

前線人員安全表現紀錄計劃

FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME



Operation Manual

Frontline Supervisors



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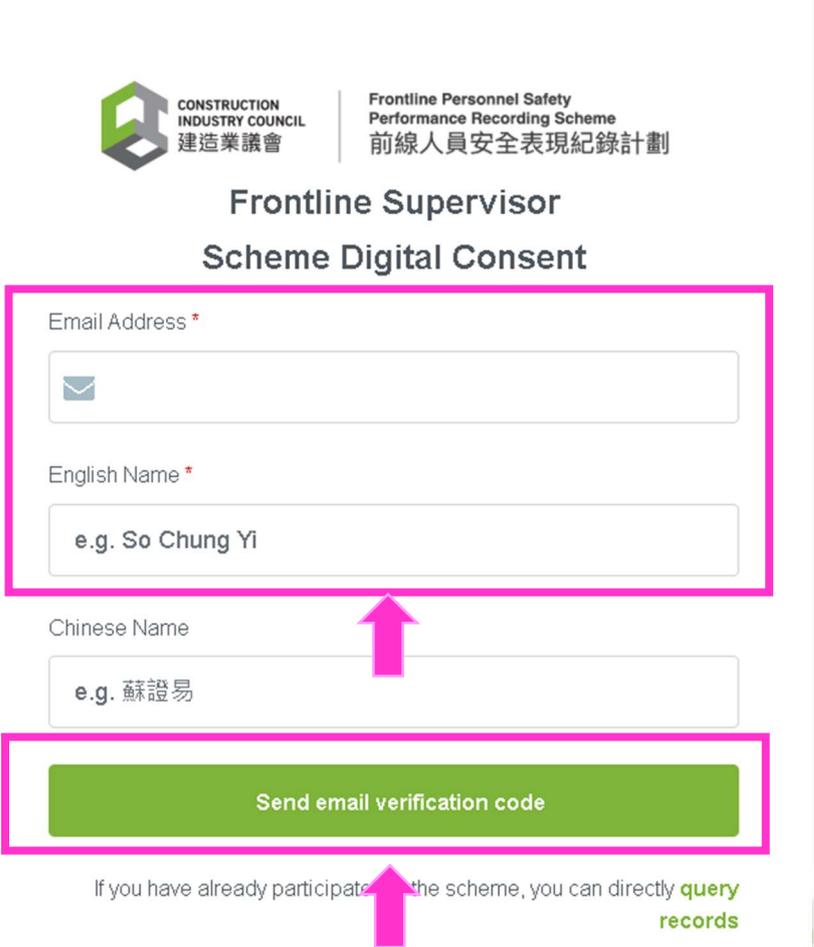
Enquiries on this publication may be made to the CIC Secretariat:

Address: CIC Headquarters, 38/F, COS Centre,
56 Tsun Yip Street, Kwun Tong, Kowloon
Tel: (852) 2100 9000 Fax: (852) 2100 9090
Email: enquiry@cic.hk Website: www.cic.hk

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” (the “Scheme”). The Scheme introduces a standardised system to record the safety performance of Frontline Personnel. Project-In-Charge, Rating Staff, Frontline Supervisor and Frontline Worker can access to the platform through CIC Frontline Personnel Safety Performance Recording Scheme website (<https://safetyrecording.cic.hk/en>).

Frontline Supervisor Operation Interface Demonstration

1. First Application

<p>1. Click “Link To Detail” to enter platform when receiving the “Frontline Personnel Safety Performance Recording Scheme - Account Registration”</p>	 <p>CONSTRUCTION INDUSTRY COUNCIL 建造業議會</p> <p>Frontline Personnel Safety Performance Recording Scheme 前線人員安全表現紀錄計劃</p> <p>Hi Frontline Supervisor,</p> <p>You are invited to join the “Frontline Personnel Safety Performance Recording Scheme” as the Frontline Supervisor in the</p> <p>Please click on the following link to join.</p> <p>Link To Detail</p> <p>If you are confident that you should not have received this email, please ignore it.</p> <p>Best Regards, Construction Industry Council</p>
<p>2. Enter “Email Address” and “English Name” for registration, then click “Send email verification code”</p>	 <p>CONSTRUCTION INDUSTRY COUNCIL 建造業議會</p> <p>Frontline Personnel Safety Performance Recording Scheme 前線人員安全表現紀錄計劃</p> <h3 style="text-align: center;">Frontline Supervisor Scheme Digital Consent</h3> <p>Email Address *</p> <p>English Name *</p> <p>e.g. So Chung Yi</p> <p>Chinese Name</p> <p>e.g. 蘇證易</p> <p style="text-align: center;">Send email verification code</p> <p>If you have already participated in the scheme, you can directly query records</p>

