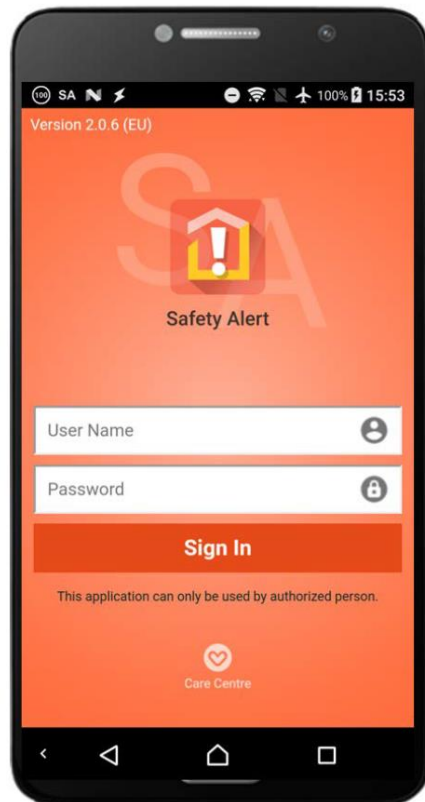# Briefing Session on
Development and Construction Site Mobile System (DCSMS)
Safety Alert Module

Mr. Timothy LAU
Senior Manager / Safety & Health
Hong Kong Housing Authority

7 Nov 2018

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Login the DCSMS Safety Alert Module (By Web)

- **For Contractors**: https://www.housing.gov.hk/

- **For HD Staff**: https://www.staff.housing.gov.hk/
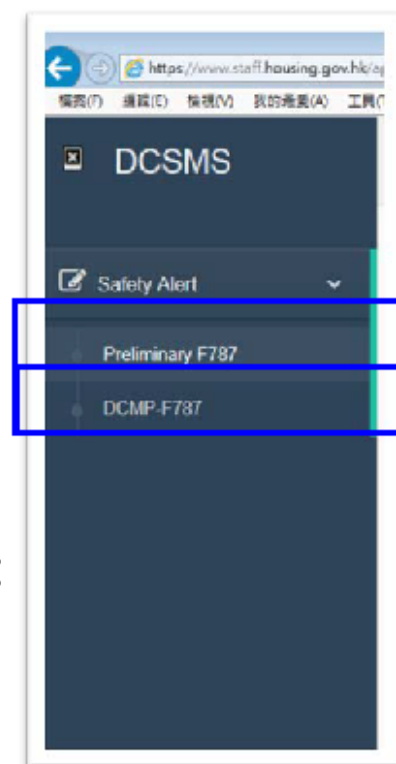
Step 1: Login using e-housing account

Step 2: Click the DCSMS icon:


