#### Briefing on Enhancements of

Payment for Site Safety

under the Integrated Pay for Site Safety, Environmental Management and Site Hygiene (PSE&H) Scheme

10-06-2009

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M/S&H
Housing Department

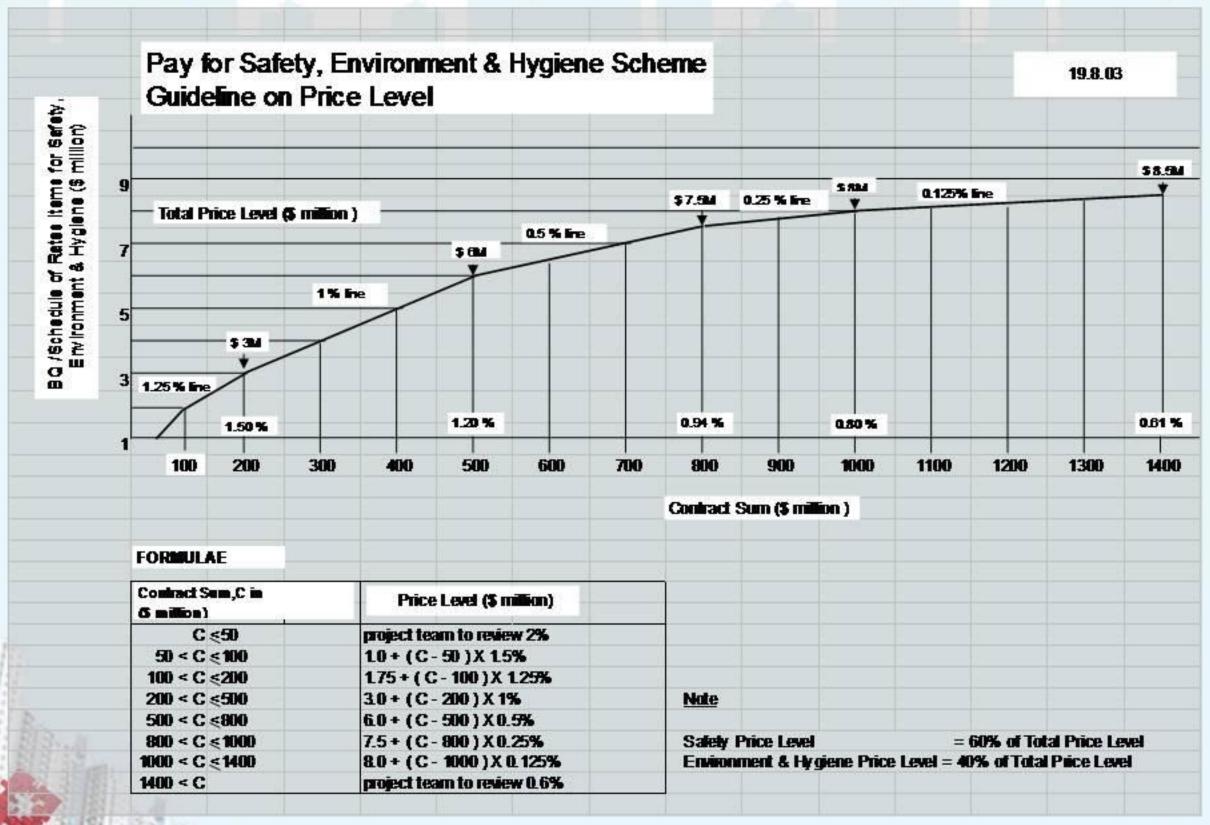
- Aims to remove site safety from the realm of competitive tendering
- To promote proper safety management and implementation
- Specified items will only be paid to the contractor provided these obligations are satisfactorily performed
- Failure to perform would result in no or reduced payment for the relevant items
- Provide balanced incentives for Contractors to fulfil safety obligations

#### Pay for Safety (Cont'd)

- Pay for Safety Scheme was implemented in all Building Contracts in 2000
- Extended to become Pay for Safety, Environment and Hygiene Scheme to all New Works contracts in 2003
- Further extended to Building Services Nominated Sub-contracts in building tenders from 1 July 2006 and onwards.
- Linked to safety audit performance with score banding for payment according to the level of satisfactory performance, incorporating payment items for silver card, participation in safety campaigns and implementing innovative and functional safety installation in 2007