<p>3. System will send the verification code to the registered email</p>	<div style="text-align: right;">  <p>CONSTRUCTION INDUSTRY COUNCIL 建造業議會</p> </div> <div style="text-align: right;"> <p>Frontline Personnel Safety Performance Recording Scheme 前線人員安全表現紀錄計劃</p> </div> <p>Hi Frontline Supervisor:</p> <p>You are receiving this email because a request was made for a one-time code that can be used for authentication.</p> <div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Please enter the following code for verification:</p> </div> <p>If you did not perform this request, please ignore this email.</p> <p>Best Regards, Construction Industry Council</p>
<p>4. Enter the verification code then click "Submit" to complete the log in process</p>	<div style="text-align: right;">  <p>CONSTRUCTION INDUSTRY COUNCIL 建造業議會</p> </div> <div style="text-align: right;"> <p>Frontline Personnel Safety Performance Recording Scheme 前線人員安全表現紀錄計劃</p> </div> <h3 style="text-align: center;">Frontline Supervisor Scheme Digital Consent</h3> <p>Email Verification Code *</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input type="text" value=""/> ← Resend (50) </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px; background-color: #4CAF50; color: white; text-align: center;"> Submit ← </div> <div style="border: 1px solid gray; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;"> Back </div>
<p>5. Click "Agree & Continue" after reading the Terms & Conditions</p>	<div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center; font-weight: bold;">Scheme Digital Consent</div> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>6. Language and Governing Law</p> <p>6.1. This PICS is prepared in English and Chinese versions. In case of any discrepancies, the English version of this PICS shall prevail.</p> <p>6.2. This PICS shall be governed by, and construed in accordance with, the laws of Hong Kong.</p> <p>7. Amendments to PICS</p> <p>7.1. We reserve the right to update or modify this PICS at any time to reflect changes to our policy with respect to personal data protection and/or changes to personal data / data privacy laws and regulations. Where there are significant changes, we may notify you of such amendments in any manner we consider fit.</p> <p>7.2. Your continued consent to registration in the Scheme and use of the Online Platform after any changes to the PICS constitute your acceptance of such change. If you do not wish to accept the revised PICS, you should not continue to consent to register in the Scheme, or access and/or use the Online Platform. You are advised to keep regularly informed of the applicable Terms and Conditions.</p> <p style="font-size: 0.8em; margin-top: 10px;">Last Updated: 26 February 2025</p> </div> <div style="margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-right: 10px;"> <input type="checkbox"/> </div> <p style="font-size: 0.8em; margin: 0;">I confirm that I have carefully read and understood this PICS and the scope of consent given therein, as well as the applicable Terms and Conditions, in connection with the Scheme and/or Online Platform. I agree and consent to the scope of the collection, holding, processing and use of my personal data as specified in this PICS, as well as to the applicable Terms and Conditions.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-right: 10px;"> <input type="checkbox"/> </div> <p style="font-size: 0.8em; margin: 0;">I consent to allowing my prospective employing Contractor [] to access my accumulated past safety performance information in the form of colour light reflection indicators, brief description(s) of the nature of my demerit record(s), and/or descriptions of my merit records on the Online Platform.</p> <div style="text-align: right; margin-top: 10px;"> Cancel Agree & Continue ← </div> <p style="font-size: 0.7em; margin-top: 5px; text-align: center;">(Please read the scheme digital consent to proceed to the next step.)</p> </div>

- The system will show the “Scheme Digital Consent”, Frontline Supervisor can click “Inquiry” to enter the platform

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Frontline Personnel Safety Performance Recording Scheme
前線人員安全表現紀錄計劃

Scheme Digital Consent

You have signed the scheme digital consent, successfully participated in the program, and authorized the Project in Charge of 'Mingchi' project under organisation 'The Chinese University of Hong Kong' to access your Safety Performance Records of others project(s). We will send you confirmation of participation in the program via email to your inbox.