Step 3: Select at the left side bar

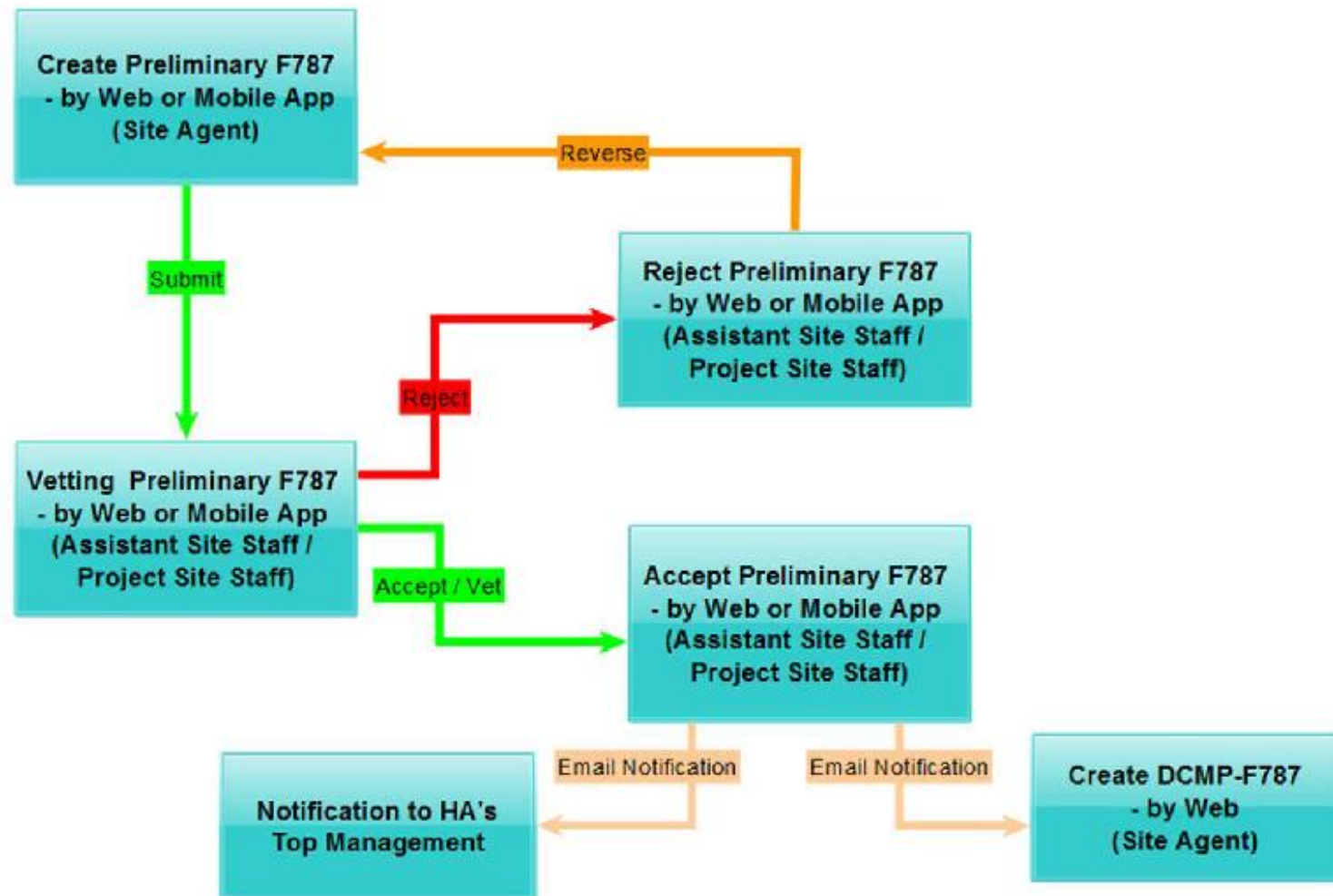● Caring ●Customer-focused ●Committed ●Creative

Login the DCSMS Safety Alert Module (By Mobile App)
Support Preliminary F787 ONLY

- Contractors can also submit **preliminary F787** of accident / incidents to site staff for vetting by **mobile app**

