

PANDUAN UNTUK PARA PEKERJA MIGRAN PENATA LAKSANA RUMAH TANGGA

A GUIDE FOR MIGRANT DOMESTIC WORKERS



MINISTRY OF
MANPOWER



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Information contained in this handy guide is accurate at the time of print.
Please visit www.mom.gov.sg for more information.

Buku panduan ini mengandungi informasi yang benar pada waktu dicetak.
Mohon kunjungi www.mom.gov.sg untuk mendapatkan informasi lebih lanjut

If this is your first time in Singapore, you may find that



Remember

There are a few things that you need to remember:

Avoid misunderstandings

It is important to be familiar with the local customs, lifestyle and way of thinking of the people around you.



This guide will give you some **tips** to help you adjust to your new life and job in Singapore.



GETTING STARTED

- As a migrant domestic worker (MDW), your duties are usually **household work**.

Depending on your employer's household needs, your duties may also include caring for



- Discuss your duties with your employer and have a written employment contract to avoid misunderstandings.
- Ask questions when in doubt.

HAVE A POSITIVE WORK ATTITUDE BUILD TRUST AND A GOOD RELATIONSHIP WITH YOUR EMPLOYER



THE WORK PERMIT CONDITIONS

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AS A MIGRANT DOMESTIC WORKER, YOU MUST KNOW AND FOLLOW THESE RULES:

1 You must only work for your official employer stated in your work permit card.

- You **must not** work for anyone else, even on your rest days.



THE WORK PERMIT CONDITIONS

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- You must work for your official employer at the residential address stated in your work permit.
- You may, however, work for your official employer at another residential address under certain circumstances. For example, if you take care of your employer's young children or parents at a family member's home while your employer is at work,
- Your employer has to seek your agreement to the arrangement and must not have you do the full load of housework in both homes.



- You must not work at your employer's business or other houses. For example:

- ✗ Helping out at your employer's shop
- ✗ Cleaning your employer's office
- ✗ Cleaning your neighbour's house to earn extra money



THE WORK PERMIT CONDITIONS

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2 You can only work as a migrant domestic worker.

- You must not work in another job, be it full-time or part-time.
For example:



- You must not set up your own business. For example:



If your employer asks you to do something illegal or illegally deploys you. For example:

- Asking you to work in a food stall/ coffee shop
- Asking you to help prepare food at home to sell in a restaurant

YOU MUST: SAY "NO". IF THIS FAILS,
CALL YOUR EMPLOYMENT AGENCY OR
CALL MOM AT 1800 339 5505



THE WORK PERMIT CONDITIONS

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Some other work permit conditions

- You must NOT get involved in any illegal or undesirable activities, e.g. theft, crime, prostitution, etc
- You must live with your official employer, as this would be your legally registered residence whilst in Singapore.
- All MDWs must go for a medical check-up every 6 months, which will be arranged and paid for by your official employer.

If you break any of the work permit conditions,

- Your Work Permit will be cancelled, and
- You may not be able to enter or work in Singapore.



YOUR EMPLOYER MUST FOLLOW THESE RULES:

1 Give you a weekly rest day, or compensation-in-lieu

- If your work permit is issued or renewed from **1 January 2013** onwards, you are entitled to a **weekly rest day** or **compensation in-lieu**. Nonetheless, if your employer requires your help on your rest day, please be open to helping your employer.
- If you agree to **work on your rest day**, your employer **MUST** compensate you:

Pay You

Your employer must pay you at least one day's salary for each rest day you work. This is how to calculate the amount of compensation:

divide your monthly salary by 26.

For example:

$$\frac{\$450 \text{ (your monthly salary)}}{26 \text{ working days}} = \$17.31$$

Your employer would have to pay you at least **\$17.31** for each rest day you work.

OR

Replace Leave

Your employer can give you a replacement rest day within the same month.



- You and your employer should document in writing the agreed rest day arrangements - i.e. whether you will take the weekly rest day, opt for compensation-in-lieu. The written agreement should be signed by you and your employer.



Important things to remember on your rest day

- You are only allowed to perform domestic work for your official employer. **You are committing an offence of illegal employment if you work for someone other than your employer**, regardless of whether the work is done on your rest day or not.
- Your friends cannot enter your employer's house without your employer's permission.**
- You **should observe social norms in public areas** e.g. do not spit and litter, do not talk loudly in public places or on public transport, avoid crowding around places with high traffic flow, etc.
- You are **strongly encouraged to take part in constructive and meaningful activities** such as educational courses and skills training. Refer to Page 37 for a list of non-governmental organisations that offer skills training programmes and organise recreational activities.



THE WORK PERMIT CONDITIONS

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2 Pay you your salary every month, on time



- Your employer has to pay you **within 7 days of your last salary** period.

For example:

If your salary period is from 1st to 31st every month, then for the month of May, your employer must pay you your salary by 7 June.

- From 1 January 2019, all employers are not allowed to safekeep salary. As safekeeping by your employer is not allowed, please open a bank account. You may get assistance from your employer to open a bank account.
- Do not agree to have your salary kept by your employer. You should not safekeep in your room as well, please bank in all salaries.
- Your employer has to keep a record of when and how much he/she pays you. **You should keep your own records** too. You can refer to Page 42 for a sample of the record template.
- You should **sign** on your employer's payment record only after you are paid.
- You do not have to keep your salaries with your employer. **You should manage salaries and money matters on your own**, so as to minimise misunderstandings.
- If your employer tells you upfront that he/she is facing financial difficulties (e.g. he/she has no money to pay you, keeps delaying payments, etc), you should clarify with your employer.

THE WORK PERMIT CONDITIONS

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3 Provide you with acceptable accommodation

- Your employer should **ensure that you are not exposed to the environmental elements** such as rain, sun, etc, provide you with mattress, pillow and blanket, sufficient ventilation and ensure that your safety, privacy and modesty are not compromised.
- Where possible, your employer should **provide you with a room of your own**. In the event that this is not possible, your employer should ensure that **sufficient space and privacy for sleep is provided**.
- You **must not be sleeping in the same room alone with an adult male** member of the household.



4 Give you enough food

- This includes **3 full meals a day** - Breakfast, Lunch and Dinner.
- **Singaporeans' eating habits may be different from what you are used to.** You may have to make some adjustments. For example, your employer's family may not always eat rice for their meals; they may also eat porridge, noodles or bread.
- If you are still hungry after your employer has given you food, politely ask your employer for permission to have more food.



THE WORK PERMIT CONDITIONS

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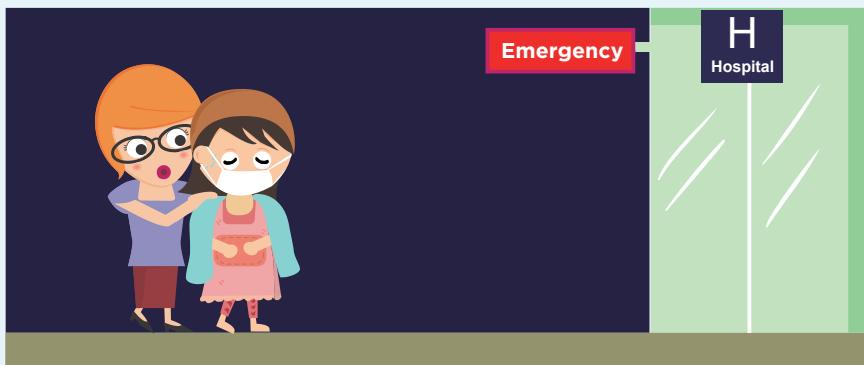
5 Give you enough rest

- You should have sufficient sleep at night and sufficient breaks during daytime.
- However, if you need to look after a newborn baby or someone with an illness, you may be required to wake up during the night to take care of the baby or sick person. In this case, you should check with your employer on your sleeping/rest arrangement.



6 Cover your medical expenses

- Your employer must pay for your medical expenses when you fall sick. This includes outpatient visits to the doctor and hospital bills.
- Your employer must pay for the compulsory medical check-up that you must go for every 6 months.



THE WORK PERMIT CONDITIONS

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7 Not retain your Work Permit and passport

- Your employer should not keep your passport or make it a condition for your employment.
- You should not request your employer to keep your passport. The passport is your personal document and should be kept by you.



8 Not subject you to threats, ill-treatment or abuse

- Your employer should not ill-treat, hit, exploit or touch you inappropriately.



IF YOUR EMPLOYER DOES NOT FOLLOW ANY OF THE WORK PERMIT CONDITIONS, YOU SHOULD CALL:

- Your employment agency
- Ministry of Manpower (1800 339 5505)

IF YOUR EMPLOYER MISTREATS YOU WITH ABUSE OR THREATS, YOU SHOULD CALL:

- Police (999)

If you are unable to make phone calls from your employer's house, there are other ways to seek help:



Help!

- Fill up and mail the feedback form (given out during Settling-in Programme). You do not need a stamp to mail it to us – just drop it into the letter box;
- Seek help from your neighbours, or fellow MDWs, or any member of the public; or
- Write a simple note including your name, Work Permit number and home address, and pass it to your neighbour or any member of the public so that they can help you.

Remember

WORKING IN A HIGH-RISE APARTMENT

Most Singaporean families live in high-rise homes such as Housing Development Board (HDB) flats, apartments or condominiums.

If your employer lives in a high-rise building, the risk of falling from heights is real, especially if you are cleaning windows and hanging laundry.

It is therefore important that you follow these safety guidelines:

When hanging laundry

DOs

- Hang heavier clothes closer to the bracket, and lighter clothes at the far end of the pole.
- Keep your feet firmly on the ground. Your body should be behind the window.
- Be extra careful when retrieving laundry when it is windy and/or raining.



DON'Ts

- Do not lean too far out of the window to insert the pole into the bracket.
- Do not tip-toe and NEVER stand on chairs, stools or any raised platform when hanging laundry or bringing in laundry.
- Do not overload the clothes poles with too much clothing.