(PRE.B6.410.A and PRE.C6.330.A) (DCMBI P03/09)

- More performance driven focus
- For engineering contracts over \$20M, demolition, piling and building contracts tendered out after 1 April 2009
- Revised payment criteria for safety audit performance
  - Link to fatal accident
  - Introduce critical pass items
  - Adjust HASAS audit score by merit and demerit system based on accumulative accident rate for payment on audit performance
- Merging provisional item with the item on innovative and functional safety installation / safety measures



	Site Safety Items	Payment Unit	Percentage of Safety Price Level	Deciding the monetary value of payment unit. Example of a \$500M 28-month Contract
А	First Completion of Safety Plan	Item	1.0%	\$6.0M x 1.0% = \$60,000
В	Subsequent Update of Safety Plan	Monthly x Rate Payment throughout the contract/extended contract period	1.5%	(\$6.0M x 1.5%) / (28 + 2-1*) = \$90,000 / 29 = \$3,103 per month
С	Safety Officers provision and discharge of duties	Monthly x Rate Payment throughout the contract / extended contract period	15%	(\$6.0M x 15%) / (28 + 2) = \$ 900,000 / 30 = \$30,000 per month
D	Site Safety Committee	Monthly x Rate Payment throughout the contract / extended contract period	1.5%	(\$6.0M x 1.5%) / (28 + 2) = \$90,000 / 30 = \$3,000 per month
Е	Site Specific Induction Training	No. of workers x \$60	Capping at 3.0%. No payment	Note: Training is not limited to once for each worker, see specification
E	Tool Box Talks	No. of workers x \$30	beyond the capped limit	
G	Silver Card Compliance	Monthly x Rate Payment throughout the contract/extended contract period	3.0%	(\$6.0M x 3.0%)) / (28 + 2) = \$180,000 / 30 = \$6,000 per month

	Site Safety Items	Payment Unit	Percentage of Safety Price Level	Deciding the monetary value of payment unit. Example of a \$500M 28-month Contract
Н	Safe Working Cycle – Arrange and hold Pre-work Activities	No. of workers x \$15	Capped at 3.5%. No payment beyond the capped limit	Note: Pre-work activities meeting is not limited to once for each worker, see specification
Ī	Compliance with regulations related to Site Safety	Monthly x Rate Payment throughout the contract / extended contract period	15%	(\$6.0M x 15%) / (28 + 2) = \$ 900,000 / 30 = \$30,000 per month
J	Safety Au dit Performance	Quarterly x Rate Payment throughout the contract / extended contract period subject to contractual payment criteria	15%	(\$6.0M x 15%) / (28 + 2) months = \$900,000 / 10 quarters = \$90,000 per quarterly audit
К	Subsidy for participating designated Safety Campaigns	Maximum 3 nos. on e-off item	0.5%	\$6.0M x 0.5% = \$30,000
L	Recognition of Innovative and functional safety installation or safety measure	Maximum 2 nos. on e-off item	1.0%	(\$6.0M x 1%) = \$90,000 / 29 = \$60,000 \$30,000 x 2 on e-off items = \$60,000

TOTAL

### Pay for Safety Audit Performance

- Critical Pass items in HASAS:
   Key Elements of Part (a)
   (Safety Management System):
  - Element 6 Safety Inspection
  - Element 7 Job Hazard Analysis

High-risk Subsections of Part (b) (Safety Audit Checklist):

- Subsection 14.1.3 Working at Height
- Subsection 14.1.4 Housekeeping
- Subsection 14.1.5 Protection Against Falling Objects
- Subsection 14.3.3 Lifting Operations

 Annualized Accumulative reportable accident rate per 1000 workers

Accumulative no. of reportable 365 accidents 1000 Х Х No. of calendar Average daily no. of days from notified date for workers on site (GF 527) commencement of works

## Adjustment of Verified Safety Audit Percentage Scores by merit and demerit system

	Range of (AR) annualized accumulative reportable accident rate (per 1000 workers)	Applicable merit (	+) / demerit (-)
		Part (a)	Part (b)
i.	AR < 6	1.10	1.10
ii.	6 ≦AR < 9	1.05	1.05
iii.	9 ≦ AR < 12	1.03	1.03
iv.	12 ≦ AR < 15	1.00	1.00
V.	15 ≦ AR < 18	0.97	0.97
vi.	18 ≤ AR < 21	0.95	0.95
vii.	AR ≧21	0.90	0.90