- Site Agent could either vet the preliminary F787 via mobile app / web
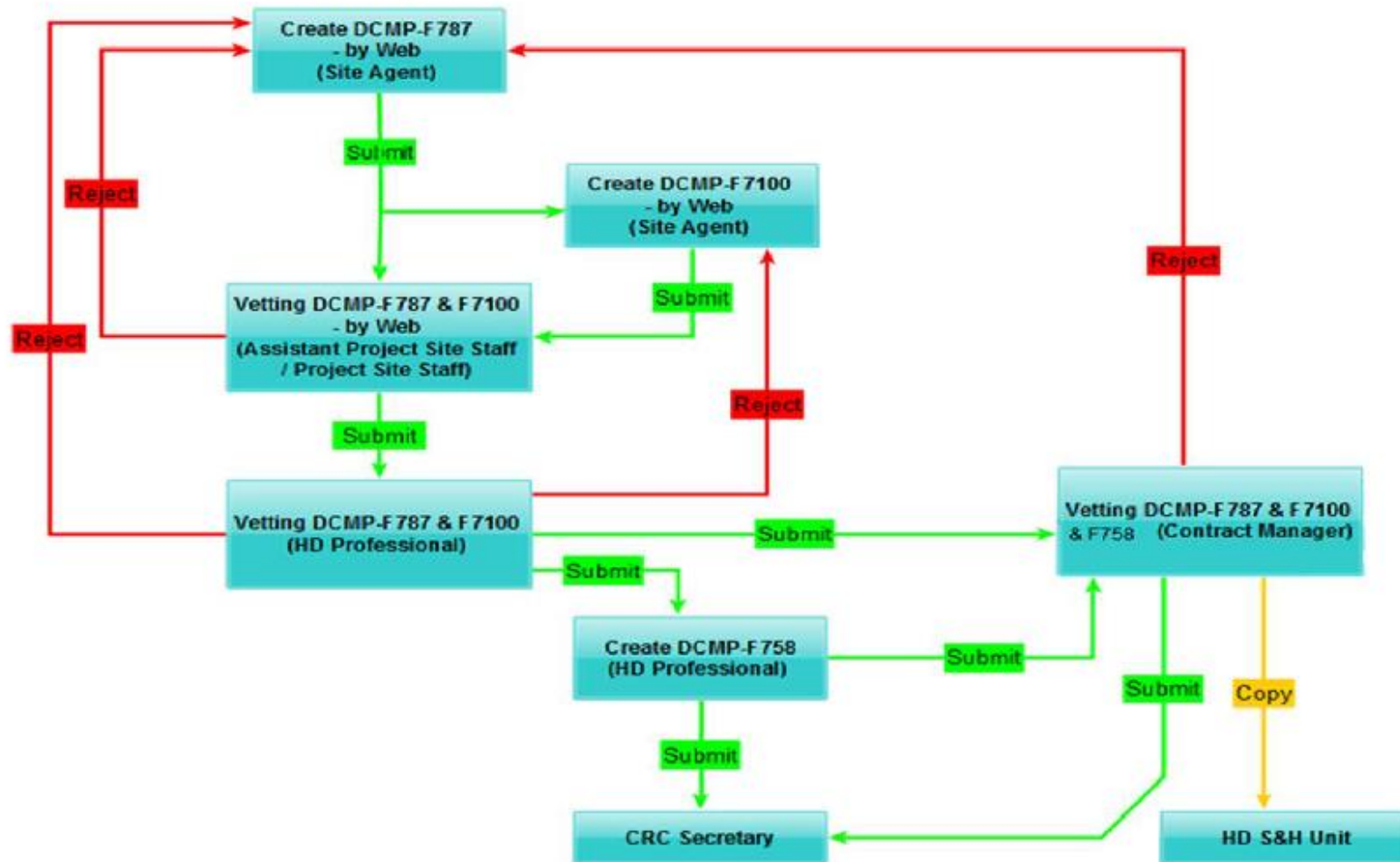
- Login mobile app using **e-Housing account**
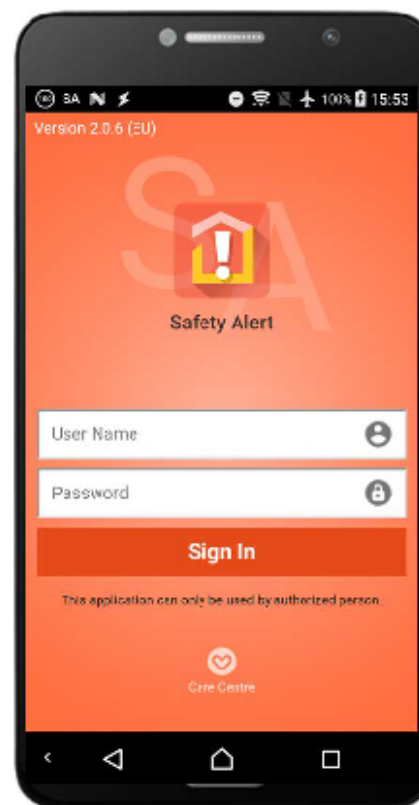
Workflow of Preliminary DCMP-F787

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Workflow of DCMP-F787, DCMP-F7100 and DCMP-F758

Workflow for Reporting accident / incident

Housing Authority Site Safety Website:
https://www.housingauthority.gov.hk/mini-site/site-safety/

For Serious / fatal accident

	Time	Action
Contractor	immediately	Notify HD site staff and Police
	within 24 hours	Notify LD
	not later than the end of the following working day	Submit preliminary F787 (using smartphones / web) to site staff
	within 7 days	• Submit Form no. DCMP-F787 via site staff and professional to CM • Form 2 and SIS to LD • Upload copy of Form 2, SIS and Form and investigation report in the Safety Alert Module
	upon discharge from hospital	Submit Form DCMP-F7100 (For hospitalization over 1 week only)
CM	within 7 days	Submit Form no. DCMP-F758 to CRC

