GreenSafe Logo

ADVANCE CERTIFICATE IN WSH LEVEL B VER.2

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**Batch No :** 85

Name of Module : **Coordinate WSH Management System with Legal**

**Compliance.**

Number of Pages : 1 of 13

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Date of Submission : 16 DEC 2022

*I declare that I am sole author of this assignment and that no parts of this assignment have been taken or lifted from other sources. All of this assignment is original.*

*I understand that, if any plagiarism is found in the assignment may lead to disqualification from the course.*

*Signature /Date*

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Assessor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**COMPANY BACKGROUND**

Woh Hup started out as a one-man construction company by the late Mr Yong Yit Lin in 1927 with the $200 in fees he received from his first contracted job for building a pair of garden gateposts for a British residence in Seremban. **Workplace Safety and Health**

**Philosophy**

**CHIAN TECK DEVELOPMENT PTE. LTD** Regards effective management of safety and health as an essential element within its Overall business plan towards enhancing business competitiveness and profitability. Hence



Minimizing risk to people, plant and products is inseparable from all other company objectives.

**Building and Construction Authority (BCA) Contractors Registration**

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| **head** | **iption** | **ring Limit** |
|  |  | A1 (Unlimited) |
| CW01 | General Building |  |

**Quality & Safety Certifications**

* BCA ISO 9001: 2011 : Certificate No. 578
* BCA ISO 14001: 2012 : Certificate No. 2009/946 COMPANY SAFETY & HEALTH POLICY

Safety is everybody’s business, from the management down to each individual worker.

The Company shall implement the Occupational Safety & Health Management System for this project for the purpose of ensuring the safety and protecting the health of all workers on the worksite.

All staff, sub – contractors and workers shall strive for zero accident rate, adopt safe work practices, practice good housekeeping and achieve high standard in construction works.

The company shall act as a team to continue improved our effectiveness in our Safety & Health Management System beyond compliance to the legal requirements.

We aim to achieve the following corporate Occupational Health & Safety Objectives.

1. Reduce Accident Frequency Rate (AFR) to below national level
2. Reduce Accident Severity Rate (ASR) to below national level
3. Zero safety demerit point and zero fine per project
4. Monitor external safety audit performance to improve the existing Safety & Health Management System.

DUTIES AND RESPONSIBILITIES OF PROJECT ENGINEERS/ SITE SUPERVISOR/FOREMEN

All project engineer’s/ site supervisors/ foremen shall assist the Project Manager in achieving the objectives of the Workplace Safety and Health Management System. They shall also assist the Project Manager in enforcing the safety policy in accident prevention. In short, they shall

1. Enforce on compliance of the Workplace Safety and Health Act and its subsidiary legislations and the Project Workplace Safety and Health Management System by their subordinates, domestic and nominated sub-contractors or their representatives;
2. Acquaint all sub-contractors on the safety and health requirements of the job and ensure that they observe all safe operation/work procedures as instructed.
3. Demonstrate full support to the Workplace Safety and Health Officer/Supervisor in accident prevention;
4. Ensure that all subordinates and sub-contractors or their representatives under their control adhere to the safety policy
5. Ensure that subordinates and sub-contractors or their representatives investigate into causes of every accident and dangerous occurrence;
6. Attend all Workplace Safety & Health Committee meetings and any other meetings required for the purpose of accident prevention;
7. Discipline subordinates for not observing safe work procedures;
8. Investigate into all accidents and dangerous occurrences and recommend remedial action to prevent recurrence;
9. Check and ensure that all necessary plant, tools and equipment are safe to use;
10. Ensure that all sub-contractors maintain the highest standards of housekeeping in their work areas;
11. Ensure that all sub-contractors deploy workers who are trained for and capable of carrying out their duties correctly and safely;
12. Ensure that all sub-contractors do not deploy new or transferred worker to undertake any task without appropriate instructions/guidance;
13. Ensure that the necessary protective clothing and safety equipment are readily available and that all sub-contractors provide workers with the necessary personal protective equipment
14. Ensure that all sub-contractors strictly enforce on the use of all necessary protective clothing and safety equipment including personal protective equipment at all times by their workers;
15. Set and lead by example for all workers to follow; and
16. Observe strictly the safety advices given by the Workplace Safety and Health Officer/Supervisor.

