[COMPANY NAME]

Environmental, Health, Safety & Security (EHSS) Manual

for SgMA SLOTS Members

(SCAL SgMA Specification for Trade Contractors)

Revision [Rev Number]

Issued [Date of Issue]

TEMPLATE

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0.0 Revision History and Approval

Rev.	Nature of changes	Approval	Date
[Rev Number]	Original release.	[EHSS Manual Approver Name]	[Date of Issue]

1.0 The Scope and Context of the [Company Name] EHSSMS

1.1 Context of [Company Name]

[Company Name] has reviewed and analyzed key aspects of itself and its relevant stakeholders to:

- determine the strategic direction and scope of our Environmental, Health, Safety and Security Management System (EHSSMS)
-
-

1.2 Scope of the EHSSMS

Scope of EHSS Management System	
Company	[Company Name]
Scope of Work	
SLOTS Trade Registered (	
SLOTS Registered Trade Scheme - The Singapore Contractors Association Limited (scal.com.sg)	
Address	[Street Address] [Phone]
Boundary Covered	All project sites or / and workshop within Singapore only
Membership	Registered under SCAL SLOTS Scheme

2.0 Management Leadership and Commitment

Top Management of [Company Name] provides evidence of its leadership and commitment to the development and implementation of the management system and continually improving its effectiveness by:

a. taking accountability of the effectiveness of the EHSS management system.
b. ensuring that the EHSS Policy and objectives are established for the management system and are compatible with the strategic direction and the context of the organization.
c. ensuring that the EHSS policy is communicated, understood, and applied within the organization.
d. ensuring that the resources needed are available to establish, implement, maintain, and improve the EHSS management system.
e.
f.
g.
h.
i.
j.
k.

Appendix A: EHSS Policy

The EHSS Policy of [Company Name] believes in:

a) Providing safe, healthy and secured working environment for all employees, including contractors and suppliers and by embracing the SGSecure movement
b) Eliminating and minimize safety and health risks, and terror threats to our staff and the public by ensuring control measures are in place
c) Safety of employees will be the first consideration in the operation of the business
d) Ensuring that each employee is adequately trained and familiarise with the relevant statutory requirements, local environmental legislations, codes of practices and the company's company's safety and Green Practices procedures in order to carry out his work safely and environmentally friendly
e) Implement a system of Safe Management Measures at worksites to provide a safe working environment and minimise risks of further outbreak contagious virus / epidemic /pandemic eg Covid -19, SARS etc
f) Each employee is expected to comply with the safety, health & environment standards as stated in the legislation
g) Ensuring that equipment and materials are maintained in safe working condition as stated by the manufacturer
h) Reducing our energy, water and natural resources consumption and waste generation
i) Establishing and implement environmental objectives and targets and its programme where appropriate and ensue they are reviewed at specific intervals
j)
k)
l)
m)
n)
o)
p)

Loss and injury prevention is the direct responsibility of all employees. This company is committed to a strong safety programme that protects the health, safety and security of its staff, its property and the public from risk of harm, including that arising from terrorism and shall strive for continual improvement in the Environmental, Health and Safety performance

Name: _____

Designation: _____

Date: _____

Company Stamp

3.0 Planning

3.1 Legal and Other Requirements

[Company Name] has identify and assess the legal and other requirements that are applicable to us. This legal register is kept up to date and relevant information communicated to our employees and other interested parties. Refer to Appendix B

The above list is of legal and other EHSS requirements is **updated** on yearly basis and subjected to any changes with reference to the following links.

https://sso.agc.gov.sg/

https://www.mom.gov.sg/legislation/workplace-safety-and-health

https://www.singaporestandardseshop.sg/Home/Index

This register is available and accessible at Head Office and the site office. The information on the applicable legal and other WSH requirements shall be communicated to employees and other relevant interested parties for first day induction training and toolbox meeting

Appendix B: Legal Register

Appendix B: Legal Register & Other Requirements

No	Acts & Regulations (Safety)	Year	Applicable	
			Yes	No
1	Workplace Safety and Health Act	2006		
2	Work Injury Compensation Act	2019		
3	Employment Act	2019		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	Workplace Safety and Health (Construction) Regulations 2007	2007		
14	Workplace Safety and Health (Workplace Safety and Health Officers) Regulations 2007	2007		
15				
16				
17	Workplace Safety and Health (Explosive Powered Tools) Regulations 2009	2009		
18	Workplace Safety and Health (Confined Spaces) Regulations	2009		
19	Workplace Safety and Health (Operation of Cranes) Regulations	2011		
20	Workplace Safety and Health (Scaffold) Regulations	2011		

No	Acts & Regulations (Safety)	Year	Applicable	
			Yes	No
21				
22				
23				
24				
25	Workplace Safety and Health (Approved Codes of Practice) Notification	2019		
26				
27				
28				
29	Factories (Safety Training Courses) Order 2001	2001		

No	Code of Practice, Singapore Standard & Others	Applicable	
		Yes	No
1	SS 98: 2005 - Specification for Industrial Safety Helmets		
2	SS 473: Part 2: 1999 - Specification for Personal Eye - Protectors Part 2: Selection, Use & Maintenance		
3	SS 506: Occupational Safety & Health Management System		
4	SS 508: Part 3: 2004 - Specification for Graphical Symbols - Safety Colours and Safety Signs - Part 3: Safety Signs Used in Workplaces and Public Areas		
5	SS 513: Part 1: 2005 - Specification for Personal Protective Equipment - Footwear Part 1: Safety Footwear		
6	SS 532: Code of Practice for the storage of flammable liquids		
7			
8			
9			
10	SS 548: Code of Practice for selection, use and maintenance of respiratory protective devices		
11	SS 549: Code of Practice for selection, use, care and maintenance of hearing protectors		
12	SS 571: Code of Practice for energy lockout and tagout		
13			
14			
15			
16	SS 569: Code of Practice for manual handling		
17			
18			
19			

No	Code of Practice, Singapore Standard & Others	Applicable	
		Yes	No
20			
21			
22			
23			
24			
25			
26	SS 663: 2020 Code of practice for safe loading on vehicles		
27	ISO 14001: 2015 – Environmental Management System		
28	ISO 45001: 2018 - Occupational Safety & Health Management System		
29	Code of Practice on WSH Risk Management		
30			
31			
32	Client's EHSS requirements		

No	Acts & Regulations (Environment)	Applicable	
		Yes	No
1	Environmental Protection and Management Act (Cap. 94A)		
2			
3			
4			
5			
6			
7	Transboundary Haze Pollution Act 2014 (Act 24 of 2014)		
8	Environmental Protection and Management (Off-Road Diesel Engine Emissions) Regulations		
9	2012 Environmental Public Health Act (Cap. 95)		
10	Environmental Protection and Management (Boundary Noise Limits for Factory Premises) Regulations, Reg 1		
11	Environmental Protection and Management (Control of Noise at Construction Sites) Regulations, Reg 2		
12			
13			
14			
15	Environmental Public Health (Toxic Industrial Waste) Regulations, Reg 11		
16	Environmental Public Health (General Waste Collection) Regulations, Reg 12		
17	Environmental Public Health (Employment of Environmental Control Officers) Order, Order 1		
18	Environmental Public Health (General Cleaning Industry) Regulations 2014		
19			
20			
21			

3.2 Planning for Environmental Aspect & Impact and Risk Assessment

[Company Name] has established and maintained procedure for the ongoing environment aspect and impact identification, evaluation and control measures, hazard identification, risks assessment and risk control measures, including consideration for:

- Routine and non-routine activities
- Activities of all personnel at work

The results of these assessments and the effects of these controls are considered when setting our EHSS objectives and are documented and kept up to date.

Formation of Team

RM Team is responsible for conducting RA/EIA within the scope defined

The RM Team may have representatives from both the management and non-management levels (including sub-contractors and suppliers).

Appoint a RM Team Leader ("RM Leader") and RM Team members ("RM Members") appointed by Management.

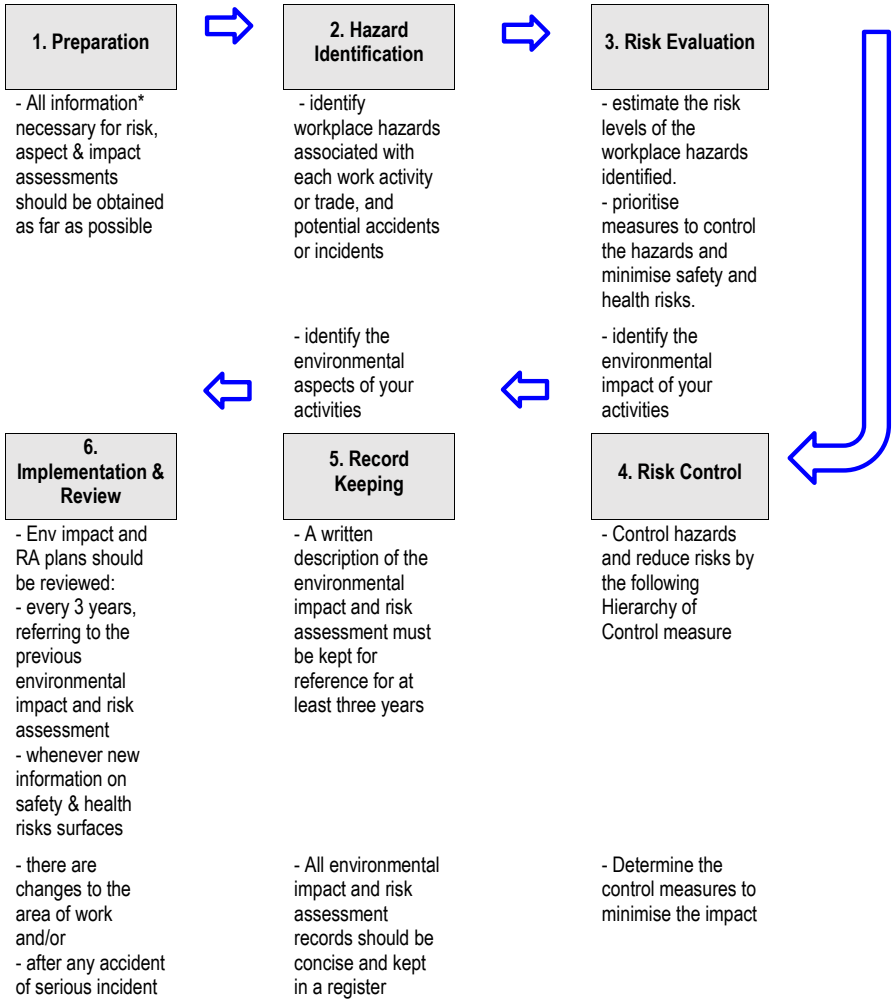
Team Leader

Team Leader shall be competent for the task. Having attended a RM course conducted by a MOM Approved Training Provider or equivalent is sufficient demonstration of the fact.

