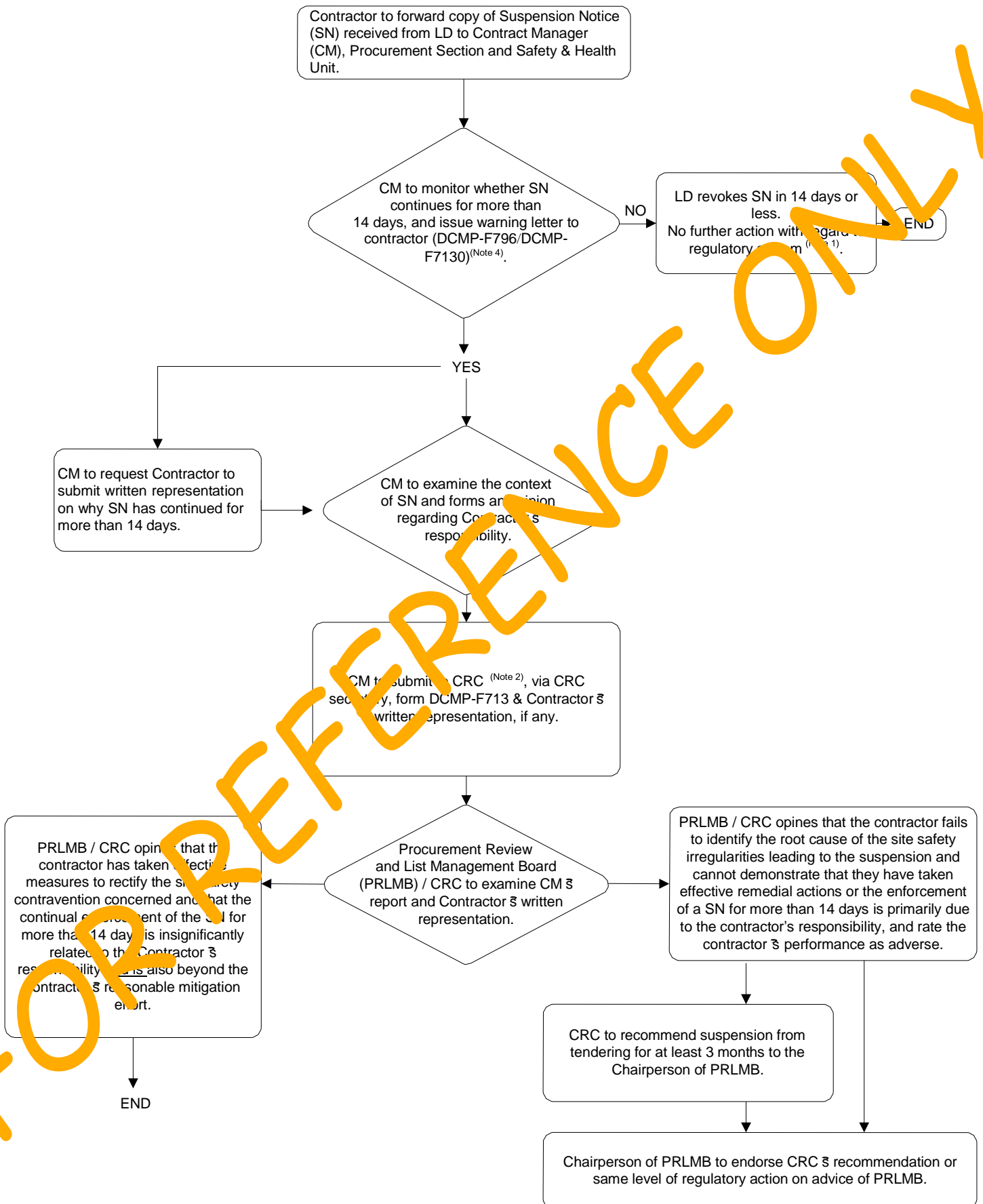


Suspension from Tendering on Account of Labour Department (LD)'s Suspension Notice (SN)



Notes

- (1) : Contractor to forward copy of Notice of Revocation of SN received from LD to CM, Procurement Section and Safety & Health Unit.
- (2) : CRC in the flowchart refers to CRC/BNW, CRC/E or CRC/BS.
- (3) : Uplifting of suspension from tendering is subject to revocation of SN by Labour Department.
- (4) : **Form DCMP-F7130** for Geotechnical Engineering Term contract.

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

**Contract Title:
(Contract No.):
Warning Letter**

Issuance of Suspension Notice by Labour Department

I write to express our concern and to alert your attention to the issue of suspension notice by Labour Department on (date) for the captioned contract.

The suspension notice issued may have reflected major deficiencies in the site safety management and the physical conditions of the working environment / plant / system, with imminent impact on the safety of personnel within or in the vicinity of the site.

Further to Clause 5.23 of the General Conditions of Contract requiring your conformance with pertinent enactments and regulations which includes, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specifications clauses pertaining to site safety:-

- (i) GCC Clause 5.11 – Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE/C9.205 - Compliance with safety regulations and contract requirements.

We will closely monitor as to whether the suspension notice would continue for more than 14 days. Should the suspension notice not be revoked by Labour Department within 14 days, you will be required to submit written representation for the continuation of the suspension notice over 14 days, and the Department's Contractors Review Committee may take steps to review your company's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your future tendering eligibility.

Yours faithfully,

()
Chief
Contract Manager

cc. OSHC (Attn: Mr. Jack FONG by fax to 3106 0715)

Internal

- * A/
- SE/
- BSE/C
- PQS
- CTO(BW)/ CTO(C)/Works
- COW / IOW
- BSI /
- SM/SH
- SM/P5
- Sec to CPC/

* Delete and fill in as appropriate

Guidance Notes:

1. This form is for use in Geotechnical Engineering Term Contracts which adopted the Hong Kong Housing Authority General Conditions of Contract for Term Contracts 1990 Edition [i.e. the form with the form number annexed with “(HAGCC 1990 Edition)”].

FOR REFERENCE ONLY

Our Ref. :

BY REGISTERED POST

Tel. No.

Fax No.

Date :

The Managing Director

(Contractor)

Dear Sir /Madam,

Contract Title:

(Contract No.):

Warning Letter

Issuance of Suspension Notice by Labour Department

I write to express our concern and to alert your attention to the issue of suspension notice by Labour Department on (date) for the captioned contract.

The suspension notice issued may have reflected major deficiencies in the site safety management and the physical conditions of the working environment / plant / system, with imminent impact on the safety of personnel within or in the vicinity of the site.

Further to clause 32 of the General Conditions of Contract (GCC) requiring your conformance with pertinent enactment and regulations which includes, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following conditions of contract and specifications clauses pertaining to site safety, including -

- (i) GCC21 - Safety and security of the Works;
- (ii) Safety, Environmental Management and Site Hygiene Requirements in Specification Clauses PRE.C9.

We will closely monitor as to whether the suspension notice would continue for more than 14 days. Should the suspension notice not be revoked by Labour Department within 14 days, you will be required to submit written representation for the continuation of the suspension notice over 14 days, and the Department's Contractors Review Committee may take steps to review your company's general performance and

make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your future tendering eligibility.

Yours faithfully

()
Chief Geotechnical Engineer /
Contract Manager

cc. OSHC (Attn: Mr. Jack FONG by fax to 3106 0775)