1.Explain the WSH roles, responsibilities and authorities for any four (4) of employees that

should be defined in the WSH Management System.

# Duties of the lifting supervisor

1. To Co- ordinate all lifting activities;
2. To supervise all lifting operation by a mobile crane or tower crane in accordance with the

lifting plan referred to in regulation4;

1. To ensure that only registered crane operators, appointed riggers and appointed signalman

participate in any lifting operation involving the use of a mobile crane or a tower crane ;

1. To ensure that the ground conditions are safe for any lifting operation to be performed by

any mobile crane ;

1. To brief all crane operators, riggers and signalman on the lifting plan referred to in

regulation4;and

1. If any unsatisfactory or unsafe conditions are reported to him by any crane operator or rigger, take such measures to rectify the unsatisfactory or unsafe condition or otherwise ensure that any lifting operation is carried out safely.

# Duties of the rigger

 a)Check the slings to be used for slinging the loads to ensure that the slings are of good construction, sound and suitable materials, adequate strength and free from patent defect; (b) ensure that an adequate number of legs of the slings are used and that the slinging angle is

correct so as to prevent the sling from being overloaded during the hoisting;

(c)Ascertain the weight of the load which is to be lifted and inform the crane operator of the

weight of the load ;

(d)Ensure that only proper lifting gears are used in conjunction with the sling ;

(e)Ensure that the load to be lifted is secure , stable and balanced; (f)Ensure that any loose load (which includes any stone, brick or tile) is placed in a receptacle

to prevent the load or part thereof from falling during the lifting operation;

(g)Place adequate padding at the edges of the load which come in contact with the sling so as

to prevent the sling from being damaged; and (h)Report any defect in the lifting gear to the lifting supervisor.

# Duties of the signalman

(a) Ensure or verify with the rigger that the load is properly rigged up before he gives a clear

signal to the operator to lift the load; and

(b)Give correct and clear signals to guide the crane operator in the man oeuvre of the load safely to its destination.

# Duties of workplace safety and health coordinator

(a) Assist the occupier of the worksite to identify and unsafe condition in the worksite or

unsafe work practice which is carried out in the worksite;

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| Strake Holders | General Duties stipulated in WSH Act |
| Occupier of  Workplace | Take reasonably practicable measures to ensure the following are safe and pose no risk to persons at work or employees; a)The  workplace; b)  All means of access to or egress from the workplace; and c)Any machinery , equipment , plant , article or substance kept on the workplace |
| b)Employers | Take reasonably practicable measures to ensure the safety and health of his employees at work and other persons in the workplace.  Maintain a safe work environment for all persons at worksite and ensure that they are not exposed to hazards.  Ensure that adequate safety measures are taken in respect of any machinery, equipment, plant, article or process used by those persons.  Develop and implement procedures for dealing with emergences.  Ensure that all necessary information, training and supervision are provided. |
| c)Person-at- work | Use suitable appliances, protective clothing, and convenience, equipment provided by employer in proper manner to secure his safety, health and welfare while at work.  Co-operate with his employer or principal and any other person to comply with the provisions of the WSH Act.  Do not willfully or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided for securing |

(b)Recommend to the occupier of the worksite to implement such reasonably practicable measures to remedy the unsafe conditions or unsafe work practice; and (c)Assist the occupier of the worksite to implement such reasonably practicable measures

referred to in sub- paragraph (b)

2. Identify at least three (3) stakeholders relevant to the chosen work and explain how the WSH roles, responsibility and authorities would be communicated to the stakeholders.



Tool box talks to inform employees of site rules and safe working practices, and their roles in successfully implementing such safe practices

Induction / Awareness training

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|  |  | J:DCIM100PHOTOSAM_7882.JPG | d |
| Tool box Briefing | Induction/ consciousness prepara | Regular scheduled WSH meetings |
| 3. Describe three WSH management system used in workplace and explain any five (5) elements of the WSH management system in detail and how your organization implement it  THREE WSH MANAGEMENT SYSTEMS   * SS 506: part 1 * OHSAS 18001 * CP 79   ELEMENTS OF WSH MANAGAMENT SYSTEMS  1. Safety Policy  The objective of the safety policy is to set down in clear and unambiguous terms the worksite management’s approach and commitment to safety. The Occupier should establish a safety policy which demonstrates the commitment to safety in that:   1. Safety works, equally with productivity, quality in carrying out the function of the worksite. 2. Responsibilities for safety are clearly defined. 3. There is acknowledgement that people are important resources which must be protected in the workplace against the risk of death or injury. 4. Sufficient resources are made available to ensure the objectives are achieved   The Occupier should ensure that the policy is communicated to all levels of the organization.  The worksite should ensure that the policy is implemented and maintained at all levels of the organization.  Name of candidate: SHAMIM NAZRUL ISLAM NRIC/FIN: G2130850T | | |

