



香港房屋委員會
Hong Kong Housing Authority

Our Ref. : HD(C)TS 4/49/14
Tel. No : 2129 3959
Fax No. : 2762 7547

17 December 2010

Society of Registered Safety Officers (SRSO)
P.O. Box 482, Fo Tan Post Office,
Fo Tan,
N.T.
e-mail: srso@srso.org.hk

Dear Sir,

**Consultancy Study on Review of Integrated Pay for
Safety, Environment and Hygiene Scheme
for Capital Works New Works Contracts
(Contract No. DC 20100089)**

Please be informed the Housing Authority (HA) has appointed K&M Consultancy Company Limited as the Professional Service Provider (PSP) to conduct a consultancy study to review the HA Integrated Pay for Safety, Environment and Hygiene Scheme for capital works new works contracts.

The purpose of the study is to:

- (a) Review the payment structure and approach of IPSEHS in order to address the appropriate level of payment for contractors' input in site safety, environment and hygiene aspect;
- (b) Review the necessity and practicality of employing Environmental Officer and applying independent auditing system for enforcement of environment and hygiene obligations by contractors;
- (c) Recommend practical ways to enrich the Pay Scheme with a view to further bettering safety, environment and hygiene through, e.g. –
 - Pay for cleanliness;
 - Pay for welfare facilities etc; and
- (d) Make recommendations to enhance effective operation of IPSEHS making reference to industry practices.

As you are a key stakeholder of the local construction industry, we would be happy if you could offer assistance to the PSP in providing views and comments on the system. Mr. K F LEE of K&M Consultancy Company Ltd will consult you in the form of an open forum in due course. A copy of the Terms of Reference of Steering Committee and Working Group for the captioned review is appended for your reference.

Should you have any query, please feel free to contact our Mrs. Terry CHING, SM/SH, at 2129 3261 or Mr. Timothy LAU, M/SH, at 2129 3499.

Thank you for your kind attention.

Yours faithfully,



(Mrs Irene CHENG)
for Director of Housing

Encl.

c.c. K&M Consultancy Co. Ltd. (Attn: Mr K F LEE, fax: 2578 9806)

SM/SH, M/SH via file copy

**Review of Integrated Pay for Safety, Environment and Hygiene Scheme
(IPSEHS)**

**TERMS OF REFERENCE FOR STEERING COMMITTEE
AND WORKING GROUP**

[as at 08/12/2010 - issue 6]

1. Objectives

- (1) Review strategy and measures of IPSEHS to give further impetus to the incentive scheme in order to enhance management input and performance output; and
- (2) Make recommendations to enhance cost effectiveness of IPSEHS in the context of existing local industry practices, relevant local legislations and international best practices.

2. Terms of Reference of Steering Committee (SC)

The Steering Committee (SC) is in charge of overall review exercise and project implementation throughout various stages of development.

Specific tasks:

At the beginning of the project:

- To kick off the study;
- To endorse the project implementation programme; and
- To solicit commitment of project resources.

As the project progresses:

- To provide overall guidance and direction to the study;
- To monitor the study; and
- To approve additional changes to the system.

At the completion of the project:

- To consider and endorse deliverables from the consultant; and
- To authorize project closure.

Membership

- AD(DP) (Chairperson)
- CQS
- CA/D&S
- CSE/DC&ICU
- CBSE
- SM/SH
- CMSO
- M/SH (Secretary)

Co-opted members:

External Parties (on invitation)

- Construction Industry Council (CIC)
- Development Bureau (DEVB)
- Labour Department (LD)
- Occupational Safety & Health Council (OSHC)
- Independent Commission Against Corruption (ICAC)
- Environmental Protection Department (EPD)
- Food and Environmental Hygiene Department (FEHD)
- Hong Kong Construction Association Ltd (HKCA)
- Hong Kong Federation of Electrical & Mechanical Contractor Ltd (HKFEMCL)
- Lifts & Escalators Contractors Association (LECA)
- Hong Kong Construction Sub-Contractors Association (HKCSA)

Others

On invitation, if necessary

Frequency of meeting: Project start and completion, or on need basis

3. Terms of Reference of Working Group (WG)

The Working Group reports to SC as its executive arm. The WG is in charge of the project development.

Specific tasks:

- To support the SC for various stages throughout project development;
- To define, collate and prioritize client's requirements;
- To guide and monitor the consultant throughout the implementation; and
- To review deliverable of consultant.

Membership

- SM/SH (Chairperson)
- SQS/PS (Rep. from CQS)
- SA/4 (Rep. from CA/D&S)
- CMSO (Rep. from Operation Policy Review)-for Tender Stage or other stage if required
- SPSM (Rep. from PSC)-for Tender Stage or other stage if required
- SSE/1 (Rep. from CSE/1, CSE/2 and CSE/DC&ICU)
- SBSE/C3 (Rep. from CBSE)
- CE/21 (Rep. from CCE)
- SGE/4 (Rep. from CGE)
- M/SH
- A/71 (Secretary)

Co-opted members:

External Parties (on invitation)

- Construction Industry Council (CIC)
- Development Bureau (DEVB)
- Labour Department (LD)
- Occupational Safety & Health Council (OSHC)
- Independent Commission Against Corruption (ICAC)
- Environmental Protection Department (EPD)
- Food and Environmental Hygiene Department (FEHD)
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- Hong Kong Federation of Electrical & Mechanical Contractor Ltd (HKFEMCL)
- Lifts & Escalators Contractors Association (LECA)
- Hong Kong Construction Sub-Contractors Association (HKCSA)

Internal

- Site Staff CTOs & representatives [BW, BS, Civil]

Others

On invitation, if necessary

Frequency of meeting: To be scheduled.

N.B.

PSP appointed : K&M Consultancy Company Ltd (Mr K F LEE, tel: 2578 9648)