



香港
建造
學院
HONG KONG
INSTITUTE
OF
CONSTRUCTION

OCCUPATIONAL ETHICS HANDBOOK

職業道德手冊

Disclaimer

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Preface

Hong Kong Institute of Construction (HKIC), which is a member organisation of the Construction Industry Council (CIC), was established on 1 February 2018. The vision of HKIC is “to nurture an accomplished construction workforce with sound professional skills, theoretical knowledge, safety awareness, innovative ideas, passion and pride for the construction industry of Hong Kong”. Its mission is “to provide training in construction and management skills based on whole person education and construction site practices; to promote a culture of work safety and sustainability for the construction industry; to foster a culture of career dedication and pursuit of excellence for the construction industry; and to build up a healthy and caring image of the construction industry”. Its school motto is “To dedicate · To excel”.

HKIC embraces the vision and mission of CIC. We not only provide technical training for persons who would like to join the construction industry, but also impart to students a good understanding of occupational ethics and positive working attitude. The four schools, including the Kowloon Bay Campus, the Sheung Shui Campus, the Kwai Chung Campus and the School of Professional Development in Construction, have all along integrated occupational ethics into the training courses. Through the assiduous guidance from the teaching staff, students could understand the importance of occupational ethics and shall comply with it accordingly.

Since 1987, the CIC (formerly known as Construction Industry Training Authority) has been increasingly putting more emphasis on instilling the understanding of occupational ethics to students and organizing activities and training of occupational ethics, so that graduates can possess occupational ethics and a strong sense of responsibility to adapt to the construction industry standard.

The content of this handbook forms the core of training on occupational ethics, which comprises the basic occupational ethics and proper working attitude for the construction industry presented in simple terms with pictures to increase the pleasure of reading.

This handbook can be used as training materials for occupational ethics as well as students’ application of the content during work upon graduation. Other construction workers can also use it as reference to master the skills as well as working with occupational ethics.

There are various types of work in the construction industry. This handbook may not be able to cover them all even with frequent revision. Comments are welcome from industry stakeholders to enrich this handbook.

Revised in September 2020

1

Understand your Industry



Flourishing Construction Industry Keeps Hong Kong Prosperous

Hong Kong has limited land resources with dense population, which causes huge demand for housing, education, healthcare, entertainment, social welfare and transportation facilities. To tackle these problems, abundant well trained and experienced human resources are necessary in addition to good planning and sufficient economic condition. The construction industry has great contribution in this aspect, in which, the average annual expenses in construction project constitute about 10% of Hong Kong GDP across the years. From this, we can understand that the construction industry is an important industry in Hong Kong, whether in contributing to internal economy, providing employment, city rebranding or gathering impetus in the industry.

Construction Sector needs High Quality Professionals

To engage in construction work, you must:

- ▶ possess expertise in a certain craft;
- ▶ possess professional practices and a correct working attitude;
- ▶ be physically fit;
- ▶ learn continuously and be virtuous.

Construction Work Provides You with Great Challenges

To become a member of the construction industry, you not only share the fruitful outcomes from the construction industry, but also contribute to social prosperity. You have to challenge yourself and be responsible to the following stakeholders:

- ▶ your society;
- ▶ project quality and project designers;
- ▶ developers, contractors;
- ▶ other construction practitioners;
- ▶ users of buildings and construction related persons.

Construction Industry Brings You Fruitful Returns

- ▶ Gain expertise in a certain craft and become a professional.
- ▶ Develop your career to earn better income.
- ▶ Contribute to the construction industry, which brings you satisfaction.
- ▶ Develop your capability to furnish your house.

Construction Industry Requires Your Hard Work

There are difficulties and limitations for all industries. The construction industry is not an exception. You have to face these difficulties, tackle and overcome them. You also have to be prepared for any challenges ahead. For example, you have to work:

- ▶ outdoors;
- ▶ on both sunny and rainy days;
- ▶ overtime;
- ▶ on holidays, although there are days off on weekdays;
- ▶ at different sites no matter how far the distance is;
- ▶ efficiently with high quality and contribution to get your return, so you have to achieve excellent performance to gain respect in the industry.