#### Payment for Safety Audit Performance

(From commencement to end of 9th month of building contract, whole contract period of demolition, piling and engineering contracts)

Payment	Assessment period	Vei	rified Safety /	Audit Percentage Sco	res
	reported with fatal accident	< 70% in any one of critical pass items for the current and immediately preceding assessments	Either Part (a) or Part (b) <70%	Both Part (a) and Part (b) > or = 70% and score for either Part (a) or Part (b) < 80%	Both Part (a) and Part (b) = or > 80%
No	V	V			
70%				V	
100%					V

# Payment for Safety Audit Performance (From 10th month after commencement to end of contract / extended contract period of building contracts)

Payment	Assessment period reported with fatal accident	Verified Safety Audit Percentage Scores	Adjusted	d Safety Audit Percent	age Scores
		< 70% in any one of critical pass items in current and immediately preceding assessments	Either Part (a) or Part (b) <70%	Both Part (a) and Part (b) > or = 70% and score for either Part (a) or Part (b) < 80%	Both Part (a) and Part (b) = or > 80%
No	√	√	√		
70%				√	
100%					√

## Salient Points of Payment Criteria in Form DCMP-F730 (Part 1 of 2)

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
A	First Completion of Safety	CM's endorsement of the First Completion of Safety Plan	Recommended for Payment
	Plan	The Safety Plan complies with specification and is endorsed by the CM.	Not recommended for payment
		The CM can copy the Safety Plan to the Occupational Safety and Health Council and seek their comments.	Paid
		(Tel.: 2116 5693, Mr. PK. YU)	Date of Submission

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
В	Subsequent update of Safety Plan	i. Safety Policy ii. Safety Organization iii. Safety Training iv. In-House Safety Rules and Regulations v. Safety Committee vi. Programme for Inspection of Hazardous Conditions vii. Job Hazard Analysis viii. Personal Protection Programme ix. Accident/Incident Investigation x. Emergency Preparedness xi. Safety Promotion xii. Health Assurance Programme xiii. Evaluation, Selection and Control of Subcontractor xiv. Process Control Programme	Recommended for Payment  Not recommended for payment  NA, First Completion of Safety Plan is not yet endorsed  Updated Safety Plan for  (assessment period)

Of pro an dis	afety Officers rovision nd ischarge of	Contractor employ Registered Safety Officers  Full payment for discharge of following duties of the Safety Officers within the assessment period as specified, under PRE.B6.150:  i. Site Inspection  ii. Supervise and monitor implementation of the Safety Plan  iii. Accident Report and Investigation  iv. Programme and conduct Training  v. Anangement and coordinate Site Safety Committee	Market Land Company of the Company o
		vi. Attend to Labour Department contravention notices  viii. Implement the recommendations of the external Safety Andit Report.  ix. Compile and report the above duties to the CM at the monthly site meetings.  x. Maintain a safety diary.  xi. Keep a register of contact persons, examination reports and certificates required by legislation or contract. Keep a register of Safety Supervisors.  The CM may deduct 20% payment for	
		non-performance within the assessment period.	

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
D	Site Safety Committee	i. Establish the Site Safety Committee ii Arrange and give adequate notice to relevant parties of the Site Safety Committee for the assessment period. iii Attendance at Site Safety Committee meetings iv Complete and distribute minutes of the Site Safety Committee meeting	Recommended for Payment  Not recommended for payment  For  (assessment period)

Pay for Safet Items	Notes on Payment Criteria	Recom mendation
E Site specific F Induction Training and Tool Bo Talks	talks according to the CM's endorsed	Recommended for Payment Not recommended for payment  For (assessment period)  No. of workers receiving Site Specific Induction training  No. of workers receiving tool box talks  Capped expenditure under the Pay for Safety Bill is \$

Items		
Silver Card compliance	Submit prescribed Form DASM-F6211 and DCEI-F14 - enlisting Silver Card Holders on a randomly designated past date within the assessment period	Amount of recommended payment: P/ Q x pre-set monthly rate
	The data recorded in this form shows the % of all workers engaged for the specified trades on the designated date are Silver Card holders= P/Q.  P denoting the no.s of Silver Card Holders on site on the designated date of checking; and Q denoting the no.s of workers engaged for the specified trades on site on the designated date of checking)  Amount of recommended payment	= x \$
	Silver Card	Silver Card compliance  Submit prescribed Form DASM-F6211 and DCEI-F14  - enlisting Silver Card Holders on a randomly designated past date within the assessment period  The data recorded in this form shows the % of all workers engaged for the specified trades on the designated date are Silver Card holders= P/Q.  P denoting the no.s of Silver Card Holders on site on the designated date of checking; and Q denoting the no.s of workers engaged for the specified trades on site on the designated date of checking)

