

#### (d) Sick Leave

- You are entitled to be paid outpatient sick leave and hospitalisation leave if you have worked for your employer for at least 3 months. The number of days of paid sick leave that you are entitled to depends on the length of service completed, as follows:



Months of Service Completed to date	Paid Outpatient Sick Leave per year (days)	Paid Hospitalisation Leave per year (days)
<b>3 months</b>	5	15
<b>4 months</b>	8	30
<b>5 months</b>	11	45
<b>6 months and thereafter</b>	14	60

- You must inform your employer within 48 hours of your absence to be eligible for sick leave.
- Your employer must pay you your salary for the period of sick leave taken on your normal working day if you:
  - were given a medical certificate for the period of the sick leave by any doctor registered under the Medical Registration Act, and
  - have not exceeded your sick leave entitlements for that year.



#### (e) Rest Days and Public Holidays

- You are entitled to one rest day each week, without pay.
- Your employer cannot force you to work on your rest day, unless there are exceptional circumstances, and they must seek your agreement to work on that day.

## Accommodation

Your employer must ensure that your accommodation meets the necessary standards and is not overcrowded. If you find your accommodation to be in poor or unsafe conditions, report to **MOM** immediately by calling **6438 5122**, or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946.

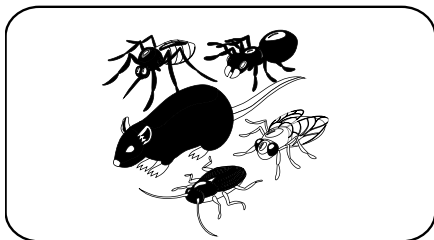
Examples of poor or unsafe conditions include:



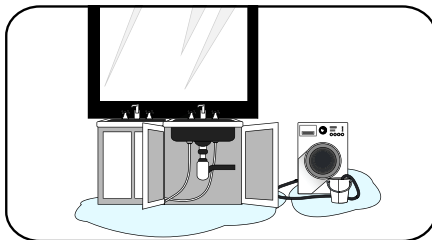
Overcrowding.



Lack of proper sanitation facilities or ventilation.



Infestation with pests (e.g. rats, mosquitoes, cockroaches).



Damaged or unrepaired facilities within your dormitory.

You may stay in private residential premises such as condominiums, shophouses and terrace houses. A maximum of 6 workers is allowed to stay in private residential premises. If there are more than 6 workers living in the same accommodation as you, make arrangements with your employer to move out.

## Updating of Address

You must stay at the address indicated by your employer to MOM. If you look for your own accommodation or change your accommodation at any time, you must inform your employer of your latest residential address so that they can inform MOM. Your work pass will be revoked if you fail to do so.

## Practise Communal Hygiene

Keep where you live clean and tidy, so that you can remain healthy and not fall sick.

- Keep your bed clean to prevent bed bugs.
- Keep your living environment clean to prevent pests such as cockroaches and rats.
- Remove stagnant water to prevent mosquito-breeding.

## Reporting of Housing Issues to Your Dormitory Operator

### DormWatch app

A free mobile app for you to report housing issues

If you live in a dormitory, the DormWatch app allows you to report on defects, broken facilities or equipment directly to the dormitory operator. MOM will also be kept informed on the progress of the issue and step in and inspect the premises if necessary. You can download the app by scanning the below QR code.



# EMPLOYMENT SCAMS

Beware of becoming a victim of employment scams:

- **Shell company / released worker / illegal employment** – you find yourself with no work after arriving in Singapore, because your promised employer or job does not exist, or you are asked to find your own work illegally.
- **False declaration** – your employer applies for your work permit with a forged educational certificate from a school you did not attend.
- **Kickbacks** – you paid your employer money to work in Singapore, or to renew your work permit.
- **False salary declarations** – your employer declares a higher salary in the In-Principle Approval (IPA) to MOM than what they are actually paying you.

If you are a victim of any of the scams, report to **MOM** immediately by calling **6438 5122**, or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946.

# SAFETY

## SAFETY AT WORK

If you work in Construction, you must complete the Construction Safety Orientation Course. While at work, you must follow what you had learnt during the course and the safety instructions given by your employer or supervisor.

- Always wear the correct Personal Protective Equipment (PPE) (e.g. helmet, safety goggles, hearing protectors, gloves and safety boots) for the work you are doing, and keep the PPE in good working condition.
- Wear your safety harness and secure it to a stable anchor point.
- Do not take risks or shortcuts or ignore safety rules.



Look out for these common hazards and keep yourself safe:



### WORKING AT HEIGHTS

- Use proper platforms when carrying out work at heights.
- Always maintain three-point contact when using ladders.



