

Return on Construction Site Employment Statistics

Introduction

This practice note seeks the co-operation of all registered contractors to submit “Return on Construction Site Employment ” on the form GF 527A to the Census and Statistics Department (C&SD). The data so collected will be used for compiling the accident rate on construction sites and statistics on construction site employment.

Background

2. Recommendation No. 80 in the Report of the Construction Industry Review Committee calls for the Labour Department (LD) to review the methodology for collating the construction safety statistics with a view to developing a more reliable mechanism for calculating the accident rates for construction sites. In accordance with the said recommendation, LD has now revised the methodology for the calculation of accident rates for the construction industry to reflect the site safety performance. The revised methodology will include all the personnel employed by contractors engaged at construction sites including the managerial and supervisory staff, in addition to the manual workers.

3. LD has also designed a new form, namely GF 527A, for the collection of the required data from contractors. In addition, the opportunity is taken to include the return on site vacancies and the number of employers/self-employed persons engaged at the site for compiling statistics on labour demand.

4. As from 1 January 2005, contractors undertaking public works projects are already required under the Environment, Transport and Works Bureau Technical Circular (Works) No. 4/2005 to submit the form GF 527A to the C&SD every month.

Submission of Form GF 527A

5. After the successful implementation in public works projects, the C&SD considers that it is now the appropriate time to collect the relevant information on private sector projects. In this regard, the Building Authority, on behalf of C&SD, would like to request the co-operation of all Registered General Building Contractors (RGBC) and Registered Specialist Contractors (RSC) who are involved in private building works to submit the same data on the form GF 527A.

6. A sample of the form GF 527A and the guidelines for submission and completion of the form produced by C&SD are attached at Appendices A and B respectively. The form GF 527A is to be completed in quadruplicate: the original to C&SD, the duplicate kept by the AP, the triplicate filed as site record and the

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quadruplicate kept by the RGBC/RSC. The data in the form GF 527A should be prepared based on the last full working day of the reporting month, excluding Saturdays, Sundays, public holidays or days of inclement weather such as strong winds, heavy rains or typhoons when the construction activities may be affected. An example of how to determine the last full working day for a month is given in paragraph (c) of the guidelines at Appendix B.

7. Only persons who have worked or engaged at the site (including in the site office) for three hours or more on the reporting day need to be included for the number of persons of the respective category in the form GF 527A. The data will cover all the persons employed by the contractor and his sub-contractors.

8. The form GF 527A should be completed quarterly and returned to the C&SD direct within the first two weeks of the month following the reporting months of March, June, September and December. RGBC/RSC are requested to complete the form and return to the C&SD direct commencing from the first quarter of 2006.

(H W CHEUNG)
Building Authority

Ref. : BD GR/1-115/10

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Index under : Form GF 527A
Return on Construction Site Employment

Return on Construction Site Employment

Original - C&SD (within 2 weeks)	Duplicate - Project Office/Authorized Person	Triplicate - filed as Site Record	Quadruplicate - kept by Contractor
Reference no. in Buildings Department / Contract no.: _____			
Contract title / Contract description: _____			
Name of contractor: _____			(Tel. : _____)
<input type="checkbox"/> Nominated sub-contractor (Tick if applicable)			
Site / Contract address: _____			
Name of authorized person / Company of site representative: _____			(Tel. : _____)
Name of real estate developer / responsible government department: _____			(Tel. : _____)
Work code for government site only ^① (If applicable) : _____			
Broad stage of work: _____			(% of completion : _____)

Current status of the site (Please select one of the following and tick as appropriate box) :

- | | |
|---|---|
| 1 <input type="checkbox"/> Active | 4 <input type="checkbox"/> Under maintenance period (Expiry date (e.g. 31/01/2007): _____) |
| 2 <input type="checkbox"/> Work suspended | 5 <input type="checkbox"/> Work completed with maintenance period over / without maintenance period |
| 3 <input type="checkbox"/> Vacant | |

Reporting month/year (e.g. 03/2006) : _____ Last day of the reporting month ^② : _____

Please insert either the data or '0'. Do not leave any cell blank.

I. Number of persons engaged and vacancies on the last day of the reporting month .

<u>Number of persons engaged at site</u>	Total	Of which: female
(i) Manual workers		
(ii) Professional / technologist		
(iii) Technician		
(iv) Other site personnel (e.g. amah and security guards)		
(A) Total number of persons engaged at site		
(B) Number of employers / self-employed persons in (A)		
(C) Number of vacancies for manual workers (i.e. excluding items (ii), (iii) and (iv) above) at site		

For official use only

Site No. (33-47)

IND (48-53)

Area (54-56) Status (57)

DCM (58) EN (59-62)

JV7 (63-64)

JV8 (65-66)

JV9 (67-68)

II. If there are vacancies in I (C) above, please provide the job title and the number of vacancies.

(Use a separate sheet if necessary)

Job title (e.g. leveller, truck driver, bricklayer and electrical fitter)	Number of vacancies
1.	
2.	
3.	
4.	
5.	

