

Safety Plan

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1. INTRODUCTION

Objective

ICIL understand that the execution of fitting out works of this contract is within an operating premises, any malpractice related to construction activities would inevitably induce risks to both those engaged in the works and to public, such as falling objects or fire outbreaks. Therefore, prior identification of potential hazards and well planning on safety measures to minimize all possible risks are extremely important.

ICIL shall establish a Project Specific Safety Plan that covers every aspects of the construction processes. Every stakeholder is instructed to oblige strictly all safety rules and procedures. Effective monitoring mechanism shall be maintained that enforce a high standard safety management system throughout the Project.

The Site Agent and Safety Officer are responsible for reviewing and updating the Project Specific Safety Plan. All ICIL team members are welcome to make comments and suggestions on improving the safety management system. Where appropriate, these suggestions shall be incorporated into the Project Specific Safety Plan.

The Project Specific Plan shall be regularly reviewed and updated in line with the progress of the construction works, changes in the safety organization, Client's requirements and amendments in legislation.

2. HIGH-RISK ACTIVITIES AT VARIOUS STAGE

It is ICIL's intention that high standard safety management system must be maintained and particular high-risk construction activities of difference stage shall be identified to draw special attention and precautionary measures: -

Since the details of scope had not issued yet, the risk items will be analyzed later.

3. STATUTORY OBLIGATIONS

The principle statutory health and safety requirements shall be strictly complied during the execution of the project including but not limited to the following safety legislation, regulations and / or code of practice:

Legislation

- the Factories and Industrial Undertakings Ordinance
- the Factories and Industrial Undertakings Regulations
- the Construction Site (Safety) Regulations
- the Factories and Industrial Undertakings (Safety Management) Regulations
- the Factories and Industrial Undertakings (Safety Officer and Safety Supervisors) Regulations
- the Factories and Industrial Undertakings (Lifting Appliances and Lifting Gear) Regulations
- the Factories and Industrial Undertakings (Woodworking Machinery) Regulations
- the Factories and Industrial Undertakings (Abrasive Wheels) Regulations
- the Factories and Industrial Undertakings (Dangerous Substances) Regulations
- the Factories and Industrial Undertakings (Protection of Eyes) Regulations
- the Factories and Industrial Undertakings (Cartridge-Operated Fixing Tools) Regulations
- the Factories and Industrial Undertakings (Spraying of Flammable Liquids) Regulations

- the Factories and Industrial Undertakings (Loadshifting Machinery) Regulations
- the Factories and Industrial Undertakings (Noise at Work) Regulations
- the Factories and Industrial Undertakings (Electricity) Regulations
- the Factories and Industrial Undertakings (Asbestos) Regulations
- Building ordinance
- Building (Demolition Works) Regulations
- Building (Construction) Regulations
- the Factories and Industrial Undertakings (Confined Space) Regulations
- the Dangerous Goods Ordinance (Section 6)
- the Electricity Ordinance (Part VII)
- the Electricity (Wiring) Regulations
- the Occupational Safety and Health Regulations
- the Boiler and Pressure Vessel Ordinance

4. EFFECTIVE AND EFFICIENT SAFETY MANAGEMENT SYSTEM

ICIL shall develop a Positive Safety Management System that shall establish and implement all safety procedures effective and efficient and shall mitigate the health hazards and prevent accident for the Contract and to establishment health and safe working environments

The Key features of ICIL health and safety plan are summarized as follows:

4.1. A Positive Safety Management System

ICIL is committed to a positive safety management system. ICIL believe that accident, ill health and incidents are seldom events; they generally arise from failure in management. Consequently, a vital characteristic for a safe and health working environment is the formation and implementation of clearly defined procedures that are managed by competent staff and subcontractors. To this end ICIL shall establish a hierarchy of control that define responsibility from high level to create a positive health and safety culture through control, co-operation communication and competence.

4.2. Training and Awareness Program

In addition to specific training programs, the site induction course is a crucial element of ICIL overall risk management program to inform all those associated with the project of the set performance standards upon which we insist for the control risks to employees and other who may be affected by our operations.

4.3. Continuous Improvement and Accident Prevention Program

A safe environment is characterized not only by an absence of accident, but also by the pro-active culture demonstrated by every team member, subcontractors and suppliers. This is the approach of our positive health and safety management system, which is designed to achieve a low accident rate through organization, planning, implementation, performance and feedback.

5. SAFETY TRAINING

- It is the intention of ICIL to create a safe working environment on the project through training. ICIL strongly believes that a satisfactory safety record can only be achieved by increasing personal awareness of safety.
- The Senior Safety Officer shall be appointed as the safety trainer by the Site Agent, and responsible for preparing training program on different kinds of safety training.

