

# Voluntary Accreditation Services for Safety Supervisor (Construction) (ASS(CO))

## Hong Kong Safety and Health Certification Scheme

The Occupational Safety and Health Council introduced the Hong Kong Safety and Health Certification Scheme (HKSHCS) in 2014. The scheme aims at providing certification services on Safety and Health Management System for industries, communities and enterprises, thereby facilitating the development of safety management systems that are effective and meet international standards. The scheme also provides accreditation services to relevant OSH practitioners and competent persons to ensure that they possess the necessary qualifications and capability to perform the specified duties. The accreditation services set benchmark for practitioners to aspire to, thus enhancing their competency and safety performances.

## Accredited Safety Supervisor (Construction) (ASS(CO))

In accordance with the provisions of the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations, a contractor must employ one safety supervisor (SS) for sites with 20 or more workers to assist the proprietor and safety officer (as the case applies) in promoting the safety and health of persons employed. The Regulations do not lay down the qualification of a safety supervisor though he/ she is expected to be a person experienced in the work of the construction site and should have relevant knowledge. Noting such service gap, the Hong Kong Safety and Health Certification Scheme offers a voluntary accreditation service to the Safety Supervisor (Construction) by implementing a standardized framework for recognizing their qualifications. The accreditation service would help employers to identify suitable SS with suitable training and experience. The accreditation criteria, renewal arrangements and accreditation fee are shown as follows:

### 1 Accreditation Criteria for SS (Construction)

#### (A) Work Experience

- i. Applicant should have 3 years or more of working experience in construction industry (e.g. site frontline supervisory staff, site supervisor, site foreman, etc.) (applicant would need to produce documentary proof of relevant working experience issued by the employer(s)); and
- ii. Applicant should complete and submit an inspection report of construction site that meets the prescribed standards (e.g. the unsafe conditions and hazards on site should be identified by using photos and checklists; its recommendations for any necessary improvements should be included). The construction site used for conducting safety inspection should be at acceptable scale (e.g. new building construction project; civil works project; repair, maintenance, alteration and addition works project; and the total number of persons employed at that construction site is 20 or more).

#### (B) Training (Please refer to figure 1)

- i. Meet either one of the following conditions
  - (1) Successfully completed the Certificate in Safety and Health for Supervisors (Construction) course provided by the Occupational Safety and Health Council (OSHC) or the Construction Safety Supervisor Course provided by the Construction Industry Council (CIC); the applicant should have completed the course within four years from the date of application; or
  - (2) Successfully completed the Course for Safety and Health Supervisor (Construction), provided by a training course provider which is on the Labour Department's approved list of training providers for the Mandatory Basic Safety Training Courses (commonly known as "Green Card") and the SS course is granted the accreditation status at Qualifications Framework (QF) Level 3 under the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ); the applicant should have completed the course within four years from the date of application; or

- (3) For applicants who have successfully completed the course mentioned in (1) or (2) but the completion time is more than four years from the date of application : he or she should have successfully completed an Enhancement Course for Safety Supervisors (Construction) (ESS) organized by the OSHC or CIC#; or
- (4) Successfully completed the Course for Safety and Health Supervisor (Construction), provided by a training course provider which is on the Labour Department's approved list of training providers for the Mandatory Basic Safety Training Courses (commonly known as "Green Card") but that course is not granted the accreditation status at QF Level 3 under the HKCAAVQ, the applicant should submit SS course content to the HKSHCS to demonstrate the course content conforms to the stipulated standards\*. If the course was completed within four years from the date of application, applicant should take and pass an examination. If the course was completed more than four years from the date of application; applicant should have successfully completed the Enhancement Course for Safety Supervisors (Construction) (ESS) organized by the OSHC or CIC#.

## 2 Validity

The accreditation of Accredited Safety Supervisor (Construction) (ASS(CO)) is valid for 4 years.

## 3 Renewal

The Accredited Safety Supervisor (Construction) (ASS(CO)) can submit his/her renewal application prior to but not earlier than 6 months before the accreditation expires or his/her accreditation will be suspended. The renewal criteria of ASS(CO) is shown as follows:

- Maintaining his/her competence by completing a total of not less than 30 Continuing Professional Development (CPD) units in the 4 years immediately preceding his/her renewal application from the CPD activities conducted by the Government, Government related organisations, professional bodies, educational institutions, etc, such as training courses, conferences, seminars, symposiums, forums, workshops, briefing sessions, etc.

## 4 Accreditation Fee for Accredited Safety Supervisor (Construction)

- |  |                               |
|--|-------------------------------|
| (i) Application Fee: HK\$50              | (ii) Examination Fee: HK\$280 |
| (iii) Initial Accreditation Fee: HK\$150 | (iv) Renewal Fee: HK\$150     |

## 5 Application and Payment Instructions

Please complete the application form, together with the proof of identity, testimonials, inspection report of construction site, certificates and relevant documentary proof and application fee of HK\$50, submit in person or post to the Hong Kong Safety and Health Certification Scheme (HKSHCS) at 18/F China United Centre, 28 Marble Road, North Point, Hong Kong.

