

# 前線人員安全表現紀錄計劃

## FRONTLINE PERSONNEL SAFETY PERFORMANCE RECORDING SCHEME

### Scheme Guidebook



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## Enquiries

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](mailto:enquiry@cic.hk)      Website: [www.cic.hk](http://www.cic.hk)

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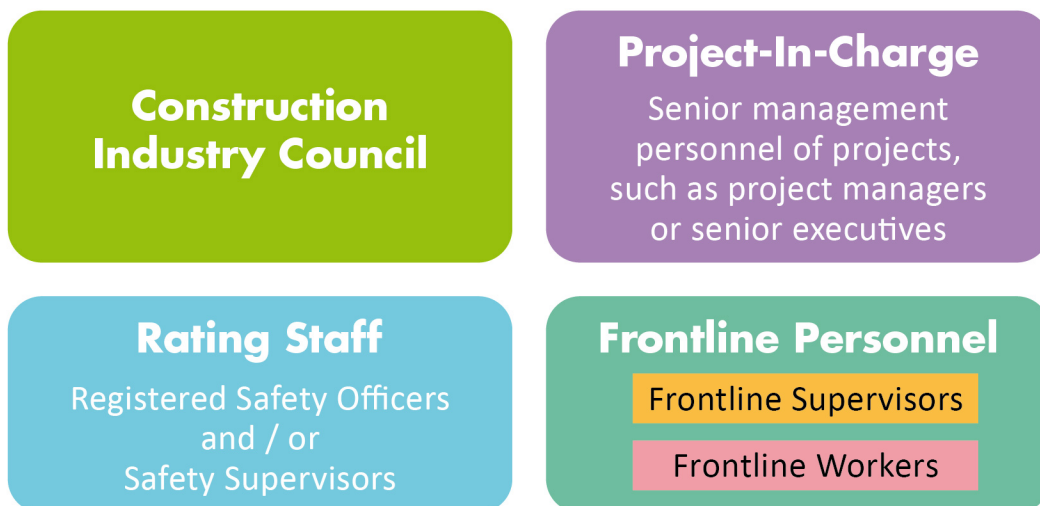
# 1 | Introduction

**1.1** 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.

**1.2** The main objectives of the Scheme include:



## 2 | Scheme Participants and their Roles & Responsibilities



### 2.1 Responsibilities of the CIC

- 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
- Define 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

### 2.2 Responsibilities of Project-In-Charge

- Held by senior management 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

## 2.3 Responsibilities of Rating Staff

- Held by Safety Supervisors and/or Registered Safety Officers under the 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 the 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

## 2.4 Responsibilities of Frontline Personnel

- Frontline Personnel refers to personnel working at construction sites, 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
- Decide whether to share or stop sharing their safety performance records with various projects
- Enrol and complete the Safety Performance Improvement Courses through the platform when safety performance records have accumulated to specified points

# 3 | Scope of the Scheme

## 3.1 Eligibility of the Participating Organisation:

- Must be individual projects located in HKSAR
- Must be the main contractors for construction projects, including but not limited to foundation, building, or civil engineering works
- Must have completed business registration and hold a valid Business Registration Certificate in accordance with the Business Registration Ordinance

**3.2** Frontline Supervisors participating in the Scheme must hold valid Green Card and email

**3.3** Frontline Workers participating in the Scheme must hold a valid Construction Workers Registration Card

# 4 | Application Procedures for the Scheme

## 4.1 Project

### Project-In-Charge

- Submit online application form on the Scheme's website
- Print, sign, and affix the company stamp on the form upon receiving the confirmation email
- Submit the completed, signed and sealed original application form to the CIC to create an account

### CIC

- Verify the received application form
- Create relevant account on the platform

### Project-In-Charge

- After account is created, add accounts for Rating Staff and Frontline Supervisors on the platform
- Download the project QR code and post it at site for Frontline Workers to scan and register

## 4.2 Rating Staff

### Project-In-Charge

- Create Rating Staff account on the platform

### Rating Staff

- Upon receiving the confirmation email, log in to the platform via the provided link
- Accept the relevant Terms and Conditions
- Change the log in password to complete the account creation

## 4.3 Frontline Supervisors

### Project-In-Charge

- Create Frontline Supervisor account on the platform

### Frontline Supervisors

- Upon receiving the confirmation email, log in to the platform via the provided link
- Sign the electronic consent form for the Scheme and accept the relevant Terms and Conditions
- Able to authorise Project-In-Charge to access your safety performance records from other projects during application