Internal

* PQS

CTO(C)/Works

IOW

SM/SH

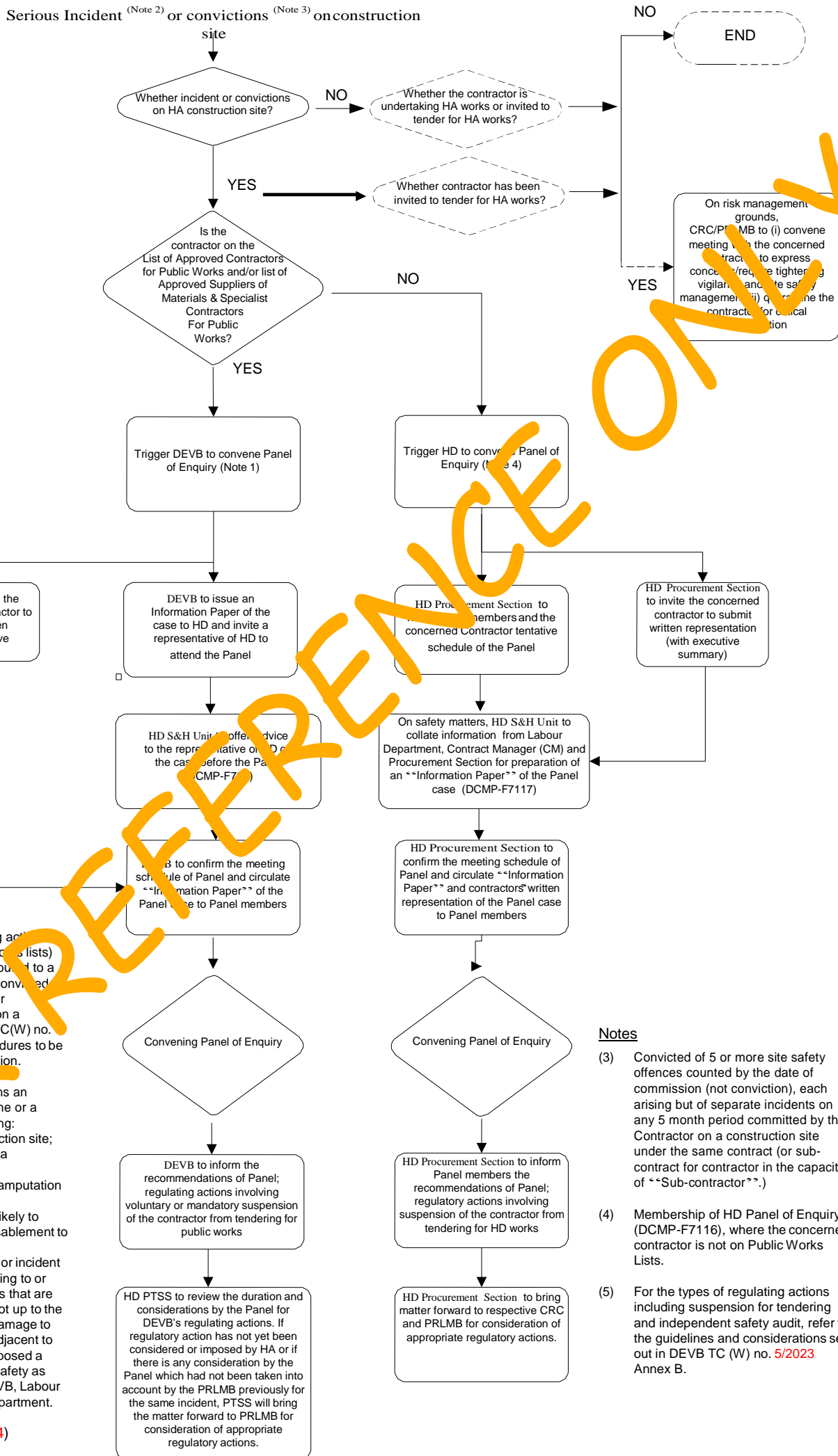
SM/P5

Sec to CRC/Eng (Attn: SM/P3)

CE/xx

* Delete and fill in as appropriate

Suspension from Tendering on Account of Development Bureau Panel Hearing Verdict (1)



Notes

- (1) DEVB may take regulating action against a contractor (on Public Works Lists) who has caused or contributed to a serious incident or been convicted of a Number of site safety (or environmental) offences on a construction site. DEVB TC(W) no. 5/2023 sets out the procedures to be followed for regulating action.
- (2) "Serious incident" means an incident involving either one or a combination of the following:
 - (a) loss of life at a construction site;
 - (b) serious bodily injury at a construction site:
 - resulting in a loss or an amputation of a limb; or
 - which has caused or is likely to cause permanent total disablement to the injured;
 - (c) dangerous occurrence or incident at a construction site leading to or resulting in serious injuries that are considered serious (but not up to the extent as (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.

Notes

- (3) Convicted of 5 or more site safety offences counted by the date of commission (not conviction), each arising but of separate incidents on any 5 month period committed by the Contractor on a construction site under the same contract (or sub-contract for contractor in the capacity of "Sub-contractor".)
- (4) Membership of HD Panel of Enquiry (DCMP-F7116), where the concerned contractor is not on Public Works Lists.
- (5) For the types of regulating actions including suspension for tendering and independent safety audit, refer to the guidelines and considerations set out in DEVB TC (W) no. 5/2023 Annex B.

Membership of the Housing Department Panel of Enquiry

Chairman : Deputy Director (Development & Construction)^{Note 1}
Secretary : The respective Contractor Review Committee (CRC) Secretary

(1) Basic Members

Representative of Hong Kong Construction Association (HKCA)

- A representative of the HKCA who is not an employee, officer or shareholder of the contractor invited to make representation to the Panel

Representatives from Procurement Review and List Management Board (PRLMB)

- The Chairperson of the respective Contractor Review Committee (CRC)^{Note 2} responsible for the category of works in respect of which the Panel of Enquiry is to be convened for the contractor
- Assistant Director (Development & Procurement)^{Note 3}
- Assistant Director (Project)1
- Assistant Director (Project)2^{Note 3}
- Assistant Director (Project)3^{Note 3}
- Chief Architect (Procurement)

Safety & Health Unit (only for matters concerning site safety incident or offences)

- Senior Manager/Safety & Health
- Manager/Safety & Health / Manager/Safety & Health 2

(2) Technical Advisor

- A representative from our Department (LD) (preferably at D2 level or above) [where a serious incident or site safety offences are considered]; or
- A representative of the Environmental Protection Department (preferably at D2 level or above) [where environmental offences are being considered]

(3) Ad-hoc Members (on need basis)

- Where a contractor in respect of whom the Panel of Enquiry is to be convened is a building services, electrical or mechanical contractor, a representative of the Hong Kong Electrical and Mechanical Contractors' Association who is not an employee, officer or shareholder of the contractor invited to make representation to the Panel
- Concerned subject officers.

Note 1 Chairman of Procurement Review and List Management Board (PRLMB)

Note 2 Respective Contractor Review Committee:

- Contractor Review Committee (Building-New Works) - CRC/BNW
- Contractor Review Committee (Building-Maintenance Works) – CRC/BM
- Contractor Review Committee (Building Services) - CRC/BS
- Contractor Review Committee (Engineering) – CRC/E

Note 3 May participate in the capacity of the chairperson of the respective CRC.

***(Template)**

**Information Paper for Panel of Enquiry
Regulatory Actions on Contractor – Site Safety**

1. Introduction
2. Composition of the Panel of Enquiry
3. Particulars of the Contractor
4. Housing Authority Works Contracts in Hand and Record of Adverse Performance
5. Relationship between the D/P and the Contractor
6. Sub-contractor Management and Registered Specialist Trade Contractors Scheme (RSTCS)
7. Brief Account of the Incident and Investigation
8. Main Points in the Written Representations
9. Comments from Contract Managers on the Site Safety Performance of the Contractors on Active HA Works Contracts
10. Comments from Labour Department
11. Improvement Notice(s) (IN) / Suspension Notice(s) (SN) Received
12. Accident Statistics in HA Works Contracts
13. Site Safety Conviction Record
14. Precedent Panels of Enquiry on Site Safety of the Contractor
15. Precedent Panels of Enquiry on Similar Incidents

Appendix A - Particulars of the Contractor

Appendix B - Precedent Panels on similar incidents

Annex – Photos showing accident scene

Introduction

1. The Panel of Enquiry is to be convened in accordance with the DCSS-204 of the Site Safety Manual and modeled on DEVB TC(W) No. 5/2023.
2. The contractor, (*name:*), incurred one fatal accident on (*date:*) in a Housing Department's (*type:*) contract. (*Describe the incident in one or two sentences*).
3. In connection with the above, a Panel of Enquiry will be convened at (*time & venue*) to hear the representation of the Contractor. This paper summarizes the written representations from the contractor, comments from Housing Department and Labour Department (LD) together with the contractor's safety performance records for the Panel Member's information.

Composition of the Panel of Enquiry

4. The Panel of Enquiry comprises:

<i>name</i>	D. (DC) (Chairman)
<i>name</i>	AD(LP)
<i>name</i>	AD(P)1
<i>name</i>	AD(P)2
<i>name</i>	AD(P)3
<i>name</i>	CA/P
<i>name</i>	HKCA
<i>name</i>	HKFEMC (on need basis)
<i>name</i>	SM/P#
<i>name</i>	SM/SH
<i>name</i>	M/SH 1 / M/SH 2

The following representatives from (the Contractor) will attend the Panel Meeting.

<i>name</i>	Managing Director
<i>name</i>	Contract Manager
<i>name</i>	Other Post

Particulars of the Contractor

6. The particulars of the *(name of Contractor)* are shown in **Appendix A**.

Housing Authority Works Contracts in Hand and Record of Adverse Performance

7.

Contractor	No. of HA contracts in hand (total contract value)	No. of “adverse” report on contractor’s performance for the period between <i>(date)</i> and <i>(date)</i>		
		Due to poor site safety		Total
		Yes	No	

Relationship between the D/P and the Contractor

8. (Name of Contractor) was the principal contractor responsible for the (types of contract work). The D/P was a (# trade) worker employed by (name of contractor or sub-contractor).