Team Members (EHSS, Environmental Aspects and Impacts & SGSECURE)

Team members may be appointed from management staff, process or facility engineers, technical personnel, supervisors, production operators, maintenance staff and WSH personnel representative of QA/QC, maintenance utilities, production division, office, environmental,

The steps for the conduct of the Environmental Aspect/Impact and Risk Assessment are summarized below:



* sources of information may include, but not limited to:

- Workplace layout, Process, or work flowchart,
-
-
-
-
-
-
-
-
-

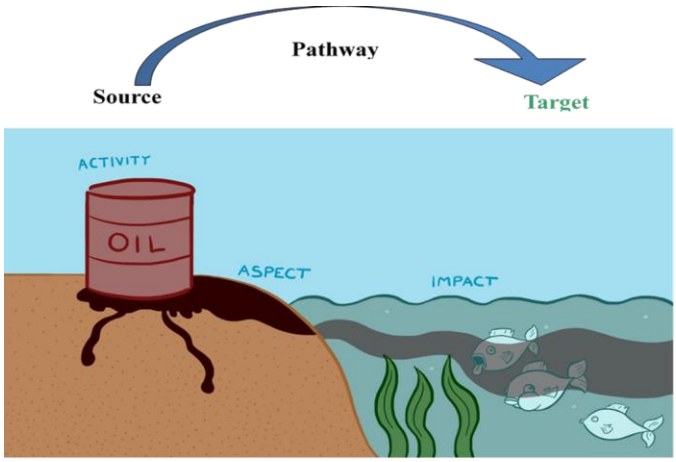
3.2.1 Environmental Aspect and Impact

Environmental Aspect

- Elements of an organisation's activities, products and services which can interact with the environment and significant environmental aspect will have a significant environmental impact.

Environmental Impact

- Any changes to the environment, whether adverse or beneficial, wholly or partially, resulting from an organisation's activities, products and services, E.g., air pollution, noise pollution, contamination of soil and water depletion of a natural resource.



Consideration for identifying environmental aspects and impacts:

- construction industry which has the facilities like offices, canteen, workers dormitory and carpark, all of which may pose high environmental impacts from the disposal or discharge of wastes.
- Transportation of raw materials to the site, shipment of products and wastes from the site.
-
-
-
-

Environmental Concerns will be the tool factor in determining the criteria for significant. It shall include:

- Pollution impacts
- Human – Health and Safety
-
-
-
-

Appendix C: Risk Factors of Health Hazards
Appendix D: Aspect/Impact
Appendix E: Environmental Aspect/Impact and Risk Assessment

3.2.3 Safety and health hazards

Consideration for identifying safety and health hazards:

- Physical (e.g., fire, noise, ergonomics, heat, radiation)
- Mechanical (e.g., moving parts, rotating parts)
- Electrical (e.g., voltage, current, static charge, magnetic fields)
-
-
-
-
-
-
-
-
-
-

Occupational Health hazards at work includes:

- Noise
- Chemicals
-
-
-

Appendix C: Risk Factors of Health Hazards

The table below shows the risk factors which can contribute to the development of ill-health when exposed to certain health hazards. Note: This table of health hazards is not exhaustive

Health Hazard	Risk Factors	**Applicable?**	
		Yes	No
Noise	• Exposure level (sound pressure level); • Frequency of sound; • Duration of exposure; and • Frequency of exposure.		
Chemicals	• Intrinsic hazard of the chemical (e.g., carcinogenicity, mutagenicity, etc); • Physical and chemical properties; • Scale and frequency of use; • Routes of exposure; • Exposure concentration; • Exposure duration; and • Frequency of exposure.		
Biological agents	• Intrinsic hazard of microorganism (pathogenicity); • Virulence; • Host range; • Viability of microorganism; • Amount of microorganisms present at point of exposure; • Mode of transmission; and Routes of infection.		
Ergonomics-related factors	• Weight of load or force; • Repetition or frequency of motion; • Posture (static, awkward, etc); • Direct pressure on body parts or contact stress; • Vibration; and • Temperature of the environment.		
Heat	• Temperature; Humidity; • Amount of direct sun exposure or radiant heat; • Intensity of physical work; • Physical exhaustion; • Type of clothing; • Un-acclimatised person or duration of acclimatisation; and • Susceptible individuals (cardiovascular disease, impaired renal function, obesity, alcohol and drug abuse, dehydration).		

Appendix D: Aspect & impact

	Aspect	Impact	Applicable?	
			Yes	No
Air	Air emission	Degradation of air quality		
	Flaring – Air emission	Air degradation		
	Emission of Volatile Organic	Air pollution, smog		
	Electricity use	Air pollution, global warming		
	Emission to air from Vehicle	Degradation of air quality, Global warming		
	Use of Ozone depleting substances	Ozone layer depletion.		
Water	Discharge to stream	Degradation of aquatic habitat and drinking water supply		
	Processing of composting	Water degradation		
	Dishwashing –use of water	Use of natural resources.		
	Spillage of Chemical	Water pollution		
	Spills and leaks	Soil and ground water contamination		
Land	Land filling - disposal	Ground pollution / reduction landfill space		
	Excavation	Soil erosion		
	Cutting of timber in forestry operation	Loss of wildlife habitat and biodiversity.		
	Spill of oil	Soil contamination, harm to wildlife.		
	Waste generation	Disposal of waste to landfill		
Resources	Use of paper	Natural resource depletion		
	Heating /cooling (Central office)- energy consumption	Use of natural resource		
	Fuel consumption	Natural resource depletion		
	Use of granite	Natural resource depletion		
	Use of water	Water degradation / natural resource depletion.		

3.2.4 Assessment of Likelihood

When considering likelihood, the Team is to consider the existing medical condition of the affected persons that may affect the livelihood rating.

Enter the number average of the Team's likelihood score in column "L" (Likelihood). Decimal numbers are acceptable.

When using the _____ matrix, the following guidance below should be used in selecting the level of Likelihood.

Likelihood	Rating	Description
Almost Certain	5	(S) Continual or repeating experience.
		(E) Impact occurs daily.
		(S)
		(E)
		(S)
		(E)
		(S)
		(E)
		(S)
		(E)

3.2.5 Assessment of Severity

With the existing risk controls in consideration, each team member is to rate the most likely severity outcome of the possible injury or ill-health identified earlier (an estimated of the likely consequences of the injury or loss), that is, Level 1, 2, 3, 4 or 5.

Enter the number average of the RA Team's severity score in column "S" (Severity). Decimal numbers are acceptable.

When using the _____ matrix, the following guidance below should be used in selecting the level of severity.

Consequences	Rating	Description
Catastrophic	5	(S) Death, Fatal diseases or multiple major injuries.
		(E) Likely to result in fatal and would cause catastrophic environmental damage
		(S)
		(E)
		(S)
		(E)
		(S)
		(E)
		(S)
		(E)

3.2.6 Risk Prioritisation Number

Obtain the Risk Prioritisation Number (RPN) by multiplying the "S" and "L" columns and entering the score in column "RPN" (i.e., RPN = S x L). Decimal numbers are acceptable.

Compare the RPN against this Risk Matrix below. Proceed to Risk Control if the RPN is NOT within the green zone ("Low Risk") or yellow zone "Medium Risk"), i.e. ≥ 4

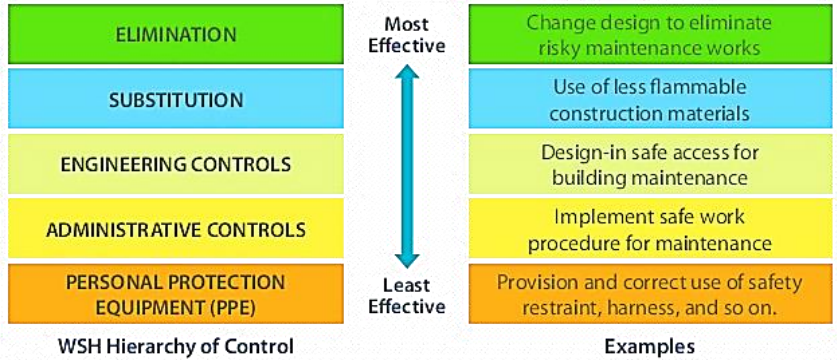
Severity	Likelihood				
	Rare (1)				
Catastrophic (5)					

The following actions are to be implemented based on the current Risk Level, as shown below.

Risk Level		Recommended Actions
1 - 3	Low Risk	S) No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.
		(E) Insignificant impact to the environment, little disruption to normal operation, low increase in normal operation costs.
		(S)
		(E)
		(S)
		(E)

3.2.7 Hierarchy of Risk Control

Compare the existing controls against the Hierarchy of Control below.



To manage the identified hazards, which are intolerable, appropriate control measures shall be developed and implemented which may include but not limited to the followings:

- **Elimination**
  - The total removal of the hazards and hence effectively making all the identified possible accidents, incidents, and ill health impossible.
  -

- **Substitution**
  -

- **Engineering**
  -

- **Administrative Controls**
  -

- **Personal Protective Equipment**
  -

Note:

Safe work procedures mean any procedure for carrying out work safely, and include any procedure, which is to be taken to protect the safety & health of persons in the event of emergency.

It may be more effective to use multiple control measures, for example, engineering controls work better with administrative controls like training and SWPs.

The completed Environmental impact and RA forms must be approved by the top management of the area, function, or activity where the risk is being assessed.

3.2.8 Environmental impact and Risk Assessment (RA) Record

-
-

3.2.9 Safe Work Procedure (SWP) Record

Safe work procedures and green practices developed shall be

-
-

3.2.10 Environmental impact and Risk Assessment Communication

To inform any person in the workplace who may be exposed to a risk of environmental, safety, health and security.

-
-
-
-

Refer to the Code of Practice for Risk Management below.

https://www.wshc.sg/files/wshc/upload/cms/file/CodeOfPractice_RiskManagement_SecondRevision.pdf

Appendix E: Environmental Aspect/impact and Risk Assessment Form

Company Name	[Company Name]	RA Leader		Approved by Signature		Reference No.:
Process/Activity		RA Member 1				
Activity Location		RA Member 2				
Original Assessment Date		RA Member 3		Name		
Last review Date		RA Member 4		Designation		
Next Review Date		RA Member 5		Date		
Hazard Identification		**Risk Evaluation**		**Risk Control**		

Ref	Work Activity	Hazard/Aspect	Possible Injury / Ill-health / Env impact	Existing Env & Risk Control /	S	L	RPN	Additional Controls	S	L	RPN	Person-in-charge	Due Date	Remarks

Severity	Rating	Description
Catastrophic	5	(S) Death, Fatal diseases or multiple major injuries.
		(E) Likely to result in fatal and would cause catastrophic environmental damage
Major	4	(S) Serious injuries or life-threatening occupational diseases (includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning, disabilities and deafness).
		(E) Likely to result in severe or widespread damage to human health or the environment.
Moderate	3	(S) Injury or ill-health requiring medical treatment (includes lacerations, burns, sprains, minor fractures, dermatitis and work-related upper limb disorders).
		(E) Likely to result in some damages to human health or the environment.
Minor	2	(S) Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort).
		(E) Likely to result in minor impacts to human health and the environment.
Negligible	1	(S) Negligible injury
		(E) Unlikely to have an adverse impact on human health or the environment due to negligible magnitude or harmfulness

Likelihood	Rating	Description
Almost Certain	5	(S) Continual or repeating experience.
		(E) Impact occurs daily.
Frequent	4	(S) Common occurrence.
		(E) Impact occurs more than daily to less than weekly.
Occasional	3	(S) Possible or known to occur.
		(E) Impact occurs more than weekly to less than monthly.
Remote	2	(S) Not likely to occur under normal circumstances
		(E) Impact occurs more than monthly to less than yearly.
Rare	1	(S) Not expected to occur but still possible
		(E) Impact occurs less than yearly or has never occurred.