## 4.4 Frontline Workers

### Project-In-Charge

- Download the project QR code from the platform and post it at the construction site

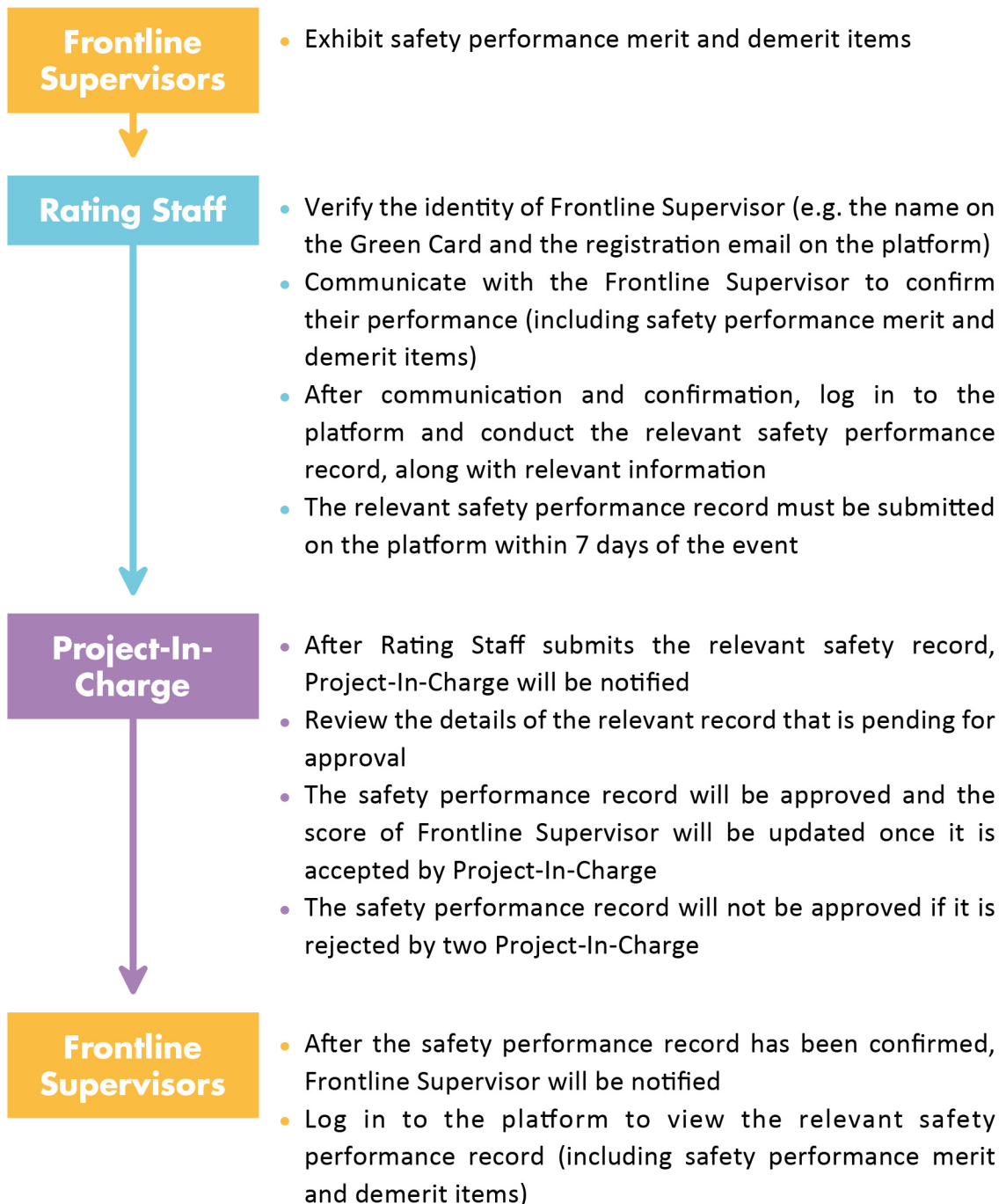
### Frontline Workers

- Participate in the Scheme via the Scheme's website or by scanning the project's QR code at the construction site
- Sign the electronic consent form for the Scheme and accept the relevant Terms and Conditions
- Able to authorise Project-In-Charge to access your safety performance records from other projects during application

