

Drainage Services Department
Technical Circular No. 5/2006

Reporting of Serious Accident
on Drainage Services Department Works Sites

Introduction

This Circular promulgates the departmental procedure for reporting serious accident on Drainage Services Department (DSD) works sites. It updates the DSD Technical Circular No. 3/2003A, which is hereby superseded and cancelled. There is no change in the reporting procedure except updating of a few references.

2. This Circular shall be circulated to all staff concerned with contract administration and site supervision. One copy of this Circular shall be kept in the office of each works site. For other serious incidents that fall outside the scope of this Circular, reference shall be made to DSD Technical Circular No. 5/2004 "Handling and Managing Serious Incidents and Crises" and DSD Technical Circular No. 6/2005 "Handling of Emergency Incidents Affecting Traffic".

Reporting Procedure

3. The reporting procedure described herein shall be followed where :-
 - (a) an accident 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 workers and/or the public; or
- (d) it has created a drawn-out situation which may lead to fatality or multiple injuries.

Verbal Report

4. In the event of a serious accident occurs on DSD works site, the Engineer's Representative (ER) or the DSD site supervisory staff who first becomes aware of the serious accident shall immediately inform by telephone :

- (i) the Division Head or the next most senior officer involved with the Works, and
- (ii) the Technical Secretary² (TS2) at 2594 7065 (office) or 9138 8265 (mobile), or the Community Relations Officer (CRO) at 2594 7287 (office) or 9768 9173 (mobile), who shall assist in drawing up the lines to take for the handling of media and public enquiries.

5. The Division Head (or the next most senior officer involved with the Works) shall inform the Director (D of DS), Deputy Director (DD of DS) and the Assistant Director (AD) concerned immediately by telephone, followed by an initial report by e-mail or fax containing the key information as detailed in paragraph 7 and the latest situation of the accident. The report shall reach the directors within 3 hours of the occurrence of the accident and shall be copied to Senior Engineer/Safety Adviser (SE/SA) and TS2.

6. The ER or the DSD site supervisory staff who first becomes aware of the serious accident shall also, within 30 minutes, inform by telephone :

- (i) the Chief Information Officer of the Secretariat Press Office (Environment, Transport and Works) (CIO,SPO(ETW)) at 2848 2002, or the Senior Information Officer (SIO, SPO(ETW)) at 2848 2004 or 9094 3930 during office hours. If the accident occurs outside office hours, the Duty Officer (DO) of Information Services Department (ISD) at 2842 8745, or 2523 2721, or 2842 8748 (24 hours). The ER or the DSD site supervisory staff must make it clear that the accident occurs on a government site, and
- (ii) SE/SA at 2834 9681 (or 9164 8116 (mobile) / 7328 1860 (pager) outside office hours), or the Engineer/Safety Adviser 1 (E/SA1) at 2834 9427 (or 9189 7616 (mobile) / 7328 1861 (pager) outside office hours), or the Engineer/Safety Adviser 2 (E/SA2) at 2834 9558 (or 9189 7198 (mobile) / 7328 1863 (pager) outside office hours), who shall pass the information to the Chief Assistant Secretary (Works)5, Environment, Transport and Works Bureau (CAS(W)5, ETWB).

According to the Construction Site Safety Manual (Clause 9.1.2), the CAS(W)5, ETWB shall in turn inform the Secretary for the Environment, Transport and Works (SETW) and the Permanent Secretary for the Environment, Transport and Works (Works) (PSW) as appropriate. If the accident occurs outside office hours, CAS(W)5, ETWB shall inform CIO, SPO(ETW) accordingly.

7. The information to be provided on telephone shall at least contain the following:-

- (a) contract no. and title and name of Contractor,
- (b) time and location of accident,
- (c) a brief account of the accident with the number of persons injured/trapped,
- (d) seriousness of injury or extent of damage, if known,
- (e) whether the media have arrived on site, and
- (f) name of officer and telephone number for further contact.

8. The ER or DSD site supervisory staff shall keep the Division Head (or the next most senior officer involved with the Works), TS2 and SE/SA informed of the development and further details of the accident as necessary.

Preliminary Written Report

9. The initial verbal report shall be followed by a preliminary written report, within 24 hours of the accident, from the ER or the DSD site supervisory staff to the respective Division Head and SE/SA (Fax No. 2833 9162) in the format as attached in **Appendix I**. The Contractor's report, if already received, shall also be enclosed. SE/SA will then arrange to send the preliminary report to the CAS(W)5, ETWB and CIO, SPO(ETW) or others as appropriate while the Division Head will arrange to send copies to the D of DS, DD of DS, the appropriate AD and TS2.