For Non-serious accident

	Time	Action
Contractor	not later than the end of the following working day	Submit preliminary F787 (using smartphones / web) to site staff
	within 7 days	• Submit Form no. DCMP-F787 via site staff and professional to CM • Form 2 and SIS to LD • Upload copy of Form 2 and SIS in the Safety Alert Module
	upon discharge from hospital	Submit Form DCMP-F7100 (For hospitalization over 1 week only)

For Dangerous Occurrence

	Time	Action
Contractor	immediately	Notify HD site staff
	within 24 hours	Notify and submit Dangerous Occurrence (DO) Form to LD
	not later than the end of the following working day	Submit preliminary F787 (using smartphones / web) to site staff
	within 7 days	• Submit Form no. DCMP-F787 via site staff and professional to CM • Upload copy of DO Form and investigation report in the Safety Alert Module
CM	within 7 days	Submit Form no. DCMP-F758 to CRC

For Near miss / incident

	Time	Action
Contractor	not later than the end of the following working day	submit preliminary F787 (using smartphones / web) to site staff
	within 7 days	• submit Form no. DCMP-F787 via site staff and professional to CM • Upload the investigation report in the Safety Alert Module
CM	within 7 days	• submit Form no. DCMP-F758 to CRC for serious incident.

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For Death of person(s) not due to industrial accident

	Time	Action
Contractor	immediately	Notify HD site staff and Police
	within 24 hours	Notify LD
	not later than the end of the following working day	Submit preliminary F787 (using smartphones / web) to site staff
	within 7 days	• Submit Form no. DCMP-F787 via site staff and professional to CM • Form 2 and SIS to LD • Upload copy of Form 2, SIS and investigation report in the Safety Alert Module

Flash Report on Accidents / Incidents attracting media attention

S&H	**For flash report**	For fatal accident or other accidents / incident attracting media attention, S&H Unit to collate with CM and News Section of Information and Community Relation Sub-division.

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Important Notes:

1. **Update** Project Team information in **HOMES timely**. (e.g. acting arrangement / change of post)
2. Fill in all **mandatory fields** (red framed boxes), if not, you will receive a pop-up message and couldn't proceed the submission.
3. **Make the description "to the point", short and clear** in the F787 . You may supplement the details in the investigation report at Part E.
   - Each attachment file size can be up to 5M
   - More than 1 attachment can be uploaded for each item.
4. Remember to **remove all privacy sensitive data** before uploading.

Attached the mandatory documents here:	(Max 5MB with type ["jpg", "jpeg", "png", "pdf", "docx", "doc"])
Form 2 / 2A / 2B	Upload ▾
SIS	Select item... ▾
DO	N/A ▾
Investigation Report	Upload ▾

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Friendly Function of the Safety Alert Module
Provide One-Stop Service for the report of accident / incident

1. Easy retrieval of information by using the Searching Criteria

2. Easy management and monitoring of DCMP-F787 submission by the "Action Box" on the Dashboard

3. Saving time by the synchronisation function: Basic information was synchronised from DCMP-F787 to Form 2 / 2A / 2B and DO Report

4. Reminder, Alert and Notification system

5. Statistic Reports of your responsible contract(s)
   - Report 6 - Annualized accumulative accident rate per 1,000 workers of a HA New Works contract by quarter in x period
   - Report 7 – Annualized accumulative accident rate per 1,000 workers of HA New Works contracts by contract number
   - Report 11 - All reportable and non-reportable accidents of a HA New Works contract by type of accident by year

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Searching Function

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"Action Box" on the Dashboard

Reminder System by DCSMS (For Site Agent):

1. **Outstanding submission of Form F787**
   - 1st reminder after 4 days from date of accident
   - 2nd reminder and draft Site Direction for site staff to issue after 7 days from date of accident

2. **Outstanding Form 2 / 2A / 2B / DO, Investigation Report**
   - 1st reminder after 7 days from the first submission date of F787
   - 2nd reminder after 14 days from the first submission date of F787