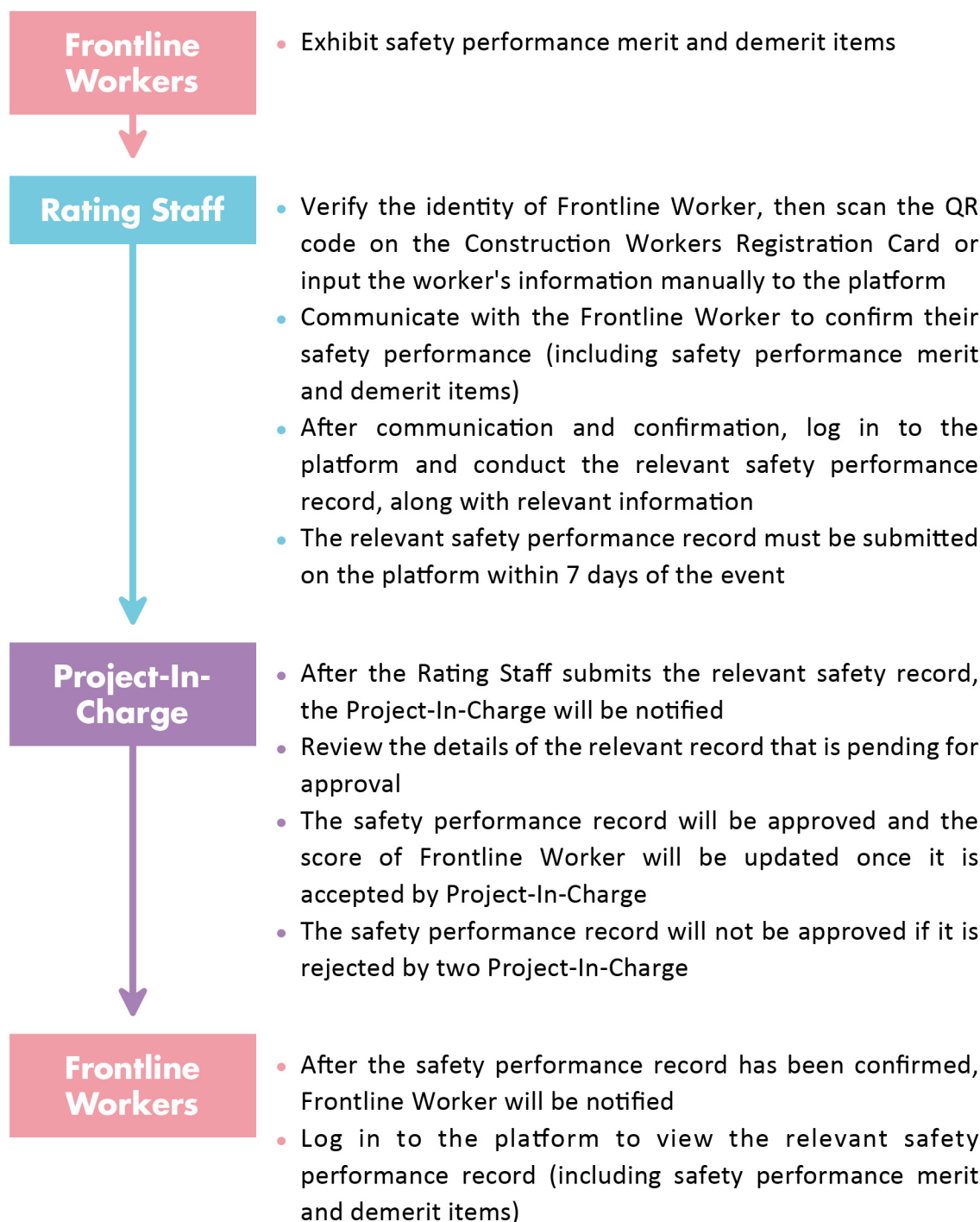


# 5 | Safety Performance Recording Procedures

**5.1** If Frontline Supervisors exhibit safety performance merit or demerit items at the construction site, Rating Staff should record the safety performance merit or demerit items on the platform. The relevant processes are as follows:



**5.2** If Frontline Workers exhibit safety performance merit or demerit items at the construction site, the Rating Staff should record the safety performance merit or demerit items on the platform. The relevant processes are as follows:



# 6 | Safety Performance Items

## 6.1 Safety Performance Merit Items

The Scheme encourages organisations to reward Frontline Personnel with outstanding safety performance in accordance with their internal safety reward system and upload relevant records to the platform. Safety performance merit record will be displayed as an individual record and do not carry any score to offset safety performance demerit score.