**Other tips**

- Do not try to retrieve objects that have fallen out onto the window ledge or platform.
- Make sure the floor is dry when you are hanging laundry.
- Do not wash more than what you can hang. If necessary, do your laundry in 2 cycles.
- Do not proceed to hang the laundry if it is too heavy and/or you have difficulty lifting the clothes pole out of the window. You may hang the laundry indoor or ask your employer for assistance.
- If it is raining heavily and it is windy, please be careful when bringing in the clothes pole. The pole will be much heavier if the clothes are wet. If you are unable to lift the pole, please ask your employer for help.

When cleaning windows**DOs**

- When cleaning the window exterior of homes above ground level, you must ensure that:
 - There must be windows grilles and these must be locked at all times during cleaning; AND
 - Your employer or an adult is physically present to supervise you
- When cleaning the window interior of homes, you must ensure that the window panes are locked at all times.

**DON'Ts**

- Do not clean the window exterior if your employer's home is above ground level and there are no window grilles.
- Do not stand on chairs, stools, raised platforms or window ledge when cleaning the window.
- Do not climb onto a platform or lean out of the window to clean the window exterior. Use cleaning tools that have extended handles. The extended handles will help you to clean areas that are hard to reach.

Remember

*Do not risk your life out of convenience.
Refer to the safety pamphlet for more safety guidelines.*

SAFETY AGREEMENT BETWEEN THE MDW AND THE EMPLOYER



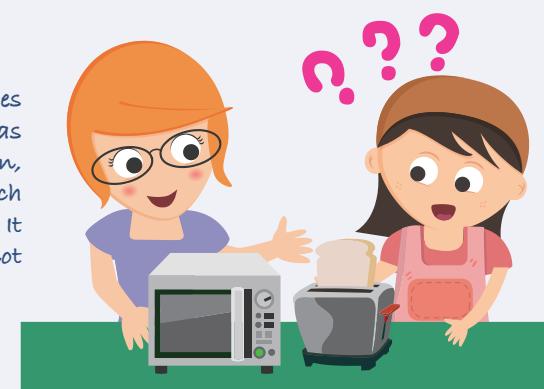
- After you have attended the Settling-In Programme (SIP) and before you are deployed to your employer's home, your EA is required to go through a safety agreement with you. The agreement, which should be in a language you understand, will spell out MOM's requirements on the cleaning of window exterior by MDWs. You must understand MOM's requirements and your employer's requirements for the cleaning of window exteriors.
- Through the safety agreement,
 - ✓ Your EA will explain whether you are allowed to clean the exterior of windows.
 - ✓ If you are allowed to do so, your EA will explain your employer's requirements for you to clean the exterior of windows. You must understand your employer's requirements on the cleaning of the exterior of windows so that you can perform work safely.
 - ✓ After you fully understand the content, you must sign on the agreement.
- You should keep a copy of the safety agreement you signed. Refer to Page 38 for a sample copy of the safety agreement.

GENERAL SAFETY PRECAUTIONS AROUND THE HOUSE

Electrical safety

- Ask your employer to demonstrate how to use electrical appliances correctly and safely.
- Check that the appliances, plugs and electric wires are in good condition before use.
- Switch off all electrical appliances and pull the plug out of the wall socket after use.
- Do not touch electrical appliances, switches, plugs and power points with wet hands.
- Do not try to repair electrical appliances.
- Do not overload electrical outlets by plugging in too many appliances in one electrical socket.

If there are other electrical appliances in your employer's home, such as microwave oven or toaster oven, please ask your employer to teach you how to operate these appliances. It can be dangerous if you do not operate these appliances correctly.



Fire safety

- Keep waste paper and flammable materials away from lighted stoves, candles and open fires.
- Put out matches and cigarette butts completely.
- Keep petrol, paint and other flammable materials in safe containers and away from open flames and other sources of heat.
- Do not leave stoves and heated appliances unattended.
- Do not leave plastic bags, cloths, towels, paper or other flammable materials near cookers or open fire.

Remember

IN CASE OF FIRE:

1. Call 995.
2. Get everyone out of the house.
3. Close the door to prevent fire from spreading.
4. Fight the fire only if there is no risk of burning yourself or others.
5. Use a fire extinguisher to put out the fire.
6. After the fire has been put out, open all doors and windows to ventilate the area.
7. If your employer is not at home, call and tell him/her what has happened.



Use of common areas in HDB estates

Discarded items along common and household corridors contribute to fires every year. Obstruction to common corridors and fire fighting equipment (dry risers & hose reels) can hamper fire fighting efforts and smooth evacuation in a fire emergency, endangering lives. You should take note of the following guidelines:

- A small shoe rack, for the purpose of keeping shoes, is allowed to be placed along common corridors, provided it does not obstruct the escape route.
- Do not place items such as clothing racks unless they can be easily folded or removed in times of emergency so that they do not obstruct the escape route.



Medicine

- Keep medicine out of reach of children to prevent any chance of poisoning.
- Read and follow instructions on labels carefully, especially if you need to feed medicine to any children or the elderly in your employer's home.



Sharp objects

- Do not leave a knife or any sharp-edged tool lying on the table or anywhere else where children can reach it.
- Knives, scissors, skewers and can openers should be stored in a safe place when they are not being used.



Other things to keep out of children's reach

- Aerosol cans
- Matches
- Cleaning liquids
- Fragile objects such as teapots, cups and saucers

Prevention of slips and falls

- Wet floors are slippery and dangerous. Dry it immediately.
- Do not leave loose wires lying around because it is easy to trip over them.



Crime prevention



DOs

- Be watchful of strange and unusual happenings in your neighbourhood and keep your employer informed.
- Lock all doors, windows and grilles before going to bed and before leaving the house.
- Keep the chain latch of the door fastened and grille gates locked when talking to visitors.
- Ask for the identity card of any visitor who claims to be a maintenance/repairman or government official. Check with your employer if you are not sure what to do.

DON'Ts

- Do not open the door to strangers without the approval of your employer or when your employer is not at home.
- Do not leave the door unlocked, even for a short period of time.
- Do not place house keys where someone can reach them from outside the house (e.g. flower pot, floor mat, etc.).

Dengue prevention

Dengue is a disease transmitted by the *Aedes* mosquito, which can be life-threatening. Remove any stagnant water to protect yourself and your employer's family from dengue. You should take note of the following:

- Change water in vases on alternate days
- Remove water from flowerpot plates on alternate days
- Turn over all pails and water storage containers
- Cover bamboo pole holders when not in use
- Alert your employer to clear blockages and put BTI insecticide in roof gutters monthly



CARING FOR FAMILY MEMBERS

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Caring for the elderly

- If the floor is wet, dry it immediately to prevent slips and falls.
- Use non-slip mats in the bathroom to prevent falls.
- Support elderly people if they need help walking up and down the stairs.
- Do not leave things such as electrical wires, children's toys or newspapers scattered on the floor.
- Always cut their food into small pieces to prevent choking.



CARING FOR FAMILY MEMBERS

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Caring for children



At Home

- Place furniture away from windows and lock the grilles at all times to prevent children from getting near the windows and falling off.
- Keep plastic bags away as they can cause suffocation.
- Turn handles of pots and pans inwards to prevent young children from pulling them and getting scalded.

CARING FOR FAMILY MEMBERS

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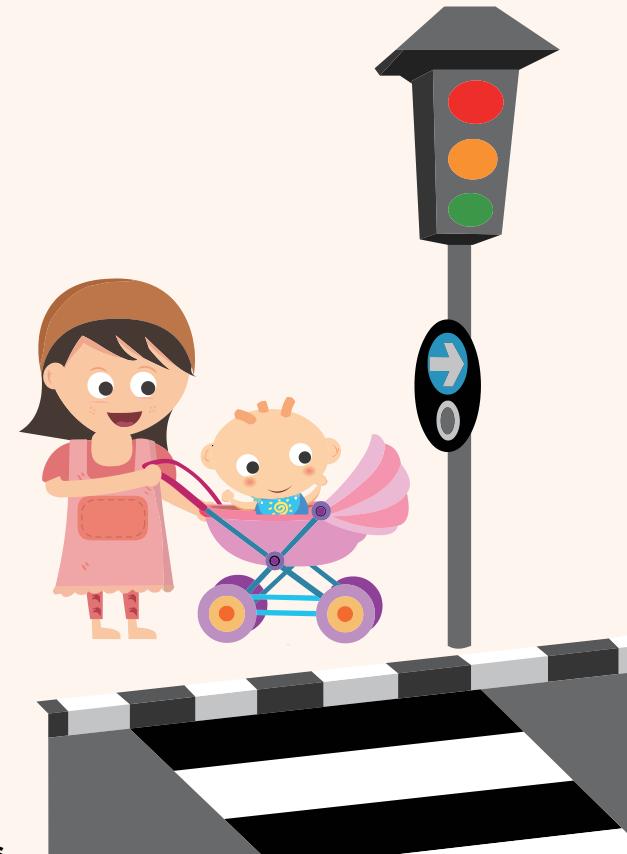
Daily Activities

- Always test the temperature of milk and food before feeding children.
- Always test the water temperature before bathing babies and young children.
- Cut the food into small pieces before feeding it to young children to prevent choking.
- Take note of the child's medication schedule and dosages and write them down. You may want to use special pillboxes to make remembering the dosages easier.



CARING FOR FAMILY MEMBERS

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At Public Places

- Always hold the child's hand firmly when crossing the road or when you are standing at the side of the road.
- Wait for cars to stop at the traffic junction or pedestrian crossing before crossing. Do not cross if the "Green Man" starts flashing as you may not make it in time to cross the road, especially when you are with a child.
- Do not leave young children unattended at any time.

