

Drainage Services Department
Technical Circular No. 3/2006

Liaison with Labour Department and Marine Department
on Site Safety Matters

Introduction

This Circular updates DSD Technical Circular No. 3/99, which is hereby superseded and cancelled. It lays down the procedure for the liaison among Drainage Services Department (DSD) site staff and the Labour Department (LD) and/or Marine Department (MD) regarding safety matters on DSD works sites.

2. This Circular shall apply to all DSD works sites and take immediate effect. It shall be circulated to all DSD staff and Consultants who are responsible for contract administration and site supervision. One copy of it shall be kept in the office of each works site.

Procedure

3. LD is responsible for enforcing the Construction Sites (Safety) Regulations and other safety legislations which are applicable to construction sites while MD is responsible for regulating and controlling the marine operation and other safety matters on board of vessels and barges. In order to ensure closer co-operation between the site staff and LD and/or MD and improve the efficiency in the handling of site safety matters, the following procedures shall

be followed:-

Notification of Commencement of a Contract

4. At the commencement of a contract, the Engineer's Representative (ER) or his site supervisory staff shall inform the relevant Divisional Occupational Safety Officer (DOSO) of LD, including:-

- (a) the Contract No. and title;
- (b) the location and the nature of the works;
- (c) the contract sum;
- (d) the commencement date and the estimated completion date of the contract;
- (e) the name of the Contractor;
- (f) the name and contact of the key personnel of the Contractor, e.g. Site Agent, Safety Officer, etc; and
- (g) the name and contact of the ER and/or his key site supervisory staff.

For contracts which may involve the use of vessels and barges, the Senior Shipping Safety Officer (SSSO) of MD shall be informed accordingly.

5. For existing contracts, the ER or his site supervisory staff shall inform the relevant DOSO and/or SSSO of the above information as soon as possible if this has not been done. The ER or his site supervisory staff shall update the DOSO and/or SSSO immediately whenever there is any change in information. The telephone numbers of the DOSOs of LD in charge of different districts are contained in the **Appendix**. The telephone number of the SSSO of

the Marine Industrial Safety Section of MD is 2852 4472.

Liaison during the Construction Period

6. The ER or his site supervisory staff shall closely liaise with LD and/or MD throughout the construction period to ensure site safety. The ER or his site supervisory staff shall invite LD and/or MD to attend regular Site Safety and Environmental Management Committee (SSEMC) meetings and other ad-hoc safety meetings where appropriate.

7. Whenever any unsafe act or unsafe condition is identified, the ER or his site supervisory staff shall notify the Contractor's Site Agent or Safety Officer to rectify the situation as soon as possible. The matter shall be duly recorded in the Site Diary, countersigned by the Site Agent. If the unsafe act or unsafe condition persists despite repeated warnings by the ER or his site supervisory staff, the ER shall report the situation to the relevant DOSO for his immediate action (telephone nos. as shown in **Appendix**). Where the unsafe situation is likely to cause imminent danger or pose a threat to life, the ER or his site supervisory staff shall instruct the Contractor to suspend the relevant portion of the Works immediately.

8. For cases involving persistent unsafe act or unsafe condition on board of vessels or barges, the ER shall report the situation to the SSSO of MD for his immediate action (telephone no. 2852 4472).

9. When an Occupational Safety Officer (OSO) of the LD or a Shipping Safety Officer (SSO) of MD visits a site, the ER or his site supervisory staff shall brief the OSO or SSO the condition of the site. The ER or his site

supervisory staff shall also accompany the OSO or SSO during inspection and request him/her to confirm his/her visit by signing on the Site Diary at the end of inspection.

Follow-up Action on Statutory Notices Issued

10. Where it is necessary for the Commissioner for Labour or the Director of Marine to issue a Construction Site Inspection Report or other statutory notices including Improvement Notice, Suspension Notice, Marine Direction and Warning Letter to the Contractor, such reports or notices will be copied to the Senior Engineer/Safety Adviser (SE/SA) who, upon receipt of such reports or notices, shall copy them to the Division Head concerned for his attention and onward transmission to the ER. SE/SA shall inspect the works sites having serious safety offences as soon as possible and liaise with the ER or his site supervisory staff to monitor the progress of the Contractor in the carrying out of the corrective measures.