3. **Outstanding submission of F787, F758 and F7100, including rejection of F787 and creation of F787 by SHU using SIS Number**
   - 1st reminder after 7 days from the date of rejection of F787 to site agent, date of creation of F787 by SHU, date of submission of F787 by site agent and date of discharge from hospitalization
   - 2nd reminder after 14 days from the above dates

4. **Outstanding hospitalization information update at Part F**
   - Weekly reminder

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Alert and Notification System by DCSMS:

1. **Automatic alert on accident rate to Site Agent via e-mail:**
   - Site Agent can voluntarily set the "Corporate Limit"
   - Site Agent would receive the Alert e-mail if the "Corporate Limit" is exceeded

2. **Automatic alert on accident rate (AR) to CM / CRC via e-mail:**
   - Alert to CM Alert   (AR > 9)
   - Watch List Alert to CM / CRC   (AR > 12)
   - Warning letter Alert to CM / CRC   (AR > 15)

3. **Notification e-mail to the respective HA team:**
   - When Site agent uploads any attachment / update the hospitalisation information
   - When SHU voids a F787
   - When CM returns the F758 to professional for revision

Report 6 (Sample) Annualized accumulative accident rate per 1,000 workers of a HA New Works contract by quarter in x period.

Accident Rate of New Works contracts no.2015(   )
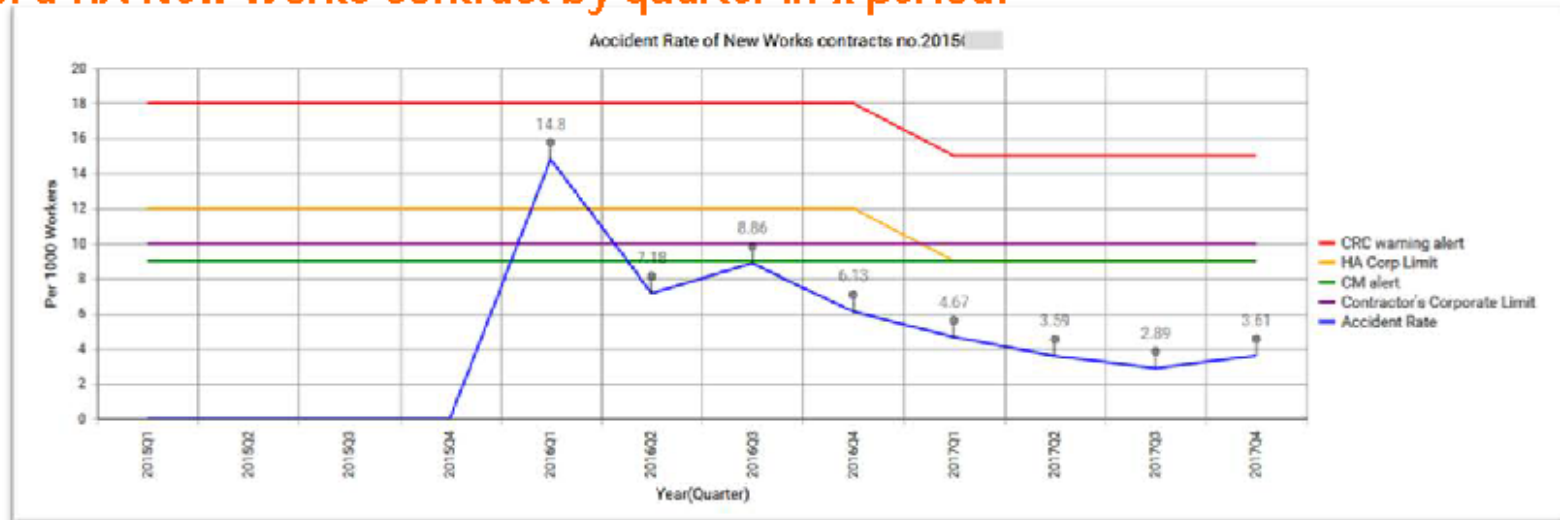
Report 7 (Sample) Annualized accumulative accident rate per 1,000 workers of HA New Works contracts by contract number.