## 6.2 Safety Performance Demerit Items

The following safety performance demerit items have been established on the platform based on relevant safety laws, guidelines, and consultation with construction industry.

Safety Performance Demerit Items (Frontline Supervisors)			
Items	Demerit Items		Points
<b>1</b> <b>Use of Personal Protective Equipment</b>	1.1	Failure to wear safety helmet or chin strap in construction site	3
	1.2	Failure to wear approved ear protector while conducting noisy occupations	
	1.3	Failure to use suitable eye protector when performing processes that are likely to damage the eyes (e.g. conducting concrete breaking, polishing, or welding operation)	
	1.4a	Failure to use suitable respiratory protective equipment when performing processes involving the generation of dust, fibre, harmful gases or fumes	
	1.4b	Failure to use approved breathing apparatus when entering a confined space for underground pipework or risk assessment report recommended the use of approved breathing apparatus	5
	1.5	Failure to use full body safety harness with an independent anchorage or fall arresting system for working-at-height when it is impracticable to provide a suitable working platform and access and egress and safe place of work.	

## Safety Performance Demerit Items (Frontline Supervisors)

Items	Demerit Items		Points
<b>2</b> <b>Safe Working Procedures</b>	2.1	Remove or modify coverings or enclosures for openings, guard-rails or toe-boards on proper working platforms without authority or permission	5
	2.2a	Enter an enclosed or designated fatal zone for mobile plant or lifting operation without authority or permission	
	2.2b	Enter an enclosed or designated confined space without authority or permission	10
	2.3	Alter the scaffolding structure (e.g. alteration or demolition of putlogs, removal of bamboo members) without authority or permission	
	2.4	Operate loadshifting machines or lifting appliances without valid certificate as required by the “Factories and Industrial Undertakings Ordinance”	
	2.5	Conduct electrical works without a certificate of registration of the appropriate grade required under “Electricity Ordinance” or not under the supervision and instruction of a registered electrical worker of the appropriate grade	
	2.6	Failure to take action to enclose and designate the fatal zone (e.g. the works area with the risk of falling objects, operation area of mobile plants, lifting zone and confined spaces) to prevent unauthorised entry	5
	2.7	Instruct Frontline Personnel to conduct working-at-height without providing suitable working platform or personal protective equipment with anchorage system	10
2.8	Instruct Frontline Personnel to work in unsafe conditions of items (Item 2.1 to 2.5) above		

## Safety Performance Demerit Items (Frontline Workers)

Items	Demerit Items		Points
<b>1</b> Use of Personal Protective Equipment	1.1	Failure to wear safety helmet or chin strap in construction site	3
	1.2	Failure to wear approved ear protector while conducting noisy occupations	
	1.3	Failure to use suitable eye protector when performing processes that are likely to damage the eyes (e.g. conducting concrete breaking, polishing, or welding operation)	
	1.4a	Failure to use suitable respiratory protective equipment when performing processes involving the generation of dust, fibre, harmful gases or fumes	
	1.4b	Failure to use approved breathing apparatus when entering a confined space for underground pipework or risk assessment report recommended the use of approved breathing apparatus	5
	1.5	Failure to use full body safety harness with an independent anchorage or fall arresting system for working-at-height when it is impracticable to provide a suitable working platform and access and egress and safe place of work	

## Safety Performance Demerit Items (Frontline Workers)





Items	Demerit Items		Points
<b>2</b> <b>Safe Working Procedures</b>	2.1	Remove or modify coverings or enclosures for openings, guard-rails or toe-boards on proper working platforms without authority or permission	5
	2.2a	Enter an enclosed or designated fatal zone for mobile plant or lifting operation without authority or permission	
	2.2b	Enter an enclosed or designated confined space without authority or permission	10
	2.3	Alter the scaffolding structure (e.g. alteration or demolition of putlogs, removal of bamboo members) without authority or permission	
	2.4	Operate loadshifting machines or lifting appliances without valid certificate as required by the “Factories and Industrial Undertakings Ordinance”	
	2.5	Conduct electrical works without a certificate of registration of the appropriate grade required under “Electricity Ordinance” or not under the supervision and instruction of a registered electrical worker of the appropriate grade	

# 7 Notification Mechanism of Safety Performance Demerit Score and the Updates of Relevant Records

**7.1** To enhance safety culture, if the safety performance demerit score incurred by a Frontline Personnel have reached specified points, the system will notify that personnel and recommend relevant follow-up action(s).