Email	mingchi@hk.cuhk.edu.hk
Date	30/03/2025 22:47:19
English Name	
Chinese Name	

Inquiry

2. Inquire about Safety Performance Record

- Open browser and enter the website below:
<https://safetyrecording.cic.hk/en/>

CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Frontline Personnel Safety Performance Recording Scheme
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Contact Us **Log In**

About Participants and Roles and Responsibilities How it Works How to Join List of Participating Projects Resources FAQ

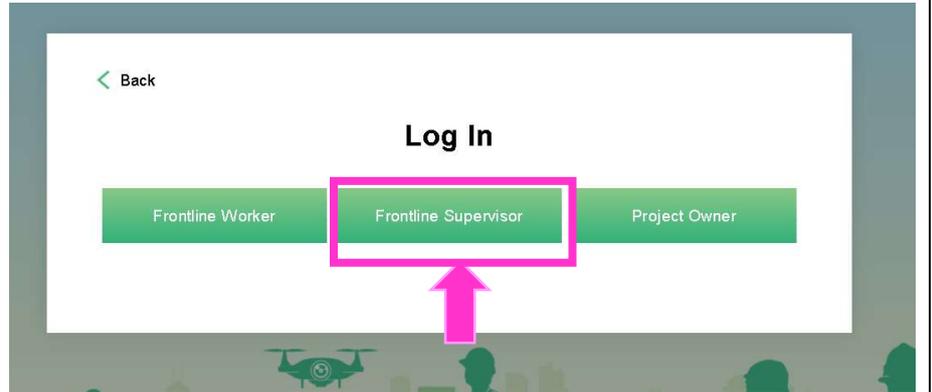
前線人員安全表現紀錄計劃 FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME

JOIN NOW

2. Click "Log In"



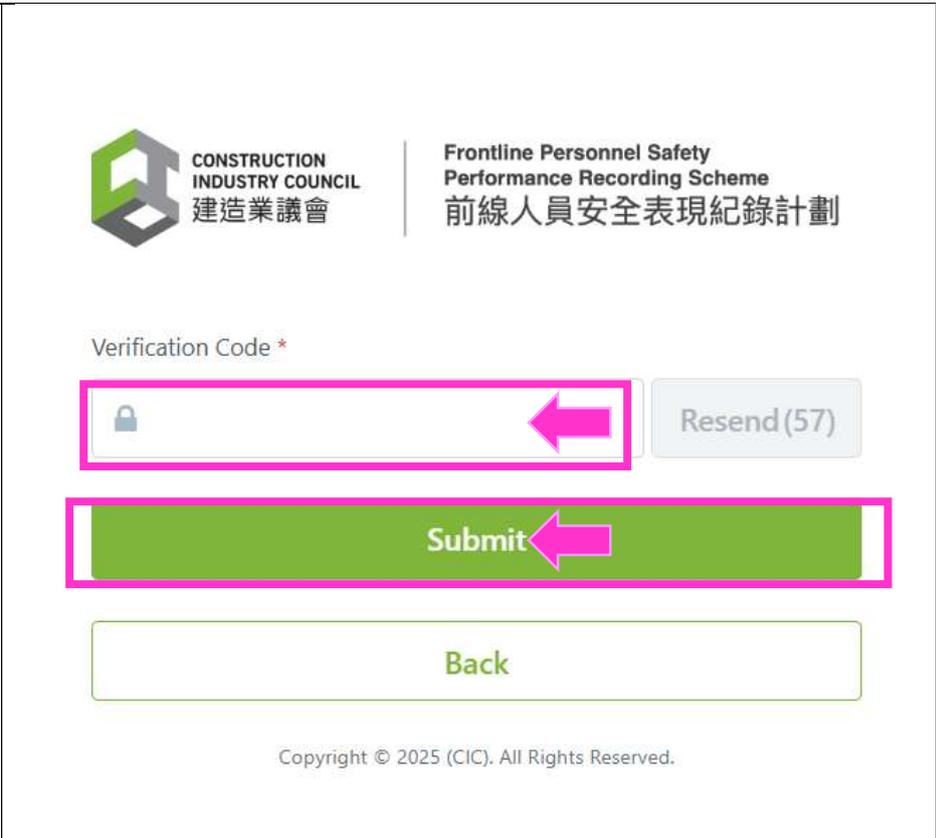
3. Click "Frontline Supervisor"