Sub-contractor Management and Registered Specialist Trade Contractors Scheme (RSTCS)

9. **(Name of sub-contractor(s) was involved in the accident / *no sub-contractor was involved in the accident. If sub-contractor(s) were (was) involved, provide information on Sub-contractor management and RSTCS.*

Brief Account of the Incident and Investigation

10. Provide details:

11. Photos showing the accident scene are attached in Annex.

12. LD had the following observations regarding the accident:

Main Points in the Written Representations

13. (The Contractor) made the following salient points in its written representation:

13.1 Details and circumstances leading to the accident

13.2 Accident investigation and findings

13.3 Safety measures adopted before the accident

13.4 Improvement actions taken / enhancement measures implemented after the accident

Comments from Contract Managers on the Site Safety Performance of the Contractors of Active HA Works Contracts

14.

Comments from Labour Department

15. xxxxxxxxxxxx.

Improvement Notice(s) (IN) / Suspension Notice(s) (SN) Received

16. During the period between *(date)* and *(date)*, **(INs and SNs / no INs and SNs)* were issued to sites under the management of *(the Contractor)*.

Accident Statistics in HA Works Contracts

17.

Site Safety Conviction Record

18. xxxxxxxx

Precedent Panels of Enquiry on Site Safety of the Contractor

19. xxxxxxxx

Precedent Panels of Enquiry on Similar Incidents

20. Details of Precedent Panels of Enquiry on similar incidents are attached in **Appendix B** (if applicable).

* Delete as appropriate.

Fill in information as appropriate.

FOR REFERENCE ONLY

(Template)

**Briefing Notes on Incident to be discussed at
Development Bureau Panel of Enquiry**

[Type of accident] accident at [location] for [contract title – contract number]
[Contractor name]
for discussion at Panel of Enquiry on [date]

Observations of Information Paper of Panel of Enquiry and [Contractor name]'s
Representations

Item	Salient Points
Composition of Panel	<u>DEVB:</u> <ul style="list-style-type: none">• [Representative name] (Chairman)• [Representative name]• [Representative name]• xxx xxx <u>ArchSD, HD, LD and HKCA:</u> <ul style="list-style-type: none">• [Representative name], ArchSD• [Representative name], HD• [Representative name], LD• [Representative name], HKCA• [Representative name], HK Electrical and Mechanical Contractors' Association (on need basis)
Representative of Contractor	<ul style="list-style-type: none">• [Representative name]• [Representative name]
Case No. 1	<ul style="list-style-type: none">• Date of accident:• Time:• Venue:• Contract Category:• Contract Title (Number):• Contract Period:• Main Contractor:• 1st tier sub-contractor / direct employer of D/P (as appropriate) or 2nd tier subcontractor/direct employer of D/P (as appropriate):

Brief account of the D/P and incident	<ul style="list-style-type: none"> • Name : [Name of D/P] (D/P) • Job title: • Job experience: • Job qualification: • Training record provided by the employer: • Age: • Gender: <p>[Brief account of the incident]</p> <ul style="list-style-type: none"> •
---------------------------------------	--

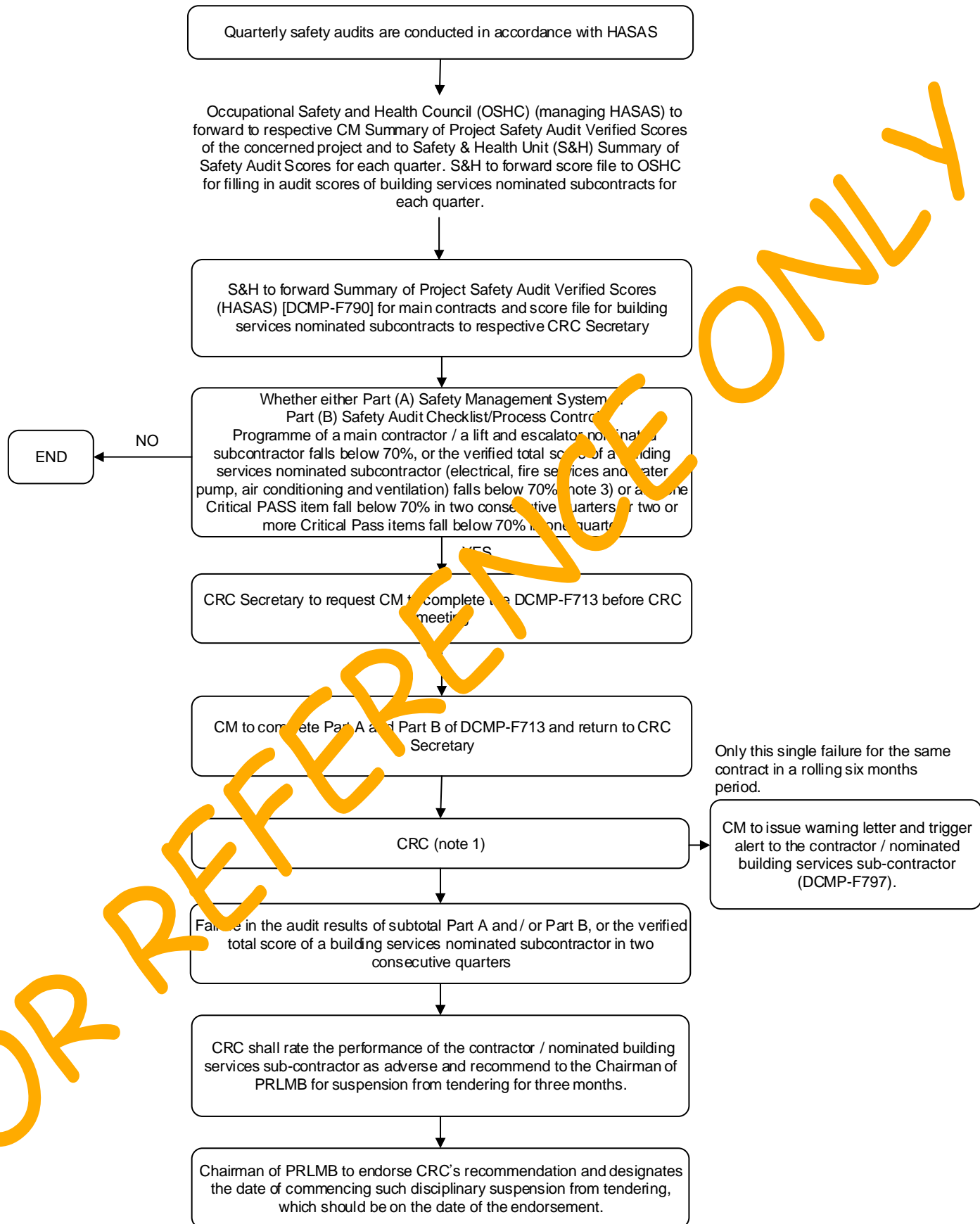
1.	Comments from LD on contractor's safety measures	
	1.1	
	1.2	
	1.3	
	1.4	
	1.5	
2.	HA-PRLMB interview:	
	2.1	
	2.2	
3.	Contractor's Written Representation	
	3.1	
	3.2	
	3.3	
4.	Contractor's Public Works safety performance	
	4.1	Improvement and Suspension Notices since [Date]: <ul style="list-style-type: none"> • xx numbers of Improvement Notices • xx numbers of Suspension Notices
	4.2	Accident rate in public works contracts since [Date]: <ul style="list-style-type: none"> • xx
	4.3	Safety conviction since [Date]: <ul style="list-style-type: none"> • xx
	4.4	Previous Panel of Enquiry since [Date]: <ul style="list-style-type: none"> • xx

	4.5	Others to be supplemented, if any.
5.	Contractor's regulatory action, workload and safety performance in HA contracts	
	5.1	Regulatory action <ul style="list-style-type: none"> • Suspension: <ul style="list-style-type: none"> ■ Warning letter date: ■ Period: ■ Reason:
	5.2	Workload <ul style="list-style-type: none"> • Number of active contracts (respective type): • Workload is appended for reference [Annex xx].
	5.3	Safety performance <ul style="list-style-type: none"> • Adverse comments received from project team: xxxx • Safety audit scores in EMD contracts in 20xx Qx are: xx [Annex xx]. • Safety audit scores in DC contracts in 20xx Qx are: xx [Annex xx].
6.	Recommendation on regulatory action on Contractor (Attachment 2 of Construction Site Safety Manual of DEED)	
	6.1	
	6.2	
	6.3	

Source : Housing Department
Date :
File ref. : HD(C)TS 4/49/24

(S&H Unit to compile the report consolidating information from the Contract Manager, Procurement & Technical Secretary Section, interviews of Contractor by CM, interviews of CRC and/or PRLMB.)

