MTR Corporation Site Induction

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安全 我做起
SAFETY STARTS WITH ME
Site Induction for MTR work sites

1. Safety Induction for workers
   - Site Safety Induction
   - iSafe Campaign, an MTR Initiative

2. Safety briefing for visitors
MTR contracts require that workers must go through a comprehensive site induction course before commencement of work to know the

- Nature of the Project
- Construction risks and safety precautions
- Safety policy and safety rules
- Key contact persons
- Location of safety & welfare facilities
- Procedures to deal with emergencies
- Accident reporting
- Safety Incentive & Award Scheme
- Safety training & tool box talks
- Personal safety obligations and rights
Since WR in 1998 -
- vigorous enforcement of safety standard by close monitoring and site inspections
- DNV audits on contractors’ safety management system

MOS, TST and LMC in 2000~2001
- safety management training to all management staff of MTR
- implementation of PTM and PTO for all piling rigs and cranes

KSL and TST in 2005 –
- physical condition inspection every month
- 21 training modules to all site staff (Construction Engineers and Inspectors)
- promotion of Job Hazard Analysis to review workplace hazards everyday

WIL and XRL –
- checking of method statements
- safety incentive scheme
- safety management training to all management MTR staff and contractors
iSafe Campaign, an MTR Initiative (since July 2010)

Safety Starts With ME!
What is iSafe?

We believe ..... every worker has a responsibility for his/ her own safety.

We want ...... before a worker starts his work everyday,

- think about his own safety and the place of work
- understand his work and the risks
- ask if he has a concern of his own safety before starts
ISafe - How we do it?

1. Can I get to where I want to go **SAFELY**?
2. Have I been **TRAINED** to do the work?
3. Have I been **BRIEFED** on the work to be done?
4. Have I been briefed on the **RISKS** involved in the work?
5. Have I been briefed on the **SAFETY MEASURES** for the work?
6. Is there a **METHOD STATEMENT** and **RISK ASSESSMENT** for the work?
7. Have I got the right **PPE** for the work?
8. Is there any work **NEAR** me that would pose me a risk whilst I work?
9. Are the **TOOLS/ EQUIPMENT** in a good condition and safe to use?
Question 1
Can I get to where I want to go SAFELY?

My boss asked me to work there. But, how can I get down to it?
Question 2
Have I been TRAINED to do the work?

I used to be electric welder. My boss asked me to do gas welding this morning. I think I need some training.
Question 3
Have I been BRIEFED on the work to be done?

How can I finish my work properly if I don’t know what to do?

Please tell me exactly what is my work today.
Question 4
Have I been briefed on the **RISKS** involved in the work?

Has somebody told me what are the risks of the work I am doing?

Would there be something falling onto me?

Will I fall down?
Question 5
Have I been briefed on the SAFETY MEASURES for the work?

I think I am in danger.
Has somebody told me what should be the safety measures to protect me?
**Method Statement Guideline**

(Recommended Layout & Contents)

A Method Statement should at least contain the following information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Purpose and Objective</td>
<td>Give a brief description on the purpose of the method statement.</td>
</tr>
<tr>
<td>2.0 Scope of Works</td>
<td>Give a brief description on the scope of the work.</td>
</tr>
<tr>
<td>3.0 Reference</td>
<td>Give reference to other relevant method statements, documents, or procedures if necessary. For work with high loss consequence, an Emergency Action Plan shall be developed in addition to this method statement and should be referenced in this section.</td>
</tr>
<tr>
<td>4.0 Organisation and personnel involved</td>
<td>State who will be responsible for the implementation of the work. Those are: the Construction Manager, Engineers, Temporary Works Coordinator (TWC) and the Subcontractor’s manager/charge. Relevant contact numbers shall be included.</td>
</tr>
<tr>
<td>5.0 Responsibility and supervision</td>
<td>State the respective personnel responsible for supervision of the work on site. These are the subcontractor’s supervisors on site. If the personnel have not been confirmed yet, a supplement shall be submitted at least 7 days before the implementation of the work.</td>
</tr>
<tr>
<td>6.0 Subcontractor to be used (if applicable)</td>
<td>State the subcontractors which will be involved in the implantation of this work.</td>
</tr>
<tr>
<td>7.0 Programme</td>
<td>A programme to show the duration of the Work, the Works Area to be occupied, the works activities and the deployment of major plant, etc.</td>
</tr>
<tr>
<td>8.0 Critical Risks</td>
<td>Discuss the critical risks identified in the risk assessment reports during the risk assessment process. These critical risk should also be highlighted in the sequence of work in section 9.1.</td>
</tr>
<tr>
<td>9.0 Methodology</td>
<td></td>
</tr>
</tbody>
</table>
Question 7
Have I got the right PPE for the work?
Question 8
Is there any work NEAR me that would pose me a risk whilst I work?

What if the backhoe hits me on the back?
Question 9
Are the TOOLS/ EQUIPMENT in a good condition and safe to use?

My boss asked me to use this. It doesn’t look good. Is it really safe to use?
If a worker is in doubt of his own safety, he should inform his supervisor, and get it fixed before continuing to work.

- an excavation without guard-rails
- inform the supervisor
- guard-rail installed
Safety briefing for visitors

- activities of the site
- risks and safety precautions of the site
- special rules that are relevant to visitors
- emergency procedures
- escorted by site staff at all times
Conclusion

Employer + Employee = iSafe

Site Induction and Visitor Briefing
WE can all go home in the same condition as you arrived.....

.... in one piece and healthy!
Thank you