

Safety Seminar 24 Nov 2010

Return of Site Labour Deployment and Employment to Census and Statistics Department

Presented by: Clerk of Works Cheung Sai-hung



Overview

- Guidelines on Completion of GF527 & GF527A
- Workflow for Submission of GF527 & GF527A
- Contractor's Daily Report



Requirement to submit GF527, GF527A and pertinent forms on employment statistics to Census and Statistics Department Units with copy to HD

- Specification Requirement Clause PRE.B6.150.B(6d)(xi)
- Internal Instruction (DCMBI)
- PNRC 62
- ETWB Technical Circulars (Works) No. 3/2003 & 4/2005



Guidelines on Completion of GF527 for Contractor

- 1. To use updated standard form GF527 (Rev. 1/2003) Monthly Return Site Labour Deployment and Wage Rates for Construction Works.
- 2. To submit the completed form to site supervisory staff within the **first four working days** of the succeeding month.



Guidelines on Completion of GF527 for Contractor (Cont'd)

- 3. To enter number of workers on each calendar day. Include workers who have worked for at least three hours on that day.
- 4. To include workers employed by main contractor and his sub-contractors, but exclude those NSC (GF527 for NSC to be submitted separately).



Guidelines on Completion of GF527 for Contractor (Cont'd)

- 5. To enter the total hours of overtime during the month of the respective trades.
- 6. To enter daily wage rates which include basic daily wages plus guaranteed allowances per day and paid leave. (Exclude overtime pay and employers' contributions to MPF)



Guidelines on Completion of GF527 for Contractor (Cont'd)

7. To be responsible for the accuracy of the data, provide supporting evidence if required by site supervisory staff.



Guidelines on Completion of GF527 for Contractor (Cont'd)

- 8. Trades not considered as construction workers and not to be entered in GF527:
 - Contract car drivers
 - Office attendants
 - Amahs
 - Watchmen



Guidelines on Completion of GF527 for Nominated Sub-contractor

 To complete and submit a separate form covering their workers.
 Guidelines on completion of the form shall be same as Main Contractor.



Guidelines on Completion of GF527 for Site Supervisory Staff

To check & sign the returns.
 Different disciplines (e.g. BW, BS & SE etc.) should check and sign on respective forms.



Guidelines on Completion of GF527 for Project Office (HD)

 To consolidate all returns and deliver it to the Census and Statistics Department within the first two weeks of the succeeding month.



Guidelines on Completion of GF527A

1. Data shall be based on the last day of the reporting month and shall be advanced if the last day is a Saturday, a Sunday, a public holiday or a day of inclement weather such as heavy rain or typhoon.



- 2. Persons (including in the site office) who have worked for at least three hours on the reporting day shall be included.
- 3. The data shall cover all persons employed by the contractor and his sub-contractors.



- 4. Job title and number of vacancies for each of the trades shall be entered.
- 5. The contractor shall check & sign the GF527A and submit to site supervisory staff together with GF527 in the first four working day of the reporting month.



6. The completed forms shall be submitted to C&SD within the **first two weeks** of the succeeding month.



Guidelines on Completion of GF527A (Cont'd)

- 7. Explanatory notes on persons engaged on site, employers/self-employed persons and vacancies
 - Manual Workers

Persons who engage in manual work including skilled, semi-skilled and general workers.



Guidelines on Completion of GF527A (Cont'd)

Professional/Technologist

Person who applies his professional skills to technical activities, e.g. architects and engineers.

Technician

Person who occupies a position between a professional and a skilled worker, e.g. site agent and site foremen.



Guidelines on Completion of GF527A (Cont'd)

Other Site Personnel

Persons other than those above and stationed/worked on site, e.g. site clerk, amah & watchmen.

Employers/Self-employed Persons

Person who works for profit or fees in his own business. He is not employed by anyone.

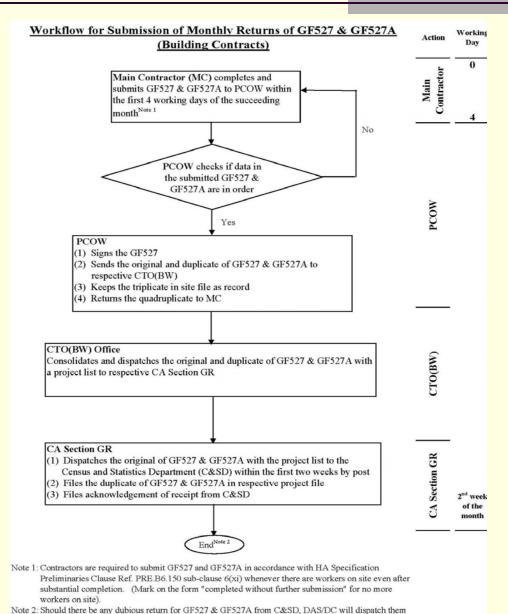


• Vacancies (for manual workers only)
Refer to unfilled job openings which
are immediately available, and for
which active recruitment steps are
being taken on the reporting date.

to relevant site staff for follow-up actions.