Severity	Likelihood				
	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Negligible (1)	1	2	3	4	5

4.0 Support

4.1 Responsibility and Authority

[Company Name] has defined our organization structure and responsibilities & authorities of assigned personnel for all relevant roles in the company to perform and verify activities influencing our EHSS Management System. These are communicated through the Organization Chart.

Everybody such as Top Management/Director, Managers, Supervisors and Workers are held responsible of his/ her ownership of safety outcome.

Appendix F Roles and Responsibilities and Organization Chart
Appendix G: Organization Chart of [Company Name)
Appendix G1-G3: Letter of Appointment

Appendix F: Roles and Responsibilities

A. Proprietor / CEO / MD (Top Management)

a. Overall responsibilities to implement Environmental, Health, Safety and Security (EHSS) Management System in the Company
b. To lead and funding in implementing the Company EHSS Management System, Safety Programme and Procedures
c.
d.
e.

B. Project Manager

a. Overall responsibilities in implementing EHSS at the site.
b. To actively participate in the Company's EHSS Management System program and provide support to the safety personnel at site for the implementation of EHSS programmes.
c. To be the Chairman of the Site Workplace Safety and Health Committee (if applicable)
d.
e.
f.
g.
h.
i.
j.
k.

C. Engineer

a. Familiarize himself with the Company's EHSS Management System and ensure its effective implementation.
b. Review any new or changes in processes, equipment, and materials to ensure that safety is taken into consideration.
c.
d.
e.
f.

D. Workplace Safety and Health Officer / Coordinator / Supervisor

a. Responsible for advising the management team on the safety requirements of the worksite.
b. To facilitate the conduct of environmental impact and risk assessment
c.
d.
e.
f.
g.
h.
i.
j.
k.

E. Lifting Supervisor

a. Checks and prepare crane access for lifting operations
b. Monitor daily checking of cranes by crane operators
c.
d.
f.
g..

F. Foremen / Site Supervisor

a. Responsible for the safety, health & welfare of all workers either assigned or not assigned to him but may be working temporary in his area.
b. Advise site staff of safety matters
c.
d.
e.
f.
g.
h.
i.
j.
k.

G. Formwork Supervisor

a. Ensure that formwork structures comply with Workplace Safety & Health (Construction) Regulations and SS 580: 2012 - Code of Practice for Formwork.
b.
c.
d.
e.

H. Scaffold Supervisor

a. Shall ensure that the scaffold is erected, added to, or altered or dismantled in accordance with WSH (Scaffolds) Regulations.
b.
c.
d.
e.
f.

I. Manhole Supervisor

a. To test the atmosphere of a confined space prior to entry by any person in the manhole.
b. To conduct periodic testing at intervals determined by him. The test intervals should not exceed 8 hours.
c. Keep the records of the results of the gas meter readings.
d. Practice 3Rs at the workplace
e.

J. Lower Tier Contractors

a. To comply with the Company EHSS Management System and Programme
b.
c.
d.
e.

K. Riggers

a. Check the slings to be used for slinging the loads to ensure that the slings are of good construction, sound and suitable material and of adequate strength and free from patent defect.
b. Ensure that the lifting slings are of the correct type is used and that the slinging angle is correct so as to prevent the sling from being overloaded during the hoisting.
c.
d.
e.
f.
g.
h.
i.

L. Signalmen

a. Ensure or verify with the rigger that the load is properly rigged up before he gives a clear signal to the crane operator to lift the load.
b. Give correct and clear signals to guide the crane operator in the manoeuvre of the load safety to its destination.

c.
d.

M. Crane Operator

a. Shall not carry out any lifting operation unless a lifting supervisor is present or has approved the carrying out of such operation.
b. Shall not engage in any act of manoeuvre which is not in accordance with safe and sound practice.
c.
d.
e.
f.
g.
h.
i.
j.

N. First Aider

a. Report to the site Safety Supervisor
b.
c.
d.
e.

O. Manhole Worker

a. To attend the proper Manhole course by approved training providers.
b. Strictly no smoking in the manhole.
c.
d.
e.
f.
g.

P. Forklift Operator

a. Only authorized or competent operators are allowed to operate a forklift.
b. Must conduct forklift pre-use check and operate the forklift in a safe manner.

c.
d.
e.
f.

Q. Mobile Elevated Work Platform (MEWP) Operator (Scissor-lift / Boom-lift / Vertical personal platform)

a. Attend training centre approved by MOM
b. Only authorized or competent operators are allowed to operate MEWP.
c.
d.
e.
f.
g.
h.

R. Truck Driver

a. Must possess the necessary driving license for the category of vehicle that he operates.
b. Must drive the truck in a careful and safe manner.
c.
d.
e.
f.

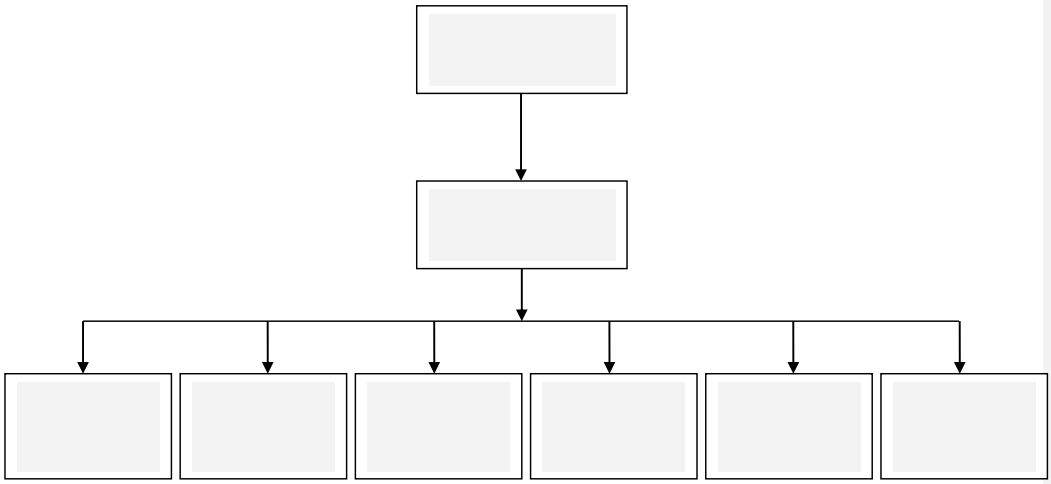
S. Workers

a. To use all PPE issued to them correctly when carrying out their work
b. To observe all safety precautions and report all unsafe conditions
c.
d.
e.
f.
g.
h.
i.
j.
k.
l.

T. SGSecure Representative*/Safe Management Officer/ Workers' Rep

a. Champion SGSecure during peacetime & act as Safe Management Officer during pandemic
b. Work with employer to implement SGSecure initiatives and safe distancing measures
c.
d.
e.
f.

Appendix G: Organization Chart of [Company Name]



Appendix G1A: Letter of Appointment – (SG-Secure/SMO)

A) Type of Appointment for SG-Secure / Covid-19 - SMO / SDO / CSWL	
□**SGSecure Representative** □**Safe Management Officer (SMO)** □**Safe Distancing Officer (SDO)**	□**Covid Safe Worker Leader (CSWL)** □**Other:_____** ***Tick the applicable box above.**

We hereby appoint you as the above (to tick)* for [Company Name] with effect from _____(dd/mm/yyyy). I understand that it is my role, duties and responsibilities to ensure that the provisions in the WSH ACT and subsidiary legislations and all requirements in regard to Environmental, Safety, Health and Security issues are complied too with immediate effect.

Your duties, roles and responsibilities are as follow:

a. Champion SGSecure during peacetime.
b. Work with employer to implement SGSecure initiatives and act as Safe Management Officer(SMO)/Safe Distancing Officer (SDO)/COVID Safe worker leader(CSWL) during pandemic .
c. Lead in the implementation of SGSecure initiatives by using the SGSecure Guide for Workplaces to raise preparedness against terrorism.
d. Be informed of the latest SGSecure and national updates.
e. Assist business continuity planning between company and MOM during crises.
f. Act as the mediator and represent members fairly and effectively in relation to matters arising within the company and the worker.
g. Participate in negotiation and grievance procedures as in accordance with recognised custom and practice in the company.

SAMPLE

I acknowledge the above appointment and I fully understand that I shall be held responsible if I fail to discharge my duties and responsibilities diligently.

_____ _____

Name / Signature **Date**

** Delete if non applicable*

Appendix G1B: Letter of Appointment – (Managerial level)

□**Director / CEO** □**Project Manager** □**Site Manager** □**Others:_____**

We hereby appoint you as the above (to tick)* for [Company Name] with effect from _____(dd/mm/yyyy). I understand that it is my role, duties and responsibilities to ensure that the provisions in the WSH ACT and subsidiary legislations and all requirements in regard to Environmental, Safety, Health and Security issues are complied too with immediate effect.

Your duties, roles and responsibilities are as follow:

a. Implementation and upkeep of workplace safety, health, environment, green and security aspect.
b. Inspect of workplace for safety, health, environment, green and security to identify any Infringements, lapse, non-compliance and take actions / necessary reasonable measures to rectify, control and prevent future re-occurrence.
c. Prepare inspection report / checklist / maintenance regime for safety, health, environment, green and security.
d. Identify unsafe acts and conditions created or practiced by workers and take action / necessary reasonably practicable measures to prevent incident/accident.
e. Make recommendation on safety, health, environment, green and security measures, or method to improve the work.
f. Supervise and maintain the safety, health, environment, green and security features on site, such as safety barricade, toe board, environmental, green and security practices etc.
g. Ensure the implementation of safety documentation such as daily toolbox meeting, RA & SWP briefing, checklist, maintenance records.
h. Ensure regular inspection are carried out weekly by responsible personnel and with proper checklist and record.
i. Monitor the environmental, health, security and housekeeping at workplace.
j. Other duties as mentioned in the Act and Regulations.
k. Participate in negotiation and grievance procedures as in accordance with recognised custom and practice in the company
l. Lead in the implementation of Safety, health, environmental, green initiatives and security.
m. Be informed of the latest Safety, health, environmental, green and security updates

SAMPLE

I acknowledge the above appointment and I fully understand that I shall be held responsible if I fail to discharge my duties and responsibilities diligently.

_____ _____

Name / Signature Date

*

Delete if non applicable

Appendix G1C: Letter of Appointment - (Safety /Supervisory Level)

□**Site Supervisor** □**Foreman** □**WSH Supervisor** □**Lifting Supervisor** □**Environment& Green Supervisor / ECO** □**Scaffold Supervisor / Gondola Supervisor**	□**WSH Coordinator / WSH Officer** □**Formwork Supervisor** □**Work at height Sup/Assessor/Manager** □**Manhole Supervisor / Confined Space assessor** □**First Aider** □**Others: _____** ***Tick / Cancel the applicable box above**

We hereby appoint you as the above (to tick)* for [Company Name] with effect from _____(dd/mm/yyyy). I understand that it is my role, duties and responsibilities to ensure that the provisions in the WSH ACT and subsidiary legislations and all requirements in regard to Environmental, Safety, Health and Security issues are complied with immediate effect.