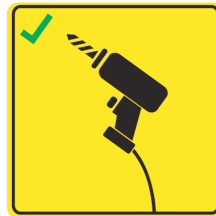
### BEWARE OF FALLING OBJECTS

- Stay clear of suspended loads.
- Do not place or store equipment and materials near openings.
- Wear your safety helmet and steel-capped boots.



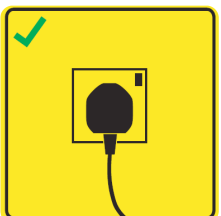
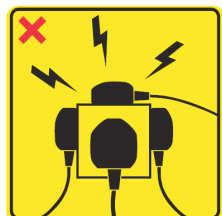
### FALL PREVENTION

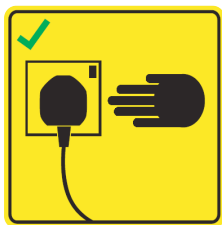
- Keep the workplace dry, clean and free from spills and tripping objects such as wires.
- Hold onto handrails when using the stairs.
- Wear anti-slip safety boots.



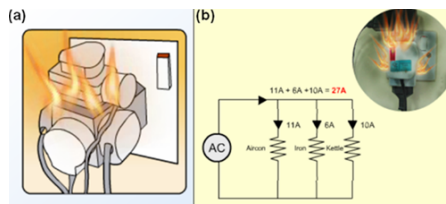
### ELECTRICAL HAZARDS

- Do not use faulty electrical equipment or faulty power sockets.
- Keep the work area clean and dry.
- Carry out electrical work only in dry conditions.
- Wear rubber gloves and boots.





- When using extension cords and electrical appliances, use only those with the 'safety mark' (see logo below).



## CONFINED SPACES

- Always conduct a gas check before entering a confined space.
- Put on protective equipment (e.g. respirator, full body harness and retrieval line) before entering a confined space.

## FIRE HAZARDS

- Look out for flammable materials such as solvents, pressurised tanks and sawdust before carrying out hot works.
- Keep flammable materials in closed containers and store them in well-ventilated areas.



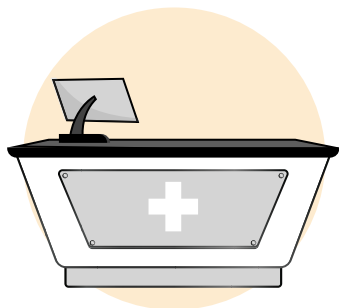
## DRIVING AT WORK

- Watch out for vehicles and keep to walkways when walking around the workplace.
- Avoid driving if you are taking medicine that causes drowsiness.
- Take short breaks to stretch and rest if you are driving for long hours.
- Check blind spots before reversing.
- Place traffic cones around your work area to keep vehicles away.

## SEEKING MEDICAL TREATMENT

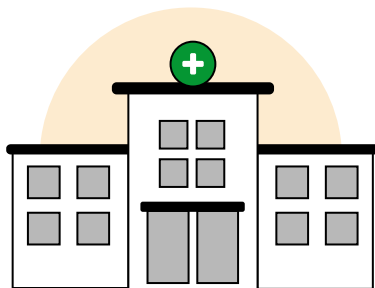
Inform your employer when you are sick and that you need to see a doctor.

You can see a doctor at:



MOM approved **Medical Centres**  
nearest to your place of work  
or stay

OR



MOM designated **General Practitioner (GP) Clinics**



**Telemedicine doctor** (online consult  
only) via **FWMOMCare** app

Your employer must allow you to see a doctor and he is responsible for paying your medical bills. Please remember to obtain a medical certificate and a receipt for payment from the medical clinic to give to your employer. You should take a photo of the medical certificate and receipt for your own records.

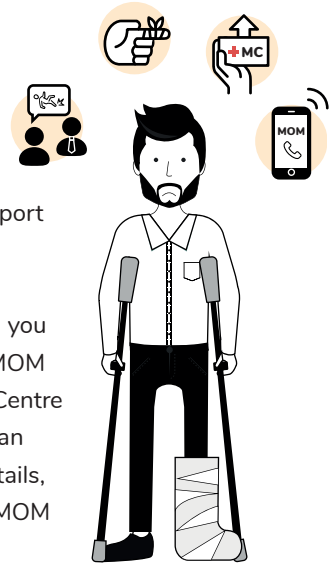
If your employer refuses to provide or pay for your medical treatment, report to **MOM** immediately by calling **6438 5122**, or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946. All information will be kept strictly confidential.

## INJURY FROM WORK

Your employer is responsible for the safety, health and well-being of all his employees.