2

Code of Conduct for Construction Practitioners



Know your industry

The aim of this Code of Conduct is to enhance the standard of occupational ethics and positive image of construction practitioners.

Safety First

- ▶ Follow safety measures and plan well for your work.
- ▶ Wear suitable working suits and personal protective equipment (PPE), and encourage co-workers to do the same.
- ▶ Use equipment and materials appropriately and store them properly after use.
- ▶ Take good care of yourself and your co-workers. Always keep the site safe and tidy.

Protect the Environment

- ▶ Avoid construction pollution and harm towards the environment.
- ▶ Reduce the use of materials and make good use of them.
- ▶ Reduce and reuse construction wastes and handle them properly.

Be Cooperative

- ▶ Communicate more and do not break your promise.
- ▶ Be polite and considerate to your mentors and others. Do not discriminate or disturb others.
- ▶ Work together harmoniously and build up team spirit.

Be Professional and Trustworthy

- ▶ Be honest. Say no to corruption and bribery.
- ▶ Be alert to report and avoid conflict of interests.
- ▶ Be self-disciplined, respect your profession and maintain a high standard of personal ethics.

Strive for Excellence

- ▶ Be devoted to your duty and try your best. Accept responsibility to resolve problem.
- ▶ Embrace Life-long learning and be passionate about your work.
- ▶ Share the best practices with your co-workers, learn to adopt new technology.

Be Law-abiding and Follow the Rules

- ▶ Follow the professional codes to enhance standard.
- ▶ Respect your country and obey the laws and regulations.
- ▶ Build your city and love Hong Kong.

3

Introduction to Occupational Ethics



What is Occupational Ethics?

Occupational ethics means the appropriate practice, working method and attitude that you should adopt in handling interpersonal relationship within the scope of work of the industry and during work when you are engaged in a legitimate career.

Loving your work, devoting to your duty and caring for others voluntarily are expression of complying with occupational ethics and taking forward the spirit of traditional professionalism and dedication.

Each industry has its own characteristics and actual practices which form a general acknowledged standard to measure working performances. These standards in different industries are called occupational ethics which are also the working discipline and code of practice that people in the respective industries should follow.

How is Occupational Ethics Related to you?

To comply with occupational ethics, you should be dedicated to your work and have a working attitude that is:

- ▶ Positive and encouraging
- ▶ Responsive and serious
- ▶ Self-disciplined and willing to help

Occupational ethics is also a standard for working attitude. Working according to standards can enhance efficiency, reduce errors and improve credibility.

If you can focus on occupational ethics and industry regulations at work, you are definitely:

- ▶ Responsible to yourself and your colleagues with a clear conscience
- ▶ Responsible to your industry and improving your own craftsmanship
- ▶ Responsible to society and enhancing your quality at work
- ▶ Trusted and appreciated by your employer and co-workers in the industry

Generally speaking, professional skills help to open up your career path while occupational ethics makes you a respectable person.

4

General Occupational Ethics of the Construction Industry



General Duties of Industry Practitioners

Your behaviour should not jeopardize the health and safety of yourself or other persons.

You should take the initiative to learn the potential dangers of the tasks and obey the relevant safety rules.

You should cooperate with your employer and others so that they can exercise their duties and follow the rules of protecting the health and safety of every industrial practitioners.

Understand your responsibility



Understand your scope of work



Be punctual



Keep your promise



**Hand over your work properly
before leaving**

Take your job seriously



**Everything starts with the basics.
Treasure your job. Do not quit easily**



**Recognize your work values and
develop interest in your job**



Understand the norms of the industry. Keep up with good habits and break bad habits

(Never be late for 15 minutes, leave 15 minutes earlier, or stay behind after the 3:15p.m. tea break)