## 7.2 Safety Performance Demerit Score Notification Mechanism

Frontline Personnel will receive a notification with recommended follow-up action(s) when their safety performance demerit score have reached specified points:

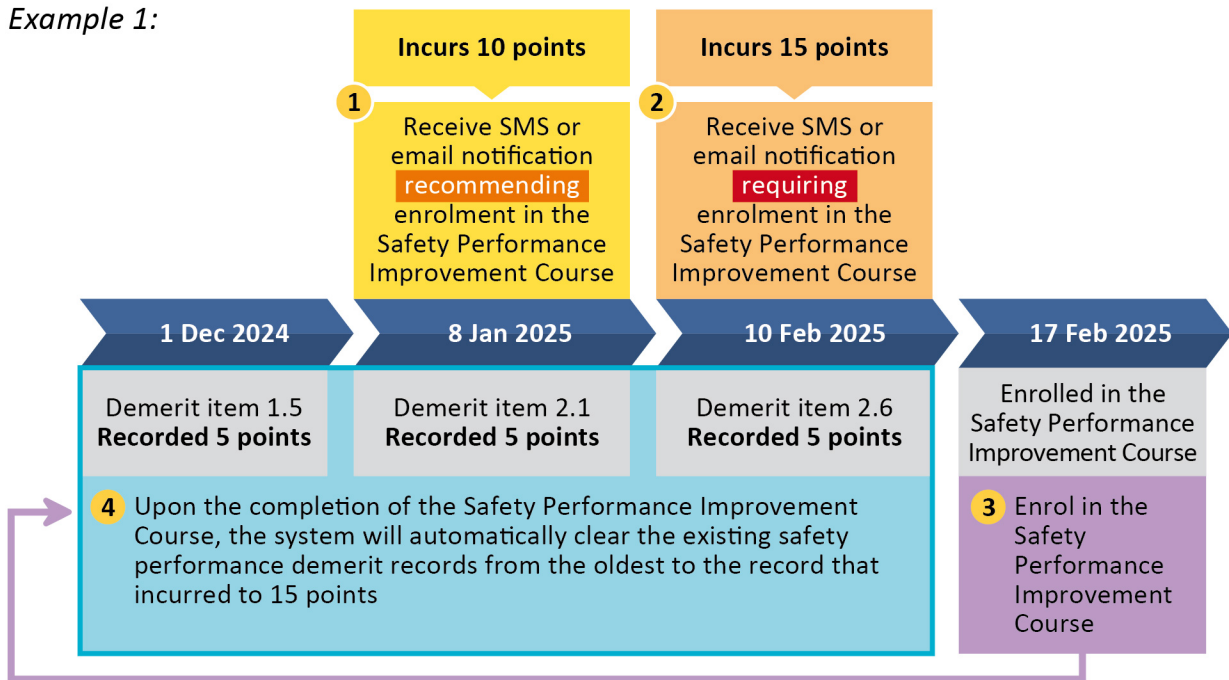
Safety Performance Demerit Score	Notification	Recommended Follow-Up Actions	Indicator on the Platform
0-9 points	No notification	No recommended follow-up action(s)	
10-14 points	Receive SMS or email notification	Recommending enrolment in Safety Performance Improvement Course	
Over 15 points	Receive SMS or email notification	Requiring enrolment in Safety Performance Improvement Course	
Over 15 points and have not enrolled in Safety Performance Improvement Course within one month	Changed into a special icon in the system (an image as shown on the right side) for identification by the Project-In-Charge and the Frontline Personnel	Requiring enrolment in Safety Performance Improvement Course	

**7.3** If Frontline Personnel consent to authorise Project-In-Charge from current project to access their past safety performance records on the platform, the relevant safety performance records (including safety performance merit and safety performance demerit items) will be calculated cumulatively. If they do not consent to authorise Project-In-Charge from current project to access their past safety performance records on the platform, Project-In-Charge from current project can only access their safety performance records (including safety performance merit and safety performance demerit items) within the current project.