11. Any statutory notices served on the Contractor shall be recorded in the Report on Contractor's Performance.

Reporting of Serious Accident

12. In the case of occurrence of a serious accident, the ER or his site supervisory staff who first becomes aware of the accident shall inform the Occupational Safety and Health Branch of the Labour Department (OSHB, LD) as soon as possible. The telephone numbers are:-

During office hours

2815 0678

Outside office hours

HK&I region 9495 8966

K region 9132 0344

NTE&KT region 9132 0341

NTW region 9495 8967

If the accident occurs on board of vessels or barges, it shall be reported to the Vessel Traffic Centre of the Marine Department (VTC, MD) through telephone no. 2233 7801 (24 hours) as soon as possible. An accident is classified as a serious one if:-

- (a) it has led to death, serious injury or damage;
- (b) the media have arrived on site or have telephoned to ask for information concerning the accident;
- (c) it will arouse public interest or concern in view of the damage or inconvenience that has been caused or its potential harm to the workers and/or the public; or
- (d) it has created a drawn-out situation which may lead to fatality or multiple injuries.

13. In addition to reporting to LD or MD, the ER and his site supervisory staff shall observe the reporting requirements for any serious accident occurring on DSD works sites as laid down in DSD Technical Circular No. 5/2006 - "Reporting of Serious Accident on DSD Works Sites".



(C K WONG)

Director of Drainage Services

APPENDIX

**Contacts of Divisional Occupational Safety Officers (DOSO) in charge of
Building & Engineering Construction (BEC) Offices of Operation Division,
Occupational Safety and Health Branch, Labour Department**

Region	Office/Address	Telephone No.
Hong Kong & Islands (HK&I)	<u>BEC/HK&I - 1</u> 16/F, Southorn Centre 130 Hennessy Road Wan Chai, Hong Kong	2835 2032
	<u>BEC/HK&I - 2</u> Rooms 1502-4, 15/F, Guardian House 32 Oi Kwan Road Wan Chai, Hong Kong	2834 9587
	<u>BEC/HK&I - 3</u> Rooms 1502-4, 15/F, Guardian House 32 Oi Kwan Road Wan Chai, Hong Kong	2834 6359
	<u>BEC/HK&I - 4</u> 4/F 111 Leighton Road Causeway Bay, Hong Kong	2555 0659
	<u>BEC/HK&I - 5</u> Rooms 1502-4, 15/F, Guardian House 32 Oi Kwan Road Wan Chai, Hong Kong	2834 7962
Kowloon (K)	<u>BEC/K - 1</u> 10/F, Cheung Sha Wan Government Offices 303 Cheung Sha Wan Road Sham Shui Po, Kowloon	2150 6577
	<u>BEC/K - 2</u> 2/F, Mongkok Government Offices 30 Luen Wan Street Mong Kok, Kowloon	2399 2252
	<u>BEC/K - 3</u> 10/F, Cheung Sha Wan Government Offices 303 Cheung Sha Wan Road Sham Shui Po, Kowloon	2150 6584
	<u>BEC/K - 4</u> 9/F, To Kwa Wan Market and Government Offices 165 Ma Tau Wai Road To Kwa Wan, Kowloon	2760 7258

APPENDIX

Region	Office/Address	Telephone No.
New Territories East & Kwun Tong (NTE&KT)	<u>BEC/NTE&KT – 1</u> 5/F, Tai Po Government Offices Building 1 Ting Kok Road Tai Po, New Territories	2654 1122
	<u>BEC/NTE&KT – 2</u> Room 314, Shatin Government Offices 1 Sheung Wo Che Road Shatin, New Territories	2158 5519
	<u>BEC/NTE&KT – 3</u> 2/F, Kwun Tong District Branch Office Building 6 Tung Yan Street Kwun Tong, Kowloon	2759 5231
	<u>BEC/NTE&KT – 4</u> 2/F, Ngau Tau Kok Government Offices 21 On Wah Street Ngau Tau Kok, Kowloon	2757 2449
New Territories West (NTW)	<u>BEC/NTW – 1</u> 3/F, Tai Hing Government Offices 16 Tsun Wen Road Tuen Mun, New Territories	2463 8345
	<u>BEC/NTW – 2</u> 8/F, Chinachem Tsuen Wan Plaza 457 Castle Peak Road Tsuen Wan, New Territories	2437 1504
	<u>BEC/NTW – 3</u> 8/F, Chinachem Tsuen Wan Plaza 457 Castle Peak Road Tsuen Wan, New Territories	2437 1504
	<u>BEC/NTW – 4</u> 8/F, Chinachem Tsuen Wan Plaza 457 Castle Peak Road Tsuen Wan, New Territories	2437 1500
	<u>BEC/NTW – 5</u> 6/F, Kwai Hing Government Offices 166-174 Hing Fong Road Kwai Chung, New Territories	2423 8184
Service Hours:	Monday to Friday (9:00 am – 1:00 pm & 2:00 pm – 5:30 pm) Saturday (9:00 am – 12:00 noon)	
Source:	http://www.labour.gov.hk	