU Regulations.
  - (b) a copy of the Supplementary Information Sheet is to be submitted together with the Form no. [DCMP-F787](#) to the CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and project professional staff with copy to senior professional staff through the HA Safety Alert Module. Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required.
- 2.5 The Contractor is required to submit to the CM accident investigation report by uploading the report via the HA Safety Alert Module within 14 days after occurrence of the accident / incident. Printing and submission of a hard copy of the accident investigation report by the Contractor is required.
- 2.6 The CM will conduct meeting with the Contractor to review the incident and any necessary safety improvement measures (paragraphs under (6) below refer).
- 2.7 The CM completes Form no. [DCMP-F758](#) through the HA Safety Alert Module, for onward reporting to Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F758](#) by the CM is required.

2.8 The CM, based on his understanding of the incident and the site circumstances, without necessarily depending on receipt of the Contractor's investigation report, may issue timely warning to the Contractor (Form no. [DCMP-F792](#)).

2.9 The Contractor is required to report findings and recommendations of accident investigation to Site Safety Committee convened by the Contractor and Monthly Site Meeting as soon as practicable.

2.10 The secretary of CRC will inform the concerned contractor to attend an interview with CRC or Procurement Review and List Management Board (PRLMB).

2.11 Serious incident will trigger Panel of Enquiry process (refer to Section DCSS-204 of Site Safety Manual).

### **(3) Dangerous Occurrence (DO)** <sup>Note 5</sup>

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Note 5 A. Dangerous Occurrence is defined under Schedule 1 of F&IU Reg (Cap 59A) and extracted below for ease of reference:

1. Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power.
2. Collapse or failure of a crane, derrick, winch, hoist or other appliance (but not including a builder's lift or tower working platform to which the Builders' Lifts and Tower Working Platforms (Safety) Ordinance (Cap 470) applies) used in raising or lowering persons or goods or any part thereof (except the breakage of chain or rope slings), or the overturning of a crane.
3. Explosion or fire causing damage to the structure of any room or place in which persons are employed, or to any machine or plant contained therein and resulting in the complete suspension of ordinary work in such room or place.
4. Electrical short circuit or failure of electrical machinery, plant or apparatus, attended by explosion or fire or causing structural damage thereto, and involving its stoppage or disuse.
5. Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
6. Collapse in whole or part from any cause whatsoever of any roof, wall, floor, structure or foundation forming part of the premises of an industrial undertaking in which persons are employed.
7. Total or partial collapse of any overburden, face, tip or embankment in a quarry.
8. Overturning of, or collision with any object by, any bulldozer, dumper, excavator, grader, lorry or shovel loader, or any mobile machine used for the handling of any substance in a quarry.

B. Dangerous Occurrence (DO) is defined under Schedule 1 of Occupational Safety and Health Ordinance (Cap 509) and extracted below for ease of reference:

1. The disintegration of a revolving vessel, wheel, grindstone or grinding wheel that is operated by mechanical power.
2. The collapse or failure of a lifting appliance\* (except the breakage of chain or rope slings).
3. An explosion or fire that
  - (a) causes damage to the structure of any workplace, or to any plant or substance at a workplace; and
  - (b) prevents the continuation of ordinary work at the workplace.
4. An electrical short circuit or electrical failure of electrical plant that
  - (a) is followed by, or associated with, an explosion or fire, or



- 3.1 Upon occurrence of a DO, the Contractor, under the F&IU Regulation 18 and OSH Ordinance Section 14, is required to report to the Labour Department within 24 hours by submitting appropriate DO Report Form (OS-F-DO for F&IU Regulation 18 or OS-F-DO/NIU for OSH Ordinance Section 14).
- 3.2 To avoid possible delay of reporting due to misinterpreting what is a DO under the above stated F&IU Regulation and OSH Ordinance, the Contractor is required to report to the Labour Department of any such likely incident and let the decision rest with the Labour Department.
- 3.3 The Contractor is required to verbally report to HD site staff immediately i.e. within the day of the DO.
- 3.4 Within 24 hours after the DO, the Contractor submits a copy of the DO Report Form together with the Form no. [DCMP-F787](#) to CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and project professional staff with copy to senior professional staff, through the HA Safety Alert Module. Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with a hard copy of the attached documents by the Contractor is required.
- 3.5 The Contractor is required to submit to the CM investigation report through the HA Safety Alert Module within 14 days after occurrence of the DO. Printing and submission of a hard copy of the investigation report by the Contractor is required.
- 3.6 The CM will conduct meeting with the Contractor to review the incident and any necessary safety improvement measures (paragraphs under (6) below refer).
- 3.7 The CM, based on his understanding of the incident / accident, without necessarily depending on receipt of the Contractor's investigation report,

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(b) causes structural damage to the plant, being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.

