

# 前線人員安全表現紀錄計劃

## FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME



**Operation Manual**

**Frontline Workers**



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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 Recording platform through CIC Frontline Personnel Safety Performance Recording Scheme website (<https://safetyrecording.cic.hk/en>).

## Frontline Worker Operation Interface Demonstration

### 1. First Application

1. Scan the “Project QR code” to enter the platform

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**生命第一**  
LIFE FIRST

**WALK THE TALK**  
行出安全

### 前線人員安全表現紀錄計劃

### FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME

#### 簡介 INTRODUCTION

為進一步提升建造業前線人員的安全表現及安全意識，建造業議會設立「前線人員安全表現紀錄計劃」，旨在記錄建造工地前線人員的安全表現。

To further enhance the safety performance and awareness of Frontline Personnel in the construction industry, The Construction Industry Council establishes "Frontline Personnel Safety Performance Recording Scheme", aiming to record the safety performance of Frontline Personnel on the construction sites.

#### 目標 OBJECTIVES

- 統一標準制度記錄建造業前線人員的安全表現。  
Standardise the safety performance items for the Frontline Personnel.
- 促進工地安全文化及培養安全施工習慣。  
Promote safety cultures on construction sites and cultivate a safe working behaviour.
- 鼓勵前線人員積極參與安全培訓，建立溝通渠道，加強各持份者的合作，提升建造業安全表現。  
Encourage Frontline Personnel to actively participate in safety training, establish communication channels, strengthen cooperation among stakeholders, and improve the safety performance of the construction industry.

掃描進入紀錄平台  
SCAN TO ENTER THE RECORDING PLATFORM

Project QR Code

2. Click "Scheme Digital Consent" to go to Scheme Digital Consent page

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Performance Recording Scheme  
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# Welcome!

Frontline personnel, please select the page you want.

## Inquiry

Go to inquiry safety records page

[Inquiry Safety Records >](#)

## Scheme Digital Consent

Go to scheme digital consent page

[Scheme Digital Consent >](#)

3. Enter "Construction Workers Registration Number" and "Mobile Number", then click "Send Mobile Verification Code"



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

## Frontline Worker Scheme Digital Consent

Construction Workers Registration Number \*

(E.g.: CWR17999999) ?

English Name \*



Birthday \*

dd

mm

yyyy

Mobile Number \*



Send Mobile Verification Code

4. System will send the verification code to the registered Mobile Number

[前線人員安全表現紀錄計劃] 帳戶驗證碼   
[FPSPRS] Verification Code



文字訊息 · SMS



5. Enter the verification code then click "Submit" to complete the log in process

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Performance Recording Scheme  
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## Frontline Worker Scheme Digital Consent

Mobile Verification Code \*

Resend (58)

Submit

Back

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

Scheme Digital Consent

6. Language and Governing Law

6.1. This PICS is prepared in English and Chinese versions. In case of any discrepancies, the English version of this PICS shall prevail.

6.2. This PICS shall be governed by, and construed in accordance with, the laws of Hong Kong.

7. Amendments to PICS

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.

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.

Last Updated: 26 February 2025

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.

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.

Cancel Agree & Continue

(Please read the scheme digital consent to proceed to the next step.)

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

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## Scheme Digital Consent

You have signed the scheme digital consent, successfully participated in the program, and authorized the Project in Charge of ' [redacted] ' project under organisation ' [redacted] ' 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	mingchisun@hk.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/>

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

Log In

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

JOIN NOW

- Click “Log In”