#### DASM-F6211 (Sheet 1 of 3)

RECORD FORM								No. 621
							Seria	No
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or Assessment Period								
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2. Carpenter								
3. Demoiton Worker (Building)								
. Fumber								
S. Bar Dender and Fixer								
Plastorer & Tiler								
Bamboo Scafforder, Meter Scafforder								
Construction Materials Rigger								
Curtain Visit Installer								
Tower Crane Worker  ill (Erecting, Dismantling, Telescoping & Climbing)								
						F = X (+)[Nets1-10]	Q × E (1) [ Trade 1 - 10]	(8) + 8 / 12
TOTAL								
Lift Mechanic and worker for lift installation (installation and maintenance)								
(Refer to publishe 8)	1-4							
Figure brought from Page 2 of	13							
Date to a deletion (W. co. co.co.)		100000						
Refer to guideline (7) on page								
ecords of Contractor's Access rall be submitted to CMR for vi	enfication	mg Heck	mang 5	Assess (N	CHOS I	is sepulated in PRE-BI	8.2610 to 2690	
Verified by							Submitted by :	
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Project Clerk	of Works						( C)	and the same of
for Contract Manager	's Repres	entative				6		Representative
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#### DASM-F6211 (Sheet 2 of 3)

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	ine (7) on page							100			
leconds of Cont hall be submits	tractor's Access ed to CMR for o	Control and Re erification.	cording System	n (ACRS) as stipul	ated in PRE.B	8.2610 to 3	2660				
17	Verified by				Sub	mitted by :					
	7										
	for Cor	Project Clerk itracl Manager				Date:	Cont	ractor's	Repr	maenta	ative

#### DASM-F6211 (sheet 3 of 3)

DECORD FORM	11- 0044
RECORD FORM	No. 6211

#### GUIDELINE

- 1. This record form serves for Building Contracts. It can be used as a template for other contract types (except for
- 2. Refer also to Specification Clauses PRE.86.150 and PRE.86.410 for Building. Plling and Demolition Contracts and Clauses PRE C6.150 and PRE C6.330 for Civil Engineering and Geotechnical Engineering Contracts.
- 3. CM randomly designates one past date within the assessment period for record check of Main Contractor's Silver Card
- 4. Based on site records, the Contractor completes form DASM-F6211 and submits to CM via CMR: The Contractor shall allow adequate time in his submission to deliver the form to CM via CMR no later than 3 calendar days after the end of each period of interim certificate. CMR signs on the form upon verification. (In this process, PCOW verifies and signs for CMR.) The CM, upon receipt of the verified form from the CMR, endorses and recommends to PQS for payment.
- 5. The Contractor incorporates this record form in the Contractor's Report for Monthly Site Meeting.
- 6. Silver Card Holders for Lift Mechanic are to be checked under form DASM-F6211, but these data are not entered for the calculation of "P", "Q" and assessment of (R) % in this form.
- 7. The table below shows the criteria of assessment of score (R) in percentage :

	On the designated date of record checking	Without Valle	d Silver Card	With Valid Silver Card	
	water the same of	Enrolled	Not enrolled		
working on site exignated data and checking	Workers working within the first 90 calendar days from the date of their first appearance on site (Re-entry # First appearance)	N (axempted from calculation) (n)	X (0)	v	
Witness w on the des of record	Workers working beyond 90 calendar days from the date of their first appearance on site	X (c)		(4)	
Workers not working on site on the designated date of record checking	Exempted workers previously listed as "N" and the date of their first appearance on site is beyond 90 calendar days	X (Assessed)	(conceronly)	(essessed once only)	

Notes:

- (i) X = non compliance
- (ii) \* \* compliance
- (iii) Workers who have left the site within the first 90 calendar days of their first appearance on site will not be counted for assessment until after 90 calendar days beyond their first appearance on site.

of (R) %

Q1+Q2-Q3

Assessment of (R) % in the format of Guideline 8 above

X [(a),(b)] Σ [(a), (b), (c), (d)]

