

**Ref. :** WB(W) 273/32/17  
**Group :** 2, 5, 8

**20 November 2000**

**Works Bureau Technical Circular No. 30/2000**

**Construction Site Safety Manual**  
**Second Updating of Chapters 3 and 12**

**Scope**

This Circular introduces the second updating of Chapter 3 of the Construction Site Safety Manual (Manual) on "Contractual Provisions on Construction Safety"; the fourth stage of the Pay for Safety Scheme to include Design and Build contracts; and the updating of Chapter 12 on the Pay for Safety Scheme.

**Effective Date**

2. This Circular shall take effect on 1 January 2001 and the relevant contractual provisions shall be incorporated in public works contracts for which tenders are to be invited on or after 1 January 2001.

**Effect on Existing Circulars**

3. This Circular revises WBTC No. 14/98. It shall also be read in conjunction with WBTC No. 21/99 on the updating of the Construction Site Safety Manual and WBTC No. 32/99 on the Second Stage of the Independent Safety Audit Scheme. The sample Schedule of Rates in Appendix F of WBTC No. 32/99 is to be replaced by the revised sample contained in Appendix III(b) of revised Chapter 12 contained herein. However, existing contracts which have incorporated the contractual provisions contained in earlier circulars shall follow their adopted provisions.

**Introduction**

4. The present updating includes additions and revisions to Chapters 3 and 12 in the light of experience gained and feedback received during the past years, and also the introduction of further measures to enhance safety on sites.

### Updating of Chapter 3

5. Major revisions/additions to Chapter 3 include:
- (i) the cessation of payment of token allowance to workers who have successfully completed the Labour Department Recognised Green Card course (LDRGC) because the course will become mandatory by early 2001;
  - (ii) the provision of payment of a token allowance to skilled workers who have successfully completed the second day of the trade specific advanced safety training course organised by the Construction Industry Training Authority (CITA);
  - (iii) the revision of the frequency of tool box talks;
  - (iv) the addition of a clause to require contractors to carry out risk assessment for works scheduled to start at least for the following two months; (NB: previously this requirement only applied to contracts which required a safety plan);
  - (v) additional safety precautions to be taken during the lifting of steel reinforcement and precast concrete segments; and
  - (vi) the development, implementation and maintenance of a system of work to deal with the overlapping of the booms of tower cranes during lifting operation.

### Fourth Stage of the Pay for Safety Scheme

6. This Circular extended the Pay for Safety Scheme (PFSS) to include Design and Build contracts. As from the effective date of this Circular, all works contracts, term contracts and Design and Build contracts where safety plans are required, irrespective of whether the contract is Bills of Quantities (BQ) or Schedule of Rates (SOR) based, and which tenders are called on or after 1 December 2000 shall be included in the PFSS.

7. For works contracts and Design and Build contracts to be included in the PFSS, the estimated contract sum shall be \$ 20M and above. For term contracts to be included in the PFSS the total estimated expenditure shall be \$ 50M and above. For contracts where a great portion of the value is on the cost of equipment, the cost of equipment shall be excluded from the estimated contract sum or total estimated value in determining whether the contract should be included in the PFSS. Irrespective of the value of the contract, term contracts solely for maintenance works (e.g. some E&M maintenance contracts) and contracts with duration of 12 months or less shall not be included in the PFSS.

### Updating of Chapter 12

8. Major revisions/additions to Chapter 12 include:
- (i) additional sample BQ covering contracts with values ranging from \$ 25M to \$ 500M;
  - (ii) additional guidelines to assist project officers in preparing contract documents; and
  - (iii) additional guidelines for the administration of payment of the safety items taking into comments made by the Corruption Prevention Department of the Independent Commission Against Corruption; (NB: some of which were already issued to departments vide memo dated 8 July 1999).

### **Revision History of the Manual**

9. The revision history of the Manual is attached in Appendix A for easy reference.

### **Action by copy holders of the Manual**

10. Copy holders of the Manual should insert the updated pages, chapters and appendices which are marked with "Ver.Nov.2000" in their copies of the Manual and remove the superseded sheets in accordance with the Action List in Appendix B.

**(W S Chan)**  
**Deputy Secretary (Works Policy)**