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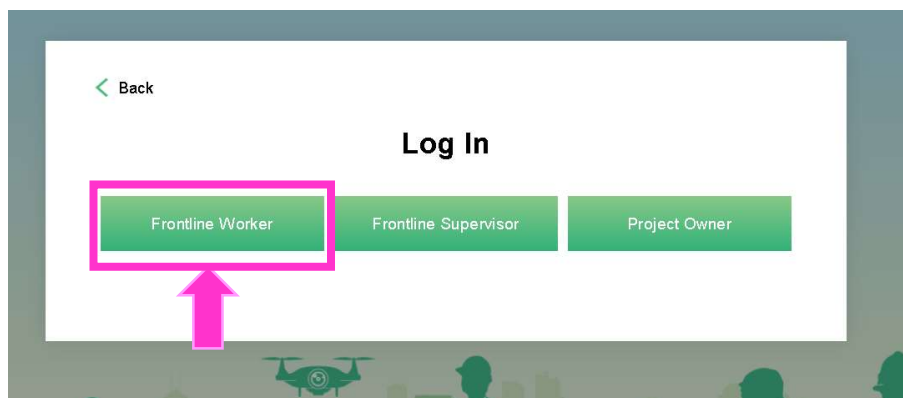
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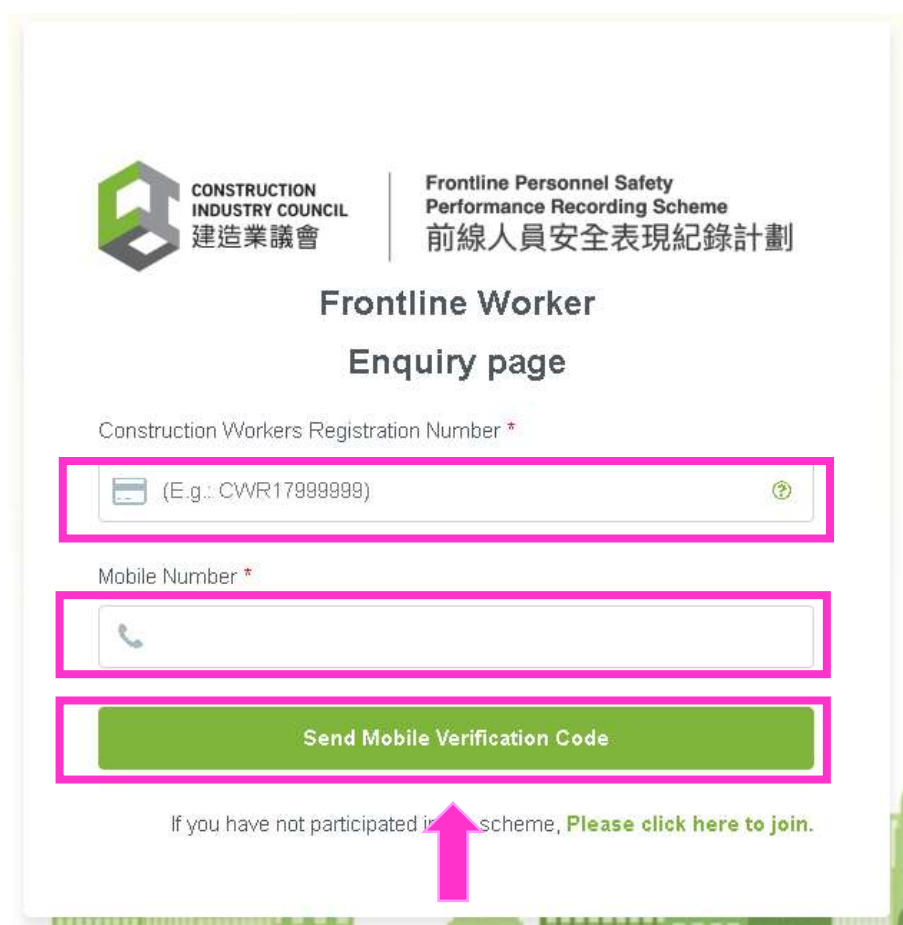
Log In

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

3. Click "Frontline Worker"



4. Enter "Construction Workers Registration Number" and "Mobile Number", then click "Send Mobile Verification Code"



5. System will send the verification code to the registered Mobile Number





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

Terms & Conditions

Waiver: The failure of CIC to exercise or enforce any right or term of these Terms will not constitute a waiver or such right or provision. Any waiver or any term of these Terms will be effective only if in writing and signed by us.

Severability: If any provision or part-provision of these Terms shall be held by any court or competent authority to be unlawful, void or unenforceable, in whole or in part, such provision (or parts thereof) shall, to the extent required, be severed from these Terms without affecting the validity or enforcement of the remaining provisions (or parts thereof) of these Terms.

Assignment: These Terms, and any rights and licenses granted hereunder, may not be transferred or assigned by you, but may be assigned by CIC without restriction.

Entire Agreement: This is the entire agreement between you and CIC relating to the Scheme and the use of the Online Platform and will not be modified except by a change to these Terms by CIC.

Third Parties: Any person who is not a party to these Terms shall have no right to enforce any of the provisions hereunder under the Contract (Rights of Third Parties) Ordinance (Chapter 623 of the Laws of Hong Kong). For any rights conferred on third parties by these Terms, their consent is not required to rescind or vary these Terms.

Language: In case of any inconsistency between the English and Chinese versions of the Terms, the English version shall prevail.


**18. Enquiries**

If you have any enquiries relating to the Scheme and/or Online Platform, you may contact us by email at [safetyrecording@cic.hk](mailto:safetyrecording@cic.hk), call our customer service hotline at +852 2100 9000 during the opening hours stated on the "Contact Us" page or write to us at Administrator – Frontline Personnel Safety Performance Recording Scheme at Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Cancel Agree & Continue

(Please read the Terms and Conditions to proceed to the next step.)