6. IN-HOUSE RULES

- The Site Agent is responsible for ensuring compliance with statutory requirements and in-house rules.
- The Senior Safety Officer is responsible for compiling and formulating the safe system of works and safety rules.
- Apart from the requirements stipulated in the safety legislation, ICIL shall set up specific safety rules for controlling site discipline and safety. The safety rules contained in this chapter shall focus on those high risk activities currently being carried out. They are namely as follows:
 - Safety Rules for Everyone on Site
 - Safety Rules for Visitors
 - Safety Rules for Lifting Operations

7. PROGRAM OF INSPECTION OF HAZARDOUS CONDITIONS

Safety Inspections

- Safety Supervisors shall carry out safety inspections on a daily basis and fill out the weekly inspection report Form 3A. The Senior Safety Officer shall discuss with Safety Supervisors about their submitted Form 3A reports and countersign
- The Senior Safety Officer shall carry out regular safety inspections of the workplace to identify potential hazards and unsafe practices. A safety diary shall be kept to record all relevant matters concerning safety
- A joint site safety inspection shall be carried with the client's representative and subcontractors every Monday afternoon. The observed safety defect shall be recorded in the checklist form of inspection report for rectification
- Mechanic and electricians shall adhere to the checking schedules stipulated in ICIL Plant Maintenance Handbook to check all the machines and electrical equipment on site. The checking results shall be filled out in the standard forms in the handbook for records. Any defects observed should be immediately rectified
- Mechanics shall follow the Color Coding of Lifting Gear set up by the plant department to paint the designated color on all slings, shackles and such like equipment for the specific period, identifying that this gear is in good condition

8. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- The Purchasing and the Head Office are responsible to select and determine appropriate type of PPE to be used. Review of the use of PPE shall be carried out yearly or where regulations and standards are to be amended making such PPE no longer able to fulfill the requirements.
- All the site staff should abide by current legislation or in-house safety rules for the required PPE on constructions sites. They are as follows:
 - Safety Helmet
Under the Construction Sites (Safety) Regulations
 - Eye Protection
Under the Factories and Industrial Undertakings (Protection of Eyes) Regulations

-Hearing Protection

Under the Factories and Industrial Undertaking (Noise at Work) Regulations

-Respiratory Protection

Under the Construction Site (Safety) Regulations

-Fall Arrest Equipment

Under the Construction Site (Safety) Regulations

-Safety Shoes

9. ACCIDENT / INCIDENT INVESTIGATION

- The investigation procedures for an accident on site are as follows:
 - In the event of an accident, the injured person shall immediately report to ICIL site staff and his / her direct employer. ICIL shall also inform the Architect of the case on the same day.
 - The Senior Safety Officer shall carry out an investigation of the accident and prepare a comprehensive investigation report with recommendation to prevent recurrences.
 - The Senior Safety Officer shall take photos from the scene as soon as possible, take statements from witnesses and consult relevant experts if the accident involves any technical issues.
 - The Senior Safety Officer shall prepare an investigation report consisting of a summary, circumstances, conclusion and recommendations. The comprehensive investigation report shall be completed within 7 days and forwarded to the Site Agent for reference and follow-up action.
 - The investigation report shall be distributed to relevant concerned parties.
 - The Site Agent shall set up a strategy on preventing any recurrences according to the recommendations stated in the investigation report.
 - The Senior Safety Officer shall monitor the implementation of the preventive measures and report the status to the Site Agent.
 - A prescribed report Form 2 (according to the requirements of the Employees' Compensation Ordinance) shall be submitted to the Labor Department within 14 days after the accident.
 - In the event that a person sustains a serious injury or becomes a fatality in an accident, the Site Agent shall immediately report the case to the nearest Police Station, the Labor Department, the Architect, the Employer and the Head Office.

10. EMERGENCY PREPAREBESS

10.1 Emergency Team

- An Emergency Team shall be established to deal with contingencies on site, such as fire, topical cyclones, heavy rainstorms and accidents.
- The Emergency Team shall comprise the Site Agent, the Senior Safety Officer, safety supervisors, first-aiders and mechanics.
- The Site Agent shall be in charge of any unplanned emergency on the site. The site office shall be the control center.
- All team members shall receive training, on the use of the fighting equipment and relevant rescue equipment, provided by specialist suppliers.
- An Emergency Telephone List, which includes the contact number of the key staff and relevant Government departments, shall be displayed in conspicuous spaces in the site office and in the security guards booth at the site entrance.

11. EVALUATION, SELECTION AND CONTRAL OF SUBCONTRACTORS

11.1 Evaluation and Selection of Subcontractors

- For those subcontractors having former working records with ICIL, the Project Manager and the Senior Safety Officer shall assess their past records on safety and health performance, as the basic criterion for the award of tenders. The assessments shall be recorded in the “Register of Subcontractors” for the reference of selections.
- For those subcontractors not having working records with ICIL before, the Project Manager shall obtain their information on health and safety performance through questionnaires, and conduct assessments with Senior Safety Officer. The assessments shall be recorded in the “Register of Subcontractors” for the reference of selection.
- The Project Manager will consider the tender cost and working quality of subcontractors to be selected, the past accident statistics, safety budget, safety policy, safety management, key personnel, plant and equipment and method statements shall also be taken into account.

12. SAFETY COMMITTEE

Site Safety Committee

- The Committee carries out regular site inspections to ensure the strict compliance of safe system of works, review of statistical analysis to identify the safety infringement trend, and make recommendations for improvement of site safety to the Site Safety Management Committee. The Site Agent and the Senior Safety Officer shall do the liaison between the Site Safety Committee and the Site Safety Management Committee
- The Site Safety Committee consists of the following members:-
 - ICIL Site Agent (as Chairman of the Committee)
 - The Client's Resident Site Representatives
 - ICIL Senior Safety officer
 - ICIL Mechanic-In-Charge
 - ICIL Site Supervisors
 - Subcontractors' Representatives
 - The Committee shall hold a meeting once a month. The Client's Site Representative shall be notified in advance about the date and agenda of the meetings.