Suspension from Tendering on Account of Housing Authority Safety Auditing Score (HASAS) ^(Note 4)



Notes

- (1) : CRC in the flowchart refers to CRC/BNW, CRC/E or CRC(BS).
- (2) : Uplifting of suspension from tendering is subject to verified safety audit scores in Part (A) and Part (B) of a main contract / lift and escalator nominated subcontract, the verified score of a building services nominated subcontract (electrical, fire services and water pump, air conditioning and ventilation) not falling below 70% in coming quarterly safety audit.
- (3) : For nominated building services sub-contracts (electrical, fire services and water pump, air conditioning and ventilation), failure will only be applicable for those audits with more than 7 assessed items.
- (4) : Housing Authority Lift and Escalator Nominated Subcontracts Safety Auditing System (HALENSAS) is a system under HASAS and covered in this flowchart.

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

Contract Title:
(Contract No.):
Warning Letter
Unsatisfactory Safety Audit Performance

I write to express our concern and to alert your attention to the unsatisfactory safety audit performance of the captioned contract under the *Housing Authority Safety Auditing System (HASAS) / Housing Authority Lift and Escalator Nominated Sub-contracts Safety Auditing System (HALENSAS).

The passing threshold of verified safety audit percentage scores for Part (A) Safety Management System and Part (B) Safety Audit Checklist of the Safety Audit of the main contract, the lift or escalator nominated subcontract, and the verified total safety audit percentage score of building services (electrical / fire services and water pump / air conditioning and mechanical ventilation) nominated subcontract is 70%. According to the safety audit percentage scores verified by Occupational Safety and Health Council for this safety audit assessment, the verified safety audit percentage score*(s) for [Part (A) Safety Management System and/or Part (B) Safety Audit Checklist of the Safety Audit] of the *captioned contract / the lift or escalator nominated subcontract or the verified total safety audit percentage score*(s) of building services [*electrical / fire services and water pump / air conditioning and mechanical ventilation] nominated subcontract fall*(s) below the said threshold.

Further to Clause 5.23 of the General Conditions of Contract requiring your performance with pertinent enactments and regulations which include, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specification clauses pertaining to site safety:-

- (i) GCC Clause 5.11 – Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE.C9.205 - Compliance

with safety regulations and contract requirements.

You are urged to strengthen safety management and take steps to improve safety performance. If there are failures in Part A or Part B of safety audit of the main contract or verified total safety audit percentage score of building services nominated subcontract in two consecutive quarters, the Department's Contractors Review Committee may take steps to review your *company's / your company's building services [please specify electrical, fire services and water pump, air conditioning and mechanical ventilation, lift or escalator installation]* nominated subcontractor's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of the future tendering eligibility of *your company / your company and your company's nominated subcontractor.

Yours faithfully,

Chief Contract Manager

cc. OSHC (Attn: Mr Jack FONG by fax to 3106 0775)

Nominated Sub-contractor

Internal

* A/

SE/

ES/

QS

COV(BW)/ CTO(C)/Works / CTO(BS)/C

COV / IOW

BSI /

SM/SH

Sec to CRC/___

* Delete or fill in as appropriate

To : * CRC/BNW Secretary (currently SM/P1)
* CRC/E Secretary (currently SM/P3)
* CRC/BS Secretary (currently SM/P4)

Date Received : _____

**SITE SAFETY
QUARTERLY PERFORMANCE REPORT**

Period of Report _____ to _____ (quarter) _____ (year)
(Follow the Guidance Notes Attached to This Form)

Part A

(Please mark a “tick” [✓] to the appropriate box below)

- There are no triggered reports for discussion at the CRC for the projects under my purview during the reporting period. (No need to submit Part B)
- There are ____ numbers of triggered reports (details in Part B) for discussion at the CRC for the projects under my purview during the reporting period. Other projects under my purview are not triggered for discussion at the CRC.

Submitted by

Contract Manager’s signature (Post : _____)

Date

**SITE SAFETY
QUARTERLY PERFORMANCE REPORT**

Period of Report _____ to _____ (quarter) _____ (year)
(Follow the Guidance Notes Attached to This Form)

Part B

(Please submit 1 copy for each project.)

1.0 Project Particulars

Contract No. : _____
Project Title : _____
Contractor : _____
Contractor and Contract category : * Building : NW1/NW2
* Eng. : Site formation/ Foundation/
Demolition / Civil Engineering / Geotechnical/
Building Services

For in-house project
Project Chief : _____ Tel. : _____
Project Senior : _____ Tel. : _____
Project Officer : _____ Tel. : _____

For consultant project
Consultant : _____ Tel. : _____
Director's Representative : _____ Tel. : _____
Liaison Officer : _____ Tel. : _____

2.0 Trigger Status

This Site Safety Quarterly Performance Report is triggered for discussion at the CRC because :

- a. Verified Safety Audit percentage score on Part (A) safety management system (Note 1) is below 70%; **OR**
- b. Verified Safety Audit percentage score on Part (B) safety audit checklist (Note 1) is below 70%; **OR**
- c. Verified Total Safety Audit percentage score of building services nominated subcontract (Note 1) is below 70%; **OR**
- d. Verified Safety Audit percentage score of two or more items of Critical Pass in a quarter (Note 1) are below 70%; **OR**
- e. Verified Safety Audit percentage score of any one item of Critical Pass in two or more consecutive quarters (Note 1) are below 70%; **OR**
- f. Failure to revoke a Suspension Notice issued by the Commissioner of Labour within 14 days; **OR**

- g. Occurrence of fatal accident/ serious incident (Note 4); **OR**
- h. Verified Total Surprise Safety Inspection Programme Score (Note 9) is below 70% or any two verified activity scores are below 70% in a quarter or any one verified activity score is below 70% in two or more consecutive quarters; **OR**
- i. Others (specify):

The CM is required to provide details and data in Section 3.1 to 3.8 below.

3. Checklist on Documents required for Triggered Report

- 3.1 Site Safety Audit Report / Surprise Safety Inspection Report copy enclosed
 report has been verified by the Occupational Safety & Health Council (Note 2)

* YES / NO Site Safety Audit Report for the previous quarters has also been triggered for CRC discussion (Note 1)

- 3.2 Labour Department's Suspension Notice enforced for more than 14 days (Note 3) * YES / * NO Copy enclosed
 Period suspended : from ____ to ____ /* not yet revoked to date.
 No. of days suspended : _____

Upon examination of the context of the suspension and having considered the Contractor's written explanation, the CM's findings is :

The contractor fails to identify the root cause of the site safety irregularities leading to the suspension and cannot demonstrate that they have taken effective remedial actions.

The contractor has taken effective measure to rectify the site safety contravention concerned and that the continual enforcement of the Suspension Notice for more than 14 days is due to factors unrelated to the contractor's responsibility and is also beyond the Contractor's reasonable mitigation effort.

The enforcement of the Suspension Notice for more than 14 days is due to the contractor's responsibility.

Contractor's written explanation on why the Suspension Notice could not be revoked within 14 days is enclosed.

A brief statement and documents of the above findings are enclosed in this report.

3.3 Documents or notice of adjudication from the Development Bureau Panel of Enquiry to suspend the contractor from tendering public works (Note 4) * YES / * NA Copy enclosed
Period suspended : from _____ to _____ / *not yet revoked to date.
No. of days suspended _____

Other reference documents for CRC's consideration.

3.4 Any serious site safety negligence reported by the auditor, surprise safety inspector or observed by the Project Team / Audit Unit of Housing Department? (Note 5) Negligence causing imminent risk of person falling from height

Negligence causing imminent risk of falling object

Negligence causing imminent risk of collapse or overturning of any construction elements likely to incur serious injury

Other negligence which cause imminent risk to serious injury such as electrocution, amputation, etc.

3.5 Any serious incident reported? (Note 6) * YES / NO

Brief description or photographs of the above 3.4 and 3.5 enclosed

3.6 CM *warning letter / *stop works order on site safety issued. Serious site safety negligence and serious incident covered in Section 3.4 and 3.5 should be warned by the CM. (Note 7) Practical improvement action taken by Contractor expeditiously (for example, within 7 calendar days after *warning letter / *stop works order issuance).

1. (Date)	Yes / No
2. (Date)	Yes / No
3. (Date)	Yes / No

Copy of *warning Letter(s) / * stop works order enclosed.

<p>3.7 Record from the Commissioner of Labour: Suspension notice, improvement notice, Part I inspection report, Part II inspection report, warning letters, special precautionary letter or letters on site safety regulations contravention issued by the Labour Department. (Note 7)</p>	<p>Practical improvement action taken by Contractor expeditiously (for example, within 7 calendar days after notice or letter issuance).</p>
1. (Date)	Yes / No
2. (Date)	Yes / No
3. (Date)	Yes / No

Copy of these notices / letters enclosed.