Your duties, roles and responsibilities are as follow:

a. Implementation and upkeep of workplace safety, health, environment, green and security aspect.
b. Inspect of workplace for safety, health, environment, green and security to identify any Infringements, lapse, non-compliance and take action / necessary reasonable measures to rectify, control and prevent future re-occurrence.
c. Prepare inspection report / checklist / maintenance regime for safety, health, environment, green and security.
d. Identify unsafe acts and conditions created or practiced by workers and take action / necessary reasonably practicable measures to prevent incident/accident.
e. Make recommendation on safety, health, environment, green and security measures, or method to improve the work.
f. Supervise and maintain the safety, health, environment, green and security features on site, such as safety barricade, toe board, environmental, green and security practices etc.
g. Ensure the implementation of safety document, such as daily toolbox meeting, RA & SWP briefing, checklist, maintenance record etc.
h. Ensure regular inspection are carried out weekly by responsible personnel and with proper checklist and record.
i. Monitor the environmental, health, security and housekeeping at workplace.
j. Other duties as mentioned in the Act and Regulations.
k. Participate in negotiation and grievance procedures as in accordance with recognised custom and practice in the company
l. Lead in the implementation of Safety, health, environmental, green initiatives and security.
m. Be informed of the latest Safety, health, environmental, green and security updates

SAMPLE

I acknowledge the above appointment and I fully understand that I shall be held responsible if I fail to discharge my duties and responsibilities diligently.

_____ _____

Name / Signature Date

**Delete if non applicable*

Appendix G1D: Letter of Appointment - (Workers & Operator Level)

□**Work-at-height worker** □**Scaffold Erector**	□**Manhole workers** □**Bore rig / Piling Operator**
□**Rigger / Signal Man** □**Forklift operator / Bot Cat operator**	□**Welders / Power Tools Operators** □**Crane Operator**
□**Scissor Lift / Boom Lift Operator** □**Excavator operator**	□**Traffic controller / Banksman**

We hereby appoint you as the above (to tick)* for [Company Name] with effect from _____(dd/mm/yyyy). I understand that it is my role, duties and responsibilities to ensure that the provisions in the WSH ACT and subsidiary legislations and all requirements in regard to Environmental, Safety, Health and Security issues are complied too with immediate effect.

Your duties, roles and responsibilities are as follow:

a. Attend daily toolbox and safety briefing, including signing and complying to all required as briefed.
b. Upkeep all workplace safety, health, environmental / green aspect and security / SG-secured.
c. Follow all environmental impact and Risk assessment and safe work procedures as briefed and understood.
d. Follow to fall prevention plan, wear and anchor body harness twin lanyards to anchor point or sound structural when work-at-height.
e. Report all any Infringements, la[illegible] co[illegible] c[illegible] m[illegible]diat[illegible] to Supervisor and in charge.
c. Carry out work safely to prev[illegible] and [illegible] injury for myself and personel around me.
d. Stop and report all unsafe acts and conditions created or practiced by workers.
e. Practice measures on safety, health, environmental and green measures, or method to improve the work.
f. Maintain the safety, health, environmental and green features on site, such as safety barricade, toe board, environmental and green practices etc.
g. Conduct daily check on my PPE and the safety tools/equipment that I am using, using the required checklist before work commence.
h. Report and inform Supervisor immediately if I am unwell and/or injured.
i. Completed daily housekeeping for safety, green and security.
j. Perform all Other duties as mentioned in the WSH Act and Regulations for workers

SAMPLE

I acknowledge the above appointment and I fully understand that I shall be held responsible if I fail to discharge my duties and responsibilities diligently.

_____ _____

Name / Signature Date

Delete if non applicable

4.2 Awareness, Competency and Training

[Company Name] has identified the competency needs for our personnel that affect the performance and effectiveness of the EHSSMS and our ability to fulfill compliance obligations. All training records should be recorded and kept. Refer to Appendix G for applicable EHSS training of our employees.

Mandatory Workplace Safety & Health courses can be found.

https://www.mom.gov.sg/-/media/mom/documents/safety-health/lists/mom-accredited-courses.pdf?la=en&hash=FA477E05EBB4A3CA0E3E81E6BE88BF8F

Appendix H: EHSS training

Appendix H: EHSS Training Record

#	Position	Requirements	Name	Appointed on: (DD/MM/YYYY)
1	Project Manager	Construction Safety Course for PM (Contract ≥S$10m)		
2	WSH Officer	Specialist Diploma in WSH (Level C)		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

MOM link below for List of Workplace Safety & Health Courses:
https://www.mom.gov.sg/-/media/mom/documents/safety-health/lists/mom-accredited-courses.pdf
https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-training/find-accredited-courses-under-wsq

Commented [S1]:

4.3 Communication

4.3.1 Internal Communication

[Company Name] ensures internal communication takes place regarding the effectiveness of the management system. Internal communication methods include

a. Coordination meetings (for Factory Occupier only)
   - shall be conducted regularly
   -
   -

b. Safety committee meetings (for Factory Occupier who employs > 50 persons)
   - shall be conducted at least once a month
   -
   -
   -
   -

c. Toolbox meetings
   - shall be conducted daily
   -
   -
   -

Appendix I: Toolbox Meeting Records

4.3.2 External communication

-
-
-

Appendix I: Toolbox Meeting Records

TOOLBOX MEETING

PROJECT: _____

Company:	Date:
Name:	Time Started:
Signature / Designation:	Time Ended:

S/N	Name of Worker	NRIC / WP /PP No.	Signature

SAMPLE

#No.	Subjects Discussed ***(Must include the risk associated with the task / work)***

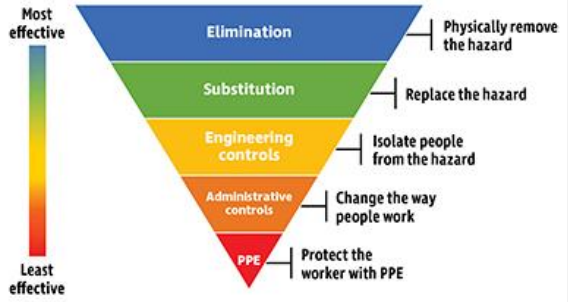
5.0 Operational Planning and Control

5.1 Hierarchy of risk control measures

The primary duty of eliminating hazards and reducing EHSS risks is to reduce risks to the minimum level possible, so far as is reasonably practicable.

The most effective way to control a risk is to adopt the Hierarchy of risk control measures.

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment



5.2 Safe Work Procedures and Green Practices

SWPs and Green practices shall be used as references to manage risks and identify control measures which has been developed during environmental impact and risk assessment to comply with the applicable WSH legal and other requirement with an overall objective to fulfil the WSH objectives and policy.

The life cycle of the product should be established, controlled and communicated to concerned parties on the potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.

SWPs and environmental requirement shall include but not limited to:

- Permit to Work, equipment & tools maintenance regime, control of movement & use of hazardous chemical, occupational health program
- Provision of and training on use of personal protective equipment
-
-
-
-
-
-
-

Refer to safety procedure guidelines available from the WSH Council.

https://www.tal.sg/wshc

https://www.tal.sg/wshc/Topics

5.2.1 Green Practices

[Company Name] has established and maintained procedure for Energy Conservation and Reduce, Reuse and Recycle (3R) of work materials

The Green Practice shall include but not limited to:

- Reduce / Reuse / Recycle Concept.
- Energy Conservation
-
-
-
-
-
-

Appendix J: Safe Work Procedure – Working at Height

Appendix J: Safe Work Procedure – Working at Height

SWP - WORKING AT HEIGHT

Purpose

1. To ensure that all work personnel involved in working at height shall observe the safety guidelines to avoid potential injury from falling.
2.
3.

Responsibilities

It is the responsibility of all individuals concerned to provide the followings:

1. Ensure that all reasonable precautions are taken to eliminate potential fall hazards using Ladder, guard rails, catch platforms, personal protective equipment and personal fall arrest system.
2.
3.
4.

Requirements

1. Approval instruction for providing optimum fall prevention include:
   1.1 A safety harness equipped with shock absorbent lanyard with double action snap hook and auto karabiner. Note that shock absorbent device is used only if working height is greater than 4 meters.
   1.2
   1.3

2. Portable ladders:
   2.1 In good working condition.
   2.2
   2.3
   2.4
   2.5
   2.6
   2.7
   2.8

3. Guardrails:
   3.1 Only metallic pipes are allowed to be used as guardrails and posts.
   3.2
   3.3
   3.4

4. Personal Fall Prevention Equipment
   4.1 All fall prevention equipment shall comply with Singapore codes and standards which include SS 402 : Part 1 : 1997 Specification for industrial safety belts and harnesses.
   4.2 Safety Harness shall comply with the following requirements:
   4.3 Life lines
   4.4 Anchorage

- Provision of anchorage used for attachment of lifelines, lanyards or deceleration devices shall be in good condition with adequate strength.
-
-
-
-
-
-
-
-

5. **Inspection and Maintenance**
   5.1 Personal fall prevention equipment shall be inspected before use each day by the user for wear, damage and deterioration. Equipment found to be defective shall be immediately replaced.
   5.2
   5.3
   5.4
   5.5

6. **Training**
   6.1 Personnel using personal protective equipment are to be trained by Safety personnel / Work-at-Height Supervisor. The training shall cover usage, inspection, maintenance and care when using the personal protective equipment.
   6.2

7. **Permits**

Permit to work at height shall be applied for any hazardous works at height activities.

