

Ref. : HyD GR/1-50/1
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Highways Department
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88 Chung Hau Street
Homantin
Kowloon

9 April 2021

Highways Department Technical Circular No. 1/2021

**Reporting of Notifiable Accidents/Serious Incidents
on Highways Department Works Sites**

1. Introduction

- 1.1 This Circular lays down the departmental procedure and responsibility for reporting notifiable accidents and serious incidents on Highways Department (HyD) works sites or arising from HyD works contracts.
- 1.2 This Circular shall be read by all staff, resident site staff and consultants involved in contract administration and site supervision of HyD works contracts.
- 1.3 Guidelines for reporting notifiable accidents are given in section 9.1.2, Chapter 9 of the Construction Site Safety Manual (CSSM). Serious incidents are defined in DEVB TC(W) No. 3/2009. This Circular amalgamates the reporting of notifiable accidents and serious incidents into one procedure.
- 1.4 For the avoidance of doubt, this Circular is not applicable to off-site works activities outside Hong Kong, e.g. in the Mainland.

2. Effective Date

- 2.1 This Circular takes immediate effect.

3. Effect on Existing Circular

3.1 This Circular updates and supersedes HyDTC No. 3/2009, which is hereby cancelled.

4. Definition of Notifiable Accident and Serious Incident

4.1 An accident is classified as a notifiable accident¹ if :

- (i) it has led to fatality;
- (ii) the victim is in critical condition;
- (iii) the media have arrived on site or have telephoned to ask for information concerning the accident;
- (iv) it will arouse public interest/concern in view of the damage/inconvenience that has been caused or its potential harm to workers and/or the public; or
- (v) it has created a drawn-out situation which may lead to fatality or multiple injuries.

4.2 A serious incident² is one which involves one or more of the following :

- (i) loss of life at a construction site;
- (ii) serious bodily injury at a construction site:
 - resulting in a loss or an amputation of a limb; or
 - which has caused or is likely to cause permanent total disablement to the injured; and
- (iii) dangerous occurrence or incident at a construction site leading to or resulting in an injury that are considered serious (but not up to the extent as described in paragraph 4.2(ii) above), or damage to works or property on or adjacent to the construction site that posed a potential threat to public safety as identified/notified by Development Bureau (DEVB), Labour Department or Marine Department.

¹ The definition of “notifiable accident” is given in section 9.1.2(b), Chapter 9 of CSSM.

² The definition of “serious incident” is given in paragraph 2(d) of DEVB TC(W) No. 3/2009 – Regulating Action against Contractors for Occurrence of a Serious Incident or Conviction for Site Safety or Environmental Offences.

4.3 For the purpose of this Circular, the terms “notifiable accident” and “serious incident” are collectively referred to as “incident” in the reporting procedure, section 5 below. Any incidents arising from HyD works contracts are deemed to be covered under this Circular.

4.4 If there is doubt whether an accident or incident should be classified in any of the above categories, it is better to err on the safe side by initiating the reporting procedure laid down in this Circular.

5. Reporting Procedure

5.1 A flow chart outlining the whole reporting procedure with contact and fax numbers is attached in **Appendix A**.

5.2 If an incident has occurred, the Engineer’s Representative (ER)/Project Manager’s Representative (PMR)/Service Manager’s Delegate (SMD) or the most senior site staff who first becomes aware of the incident shall immediately initiate the following reporting procedure.

Verbal notification and brief note

5.3 During office hours, verbal notification shall be made within 30 minutes of the incident and followed by a brief note within 3 hours (by fax) to :

- (i) Principal Information Officer of the Media Communication Unit (PIO, MCU), who shall arrange the information to be passed to the Secretariat Press Officer (Transport), Transport and Housing Bureau, or in PIO, MCU’s absence the Duty Officer of Information Services Department (DO, ISD);
- (ii) Principal Information Officer (Development), Secretariat Press Office (PIO(DEV), SPO), DEVB, or in his/her absence the Senior Information Officer (Development) 1;
- (iii) Head of Office, who shall inform the Director of Highways (DH);
- (iv) Senior Engineer/Safety and Environmental Adviser, HyD (SE/SEA) (in his/her absence, Engineer/Safety and Environmental Adviser 1 (E/SEA1)) (brief note by fax and by email), who shall inform CAS(W)5, DEVB; and
- (v) Senior Engineer/Public Relations, HyD (SE/PR).