3.8 The following data is extracted from PASS scores for the Quarter for CRC's reference : (Note 8)

PASS site safety output assessment

PASS site safety input assessment

001	Month	Grading
General Site Safety	%	

	%	1.1.6
	_____	Registered Safety Officer
	%	_____
005 Block Related Safety	%	1.1.12
	_____	Site Safety Committee
	%	_____
	%	4.12.1
	_____	Safety Plan
	%	_____
No. of reportable accidents	no.	4.12.3
	_____	Report / Record on Accidents / Dangerous occurrence
	no.	_____
	no.	_____
Accident Rate	%	

	%	

	%	

3.9 Additional briefing to CRC by CM, if any. _____

Site Safety
Quarterly Performance Report
Submitted by

Contract Manager's signature (Position: _____)

Date

* Delete as appropriate
 Tick as appropriate

FOR REFERENCE ONLY

Site Safety Quarterly Performance Report Guidelines to Contract Managers

A. Background

- (a) BC Papers No. 72/99 and No. 138/99 on site safety were respectively approved by the Building Committee on 29.4.99 and 10.8.99.

BC Paper No. 138/99 addresses Site Safety Measures to contain increase in construction site accidents. These include **Suspension from Tendering on account of unsatisfactory site safety performance.**

- (b) Supervision of the Contractor's site safety performance is one of the responsibilities to be discharged by Contract Managers. For orderly administration of the measures approved by BC, with effect from the **quarter commencing July 1999**, Contract managers (abbreviated as CM) will have to appraise and submit **site safety quarterly performance report**, form DCMP-F713, to CRC secretary. The Report shall be submitted to the CRC secretary by the **fifth working** day of April, July, October, January for reporting the immediate past quarter.
- (c) Triggered **report** will be discussed at the Department's Contractors Review Committees (CRC).
- (d) These guidelines aims to provide a consistent approach for CMs to appraise and submit Site Safety Quarterly Performance Report.

B. Guidelines

- (a) CM shall submit Site Safety Quarterly Performance Report by completing standard form no. DCMP-F713

- (b) Guidance Notes :

Note 1

Under the current HASAS, safety audit is conducted every 3 months. The following 14 elements on site safety are audited and each item is given a score by the auditor :

1. Safety Policy
2. Safety Organisation
3. Safety Training
4. In-House Safety Rules and Regulations
5. Safety Committee
6. Programme for Inspection of Hazardous Conditions
7. Job Hazard Analysis
8. Personal Protection Programme

9. Accident/Incident Investigation
10. Emergency Preparedness
11. Safety Promotion
12. Health Assurance Programme
13. Evaluation, Selection and Control of Subcontractor
14. Process Control Programme

Element 1-13

Safety management system is audited under elements 1 to 13, building up to a sub total score (Part A).

Element 14

Safety audit checklist is audited under element 14 and reported as a subtotal score (Part B).

Under the current HALENSAS, the safety audits are conducted during the active lift or escalator installation period close to project completion. Part A covers safety system of work and Part B on safety audit checklist.

The safety audit of building services nominated subcontract (except HALENSAS) fails when the verified overall safety audit percentage score is below 70% and there are more than seven assessable items.

Note 2:

The Occupational Safety and Health Council (OSHC) is HA's appointed Consultant to help manage the Housing Authority Safety Audit Scheme (HASAS). Coordination has been sought with OSHC such that the safety audit programme for all projects will be consistently administered to accord with the Quarterly (July - Sept, Oct. - Dec., Jan - March and April - June) Site Safety Report :

- (i) Auditors shall complete the Quarterly Site Safety Audit on or before the end of February, May, August and November.
- (ii) Site Safety Audit Report shall be sent by the auditors to OSHC for verification on or before the 7th of March, June, September and December.
- (iii) Verified Audit Report shall be received by the CM on or before the end of each quarter.

Note 3:

The Labour Department conducts regular inspection at construction sites to check that site safety provision and operation are in compliance with site safety regulations. Should there be serious site safety contravention, the Commissioner for Labour is authorized under the Occupational Safety and Health Ordinance to suspend construction activities by issuing Suspension Notice to the Contractor concerned. Such Suspension Notice will not be revoked until the Contractor has made satisfactory rectification.

Note 4:

Under the Development Bureau (DEVB) regulating system, actions shall be taken against public works listed contractors who have been convicted of safety related (or environmental) offences or who have incurred serious incidents on a construction site. The DEVB regulating system can suspend the concerned contractor from tendering for public works projects, as set out under DEVB Technical Circular (Works) No. 5/2023.

In the circumstance that a HD contractor involved in a Site Safety related offence is not in the List of Approved Contractors for Public Works, DEVB's regulating system will not be enforceable. The CRC will then conduct a HD's Panel Hearing similar to that of DEVB's for adjudication.

Note 5:

- (i) Serious site safety negligence reported by the Auditor, Surprise Safety Inspector, or observed by the Project Team / Audit Unit of Housing Department is included in the Report for CRC's reference.
- (ii) As a guideline, site safety negligence is considered to be serious if such negligence is causing imminent risk of serious or fatal injury.
- (iii) The Project Team must dutifully identify such negligence by all venues including regular site inspection, PASS observation, safety audit, surprise safety inspection programme and audit by Audit Unit of Housing Department or upon receiving Labour Department's letters.

Note 6:

For the purpose of this report, a serious incident as defined in DEVB Technical Circular (Works) No. 5/2023 is one which occurs at the contractor's site, including off-site pre-casting, prestressing, precasting yard or the like, which leads to one or more of the following:

- (a) loss of life at a construction site;
- (b) serious bodily injury at a construction site:
 - resulting in an amputation of a limb; or
 - which has caused or is likely to cause permanent total disablement to the injured;
- (c) 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 sub-paragraph (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.

Note 7:

- (i) The CM must immediately warn the Contractor verbally and by letter to rectify serious site safety negligence identified, notwithstanding that other appropriate actions should also be taken immediately.
- (ii) The Contractor must be made understood that immediate rectification and improvement must be carried out.

- (iii) Likewise, notices or letters issued by the Labour Department on site safety must be attended immediately by the Contractor. Whether the subject matter referred in these documents constitute a serious site safety negligence situation shall be evaluated by the CM and give warning to the Contractor accordingly.
- (iv) Practical response of the Contractor is monitored and reported. Slow, passive or indifferent response by the Contractor is to be noted for CRC's reference.

Note 8:

- (i) The CM is required to enter data from the corresponding PASS Quarterly Performance Report, and the corresponding site safety data from PASS.
- (ii) CM is required to check if site safety elements assessed under PASS reveal serious site safety negligence and report in section 3.4 and 3.5 of the report for CRC's reference. This does not preclude other venues of identifying safety negligence.

Note 9:

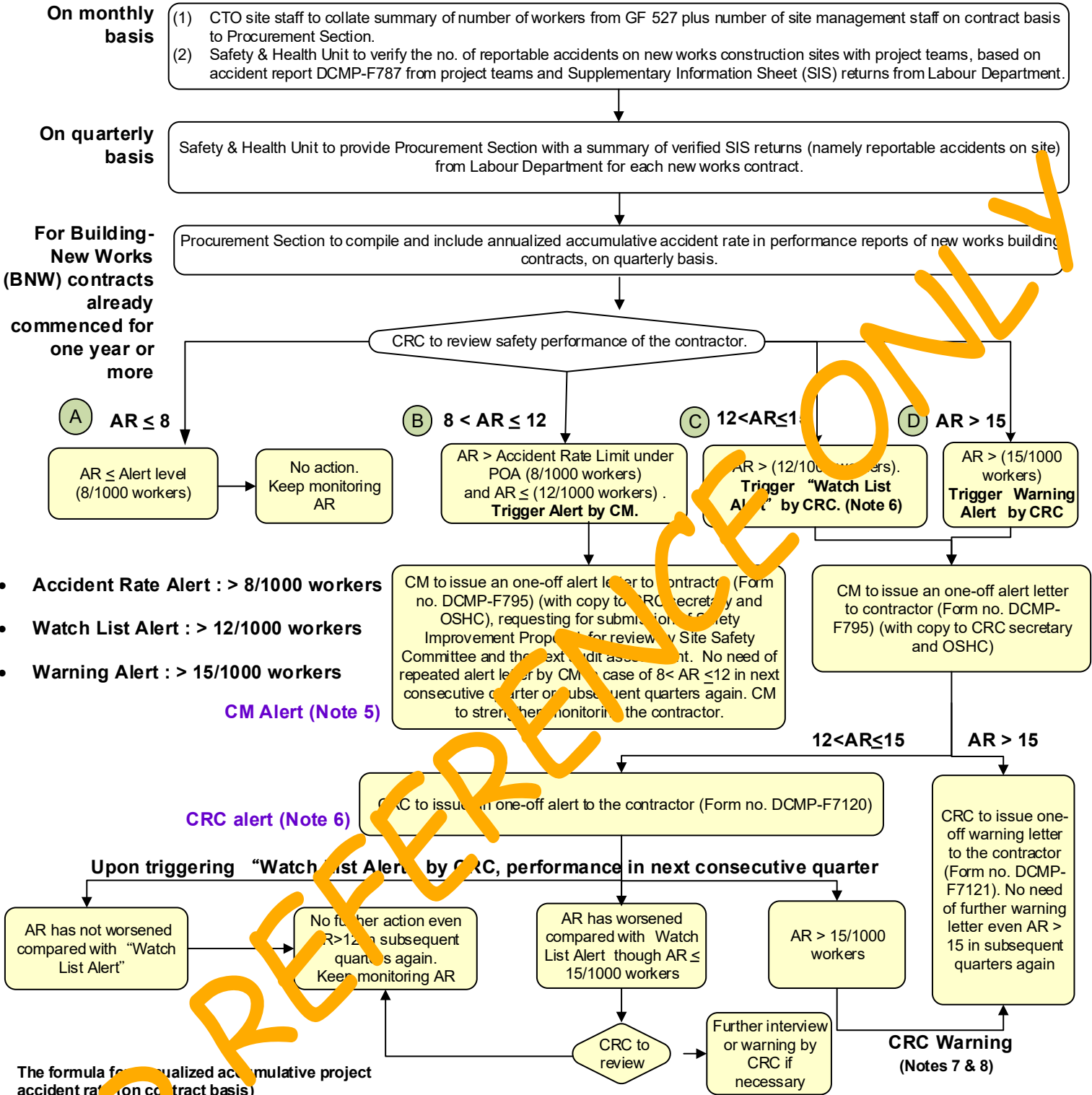
- (i) The Occupational Safety & Health Council (OSHC) is HA's appointed consultant to manage the Surprise Safety Inspection Programme (SSIP). Under the current SSIP, safety inspection is conducted by inspector of OSHC every 3 months. The 5 activity items, equivalent to the items of critical pass in HASAS, are assessed and each item is given a score by the inspector :