### What to do if you are injured at work?

- 1 Report your injury to your supervisor/employer and seek treatment quickly. If you receive any hospitalisation leave/medical leave or light duty from the doctor/dentist, inform your supervisor/ employer to submit an incident report to MOM.
- 2 If your employer does not submit an incident report when you are injured at work, please inform MOM. You can inform MOM by calling 64385122, or coming down to MOM Services Centre (1500 Bendemeer Road, Singapore 339946) to speak to an MOM officer. You only need to give MOM your contact details, the name of your employer and the date of the accident. MOM can assist you even if you are unable to speak English.



- 3 Keep records of your correspondence (e.g. your WhatsApp and SMS messages, etc.) with your supervisor/employer on the work accident details.



- 4 Ask a friend to take photos of the place that you were injured, and the tools or machinery that caused your injury. Show the photos to the doctor.



- 5 If you are scheduled for a medical appointment, please attend the appointment and do not instead go to other doctors. The treating doctor is in the best position to assess your injury and aid your recovery. Failure to attend scheduled medical appointments will result in the suspension of your work injury compensation claim.



- 6 Keep a copy of the documents relevant to your injuries (e.g. medical certificates, medical bills) and hand the originals to your employer.



- 7 The insurer or MOM will calculate the compensation amount and issue a notice to you and your employer. If there is no objection to the amount, your employer/insurer must pay you within 21 days of the notice service date. Your employer will handle your compensation claim and will notify MOM.



# COVID-19 INFORMATION

## Safe Distancing Measures

Observe safe distancing measures in your dormitories and at your workplace to prevent yourself from getting infected with infectious diseases.

- Wear a mask.
- Keep a safe distance of 1 metre apart from one another.
- Avoid crowds.

## Rostered Routine Testing

Rostered Routine Testing (RRT) consists of a swab test to be conducted every 14 days. You are required to attend RRT if you are:

- From the construction, marine and process sectors;
- Or those from other sectors but working in construction, marine and process workplaces;
- Or staying in a dormitory.

If you are required to attend, you must work with your employer to schedule you for a RRT appointment. RRT is important for ensuring your safety and health, as well as those around you. If you do not attend RRT, your AccessCode will turn red, and you will not be allowed to go to work.

## Exit Pass

If you are staying in dormitories, you need to apply for a Dormitory Exit Pass 7 days before your rest day via SGWorkPass app (see page 20) for leisure or personal purposes. You will need to have installed **TraceTogether** app too.



With your approved Exit Pass, you can take your employer-arranged transport to your dormitory's assigned recreation centre on your rest day within the allocated timeslot.

When you reach the recreation centre, check in via SafeEntry. Remember to wear a mask at all times, keep 1 metre apart from others, and do not gather in crowds.

For more information, please go to [pass.gowhere.gov.sg](https://pass.gowhere.gov.sg).

This is not applicable for workers staying in HDB flats or private residential properties. You should also wear your Contact Tracing Token (i.e. BluePass or TraceTogether Token/ Mobile app) at all times for contact tracing purposes.

### AccessCode

Your AccessCode in SGWorkPass mobile app will show whether you are allowed to leave your residences for work.

You can only leave your residences for work if your AccessCode is **green**.

Do not leave your residences or go to work if your AccessCode is **red**.

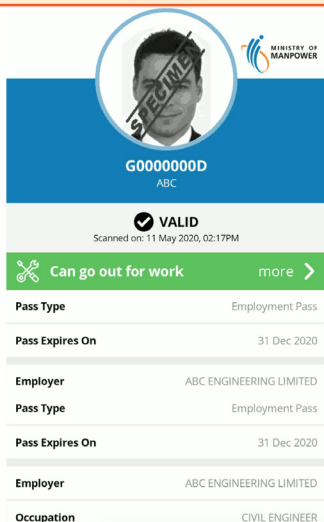
### IMPORTANT



Do not go to work if your AccessCode is **red**

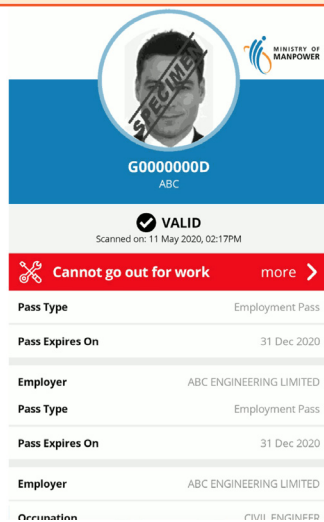
#### Green AccessCode:

Can leave residence for work



#### Red AccessCode:

Cannot leave residence for work



Action will be taken against workers who are found to have exited their residences with a Red AccessCode.

### FWMOMCare

You can also use the FWMOMCare app to check details such as your swab results and swab test appointment. Visit <https://mom.gov.sg/eservices/fwmomcare> for a step-by-step user guide on how to use the app.