

Supporting Organisation

##### **SAFE SUBCONTRACTOR AWARD 2014**

# INITIAL SITE VISIT DETAILS

To be completed by a Registered Safety Officer during an on-site visit and included submitted to the Lighthouse Club ([lighthousehkg@gmail.com](mailto:lighthousehkg@yahoo.com))

Subcontractor’s Details

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| --- | --- |
| Name: | Contact Person, Mobile Phone Number and Email: |
| Working Project & Location: | Client/Main Contractor: |
| Date & Time of Visit: | Inspected By: |

Safety Partner:-



SYSTEM ASSESSMENT CRITERIA

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| # | Category | Lowest Grading | Grading | | | | | Highest Grading |
| 1 | 2 | 3 | 4 | 5 |
| A | Injuries: Annual Accident Rate (last 5 years) & Fatalities (last 12 months) | * Accident rate high compared to HKCA targets * Accident rate rising * Fatality in last 12 months |  |  |  |  |  | * Accident rate compares well to HKCA targets * Accident rate falling consistently * Additional analysis available |
| B | Prosecutions (last 12 months) | * 2+ prosecutions under any Health or Safety legislation |  |  |  |  |  | * No prosecutions under any Health or Safety legislation |
| C | Incident Reporting | * No incidents reported in previous 12 months * No incident reporting system |  |  |  |  |  | * Frequent incident reports * Incident response effective * Incident details shared |
| D | Near-Miss Reporting | * No near-miss reports in previous 12 months * No near-miss reporting system. |  |  |  |  |  | * Frequent near-miss reports * Near-miss response effective * Near-miss details shared |
| E | Top 3 Risks (Identification, Assessment & Control) | * Risks not identified * Top risks not relevant to works * Risk controls not identified |  |  |  |  |  | * Top risks accurately assessed * Risk controls identified and appropriate * Evidence risk controls in place |
| F | Management Involvement & Inspections | * No evidence that top management is pro-actively involved in site safety management * No management inspections. |  |  |  |  |  | * Top management clearly very involved in site safety management * Regular management inspections * Evidence of follow-up |
| G | Health & Safety Initiatives & Innovation to improve performance and reduce risk | * No health and safety initiatives (previous 12 months). * No health and safety innovations. |  |  |  |  |  | * Several health and safety initiatives (previous 12 months) * Health and safety innovations tried-out |
| H | Health & Safety Promotions | * No health and safety promotions by the subcontractor (in previous 12 months) |  |  |  |  |  | * Several health and safety promotions * High level of employee involvement * Effectiveness assessed. |
| I | Training (beyond minimum statutory and contractual requirements) | * No health and safety training conducted other than statutory minimum(previous 12 months) * Very low involvement of employees in training activities |  |  |  |  |  | * Various health and safety training programmes implemented, other than statutory minimum (previous 12 months) * High level of involvement of employees from all levels in the company |
| J | External Awards | * No entry into other health and safety awards * No awards received from clients or 3rd parties |  |  |  |  |  | * Entered several different awards * Received several high level awards from clients or 3rd parties |

SITE INSPECTION CRITERIA

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| # | Category | Lowest Grading | Grading | | | | | Highest Grading |
| 1 | 2 | 3 | 4 | 5 |
| A | Risk Control | * Risk controls are not in place * Significant risk to personnel |  |  |  |  |  | * The top 3 risks are accurate for the site * The risks are effectively controlled * No serious risks exist |
| B | Work at Height (if applicable) | * There is a risk of fall from height * Protection systems are ineffective for fall or person or objects |  |  |  |  |  | * Work at Height is well managed * Risk of fall of person and objects is effectively prevented |
| C | Electricity | * Electrical wiring and equipment is poorly maintained * There is a risk of electric shock or fire |  |  |  |  |  | * Electrical wiring and equipment is in good condition, and properly set-up * Equipment is regularly inspected * The risk of electric shock or fire is effectively controlled |
| D | Housekeeping | * The site is unclean, untidy and disorganized * Material stacking is unsafe * Waste is not collected * There is a risk of slip, trip or fall |  |  |  |  |  | * The site is clean, tidy and well organized * Material stacking is safe * Waste is collected * The risk of slip, trip and fall is minimal |
| E | Access | * Access routes are not clearly established or sign-posted * Access routes are not used by workers * Access is unsafe * Plant and pedestrians are not separated |  |  |  |  |  | * Access routes are clearly established and signposted * Access routes are used * Access is safe * Plant and pedestrians are effectively separated |
| F | Lifting | * Lifting equipment is in poor condition * Lifting is not properly supervised or planned |  |  |  |  |  | * Lifting equipment is in good condition * Lifting is properly supervised * Lifting activities are well planned |
| G | Machinery Guarding | * There are unprotected moving or electrical parts |  |  |  |  |  | * Moving or electrical parts are effectively guarded and maintained * Lock-out system used |
| H | Welfare | * No welfare facilities are provided (toilets, shelter, water, shade etc.) |  |  |  |  |  | * Comprehensive welfare facilities are provided, and are well maintained. |
| I | First Aid | * No first aid facilities provided * No trained first aiders provided |  |  |  |  |  | * Well maintained First Aid Kits provided (statutory requirement + cover risks) * Trained first aiders provided on site at all times |

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| Comments:- | | | | | |
| Grading Legend:-  1 = System not in place or totally ineffective (in line with lowest grading). High risk of injury or ill-health exists;  2 = Very basic system in place but not very effective. Many minor areas require improvement. Medium to Significant risk of injury or ill-health exists;  3 = System in place and partially effective. Several minor areas require improvement. Risks of injury or ill-health need better control. No serious risks;  4 = System in place and effective in most cases. Some minor areas require improvement. Risk of injury or ill-health mostly well-controlled. No serious risks;  5 = System in place and very effective (in line with Highest Grading). Risks of injury or ill-health well controlled. No serious risks. | | | | | |
| Confirmed By Registered Safety Officer carrying out the inspection:- | | | Confirmed by Subcontractor’s Representative | | |
| Name: | Signature: | Date: | Name: | Signature: | Date: |

**Photographs (Optional)**

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