1. Working at Height
2. Prevention of Falling Objects
3. Housekeeping
4. Lifting Operations
5. Electrical Supply System

The total score of SSIP represents the overall performance of these five activity items.

- (ii) After verifying the scores and settling any dispute raised by the contractors, OSHC shall send the SSIP report to the CM and Safety & Health Unit within two to four weeks after the visit.

Alert and Warning Trigger on Account of Accident Rate



The formula for annualized accumulative project accident rate (on contract basis)

$$AR = \frac{\sum \text{Reportable accident (N)}}{\text{Average daily number of workers (W)} \times \text{Contract duration (days) (D)}} \times 1000$$

- Number of accumulative accident is based on receipt of Supplementary Information Sheets from Labour Department up to the cut-off date stated in footnote 3 below. In the long run, keep in view to include accident captured from HA Accident / Incident Reports (DCMP-F787).
- The average daily number of workers are to be based on the summary collated by CTO site staff from GF527 returns plus no. of site management staff. The cut-off date shall follow that stated in footnote 3 below.
- Cumulative number of reportable accidents (N), contract duration (D) and average daily number of workers (W) are to be counted from contract commencement to a quarterly cut off date, namely 31 March, 30 June, 30 September and 31 December of the year; and for completed contract, the cut off date is set at the Certified Substantial Completion date.
- CRC Secretary to seek advice from S&H Unit on levels of accident rate alert for CRC endorsement.
- CM Alert will be triggered if and when annualized accumulative project accident rate (AR) exceeds the target accident rate limit: 8 per 1000 workers [until further revised, in line with accident limit set under Programme of Activities (POA)].
- "Watch List Alert" at CRC level will be triggered if and when annualized accumulative project accident rate (AR) exceeds 12 but not exceeding 15 per 1000 workers [until further revised].
- Consideration should be given as to whether high AR is due to extraordinarily low number of workers on site. Where AR trigger is coupled with workers number less than 80, the triggered case will be examined against other performance indicators such as PASS safety scores, HASAS scores, SSIIP scores and safety convictions etc.
- For continuously high AR, CRC may consider the case and decide for further action, if necessary.

Our Ref. :
Tel. No.
Fax No.

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

Contract Title:
(Contract No.):
Alert on Safety Performance - Accident Rate

I write to express our concern and to alert your attention to the escalating accident rate for the captioned contract.

Accident rate provides a performance indicator among other related key performance indicators in respect of site safety for balanced scorecard risk management. Your role to ensure construction workplace safety is important and operations at site must be carefully managed at all levels to prevent accidents.

The prevailing target of Housing Authority New Works contracts is zero fatal accident and the performance target in terms of average accident limit has been revised to not more than 8 accidents per 1,000 workers since 1 April 2023 onwards. According to the accident reports captured by Labour Department and those submitted by your site office, the annualized accumulative accident rate for the captioned contract exceeds the alert level of 8 accidents per 1,000 workers.

Further to Clause 5.23 of the General Conditions of Contract requiring your conformance with pertinent enactments and regulations which includes, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specification clauses pertaining to site safety:-

- (i) GCC Clause 5.11 - Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE.C9.205 - Compliance with safety regulations and contract requirements.

We draw your attention to your failure to comply with the contractual obligations under GCC Clauses 5.8(1) and 5.11(2) to keep the Site and the Works in an orderly state appropriate to the avoidance of danger to all persons. In this connection, please submit Safety Improvement Proposal for review by the Site Safety Committee and during the next

round of safety audit.

If there is a significant fall in safety performance, the Department's Contractors Review Committee may take steps to review your company's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your company's future tendering eligibility.

Yours faithfully,

(
Chief /
Contract Manager

cc. OSHC (Attn: Mr. Jack FONG by fax 31060775)

- * A/
SE/
BSE/C
PQS
CTO(BW)/
COW / IOW
BSI /
SM/SH
Sec to CFC/BNW (Attn: SM/P1)

* Delete and fill in as appropriate

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date:

The Managing Director
(Contractor)

Dear Sir /Madam,

Contractors Review Committee (Building – New Works) (CRC/BNW)
Contract Title:
(Contract No.):
Alert Letter
Watch List Alert Trigger

Accident rate provides a performance indicator (PI) among other related key performance indicators in respect of site safety for balanced scorecard risk management. The prevailing target for Housing Authority New Works contracts is zero fatal accident and the performance target in terms of average accident limit has been revised to not more than 8 accidents per 1,000 workers since 1 April 2023 onwards.

According to the accident reports captured by Labour Department and those submitted by your site office, the annualized accumulative accident rate for the captioned contract exceeds 12 but not exceeding 15 per 1000 workers and this has triggered "Watch List Alert" by the Contractors Review Committee (CRC).

Your role to ensure construction workplace safety is important. In this connection, you are hereby reminded to effect adequate safety precautions and measures, step up vigilance and strengthen safety management on all fronts and to ensure the safety of all persons and safe operations at site at all times.

You are further advised that CRC/BNW takes a close monitoring on your performance. The above matters are causing concern and unless substantial and immediate improvement in your performance on this project is observed, further regulatory actions in accordance with the Guide to Registration of Works Contractors and Property Management Services Providers will be considered as appropriate.

Yours faithfully,

()
Senior Manager / Procurement
For Director of Procurement

b.c.c. * CRC/BNW Chairman & Members
OSHC (Attn: Mr. Jack FONG by fax to 3106 0775)
CM (#)
SM/SH
SM/P5
File via CA/P

* Delete appropriate
fill in as appropriate

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date:

The Managing Director
(Contractor)

Dear Sir /Madam,

Contractors Review Committee (Building – New Works) (CRC/BNW)

Contract Title:

(Contract No.):

Warning Letter

Warning on Safety Performance - Accident Rate

I refer to the trigger of “Watch List Alert” and the issuance of alert letter to you by the Contractors Review Committee (CRC) dated #.

According to the accident reports captured by Labour Department and those submitted by your site office, the annualized accumulative accident rate for the captioned contract * exceeds 15 per 1000 workers / has worsened as compared to the “Watch List Alert”.

Your role to ensure construction workplace safety is important. In this connection, you are hereby reminded to effect adequate safety precautions and measures, exercise vigilance and strengthen safety management on all fronts and to ensure the safety of all persons and safe operations at site at all times.

You are further advised that CRC/BNW takes a close monitoring on your performance. The above matters are causing serious concern and unless substantial and immediate improvement in your performance on this project is observed, further regulatory actions in accordance with the Guide to Registration of Works Contractors and Property Management Services Providers will be considered as appropriate.