Keeping yourself fit and healthy

- Have a balanced diet.
- Get sufficient sleep.
- Take a short break when you are tired.
- Work hard and have a positive attitude.
- Do things that make you happy, such as writing to your family or listening to music, when you have finished your chores.
- Do not smoke or take drugs.
- If you do not feel well, inform your employer immediately.



Maintaining good personal hygiene

- Take a bath at least once a day and wash your hair every day.
- Change your clothing every day.
- Do not share combs and toothbrushes.
- Brush your teeth with toothpaste at least twice a day (in the morning and before you sleep).
- Wash your hands with soap and water after using the toilet.
- Wash your hands before preparing food or eating.
- Keep your fingernails short and clean.
- Having short hair is more comfortable and hygienic in this climate. If your hair is long, tie it up.



Watch out for signs of stress

Working in a different environment and being away from home can be stressful. Here are the common symptoms to look out for:

Physical signs

(Headaches, stomachaches, fast heartbeats, loss of appetite etc)



Emotional signs

(Anxiety, bad tempered, sadness, fear, moody etc)

Mental signs

(Poor concentration, forgetfulness, lack of confidence etc)

Behavioural signs

(Defensive, impulsive, nervous habits (e.g. biting nails), easily distracted, withdrawal from social activities etc)

What you can do to deal with stress

- Talk to your employer or friend if you have any problem, feel homesick or sad.
- Start a diary. This will allow you to identify the cause of your stress and will help you express your feelings better.
- Write letters or call home. You should seek permission from your employers before making any phone calls from the house phone.
- Make use of your rest day to have a regular mental and emotional break from your domestic duties.
- Do something you enjoy during your free time, such as listening to music, reading a book or relaxing.
- Get sufficient food and sleep.

Beware of Unlicensed Moneylenders (UML)

More MDWs are borrowing from unlicensed moneylenders. They get to know the loansharks through friends, SMS, Facebook or other social media channels.

You should keep in mind the following:

- Do not respond to messages/advertisements asking you to take loans. Licensed moneylenders cannot offer loans via SMS, Facebook or other social media channels.
- Do not borrow from strangers (who may be loansharks). Interests charged by loansharks are very high and they will harass you and your employer.
- Do not help in any loanshark activities.
- Do not encourage your friends to borrow from loansharks.
- Your employment in Singapore will be affected if you are caught borrowing from loansharks or helping them in any manner.
- You will be sent home and will not be able to work here again.
- If you are approached by loansharks, please call the Police at 999 or 1800-9-24-5664.

When you wish to end your employment before your 2-year contract, you must speak to your employer to give her advance notice. You may refer to your employment contact for the specified period of notice that you need to give. You may need to pay your employer, a sum of money equivalent to the salary for the notice period, should you end the employment, without any advance notice.

For example:

If your contract says the period of notice is 7 days and you would like to end your employment on 8 Jan, you must tell your employer your intention by 1 Jan. If you end the employment on 4 Jan (e.g. walking out on the job), you may have to pay your employer 4 days' pay because you have given him only 3 days' notice.

If you are returning home, your employer has to:

- Send you to the international airport of entry with reasonable access to your town or place or place of origin within your home country.
- Bear the full cost of sending you home, including your air ticket home. Your employer should **not** deduct the air ticket cost from your salary.

Remember



Outstanding salary payment

You must ensure that all your outstanding salaries have been paid by your employer **before you leave Singapore**.

If your employer owes you any money before you are sent home, you must ask him/her for it.

If your employer still does not pay you your salary, and you are at the airport or other checkpoints ready to be sent home, you should:

1. Inform your Employment Agency, or
2. Call MOM MDW Helpline (1800 339 5505) and report the case to MOM.
3. Approach the officers at the airport immigration counters where they will assist you. If you have any outstanding claims or cases with any government agencies, you can also approach the officers at the airport immigration counters for assistance.

Refund of your agency fee

If your employment is terminated within six months of your employment commencement, **your employment agency (EA) will be required to refund 50% of the fees** that you paid to the EA in Singapore.

For example:

If you pay \$800 as agency fees to your Singapore EA, and your employer terminates your employment at the end of 2 months, you should get a refund of \$400 from your EA within 7 days.

However, this fee refund is not applicable if you chose to terminate the employment.

OFFENCES AND PENALTIES

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You must abide by Singapore laws as they apply to both Singaporeans and foreigners. If you break the law, you may be prosecuted and may be unable to find employment in Singapore again.

Here are the penalties for breaking some of the laws in Singapore.

Offence	Penalty
Illegal deployment (working for anyone else other than the employer stated on your Work Permit)	Fine of up to \$10,000 or imprisonment of up to 12 months, or both.
Moonlighting/Illegal Work (working in another job other than the one stated in your Work Permit)	Fine of up to \$20,000 or imprisonment of up to 24 months, or both.
Soliciting (Prostitution)	Fine of up to \$1,000. For subsequent offences, fine of up to \$2,000 or imprisonment of up to 6 months, or both.
Theft (stealing or shoplifting)	Fine or imprisonment of at least 3 years and up to 7 years, or both.
Littering	Fine of up to \$1,000.
Jaywalking	Fine of up to \$1,000 or imprisonment of up to 3 months.
Making a false police report	Fine of up to \$1,000 or imprisonment of up to 6 months.

OFFENCES AND PENALTIES

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Drug Trafficking

Death, or imprisonment of between 20 and 30 years and 15 strokes of the cane.

Housebreaking

Fine or imprisonment of up to 10 years, or both. Fine or imprisonment of up to 14 years, or both if housebreaking is committed at night.

Murder

Death sentence.

Robbery

Imprisonment of at least 2 years and up to 10 years, and caning of at least 6 strokes.

If robbery was committed at night, imprisonment of at least 3 years and up to 14 years, and caning of at least 12 strokes.

Voluntarily Causing hurt

Fine of \$5,000 and/or imprisonment up to 3 years.

Imprisonment of up to 10 years and fine or caning, if hurt caused is grievous.



IMPORTANT TELEPHONE NUMBERS

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Here are some telephone numbers you can call if you need help.

In Case of Emergency

Police	999
Fire / Ambulance Service	995
Singapore Civil Defence Force	995

Ministry of Manpower

Matters relating to employment, salary and wellbeing of migrant domestic workers **1800 339 5505**

Non-Governmental Organisation

Centre for Domestic Employees (CDE)
[www.facebook.com\cde.singapore](http://www.facebook.com/cde.singapore)
www.cde.org.sg

- Providing counselling and advisory services on employment matters for migrant domestic workers

**1800 225 5233
(24-hour helpline)**

Foreign Domestic Worker Association for Social Support and Training (FAST)

- Matters relating to employment, or seek advice on personal problems, etc.

**1800 339 4357
(24-hour helpline)**

HOW TO LEAVE A VOICEMAIL ON THE MIGRANT DOMESTIC WORKER HELPLINE (1800 339 5505)

- You will hear this message upon calling: "Thank you for calling the Migrant Domestic Worker Helpline. Our operating hours are from 0830 to 1730, Mondays to Fridays."
- You will then hear this message: "If you need our officer to call you back, please leave your contact number and name after the beep."
- After leaving a voice message, you will be prompted by a message:
To listen to your message, press 1. | To record again, press 2. | To exit, press 3.

IMPORTANT TELEPHONE NUMBERS

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Embassies and High Commissions

Bangladesh www.bangladesh.org.sg/	62530790
Cambodia	63419785
India http://hcisingapore.gov.in/	67376777
Indonesia http://www.kemlu.go.id/singapore/	67377422/92953964
Myanmar www.myanmarembassy.sg	67351672
Philippines http://www.philippine-embassy.org.sg/	67373977
Sri Lanka http://www.lanka.com.sg	62544595
Thailand http://www.thaiembassy.sg/	67372475

Other Useful Telephone Numbers

Family Service Centre (FSC)	1800 255 0000
Samaritans of Singapore (SOS)	1800 221 4444
Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People (ACMI) - 24-hour helpline	91889162
Association of Employment Agencies (Singapore)	68362618

COURSE PROVIDERS

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- 1 FAST - Foreign Domestic Worker Association for Social Support and Training
www.fast.org.sg
Caregiving, cooking, English language, work safety
- 2 ACMI - Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People
www.acmi.sg
Caregiving, computer skills, hairdressing
- 3 aidha - the world's micro-business school
www.aidha.org
Financial and management skills e.g. budgeting and saving, basic and advanced computer skills, entrepreneurial and management skills
- 4 Novena Filipino Community, Developing All Women in the New Era (DAWN) Ministry
dawsingsingapore.wordpress.com
Caregiving, cooking & baking, computer skills
- 5 GoForth Training Services
www.goforthsg.com
Nursing assistant, computer literacy
- 6 Sunlove Home
www.sunlovehome.org.sg
Basic Healthcare (Home Care) especially in areas of managing elderly with physical disabilities or elderly with dementia
- 7 Mujahidah Learning Centre
mujahidah.mujahidinmosque.sg
Sewing, cooking, baking, computer skills, religious
- 8 Filipino Overseas Workers (FOWs) @ Bayanihan
www.bayanihancentre.org
Nursing aid, computer skills
- 9 Filipino Ongoing Development Programme (FILODEP)
49A Holland Road or call 6280 0451
Cooking, baking, dress-making, computer skills, guitar
- 10 Sekolah Indonesia
www.sekolahindonesia.org.sg
English, computer skills, sewing, hair-dressing, Secondary, High School and Open University courses, set and recognised by the Indonesian National Exam Council

SAFETY AGREEMENT

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Safety Agreement Between Migrant Domestic Worker And Employer

EA Name



This agreement is made between (a) The Employer and (b) The Migrant Domestic Worker (MDW), and facilitated by (c) The Employment Agency (EA) to accord with the Ministry of Manpower's regulations on conditions for window cleaning.

[Refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations ("the Condition")]

Employers of MDWs shall not permit their MDWs to clean the window exterior except where two conditions are met:

- Window grilles have been installed and are locked at all times during the cleaning process; and
- The employer or an adult representative of the employer is physically present to supervise the MDW.

The rules will apply to all homes, except for windows that are at the ground level or along common corridors.

Part A – Employer		
Employer Name		
NRIC No. / FIN		
Contact No.		
Residential Address		
Residential Dwelling Type	<input type="checkbox"/> HDB Apartment <input type="checkbox"/> Private Apartment/Condominium <input type="checkbox"/> Landed Property	
Do I require my MDW to clean window exterior?		
<input type="checkbox"/> Yes		<input type="checkbox"/> No
(i) Location of window exterior	<input type="checkbox"/> On the ground <input type="checkbox"/> Facing common corridor <input type="checkbox"/> Others If "Others" is selected, proceed to (ii)	
(ii) Grilles installed on windows required to be cleaned by MDW	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" is selected, proceed to (iii)	
(iii) Adult supervision when cleaning window exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SAFETY AGREEMENT

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SAFETY AGREEMENT

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Continuation of Part A – Employer	
<input type="checkbox"/> I have received the advisory letter and trainer's assessment checklist from the Settling-In-Programme (for employers of first-time MDWs)	
[The Employer is required to choose only <u>one</u> of the following options]	
<input type="checkbox"/> I understand the Conditions and I will not require my MDW to clean the window exterior of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior on the ground floor of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior along the common corridor of my home.	
<input type="checkbox"/> I require my MDW to clean the window exterior of my home, and I shall ensure that the grilles are locked when cleaning the window exterior and cleaned only when supervised by myself or my adult representative.	
Signature / Date	

Employer is to ensure that Part A is duly completed before the agreement is signed and dated. Do not pre-sign the agreement or sign on incomplete form.

Part B – Employment Agency	
Name	
Registration No.	
I have explained the Conditions to the Employer and advised the Employer that he * can / cannot require the MDW to clean the window exterior of his home based on the information presented in Part A [* to delete accordingly]	
Signature / Date	

Part C – Migrant Domestic Worker	
Name	
WP No.	
<input type="checkbox"/> I shall abide by my Employer's instructions to clean the window exterior safely in compliance with the Condition	
[The MDW is required to choose only <u>one</u> of the following options.]	
As indicated by the Employer above: -	
<input type="checkbox"/> I understand that I am not required to clean the window exterior of my employer's home.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior on the ground floor of my employer's home.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior along the common corridor of my employer's home.	

Continuation of Part C – Migrant Domestic Worker	
<input type="checkbox"/> I understand that I am required to clean the window exterior of my employer's home, and I shall ensure that I clean the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative.	
Signature / Date	

Part D – Employment Agency	
I have explained the Conditions to the MDW and advised the MDW that she * can / cannot clean the window exterior of the residential address based on the employer's declaration in Part A [* to delete accordingly]	
Signature / Date	

Annex A

Condition 2, Part I of the Fourth Schedule of the Employment of Foreign Manpower (Work Passes) Regulations

The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. This includes: -

- a) not permitting the foreign employee to clean the outward facing side of any window not located on the ground level or not facing a common corridor if the window is not fitted with a grille securing against any adult extending any part of the foreign employee's body beyond the window ledge except the arms; and
- b) in the case of a window referred to in sub-paragraph (a) fitted with a grille of the description specified in that sub-paragraph, not permitting the foreign employee to clean the outward facing side of the window unless at all times during the cleaning process –
 - i. the grille is locked or secured in a manner that prevents the grille from being opened;
 - ii. the foreign employee remains inside the room;
 - iii. no part of the foreign employee's body extends beyond the window ledge except the arms; and
 - iv. the foreign employee is supervised by the employer, or an adult representative of the employer, who is reasonably capable of conducting such supervision and is aware of the requirements in sub-paragraphs (i), (ii) and (iii).

REST DAY AGREEMENT

41

AGREEMENT BETWEEN MIGRANT DOMESTIC WORKER (MDW) AND EMPLOYER ON MDW WEEKLY REST DAY ARRANGEMENT

PARTIES INVOLVED	MDW	EMPLOYER
Name		
NRIC/Work Permit No.		

This agreement is made between (a) the MDW and (b) the Employer in accordance with the Ministry of Manpower's regulations on the provision of a weekly rest day for MDWs. Please refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations.

Terms of Agreement:

We, the MDW and the Employer, agree that the employer shall grant the MDW:

- One rest day for every week. The rest day shall be granted on _____ (day of the week);
OR
- _____ rest days in a month on _____ (day of the week);
with compensation in lieu at \$ _____ for each rest day forgone.

MDW's Signature _____
Date: _____

Employer's Signature _____
Date: _____

[For any subsequent variations that are agreed between the employer and MDW, the following record should be maintained]

We, the MDW and the Employer, agree that the employer shall grant the MDW:

- Rest day on _____ (date) in lieu of rest day forgone on _____ (date);
OR
- Compensation in lieu at \$ _____ (minimum of 1 day's pay) for working on rest day on _____ (date)

MDW's Signature _____
Date: _____

Employer's Signature _____
Date: _____

RECORDING YOUR SALARY

42



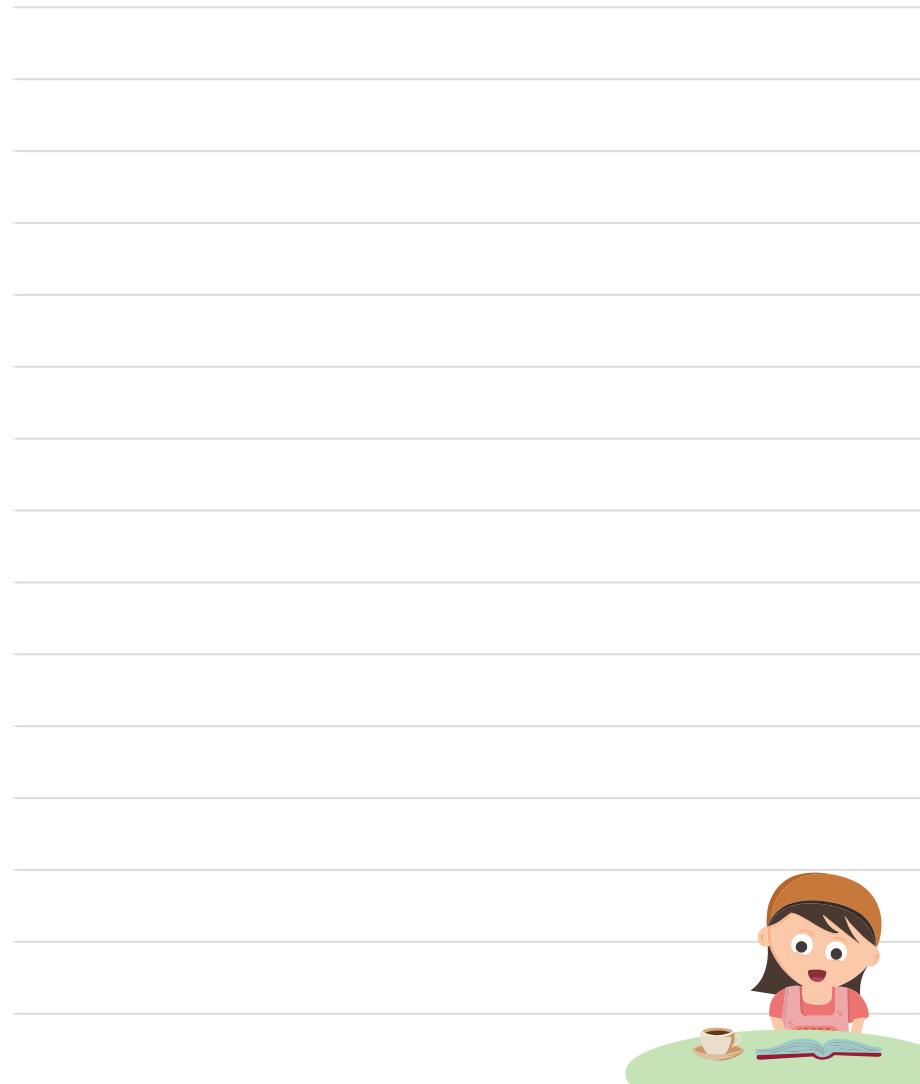
In order to help you manage and save your money, you should write down the salary paid by your employer.

Date of Salary Received	Amount Received	Amount Spent	Amount Saved
Total			

Your employer should pay you every month within 7 days of your last salary period. If you are not paid your salary, you can call Ministry of Manpower at Tel: 1800 339 5505.