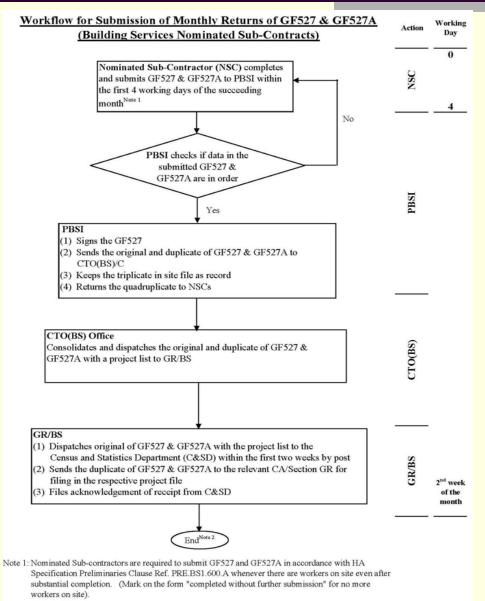
44

Submission Workflow for Building Contract





Submission
Workflow
for Building
Services
NSC

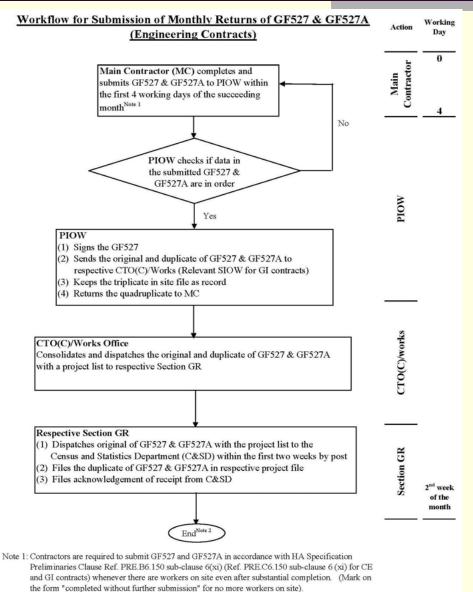


Note 2: Should there be any dubious return for GF527 & GF527A from C&SD, DAS/DC will dispatch them to

relevant site staff for follow-up actions.



Submission
Workflow
for
Engineering
Contract

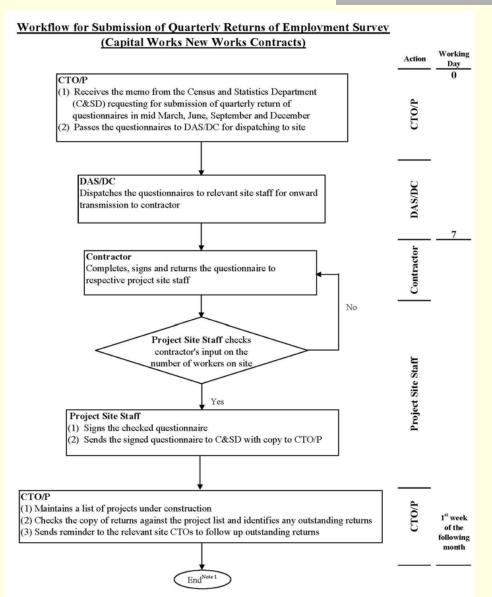


Note 2: Should there be any dubious return for GF527 &GF527A from C&SD, DAS/DC will dispatch them

to relevant site staff for follow-up actions.