- Applicant may choose to pay the application fee by cheque or transfer via Hang Seng Bank or HSBC Automated Teller Machines (ATM).
- For payment by cheque, please make your cheque payable to the "Occupational Safety and Health Council". The applicant's name, contact number and the type of accreditation services should be written at the back of the cheque. Please submit or post the cheque with the application form to the HKSHCS.
- For payment by transfer via Hang Seng Bank or HSBC ATM, please make deposit to the "Occupational Safety and Health Council" (HSBC Account No.: 567-778444-002). Please submit or post the original bank payment advicer (facsimile and photocopy will not be accepted) with the application form to the HKSHCS.
- Please do not send cash by post and do not send the original documents, the Hong Kong Safety and Health Certification Scheme will not be responsible for any loss of the documents.

## 6 Contact Us

The Hong Kong Safety and Health Certification Scheme  
Hotline: 2116 5050 Fax: 2151 7433 E-mail: certification@oshc.org.hk  
Address: 18/F, China United Centre, 28 Marble Road, North Point, Hong Kong





**Occupational Safety and Health Council  
Hong Kong Safety and Health Certification Scheme**

**Application for Registration as an Accredited Safety Supervisor (Construction) (ASS(CO))**

**Part A : Personal Particulars**

Name in Chinese		Name in English	
H.K. Identity Card / Passport Number _____ ( )	Sex (Please insert a "✓" in the appropriate box) Male <input type="checkbox"/> Female <input type="checkbox"/>	Attained the age of 18 (Please insert a " " in the appropriate box) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Residential Address		Email Address	
Correspondence Address (if different from the address given above)		Contact Telephone Number	
		Fax Number	
Company Name		Position Held	
Company Address		Office Telephone Number	

**Part B : Academic Attainment (in chronological order)**

Schools, Colleges, Universities, etc. Attended	Qualification Obtained	Date (Month/Year)	
		From	To

**Part C : Professional Qualifications (Please attach copies of relevant certificates)**

Professional Qualifications	Full Name of Issuing Authority	Level Attained	Date Obtained (Day/Month/Year)

**Part D : Employment Record (in chronological order)**

Name of Firm	Position Held	Nature of Work	Date (Month/Year)	
			From	To

## Part E : Before submitting your application, please make sure you have met the following specified criteria and enclosed the relevant documentary proof

(Please insert a "✓" in the appropriate box)

- i. A copy of Hong Kong Identity Card  
 I attach herewith the copy of Hong Kong Identity Card (See Notes 1)

### (A) Work Experience

- i. Applicant should have 3 years or more of working experience in construction industry (e.g. site frontline supervisory staff, site supervisor, site foreman, etc.) (applicant would need to produce documentary proof of relevant working experience issued by the employer(s)).  
 I attach herewith the employer's documentary proof of relevant working experience (See Notes 2&3)
- ii. Applicant should complete and submit an inspection report of construction site that meets the prescribed standards (e.g. the unsafe conditions and hazards on site should be identified by using photos and checklists; its recommendations for any necessary improvements should be included). The construction site used for conducting safety inspection should be at acceptable scale (e.g. new building construction project; civil works project; repair, maintenance, alteration and addition works project; and the total number of persons employed at that construction site is 20 or more).  
 I attach herewith the inspection report of construction site

### (B) Training

- i. Meet either one of the following conditions
- (1) Successfully completed the Certificate in Safety and Health for Supervisors (Construction) course provided by the Occupational Safety and Health Council (OSHC) or the Construction Safety Supervisor Course provided by the Construction Industry Council (CIC); the applicant should have completed the course within four years from the date of application.  
 I confirm that I complete the relevant course, meet the stipulated conditions and attach herewith the relevant copies of certificate
- (2) Successfully completed the Course for Safety and Health Supervisor (Construction) provided by a training course provider which is on the Labour Department's approved list of training providers for the Mandatory Basic Safety Training Courses (commonly known as "Green Card") and the SS course concerned has been accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) as meeting the standards at Qualifications Framework (QF) level 3; the application should have completed the course within four years from the date of application.  
 I confirm that I complete the relevant course, meet the stipulated conditions and attach herewith the relevant copies of certificate
- (3) For applicants who have successfully completed the course mentioned in (1) or (2) but the completion time is more than four years from the date of application : he or she should have successfully completed an Enhancement Course for Safety Supervisors (Construction) (ESS) organized by the OSHC or CIC (See Notes 5).  
 I confirm that I complete the relevant course, meet the stipulated conditions and attach herewith the relevant copies of certificate
- (4) Successfully completed the Course for Safety and Health Supervisor (Construction), provided by a training course provider which is on the Labour Department approved list of training providers for the Mandatory Basic Safety Training Courses (commonly known as "Green Card") but that course is not accredited by the HKCAAVQ as meeting the standards at QF level 3; The applicant should then submit SS course content to the HKSHCS for consideration. If the course content complies with the stipulated standards (See Notes 4), applicant could take a rigorous examination and pass all papers of the examination. For applicants who have successfully completed the course with the stipulated standards (See Notes 4) but the completion time is more than four years from the date of application; he or she should have successfully completed an Enhancement Course for Safety Supervisors (Construction) (ESS) organized by the OSHC or CIC (See Notes 5).  
 I confirm that I complete the relevant course, meet the stipulated conditions; attach herewith the relevant copies of certificate and course content