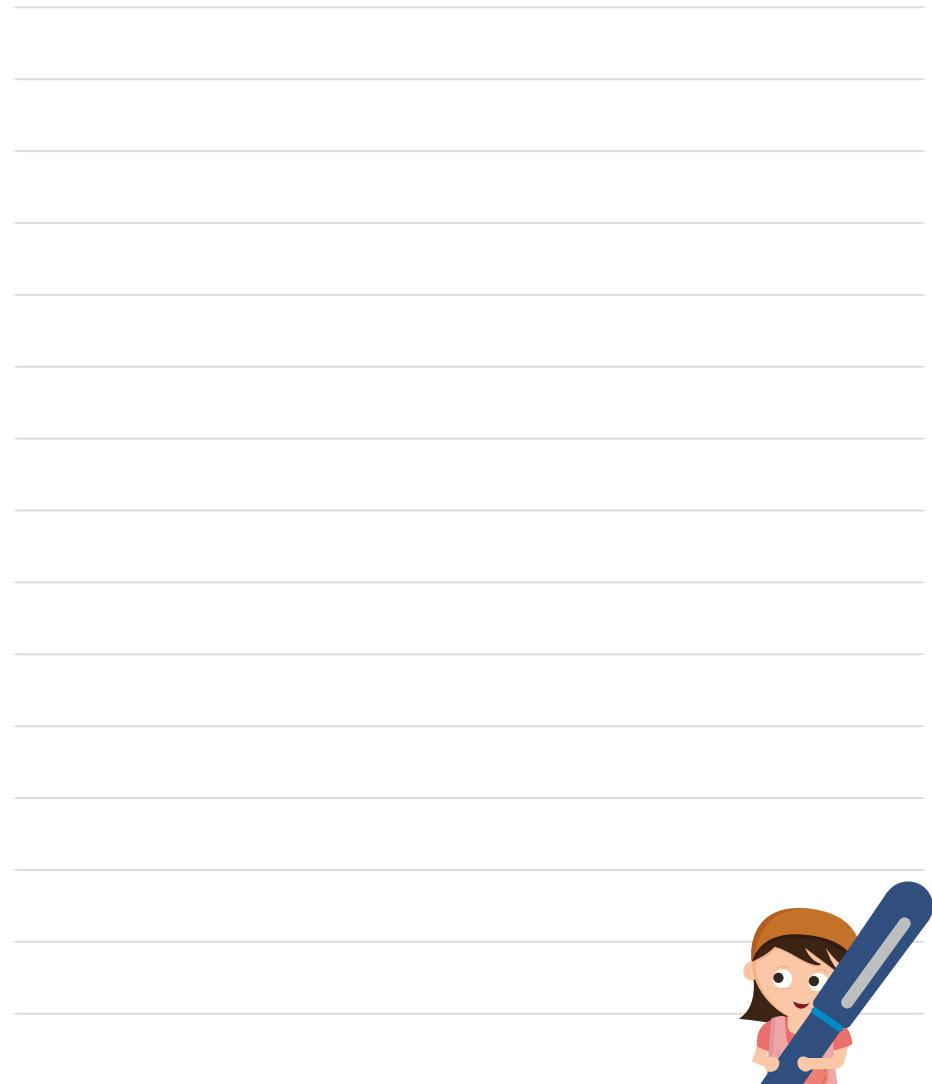
MY JOURNAL

43



MY JOURNAL

44



Halo! Jika ini pertama kalinya Anda berada di Singapura, Anda mungkin merasa



INGAT

Ada beberapa hal yang perlu diingat.

Menghindari kesalahpahaman

Mengenal kebiasaan, gaya hidup dan cara berpikir orang-orang disekitar anda itu penting.



Pedoman ini akan memberikan beberapa **tip** untuk membantu Anda menyesuaikan diri dengan kehidupan dan pekerjaan baru di Singapura.

PERMULAAN

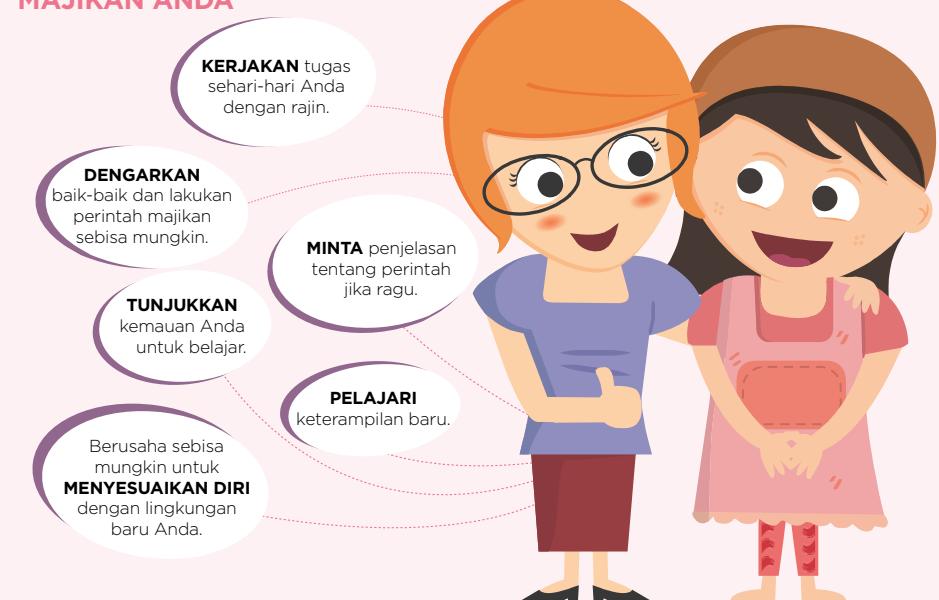
- Melakukan tugas-tugas rumah tangga biasanya adalah tugas utama Anda sebagai **pekerja migran Penata Laksana Rumah Tangga (PLRT)**

tergantung kebutuhan keluarga majikan anda, tugas-tugas anda mungkin termasuk menjaga



- Bahaslah dengan majikan Anda tentang tugas-tugas Anda dan adakan perjanjian kerja secara tertulis untuk menghindari kesalahpahaman.
- Bertanyalah jika Anda merasa ragu-ragu.

MILIKILAH SIKAP KERJA YANG POSITIF BANGUNKAN KEPERCAWAAN DAN HUBUNGAN YANG BAIK DENGAN MAJIKAN ANDA



SEBAGAI PEKERJA MIGRAN PENATA LAKSANA RUMAH TANGGA (PLRT) ANDA HARUS MENGETAHUI DAN MEMATUHI PERATURAN-PERATURAN INI:

1 Anda hanya bisa bekerja dengan majikan sah anda yang namanya tertera di kartu ijin kerja anda.)

- Anda **tidak bisa** bekerja dengan orang lain, bahkan pada hari libur anda



- Anda harus bekerja dengan majikan sah anda di alamat yang tertera dalam work permit anda.
- Tetapi, anda dapat bekerja dengan majikan sah anda di alamat yang lain dalam keadaan-keadaan tertentu. Misalnya, jika anda menjaga anak-anak majikan yang masih kecil atau orangtuanya dirumah anggota keluarga selama majikan bekerja.
- Majikan anda harus meminta persetujuan anda dengan pengaturan tersebut dan tidak semestinya menyuruh anda untuk mengerjakan semua pekerjaan rumah tangga di kedua rumah.



- Anda tidak boleh bekerja di tempat usaha/dagang majikan anda atau di rumah-rumah lain.
Contohnya:

- ✗ Membantu di toko majikan
- ✗ Membersihkan kantor majikan
- ✗ membersihkan rumah tetangga untuk mendapatkan uang tambahan



2 Anda hanya bisa bekerja sebagai Migran Penata Laksana Rumah Tangga.

- Anda tidak boleh bekerja yang lainnya, baik full time atau part-time. Contohnya:



- Anda tidak boleh mendirikan usaha sendiri. Contohnya:



JIKA MAJIKAN ANDA MENYURUH ANDA MELAKUKAN SESUATU YANG ILEGAL ATAU MEMPEKERJAKAN ANDA SECARA ILEGAL, Contohnya:

- Menyuruh Anda bekerja di warung makanan / warung kopi
- Menyuruh Anda membantu menyiapkan makanan di rumah untuk dijual di restoran

ANDA HARUS KATAKAN: "TIDAK". JIKA TIDAK BERHASIL, HUBUNGI AGEN PENYALUR JASA ANDA ATAU HUBUNGI MOM DI 1800 339 5505



Beberapa persyaratan ijin kerja yang lain

- Anda TIDAK boleh terlibat dalam kegiatan yang ilegal atau kegiatan yang tidak berkenan** seperti mencuri, melakukan kejahatan, pelacuran, dsb.
- Anda harus tinggal dengan majikan anda yang sah karena alamat tersebut menjadi alamat sah anda selama berada di Singapura.
- Semua pekerja migran PLRT harus menjalankan checkup medikal setiap 6 bulan, yang akan diurus dan dibayar oleh majikan anda yang sah.

Jika anda melanggar persyaratan ijin kerja ini,

- Ijin kerja Anda akan dibatalkan, dan
- Anda mungkin tidak dapat masuk atau bekerja di Singapura.



MAJIKAN ANDA HARUS MEMATUHI PERATURAN INI:

1 Memberi Anda hari libur mingguan, atau kompensasi pengganti hari libur

- Jika ijin kerja Anda dikeluarkan atau diperbarui mulai dari tanggal **1 Januari 2013**, Anda berhak mendapatkan **satu hari libur mingguan** atau **kompensasi pengganti hari libur**. Meski demikian, jika majikan Anda membutuhkan bantuan Anda pada hari libur, Anda diharapkan terbuka untuk membantu majikan Anda.
- Jika Anda setuju **bekerja pada hari libur Anda**, majikan Anda **HARUS** memberi kompensasi kepada Anda:

Membayar Anda	Hari Pengganti Libur
<p>Majikan Anda harus membayar Anda setidaknya satu hari gaji setiap kali Anda bekerja pada hari libur Anda. Cara menghitung jumlah uang kompensasi:</p> <p>gaji bulanan Anda dibagi 26.</p> <p>Contohnya:</p> $\frac{\$450 \text{ (gaji bulanan anda)}}{26 \text{ hari kerja}} = \17.31 <p>Majikan Anda harus membayar Anda setidaknya \\$17.31 untuk setiap hari libur dimana Anda bekerja.</p>	<p>Sebaliknya, majikan bisa memberi hari pengganti libur dalam bulan yang sama.</p> <p>Kalendar ad Isnin Selasa Rabu Khamis 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>

ATAU

- Anda dan majikan anda harus membuat perjanjian tertulis tentang pengaturan hari libur yang telah disepakati- apakah anda akan mengambil hari libur mingguan atau memilih mendapat kompensasi pengganti hari libur. Perjanjian tertulis harus ditandatangani oleh anda dan majikan anda.