Q1 = 000 + 003 + 010 :

P2 \* (0): G2 = (8) \* (6) :

 $GO = i\pi i$ 

DASM-F6211 (24/04/08)

Page 3 of 3

#### DCEI-F14 (sheet 1 of 3)

ITE INSPECTION FOR	M							DCEI - F1		
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2. Carpentar										
Demoltter Worker (Suiding)										
A. Plumber										
Bar Bendler and Finer										
I. Plesterer & Tiler										
Banton Scafforby, Metal Scafforby										
Comptuction Materials Rigger										
E. Curtain Wat Installer										
Tower Crarie Worker S. (Erecting, Dismantling, Telescoping and Olimbing)										
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Project Inspects							Contractor	's Representative		
for Contract Manager's Date:	Repres	entative					Dete	- Vernamoria		
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Elfia (Japans)				4G6 7 10	2					

#### DCEI-F14 (sheet 2 of 3)

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DE-F14 (24646	No.			Page 2 of 5							

#### DCEI-F14 (sheet 3 of 3)

SITE INSPECTION FORM DCEI-F14

#### GUIDELINE

- 1. This record form serves for Civil Engineering Contracts. It can be used as a template for other contract types (except for Nominated Sub-contracts).
- 2. Refer also to Specification PRE.C6.150 and PRE.C6.330 for Civil Engineering Contracts.
- 3. CM randomly designates one past date within the assessment period for record check of Main Contractor's Silver Card.
- 4. Based on site records, the Contractor completes form DCEI-F14 and submits to CM via CMR. The Contractor shall allow adequate time in his submission to deliver the form to CM via CMR no later than 3 calendar days after the end of each period of interim certificate. Project Inspector of Works verifies the form and signs on it for CMR. The CM, upon receipt of the verified form from the CMR, endorses and recommends to PQS for payment.
- 5. The Contractor incorporates this record form in the Contractor's Report for Monthly Site Meeting.
- 6. Siver Card Holders for Lift Mechanic and worker for lift installation (installation and maintenance) are to be checked under form DCEI-F14, but these data are not entered for the calculation of "P", "Q" and assessment of (R) % in this form.
- 7. The table below shows the criteria of assessment of score (R) in percentage :

	On the designated date of record checking	Without Valid	f Silver Card	With Valid Silver Card	
-		Enrolled	Not errolled		
working on site enignated date out chacking	Workers working within the first 90 calendar days from the state of their first appearance on site (Re-entry = First appearance)	N (deemproof from calculation) (m)		-	
Vibriens on the de of reco	Workers working beyond 90 calendar days from the date of their first appearance on site		X (c)	(a)	
Woken not working on sile on the designant date of record checking	Exempted workers previously listed as "N" and the date of their first appearance on sits is beyond 90 calendar days.	(2000)	C oncer only) (45)	(assessed once only)	

(ii) v' + complance

(iii) Workers who have left the site within the first 50 calendar days of their first appearance on site will not be counted for assessment until after 90 calendar days beyond their first appearance on site.

Assessment		P	P1 + P2	
af (R) %		0	Q1 + Q2 - Q3	
Assessment of (	R) % in m	e format of	 Z [(m), (b)]	
Guideline 8 abov	100		Z [ (a) , (b) , (c) , (d) ]	
where	Pt	* 001	P2 = (0)	
	Q1.	* (a) + (c) + (re :	-0.2 + (6) + (6);	Q3 + 1

DCENF14 (QA/QA/QS)

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	Pay for Safety Items	Notes on Payment Criteria	Recommendation
H	Safe Working Cycle – Arrange and hold Pre-work Activities	The Contractor submits certified attendance record and, upon request, makes available for inspection electronic photo record, showing the attendants during safe working cycle activities for the assessment period	Recommended for Payment  Not recommended for payment  For (assessment period)  No. of workers attending the Pre-work Activities  Capped expenditure under the Pay for Safety  Bill is \$

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
Ī	to Regulations Related to Site Safety	No receipt from the Labour Department (LD):  (a) 1 or more letters on category Part 1 contravention particularly against Construction Site (Safety) Regulations or subsidiary regulations of the Factories and Industrial Undertakings Ordinance.	Payment  Not recommended for payment  For
		<ul> <li>(b) 3 or more letters received advising category Part II contravention particularly against Construction Site (Safety) Regulations or subsidiary regulations of the Factories and Industrial Undertakings Ordinance. Sample LD's letter attached.</li> <li>(c) Suspension Notice</li> </ul>	letter or letters received from LD dated  Category Part II
		CM to note that it is the duty of the Safety Officer to	received from LD dated
STATE OF THE PERSON NAMED IN COLUMN 1	A.	report the above.	