Master the occupational ethics and make progression in your career



Try your best to give back to the society



**Be honest, fair, and never
take illicit advantage**



**Do not move and change any lighting facilities
at the site for your own convenience**



**Do not take others' materials or tools for
your own convenience**



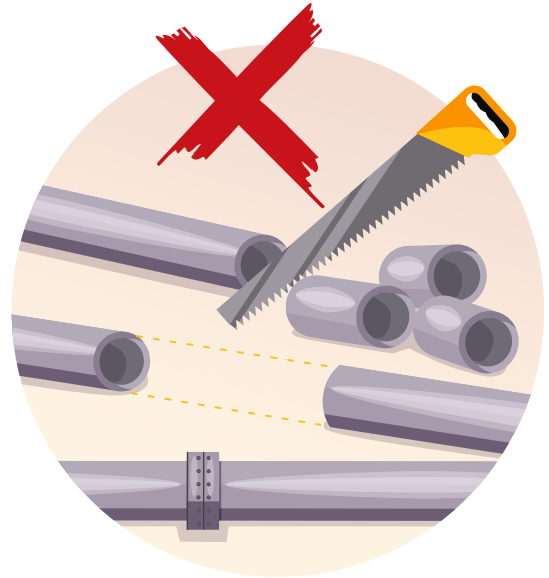
**Use each tool properly and
make good use of all materials**



**Apply the right skills and pay attention to
the working procedures.
Do not destroy others' completed works for
your own convenience**



Put tools back in their proper place



Use the materials carefully and properly



Place the materials properly

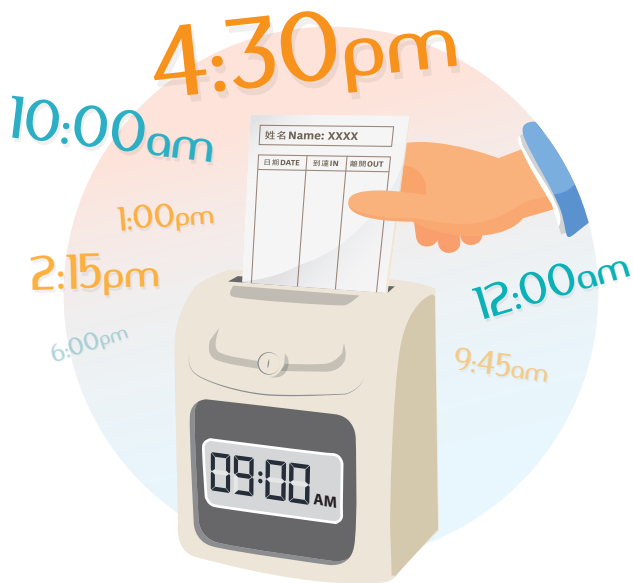


Store the materials properly and adopt proper precautions against water, fire and theft



A clean working environment is energising and conducive to work. Therefore, you should keep the environment clean and tidy it up after every working process

Occupational Ethics and Personal Accomplishment



Definition of punctuality:
Start working on time and never leave
work early



**Be self-disciplined. Do not find excuses for
sick leave. Never be absent without reasons
and maintain a good attendance record**



Overcome difficulties and achieve success through perseverance



No matter how tedious a job is, you still need to remain self motivated and complete the job on schedule.



**Adjust to a new working environment by
adopting new working process, new machines
and co-operating with new superiors /
management**



**Never get addicted to alcohol. Quit all bad
habits and stay healthy**



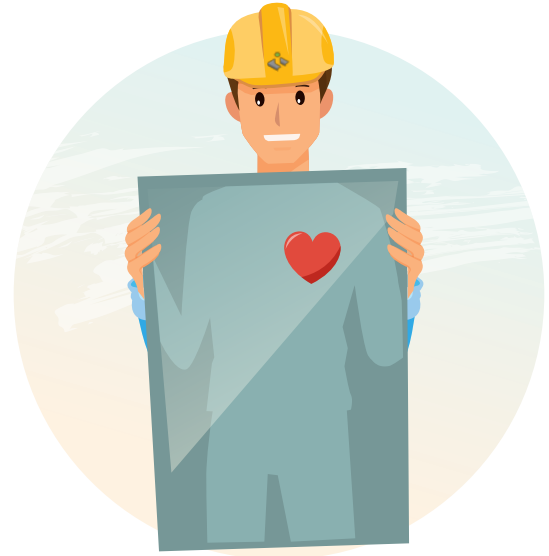
Learn with great enthusiasm. Turn knowledge into strength. Use the most efficient and safest approach to complete the job