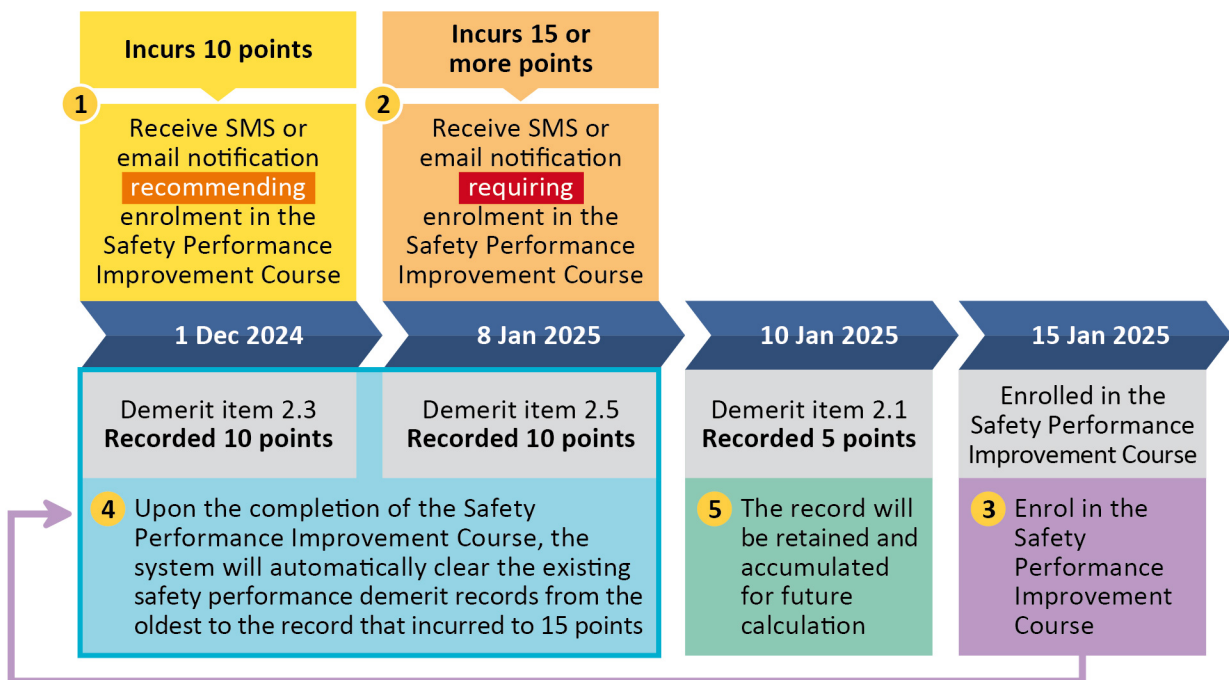
**7.4** Each confirmed safety performance record will be automatically cleared after 12 months upon being recorded, and the system will automatically recalculate the safety performance demerit score.

**7.5** The system will automatically clear the existing safety performance demerit records from the oldest to the record that incurred to 15 points whenever Frontline Personnel complete the Safety Performance Improvement Course. The system will also update the indicator as follows:

*Example 1:*



*Example 2:*



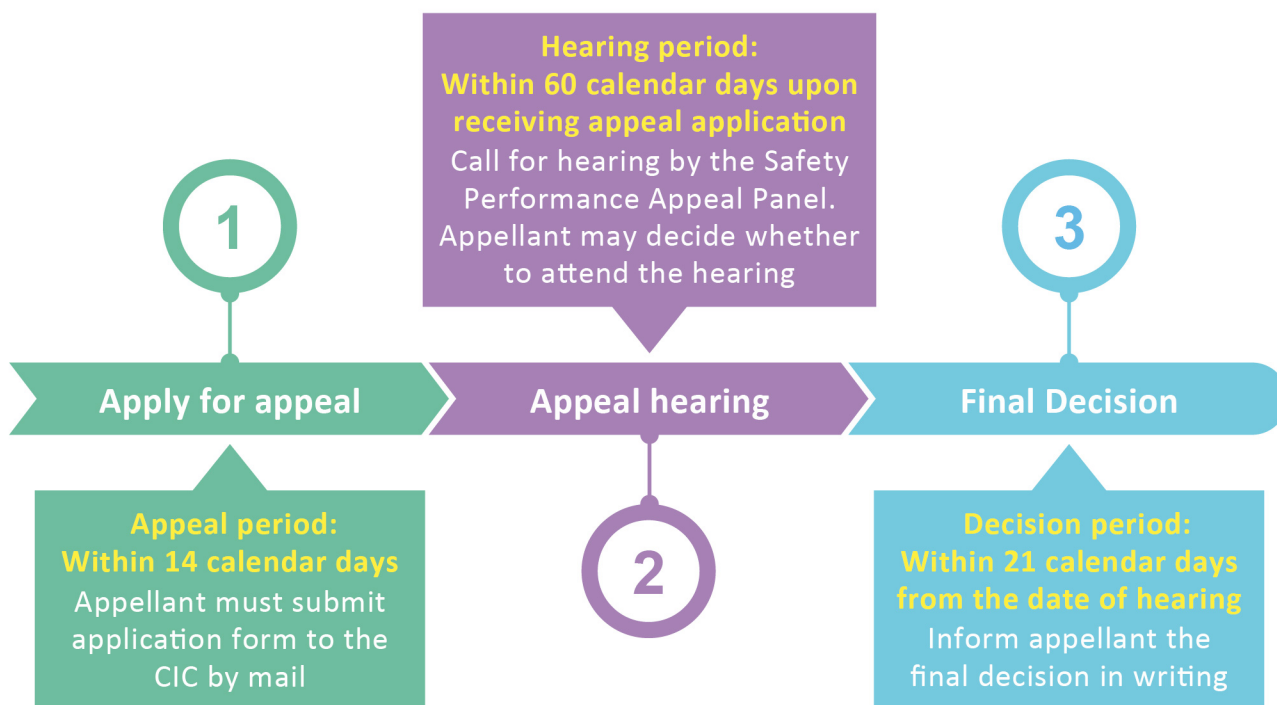


## 8 | Safety Performance Improvement Course

- 8.1 To further enhance the safety awareness of Frontline Personnel, the CIC organise Safety Performance Improvement Course, which Frontline Personnel can enrol through the platform.
- 8.2 The Safety Performance Improvement Course will be held during daytime on Sundays or in the evening on weekdays. The course duration is 3 hours and 30 minutes, including 30 minutes for the multiple-choice examination. For details, please visit the website of the Hong Kong Institute of Construction.

## 9 | Appeal Mechanism

- 9.1 If Frontline Personnel have any comments on their safety performance records, they should first consult and confirm with the Rating Staff and the Project-In-Charge.
- 9.2 After consultation, if there are still comments on their safety performance records, an appeal application can be submitted to the CIC by mail. The application procedures are as follows:



- 9.3** Upon receiving the appeal application, the CIC will convene a Safety Performance Appeal Panel to handle the case. The panel consists of members from the Committee on Construction Safety and its sub-committees or persons appointed by the Chairman of the Committee on Construction Safety (A total of one chairperson and two members). All members of the Appeal Panel must not be involved in any records related to the appeal case.
- 9.4** Any safety performance records under appeal will remain on the platform until the appeal process is completed.
- 9.5** The Safety Performance Appeal Panel may maintain or rectify the safety performance records under appeal. The decision will take effect on the date specified by the Appeal Panel. If the appeal is successful, the system will update the safety performance demerit record and score.
- 9.6** The Safety Performance Appeal Panel must notify the appellant of its decision in writing within 21 calendar days from the date of the hearing. The decision is considered final.
- 9.7** The appeal period for each safety performance record is within 14 calendar days, starting from the record date, and each record can only be appealed once.
- 9.8** Frontline Personnel can download the “Appeal Application Form for Frontline Personnel Safety Performance Recording Scheme” from the Scheme’s website.

# 10 | Withdrawal from the Scheme

- 10.1** If Frontline Personnel intend to withdraw from the Scheme, they must complete and sign the “Withdrawal Application Form for Frontline Personnel Safety Performance Recording Scheme” and submit it to the CIC by mail.
- 10.2** The CIC will process the received “Withdrawal Application Form” within 14 calendar days.
- 10.3** Once withdrawal from the Scheme is confirmed, all safety performance records of the individual will no longer be accessible or created on the platform. All records will be automatically cleared after 12 months upon the approval of the withdrawal.
- 10.4** If Frontline Personnel have withdrawn from the Scheme and require reapplying, they must reapply via the platform and consent to the relevant Terms and Conditions. Safety performance records (including safety performance merit and demerit items) within 12 months prior to the application date will again be displayed on the platform for authorised personnel to review, and the records will be calculated cumulatively.

# Enquiries

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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](mailto:enquiry@cic.hk)      Website: [www.cic.hk](http://www.cic.hk)

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