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
J	Safety Audit Performance	Safety audit is conducted quarterly. CM refers to the latest audit report.	Not recommended for payment
		From commencement of the Works to end of the ninth month in respect of building contract and for the whole contract period in respect of piling, demolition and engineering contract, the CM receives Verified Audit Percentage Scores from the Occupational Safety and Health Council (OSHC) upon which PAYMENT consideration is based:	Recommended for payment  100% payment=\$  70% payment =\$  Each Safety Andit is assessed for payment only once in a quarter.
		Part (a): safety management system  Part (b): safety audit checklist	Latest Safety Andit report dated had been assessed for payment. Therefore No payment is recommended.

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
J	Safety Audit Performance	Criteria for payment are as follows:	Part (a) Verified / Adjusted* Audit Score:
	(cont'd)	Occurrence of death(s) of person(s) within	B - 45 TF 14 FF - 14
		the current Safety Audit assessment period	Part (b) Verified / Adjusted*
		at which death(s) are resulted from	Audit Score:
		accident(s) on site = NO PAYMENT	No critical pass items in either Part (a) or (b) <70%
		Verified Safety Audit Percentage Scores in	in both current and the
		"critical pass" items in HASAS for the	immediately preceding
		safety audit and the same for the	Audit assessment periods
		immediately preceding safety audit	
		assessment period < 70%	No fatal accident
		= NO PAYMENT	Fatal accident on
			leading to death on
			Either Part (a) or Part (b)

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
J	Safety Audit Performance (cont'd)	Verified Safety Audit Percentage Score in either Part (a) or Part (b) <70%  = NO PAYMENT	
		Verified Safety Audit Percentage Scores in both Part (a) and Part (b) > or = 70% with score for either Part (a) or Part (b) <80% = 70% PAYMENT	
		Verified Safety Audit Percentage Scores in both Part (a) and Part (b) = or > 80% = FULL PAYMENT	

Pay Item	for Safety s	Notes on Payment Criteria	Recommendation
	ty Audit formance nt'd)	From 10th month after commencement of the Works to the end of contract / extended contract period of the building contract, CM will receive Adjusted Safety Audit Percentage Scores from OSHC upon which PAYMENT entitlement is based:	
		Occurrence of death(s) of person(s) within the current Safety Audit assessment period at which death(s) are resulted from accident(s) on site = NO PAYMENT	
		Verified Safety Audit Percentage Scores in "critical pass" items in HASAS for the safety audit and the same for the immediately preceding safety audit assessment period fall below 70%  = NO PAYMENT	

	Pay for Safety Items	Notes on Payment Criteria	Recommendation
ľ	Safety Audit Performance (cont'd)	Adjusted Safety Audit Percentage Scores in either Part (a) or Part (b) <70%  = No PAYMENT  Adjusted Safety Audit Percentage Scores in both Part (a) or Part (b) > or = 70% with score for either Part (a) or Part (b) < 80%  = 70% PAYMENT	
		Adjusted Safety Audit Percentage Scores in both Part (a) and Part (b) = or > 80% = FULL PAYMENT	



	Pay for Safety Items	Notes on Payment Criteria	Recommendation
K	Subsidy for participating in Safety Campaigns	Entry to the following Safety Campaigns and first site assessment has been conducted:  (a) OSHC led "Construction Safety Day" "Construction Safety Promotional Campaign"  (b) LD led "Construction Industry Safety Campaign"  (c) DEVB led "Considerate Contractors Site Award Scheme" Campaign	Not recommended for payment  Recommended One-off payment each for  (a)=\$

c	Pay for Safety Items	Notes on Payment Criteria	Recommendation
L	Recognition of Innovative and functional safety installation or safety measures	Contractor implemented innovative and functional safety installation or safety measures which are verified / supported by OSHC.  CM verifies whether this implementation merits recognition and recommends payment  Maximum 2 one-off payments, each recommended for 2 distinct and separate implementations.	Not recommended for payment  Recommended One-off payment each for  (1)=\$

### Safety and Quality goes hand in hand