10. For accidents leading to fatality, additional information related to the next of kin of the deceased person shall be provided in the format as attached in

Appendix II. The information is essential for arranging prompt assistance to the deceased person's family by the Social Welfare Department and shall therefore be provided as soon as possible.

Comprehensive Written Report

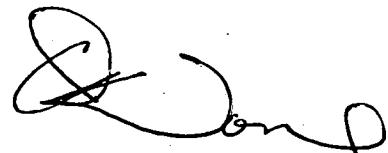
11. A comprehensive written report provided with sketches and photographs shall be prepared and submitted by the ER or the DSD site supervisory staff, through the respective Division Head, to D of DS, DD of DS and the concerned AD and copied to TS2 and SE/SA within seven working days of the accident. The Contractor's investigation report shall be incorporated in the comprehensive written report where appropriate. SE/SA will arrange to send copies to CAS(W)5, ETWB and CIO, SPO(ETW) or others as appropriate. The ER or the DSD site supervisory staff shall review the concerned safety procedure with the Contractor. The findings and recommendation for improvement shall be included in the report.

Reporting to Labour Department and Marine Department

12. After the Division Head, TS2, SE/SA and CIO, SPO(W) are informed, the ER or the DSD site supervisory staff shall inform the Occupational Safety and Health Branch of Labour Department (OSHB, LD) at telephone no. 2815 0678 during office hours, or 9495 8966 (HK&I regions), 9132 0344 (K regions), 9132 0341 (NTE&KT regions) and 9495 8967 (NTW regions) outside office hours as soon as possible. The areas covered by the respective regions are shown in **Appendix III** attached. Where appropriate, the Vessel Traffic Centre of Marine Department (VTC,MD) at telephone no. 2233 7801 (24 hours), shall be informed as soon as possible.

Flowchart

13. A flowchart showing the above procedure is attached in **Appendix IV** for quick reference. The ER shall ensure that enlarged copies of the flowchart are displayed at prominent positions in the site offices and the contact telephone numbers are regularly updated in order that emergencies can be dealt with immediately.



(C K WONG)

Director of Drainage Services

Preliminary Report on Accident

To : (1) _____ (Head of Division) (Attn: _____) (Fax No. : _____)
(2) Senior Engineer / Safety Adviser (Attn: _____) (Fax No. : 2833 9162)

Your Ref. :	_____	Our Ref. :	_____
From :	_____ (Name)	_____ (Tel. No.)	_____ (Fax. No.)
	_____ (Post)	_____ (Date)	_____ (Time)
	_____ (Division)		
	_____ (Signature)		

1. Contract No. :
2. Contract Title :
3. Name of Contractor :
4. Location of Accident :
5. Date and Time of Accident :
6. Nature and Brief Account of Accident (with a sketch attached, Yes/No) :
7. Number of Person (s) injured/killed :
8. Name (s) and Age (s) of Person (s) injured/killed :
9. Seriousness of Injury, or extent of damages :
10. Probable cause of the accident, if established :
11. Measures introduced (or to be introduced) to prevent recurrence of similar accidents on site, if established :
12. Effect of accident on progress of works :
13. Contractor's report attached (Yes/No) :
14. Any other information :

Additional Information on Accident Leading to Fatality

To: (1) _____ (Head of Division) (Attn: _____) (Fax No. : _____)

(2) Senior Engineer/Safety Adviser (Attn: _____) (Fax No. : 2833 9162)

Your Ref.: _____ Our Ref.: _____

From : _____ (Name) _____ (Tel. No.)

_____ (Post) _____ (Fax. No.)

_____ (Division) _____ (Date)

_____ (Signature) _____ (Time)

Information on the Contract

Contract No. : _____

Contract Title : _____ (in English)

_____ (in Chinese)

Information on the Accident and the Deceased

Date of Accident : _____

Name of Deceased : _____

(in English)