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| The safety policy should be reviewed periodically and amended as necessary.  2. Safety Training  The objective of safety training is to equip personnel with the knowledge, skills and attitudes which will enable them to perform their duties in a manner that does not represent a safety hazards.  The Occupier should establish procedures to ensure that all personnel and in particular new personnel, or personnel transferred to new assignments are given proper safety training relevant to their duties.  The training referred to in the previous paragraph should give the individual sufficient awareness of safety matters to avoid injury to himself, to others and to property in the performance of his duties.  The Occupier should establish training programmes for safety personnel, managers and supervisor personnel as appropriate, in order that they are given a comprehensive understanding of the rules, regulations, statutory requirements, procedure instructions which are relevant to their particular duties.  The Occupier should establish and maintain procedures for identifying and training which may be required and ensure that such training is provided for personnel concerned. Worksite which does not have sufficient internal resources should use approved and recognized external training programmes.  The Occupier should ensure that relevant training information is given in languages understood by the trainee.  3. Incident Investigation and Analysis  The objective of incident investigation and analysis is to set up appropriate means which will minimize the occurrence of safety incidents in the worksite.  The root cause and contributory causes of an accident should be identified and established in the investigation. Counter measures then should be formulated accordingly to prevent future recurrence of similar incidences.  The Occupier should establish procedures ensuring that incidents are identified, recorded, investigated and analyzed with the objective of recommending specific actions to prevent recurrence.  The Occupier should establish procedures for the implementation of corrective actions.  Name of candidate: SHAMIM NAZRUL ISLAM NRIC/FIN: G2130850T |

A mechanism should be set up by the worksite to report incidents by all personnel including subcontractor workers.

1. In-House Safety Rules and Regulations

The objective of in-house rules and regulations is to provide all personnel with a common understanding of their obligations and responsibilities with respect to the achievement of the worksite safety management objectives.

Every Occupier should establish a set of in-house safety rules and regulations which should give clear instructions to personnel in each of the following general areas;

* 1. Safe operation of plant machinery and equipment
  2. Maintenance of plant, machinery and equipment
  3. The use of protective clothing
  4. The safe handling of materials V. The reporting of hazards
  5. The supply and use of personal protective equipment
  6. The reporting of incidents
  7. Cleanliness of the work place

These safety rules and regulations should be documented and communicated to all appropriate levels of the organization.

The in-house safety rules and regulations should account for any specific Statutory Requirements. The rules and regulations must conform to the statutory Requirements conditions.

1. Contractor Evaluation, Selection and Control

The objective of contractor evaluation, selection and control is to ensure that contractors are fully aware of their safety obligations and that only contractors who can meet obligations are employed in the worksite.

The Occupier should keep a register of contractors which will include a record of safety incidents involving the contractors.

In the event of non-compliance, the Occupier should give clear instruction on action to be taken to prevent a recurrence.

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| The Occupier should develop a procedure to evaluate contractors safety performance. The result of these evaluations should be used as one factor in contractor selection. | | | | |
| **Five elements of WSH management system** | | |  | |
| Safety training | | |
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| **SPZ ENGINEERING , SAFETY TRAINNG** |  |  | |
|  |
| 1. Identify resources required for the implementation of WSH management    * Manpower issues    * Financial resources issues    * Equipment and tools allocation issues    * Space allocation issues    * Scheduling of implementation 2. By Means of a flow chart, explain how you coordinate and document a management review on WSH management system and illustrate types of record to be documented for management review   Coordinate a management review session in accordance to organizational procedures may include:   Collecting information required   * Action status of previous management review o Audit results * WSH performance indicators    Presenting the information in a format conducive to management review, such as o Tabulating data into appropriate format for presentation  Name of candidate: SHAMIM NAZRUL ISLAM NRIC/FIN: G2130850T | | | |

