

**Drainage Services Department**  
**Construction Sites Safety and Housekeeping Award Scheme (2026)**

**Information Paper**

**Introduction**

The Scheme, formerly called Construction Sites Housekeeping Award Scheme, was launched in January 2004 to promote housekeeping of DSD's works sites for the wellbeing of the community. It was renamed as Construction Sites Safety and Housekeeping Award Scheme (CSSHAS) in 2018 to attach more weight to site safety.

2. Under the Scheme, awards will be given to recognize DSD's contracts having outstanding safety and housekeeping performance, and more importantly, to foster the team spirit of DSD's contractors and the partnering consultants or in-house site supervisory staff. The Scheme aims:

- i. to promote safety and housekeeping of DSD's works sites;
- ii. to promote DSD's public image;
- iii. to promote the use of innovation technologies to enhance site safety and environment performance of DSD's construction sites; and
- iv. to foster the team spirit between DSD's contractors and the consultants or in-house site supervisory staff engaged in same contract.

3. In Scheme 2026, awards will be given to the following categories:

- (a) Large scale civil works contracts (contract sum > \$ 700 M);
- (b) Small scale civil works contracts (contract sum > \$ 7 M and ≤ \$ 700 M);
- (c) E&M works contracts;
- (d) Maintenance contracts of O&M Branch;
- (e) Maintenance contracts of E&M Branch;
- (f) Minor works contracts (contract sum ≤ \$7 M); and
- (g) Construction Sites Safety Innovation

**Enrolment**

4. At the beginning of the assessment year, Senior Engineer/Safety Advisor (SE/SA) will consult the Chief Engineers (CEs) concerned and prepare a list of contracts (which

have construction activities within the assessment period from 1 April 2026 to 31 December 2026) for participation of the Categories (a) to (e) and (g) with the particulars of the contractors and the partnering consultants or in-house site supervisory staff. SE/SA will then announce kickoff of the Scheme and send the participation contract list to the DSD's management, assessors and project offices concerned.

5. For minor works contracts in Category (f), no list of participating contracts will be prepared at the beginning of the assessment period as their contract periods are usually short and may commence after the start date of an assessment period and complete before the end of the same period. The Divisions responsible for the minor work contracts which have construction activities in the assessment period will pass the application form (**Appendix I**) to the contractors to invite them to join the Scheme. The contractors interested in participating the Scheme will submit the completed application form to the responsible Division when the minor works are completed, or at the end of the assessment year if the works are not being completed, who will then pass them to SAU for subsequent processing.

#### **Site Assessment for Categories (a) to (e) and (g)**

6. Site Assessment will be conducted twice a year for each contract participating Categories (a) to (e) in the period from April to August 2026 and September to December 2026 respectively as below.

- (a) First assessment (April to August) – to be conducted by the SEs in Divisions with the roster in **Appendix II**:
- (b) Second assessment (September to December) – to be conducted by Safety Advisory Unit.

7. Site Assessments shall be made by surprise inspection to the contract sites. Assessors (and project officers concerned) shall refrain from disclosing the visits to the contractors or the partnering consultants or in-house site supervisory staff concerned. Assessors shall use the Site Performance Assessment Form in **Appendix III** for assessing Cat. (a), (b), (c) & (g) contracts and Site Performance Assessment Form in **Appendix IV** for assessing Cat. (d), (e) & (g) contracts. Different contractors under the same framework contract are taken as different participants and assessed individually. Assessors shall refer to the “major factors to consider” contained therein when assessing a contract site and shall complete the Assessment Form and return to SE/SA upon completion. The assessment forms are self-explanatory for easy filling and calculation of the score of a contract.

Assessors can consult SE/SA if in doubt.

8. For maintenance contracts in Category (d), (e) & (g), assessors are required to identify 3 task order sites having significant works for inspection in each assessment, or minimum 2 task order sites if suitable sites are insufficient. The performance of a maintenance contract shall be the average of the task order sites inspected.

### **Site Assessment Criteria**

9. Site Assessment of a contract will be conducted for the following aspects with different weightings as shown below:

<u>Aspects</u>	<u>Weighting</u>
<u>Part I for CSSHAS Category (a) to (e) contracts</u>	
(a) General site safety condition	(25%)
(b) Site cleanliness and hygiene condition	(20%)
(c) Environmental nuisance control	(20%)
(d) Public image, relation with and care for neighbourhood	(15%)
(e) Health and welfare provisions	(10%)
(f) Traffic management and care for passers-by	(10%)
<u>Part II for Construction Sites Safety Innovation Category (g) contracts</u>	
(a) Creativity and Innovation in safety and environmental strategies, measures, devices and installations	(40%)
(b) Improvement to Safety and Environmental Performance	(40%)
(c) Ease of adoption by the construction industry	(20%)

10. A 5-grade scoring system as below is used to record a contract's performance in each aspect.

- (a) "Very Good (VG)", which means "performance has well exceeded the required standards and commonly accepted good practice", shall score 4 points;
- (b) "Good (G)", which means "performance has exceeded the required standards and commonly accepted good practice", shall score 3 points;
- (c) "Satisfactory (S)", which means "performance has met the required standard and commonly accepted good practice", shall score 2 points;
- (d) "Poor (P)", which means "performance has been below the standard and commonly accepted good practice"; shall score 1 point; and
- (e) "Very Poor (VP)", which means "performance has been disappointing", shall score no point.