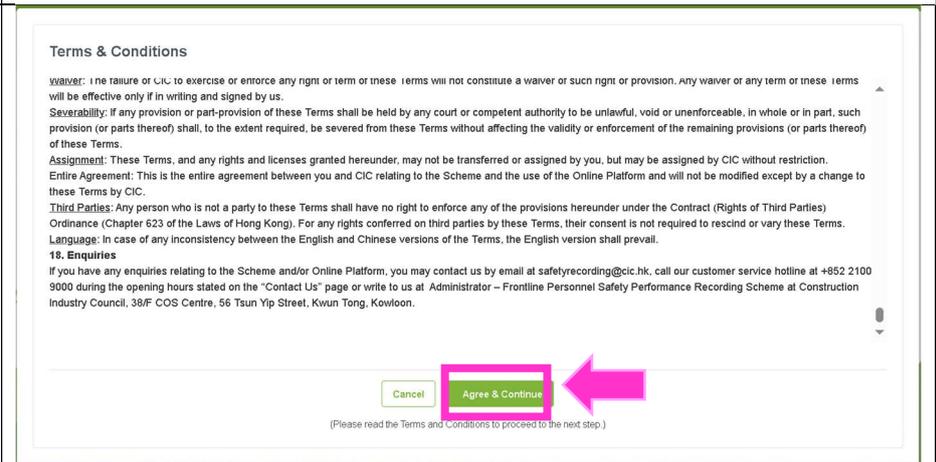
4. Enter "Email Address", then click "Send email verification code"



5. System will send the verification code to the registered email, enter the verification code then click "Submit" to complete the log in process



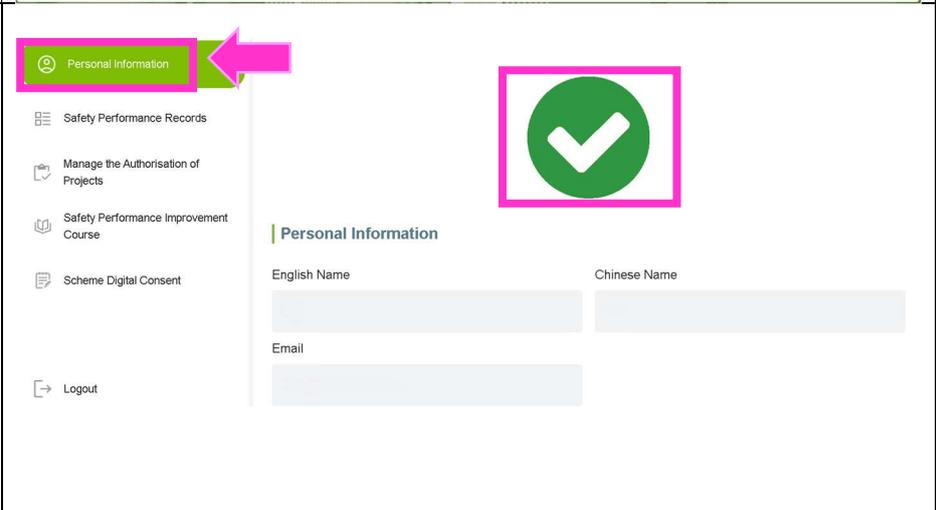
6. Click "Agree & Continue" after reading the Terms & Conditions



Safety Performance

7. Click "Personal Information"

The circular indicator represents the current personal safety performance



Safety Performance Record

8. Click "Safety Performance Record"

The system will display all the existing Safety Performance Record

Record Number	Organisation	Project	Safety Performance Category	Safety Performance Item	Score/Item	Merit or Demerit	Status	Status (Appeal)	Event Date	Created On
CNS202503000006			Safety Merit Item		1	Merit	Approved		29/03/2025 23:18:16	30/03/2025 23:18:16
CNS202503000007			(1) Use of Personal Protective Equipment	1.1 Failure to wear safety helmet or chin strap in construction site.	3	Demerit	Approved		27/03/2025 23:21:23	30/03/2025 23:21:23

3. Enrol Safety Performance Improvement Course

1. Login to the platform, click "Safety Performance Improvement Course" under the circular indicator

*If "Safety Performance Improvement Course" do not appear under the circular indicator, you may click "Safety Performance Improvement Course" in the content to continue with step 2.

! Your safety demerit score has reached 10 points. Click the button below to enrol in the safety performance improvement course, as recommended.

