

## SAFETY ON THE ROAD

### Safe Cycling

If you ride a bicycle, cycle safely.

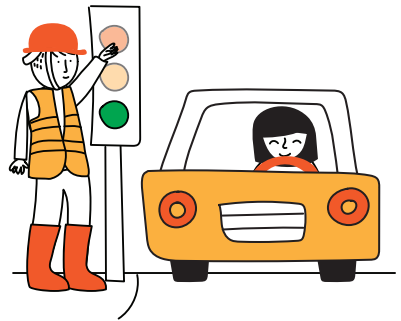
- Always cycle on bicycle paths and look out for other cyclists or pedestrians.
- Be mindful of pedestrians and slow down. Ring your bicycle bell from a distance to alert pedestrians, especially on shared pavements.
- Follow the traffic rules and keep close to the side of the road. Do not cycle in the middle of the road or against oncoming traffic.
- When cycling, park your bicycle in the allocated parking areas. Do not leave your bicycle in the middle of the road or pavement, as it will obstruct drivers and pedestrians.



### Road Safety

It is important to stay safe when on the road.

- Follow traffic rules. Do not jaywalk. Always cross the road at traffic lights.
- Cross the road when the traffic light is green.
- Use a pedestrian crossing, overhead bridge or underpass to get safely to the other side of the road.
- If driving, give way to pedestrians and slow down when approaching road openings, junctions or pedestrian crossings.



### Travelling On Lorries

Your employer may provide you with transport between your worksite and your dormitory. However, if you are placed in a dangerous situation such as in a crowded lorry, please inform your employer. Your safety is important. If your employer refuses to help you, report to the **Land Transport Authority (LTA)** at **1800-2255-582**.



# WORKING IN SINGAPORE



To work in Singapore, you must hold a valid work permit and comply with the work permit conditions.

## In-Principle Approval (IPA) Letter

Before leaving your home country, you should receive an in-principle approval (IPA) letter (5-6 pages) in your native language, from your employer or home country agent. The IPA letter is issued by MOM and contains important information about your employment in Singapore. Your employer is required to meet the conditions stated in your IPA letter and he cannot change the conditions without your permission. Take note of the following in your IPA:

FWP5111EB\_W2 - IPA Work Permit 0 37357219 / 09 JAN 2021

EMPLOYEE'S COPY

  MINISTRY OF MANPOWER

ALAGU THAVASU  
CIO  
A.D. PREFAB PTE LTD  
19 TOH YI DRIVE  
#01-119 TOH YI GARDENS  
SINGAPORE 590019

14 Jan 2021

**Your application is approved**  
உங்கள் விண்ணப்பம் ஏற்றுக்கொள்ளப்பட்டது

NAME OF FOREIGNER/EMPLOYEE  
ALAGU THAVASU  
WORK PERMIT NO.  
0 37357219

Dear ALAGU THAVASU

Your application for a Work Permit has been approved in-principle. This letter is proof of this and you can:


- Use it as a visa to enter Singapore.
- Start work on the second day of your arrival.

If you do not enter Singapore by 11 Apr 2021, this approval will expire.

உங்கள் அனுமதிச்சீட்டுக்கான உங்கள் விண்ணப்பம் சென்னை அலுவலகம் ஏற்றுக்கொள்ளப்பட்டுள்ளது. அதற்கான சான்றிதழ் இத்தக வடிவமாகும். மேலும், நீங்கள்:

- இதை சிங்கப்பூருக்கான அனுமதிக்கான ஒரு விசாவாகப் பயன்படுத்த முடியும்.
- சிங்கப்பூருக்கு வந்திறங்கிய மறுநாள் செயலவையத் தொடங்க முடியும்.

நீங்கள் சிங்கப்பூருக்குள் 11 Apr 2021-க்குள் அனுமதிப்பவரை எனில், இந்த அனுமதி காலவரம்புபெற்றது.

Yours sincerely  
  
Penny Han (Ms)  
Controller of Work Passes

Before you leave home  
நீங்கள் தாய்நாட்டிலிருந்து  
புறப்படுவதற்கு முன்னர்

Check your employment details on  
page 2.  
பக்கம் 2 இல், நியமனப்படி, இதை  
உங்கள் வேலைவாய்ப்பு  
விவரங்களைச் சரிபார்க்கவும்.

Within 14 days of your arrival  
நீங்கள் வந்ததொத்த 14  
நாட்களுக்குள்

The steps to renew your Work  
Permit card must be completed.  
உங்களின் அமல் காலவரம்பு  
சான்றிதழ்களை அமலாக்கு  
திறக்கவோ, சார்ந்திருக்க  
அனைத்துத்தகடும் பின்னர்  
வாங்குங்கள்.