HAL-HAL PENTING YANG PERLU DIINGAT PADA HARI LIBUR ANDA:

- Anda hanya diijinkan untuk mengerjakan pekerjaan umum tangga untuk majikan sah anda. **Anda melakukan pelanggaran bekerja secara ilegal jika Anda bekerja untuk orang lain selain dari majikan Anda,** tidak peduli apakah pekerjaan ini dilakukan pada hari libur Anda atau tidak.
- Teman-teman anda tidak boleh masuk** ke rumah majikan tanpa sejijn majikan anda.
- Anda **harus mematuhi tata susila di tempat umum** seperti tidak meludah dan membuang sampah sembarangan, jangan berbicara dengan nyaring di tempat umum atau angkutan umum, jangan berkerumun di tempat yang dilintasi banyak orang, dsb.
- Anda sangat **dianjurkan untuk mengikuti kegiatan yang membangun dan bermanfaat seperti kursus pendidikan dan training keterampilan.** Simak Halaman 81 untuk daftar lembaga swasdaya masyarakat yang memberikan program training keterampilan dan yang menyelenggarakan kegiatan rekreasi.



2 Membayar gaji Anda pada waktunya setiap bulan



- Majikan Anda harus membayar Anda **paling lambat 7 hari dari hari gajian** Anda setiap bulan.

Contohnya:

Jika gaji Anda untuk pekerjaan yang dilakukan dari tanggal 1 sampai 31 setiap bulan, maka untuk bulan Mei, majikan Anda harus membayar gaji Anda paling lambat pada tanggal 7 Juni.

- Mulai dari tanggal 1 Jan 2019, semua majikan tidak diperbolehkan untuk menyimpan gaji. Oleh karena penitipan gaji pada majikan tidak dibolehkan, harap membuka rekening bank. Anda bisa meminta bantuan dari majikan anda untuk membuka rekening bank.
- Jangan setuju dengan menitipkan gaji anda dengan majikan anda. Anda tidak seharusnya menyimpan gaji anda didalam kamar anda, melainkan menyetor semua gaji anda ke bank.
- Majikan Anda harus mencatat kapan dan berapa yang telah dia bayar kepada Anda. **Anda juga harus memiliki catatan pembayaran gaji Anda sendiri.** Anda dapat menyimak pada Halaman 86 sebagai contoh catatan tersebut.
- Anda semestinya **menandatangani** pada catatan pembayaran majikan setelah dibayar.
- Anda tidak harus menitipkan gaji Anda kepada majikan Anda. **Anda harus menangani gaji dan keuangan Anda sendiri** untuk mengurangi kesalahpahaman.
- Jika majikan langsung bilang kepada anda dia mengalami kesulitan uang (misalnya dia tidak punya uang untuk membayar anda, atau selalu menunda pembayaran, dll) anda harus memperjelas dengan majikan.

3 Menyediakan tempat akomodasi yang layak

- Majikan Anda harus **memastikan bahwa Anda tidak terkena unsur-unsur lingkungan** seperti hujan, matahari, dsb., menyediakan Anda kasur, bantal dan selimut, ventilasi yang cukup serta memastikan keselamatan, privasi dan kehormatan Anda sebagai wanita tidak terkompromi.



- Jika mengijinkan, majikan Anda semestinya **menyediakan ruangan untuk Anda**. Jika tidak memungkinkan, majikan Anda semestinya memastikan bahwa Anda **disediakan ruang dan privasi yang cukup untuk tidur**.
- Anda **tidak seharusnya tidur satu kamar sendiri dengan lelaki dewasa** anggota keluarga majikan Anda.

4 Memberi makanan yang cukup

- Ini termasuk **makanan 3 kali sehari** – Sarapan pagi, Makan Siang dan Makan Malam.
- Kebiasaan makan orang Singapura mungkin berbeda dengan kebiasaan Anda.** Anda mungkin harus menyesuaikan diri. Misalnya, keluarga majikan Anda mungkin tidak selalu makan nasi; mereka mungkin juga makan bubur, mi atau roti.
- Jika Anda masih lapar setelah majikan Anda memberikan Anda makanan, minta ijin kepada majikan anda untuk menambah makanan dengan sopan.



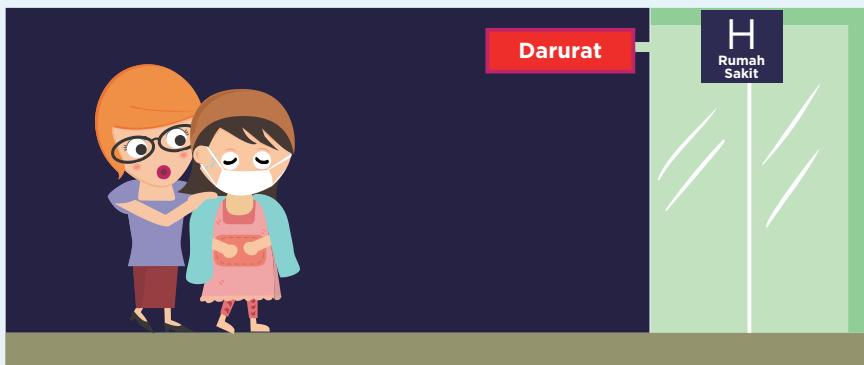
5 Memberi Anda istirahat yang cukup

- Anda semestinya cukup tidur di malam hari dan cukup waktu istirahat di siang hari.
- Jika Anda harus menjaga bayi yang baru lahir atau orang sakit, Anda mungkin perlu bangun di malam hari untuk menjaga bayi atau orang sakit tersebut. Dalam hal ini, Anda harus mengecek dengan majikan Anda tentang pengaturan waktu tidur/ istirahat Anda.



6 Membayar biaya kesehatan Anda

- Majikan Anda harus membayar biaya dokter dan rumah sakit apabila Anda sakit. Ini termasuk biaya kunjungan rawat jalan ke dokter dan tagihan rumah sakit.
- Majikan Anda harus membayar pemeriksaan kesehatan yang wajib Anda lakukan setiap 6 bulan.



7 Tidak menahan Ijin Kerja dan paspor Anda

- Majikan anda tidak seharusnya menyimpan paspor anda atau memberikan syarat ini untuk mempekerjakan anda.
- Anda tidak seharusnya meminta majikan anda untuk menyimpan paspor anda. Paspor merupakan dokumen pribadi anda dan harus disimpan oleh anda.



8 Tidak menghadapkan Anda pada ancaman, perlakukan jahat atau penganiayaan

- Majikan Anda tidak seharusnya memperlakukan Anda dengan jahat, memukul, memanfaatkan atau meraba Anda dengan tidak senonoh.



JIKA MAJIKAN TIDAK MEMATUHI SALAH SATU PERSYARATAN IJIN KERJA DI ATAS, ANDA HARUS MENGHUBUNGI:

- Agen penyalur jasa Anda
- Kementerian Tenaga Kerja (1800 339 5505)

JIKA MAJIKAN MENGANIAYA ATAU MENGANCAM ANDA, ANDA HARUS MENGHUBUNGI:

- Polisi (999)

Jika Anda tidak dapat menelepon dari rumah majikan Anda, ada cara-cara lain untuk meminta bantuan:



INGAT

- Mengisi dan mengirim formulir tanggapan melalui pos (diberikan ketika Program Penyesuaian). Anda tidak perlu perangko untuk mengirimkannya kepada kami – hanya masukkan ke kotak pos;
- Carilah bantuan dari tetangga Anda, atau sesama pekerja migran PLRT, atau anggota masyarakat; atau
- Menulis catatan singkat yang mencantumkan nama, nomer ijin Kerja serta alamat rumah Anda, dan serahkan kepada tetangga atau anggota masyarakat supaya mereka dapat membantu Anda.

BEKERJA DI APARTEMEN TINGGI

Kebanyakan keluarga Singapura tinggal di rumah-rumah bertingkat tinggi seperti Housing Development Board (HDB), apartemen atau kondominium.

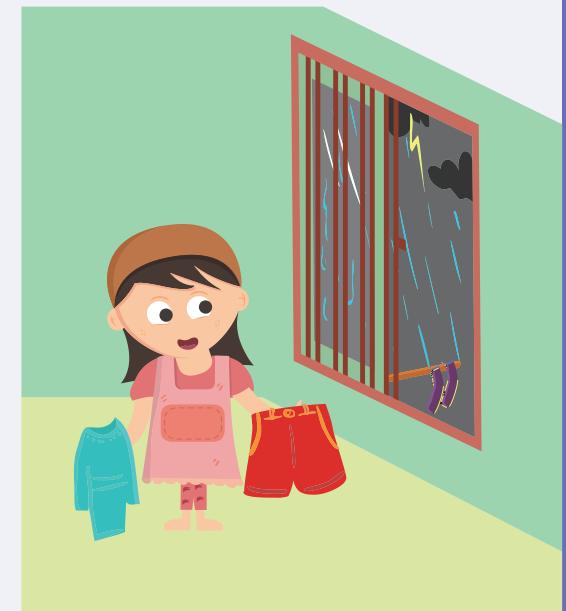
Jika majikan Anda tinggal di gedung yang tinggi, resiko jatuh dari ketinggian itu nyata, khususnya jika Anda sedang membersihkan jendela dan menjemur pakaian.

Makanya penting bagi Anda untuk mengikuti pedoman keselamatan ini:

KETIKA MENJEMUR PAKAIAN

BOLEH

- Menjemur pakaian yang lebih berat lebih mendekat pada lubang jemuran, dan pakaian yang lebih ringan di ujung paling jauh pada bambu jemuran.
- Berdiri dengan kedua kaki kokoh menginjak lantai. Tubuh Anda harus berada di belakang jendela.
- Sangat berhati-hati ketika memasukkan jemuran ketika berangin dan/atau hujan.