Treat everyone with courtesy to lift up the spirit



Widen your horizons and differentiate between right and wrong. Be objective, no bias against people and try to listen to others



Learn from one another, overcome your own weaknesses and develop your potentials



**Understand the difficulties,
try your best to overcome all obstacles**



**Coordinate with other trades and workers.
Communicate thoroughly and value good
team spirit**



Seek help from your superior or co-workers when you cannot correct the mistakes by yourself



Understand the requirements of the job. Follow the instruction given by your supervisor and always seek advice when you encounter difficulties



**Cooperate and communicate effectively to
develop interpersonal relationship**



**Commit to your job and follow
the rules and regulations**

Understanding Industrial Safety

General Duties of Industrial Practitioners

Your behaviour should not jeopardize the health and safety of yourself or other persons.

You should take the initiative to learn the potential dangers of the work and obey the relevant safety rules.

You should cooperate with your employer and others so that they can exercise their duties of and follow the rules of protecting the health and safety of industrial employees.



Observe and think before performing any task



**Be considerate. Obey safety rules and regulations.
Always use protective equipment**



**Be focused at work.
Do not day-dream**



**Work according to your own strength.
Do not over-estimate your capability**



**Be serious at work.
Do not play while working**



Be considerate. Avoid the risk of falling objects



Never attempt to remove iron wire, metal bars or bamboo sticks from a scaffolding for your own convenience.

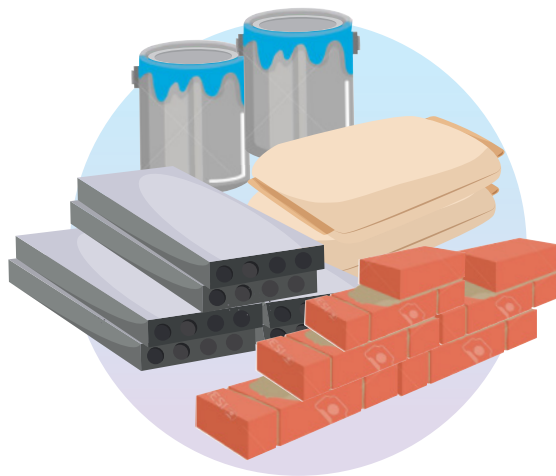
This may destabilize the scaffolds and endanger yourself and others

5

Occupational Ethics for Individual Trades



Never attempt to demolish any temporary fences near lift shaft, light well and holes on ground for your own convenience. This may endanger yourself and others





Bricklaying

Occupational Ethics for Bricklaying

- 1 You should remove all accumulated dirt on floor completely and wash away the dust by water before the bricklaying of floor.
- 2 Do not waste mortar while working.
- 3 Do not make a hole in the middle of the bag that contains concrete. Cut or untie the mouth of bag.
- 4 Mix the materials according to the required ratio and needs.
- 5 Turn off the water valve while there is no water supply.
- 6 Use as much remaining mixed materials as you can.
- 7 Excessive wet mixed materials should be put on top of paper mat.
- 8 Bags of remaining dry materials must be sealed and put back to the original place.



- 9 Do not let the materials block the pipes and cleaning tools.
- 10 Turn off all temporary lighting equipment after work.

While bricklaying

- 11 Do not move any installed facilities such as water pipes, light conduits and light boxes.
- 12 Do not remove any temporary support holding the door frame.
- 13 Install sufficient number of holdfasts and do not fix them completely.
- 14 Avoid destroying the damp proof layer.
- 15 If the ink line is unclear, do not guess. Check it.

While plastering the exterior wall

- 16 Do not remove iron wires that are holding scaffolds, or pull the metal bars or bamboo sticks of scaffolds.
- 17 Remove all unnecessary objects and dust away from the walls, window sash and sill. Collect and handle them properly.
- 18 Do not casually block any holes left by other industries.
- 19 Do not arbitrarily remove any screw bolts out of unknown purposes.