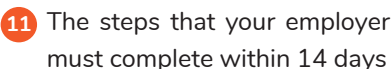
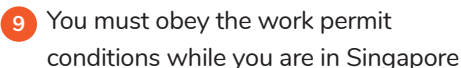
**IMPORTANT**

Make sure this approval is still valid using [www.mom.gov.sg](http://www.mom.gov.sg) > search for 'validity check' > click 'Work Permit Validity Check via Work Permit Online (Non-Login)'.  
இந்த முடிவை இணையம் செல்லுபடியாகிறது: விலகாத அறிய [www.mom.gov.sg](http://www.mom.gov.sg) > வந்த இணையத்தின்  
Validity check விலகாத, தேக்கத்தை, திது, Work Permit Validity Check via Work Permit Online (Non-Login)  
விலகாத, தேக்க, தேக்கத்தை.

Ministry of Manpower Work Pass Division  
<http://www.mom.gov.sg> Contact Us: <http://www.mom.gov.sg/contact> Page 2 of 5

1 Your name and work permit number





You should keep a copy of your IPA letter throughout your employment in Singapore.

## Work Permit

You are required to keep your work permit card with you at all times. If you have not received your work permit card, please keep a copy of your IPA letter with you.

You will be required to show your work permit card during inspections by MOM or any public agencies.



## Passport

Your passport is your personal property. It must not be kept by your employer as a condition of your employment. If your employer is keeping your passport on your behalf, it must be returned to you immediately upon your request.



## Seek Help

If your employer reduces your salary without your consent, does not return your passport or work permit when you request for it, report to **MOM** immediately by calling **6438 5122**, or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946.

# EMPLOYMENT RIGHTS

## Working and Living in Singapore

Your employer must give you a set of Key Employment Terms (KETs) in writing. The KETs must contain information on your agreed employment terms and conditions, including:

- Salary, date of salary payment, and entitlement to overtime pay.
- Working arrangements, such as working hours and rest days.
- Paid leave entitlements (including annual leave, sick leave and public holidays) and medical benefits.

If you have any concerns in the following areas, please report to **MOM** or the **Tripartite Alliance for Dispute Management (TADM)** as early as possible. TADM is located at MOM Services Centre.

### (a) Payment of Salary/Overtime Pay



- 1 You should open a personal bank account in Singapore and request your employer to credit your salary to the bank account. This will reduce any payment dispute with your employer. Your employer must pay your salary via direct transfer into your bank account if you request them to do so.



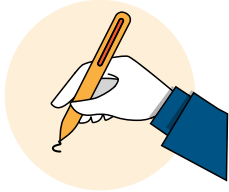
- 2 Your employer must pay you your salary at least once a month, and within 7 days after the end of the salary period. Any salary period agreed between you and your employer should not exceed one month.



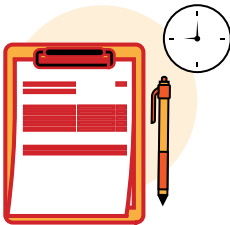
- 3 If you have worked overtime during the month, your employer must pay you for any overtime at least once a month and within 14 days after the end of the salary period.



- 4 Your employer is not allowed to reduce your basic salary, fixed allowances or increase your fixed deductions from the amount stated in your IPA letter without your written consent.



- 5 Your salary can only be changed if you agree and your employer does the following:
- **Seek your consent in writing.**
  - Notify MOM.
  - Issue you an itemised pay slip with the adjusted salary.



- 6 Your employer must issue you your pay slip at least once a month and within 3 working days after a salary payment is made. The pay slip must include a breakdown of the salary payment(s), such as the basic salary, allowances, deductions, overtime hours worked and overtime pay.

You should keep records of itemised pay slips and time sheets.



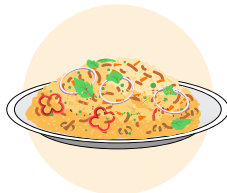
- 7 Do not sign any blank documents or documents that you do not understand or do not agree with. You should approach MOM if your employer asks you to sign any blank documents, such as payment vouchers or pay slips. In general, employees who do not come forward early may have difficulty proving their claims to be valid.

## (b) Salary Deductions

- Your employer cannot make deductions from your salary. They can only do so if:



You were absent from work without your employer's consent.



Your employer has paid for meals that you requested for.



Your employer has paid for housing/accommodation, amenities and services that you accepted.



Goods or money entrusted to you was lost or damaged (one-off deduction only).



You gave written consent to the deduction (you can withdraw your consent any time before the deduction is made).