Reference

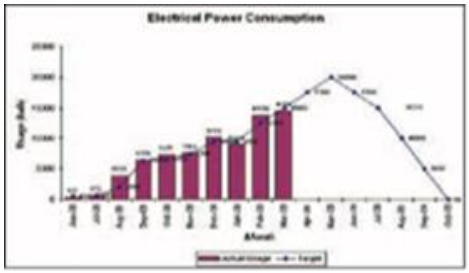
- WSH Act 2006
-
-
-
-

Prepared by:	**Reviewed and Approved by:**
Signature : Name: Designation : WSHO / WSHC / WSHS Date :	Signature : Name: Designation : WSHO / WSHC / WSHS Date :

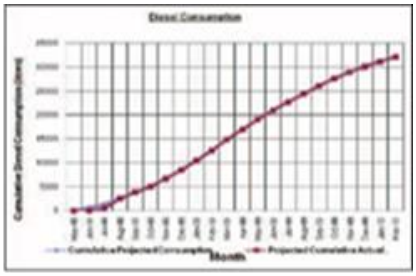
SAMPLE

Energy Conservation

Concept	Practice
Energy conservation means energy prevention from being wasted more than its purpose of use. Energy conservation is achieved through efficient energy use, reduce consumption of energy use and services and adopt technological improvement.	Set strategies to reduce energy consumption and increase cost saving by monitoring key indicators like tracking electricity and diesel consumption on site. Good practices can be achieved through use of: • energy saving equipment like energy efficient lightings, energy efficient air conditioning systems and Green Label appliances. • • • • • •



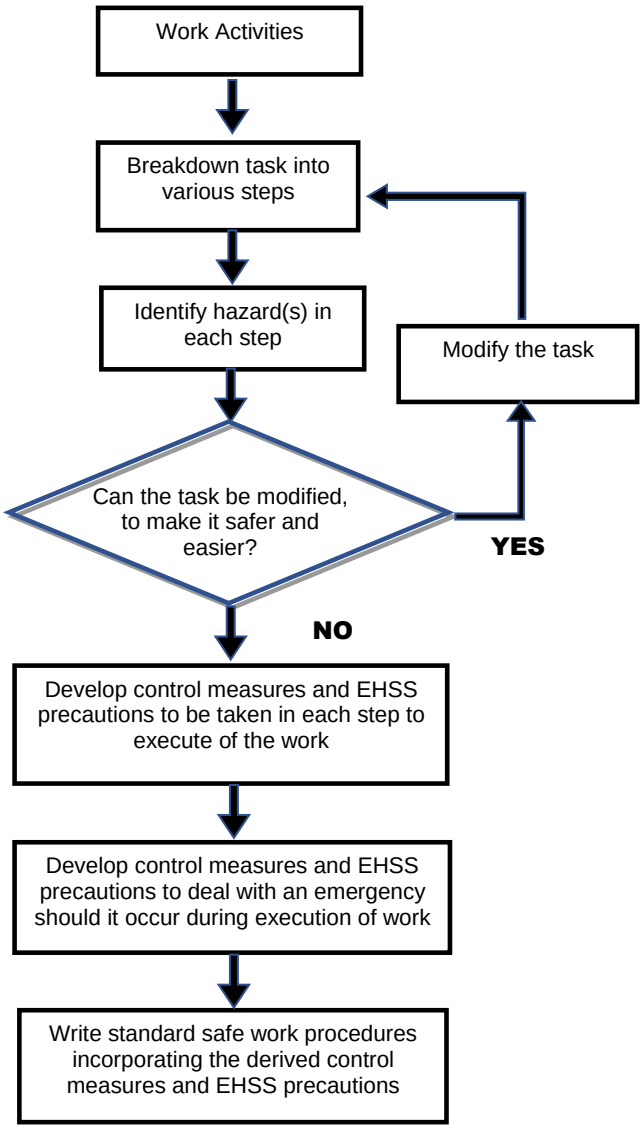
Electrical Power Consumption Monitoring Chart



Diesel Consumption Monitoring Chart

Reduce, Reuse and Recycle (3R) of work materials	
Concept	Practice
Companies can plan their office operations and consider reducing the use of such materials, e.g. timber, plastic, paper, etc. • Also, the use of work material for their job sites or at the construction sites. • Examples: • • • 	The Green label • What product bears this logo? • Products range from papers to office products, detergents to soap, paints and coatings, etc. Why choose the Green label • Eco-friendly and lesser impact on the environment What is the cost difference? • Not significantly more expensive than those without the logo

FLOW CHART FOR ESTABLISHMENT OF SAFE WORK PROCEDURES



5.3 Permit-To-Work

The permit-to-work (PTW) system is a formalised process to control work and access to identify high risk activities areas and shall be incorporated for specialized work process as stated in Workplace Safety & Health (Construction) Regulations, Workplace Safety & Health (Work At Heights) Regulations and SS679: Code of Practice for Safety Management System for Construction Worksites.

Reference to the flow chart for application, evaluation, issue, posting and revocation of permit-to-work system (PTW) and different types of Permit to work.

Types of PTW
Requirement under WSH Work at Height Regulations 2013
•
Requirements under WSH Construction Regulations
• Demolition work
•
•
•
•
Requirements under SS679: Code of Practice for Safety Management System for Construction Worksites
• Work at height where a person could fall > **2m**
•
•
•
Requirements under WSH (Confined Space) Regulations
• Work involving entry into a confined space

https://www.mom.gov.sg/workplace-safety-and-health/safety-and-health-management-systems/permit-to-work-systems

[Company Name] has identified the Permit-To-Work that applies. for high risk work activities and specialized work processes. This process authorises work only after safe procedures have been defined and provide a clear record that all foreseeable hazards have been controlled.

Appendix K: Permit-To-Work

Step 1: Application of PTW

- made by the **Supervisor** (applicant) of a person who is to carry out any high-risk construction work in a worksite;
- be made in such form and manner as may be required by the project manager of the worksite;
- state the measures which will be taken to ensure the safety and health of persons who carry out the high-risk construction work in the worksite; and
- be addressed to the project manager and submitted to the safety assessor for the work site where the high-risk construction work is to be carried out.

Step 2: Evaluation of PTW

- the **Safety Assessor** shall assess whether all reasonably practicable measures have been taken;
- inspect the site (including its surroundings) where the high-risk construction work is to be carried out together with the supervisor of the person who is to carry out the work;
- if the **Safety Assessor** is satisfied that the high-risk construction work can be carried out in the work site with due regard to the safety and health of workers and other persons at work in the work site who may be affected, he shall endorse the application for the permit-to-work and forward the endorsed application to the Project Manager of the worksite; and

Step 3: Issue of PTW

The **Project Manager** of a work site may issue a permit to-work in relation to any high-risk construction work which is to be carried out in the work site if the project manager is satisfied that:

- there has been a proper evaluation of the risks and hazards involved in the carrying out of the work based on the available information.
- no incompatible work which may pose a risk to the safety and health of other persons at work in the work site will be carried out at the same time in the same vicinity as the high-risk construction work;
- all reasonably practicable measures will or have been taken to ensure the safety and health of the persons who carry out or are to carry out the high-risk construction work;
- all persons who are to carry out the high-risk construction work are informed of the hazards associated with it.

The **Project Manager** of a work site who issues a permit-to-work in respect of any high-risk construction work shall retain a copy of the permit-to-work

A permit-to-work shall be valid for the period stated there in, and if the high-risk construction work for which the permit-to-work is issued is not completed within the validity period, a ***fresh application*** shall be made in accordance to **Step 1**.

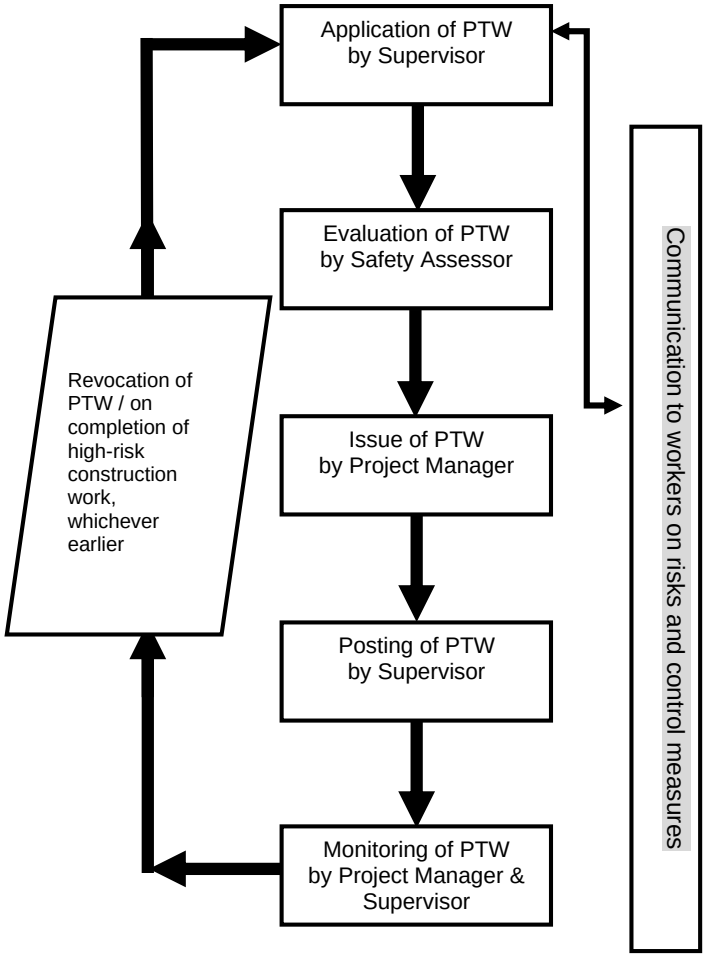
Step 4: Posting of PTW

- The **Supervisor** (applicant) shall clearly post a copy of the permit-to-work issued in respect of that high-risk construction work, including where reasonably practicable, a sketch of any area where the high-risk construction work is permitted, at the work area where the work is carried out; and
- ensure that the copy is not removed until the date of expiry or date of revocation of the permit-to-work or on completion of the high-risk construction work, which ever is the earlier.

Step 5: Monitoring of PTW

- the Project Manager of a work site shall continue to review the progress of all high-risk construction work being carried out in the work site to ensure that the high-risk construction work is carried out with due regard to the safety, health and welfare of the persons carrying out the high-risk construction work in the work site.
- The Supervisor (applicant) shall to ensure that the measures necessary to ensure the safety and health of the person at work are taken and are in place at all times during the validity period of the permit-to-work; and to inform the project manager of the work site upon completion of the high-risk construction work

FLOW CHART FOR APPLICATION, EVALUATION, ISSUE, POSTING, MONITORING AND REVOCATION OF PERMIT-TO-WORK SYSTEM (PTW)



Appendix K : Permit-To-Work (Sample)

PTW No. _____

PERMIT TO WORK AT HEIGHT

COMPANY NAME: _____
NAME OF APPLICANT: _____
DESCRIPTION OF WORK TO BE DONE:_____
DURATION OF WORK: From_____ to_____ (time) Total:_____ hours
LOCATION OF WORK : _____
NO. OF WORKMEN WORKING AT HEIGHT : _____

This Permit-To-Work (PTW) is valid only for the duration stated above. The conditions of issue must be complied with throughout the duration of the work, otherwise, this PTW can be withdrawn at anytime. The applicant of this PTW shall be responsible for maintaining a copy of this permit and must produce it upon request.

SAFETY CONDITIONS TO BE COMPLIED WITH PRIOR TO PERMIT APPROVAL

SAFETY CONDITONS	√ / X/ *NA
1. Workers are provided with and trained on the proper usage of the safety harness / restraint method while working at height >3m	
2. Adequate work platform provided wherever there is work at height, and make sure work platform is safe to use at all times	
3. Edge protection provided wherever there is falling risk	
4. Adequate lifeline with padding against wear and tear is provided	
5. Suitable and safe anchorage for lifeline is available (where the lifeline is not below the waist of worker)	
6. Safe means of access in full compliance with in-house EHS regulations / legislation is provided	
7. Basic PPE of helmet, safety harness / restraint belt etc are provided	
8. Workers have been briefed on the safe work practice / procedure / RA for the specified works	
9. Others(please specify) :	

*Indicate "NA" against conditions that are not required

Permit Application by Work-at-height Supervisor/ Competent Person

I fully understand the nature of the work and safety conditions that must be met. I have inspected the safety conditions relating to the work to be performed.