While bricklaying the interior wall

- 20 Set up temporary lighting bulbs in a place away from wood or inflammable materials.
- 21 Cover reserved materials and power supply facilities while pouring water.
- 22 Cover the reserved switches and circuit box properly. Plasters should be cut according to the size of the box. Remove and clear mortar dropped on the panel.
- 23 Remove and clear mortar dropped on the floor.

While paving with glazed roof tiles

- 24 Carry the materials carefully and store them properly.
- 25 Prepare sufficient amount of cement slurry.
- 26 Use tiles with broken corners first when cutting tiles.
- 27 Store the remaining tiles tidily for easy access.

While paving with mosaic tiles

- 28 Cut mosaic tiles according to actual needs. Pile up the remaining tiles for future use.
- 29 Do not store the remaining mosaic tiles on scaffolds.
- 30 Put torn paper in a box.
- 31 Clear and wipe completed mosaic tiles immediately. Fit and fill with cement slurry. Work carefully.



Carpentry

Occupational Ethics for Carpentry

- 1 Work according to the drawing and industrial standards. Do not muddle through the work or cheat.
- 2 Make measurement and prepare materials precisely. Do not create unnecessary waste for your own convenience.
- 3 Do not cut the materials randomly.
- 4 Follow the instruction manual and obey safety rules when using carpentry machines.
- 5 If carpentry machines are malfunctioning, report for repair immediately.
- 6 Think of others when installing temporary support. Do not interrupt other operations.
- 7 Do not use damaged materials as the component of a working platform, to avoid potential danger and collapse due to unstable structure.
- 8 Store unused materials such as boards and other structure components properly and carefully to avoid potential collapse and accidents.
- 9 Do not arbitrarily remove or damage fitting facilities of other trades. Discuss and compromise with others if there are any obstructions at work.



- 10 Remove and store all metal nails carefully and properly.
- 11 Do not dispose of waste easily. Handle metal nails, hardware materials and broken tools with special care.

Carpentry

- 12 Take the safety of passers-by into consideration when installing hoarding sheets or boards for covered pedestrian way.
- 13 Never put excessive materials on working platform of scaffolds.
- 14 Do not remove any iron wire, metal bars or bamboo sticks from a scaffold.
- 15 Keep the arrangement of metal bars as complete as possible. Never arbitrarily remove any metal bars, or small tiles that are obstructing your work.
- 16 Avoid dropping sawdust and small pieces of materials into the formwork layer.

Joinery

- 17 Find out the location of concealed pipes before drilling the wall. Do not damage other facilities.
- 18 Handle remaining mixed cement adhesive properly. Do not pour it into the drainage system to avoid blockage.
- 19 Do not leave too many unnecessary ink marks or glue and stains on tools.



Painting

Occupational Ethics for Painting



- 1 Use the paint chosen by clients. Do not cheat.
- 2 There are different procedures for different surfaces. Do not skip any steps intentionally or replace normal steps by unreasonable ones.
- 3 Consider the interests of others while working. Work with extra care especially in public areas. Put up appropriate signs and set up effective protection work to protect others.
- 4 Raise personal safety awareness and stay alert to avoid potential construction fire, flooding or theft.
- 5 Do not light up a fire or smoke at work.
- 6 The amount and method of the storage of dangerous and inflammable goods at the working site must be in accordance with the Fire Services Ordinance. These goods must be placed in an appropriate place.
- 7 Adopt sufficient fire and explosion protection measures while working in an inflammable environment. For example, do not light an open fire, do not smoke and do not leave behind kindling.
- 8 Choose the right primer and caulk (paint dust) according to the construction specifications. Otherwise, the quality of basic layers may be worsened, leading to peeling off of paint.

- 9 Before using metal tools, rust must be first removed. Appropriate rust-proof paint and top-layer paint should also be used.
- 10 Form good working habits such as:
 - ▶ Do not touch when the paint is not dry.
 - ▶ Do not sweep when the top-layer paint is not dry.
 - ▶ Do not put ladders or other objects on a completed surface.
 - ▶ Cover and store properly the remaining paints.
 - ▶ Do not pour paint residues into any pipes or cleaning tools.
 - ▶ Clean painting tools such as brushes quickly after use.
 - ▶ Close windows (except those for ventilation), turn off lights and close the tap after work every day.
- 11 Be responsible for cleaning paint stains on light switches, windows, cleaning tools and floor. Dispose of remaining wastes in specific places. Do not put them in the corridors, staircases or other passages for your own convenience.