- If a salary deduction is made, your employer cannot deduct more than 50% of your total salary in any single salary period. This does not include deductions made for:
  - Your absence from work.
  - Recovering advances, loans or over-payment of your salary.
  - Paying any co-operative society for which you had given your written consent.



### (c) Hours of Work and Overtime

- Your contractual work hours should not exceed 8 hours a day or 44 hours a week unless you perform shift work. Working hours do not include breaks allowed for rest, tea and meals. All work in excess of your contractual working hours shall be considered as overtime work. You can claim overtime pay which is 1.5 times your hourly basic pay.
- If you perform shift work, the agreed working hours must not exceed an average of 44 hours per week over 3 weeks. The maximum working hours per day is 12 hours, and maximum overtime per month is 72 hours.
- Your employer must record the hours of overtime you have worked. You should verify your employer's record and sign only if it is accurate. If you disagree with the record, you should clarify with your employer early and do not sign it.

#### To calculate your overtime pay:

**STEP 1** Calculate your hourly basic rate of pay:

$$\frac{12 \times \text{Monthly Basic Pay}}{52 \times 44} = \text{HOURLY BASIC RATE OF PAY}$$

**STEP 2** Calculate your hourly rate of overtime pay:

$$[\text{Hourly basic rate of pay}] \times [1.5] = \text{HOURLY RATE OF OVERTIME PAY}$$

**STEP 3** Calculate your overtime pay:

$$[\text{Hourly rate of overtime pay}] \times [\text{number of hours of overtime worked}] = \text{OVERTIME PAY}$$

#### (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.

**Payment for work on a rest day is calculated as follows:**

If work is done	For up to half your normal daily working hours	For more than half your normal daily working hours	Beyond your normal daily working hours
At the employer's request	1 day's salary	2 day's salary	2 day's salary + overtime pay
At the employee's request	Half day's salary	1 day's salary	1 day's salary + overtime pay

- You are entitled to 11 paid public holidays per year.
- Your employer must pay you your gross salary for the public holiday, even if you did not work on the public holiday.
- If you worked on the public holiday, your employer must pay you an extra day's basic salary for the day's work, or give you a day off in lieu or time-off (only for non-workmen earning above \$2,600).

**(f) Annual Leave**

- If you have worked for your employer for at least 3 months, you are entitled to paid annual leave.
- Your annual leave entitlement depends on your years of service with the employer, as shown below.

Years of continuous service	Days of leave per year
1st	7
2nd	8
3rd	9
4th	10
5th	11
6th	12
7th	13
8th and thereafter	14

- If you have not completed 12 months of continuous service, your annual leave entitlement will be pro-rated based on the number of completed months of service for that year.

## Salary Claims and Employment Benefits

If you have any salary claims, and/or employment disputes against your employer, you should approach MOM or TADM as early as possible. By coming forward early, your chances of recovering your owed salary in full will be higher, and you will be given time to look for a new employer. If needed, you will get assistance with food and housing.

### IMPORTANT NOTE

Your employer cannot forcibly send you back to your home country if he owes you any salary or any other payments due to you.

If you have any outstanding salary or claim, and you have been sent to the airport with no means to leave, you should approach the airport authorities at Singapore Immigration counters. You will be referred to MOM for assistance.

## Your Singapore Employment Agency

### Fee Cap on Employment Agency Fees

You should pay no more than 1 month of your fixed monthly salary for each year of your work permit validity or duration of employment contract, whichever is shorter, to the Singapore employment agency. The agency fee is also capped at 2 months' salary. The employment agency must issue you with itemised receipts for any fees you pay, stating the services rendered and amount collected.



**Fixed Monthly Salary** = Basic Monthly Salary + Fixed Monthly Allowances

### EXAMPLE 1

If your work permit and employment contract are valid for 2 years, the maximum agency fees paid to the Singapore employment agency is **2 months** of your fixed monthly salary.

### EXAMPLE 2

If your work permit is valid for 2 years, but your employment contract is only valid for 1 year, the maximum agency fees paid to the Singapore employment agency is **1 month** of your fixed monthly salary.

### EXAMPLE 3

If your work permit and employment contract are valid for more than 2 years, the maximum agency fees paid to the Singapore employment agency is **2 months of your fixed monthly salary**.

If your Singapore employment agency has collected agency fees that exceed the fee cap, or did not issue you with itemised receipts for the fees paid, or failed to refund you in the event of a premature termination of your employment, please report to **MOM** immediately by calling **6438 5122** or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946.

### Fee Refund

If your employer terminates your employment within 6 months, you must be refunded at least 50% of the agency fees you paid to the Singapore employment agency. However, you cannot get a refund if it was your decision to terminate the employment.