Name & Signature : _____ Company : _____
Date / Time : _____ Position : _____

Permit Verification By WSHO / WSHC / WSHS / Engineer

Name : _____ Signature: _____

Date : _____ Time : _____

Permit Approval By Project / Construction Manager

Name : _____ Signature : _____
Date : _____ Time : _____

Revocation of Permit (if any) By Project Manager /Authorized Work at height Manager/ WSHO / Work at height Assessor

Name : _____ Signature : _____
Date/Time : _____ Reasons : _____

Notification of Works Completion (to be reported by permit applicant));

The above mentioned work was completed on: _____ (date / time)

Name : _____ Signature : _____

Note: (THIS COPY SHALL BE DISPLAYED AT PLACE OF WORK, AS APPROPRIATE)

5.4 In-house rules & regulations

- [Company Name] EHSS rules and regulations shall be implemented and enforced at the worksite.
- [Company Name] will follow our client's / main contractor's operation control procedures.
- [Company Name] Inform the client / main contractor if there any shortcomings or weaknesses.

Appendix L: In-house Rules & Regulations

Appendix L: In-house Rules & Regulations

1. Workers must make full use their safety personal protective equipment (PPE).
2. Workers shall not misuse their personal protective equipment (PPE).
3. Always check with your supervisor if you are doubtful.
4. Report injuries sustained to your immediate supervisor at once
5. Fall restraint belt or safety harness must be worn when working above 3 metres at height and it must be properly anchored.
6. No throwing of objects or debris from height.
7. Strictly observe all safety/ warning signs posted.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.

SAMPLE

(IMPORTANT **NOTE: To be translated to worker's foreign languages, where applicable)**

5.5 Emergency Preparedness and Response

[Company Name] has established procedure to identify the potential for and responses to incidents and emergency situations and for preventing and mitigating the likely environmental pollution, illness and injury that may be associated with them.

Possible emergency scenarios identified are:

a) Massive Leakage / Spillage of Hazardous Chemical Substances
b) Fire /Explosion
c)
d)
e)
f)
g)

Refer to Appendix M for the procedure to deal with the above scenarios.

5.5.1 First Aid

Ratio of Employees To First-Aid Boxes

No. of employees	No. and type of First-aid boxes	First aid room

Note: One box B is equivalent to two Box A.
One Box C is equivalent to two Box B.

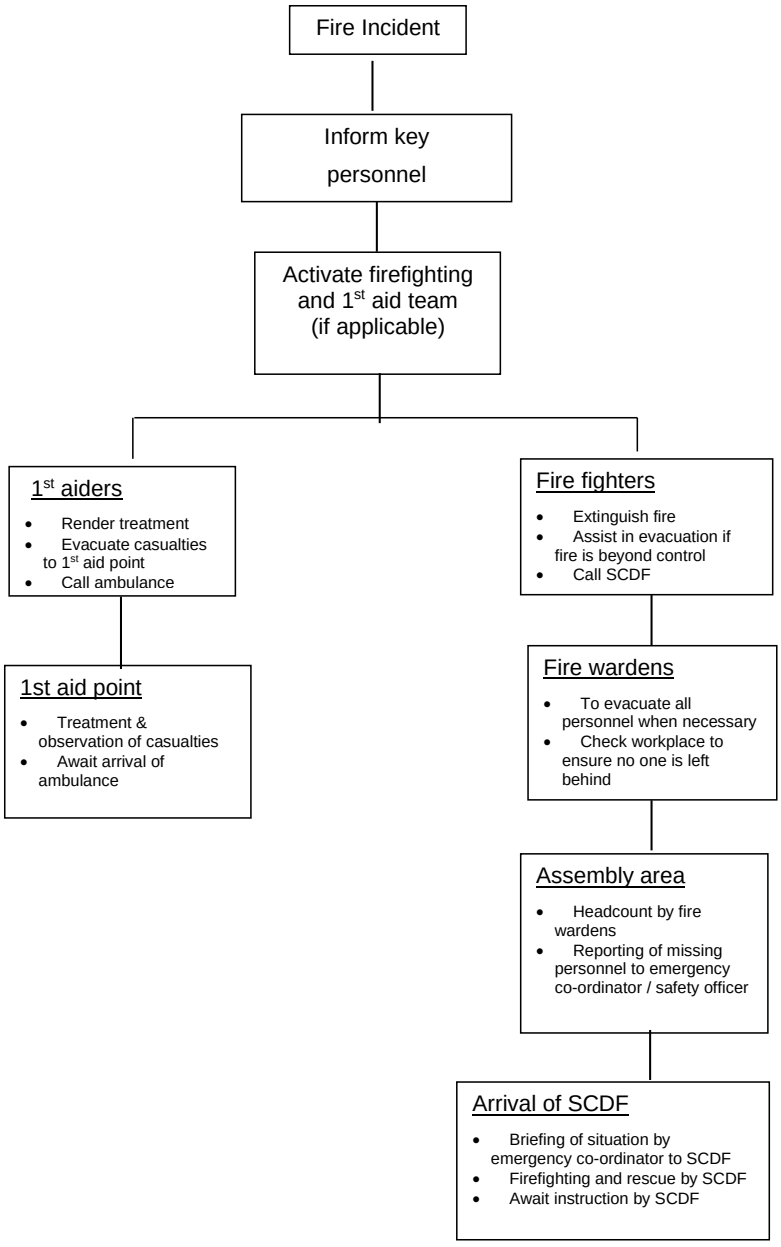
5.6 SG Secure on Terror Attack

[Company Name] has communicated the following to all employees in preparation for possible terror attacks taking reference from the advisories from https://www.sgsecure.gov.sg/.

The following will be communicated via Tool-Box Meeting to all employees and conducted by the SG Secure Rep.

Appendix M: Fire Emergency Procedure
Appendix M1: Dealing with different emergency scenarios.
Appendix M2: Emergency Contact List
Appendix M3: First Aid Box Checklist
Appendix M4: Emergency/Table-top Exercise Report

Appendix M: Emergency Preparedness and Response - Fire Emergency Procedure




LOOK OUT FOR ANYTHING S.I.A.U.
留意异常现象
If you see anything Strange, Irregular, Abnormal or Unusual, call the Police immediately and provide information.
如果发现任何异常现象，即刻报警，提供详情。
ARTICLES
物件
• Unattended
• Emitting unusual odour
• Wires sticking out
• 无人看管
• 散发异味
• 电线外露
HUMAN BEHAVIOUR
行为
• Loitering suspiciously
• Asking strange questions
• Unusual photography/videography of security facilities (e.g. CCTV cameras)
• Wearing oversized or bulky clothing
• 形迹可疑
• 提出异常的询问
• 异常摄影或录像（例如：闭路电视等安保设施为对象）
• 穿着过于宽大或臃肿
VEHICLES
车辆
• Heading towards a crowd and not slowing down
• Circling around an area repeatedly
• Overly laden
• Suspicious items inside vehicle
• 直冲人群而不见减速
• 在某个地方反复徘徊
• 超载
• 车内摆放可疑物件
IN THE EVENT OF A TERRORIST ATTACK
发生恐怖袭击时
RUN
逃离
RUN AWAY FROM DANGER
逃离危险
Consider the safest route and move quickly and quietly to stay out of view of the attackers. Do not surrender or attempt to negotiate. Insist others leave with you. Leave your belongings behind.
在不被袭击者发现的情况下，以最安全、快速、以及安静的方式逃离事发现场。切勿向袭击者投降或试图进行谈判。坚持他人与您一起逃离。留下您的随身物品。
HIDE
躲藏
IF YOU CAN'T ESCAPE, HIDE
如果无法逃离，立即躲藏
Hide and stay out of sight. Place heavy objects such as tables behind doors to prevent access by attackers. Move away from doors. Be very quiet and switch your phone to silent mode.
寻找适当的藏身处，避免被袭击者发现。以桌子等重物阻挡入口，制止袭击者闯入。远离入口，保持安静，并把手机转为静音模式。
TELL
通报
INFORM THE POLICE
报警
When it is safe to do so, call the Police at 999. SMS 71999 if it is not safe to talk. Provide details on your location and the attackers. Use the SGSecure app to provide more information, photos and videos to the Police.
在安全的情况下，拨打 999 报警。如果无法安全通话，可发送简讯至 71999，提供明确所在地和袭击者相关详情。通过 SGSecure 应用程序，向警方提供信息、照片和视频。
71999
PRESS
按压
Press directly on the wound to stop the bleeding using items such as a handkerchief or cloth. (If bleeding does not stop, proceed to tie).
利用手帕或其他布料直接按压伤口止血。(如果未能止血，须为伤口进行捆绑)
TIE
捆绑
Tie at least 5cm above the wound using items such as a neck tie, belt or sling of a bag to stop any excessive bleeding. This is only applicable for limbs. (If bleeding still does not stop, apply the windlass technique).
利用领带，腰带或背包带等绷带在伤口上方至少五公分处捆绑止血。这个方法只适用于肢体上的伤口。（如果捆绑后未能止血，请使用“旋转施压法”）
WINDLASS TECHNIQUE
旋转施压法
ADDITIONAL STEPS IF BLEEDING PERSISTS
在血流不止的情况下紧急处理伤口的额外步骤
1 Tie at least 5cm above the first tie
在第一个捆绑的位置5公分以上的部位捆绑
2 Place a rod (pen or wooden stick) on the second tie and secure the rod
在捆绑的位置放置一根棒子（笔或木棍）在再捆绑一次
3 Turn the rod in one direction until the bleeding stops
朝着一个方向旋转棒子 直到止血为止
4 Secure the rod by tying a knot
打结固定
TELL
告知
Tell SCDF Emergency Responders about the injury and the time when you tied the wound.
告知民防部队急救人员处理伤口的时间点与细节。
AFTER AN ATTACK
恐袭过后
KEEP CALM
保持冷静
STAY INFORMED
随时掌握最新信息
Find out the latest information and advisories from official sources, such as the Police website or Facebook page, government press releases and the SGSecure app.
通过官方平台（例如：警察部队网站或面簿专页、政府文告及SGSecure 应用程序等）了解最新信息和指示。
DO NOT SPREAD RUMOURS
切勿散播谣言
DO NOT SPECULATE
切勿做无谓揣测
Do not post or share unverified videos or photos that can lead to panic and fear.
切勿上传或转发未经证实并可能引发恐慌的视频或照片。
REAL
FAKE
CARE FOR OTHERS
互相照应
HELP OTHERS RETURN TO DAILY ROUTINES
帮助他人恢复日常生活
Encourage your family and friends to bounce back and return to their daily routines as soon as possible.
鼓励家人、朋友尽快恢复日常作息。

Appendix M1: Dealing with different emergency scenarios.