Plumbing

Occupational Ethics for Plumbing

- 1 Reserve holes according to actual needs. If holes are necessary to be made, they should be made at the suitable positions to avoid deconstruction of brick walls and concrete walls.
- 2 All materials must comply with the Waterworks Ordinance, drawings and construction specifications.
- 3 Arrange the pipes in order. Place short pipes and wastes at designated position. Do not place them on the floor at random to prevent accidents caused by stepping on them.
- 4 Install the pipes firmly and orderly to prevent accidents caused by loosening.
- 5 If there is structural reinforcement when installing or reserving pipes, report to the site supervisor immediately and do not cut it by yourself which may affect the building structure.
- 6 When installing pipes on the exterior wall, place the materials and tools that are not in use indoors. Placing them on the scaffolds would cause dangers.



- 7 Do your work carefully to prevent leakage and sewage leakage, which may result in peeling-off of wall finishing and damage of the building structure.
- 8 Comply with the Water Ordinance. Do not modify the pipes based on your own decision.
- 9 Do not make a hole in the middle of the bag that contains concrete. Untie the seal of the concrete bag properly.
- 10 When installing the water outlet at a platform, fill the surrounding space with sufficient cement to prevent leakage. After that, remove any mortar left in the water outlet to prevent blockage.
- 11 After installing a water outlet at a chrome plating platform, use a tape to cover its surface to prevent damage.
- 12 Place soft pads on the bathtub to protect its surface.
- 13 Install sanitary appliance with stability. Carefully connect pipes. Use a suitable drainage slope, and be precise during the operation.
- 14 When installing the accessories of sanitary appliance, choose proper tools. For example, use wrench for installing faucet and do not scratch the chrome plating when using hose clamp.
- 15 The connection of the reserved hot water appliances should comply with the factory settings. Choose a safe and suitable pipe system and installation method for different types of appliances.



Plant Maintenance



Occupational Ethics for Plant Maintenance

- 1 Use your tools with care, and use them correctly.
- 2 Follow the operation manual. Check and maintain the machines regularly as specified in the factory standards.
- 3 Check the machineries according to standard procedures. Do not omit any of them.
- 4 Adjust and repair parts according to the factory standards.
- 5 When using power machinery, check carefully before use and maintain frequently.
- 6 If the working procedures will affect or obstruct others during operations, notify them in advance and take sufficient safety and preventive measures.
- 7 Avoid dropping any structural parts while installing, heightening or dismantling the stands. This may harm you and others.



Scaffolding

Occupational Ethics for Scaffolding

- 1 Select Scaffold materials wisely and do not use those with defects.
- 2 Use suitable tools and safely install scaffolds according to the procedures.
- 3 When working at height, you must wear safety belt and use lifelines and anti-fall devices. Closely monitor the surroundings and cooperate with your partners.
- 4 Follow the instruction and go to the site at designated time for scaffolding. Check and maintain with care.
- 5 If there are over-loaded materials stacked on the scaffold, it may lead to collapse. Report to the site supervisor immediately for clearing.
- 6 Accidents can happen easily if the scaffolding is unstable. The employer (contractor) and site supervisor should be informed immediately upon discovery of such instability, and that restoration and relevant remedial action should be done promptly.



- 7 Before dismantling the scaffolding, carefully check and fix the instability of scaffolding. Warning signs and additional fences should be placed on the ground.
- 8 When dismantling the scaffolding, reinforce the anchor bolts and wires, and then remove all the scaffolding according to the procedures. Allow the fracture of the anchor bolts to shrink back to the wall, and cooperate with other industries to do the finishing.
- 9 Do not drop the dismantled materials from height, transport them in the safest way.
- 10 The dismantled materials should be stored in a proper place. Treat the building and other facilities with care.