TIDAK BOLEH

- Jangan menjulur keluar terlalu jauh ke luar jendela untuk memasang bambu jemuran ke dalam lubang jemuran.
- Jangan berjinjit dan JANGAN PERNAH berdiri di atas kursi, bangku atau pijakan apapun ketika menjemur pakaian atau memasukkan jemuran.
- Jangan menggantung terlalu banyak pakaian pada bambu jemuran.



TIP LAINNYA

- Jangan mencoba untuk mengambil barang yang terjatuh ke luar dari titian jendela atau platform.
- Pastikan bahwa lantai kering ketika Anda menjemur pakaian.
- Jangan mencuci berlebihan dari yang dapat Anda jemur. Jika perlu, mencucilah 2 kali.
- Jangan menjemur pakaian jika terlalu berat dan/atau Anda kesulitan mengangkat bambu jemuran ke luar jendela. Anda dapat menjemur pakaian di dalam ruangan atau minta bantuan dari majikan Anda.
- Jika hujan lebat dan berangin, berhati-hatilah memasukkan bambu jemuran. Bambu jemuran menjadi jauh lebih berat jika pakaian basah. Jika Anda tidak kuat mengangkat bambu jemuran, mintalah bantuan dari majikan.

KETIKA MEMBERSIKAN JENDELA

BOLEH

- Ketika membersihkan jendela rumah bagian luar di atas lantai dasar, Anda harus memastikan:
 - Adanya teralis jendela yang harus selalu dikunci selama membersihkan jendela; DAN
 - Majikan atau seorang dewasa hadir secara fisik untuk mengawasi Anda
- Ketika membersihkan jendela rumah bagian dalam, Anda harus memastikan bingkai jendela selalu terkunci.



TIDAK BOLEH

- Jangan bersihkan jendela rumah bagian luar jika rumah majikan Anda berada di atas lantai dasar dan tidak ada teralis jendela.
- Jangan berdiri di atas kursi, bangku, alat pijakan atau titian jendela ketika membersihkan jendela.
- Jangan manjat atau menjulur ke luar jendela untuk membersihkan bagian luar jendela. Gunakan alat pembersih dengan gagang yang dapat diperpanjang. Gagang yang dapat diperpanjang ini akan membantu Anda membersihkan bagian yang sulit terjangkau.

INGAT

Jangan membahayakan jiwa Anda demi kemudahan. Lihat selebaran keselamatan untuk petunjuk keselamatan yang lebih lengkap.

PERJANJIAN KESELAMATAN ANTARA PEKERJA MIGRAN PLRT DAN MAJIKAN



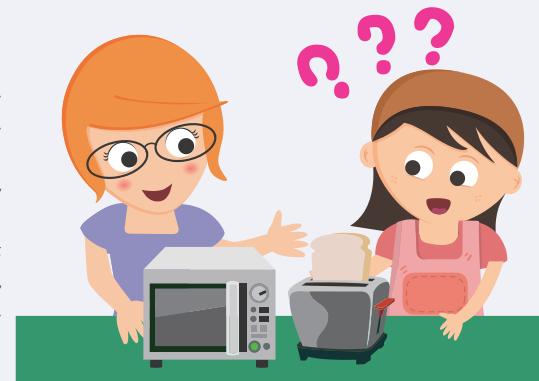
- Setelah Anda mengikuti Program Penyesuaian (SIP) dan sebelum Anda dipekerjakan di rumah majikan Anda, Agen Tenaga Kerja (EA) Anda perlu menjelaskan perjanjian keselamatan dengan Anda. Perjanjian, yang dibuat dalam bahasa yang Anda pahami, akan menjelaskan persyaratan MOM mengenai membersihkan bagian luar jendela oleh Pekerja Migran PLRT. Anda harus memahami persyaratan MOM dan persyaratan majikan Anda tentang membersihkan bagian luar jendela.
- Melalui perjanjian keselamatan,
 - ✓ Agen Penyalur Tenaga Kerja (EA) Anda akan menjelaskan apakah Anda diijinkan untuk membersihkan bagian luar jendela.
 - ✓ Jika diijinkan, EA Anda akan menjelaskan persyaratan majikan Anda tentang membersihkan bagian luar jendela. Anda harus mengerti persyaratan majikan tentang membersihkan bagian luar jendela agar Anda bisa bekerja dengan aman.
 - ✓ Setelah Anda mengerti isinya sepenuhnya, Anda harus menandatangani perjanjian itu.
- Anda harus menyimpan salinan perjanjian keselamatan yang telah ditanda tangani. Simak Halaman 82 untuk contoh salinan perjanjian keselamatan.

TINDAKAN PENCEGAHAN UMUM DI SEKITAR RUMAH

KESELAMATAN LISTRIK

- Minta kepada majikan Anda untuk menunjukkan cara menggunakan alat-alat listrik dengan benar dan aman.
- Periksa alat-alat listrik, stopkontak dan kabel listrik semuanya dalam keadaan baik sebelum dipakai.
- Matikan semua alat-alat listrik dan cabut kabelnya dari stopkontak setelah dipakai.
- Jangan menyentuh alat listrik, saklar, stopkontak dan sumber listrik dengan tangan yang basah.
- Jangan mencoba untuk memperbaiki alat listrik.
- Jangan berikan beban terlalu banyak pada saluran listrik dengan mencolokkan terlalu banyak alat listrik pada satu stopkontak.

Jika ada alat listrik yang lain di rumah majikan Anda seperti microwave oven atau pemanggang roti, mintalah kepada majikan Anda untuk mengajarkan Anda cara menggunakan alat-alat tersebut. Jika Anda tidak menggunakan alat listrik ini dengan benar, bisa berbahaya.



KESELAMATAN TERHADAP KEBAKARAN

- Jauhkan kertas sampah dan bahan yang mudah terbakar dari kompor, lilin dan api yang menyala.
- Padamkan korek api dan puntung rokok sampai benar-benar padam.
- Simpan bensin, cat serta bahan-bahan yang mudah terbakar lainnya di wadah-wadah yang aman dan jauh dari api yang menyala dan sumber-sumber panas yang lain.
- Jangan biarkan kompor dan peralatan panas yang lain tidak terjaga.
- Jangan biarkan kantong plastik, kain, handuk, kertas atau bahan-bahan yang mudah terbakar yang lain di dekat kompor atau api yang menyala.

Ingat

JIKA ADA KEBAKARAN:

- Hubungi 995.
- Bawa semua orang keluar dari rumah.
- Tutup pintu untuk mencegah api menjalar.
- Padamkan api jika Anda atau orang lain tidak menghadapi resiko luka bakar.
- Gunakan pemadam kebakaran untuk memadamkan api.
- Setelah dipadamkan, buka semua pintu dan jendela untuk peredaran udara di tempat itu.
- Jika majikan Anda tidak ada di rumah, hubungi dia dan ceritakan apa yang telah terjadi.



PENGGUNAAN AREA UMUM DI KAWASAN HDB

Barang-barang yang dibuang di sekitar area umum dan koridor rumah menyebabkan kebakaran setiap tahun. Halangan di koridor umum dan alat pemadam kebakaran (pompa & gulungan selang) dapat menghambat upaya memadamkan kebakaran dan kelancaran evakuasi dalam keadaan darurat kebakaran sehingga membahayakan nyawa orang. Anda harus memperhatikan petunjuk-petunjuk seperti berikut:

- Rak sepatu kecil, untuk menaruh sepatu, dapat diletakkan di koridor umum, asalkan tidak menghalangi jalan keluar.
- Jangan menaruh barang seperti rak pakaian kecuali rak tersebut dapat dilipat dan dipindahkan dengan mudah dalam keadaan darurat supaya tidak menghalangi jalan keluar.



Obat-obatan

- Jauhkan obat-obatan dari jangkauan anak-anak untuk menghindari terjadinya keracunan.
- Baca dan ikuti petunjuk pada label dengan teliti, terutama jika Anda perlu memberikan obat-obatan kepada anak-anak atau lansia di rumah majikan Anda.



Benda tajam

- Jangan biarkan pisau atau alat tajam apapun tergeletak di atas meja atau di tempat lain yang dapat dijangkau oleh anak-anak.
- Pisau, gunting, tusuk sate dan pembuka kaleng harus disimpan di tempat yang aman jika tidak dipakai.



Barang-barang lain yang harus dijauhkan dari jangkauan anak-anak

- Kaleng aerosol
- Korek api
- Cairan pembersih
- Pecah belah seperti teko teh, cangkir dan lepek

Mencegah terpeleset dan jatuh

- Lantai yang basah menjadi licin dan berbahaya. Keringkan dengan segera.
- Jangan biarkan kabel berserakan karena ia mudah tersandung.



Mencegah kejahanan



BOLEH

- Berjaga-jaga terhadap kejadian yang aneh dan tidak biasa di lingkungan Anda dan beritahukan kepada majikan Anda.
- Kunci semua pintu, jendela, teralis sebelum tidur dan sebelum keluar rumah.
- Tetap pasang rantai pengait pintu dan tetap kunci pintu pagar ketika berbicara dengan tamu.
- Mintalah kartu identitas tamu siapa saja yang mengaku sebagai tukang atau pegawai negeri. Cek dengan majikan jika Anda tidak yakin apa yang harus Anda lakukan.

TIDAK BOLEH

- Jangan membuka pintu untuk orang asing tanpa seijin majikan Anda atau ketika majikan Anda tidak berada di rumah.
- Jangan biarkan pintu tidak terkunci, walau hanya sebentar saja.
- Jangan menaruh kunci pintu rumah di mana orang dapat menjangkaunya dari luar rumah (seperti pot bunga, keset, dsb.).