(in Chinese)*

Age : _____

Information on the Next of Kin

Name : _____ (in Chinese)*

Relationship with the Deceased : _____

Address : _____

_____ (in Chinese)*

Contact Tel. No. : _____

Number of Children

Age below 18: _____

Age 18 or above: _____

Signature: _____

* where applicable

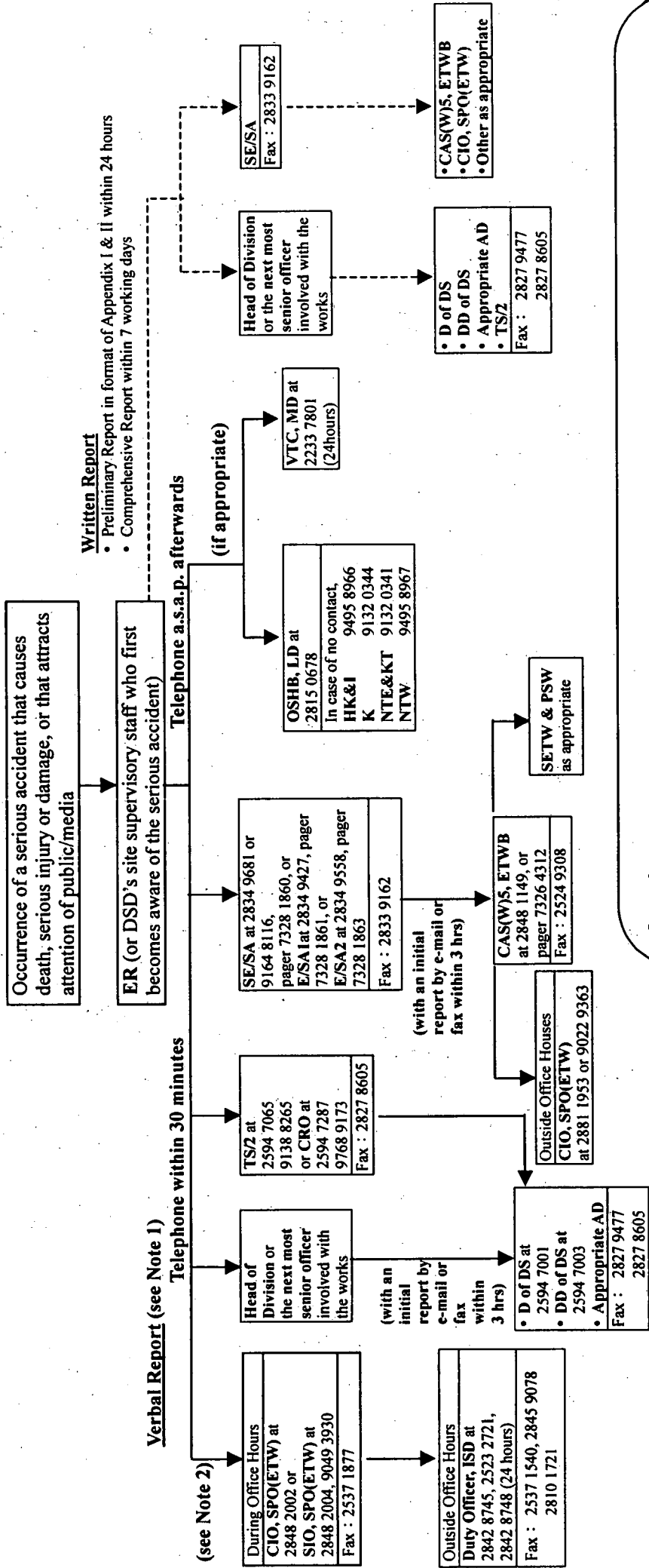
Occupational Safety and Health Branch, Labour Department

Telephone List for Reporting of Serious Accidents

Region	Area Covered	Phone No.
HK&I	The whole Hong Kong Island and all outlying islands bounded by the Islands District Board electoral boundary.	9495 8966
K	The area bounded by the electoral boundaries of Yau Tsim Mong District Board, Kowloon City District Board, Wong Tai Sin District Board and Shamshuipo District Board including Stonecutters Island.	9132 0344
NTE&KT	The area bounded by the electoral boundaries of Kwun Tong District Board, Sai Kung District Board, Sha Tin District Board, Tai Po District Board and North District Board.	9132 0341
NTW	The area bounded by the electoral boundaries of Kwai Tsing District Board, Tsuen Wan District Board, Tuen Mun District Board and Yuen Long District Board.	9495 8967

Notes : Accident Hotline 2815 0678 (auto-recording after office hours).

**DRAINAGE SERVICES DEPARTMENT
FLOWCHART FOR REPORTING SERIOUS ACCIDENT ON DSD WORKS SITES**



Information Required over the Telephone

Note 1:

- Contract no. and title, and name of contractor
- Time and location of accident
- A brief account of the accident with the no. of persons injured/trapped
- Seriousness of injury or extent of damage, if known
- Whether the media have arrived on site
- Name of officer and telephone no. for further contact

Note 2:

- Make it clear on whether the accident occurs on a Government site