5.4 Outside office hours, verbal notification shall be made within 30 minutes of the incident to :

- (i) DO, ISD;
- (ii) Head of Office, who shall inform DHy if appropriate;
- (iii) SE/SEA (in his/her absence, E/SEA1), who shall inform Chief Assistant Secretary (Works) 5 (CAS(W)5), DEVB; and
- (iv) SE/PR.

5.5 The information to be given in the verbal notification shall at least include the following :

- (i) Contract No. (and/or Works Order No.) & title;
- (ii) Time and location of the incident;
- (iii) A brief account of the incident with number of persons injured/trapped;
- (iv) Seriousness of injury or extent of damage, if known;
- (v) Whether media has arrived on site; and
- (vi) Name of officer and telephone number for further contact.

5.6 The information to be given in the brief note shall at least include the following :

- (i) the updated information in paragraph 5.5 above;
- (ii) a site plan showing the location of the incident; and
- (iii) photographs showing the scene of the incident.

5.7 The Occupational Safety and Health Branch of Labour Department and where appropriate the Vessel Traffic Centre of Marine Department shall also be informed of such incident as soon as possible.

- 5.8 The reporting officer shall also make it clear to DO, ISD that the incident has occurred on a Government site. SE/SEA, amongst others, shall be kept informed of any development and further details of the incident at frequent intervals as necessary. SE/SEA shall then inform CAS(W)5, DEVB accordingly.
- 5.9 The ER/PMR/SMD or his/her designated site staff shall attend the incident scene as soon as possible to verify the type, nature and extent of the incident, and any subsequent development.
- 5.10 Upon receipt of verbal notification and brief note, the Head of Office shall monitor the incident and in case that the incident is likely to develop or has developed into crisis, he shall report to DDHy as departmental radar and as Category 1 or Category 2 emergency incident as appropriate in accordance with ETWB TC(W) No. 20/2005.

Preliminary Written Report

- 5.11 Once the reporting procedure has been initiated, the ER/PMR/SMD or site staff shall proceed with the preparation of a preliminary written report in accordance with the format in **Appendix B**. The preliminary written report shall be submitted, within 24 hours of the incident (by fax), to PIO, MCU; Secretariat Press Officer (Development) (SPO(DEV)), DEVB; Head of Office and SE/SEA (by fax and by email). SE/SEA shall forward the report to CAS(W)5, DEVB as soon as possible.
- 5.12 For an incident that has led to fatality, additional information related to the next of kin of the deceased shall also be provided in accordance with the format as in **Appendix C**. During the collection of any personal information, the relevant parties shall be informed that the information is essential for the PS(W) to send a letter of condolence to the deceased's family with a copy to the appropriate Family Services Centre of the Social Welfare Department for the purpose of offering prompt assistance. The ER/PMR/SMD shall liaise with the Contractor in arranging prompt support and assistance to the deceased's family.

Comprehensive Written Report

- 5.13 Within seven working days of the incident, three copies of the comprehensive written report, provided with sketches and photographs, shall be submitted via the Head of Office to DHy (Attn: SE/SEA). SE/SEA shall then arrange the report to be sent to CAS(W)5, DEVB.

5.14 The Engineer shall, within 24 hours of the incident, review with the Contractor the safety procedure concerned following the investigation procedure in section 9.2.2, Chapter 9 of the CSSM. The findings and recommendations for corrective actions and/or preventive measures, together with an action plan for implementation, shall be included in the comprehensive written report.