Marble Works

Occupational Ethics for Marble Works

- 1 Make good use of the materials. Transport them carefully to prevent damage to the marbles or scratches to their surface.
- 2 Place the marbles upright. Place protective pads on the marble surfaces to prevent damage to those surfaces.
- 3 When performing cutting or polishing on the marbles, beware of the splashing gravels which would cause injuries. Wear suitable personal protective equipment.
- 4 After installation of marbles, clean up all the dirt immediately, for example, cement slurry, glues, etc, to avoid the difficulties of clearing in future.
- 5 Cover the finished platform with planks or plastic to avoid scratches.
- 6 Upon completion of work, dispose of the waste to designated places. Do not dump it at random places, which may cause danger and obstruction to others.



Metal Works

Occupational Ethics for Metal Works

- 1 Work according to the drawings, samples and construction specifications.
- 2 Use the fragmented materials first. Make reasonable reservation of the consumption during processing. Use the precise quantity to reduce wastes.
- 3 Clearly understand the bending, folding, cutting, and pressing functions of a machine. You have to know all the operation details. Do not blindly operate the machines to prevent danger.
- 4 Place the workpieces at a position that does not obstruct others to prevent accidents.
- 5 Cooperate with your partners when loading and unloading the workpieces to prevent accidents.
- 6 When polishing, cutting, smith forging and welding, you must wear personal protective equipment to prevent accidents caused by fire sparks.
- 7 To prevent accidents, notices of installation work of all workpieces, for example, doors, windows, fences, ladders, pavilions, carriages, etc., should be displayed clearly before installation.
- 8 The metal pieces installed on the exterior wall or rooftop, for example, chimney, advertisement holder, etc., must have stable structure to prevent falls.



Electrical Installation



Occupational Ethics for Electrical Installation

- 1 Familiarize yourself with the Electricity Ordinance. Comply with them to ensure the safety of others.
- 2 Choose the right materials, plugs and sockets that comply with the regulations and project requirements.
- 3 When repairing electrical installation, a warning sign with “Danger – Under Repair”, should be set up at an eye-catching position. Electricity supply should be cut off during repairing works.
- 4 Check the electricity supply system before connecting wires. Do not connect at random.

- 5 Develop a good working habit, for example:
 - ▶ Do not take other's tools.
 - ▶ Do not scamp work, e.g. do not install fake conduits, do not use screws to replace nails, etc.
 - ▶ Do not step on the windowsill or furniture. Use proper Light-duty Working Platforms.
 - ▶ Do not draw positioning lines that are longer than necessary.
 - ▶ Remove the plastic insulation before connecting wires.
 - ▶ Do not trim your screws.
 - ▶ Use fragmented materials first, then new materials.
- 6 The temporary electricity supply on site should be arranged tidily. Install suitable earth wires. Protection hoses should be installed on the sites where damages can easily take place.
- 7 Rain and moisture prevention measures should be implemented on all electrical installation especially motors, etc., when working outdoors or in humid places to prevent damage.





Construction Machinery Operation



Occupational Ethics for Construction Machinery Operation

- 1 Check and maintain the machines and steel wires regularly. Keep records of the checking and maintenance.
- 2 If the machine is damaged, report immediately. Do not try to muddle through your work.
- 3 If the hoisting cable (wire) is damaged, stop using it immediately. Put on a remark to remind others not to use it, and wait for disposal later.
- 4 Set clear warning signs around the boundary of construction machinery operation area.

- 5 Ensure the safety of lifting operations, by paying attention to the loading capacity. Avoid overloading or overweighting.
- 6 When lifting materials, ensure the stability of the loads. Weights should be hanged on the hook with safety clasp .
- 7 Crane operators should start operating only after receiving a clear signal.
- 8 Do not omit any proper working procedure or violate safety rules just to rush for deadlines.
- 9 Be pragmatic and do not do fancy work to avoid dangers to yourself and others.
- 10 Do not solicit illegal benefits as an exchange of offering or allowing any expedencies in work.



