

Key Steps for a Sustainable Construction Industry

Building a Safer and Healthier Work Environment

Plan, manage and monitor your construction work under the following aspects so that it is done safely and minimising the health risks:

Site Safety

- Keep your site clean and tidy, with adequate work space for people to work in
- Keep people, including the public, away from danger – fence the site off and use bilingual signs to warn people
- Provide suitable PPEs (such as goggles, ear plugs, protective mask, protective gloves and safety belts) to your workers
- Following safety management system, workers are able to stop work if they feel unsafe or is not properly trained

Emergency Responses

- Designated staff shall be appointed to handle emergency situation
- Regular drills shall be conducted for major emergency situations, such as fire and chemical spillage

Health and Safety Trainings

- Make sure the staff on site are trained to do the work safely
- Mentoring the new workers who recently join the industry and who are new to the site
- Health and Safety trainings have been offered by various organisations such as CIC and the Occupational Safety and Health Council (OSHC)



推動建造業邁向可持續發展的關鍵

締造更安全健康的工作環境

按照以下範疇規劃、管理及監察建造工程，確保工作安全及降低對健康的危害：

地盤安全

- 保持地盤整潔，並有足夠的工作空間
- 在地盤設置圍板及加設雙語警告牌，確保工人（包括市民）遠離危險
- 為工人提供合適的個人防護裝備（如護目鏡、耳塞、保護面罩、保護手套及安全帶）
- 恪守安全管理制度，如工人認為工作不安全或工人未接受合適的培訓，可以停止工作

緊急應變

- 委任指定人員處理緊急情況
- 定期進行大型事故演習，例如火警及化學品洩漏演習

健康及安全培訓

- 確保地盤工人已接受職業安全培訓
- 指導新入行及新入職的工人
- 建造業議會及職業安全健康局等組織皆有提供職安健培訓

Key Steps for a Sustainable Construction Industry

Fostering a Community Caring Culture

A sustainable construction project is not only about the works of the site, but also the needs and concerns of the community:

- Communicate with local community representatives
- Provide support to the community by engaging caring ambassadors
- Better planning of work schedule with different affected parties
- Issues bilingual notices on potential disturbances to the local community

References for Construction SMEs 建造業中小企參考資料

Construction Industry Council
建造業議會

<https://www.hkcic.org>

Hong Kong Construction Association
香港建造商會

<http://www.hkca.com.hk>

EPD Green Construction
環境保護署－環保建築

<http://www.epd.gov.hk/epd/english/greenconstruction>

Occupational Safety and Health Council
職業安全健康局

<http://www.oshc.org.hk>

Labour Department
勞工處

<http://www.labour.gov.hk>

To obtain the e-version of this guidebook or to know more about corporate sustainability for SMEs in the construction sector, please contact
如欲索取本指引電子版或查詢建造業中小企可持續發展的詳情，請聯絡

construction.sd@bec.org.hk

This document contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

本文件包括良好作業須知，雖然企業毋須強制遵從有關須知，但在日後規劃本工程本時可能有所幫助。

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推動建造業邁向可持續發展的關鍵

營造關懷社區的文化

可持續發展建築項目不但關乎地盤工程，亦應顧及社區的需要及顧慮：

- 與本地社區代表溝通
- 委任社區關懷大使，支援社區發展
- 與受影響的各方合作制定更理想的工程時間表
- 就可能滋擾社區的事宜發出雙語通告

Construction Sector

Corporate Sustainability Guide for SMEs

建築業界

中小企可持續發展指引



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Sustainable Construction

Background and Challenges of the Hong Kong Construction Industry

Small and Medium-sized Enterprises (SMEs) are the core of the construction industry and play a main role in the local construction projects in Hong Kong. As a global trend, adopting Corporate Sustainability (CS) is essential in achieving long term growth for the industry.



This guide seeks to:

- create a better understanding of the broader issues of sustainable development within construction SMEs
- enable SMEs to engage with the CS agenda
- raise CS standards of the construction industry

Who May Find This Guide Useful?

Construction SMEs in the building and construction industry of Hong Kong will find this guide useful.

What is Sustainable Construction?

Sustainable construction involves an increased commitment to social stewardship and environmental conservation, resulting in an optimal balance of cost, environmental, societal and human benefits while achieving the mission and function of the intended facility or infrastructure.

Sustainable construction enables your businesses to benefit in three ways: keeping abreast of legislation, reducing costs and enhancing reputation.