6. Others

6.1 For any works site, the Engineer for the Contract/Project Manager/Service Manager or the ER/PMR/SMD shall prepare a set of site specific reporting procedure and blank forms for use in that site. The ER/PMR/SMD shall ensure that his/her site staff members are aware of the need for prompt incident reporting and display the flowchart at **Appendix A** on site. A list of contact and fax numbers shall be kept on site and regularly updated to enable prompt reporting of the incident. All relevant persons must ensure that they are contactable at all times, and divert telephone calls to their replacement when on leave or not available.

7. Re-circulation of this Circular

7.1 This Circular shall be re-circulated half-yearly to all staff and consultants involved with contract administration and works site supervision. A copy shall be kept in every site office for ease of reference.

8. Enquiries

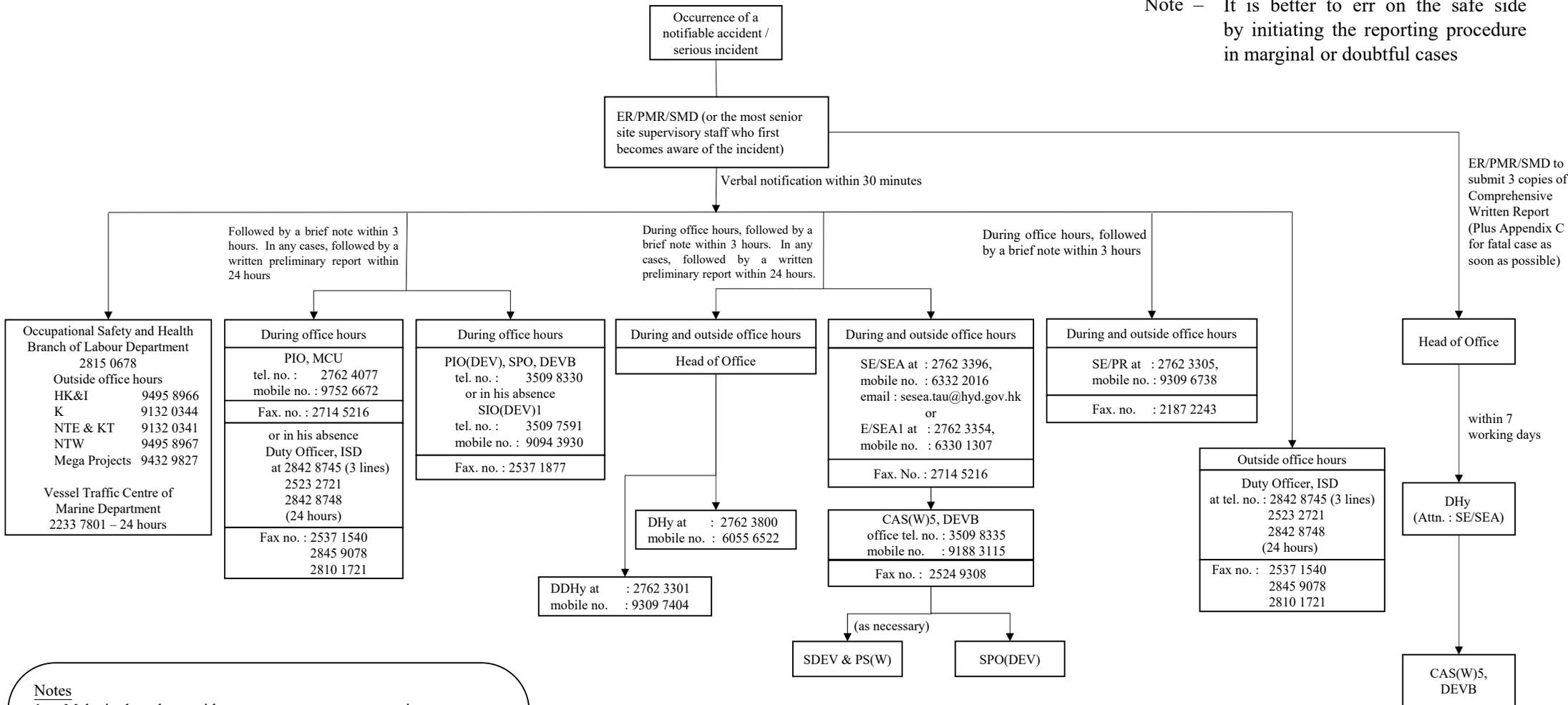
8.1 Any enquiries on this Circular should be directed to SE/SEA, HyD (tel. no. 2762 3396).