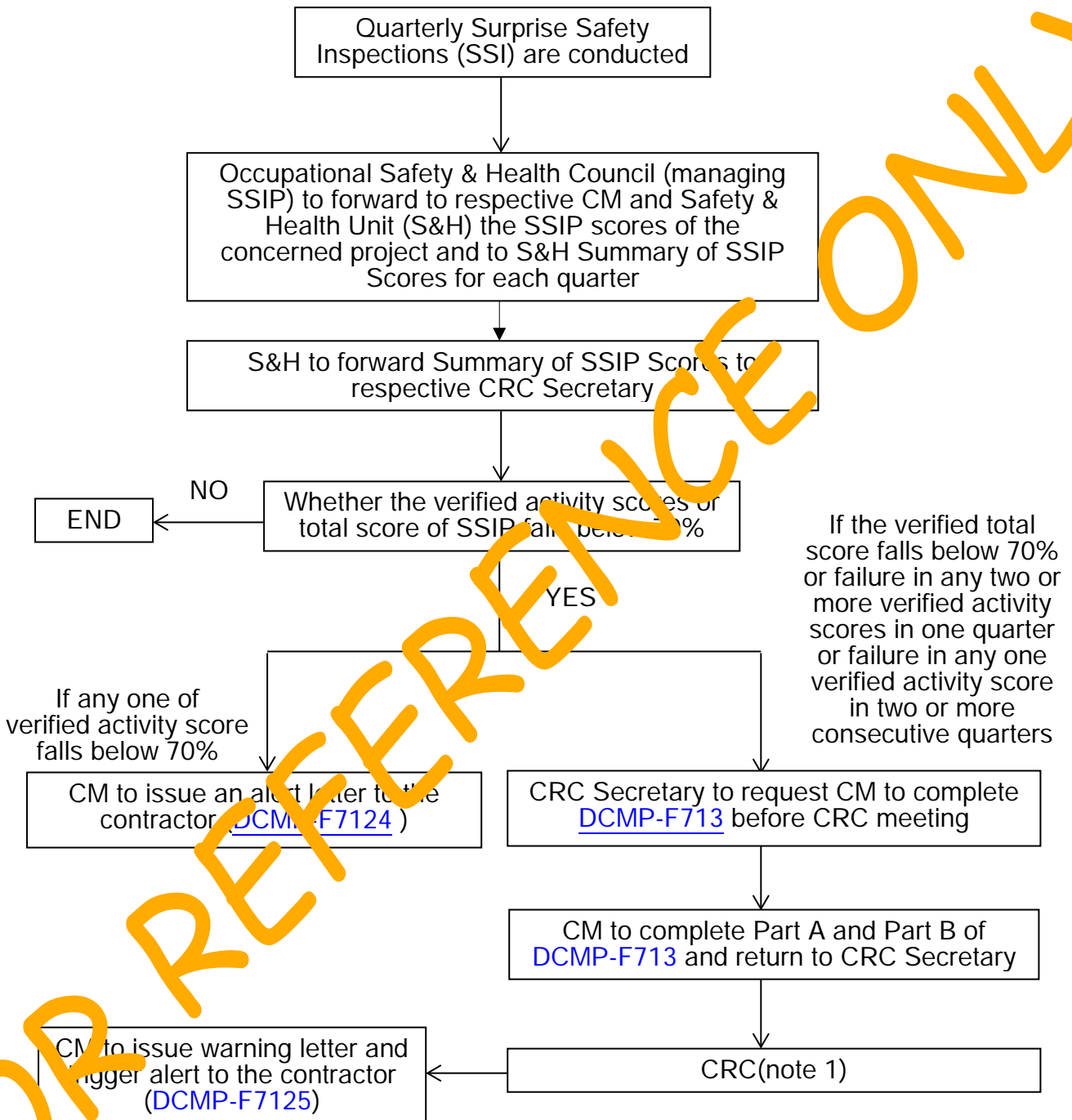
Yours faithfully,

()
Senior Manager / Procurement 1
For Director of Housing

b.c.c. * CRC/BNW Chairman & Members
OSHC (Attn: Mr. Jack FONG by fax to 3106 0775)
CM (#)
SM/SH
SM/P5
File via CA/P

* Delete appropriate
fill in as appropriate

Alert and Warning Trigger on Account of failure in Surprise Safety Inspection Programme (SSIP)



(1): CRC in the flowchart refers to CRC/BNW or CRC/E.

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

**Contract Title:
(Contract No.):**

**Alert on Unsatisfactory Site Safety Performance
under Site Safety Inspection Programme (SSIP)**

I write to express our concern and to alert your attention to the unsatisfactory site safety performance for the captioned contract under SSIP.

The passing threshold of verified activity score of SSIP is 70%. According to the activity scores verified by Occupational Safety and Health Council for this SSIP, the verified activity score for [*working at height / prevention of falling objects / housekeeping / lifting operations / electrical supply system] for the captioned contract falls below the said threshold.

Further to Clause 5.3 of the General Conditions of Contract requiring your conformance with pertinent enactments and regulations which include, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specification clauses pertaining to site safety:-

- (i) GCC Clause 5.11 – Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE.C9.205 - Compliance with safety regulations and contract requirements.

You are urged to strengthen safety management and take steps to improve safety performance. If there are continuous unsatisfactory SSIP results, the Department's Contractors Review Committee may take steps to review your company's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your company's future tendering eligibility.

Yours faithfully,

(
Chief /
Contract Manager

cc. OSHC (Attn: Mr. Steve HU by fax to 3106 0775)

Internal

* A/

SE/

BSE/C

PQS

CTO(BW)/ CTO(C)/Works CTO(BS)/C

COW / IOW

BSI /

SM/SH

Sec to CRC/___

* Delete or fill in as appropriate

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

Contract Title:
(Contract No.):
Warning Letter
Warning on Unsatisfactory Site Safety Performance
under Site Safety Inspection Programme (SSIP)

I write to express our concern and to alert your attention to the unsatisfactory site safety performance for the captioned contract under SSIP.

The passing threshold of verified total score and verified activity score of SSIP is 70%. According to the total score / activity score verified by Occupational Safety and Health Council for this SSIP, the verified total score / two verified activity scores in this quarter / the verified activity score [****working at height / prevention of falling objects / housekeeping / lifting operations / electrical supply system**] in the last quarter and the verified activity score [****working at height / prevention of falling objects / housekeeping / lifting operations / electrical supply system**] in this quarter** for the captioned contract fall(s) below the said threshold.

*[**Please omit the not-applicable item.]*

Further, Clause 5.23 of the General Conditions of Contract requiring your conformance with pertinent enactments and regulations which include, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specification clauses pertaining to site safety:-

- (i) GCC Clause 5.11 – Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE.C9.205 - Compliance with safety regulations and contract requirements.

You are urged to strengthen safety management and take steps to improve

safety performance. If there are continuous unsatisfactory SSIP results, the Department's Contractors Review Committee may take steps to review your company's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your company's future tendering eligibility.

Yours faithfully,

(
Chief
Contract Manager

cc. OSHC (Attn: Mr. Steve HU by fax to 7106 0775)