可持續建築

香港建造業的背景及挑戰

中小企為香港建造業的支柱，在本地建築項目擔當舉足輕重的角色。推動企業可持續發展現已為全球大勢所趨，更是業界長遠發展的關鍵。

本指引旨在：

- 加深建造業中小企對可持續發展事宜的認識
- 讓中小企參與推動可持續發展
- 提高業界的企業可持續發展標準

適用對象

本指引以香港的建造業中小企為對象。

甚麼是可持續建築？

可持續建築更重視社會管理及環境保育，致力平衡成本、環境、社會及人類的利益，同時達致原定設施或基建的目標及功能。

可持續建築不但有助企業遵守法例，也可降低成本及提升商譽，一舉三得。

Key Steps for a Sustainable Construction Industry

Employee Caring and Manpower Sustainability

Manpower is the most valuable asset in the local construction industry. Care your workers by following the rule of thumbs below to achieve manpower sustainability:

Attracting and Retaining Workforce

- Promote five-day work week by shift operations
- Continuous training after employment
- Provide proper job training and clear career path
- Properly trained foremen / supervisors
- Set up formal employment contract with workers
- Regular and timely salary payment
- Develop long-term employment opportunities
- Offer a comprehensive insurance programmes for all workers
- Provision of welfare facilities can positively benefit health and well-being of workers
- Proper washing facilities
- Additional breaks and water provided during hot periods

Developing Effective Procurement Approaches

- Avoid cost-oriented works contracts
- Avoid "pay when paid" and "pay if paid" clauses in works contracts
- Maintain good communications with clients and main contractors

Enhance Pride of Workers

- Enhance workers' expertise by providing adequate trainings to upgrade workers' skills, such as trainings offered by Construction Industry Council (CIC) and other construction associations
- Provision of clean uniforms and necessary laundry services
- Improve housekeeping and overall working environment



推動建造業邁向可持續發展的關鍵

員工關顧及人力資源可持續發展

人力資源是本地建造業最寶貴的資產。只要採取以下措施，關顧員工，便能保障人力資源的可持續發展。

吸引及挽留人才

- 推行五天輪班工作制
- 持續提供入職後培訓
- 提供合適的在職培訓及清晰的晉升階梯
- 聘用曾接受合適培訓的管工 / 監工
- 與員工簽定正式僱傭合約
- 定期及按時支薪
- 提供長遠就業機會
- 為所有工人提供完善的保險計劃
- 提供福利設施，促進員工的身心健康
- 提供合適的清洗設施
- 在天氣酷熱時提供額外休息時間及飲用水

制定有效採購方法

- 避免簽定以成本為優先考慮的工程合約
- 避免在工程合約列入「收到工程款項後方會付款」的條款
- 與客戶及主要承建商保持良好溝通

提高工人的自豪感

- 提供足夠的培訓提升工人的技術，例如由建造業議會及其他行業組織提供的培訓，以增進其專業知識
- 提供清潔的制服及必要的洗衣服務
- 改善日常整理及整體工作環境

Key Steps for a Sustainable Construction Industry

Practicing Environmental Protection Measures

The construction industry is the frontier among all sectors to create a better environment. Hence it is important to follow environmental friendly procedures on the course of building a better environment:

Waste, Energy & Water Management

- On-site sorting of waste to collect recyclable materials
- Plan carefully before commencing any construction work to avoid waste generation
- Reuse construction materials on site
- Proper collection and disposal of chemical waste
- Retain record of trip tickets
- Waste removal vehicles are adequately covered as well as covering stockpiles
- Switch off all idle machineries
- Ensure all water taps are turned off after use
- Chemicals shall never be disposed directly to the drains

Air Pollution Control

- Spray water in all dusty operations
- Covering of dusty materials
- Smoking shall be prohibited within the construction site

Green Building Materials

- Environmentally preferable materials shall be used wherever possible
- Make sure building materials are procured from sustainable sources wherever possible

Environmental Trainings

- Make sure proper environmental trainings have been provided for site workers
- Environmental trainings have been offered by organisations such as the CIC



推動建造業邁向可持續發展的關鍵

實施環保措施

在各行各業中，建造業是改善環境的前線行業，因此必須採取各項環保措施，締造更美好的環境：

廢物、能源及水資源管理

- 在地盤分類廢物，收集可回收物料
- 事前仔細規劃工程，避免產生廢物
- 再用地盤建材
- 妥善收集及棄置化學廢料
- 保存運載紀錄
- 蓋好垃圾車及堆料
- 關掉不使用的機器
- 使用後關掉水龍頭
- 禁止將化學品直接倒進排水渠

空氣污染控制

- 為產生塵土的工序灑水
- 蓋好佈滿塵土的物料
- 嚴禁在地盤內吸煙

環保建材

- 盡量使用環保物料
- 盡量從可持續的來源採購建材

環保培訓

- 確保為地盤工人提供合適的環保培訓
- 建造業議會等組織皆有提供環保培訓