Original Signed
(Jimmy P M CHAN)
Director of Highways

Highways Department

ACCIDENT REPORTING FLOWCHART

Note – It is better to err on the safe side by initiating the reporting procedure in marginal or doubtful cases



Notes

1. Make it clear that accident occurs on a government site.
2. Information required in verbal notification –
 - (a) Contract no. (or WO no.) & title
 - (b) Time and location of incident
 - (c) A brief account of accident with no. of persons injured/trapped
 - (d) Seriousness of injury or extent of damage if known
 - (e) Whether media has arrived on site
 - (f) Name of officer and tel. no. for further contact
3. Information required in brief note –
 - (a) The updated information in paragraph 2 above
 - (b) A site plan showing the location of the incident
 - (c) Photographs showing the scene of the incident

Legend

- | | |
|----------|---|
| PIO | Principal Information Officer |
| MCU | Media Communication Unit |
| SIO | Senior Information Officer |
| ISD | Information Services Department |
| SPO(DEV) | Secretariat Press Officer (Development) |
| CAS(W)5 | Chief Assistant Secretary (Works) 5 |

FACSIMILE TRANSMISSION

LEADER SHEET

From :	To :	Fax No
Our Ref. :	(i) PIO, MCU, HyD	2714 5216
Our Fax :	(ii) SPO(DEV)	2537 1877
Tel :	(iii) _____ (Head of Office)	
Date :	(iv) SE/SEA, HyD	2714 5216
MESSAGE :		
<p style="text-align: center;"><u>URGENT</u></p> <p style="text-align: center;">Reporting of *<input type="checkbox"/>Notifiable Accident/<input type="checkbox"/>Serious Incident on Highways Department Works Site</p> <p style="text-align: center;">Preliminary Written Report</p>		

* Tick as appropriate

Urgent by Fax

Highways Department

Preliminary Report on *Notifiable Accident/Serious Incident

1. Contract No. :
2. Contract Title :
3. Name of Contractor :
4. Location of Accident :
5. Date and Time of Accident :
6. Nature and Brief Account of Accident (with a sketch) :
7. Number of Person(s) injured/killed :
8. Name(s) and Age(s) of Person(s) injured/killed :
9. Seriousness of Injury, or extent of damages :
10. Probable cause of the accident (if established) :
11. Measures introduced (or to be introduced) to prevent recurrence or similar accidents on site if established :
12. Effect of accident on progress of works :
13. Contractor's report attached (*Yes/No)
14. Any other information :

Attachment : Site plan with location of accident & photographs

Reported by:

_____	_____	_____	_____	_____
Name	Post	Tel. No.	Signature	Date

* Tick as appropriate

Urgent by Fax

Information on the Deceased in

***Notifiable Accident/Serious Incident occurred on HyD Works Site**

To : CAS(W)5, DEVB (Fax. No. 2524 9308)
From : _____ (Name) Highways Department
_____ (Post) Tel. No. : _____

Information of the Contract

Contract No. : _____
Contract Title : _____ (in English)
_____ (in Chinese)

Information of the Incident and the Deceased :

Date of Accident : _____
Name of Deceased : _____
_____ (in English) _____ (in Chinese) **
Age : _____

Information of the next of kin :

Name: _____
_____ (in Chinese) **
Relationship with the Deceased : _____
Address : _____ (in Chinese) **

Contact Tel. No. : _____

Number of Children

Age below 18 _____
Age 18 or above _____

* Tick as appropriate

** Where applicable