Safety Performance Improvement Course

- Personal Information
- Safety Performance Records
- Manage the Authorisation of Projects
- Safety Performance Improvement Course**
- Scheme Digital Consent

2. Click "Enrol Safety Performance Improvement Course"

Hi, XX, you can to register for frontline personnel safety performance improvement course

1. Reasons for participating in training

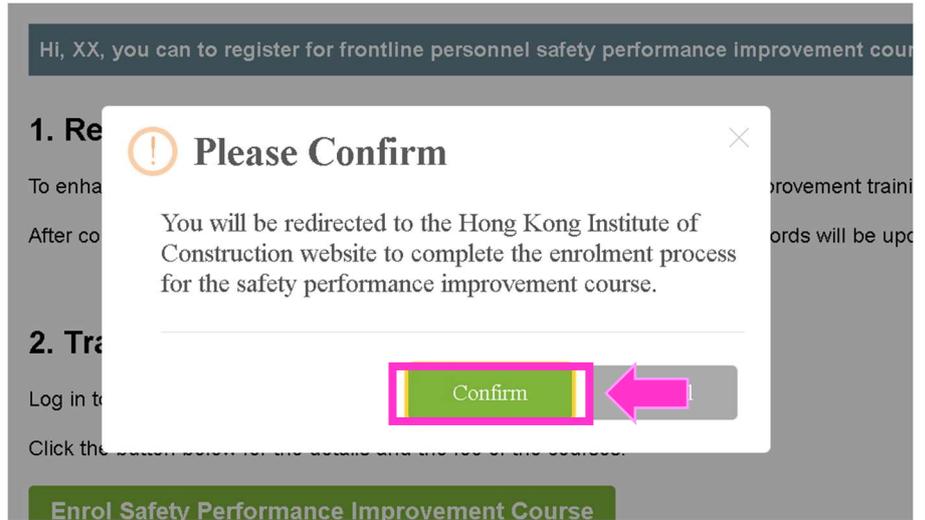
To enhance your safety performance, you may enrol the safety performance improvement training organised by the Council. After completing the training and being verified by the Council, your demerit records will be updated.

2. Training course guidance

Log in to the OPAS system to register for the training course.
Click the button below for the details and the fee of the courses.

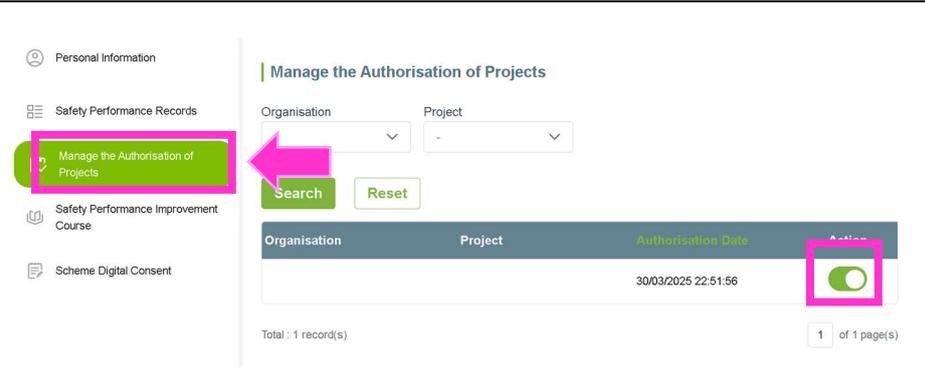
Enrol Safety Performance Improvement Course

- Click “Confirm” to redirect to the Hong Kong Institute of Construction website to complete the enrolment process for the Safety Performance Improvement Course

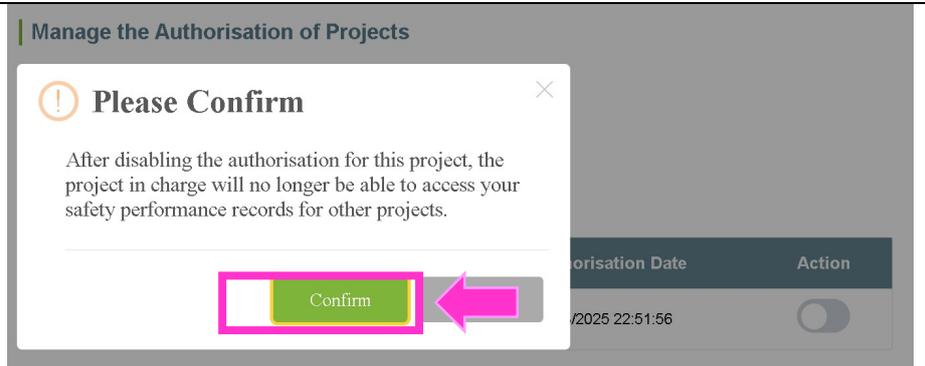


4. Manage the Authorisation of Project

- Log in to the platform, click “Manage the Authorisation of Projects”, then click the “authorization” switch of relevant project to change the authorization setting



- Click “Confirm” to disable the authorization of the project



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Email: enquiry@cic.hk Website: www.cic.hk

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