### The terms of accreditation for Accredited Safety Supervisor (Construction) (ASS(CO)):

- (1) Please notify the Occupational Safety and Health Council (OSHC) if there is any subsequent change of the personal particulars.
- (2) Accredited Safety Supervisor (Construction) (ASS(CO)) Registration Card will be issued to the eligible Construction Safety Supervisor with a validity period of 4 years.
- (3) Quick Response Code (QR Code) will be printed on the registration card, the information of the Accredited Safety Supervisor (Construction) (ASS(CO)) can be verified by scanning the QR Code.
- (4) The information used for the purposes of accreditation will be documented to the Accreditation Register of Accredited Safety Supervisor (Construction) (ASS(CO)) and maintained in the Accreditation List of Accredited Safety Supervisor (Construction) (ASS(CO)) by OSHC. OSHC have the right to disclose the information contained in the Accreditation Register and Accreditation List. The information given above may be provided to government departments and other organisations or agencies authorised to process the information for purposes relating to the accreditation.
- (5) Accredited Safety Supervisor (Construction) (ASS(CO)) shall apply for renewal before expiry of the accreditation. Applicant is required to complete a total of not less than 30 hours of Continuing Professional Development (CPD) Programme in occupational safety and health in the 4 years immediately preceding his/her renewal application.
- (6) If the Accredited Safety Supervisor (Construction) (ASS(CO)) fails to demonstrate that he/she is competent or is a fit and proper person to be accredited; the Accredited Safety Supervisor (Construction) (ASS(CO)) shall be removed from the Accreditation Register and Accreditation List.  
 I have carefully read over and understood all information printed in this application form, and also agree to the terms of accreditation for Accredited Safety Supervisor (Construction) (ASS(CO)).

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Signature of the applicant

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Date

### 《Statement of Purpose for the Collection of Personal Data》

- (1) The information you provide to the Occupational Safety & Health Council (OSHC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of OSHC.
- (2) To keep you informed of OSHC's activities, OSHC would like to use your personal data, including your name, telephone number and correspondence and email address, to update you in relation to our training courses, events and other OSH related information. Your personal data may also be used for our research and statistical purposes.
- (3) You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
- (4) You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to OSHC at 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong.

(Please insert a "✓" in the appropriate box)

I do not wish to receive any information from OSHC in relation to its activities.

I hereby declare that all particulars, statements and documents submitted herein and with this application are true and correct. I also confirm that I have read and agreed with the 《Statement of Purpose for the Collection of Personal Data》 in this Form. **Warning: It is a criminal offence to furnish any false statement or information related to this application.**

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Date

#### Notes :

1. If, for privacy reasons, you prefer not to submit a copy of your identity card, you may choose to come to the Hong Kong Safety and Health Certification Scheme at 18/F China United Centre, 28 Marble Road, North Point, Hong Kong for officers to sight the card and verify your identity.
2. Information required for documentary proof of working experience:
  - Company name for the certified working period
  - Date of letter
  - Information of applicant (name and HKID number)
  - Employment period of applicant, including start and end dates
  - Position of applicant
  - Details of work and job duties of applicant
  - Name of employer
  - Position of employer and contact phone number
  - All documentary proof should be issued in company letterhead and signed by the employer with company chop

## 《Template – Documentary Proof of Working Experience》

(to be submitted on company letterhead)

### Proof of working experience for application for Accreditation as an Accredited Safety Supervisor (Construction)

To Hong Kong Safety and Health Certification Scheme :

This is to certify that Mr. / Ms. \_\_\_\_\_ (Name of applicant) (HKID Card No. : \_\_\_\_\_) was employed by this company \_\_\_\_\_ (Name of company) from \_\_\_\_\_ to \_\_\_\_\_ (Date of employment).

His / Her major duties are as follows :

Position of applicant	Details of work and job duties	Employment period (including start and end dates)	
1.			
2.			
3.			

\_\_\_\_\_  
Signature of the employer

\_\_\_\_\_  
Company chop

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Designation & Contact phone number of Signatory

\_\_\_\_\_  
Date

3. Where necessary, the Hong Kong Safety and Health Certification Scheme will contact the employer(s) of the applicant and other relevant parties to obtain information and/or make verification as are necessary for the purpose of the accreditation. Verification with employer(s) of the applicant and relevant parties may take time.
4. Hong Kong Safety and Health Certification Scheme would take the course content of Certificate in Safety and Health for Supervisors (Construction) Course organized by the OSHC and Construction Safety Supervisor Course organized by CIC as standard (including entry prerequisites, course content, course duration, assessment method, lecturers' qualifications, etc).
5. Applicant may request to take the examination. However, applicant will be required to complete the Certificate in Safety and Health for Supervisors (Construction) Course organized by the OSHC or Construction Safety Supervisor Course organized by CIC if they failed in the examination.