Accident rate by contract number of HA New Works contracts
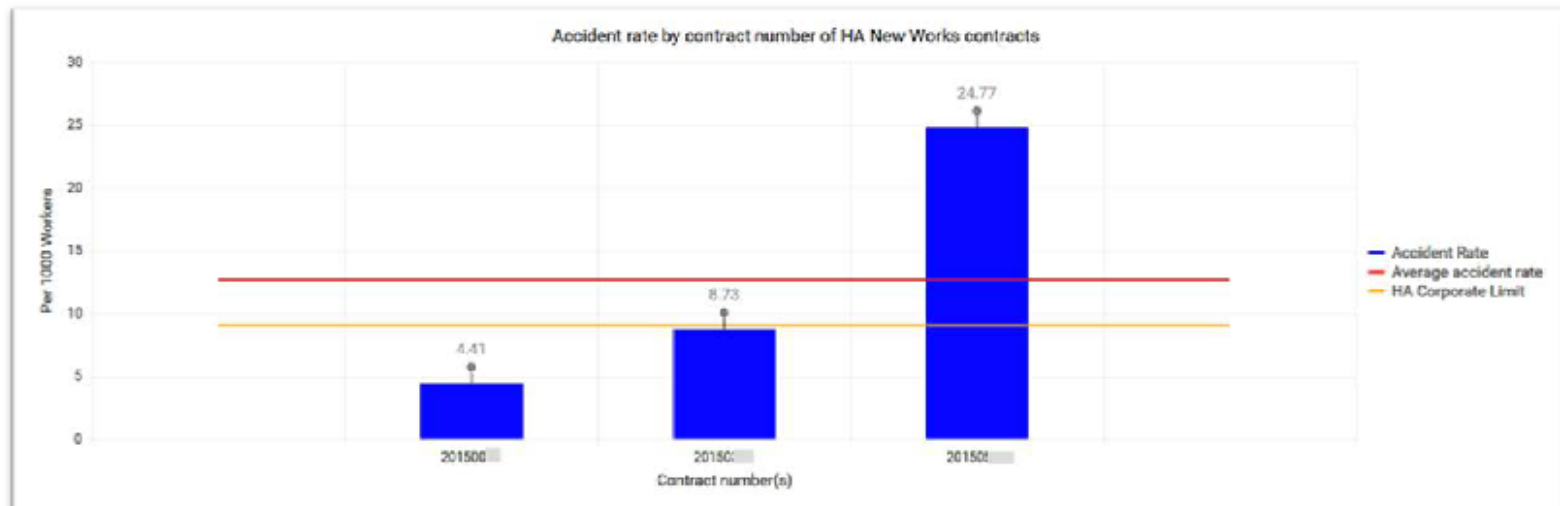
Report 11(Sample) All reportable and non-reportable accidents of a HA New Works contract by type of accident by year

Type of Accidents	2010		2011		2012		2013		2014		2015		2016		2017		2018	
	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%	No	%
Trapped in / between object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Injured whilst lifting / carrying	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Slip, trip / fall on same level	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Fall of person from height	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Striking against stationary object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Striking against moving object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Stepping on object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Exposure to harmful substance	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Electrocution	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Collapsing / overturning object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Falling object	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Struck by moving vehicle	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A

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Application of the HOMES account

- Contractor can download the application form **"HOMES-Form-03B"** at:

- **e-Housing Extranet** (without token) - DC > Main > Main Page > HOMES FAQ / Manual > HOMES Standard Forms and Account Control Mechanisms

- Submit to DCD Division ID administrator

For enquiry, please contact:

- **Safety & Health Unit (for administrative support)**

  Tel: 2129 3983

  E-mail :   shu@housingauthority.gov.hk

- **IT Service Desk (for technical support)**

  Tel :   2624 6626

  E-mail :   ithelpdesk@housingauthority.gov.hk

Thank You

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Here is the footage of

"Site Safety Seminar for Capital Works New Works Contracts"