Submission
Workflow
for
Quarterly
Returns of
Employment
Survey





Calculation of Accident Rate

N : ΣTotal cumulative number of reportable accident

W : Average daily number of workers

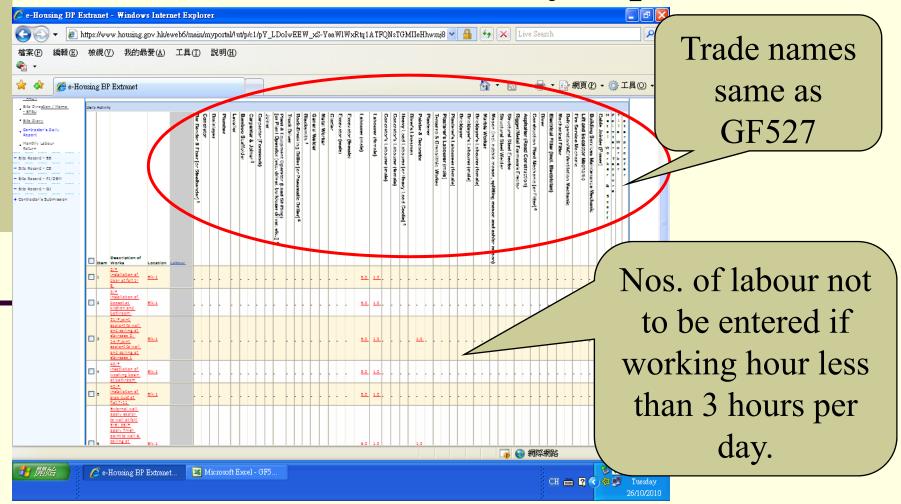


Calculation of Accident Rate

- In line with the calculation method of Development Bureau, Contractor's management staff are included in the calculation of accident rate.
- Trades not considered as construction workers for calculation of accident rate:
 - ➤ Office attendants
 - >Amahs

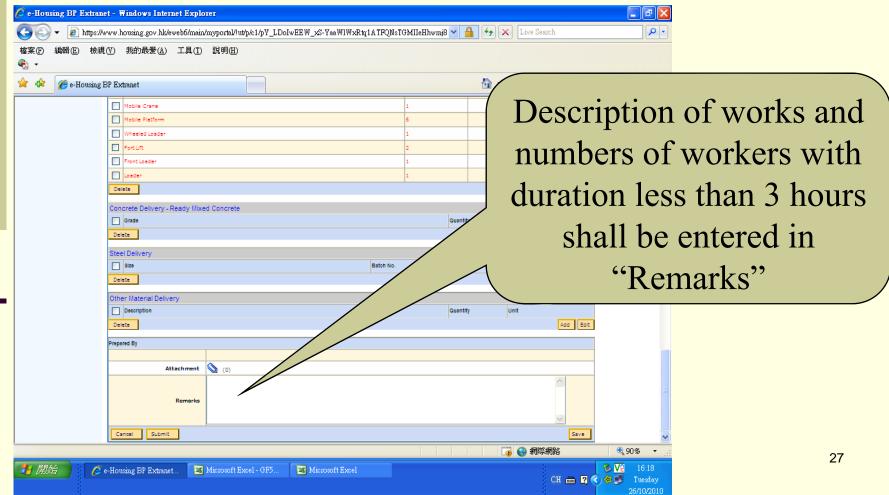


HOMES - Contractor's Daily Report (BW)



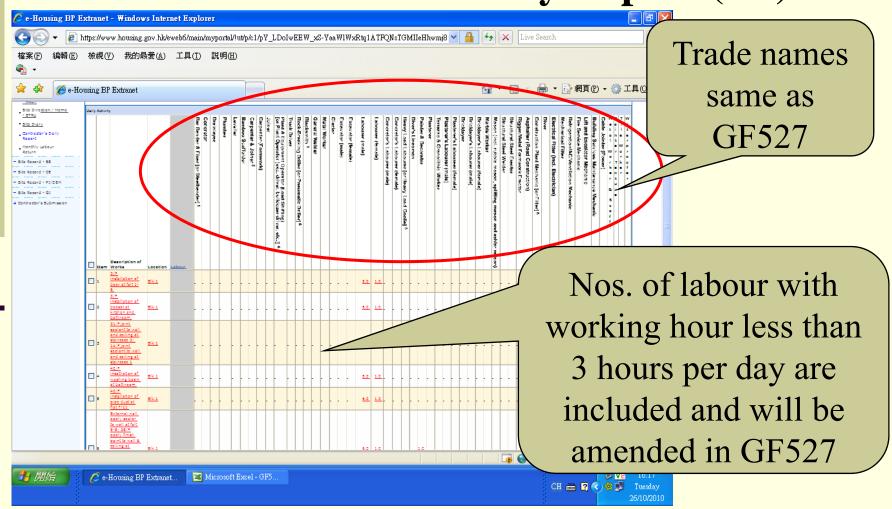


HOMES - Contractor's Daily Report (BW)