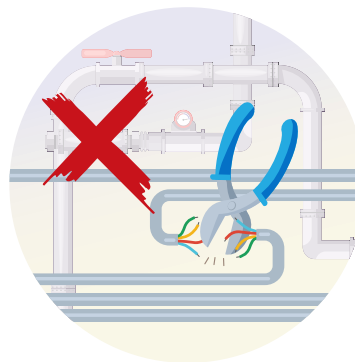
Bar Bending and Fixing

Occupational Ethics for Bar Bending and Fixing

- 1 Learn the safe operations, hand signals or proficient use of communication tools for crane lifting.
- 2 If the hoisting cable (wire) is damaged, stop using it immediately. Put out a warning to remind others not to use it, and wait for disposal later.
- 3 Hoist steel bars safely, ensuring the bars are securely attached to the hook before signaling to the crane operator.



- 4 If the tools or machines are damaged, report for repair immediately.
- 5 When operating electrical machineries, for example, parting shears, bend winding machine etc., remind others to stay cautious to prevent danger.
- 6 Strictly follow the requirements set in the construction plan. Pay attention to the requirements on size, quantity, position and spacing of the steel bars. Comply with the regulations and tie the bedding in spacing (small tiles).
- 7 Work carefully to avoid damaging the finished work of others, for example, conduits, electrical wires, timber formworks or other pipes, etc.

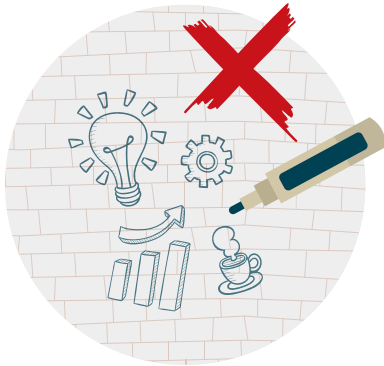




Levelling

Occupational Ethics for Levelling

- 1 Do not draw graffiti.
- 2 Make good use of materials. Although a bottle of ink, a pile of ink line or a pencil does not cost much, nothing should be wasted.
- 3 Set “convenience to others” as your working principle. Mark ink lines or symbols in a clear and direct manner.
- 4 Handle tools and equipment with care. If there are any damages, report immediately. Do not turn a blind eye on them.
- 5 Do not dismantle safety fences arbitrarily for your own convenience.
- 6 Levelling can directly affect work of other trades. Before levelling, you must read and refer to all related plans and check the sizes and scales in order to draw the lines that meet the needs of other works. If there are any discrepancies, report to the supervisor and solve it immediately. Double check before leaving to avoid mistakes.
- 7 Keep all ink lines, including the lines and endings, for easy checking during the construction.
- 8 Think about the post-construction. If there are tiles, mosaic tiles, glass or paint surfaces, etc., use indigo powder instead of ink to mark the lines for easy cleaning.
- 9 When drawing ink lines for cement or renovation work, pay attention to the thickness of each part, the finishing position and method. If there are any questions, discuss with your supervisor or the contractor immediately. Start the work only after all the queries are clarified.



- 10 Clearly mark and indicate all the installation positions reserved for pipes, cables, etc., for the convenience of other constructions on the construction sites.
- 11 There should be continuity in ink line work. You have to take responsibility of the project, and should not resign before a project is completed.
- 12 Handover everything and explain clearly to your supervisor or other related person before the change of your job positions. Do not withhold any information.



Construction Supervision / Technician

Occupational Ethics for Construction Supervision / Technician

- 1 Understand the exact practical work. Do not be self-righteous. Do the coordination work with objectivity and tolerance.
- 2 Emphasize interpersonal relationship, enhance communication in work and promote the team work spirit in collective work.
- 3 Be responsible for the project, your employer, your subordinates and users of the building with probity and esteem.
- 4 Understand the occupational ethics for different trades and implement them precisely.
- 5 Emphasize safety. Construction safety precautions should be implemented at all times.
- 6 When doing work allocation, be just and fair. Allocate the work according to the workers' strengths and provide opportunities for them to demonstrate their personal skills.
- 7 Complete each project, in the safest, most efficient and environmental-friendly way that is cost-effective.
- 8 If discrepancy between the plan and drawing of the actual construction is found, report to your supervisor immediately and ask for advices. Do not try to make decision without authorization to avoid serious consequences.
- 9 Keep learning and enhancing your working capabilities to meet the innovation and development of industry.

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