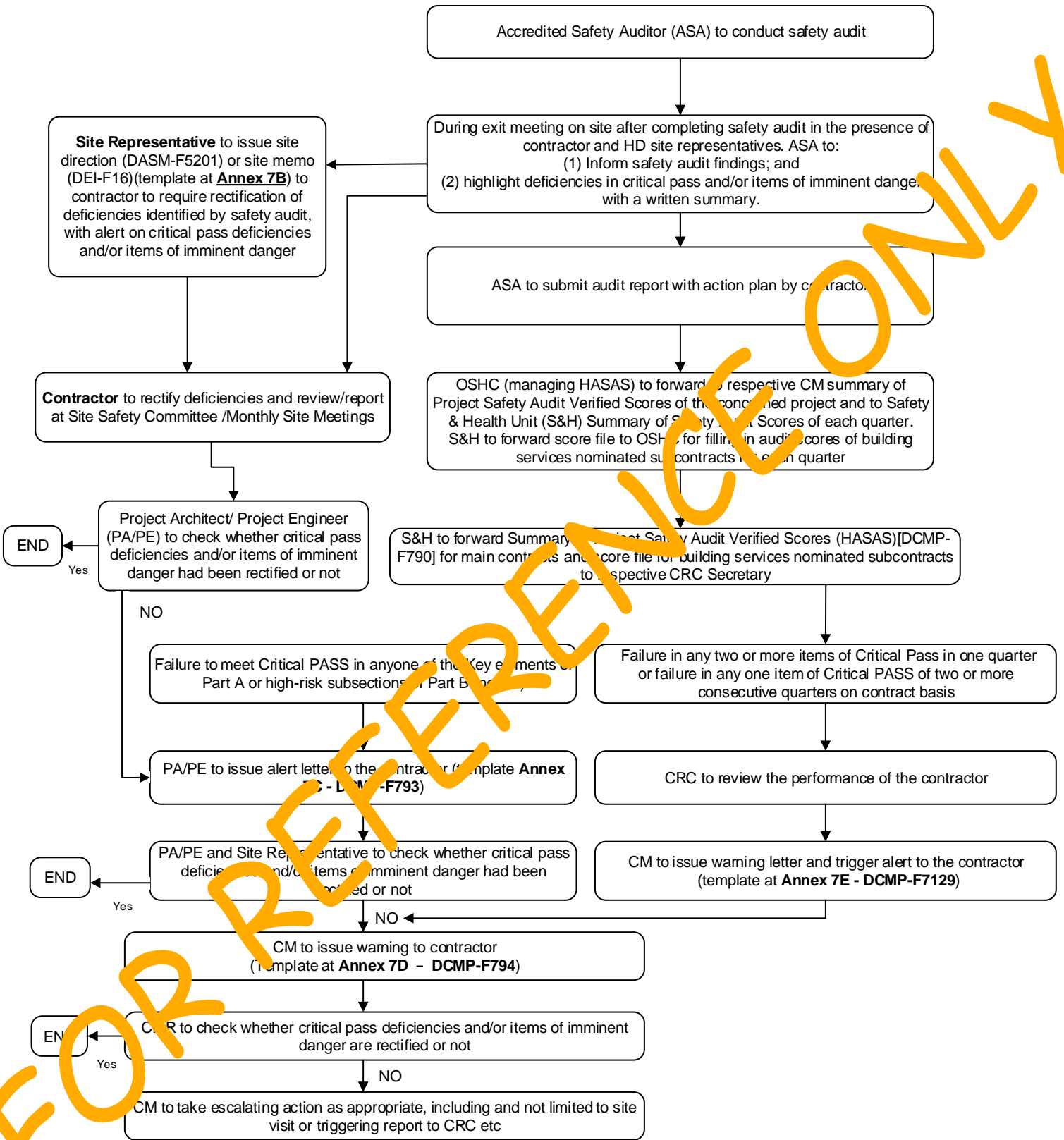
Internal

- * A/
- SE/
- BSE/C
- PQS
- CTO(BW)/ CTO()/Works / CTO(BS)/C
- COW / ICW
- BSI /
- SM/SE
- SC/CC/

* Delete or fill in as appropriate

FOR REFERENCE ONLY

**Alert and Warning Trigger
on Account of failure in Critical Pass of Housing Authority Safety Auditing Score (HASAS)**



- (1) : CRC in the flowchart refers to CRC/BNW or CRC/E.
 (2) : Critical Pass in HASAS version 1.7:
Part A : Key Elements
 - Element 7 Job Hazard Analysis
Part B : High-risk Subsections
 - 14.1.3 Working at Height
 - 14.1.4 Housekeeping
 - 14.1.5 Protection against Falling Objects
 - 14.3.2 Electrical Supply System
 - 14.2.3 Lifting Operations / 14.4.1 Tower Crane / 14.4.2 Mobile Crane



DIRECTION

No. 5201

Serial No. : _____

SITE DIRECTION

No. : _____

PROJECT (Contract No.) : _____ (/)

CONTRACTOR : _____

To : Contractor

This serves as a

Clarification of existing documents

Reminder

Caution on the following type of works related issue -

Safety

Environment

Quality (see Annex A)

Housekeeping

Progress

Others _____

(insert as appropriate)

2. You are required to take action in respect of the following :

Received By :

Issued By :

()

Site Agent

()

Project Clerk of Works

Date : _____

Date : _____

c.c. CC ()
PSE ()
PQS ()

Note : The contents of this Site Direction shall not constitute a Variation Order.

FOR REFERENCE ONLY

UNSATISFACTORY MATERIALS / DEFECTIVE WORKS

1. During our routine inspection on the date(s) of _____, *unsatisfactory materials / defective works* are found, and these non-conformities are recorded in the inspection forms as per the schedule listed overleaf.

2. I attach herewith a total number of _____ sheets of Daily Inspection Forms showing the locations of *unsatisfactory materials / defective works*.

You are required to :-

- * (a) Identify the *unsatisfactory materials delivered to site / causes of defects* ;
- * (b) Submit remedial proposal to the *Architect/Contract Manager* ;
- * (c) Rectify the defect(s) to comply with the specified requirements* ;
- * (d) Inform us to re-inspect the *materials / works* after rectification before the works are covered up.

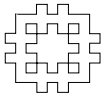
3. The above inspection is conducted by random sampling, and it is by no means exhaustive. You are required to check your materials and works thoroughly to ensure compliance at all times.

FOR REFERENCE ONLY

UNSATISFACTORY MATERIALS / DEFECTIVE WORKS

Ref. No.	Trade	Block No. / Location	Defective Item(s)

FOR REFERENCE ONLY



INSPECTION FORM

DEI-F16

Serial No.: _____

SITE MEMO

Contract Title
(Contract No.) : _____

Contractor : _____

To : Contractor

Type:

Safety

Environment

Quality

(Defective Works / Unsatisfactory Materials)

Housekeeping

Progress

Others

ICU's Control

(Insert as appropriate)

Subject: _____

2. You are required to take action(s) in respect of the following :

3. Closing is required for this site memo.

Closing is not required for this site memo.

Received By : _____
()

Issued By : _____
()

Site Agent / QCM

PCOW / PIOW

Date: _____

Date : _____

c.c. PSE (SE/)
PRE (SE/)
PQS ()

Note : The contents of this Site Memo shall not constitute a Variation Order.

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Project Manager
(Contractor)

Dear Sir / Madam,

Contract Title:

Contract No.:

Alert on Critical Failure and Deficiencies Jeopardizing Site Safety

I refer to the verified Safety Audit findings for the quarter (# month – month, year) by the Accredited Safety Auditor, containing an executive summary of non-compliance in “Critical Pass” and items of imminent danger.

We must stress that safety audits are only surveillance checks and are by no means exhaustive. You are hereby reminded of your obligations to ensure site safety under Clause 5.11 of the General Conditions of Contract (GCC) and compliance with pertinent enactment and regulations at all times.

Notwithstanding such non-compliance as depicted has in essence pinpointed deficiencies in your safety management or unsafe conditions or operations on site. Despite the issuance of site *direction / memo, it has come to my notice that rectification of the identified deficiencies in the following aspects has remained outstanding:

(# Enlist deficiencies)

Your non-performance and/or *inaction to rectify the non-compliance including failure in “Critical Pass” and items of imminent danger may jeopardize site safety. We draw your attention to your failure to comply with your contractual obligations under Clause 5.11 of the General Conditions of Contract to keep the Site and the Works in an orderly state appropriate to the avoidance of danger to all persons. In this connection, you are hereby reminded again to take follow up actions and rectify the deficiencies identified including but not limited to the safety audit findings without delay.

Yours faithfully,

()
* /

Contract Manager's Representative

cc. OSHC (attn: Dr Winson YEUNG by fax to 2739 9779)

* A/
SE/
BSE/C
PQS
CTO(BW)* / CTO(C)* / CTO(BS)* /
COW / IOW
BSI /
SM/SH
Sec to CRC/___

fill in as appropriate

* *delete and /or fill in as appropriate*

@ *delete in case the contractor has completed the rectification of deficiencies*

(Notes: This is a standard template only. Depending on the actual circumstance, CMR should, by all means, adjust the format / content of the letter as appropriate to suit the context.)

FOR REFERENCE ONLY

Our Ref. :
Tel. No. :
Fax No. :

BY REGISTERED POST

Date :

The Managing Director
(Contractor)

Dear Sir /Madam,

Contract Title:
(Contract No.):
Warning Letter
Warning on Unsatisfactory Site Safety Performance
under Housing Authority Safety Auditing System (HASAS)

I write to express our concern and to alert your attention to the unsatisfactory site safety performance for the captioned contract under HASAS.

According to the safety audit assessment conducted by Occupational Safety and Health Council, the Critical Pass item(s) - [*Element 7 Job Hazard Analysis/ Working at Height (14.1.3)/ Housekeeping (14.1.4)/ Protection against Falling Objects (14.1.5)/ Lifting Operations (14.2.3)/ Electrical Supply System (14.3.2)/ Tower Crane (14.4.1)/ Mobile Crane (14.4.2)] wa/were recorded **failure for two consecutive quarters / **failure in one quarter. The passing threshold of audit scores is 70%.

*[**Please omit the not-applicable item.]*

Further to Clause 5.23 of the General Conditions of Contract requiring your conformance with pertinent enactments and regulations which include, among others, the Construction Sites (Safety) Regulations, I would draw your attention to the following General Conditions of Contract (GCC) and Specification clauses pertaining to site safety -

- (i) GCC Clause 5.11 – Safety, security and environmental management of the Works,
- (ii) Specification Clause *PRE.B6.070 / PRE.C6.070 - Safety, security and environmental management of the Works, and
- (iii) Specification Clause *PRE.B8.210 / PRE.C9.205 - Compliance with safety regulations and contract requirements.

You are urged to strengthen safety management and take steps to improve safety performance. If there are continuous unsatisfactory site safety performance results under HASAS, the Department's Contractors Review Committee may take steps

to review your company's general performance and make any necessary recommendations to the Procurement Review and List Management Board for their consideration in respect of your company's future tendering eligibility.

Yours faithfully,

(
Chief
Contract Manager

cc. OSHC (Attn: Mr. Jack FONG by fax to 106 0715)

Internal

* A/
SE/
BSE/C
PQS
CTO(BW)/ CTO(C)/Works CTO(BS)/C
COW / IOW
BSI /
SM/SH
Sec to CRC/

Delete or fill in as appropriate