5. An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gases.
6. A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located.
7. A total or partial collapse of any overburden, face, tip or embankment within a quarry.
8. The overturning of, or a collision with any object by,
  - (a) a bulldozer, dumper, excavator, grader, lorry or shovel loader, or
  - (b) a mobile machine used for the handling of any substance in a quarry.

N.B. \* lifting appliance includes crane, derrick, winch and hoist.

may issue timely warning to the Contractor (Template at [DCMP-F792](#)).

- 3.8 If the DO incurs a reportable accident,
- (a) within 7 days, the Contractor is required to submit to the Labour Department Form 2 and Supplementary Information on Accidents on Construction Sites in accordance with the F&IU Regulations.
  - (b) a copy of the Supplementary Information Sheet and the DO Report is to be submitted together with the Form no. [DCMP-F787](#) to the CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and project professional staff through the HA Safety Alert Module. Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required.
- 3.9 The Contractor is required to report findings and recommendations of accident investigation to Site Safety Committee convened by the Contractor and Monthly Site Meeting as soon as practicable.

If the DO is a Serious Incident <sup>Note 6</sup>

- 3.10 The CM completes Form no. [DCMP-F758](#) through the HA Safety Alert Module, for onward reporting to Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F758](#) by the CM is required.
- 3.11 The secretary of CRC will inform the concerned Contractor to attend an interview with CRC or Procurement Review and List Management Board (PRLMB).
- 3.12 Serious incident will trigger Panel of Enquiry process (refer to Section [DCSS-204](#) of Site Safety Manual).

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<sup>Note 6</sup> Serious incident means an incident involving either one or a combination of the following (with reference to Development Bureau Technical Circular (Works) no. 5/2023):

- (i) loss of life at a construction site;
- (ii) serious bodily injury at a construction site:
  - resulting in a loss or 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 identified / notified by DEVB, Labour Department or Marine Department.

#### **(4) Near Miss / Incident**

- 4.1 If the occurrence of a near miss / incident involves potentially serious or fatal consequence (even though seemingly not serious by immediate effect, such as those involving but not limited to falling from height, falling object, being struck by moving object, lifting, public safety etc.) or an incident involves substantial damage to property, the Contractor is required to verbally report to HD site staff immediately i.e. within the day of the near miss / incident.
- 4.2 In the above circumstances, within 7 days after occurrence of a near miss / incident, the Contractor submits to CM for onward reporting to the Contractors Review Committee (CRC), via HD Site Staff, HD Accident / Incident Report Form no. [DCMP-F787](#). Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) by the contractor is required.
- 4.3 The Contractor is required to submit to the CM an investigation report with sensitive privacy data concealed through the HA Safety Alert Module within 14 days after occurrence of the near miss / incident. Printing and submission of hard copy of the investigation report by the Contractor is required.
- 4.4 The CM will consider to conduct meetings with the Contractor to review the near miss / incident and any necessary safety improvement measures (paragraphs under (6) below refer).
- 4.5 The CM, based on his understanding of the near miss / incident, without necessarily depending on receipt of the Contractor's investigation report, may issue timely warning to the Contractor (Template at [DCMP-F792](#)).
- 4.6 The Contractor is required to report findings and recommendations of investigation of such near miss / incident to Site Safety Committee convened by the Contractor and Monthly Site Meeting as soon as practicable.
- 4.7 If the near miss / incident is a serious incident, the CM shall complete Form no. [DCMP-F758](#) through the HA Safety Alert Module, for onward reporting to Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F758](#) by the CM is required.

**(5) Death of person(s) not due to industrial accident** <sup>Note 7</sup>

- 5.1 Upon occurrence of an incident which involves death of person(s) not due to industrial accident on site, the Contractor is required to verbally report to HD site staff immediately within the day of the incident.
- 5.2 The Contractor is required to report to the Police immediately and the Labour Department within 24 hours after the incident. The Contractor is required to assess if the death concerned is not due to industrial accident, including calling the Labour Department's Employees' Compensation Division (on 3107 1700 or updated telephone number). The Contractor shall follow up all necessary action.
- 5.3 Upon consultation with the Labour Department's Employees' Compensation Division, if applicable, within 7 days after occurrence of such incident,
- (a) the Contractor is required to submit to the Labour Department Form 2 and Supplementary Information on Accidents on Construction Sites in accordance with the F&IU Regulations, and Labour Department Form 2A in case of death due to occupational disease in accordance with Employees' Compensation Ordinance and Regulations.
  - (b) a copy of Supplementary Information Sheet is to be submitted together with the Form no. [DCMP-F787](#) to the CM for onward reporting to the Contractors Review Committee (CRC), via HD site staff and project professional staff with copy to senior professional staff through the HA Safety Alert Module. Printing and submission of signed hard copy of the Form no. [DCMP-F787](#) with attachments by the Contractor is required.
  - (c) The Contractor is required to report findings and recommendations of investigation of such incident to Site Safety Committee convened by the Contractor and Monthly Site Meeting as soon as practicable.