The above applies only to employment agencies operating in Singapore.

MOM will not be able to help you with any dispute with your employment agency in your home country, or to recover fees paid to employment agencies in your home country.

## 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.



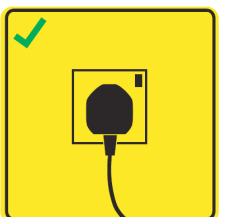
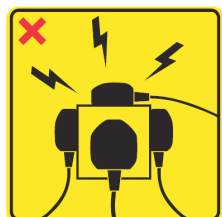
### FALL PREVENTION

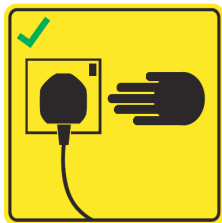
- Keep the workplace dry, clean and free from spills and tripping objects such as wires.
- Hold onto handrails when using the stairs.
- Wear anti-slip safety boots.



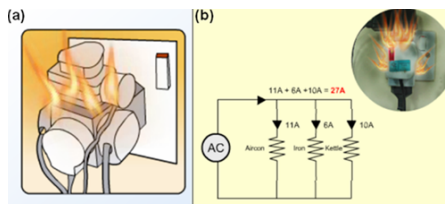
### ELECTRICAL HAZARDS

- 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

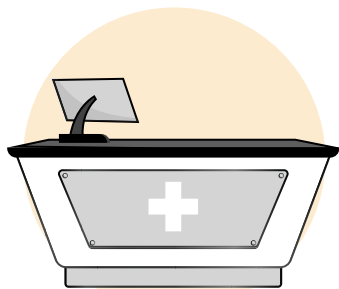
- Watch out for vehicles and keep to walkways when walking around the workplace.
- Avoid driving if you are taking medicine that causes drowsiness.
- Take short breaks to stretch and rest if you are driving for long hours.
- Check blind spots before reversing.
- Place traffic cones around your work area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



## SEEKING MEDICAL TREATMENT

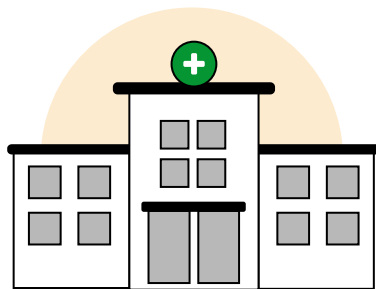
Inform your employer when you are sick and that you need to see a doctor.

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.

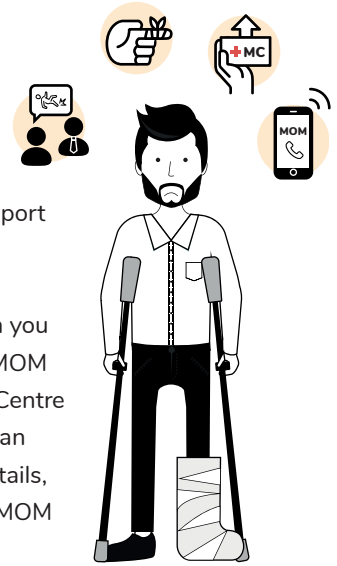
If your employer refuses to provide or pay for your medical treatment, report to **MOM** immediately by calling **6438 5122**, or approach MOM Services Centre at 1500 Bendemeer Road, Singapore 339946. All information will be kept strictly confidential.

## 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.

## Filing a Claim

- You do not need to file a claim because your case will automatically start to process when your employer submits the incident report to MOM.
- While the claim is being processed, you should remain with your employer, as he is required to continue to provide you with food and housing. If your employer forces you to return to your home country and does not report the accident, call MOM at 6438 5122 immediately.
- If your employer sends you to the airport and forces you to leave Singapore, you can seek assistance from the officers at the airport immigration counters.

## DID YOU KNOW?

You do not need a lawyer to help you with your WICA claim. The compensation amount is based on a fixed formula. More than 75% of WICA claims are settled within eight months from the accident date.

## What can I claim, and how much is the amount?

Under WICA, you can claim the following types of compensation, **only if** you visit a Singapore-registered doctor or dentist.

Type of Compensation	What is it?
Medical Expenses	Your medical bills, and other charges due to work injury e.g. fees for work injury assessment reports.
Medical Leave Wages	<ul style="list-style-type: none"><li>• If you receive any hospitalisation leave/medical leave or light duty due to a work accident.</li><li>• For days on which you would normally be at work (working days), but not for rest days or public holidays.</li></ul>
Lump Sum Compensation	<ul style="list-style-type: none"><li>• Permanent incapacity – when an injury or medical condition has a permanent effect on your ability to work.</li><li>• Death - when an injury causes death.</li></ul>