

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)

Subcontractor’s Details

|  |  |
| --- | --- |
| 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | 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
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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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