Performance aspects that cannot be assessed should be graded “Not Applicable (NA)” and the NA aspects shall not be taken into consideration when calculating the score of a contract.

### **Score from Section 3 – “Site Safety” of Report on Contractor’s Performance**

11. A contractor’s performance in Section 3 – “Site Safety” of the Report on Contractor’s Performance (RCP) will also be taken into account when being considered for an award. The overall score attained by a contract is the arithmetic mean of (i) the score attained in the first site assessment, (ii) the score attained in the second site assessment, and (iii) the corresponding averaged score attained by the “Overall rating” given to Section 3 – “Site Safety” of the RCP for 2026Q2 to 2026Q4 of the respective contract in accordance with the scoring system set out in para.10.

### **Assessment for Category (f)**

12. The assessment will be carried out by the Division responsible for the minor works contract and SAU based on the information provided by the contractor in the application form. The assessment criteria shall be the same as the other Categories as stated in paragraphs nos.9 and 10. The overall score attained by a contract is the arithmetic mean of the scores given by the Division and SAU.

### **Assessment for Category (g)**

13. The assessment will be carried out during the site assessments as stated in the paragraphs nos. 6 to 10 and the assessment criteria has been set out assessment forms in **Appendix III & IV**.

### **Bonus Point**

14. In order to encourage construction sites to continuously participate in safety and environment promotion scheme with a view to creating a better construction culture and environment, the contract will be awarded bonus points if they participate in the scheme program recognized by the Judging Panel during the assessment period. For each contract that participates in one recognized program, 0.1 points will be awarded. The maximum bonus point for a contract will be limited to 0.3 points. The list of recognized programs will be updated and announced at appropriate time.

### **Declaration of No Conviction**

15. At the end of the assessment period, the contactors will be required to sign a Declaration of No Conviction Form (**Appendix V**). The signature shall be authenticated by the CE or his/her representatives managing the contracts concerned. A contract of which the contractor has been convicted within the assessment period or fails to submit the declaration will be disqualified.

### **Judging Panel**

16. The Judging Panel Meeting will be convened in February 2027 to review the performance of each participating contract and select the winning contracts. The Judging Panel shall consist of:

Chairman: DD of DS  
Members: AD/P&D  
AD/O&M  
AD/E&M  
AD/SS  
Secretary: SE/SA

17. SE/SA will present the summary of the overall scores of all contracts and shortlist the potential award winning contracts in each category for consideration of the Judging Panel.

18. It should be noted that a contract will not necessarily be entitled to an award if the contractor is found to have performed poorly in other areas despite the contract has attained a high overall score. In this regard, SE/SA will collect the accident rates and information on serious safety or environmental incidents, adverse RCPs and the like as incurred by the shortlisted contracts for consideration of the Judging Panel.

### **Awards and Presentation Ceremony**

19. There are three types of awards, namely,

- (a) **Construction Sites Safety and Housekeeping Awards** (for Categories (a) to (f))

- (b) **Construction Sites Safety Innovation Award** (only the winning contracts under category (a) to (e) of the Construction Sites Safety and Housekeeping Awards are eligible for competing ), and
- (c) **The Grand Award** (one only) to be granted to the best of the best performing contracts among all categories.

The following rule of determination of maximum number of awards will be applied to all categories of contracts:

No. of participating contracts in that category	No. of Gold Award	No. of Silver Award	No. of Bronze Award	No. of Meritorious Award
1 - 4	1	-	-	-
5 - 8	1	1	-	-
9 - 12	1	1	1	-
13 - 16	1	1	1	1
17 - 20	1	1	1	2
21- 24	1	1	1	3
and so on.				

20. The Award Presentation Ceremony will be held in 2027 and representatives from winning contract teams will be invited to attend. DSD’s management will present the awards. The Award winners in each category will be invited to exhibit site photos at the venue to share the good safety and housekeeping practices. SE/SA will coordinate the procurement and setting up of the display panels of the site photos. Detailed arrangement of the award presentation ceremony will be worked out at the Judging Panel Meeting.

21. To stress the importance of construction sites safety, DSD reserve the right to withhold any awards to the contracts and site supervisory staff concerned if any serious or fatal accident occurred on the participating site before the date of the award presentation ceremony.

**Timetable**

22. A timetable showing the activities to be carried out in the year is contained in **Appendix VI** for easy reference.

## **Appendices**

23. The Appendices are as below:

- Appendix I: A Set of Application Form for Cat. (f)
- Appendix II: Roster of First Site Assessment
- Appendix III: Site Performance Assessment Form (for Cat. (a), (b) and (c) contracts)
- Appendix IV: Site Performance Assessment Form (for Cat. (d) and (e) contracts)
- Appendix V: Contractor's Declaration of No Conviction Form
- Appendix VI: Timetable