which was held on 7 November 2018

by the Hong Kong Housing Authority

The Speaker is

Mr. Timothy Lau, Senior Manager

Safety and Health of Housing Department

His topic is Housing Authority Development and Construction

Site Mobile System for Accident and Incident Reporting

Site safety is very important as lots of hazards may occur

Site safety is very important as lots of hazards may occur

Our senior management has recently led a team

I was a team member

The team paid surprise visits to several sites

We did not inspect all the sites though

But in the future, there will be surprise site inspections

We will visit several sites again

In merely an hour it was impossible to locate

In merely an hour it's impossible to find many problems

But irregularities were observed on a few sites

Follow up actions were needed

The speech today is about safety alert module

As we have a new system

in July and early August

we held a briefing session for contractors and colleagues

We found that many sites might still be unfamiliar

In the past, you used HAOIDSS

It can become very chaotic when an accident happens

You may not know how to handle it

You are unable to report to us on the same day

Extensive media coverage would create embarrassment

Our staff may have their own links. Log on and press Step 2

Enter. Press DCSMS for the procedure you need

When there is an accident, contractors can log on to the system

to create a new Prelim DCMP-F787 report form

Input the information and go to the next step

After completing the preliminary report, submit DCMP-F787

Select the button below. You may use the webpage or smartphone

Building contractors have access to the smartphone version

If you are other contractors

you cannot do it on the smartphone

You can do it on the webpage

Log on e-Housing. Without e-Housing, you cannot execute all the steps

Some contracts are setting up e-Housing logon

The simplified procedures

Site agent of contractors

access Prelim DCMP-F787 report form as shown here

Then Housing Authority's (HA) clerk of works will check

If approved, the system will email our management

If your PrelimDCMP-F787 is not approved

it will be returned to the contractor for resubmission again

On completion, the preliminary report will be submitted to

the project clerk of works (PCoW)

If successful, a message will be sent to the site agent

DCMP-F787 will then be officially completed

Hand it in to the site staff

He will go over the report and submit it to

the contract manager via his or her representative

Upon the CM's approval, it will be submitted to

the Secretary of Contractors Review Committee (CRC)

Our Safety & Health Unit (SHU) will receive a copy

If the case needs to be hospitalised for over a week

the site agent will have to report it in

Form DCMP-F7100 when the injured is discharged

The report will be submitted to the site staff

CMR and CM and then to CRC

Similarly, if it involves an incident

CMR will submit DCMP-F758 to CM

and CM will report to CRC

If rejected, it will take the red route

back to the site agent for resubmission

If there is any problem about the DCMP-F758 prepared by the CMR

CM will return it to CMR for a resubmission

This is a simplified flow chart

In reporting an accident, time is of the essence

For the procedures shown just now

you may visit our webpage

There is a "flowchart" button

You can learn that under different circumstances

when and what ought to be done

I will recap here

If unluckily, when an accident occurs, do report promptly to

HA's site staff, the Police and Labour Department (LD)