**(6) Follow up on accident / incident report and investigation by Contractor**

- 6.1 Apart from the aforesaid accident / incident reporting procedures, the Contractor has the following obligations –
- (a) provide statistics and analysis of accidents,

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<sup>Note 7</sup> Occupational Safety & Health Ordinance Section 13 requires that an accident occurred at a workplace must be reported to an occupational safety officer within 24 hours if the accident causes death or serious bodily injury. Written report is required within 7 days after the date of accident. The accident is defined to include any event that detrimentally affects the health of a person.

- (b) investigate and ascertain contributory factors and root causes of accident, identify the trends; and
  - (c) recommend means of prevention and improvement.
- 6.2 Contractor has to provide necessary information to the Nominated Sub-contractors' Safety Supervisors for preparing Nominated Sub-contractors' accident report and investigation. Report to the monthly site meetings all accidents and incidents, including DO.
- 6.3 In the event of serious accident, DO or as deemed necessary (near miss / incident / non-serious accident with potentially serious consequence), CM should consider to conduct an interview with the Contractor to ascertain pertinent matters of concern including but not limited to the following –
  - (a) Details and circumstances leading to the accident / incident (with photos and plans showing the accident scene and setting);
  - (b) Investigations / findings (including probable causes);
  - (c) Safety measures adopted prior to the accident / incident ; and
  - (d) Improvement actions after the accident / incident to prevent recurrence.
- 6.4 For injury involving hospitalisation for over a week, Contractor has to submit Form no. [DCMP-F7100](#) to the CM through the HA Safety Alert Module, within 7 days after the discharge of the injured or issue of certification of death, for CM's onward reporting to the Contractors Review Committee (CRC). Printing and submission of signed hard copy of the Form no. [DCMP-F7100](#) by the Contractor is required.
- 6.5 Contractors should make use of the tool Root Cause Analysis in the HA Safety Alert Module to identify the probable causes and deficiencies in the safety management system for formulating improvement actions to prevent recurrence.

## **(7) Triggering accident report to Contractors Review Committee**

- 7.1 As mentioned in the above paragraphs, CM in charge should trigger the accident / incident report to CRC (using HD Accident / Incident Report – Form no. [DCMP-F787](#) and Fatal Accident / Serious Incident Report – Form no. [DCMP-F758](#)) if it is a serious incident as defined in (2) 2.2 above.
- 7.2 Apart from the above categories, CM may elect to trigger an accident / incident report to CRC if deemed necessary –
  - (a) near miss / accident though not serious by immediate effect but with

potentially serious consequence, such as those involving but not limited to falling from height, falling object, being struck by moving object, lifting, injury to head, profuse bleeding, injured person becoming unconscious, body of injured person pierced by foreign object, public safety etc.; or

- (b) if there are particular concerns about contractor's safety performance, such as frequent accident occurrence or poor safety performance as revealed by site inspections, site audits, PASS safety assessments, safety audits, surprise safety inspections etc.).

7.3 In the event of serious incident, CRC or PRLMB will interview the Contractor. For the purpose of the interview, the typical agenda for the CRC / PRLMB interview is given in [DCMP-F7146](#).

**(8) Triggering the issue of Site Memo / Direction due to submissions not made within the prescribed time frame**

8.1 For late submission of Preliminary Form no. [DCMP-F787](#) and Form no. [DCMP-F787](#), Site Memo or Site Direction will be automatically issued via the Safety Alert Module to the Site Agent for outstanding submissions of:

- (a) Preliminary Form no. [DCMP-F787](#) (1<sup>st</sup> Site Memo / Site Direction will be issued on the day after 24 hours from the occurrence of an accident / incident and the 2<sup>nd</sup> Site Memo / Site Direction will be issued on the day after 7 days from the occurrence of the accident / incident);
- (b) Form no. [DCMP-F787](#) (Site Memo / Site Direction will be issued on the day after 7 days from the occurrence of an accident / incident or on the day after 7 days from the creation of Form no. [DCMP-F787](#) by Safety and Health Unit using the SIS number provided by the Labour Department);
- (c) Investigation Report (Site Memo / Site Direction will be issued on the day after 14 days from the occurrence of an accident / incident)

8.2 The Site Memo or Site Direction will be closed upon:

- (a) vetting of the Preliminary Form no. [DCMP-F787](#) by HD site staff;
- (b) endorsement of the Form no. [DCMP-F787](#) by the CM;
- (c) submission of the Investigation Report by site agent.