



Procedures for REDA/HKCA Safety Partnering Programme

1 Introduction

This document describes the procedures to be taken by REDA members who wish to join the Hong Kong Safety Partnering Programme. In these procedures, the following terms have the meanings as described:

- Accident - An accident that happens on the site and results in the injured person being absent from work for four days or more.
- Administrator - The administrator appointed by REDA/HKCA to operate the programme, collect accident statistic information, arrange periodic inspections, and to carry out other duties as instructed by REDA/HKCA.
- Contractor - The main contractor who is responsible for the site that has been registered with the programme.
- Dangerous Occurrences - Dangerous occurrences as described in the Factories and Industrial Undertakings Regulations.
- Incident - An incident that happens on the site and results in no personal injury but has called for the assistance of Governmental emergency services.
- Inspection - The periodic inspection (usually done once every 6 months) to a site as arranged by the Administrator.
- Auditor - The auditor appointed by the administrator to conduct an inspection of the site and the contractor.
- Member - The REDA Member who joins the programme.
- Monthly report - The monthly report to be submitted by the contractor to the administrator in the prescribed format.
- Programme - The Safety Partnering Programme between REDA and HKCA .
- Score - The score allocated to the site by the independent Auditor.
- Site - The construction site that a member registers with the programme.



2 Registration

- 2.1 Any member who wishes to register its sites with the programme should complete the Registration Form (SPP-01) and submit it to HKCA with the required joining fee.
- 2.2 Depending on the remaining construction period of the site at time of registration, the member must indicate the period of registration according to the following schedule and enclose the appropriate fee:

| Remaining construction period | Registration period | Joining fee |
|-------------------------------|---------------------|-------------|
| Less than 6 months | 6 months | \$5,000 |
| 6 months - 12 months | 12 months | \$10,000 |
| 12 months - 18 months | 18 months | \$15,000 |
| 18 months - 24 months | 24 months | \$20,000 |
| Over 24 months | 24 months renewable | \$20,000 |

- 2.3 Sites with construction periods over 24 months are required to join an initial registration period of 24 months. At the end of the 24 months, the registration will be renewed according to the remaining period for construction in the similar manner.

3 Periodic Inspection

- 3.1 Sites which join the programme are subjected to periodic inspection by an independent auditor appointed by the administrator.
- 3.2 The administrator will ensure that the independent auditor does not have any conflict of interest with the member or the contractor or its subcontractor of the site.
- 3.3 Inspections will normally be carried out once every 6 months during the registration period with the first inspection conducted 3 months after registration. The date of the final inspection will be arranged to avoid concurring with the completion of the site. For sites with construction period of less than 6 months, the inspection will be conducted about midway within the construction period. The contractor will be informed the exact date of inspection and the name of the Auditor the day before through fax or telephone of inspection.
- 3.4 The fee for each inspection will be \$5,500. The total inspection fee for the registration period will be paid together with the joining fee upon



registration:

| Registration period | No. of inspections | Total fee for inspection within registration period |
|---------------------|--------------------|---|
| 6 months | 1 | \$5,500 |
| 12 months | 2 | \$11,000 |
| 18 months | 3 | \$16,500 |
| 24 months | 4 | \$22,000 |
| 24 months renewable | 4 | \$22,000 |

- 3.5 The member should instruct the contractor to cooperate with the independent auditor and to provide the necessary facilities for conducting the inspection to evaluate the safety performance of the contractor.
- 3.6 The independent auditor will use a checklist for conducting the inspection. A score will be given for the site performance after each inspection.

4 Accident / Incident reporting

- 4.1 The contractor of the site will complete a monthly report using (SPP-02) to report any accident or incidents in the month.
- 4.2 The monthly report SPP-02 should be submitted to the administrator before the 5th of the following month together with copies of the Form 2 and incident report, if any.
- 4.3 Late reports will lead to incomplete statistics to be produced by the administrator. The administrator will inform the member of repeated late reports by the Contractor.
- 4.4 If the contractor receives late notification of accidents, a fresh report for that month with the updated information need to be submitted as soon as possible.

5 Reports by the Administrator

- 5.1 The administrator is responsible to produce the following periodic reports for REDA/HKCA:
- 5.1.1 Monthly accident/incident data and trend
- 5.1.2 Quarterly report to include
- Analysis of accident information



- Number of inspections conducted
- Score awarded and distribution
- Correlation between score and reported accident/incident
- Summary and analytical report

5.1.3 Annual report to include annual information same as the quarterly report.

6 Prescribed forms

SPP-01 Registration Form

SPP-02 Monthly report of accident