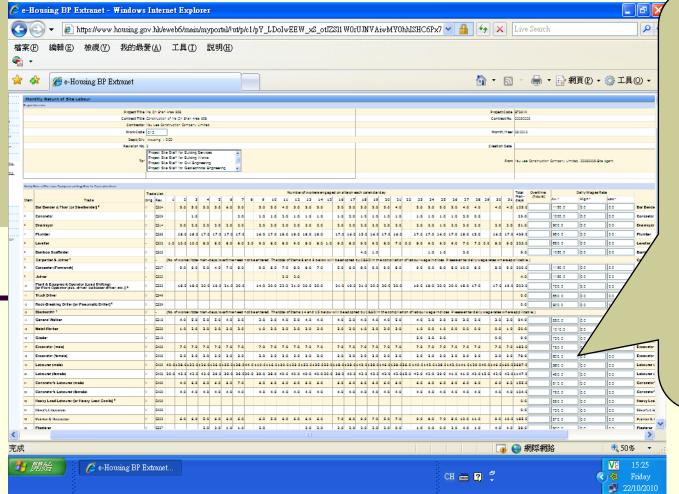


HOMES - Contractor's Daily Report (BS)





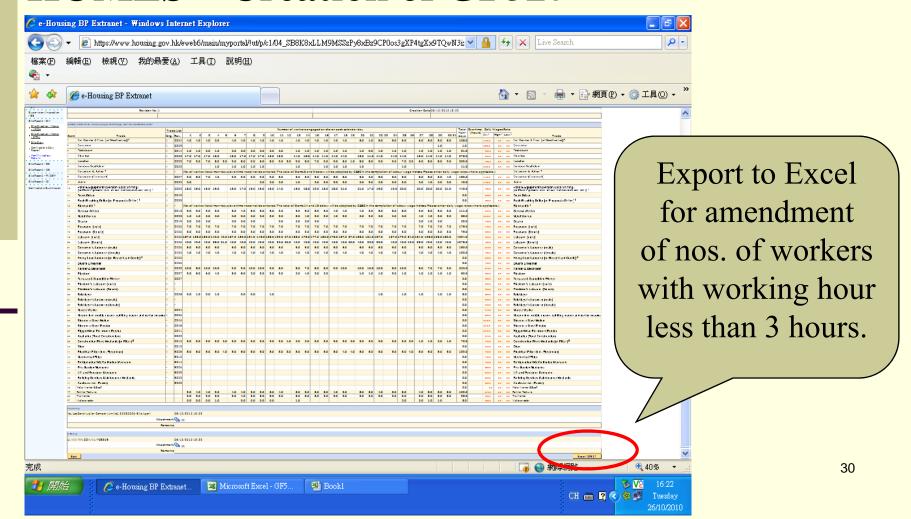
HOMES - Creation of GF527



Nos. of workers are copied from contractor's daily report and cannot be amended, only total OT hours & salaries can be entered.

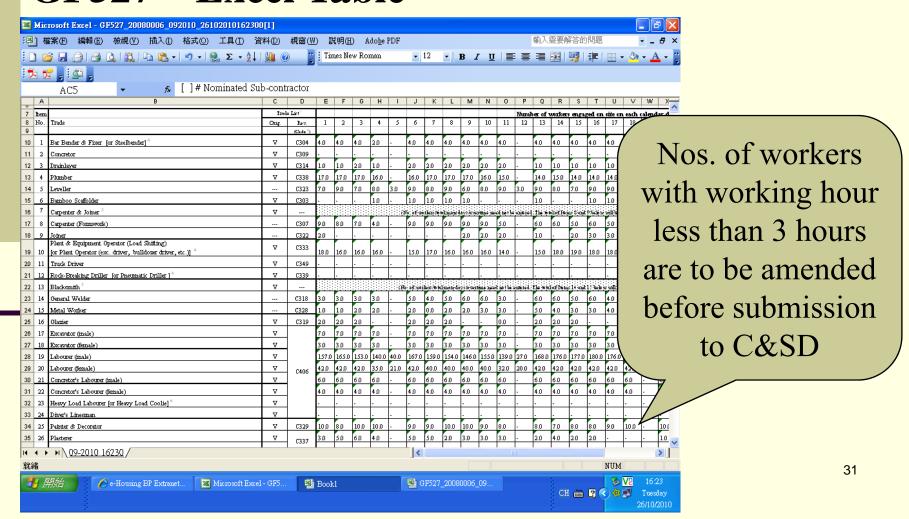


HOMES – Creation of GF527





GF527 – Excel Table



Thank You