Action Officer	**a) Fire /Explosion**
Any person who discovers fire/explosion	• Shout for attention; • Attempt to put out fire using fire extinguisher without endangering own self • Inform the safety personnel/Project Manager
WSH Officer/Coordinator/ Supervisor	• Assess situation before evacuating all personnel from scene to assembly point; • Attempt to put out fire with available fire extinguishers without endangering own fire-fighting team members; • Ascertain how to conduct initial rescue and resources available /required to do so;
	• Act as a fire warden to do roll call; • Take attendance at assembly point and report to Project Manager & WSHO / WSHC
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team	• Take instructions from Project Manager & cooperate with relevant authority on post incident recovery; • Liaise/Update with client on above instructions & further discuss such details; • Act according to authority's instruction; • Consult authority for further advice & action for any deviation to their initial instructions; • Expedite necessary documents submissions & follow up actions to lift stop work order (if any) imposed due to such incident
WSH Officer/Coordinator/ Supervisor / WSH Committee	• Follow up with incident investigation & reporting as per WSH (Incident Reporting) Regulations

Action Officer	b) Fall from height (Suspended in mid-air)
Any person who discover such incident /witnesses	Call for attention & keep the person who fell in view; Inform WSHO / WSHC and Project Manager;
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team	Assess situation; Check number of persons affected and how best to conduct initial rescue & resources required to do so; • Contact SCDF if required • Cordon off affected area
WSH Officer/Coordinator/ Supervisor Emergency Response Team	Contact SCDF immediately if the person who is suspended is unconscious / rescue cannot be performed internally'; If victim is or is suspended and is unconscious – ☑ Secure rope with loop to rigid anchor point; ☑ Lower down rope to person who is suspended for him to ease pressure off lower limbs & pelvic area by asking him to step on the loop for blood flow to his lower body & limbs; ☑ Allocate adequate manpower and provide fall prevention (E.g. Restraint of lifeline and safety belt) to attempt to recover the suspended person;
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team	• Take instructions from Project Manager& cooperate with relevant authority on post incident recovery; • Liaise with authority on given instructions; • Act on authority's instruction; • Update/ liaise with client on given instructions & discuss on details; • Expedite necessary submissions & follow up actions to lift stop work order imposed due to such incident
IMPORTANT! Precautions on Suspension Trauma (ST) ST may occur when a person is suspended in an upright position after an arrested fall. When the legs are in mid-air without support for a period, blood is not naturally moved out of the legs and back into the heart, which could cause fainting within minutes and may lead to death. This may be worsened by heat and dehydration. Thus a prompt rescue of a person suspended in a full body harness is important. Rescued victim must not be positioned in or allowed to lie down horizontally immediately after reaching	

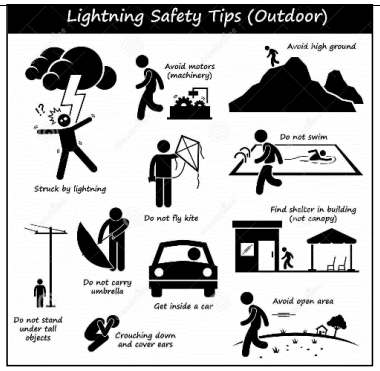
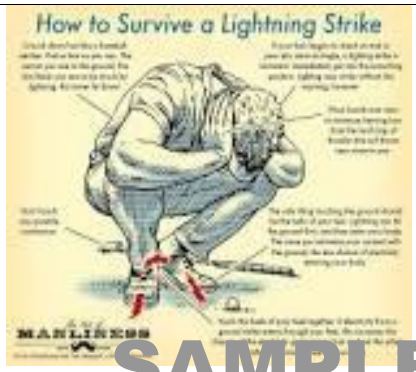
SAMPLE

Action Officer	**c) Failure or Collapse of Temporary Structure (E.g. Formwork, Scaffold etc.)/ Part of a Constructing Building Structure/ Plant/Machinery/ Equipment (E.g. Crane, Forklift etc.)**
Discoverer/Witnesses	Shout for attention & Inform Supervisor / Foreman, WSHO / WSHC, Project Manager
WSH Officer/Coordinator/ Supervisor Project Manager Supervisor / Foreman Emergency Response Team	• Assess situation before evacuating all personnel from scene to assembly point • Ascertain how to conduct initial rescue and resources available /required if safe to do so; • Contact related Authority agency (E.g. SPF, SCDF, MOM etc.) if cannot be controlled, failure / collapse beyond contract boundary, cause harm to persons, obstruct traffic beyond workplace • Cordon off scene using suitable barriers & signs; • Assign traffic controller(s) to control / divert traffic / public where necessary • Assign first-aider to render first-aid if safe to do so; • Take attendance at assembly point and report to Project Manager & WSHO / WSHC
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team, WSH Committee	• Take instructions from Project Manager & cooperate with relevant authority on post incident recovery. • Liaise & update with client on above instructions & further discuss such details; • Act according to authority's instruction; • Expedite necessary document submissions & follow up actions to lift stop work order (if any) imposed due to such incident; • Follow up with incident investigation & reporting as per WSH (Incident Reporting) Regulations;

Action Officer	d) Pandemic (E.g. SARS Covid 19, Dengue outbreak etc.)
Staff attending to unwell person All persons (Especially travelers to pandemic affected area) First-aider WSH Officer/Coordinator/ Supervisor	• If found to have fever (body temperature > 37.5°C), provide unwell person with surgical mask to wear; • Isolate unwell person; • Minimize number persons attending to unwell person; • Call 995 or other established hotline as advised by MOH for further assessment • Wear surgical masks & disposable rubber gloves. • Monitor the DORSCON ALERT9Green, Yellow, Orange & Red, follow MOH guidelines, maintain 1m safe distancing • Vaccinate against infectious diseases as advised by Ministry of Health (MOH) • Persons with pre-existing medical chronic conditions (E.g. diabetes, chronic heart / lung condition) to consult a doctor before work / travel; • Avoid traveling to pandemic affected area once news of pandemic is announced in media if possible; • Persons who had a recently traveled to countries of pandemic origin (E.g. within 2 to 3 weeks or as advised by MOH) to inform Human Resource and WSH personnel

Action Officer	e) Massive Leakage / Spillage of Hazardous Chemical Substances
Any person who discover leakage / spill	• Inform WSHO / WSHC and Project Manager
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team WSH Committee	• Assess situation; • Evacuate all persons from scene; • Ascertain how best to normalize the situation; get help from specialist contractor / supplier to clean up spillage; obtain safety data sheet (SDS) in case treatment is needed; • Contact related authority / Agency (E.g. SCDF, NEA etc.) if leakage / spill cannot be controlled; • Cordon off scene
	• Take instructions from Project Manager & cooperate with relevant authority on post incident recovery • Liaise with client on above instructions & further discuss such details • Act according to authority's instruction • Consult authority for further advice & action for any deviation to their initial instructions • Expedite necessary submissions & follow up actions to lift stop work order imposed due to such incident
WSH Officer/Coordinator/ Supervisor WSH Committee	Follow up with incident investigation & reporting as per WSH (Incident Reporting) Regulations

Action Officer	f) Detection of unknown underground pipe service E.g. Bomb, Demolition Charge etc. that failed to explode)
Any person who discover unknown objects	Inform project manager and WSHO / WSHC;
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team	• Evacuate all persons within vicinity of site • Cordon off affected area with danger-keep-out sign if possible; station a watch-man at a safe distance to ensure no persons' approach vicinity of site • contact Power Grid at 1800-7788888; • contact police at 999 • The Police will make arrangements with Ministry of Defence relevant unit for removing / detonating the blind
WSH Officer/Coordinator/ Supervisor Project Manager Emergency Response Team	• Take instructions from Project Manager& cooperate with relevant authority on post -incident recovery; • Update/ liaise with client on given instructions & discuss on details; • Act according to authority's instruction

Action Officer	g) Strike by Lightning
Project Manager/ WSH Officer	Establish a warning procedure, Update from NEA or use a portable lightning detector; Set up a lightning warning alert system;
Any person who discover such	Inform project manager and WSHO / WSHC
ALL PERSONS SHOULD DO THE FOLLOWING UPON THE LIGHTNING OCUURENCE AS FOLLOWS -	
 	Crouch down and cover ears is the most appropriate posture when you are caught in the open
WSH Officer/Coordinator/ Supervisor Project Manager	Sound off siren alarm for lightning alert to warn workers on site Evacuate all persons in the open without exposing to danger of being struck by lightning; CAUTION: DO NOT USE – Loud hailer/Walkie-talkie/ Hand-phone /other battery electrically powered communication tools. (Installed alarm is fine for switching on as “WARNING”) When a worker is struck by lightning, immediate seek for professional medical attention.

SAMPLE

Appendix M2: Emergency Contact List

S/NO	DESIGNATION*	NAME	CONTACT NUMBER
1	Director		
2	Project Manager		
3	Safety Manager / Officer		
4	Construction Manager		
5	Site Security		
6	Fire Warden(s)		
7	Fire Fighter(s)		
8	First Aider(s)		
9	Ministry of Manpower		6438-5122 / 6317-1111
10	Police		999
11	SCDF / Ambulance		995
12	Counter Terrorism Centre Hotline		1800-262-6473
13	NEA		62255632
14	Power Grid		1800-752-6666
15	Power Gas		1800-752-1800
16	PUB (Water)		1800-284-6600
17	Singapore Telecoms		1800-288-4099/4900

SAMPLE

** Indicate as NA if not applicable*

Appendix M3: First Aid Boxes Checklist

MINIMUM CONTENTS OF FIRST-AID BOXES

Contents	**Box A**	**Box B**	**Box C**	**Tick applicable box**	
				Yes	**No**
1. Individually wrapped sterile adhesive dressings	20	40	40		
2. Crepe bandage 5 cm	1	2	4		
3. Crepe bandage 10 cm	1	3	6		
4. Absorbent gauze (packet of 10 pieces)	5	10	15		
5. Hypoallergenic tape	1	1	2		
6. Triangular bandages	4	4	6		
7. Scissors	1	1	1		
8. Safety pins	4	4	6		
9. Disposable gloves (pairs)	2	2	4		
10. Eye shield	1	2	6		
11. Eye pad	2	4	6		
12. Resuscitation mask (one-way)	1	1	2		
13. Sterile water or saline in 100 ml disposable containers (only where tap water is not available)	1	3	3		
14. Torch light	1	1	1		

SAMPLE

Note: One Box B first-aid box is equivalent to 2 Box A first-aid boxes; and
One Box C first-aid box is equivalent to 2 Box B first-aid boxes.

Inspected by

Name of First-aider / Supervisor	Signature	Date

Appendix M4: Emergency Drill /Table-top Exercise Report

Part A:		
1	Company Name	
2	Name of project	
3	Type of drill/table top exercise	
4	Date & Time of drill/table top exercise	
5	No of persons involved in the drill	
6	Assembly point location	
7	Name of fire warden	
8	Name of first aider	

Part B:			
	Description of emergency scenario		
	Drill start and end	Start (Time)	End (Time)

SAMPLE

Part C: Roll Call Attendance		
No	Name of workers participate in the drill /table top exercise	Signature
1		
2		
3		

Part D : Area of improvement /suggestion		
No	Area of improvement /suggestion	
1	Prepared by safety personnel/fire warden	
2	Approved by Director	
3	Date	

Attached photo of fire drill participation of workers on site

6.0 Improvement

6.1 EHSS Inspection

The EHSS inspection plan shall be established with reference to the actual situation and progress of the site. Records of inspection & follow-up shall be maintained.

Refer to Appendix for the inspection plan.

Appendix N: Inspection Plan

Appendix O: EHSS Inspection Record

6.2 Monitoring and measurement equipment

Calibration & maintenance records for monitoring and measurement equipment (e.g. gas detection meter, noise meter and geotechnical inclinometer instrumentation) shall be maintained.