Completed by contractor/

contractor's agent ^③ : _____
(Name) (Signature) (Telephone) (Date)

Notes :
 ① Please refer to work code in the GF 527 for the same site / contract.
 ② Please exclude Saturdays, Sundays, public holidays and days of inclement weather, and advance the reporting day accordingly (i.e. in the order of 31st, 30th, 29th ...).
 ③ Delete as appropriate.

Guidelines for Completion and Submission of GF 527A

A. Instructions

Form Completion

- (a) For government sites, one GF 527A shall be completed for each and every contract monthly. The contractor shall complete and submit both the GF 527A and GF 527 together for a contract.
- (b) For non-government sites, the contractor shall complete the GF 527A on site/contract basis for the month of March, June, September and December.
- (c) The data for the entries of the number of persons engaged in each category of site personnel, vacancies and employers/self-employed persons in the GF 527A will be made based on the last full working day of the reporting month, which will exclude Saturdays, Sundays, public holidays or days of inclement weather such as strong winds, heavy rains or typhoons when the construction activities may be affected. For example, if the last day of a month is 30th and is a Saturday, then the last full working day of the month will be 29th (Friday) as Saturday is considered not a full working day. In case the weather on 29th is adverse, then the last full working day of the month will be advanced to 28th (Thursday), and so on and so forth.
- (d) Only persons who have worked or engaged at the site (including in the site office) for three hours or more on the reporting day will be included in the entries for the number of persons of the respective category in the GF 527A. The data will cover all the persons employed by the contractor and his sub contractors, except for those employed by the nominated sub-contractors of government sites, who will complete a separate GF 527A and submit to the principal contractor for consolidation.
- (e) If there are vacancies on the reporting day, the contractor shall enter the job title and the number of vacancies for each of the trades.
- (f) For government sites, a work code will be entered in the form for each contract, which is assigned by the project office and will be adopted throughout the contract period. If a contract involves more than one major work type, then the work code for the dominant work type will be adopted. The work code for both the GF 527A and GF 527 should be the same for a contract.
- (g) The contractor shall check and sign the GF 527A before submission.

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Form Submission

- (h) The GF 527A shall be completed in quadruplicate for submission to the relevant parties: the original sent to the Census and Statistics Department (C&SD), the duplicate kept by the project office or authorized person, the triplicate filed as site record and the quadruplicate kept by the contractor.

For Government Sites

- (i) The completed GF 527A shall be submitted to the client's most senior representative on site (the client's site representative) within the first four working days of the month following the reporting month.
- (j) The client's site representative will check that the data provided in the forms are in order, except for the numbers of vacancies and employers/self-employed persons, which are the contractor's responsibility to ensure their accuracy. If necessary, the client's site representative may request the contractor to substantiate the data provided in the forms. Any discrepancy found will be notified to the contractor immediately for rectification.
- (k) The client's site representative will complete the checking of the forms for submission to the relevant parties specified in (h) above within the first two weeks of the month following the reporting month.

For Non-Government Sites

- (l) The completed GF 527A will be submitted to the relevant parties specified in (h) above within the first two weeks of the month following the reporting month.

B. Explanatory Notes

- (1) Manual workers include all persons engaged in manual work at the construction site, who are either directly employed by the main contractor or called upon by sub-contractors or gang leaders. They include skilled, semi-skilled and general workers.
- (2) A professional/technologist is a person who applies his professional skills to a wide range of technical activities and is able to use his knowledge and experience to initiate practical developments. He is expected to accept a high degree of responsibility and, in many cases, to push forward the boundaries of knowledge in his particular field. A professional/technologist should normally have received education and training equivalent to that required for corporate membership of a professional institution, e.g. architects, engineers and surveyors.

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- (3) A technician is one who occupies a position between a professional/technologist and a skilled worker. His education, training and practical experience should enable him to apply proven techniques to solve technical problems. He is expected to carry a measure of technical responsibility, normally under the guidance of a professional/technologist, e.g. clerk of works, site agent and site foremen.
- (4) Other site personnel are persons other than those in (1), (2) and (3) above stationed/worked at the site, e.g. general clerical staff, amah and security guards .
- (5) An employer/a self-employed person is a person who works for profit or fees in his own business. He is not employed by anyone. However, he may employ one or more persons to work for him.
- (6) Vacancies refer to unfilled job openings which are immediately available, and for which active recruitment steps are being taken on the reporting date.

(3/2006)