7. Enter the Mobile Verification Code, then click "Submit"

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## Frontline Worker Enquiry page

Mobile Verification Code \*

Resend (60)

Submit

Back


### Safety Performance

8. Click "Personal Information"

The circular indicator will reflect your safety performance

Personal Information

- Safety Performance Records
- Manage the Authorisation of Projects
- Safety Performance Improvement Course
- Scheme Digital Consent
- Logout



**Personal Information**

English Name

Chinese Name

Email

## Safety Performance Record

9. 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 23:21:28	30/03/2025 23:21:28

## 3. Enrol Safety Performance Improvement Course

1. Log in 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

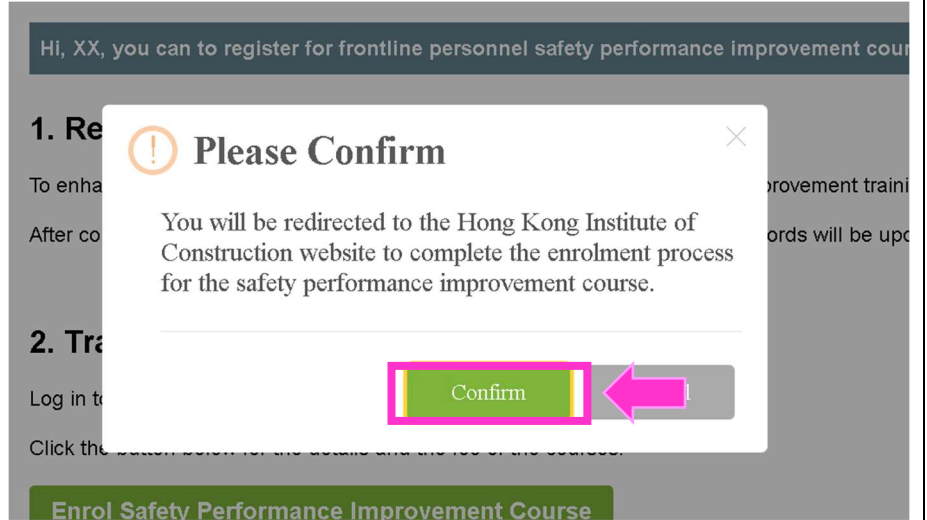
To enhance your safety performance, you may enrol the safety performance improvement training organised by the Council. After completing the training and being verified by the Council, your demerit records will be updated.

### 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.

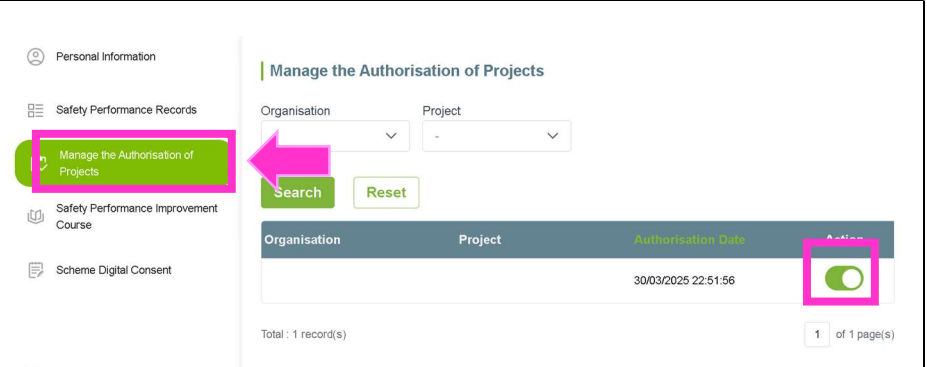
Enrol Safety Performance Improvement Course

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

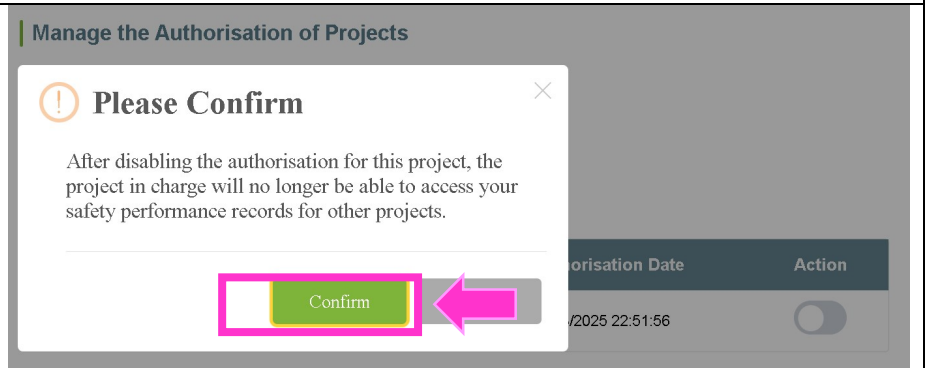


#### 4. Manage the Authorisation of Project

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



2. Click “Confirm” to disable the authorization of the project



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