Appendix P: Calibration & maintenance records

Appendix N: Inspection Plan

What (Types)	Who (Inspector(s)	How often (Frequency)	Applicable?	
			Y	N
EHSS Inspection (Appendix O)	Line Supervisor	Monthly		

Appendix O: EHSS Inspection

EHSS INSPECTION CHECKLIST

	Location:	Tick Yes/No/NA			
	Date (AM/PM):	Yes	No	NA	
S/No	Items Checked				Remarks
01	**Personal Protective Equipment**				
a	Are all workers using the appropriate type of PPE? E.g. safety helmets / belt / harness				
02	**Electrical Hazards**				
a	Are all electrical equipment free of electrical defects and portable handtools, equipment, wire and plugs used in good working condition?				
b	Are all temporary electrical installation provided with ELCB?				
c	No electrical wires running on wet surfaces or trailing on the ground or loop against metal surface?				
d	LEW check on the electrical appliances being used?				
03	**Fire Hazards**				
a	Any fire extinguishers provided in site office, workers quarters and hot work areas?				
b	Are oxy – acetylene cylinders fitted with flashback arrestors?				
04	**Falling Hazards & Safe use of Ladders**				
a	Any unguarded / floor openings and effectively barricaded or covered up?				
b	Are ladders used on site in good working condition?				
c	Are ladders checked before used ?				
05	**Housekeeping**				
a	Are the passageways free from obstructed by debris / materials?				
b	Did workers dispose their debris daily at the designated areas / bins?				
06	**First Aid Box**				
a	Are first aid boxes available?				
b	Are they maintained and documented?				
c	Are there first aider available?				
07	**Green Practice**				
a	Are reduce/ reuse/recycle of materials implemented on site?				
	Name & signature:	Date :			

SAMPLE

Appendix P: Calibration & maintenance records

Equipment	Tested by	Calibration Frequency	Test Frequency
Gas detection meter			

Equipment	Who (Inspector(s)	How Often (Frequency)
Crane	Inspection by Authorised Examiner* Service by Mechanic Operator	Once every 12 months Once every 3 months Daily

***Note:** Inspection by Authorised Examiner is a mandatory requirement

6.3 Incidents, Non-conformity and corrective action

Reportable incidents

The following circumstances shall be notified / reported to the Ministry of Manpower:

Accident causing the death of a person (Employer to notify and report)

-
-
-
-
-
-
-

Note: Notification should be done as soon as reasonably practicable and report should be submitted within 10 days.

Dangerous Occurrence

The following **Dangerous Occurrence** as stated in the 1st Schedule of Workplace Safety and Health Act (Occupier to notify and report):

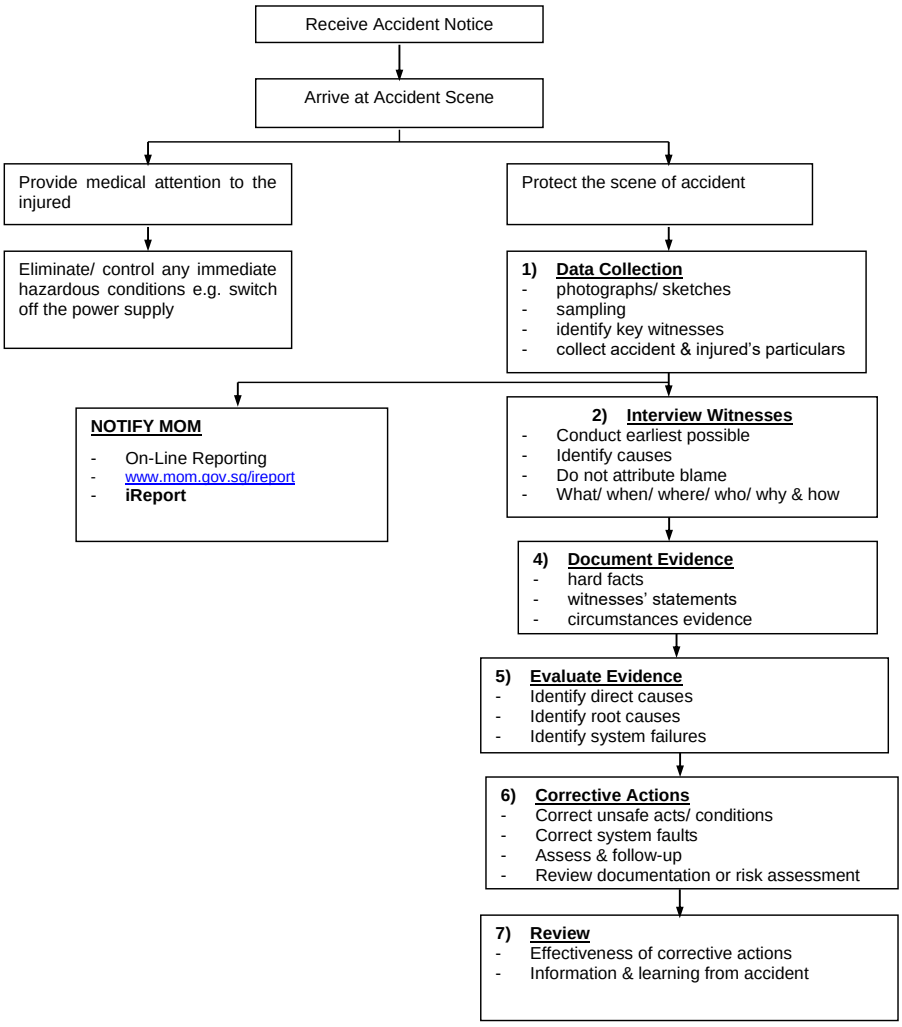
- Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power.
- Collapse or failure of a crane, derrick, winch, hoist, piling frame, or other appliance used in raising or lowering persons or goods, or any load bearing part thereof (except breakage of chain or rope slings), or the overturning of a crane.
-
-
-
-
-
-
-

Note: Notification should be done as soon as reasonably practicable and report should be submitted within 10 days.

All incidents shall be recorded, investigated and recommendations and communicated to all interested parties

- Recommendations which aim to prevent the recurrence of similar circumstances should be developed and implemented
-
-

ACCIDENT REPORTING & INVESTIGATION FLOWCHART



Appendix Q: Accident Investigation Analysis

ACCIDENT/INCIDENT ANALYSIS REPORT

Name of Company:	
Name of Employee:	
Work Permit No:	
Occupation:	
Age:	
Sex:	
Address:	
Date Joined:	
Contractor's Tel No:	
Date of Accident:	
Time of Accident:	
Place of Accident:	
Description of Machine involved, if any)	
Name of Witness:	
NRIC/ Work Permit No.:	
Witness Address	
Tel/Pg/Hp No.:	
Nature of Injury:	
Expected duration of medical Leave:	
Hospital and regn.No.:	

SAMPLE

Description of Accident:

Date:	
Signature of employer/supervisor	
NRIC No.:	
Finding of accident:	
Root cause of accident	
Recommendations to prevent re-occurrence:	
Action taken by:	Prepared by:
Date of implementation:	Endorsed by:
Review of documents	☐ Risk Assessment ☐ Safe work procedure
Effectiveness of remedial action:	☐ Yes ☐ No

6.4 Management Audit and Review Checklist

[Company Name] conducts management audit and review at planned intervals. It shall be carried out by the auditee with safety knowledge and three months before SgMA audit. Sample of audit checklist and scope are in accordance with SgMa standard.

[Company Name] EHSSMS shall be reviewed and conducted yearly by top management and other relevant personnel. It is to ensure continuing suitability, adequacy, and effectiveness of the system.

Appendix R: Management Audit and Review Checklist

Appendix R: Management Audit and Review Checklist

Contractor:		Project:	
Work scope:		Date & Time:	
Auditor:		Auditee:	
Objective:			
Scope of audit:			
Criteria:			

S/No.	Element	Findings	Comment	
1.0	**SCOPE AND CONTEXT OF THE ORGANIZATION**			
1.1	Did the slots registered companies determine the following items? - scope of the EHSS management system	click Yes /No/NA		
2.0	**MANAGEMENT LEADERSHIP AND COMMITMENT**			
2.1	Did the top management show leadership and commitment toward environment, health, safety and security? Eg responsible for company safety to prevent work related injury and ill heath review and endorse the safety policy yearly	click Yes /No/NA	Date of EHSS policy:	
			Signed by:	
3.0	**PLANNING**			
3.1	Is the legal requirements and other requirements up to date? Are the objectives set, spelt out and communicated to workers?	click Yes /No/NA	Legal register date:	
			Zero accident achieved	
3.2	Did the slots registered companies establish, implement and maintain the process to identify risk, hazard identification and control measures identified – safety and environmental impact Is the likelihood, severity & risk level of RA & EIA established, and risk and hazard communicated to workers?	click Yes /No/NA		
		click 3 or 5 matrix		
			Zero accident achieved	
3.3	Did the roles and responsibilities of personnel documented and communicated to the relevant	click Yes /No/NA	WSH Supervisor	

SAMPLE

S/No.	Element	Findings	Comment	
	staffs? Did the slots registered companies provide resources eg manpower, budget, PPE & training for the continual improvement of OSH, green, security & env performance? Did the training need identified and topic discussed in toolbox meeting: PPE, in house rules and regulation and risk and hazard while working at height, SG Secure		SG secure representative	
			Worker representative:	
3.4	Did the workers participated in Consultation and participation of - site OSH, green, security & env requirement	click Yes /No/NA	Date for review of objectives	
4.0	**OPERATIONAL PLANNING AND CONTROL**			
4.1	Did the slots registered companies establish Safe, Green & Secure work/ operating & permit-to-work process to eliminate hazards and reducing EHSS risks, Procurement, outsourcing? Record with consultation and participation of workers on control measure, PTW, maintenance record Did the emergency preparedness and response (incl SGsecure) plan and drill/tabletop carried out?	click Yes /No/NA	SWP	
			PTW record: Work from height	
		click Yes /No/NA	LEW inspection on electrical tool	
			Drill /tabletop date	
5.0	**IMPROVEMENT**			
5.1	Process for Monitoring measurement analysis, performance evaluation and evaluation of compliance process established, and safety inspection record maintained?	click Yes /No/NA	Safety & green inspection checklist	
			Others checklist (eg scaffold)	
5.2	Incident, non-conformity and corrective action process, investigated and communication?	click Yes /No/NA		

SAMPLE

SgMA Pre Audit Documents & Records Checklist				
	List of Documents & Records	**Appendix**	**Yes**	**No**
1.	Environmental Health Safety and Security (EHSS) Management System Manual			
2	EHSS Policy Statement	A		
3	Legal Register & Other Requirements	B		
4	Environmental Impact and Risk Assessment Form	E		
5	Roles and Responsibilities	F		
6	Organizational Chart	G		
7	Letter of Appointment	G1/G2/G3		
8	EHSS Training Record	H		
9	Toolbox Meeting	I		
10	Green Practices and Safe Work Procedure	J		
11	In-house Rules & Regulations	K		
12	Permit-To-Work	L		
13	Emergency Preparedness and Response	M1		
14	Emergency Contact List	M2		
15	First Aid Boxes Checklist	M3		
16	Emergency/Table-top Exercise Report	M4		
17	Inspection Plan	N		
18	EHSS Inspection	O		
19	Calibration & maintenance records	P		
20	Accident Investigation Analysis	Q		
21	Management audit and Review Audit Checklist	R		