Fill in Prelim DCMP-F787

After completing Prelim DCMP-F787, submit DCMP-F787 within 7 days

After the worker has been discharged from hospital

you need to submit DCMP-F7100 to us

CM is responsible for

submitting DCMP-F758 within 7 days of the accident to CRC

If it is a minor accident

there is no need to report to the police and LD immediately

Some parts can be simplified

If it is a dangerous occurrence (DO), I would like to remind you here that

within a day, i.e. 24 hours, it must be reported to the LD

This is a requirement by Labour Development

Simultaneously, HA's site staff must be informed

It is similar for other situations

Whatever the incident, DCMP-F758 must be submitted

Even for minor cases, we would still need a record

We need to know what has happened

For a serious incident, CM has to submit DCMP-F758 to CRC

Cases such as health problems

faint and even passing away due to health issues

we need to know all such incidents

And they must be reported to the police and LD

Contractors must take note of this

As regarding the media

we will make an internal flash report

for our News Section of Information and Community Relation Sub-division

Please note that for the updating of HOMES

timely is very important

Information can be quick on the Internet

The media already know the story before our management level

It would be very embarrassing

Forms must be completed concisely and precisely

Focus on important points, it can be brief

Focus on important points, it can be brief

All items that need to be filled in must be completed

Otherwise, the system will lock up and you cannot proceed

There is no need to submit personal data

We do not need these

The system also helps you to store data

The system also helps you to store data

and retrieve information of the contract concerned

When you logon the website

the system will display things to do

and the items that have remained incomplete

Some information in DCMP-F787 will be exported to

Form 2, 2A, 2B and DO

The system prefills basic data. You supplement the data

Then the data will be submitted to LD and

some reminders that some items have not been completed yet

You are also reminded of safety alerts and accident rates

There are reminders of missed deadlines

and information of completed case report

Other members of the project teams are notified

There are a few reports for your reference

Report item 6 – for a certain new works contract

Accident rate per thousand workers within a certain period

Report item 7 - search by contract number

for the accident rate at the cut-off date

Report item 11 - by category, for a new works contract

the combined annual accident report

This is a page link

Contract number is displayed

case number, date of accident, category of accident

DCMP-F787 processing status, approved or not

DCMP-F787 processing status, approved or not

It will show a to-do list current status of cases reported

The system may show that the site agent should create a DCMP-F787

The information is listed here for your reference

When you create an item, the system will remind you

for example, that after creating the pre-lim DCMP-F787

The system will remind you to submit the DCMP-F787

a reminder by 4 days after the incident

a second reminder by 7 days after

At the same time it will remind the PCoW

it will issue a site direction to the contractor

In the system, the first reminder will come 7 days later when

In the system, the first reminder will come 7 days later when

Form 2, 2A, 2B and DO investigation reports are not submitted

Form 2, 2A, 2B and DO investigation reports are not submitted

a second reminder will come after 14 days

After your submission of SIS to LD

LD will inform Housing Department

When we SHU are notified

but the site has not yet submitted a report

SHU will create a case in the system

SHU will create a case in the system

A DCMP-F787 is created with only limited information

A DCMP-F787 is created with only limited information

as we do not have details

The system will request the contractor for more information

There are deadlines and the first reminder is 7 days

If there is still no submission on the 14th day

the system will send a second reminder

If you have completed this form before

you will know there is an Part F on hospitalisation

When the injured is discharged from hospital

you should enter the date of discharge onto DCMP-F787

You will also be reminded to complete DCMP-F7100

If the victim died, it should be reported in DCMP-F787

The system will also request you to fill in DCMP-F7100

We need to have a record of fatal accidents

You can record your corporate accident rate limit in the system

For example, key in 6 if this is the case

Then, if your company's contract accident rate is exceeded

the system will alert you

We will also monitor, the accident rate accordingly

When it exceeds 9, CM will be alerted

Exceeding 12, CRC will be alerted

Exceeding 15, both CM and CRC will be alerted

Under the system, a warning letter is likely to be issued

There will be an email notice too

The site agent can upload information

The existing system can allow uploading of attachments

Form 2 and your investigation report can be uploaded

Who will know what has been uploaded?

The system will alert the project team, site staff and CM

that the site agent has uploaded the information

Our SHU will discuss with LD on some DCMP-F787

If we find any incident is not a case, we will delete it

We will notify relevant parties

For investigation reports, CMR should report to CM, CM to CRC

CM has authority to return DCMP-F758 to his representative

for necessary amendment

project team and other units concerned will be informed

What is Report item 6?

It is a sample contract here. There are a few lines

At the very top is CRC's red line

Recently, we changed the accident rate index from 18 to 15

HA's target limit of accident rate per 1000 workers is 9

CM then sets the figure at 9

Contractors can set their own index

The blue line was taken from a certain project

Because of accidents, the index went up

As time passes, if the number of accidents is unchanged

the index will go down

But it will never drop to zero

Report item 7

If CM and contractor are holding several contracts

log on e-Housing to enter the system

You can enter the contract number, choose an end date

for example, 30 June 2018

these accident rates will be displayed online

Some data on the screen

Enter the contract number

it will show records of accidents in the past several years

according to types of accidents

Lastly, if you don't have e-Housing account, then what can I do?

You will have to ask your Project Team

to get the form from the HOMES

Complete the form for our project team

to open an account so that you can use the system

to open an account so that you can use the system

Finally, here are contact numbers

and email addresses of our Safety & Health Unit

For technical problems, we have a service station

For technical problems, we have a service station

but I hope you will not need to use it

Good luck to you in handling safety concerns

Follow up all incidents

Report all incidents without delay, so that

our management level knows without waiting for media reports

My sharing will end here today

Thank you for watching