

前線人員 安全表現紀錄計劃 FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME

Quick Guide



INTRODUCTION



To further enhance the safety performance and awareness of Frontline Personnel in the construction industry, the Construction Industry Council (CIC) has established the "Frontline Personnel Safety Performance Recording Scheme" (Scheme). The Scheme introduces a standardised system to record the safety performance of Frontline Personnel. By encouraging Frontline Personnel to actively participate in safety training, it aims to cultivate safe construction habits, to establish and promote safety culture at construction sites.

SCHEME PARTICIPANTS



Construction Industry Council

Project-In-Charge

Senior management personnel of projects, such as project managers or senior executives

Rating Staff

Registered Safety Officers and / or Safety Supervisors

Frontline Personnel

Frontline Supervisors

Frontline Workers

PARTICIPANTS' ROLES & RESPONSIBILITIES



Construction Industry Council



- Develop the Scheme after consulting opinions from the industry, provide a unified recording platform for the Scheme, establish safety performance recording processes, safety performance items, and define the roles and responsibilities of different stakeholders within the Scheme
- Create accounts for participating projects
- Organise Safety Performance Improvement Courses
- Update relevant safety performance records on the platform after Frontline Personnel completed the Safety Performance Improvement Courses
- Establish a Safety Performance Appeal Panel and assist in handling safety performance appeal cases
- Revoke accounts on the platform if necessary

Project-In-Charge



- Held by senior management personnel of construction projects, such as project managers, site agents, or senior executives
- Submit applications to the CIC for projects to participate in the Scheme
- Download the project QR code from the platform for site workers to scan and register
- Create accounts for Rating Staff and Frontline Supervisors
- Vetting the safety performance records of Frontline Personnel
- Review the safety performance records of Frontline Personnel and their Safety Performance Improvement Course enrolment status

Rating Staff



- Held by Safety Supervisors and / or Registered Safety Officers under Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations
- If less than 20 employees are employed under the project, the Project-In-Charge can directly appoint suitable management personnel as the Rating Staff
- Record the safety performance of Frontline Personnel (including both merit and demerit records) based on safety performance items listed on the platform
- Verify the identities of relevant Frontline Supervisors and Frontline Workers, and submit the related records with relevant information on the platform for vetting

Frontline Personnel

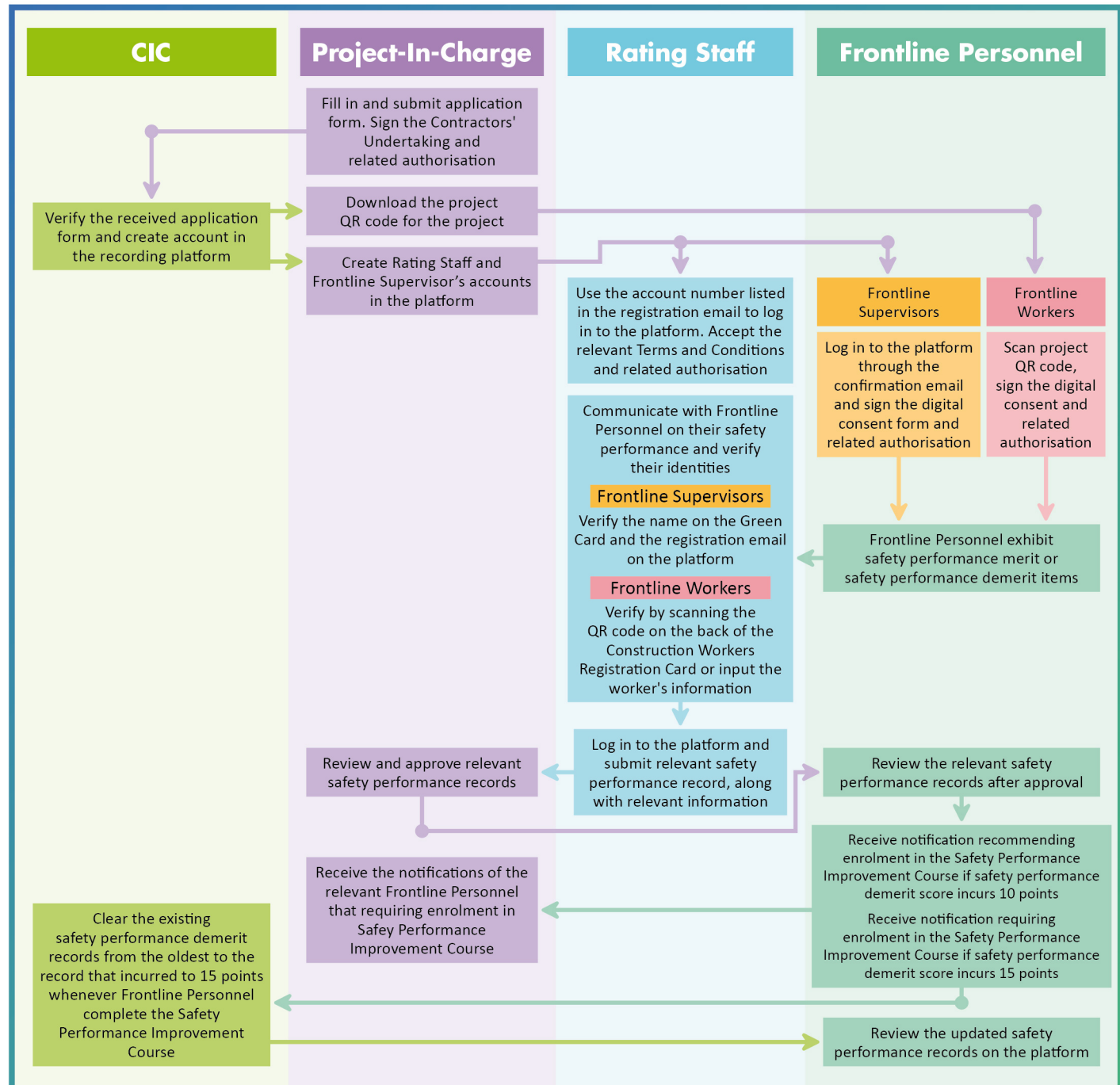


- Frontline Personnel refers to personnel working at construction site, including **Frontline Supervisors** and **Frontline Workers**
- Frontline Supervisors refer to the direct supervisors of Frontline Workers, (e.g. Foreman)
- Register through Scheme's website
- Access safety performance records via the platform
- Enrol and complete the Safety Performance Improvement Courses through the platform when safety performance records have accumulated to specified points



“FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME” FLOW CHART

前線人員安全表現紀錄計劃 FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME



For details, please refer to the "Frontline Personnel Safety Performance Recording Scheme" Scheme Guidebook or visit the Scheme website <https://safetyrecording.cic.hk/en>