* Summarizing key information
* Showing comparison of actual performance against set targets  Arranging for the management review session such as o Arranging for appropriate dates and venue
* Drafting the agenda
* Preparing the necessary materials

Document a management review may include:

 Recording decisions of the management review for follow-up actions, such as o Minutes of review

* Specific corrective, preventive or improvement actions and plans, with assigned responsibility and target dates for completion
* Changes in organizational WSH policy and objective o Changes to specific of management system
* Changes in WSH roles, responsibilities and authorities of organizational personnel o Date of review for action items o Proposed date of next management review

 Tracking action item from management review to completion in accordance with organizational procedures, such as

* Obtaining updates of action item status from person in charge
* Using appropriate action items tracking methods such as
* Computer software
* Manual
* Reporting to management on the status of action and any deviation from the set target

1. Prepare al legal register for your workplace.

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| S/NO | Title of Act / Regulation | Application  (Location ) | Application  (Process/ Activity) |

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| 1 | WSH (Noise) Regulation | Production floor & workshop | Use of stamping machine, grinding and cutting processes |
| 2 | WSH (General provision) Regulation | Dakota crescent | 1. Housekeeping 2. Office setup |
| 3 | WSH (Risk management)  Regulation | Entire factory | Entire factory operations |
| 4 | WSH (Confined space) Regulation | AHU room, Workshop | Spray painting within workshop |
| 5 | WSH (First Aid) Regulation | Entire factory | Entire factory operations |
| 6 | WSH (Operation of Crane) Regulation | Production floor and loading bay | Use of overhead crane |
| 7 | WSH (Work –at –  Height) Regulation | Dakota crescent | A)Scaffold  B)Scissors lift operation C) Boom lift operation |
| 8 | WSH (Scaffold) Regulation | Dakota crescent | Erect, install, re-position, alter, maintain, repair or  dismantle |
| 9 | WSH (Construction) Regulation | Dakota crescent | A)Excavation works  B)Hot Work  (Welding and gas cutting ) |
| 10 | Code of Practice for Working at Height | Production floor, workshop, AHU room, warehouse | Various processes / activities |
| 11 | Code of Practice for scaffolds 1996 | Production floor, workshop, AHU room, warehouse | Various processes / activities |
| 12 | Code of Practice for Risk Management | Entire factory | Entire factory operations |

1. Explain how your workplace procedure for checking organizational compliance with applicable WSH legal and other requirement.

Applicable legal and other requirements

* Workplace Safety and Health (WSH) Act and its subsidiary legislation

* Approved Codes of Practices

* Work Injury Compensation ACT (WICA)

Fire Safety Act and subsidiary regulations

Environmental protection and Management Act and its subsidiary legislation

Environmental Public Health Act

Radiation Protection Act and its subsidiary legislation

Biological Agents and Toxins Act and its subsidiary legislation

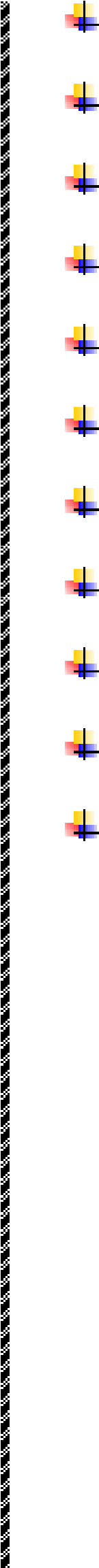
Infectious Disease Act

Singapore Standards

International Standards

 Industrial standards and guidelines

Organizational internal WSH guidelines and requirements Requirements of stakeholders

8. List Communication channels at your work place to reach out to stakeholder Communication channels

* Verbal
* Toolbox meeting
* WSH committee meeting
* Work progress meeting
* Technical meeting
* Management meeting
* Feedback sessions
* WSH training

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|  WSH Inspection   VISUAL   * Reports * Safety Poster * Safety bulletins/notices * Newsletters * Email   9. Explain how you coordinate compliance audit for your workplace Coordinate Compliance audit   * Arranging for the audit schedule * Arranging for competent auditor * Coordinate audit meetings * Conduct of audit * Follow up on audit report and corrective / preventive actions | | |
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| BEFORE SAFETY AUDIT | BRIFED RA/SWP SAFETY PROMOTION |
| THE END OF ASSIGNMENT  Name of candidate: SHAMIM NAZRUL ISLAM NRIC/FIN: G2130850T | |