Mencegah demam berdarah

Demam berdarah adalah penyakit yang ditularkan oleh nyamuk Aedes, yang dapat mengancam nyawa. Buanglah genangan air untuk melindungi Anda sendiri dan keluarga majikan Anda dari demam berdarah. Anda harus memperhatikan hal-hal berikut:

- Ganti air di vas bunga dua hari sekali
- Buang air dari tatakan pot bunga dua hari sekali
- Balikkan semua ember dan tempat penyimpanan air
- Tutup lubang jemuran kalau tidak dipakai
- Beritahukan kepada majikan Anda untuk membersihkan sumbatan dan letakkan obat serangga BTI di talang atap setiap bulan



Menjaga lansia

- Jika lantai basah, segera dikeringkan untuk mencegah terpeleset dan terjatuh.
- Gunakan keset anti selip di kamar mandi untuk mencegah terjatuh.
- Gandeng lansia jika mereka perlu bantuan naik dan turun tangga.
- Jangan biarkan barang-barang seperti kabel listrik, mainan anak-anak atau koran berantakan di lantai.
- Selalu potong makanan mereka sampai kecil untuk mencegah tersedak makanan.



Menjaga anak-anak

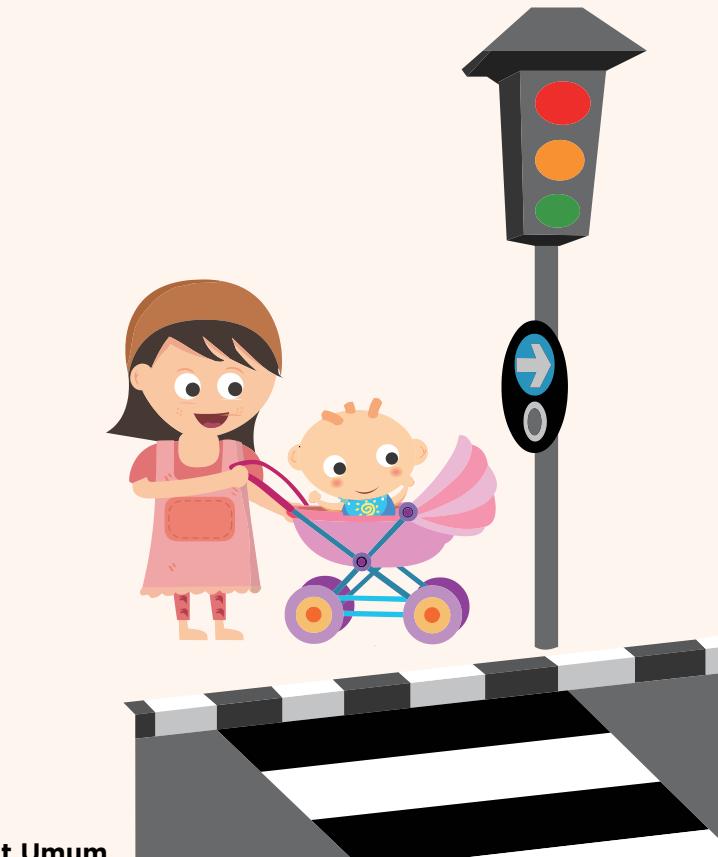


Di Rumah

- Jauhkan perabotan dari jendela dan selalu kunci teralis jendela supaya mencegah anak-anak untuk tidak mendekati jendela dan terjatuh.
- Jauhkan kantong plastik karena ia dapat membuat sesak napas.
- Putar gagang panci dan wajan ke arah dalam untuk mencegah anak-anak kecil supaya tidak menariknya dan terkena luka bakar.

Kegiatan Sehari-Hari

- Selalu tes suhu susu dan makanan sebelum memberi makan kepada anak-anak.
- Selalu tes suhu air sebelum memandikan bayi dan anak-anak kecil.
- Potong makanan sampai kecil sebelum menuapi anak kecil untuk menghindari tersedak makanan.
- Perhatikan jadwal obat dan dosis obat anak-anak dan catatlah. Anda mungkin dapat menggunakan kotak pil khusus untuk mengingat dosis obat dengan lebih mudah.



Di Tempat Umum

- Selalu pegang tangan anak-anak dengan erat ketika menyeberang jalan atau ketika Anda sedang berdiri di pinggir jalan.
- Tunggu sampai mobil berhenti di persimpangan atau tempat penyeberangan sebelum menyeberang jalan. Jangan menyeberang jalan jika rambu "Orang Hijau" mulai berkedip karena Anda mungkin tidak sempat menyeberang jalan, apalagi jika Anda bersama anak.
- Jangan biarkan anak-anak kecil tidak terjaga setiap saat.

Menjaga diri anda tetap bugar dan sehat

- Miliki diet yang seimbang.
- Tidur yang cukup.
- Istirahat sebentar jika Anda merasa lelah.
- Kerja keras dan miliki sikap yang positif.
- Lakukan hal-hal yang membuat Anda senang, seperti menulis surat kepada keluarga atau mendengar musik setelah anda selesai bertugas.
- Jangan merokok atau menggunakan narkoba.
- Jika Anda merasa tidak enak badan, langsung beritahukan majikan Anda.



Memelihara kebersihan pribadi yang baik

- Mandilah setidaknya sekali sehari dan cuci rambut Anda setiap hari.
- Ganti pakaian Anda setiap hari.
- Jangan kongsi sisir atau sikat gigi.
- Sikat gigi Anda dengan odol setidaknya dua kali sehari (Di pagi hari dan sebelum tidur).
- Cuci tangan Anda dengan sabun dan air setelah menggunakan toilet.
- Cuci tangan Anda sebelum menyiapkan makanan atau sebelum makan.
- Jaga kuku Anda tetap pendek dan bersih.
- Memiliki rambut pendek lebih nyaman dan bersih dengan cuaca di sini. Jika rambut Anda panjang, diikat saja.



Waspada dengan ciri-ciri stres

Bekerja di lingkungan yang berbeda dan jauh dari keluarga bisa menyebabkan stres. Berikut ini gejala-gejala umum yang perlu diperhatikan:

• ciri-ciri fisik

fisik (Sakit kepala, sakit perut, jantung berdebar, tidak ada nafsu makan, dsb.)



• ciri-ciri emosional

(Cemas, mudah marah, merasa sedih, takut, murung, dsb.)

• ciri-ciri mental

(Kurang konsentrasi, pelupa, kurang percaya diri, dsb.)

• ciri-ciri perilaku

(membela diri, gegabah, kebiasaan-kebiasaan gugup (seperti menggigit kuku), perhatiannya mudah teralih, mengurung diri dari kegiatan sosial, dsb.)

Apa yang bisa anda lakukan untuk mengatasi stres

- Berbicara dengan majikan atau teman Anda jika Anda ada masalah, merasa kangen kampung halaman atau merasa sedih.
- Mulai menulis dalam buku harian. Ini dapat membantu Anda menentukan penyebab stres Anda dan akan membantu Anda mengungkapkan perasaan Anda dengan lebih baik.
- Menulis surat atau menelpon rumah. Anda harus meminta ijin dari majikan sebelum menggunakan telpon rumah.
- Gunakan hari libur Anda untuk mendapatkan istirahat mental dan emosional yang teratur dari tugas rumah tangga Anda.
- Melakukan sesuatu yang Anda nikmati di waktu senggang, seperti mendengar musik, membaca buku atau bersantai.
- Makan dan tidur yang cukup.

Waspada Terhadap Rentenir

Lebih banyak pekerja migran PLRT meminjam dari rentenir. Mereka tahu rentenir dari teman, SMS, Facebook atau saluran media sosial lainnya.

Anda harus mengingat beberapa hal sebagai berikut:

- Jangan merespon pada pesan-pesan / iklan-iklan yang meminta anda untuk mengadakan pinjaman. Peminjam yang berlisensi tidak bisa menawarkan pinjaman/ kredit melalui SMS, Facebook or jalur media sosial yang lain
- Jangan meminjam dari orang yang tidak dikenal (yang kemungkinan adalah rentenir) Bunga yang dikenakan oleh rentenir ini sangat tinggi dan mereka akan mengganggu/ menghantui anda dan majikan anda.
- Jangan membantu dalam kegiatan rentenir apapun.
- Jangan mendorong teman-teman anda untuk meminjam dari rentenir.
- Pekerjaan anda akan terganggu di Singapura apabila anda ketahuan meminjam dari rentenir atau membantu mereka dalam hal apapun.
- Anda akan dipulangkan dan tidak bisa bekerja disini lagi
- Jika ada rentenir yang menghampiri anda, silakan hubungi Kepolisian di 999 atau 1800-9-24-5664.

Jika anda mau berhenti kerja sebelum kontrak kerja 2 tahun berakhir, anda harus bilang kepada majikan supaya ada pemberitahuan awal. Anda bisa merujuk pada kontrak kerja anda mengenai masa pemberitahuan yang dibutuhkan. Mungkin anda perlu membayar kepada majikan anda sejumlah uang gaji anda jika berhenti bekerja tanpa ada pemberitahuan awal.

Contohnya,

Jika kontrak kerja anda menyebutkan masa pemberitahuannya adalah 7 hari, dan anda mau berhenti kerja pada tanggal 8 Jan, maka anda harus menyampaikan niat anda kepada majikan pada tanggal 1 Jan. Jika anda berhenti kerja tanggal 4 Jan (minggat kerja), mungkin anda harus membayar 4 hari gaji karena anda hanya memberi 3 hari pemberitahuan awal.

Jika anda diantar pulang, majikan anda harus:

- Mengantar Anda ke bandara internasional dengan akses ke kampung halaman atau tempat asal di negara Anda.
- Menanggung biaya mengantar anda pulang, termasuk tiket pesawat. Majikan anda **tidak** semestinya memotong ongkos tiket dari gaji anda.



INGAT

Pembayaran gaji yang belum lunas

Anda harus memastikan semua gaji Anda yang belum lunas dibayar telah dibayar oleh majikan Anda **sebelum Anda meninggalkan Singapura**.

Jika majikan Anda masih utang sejumlah uang sebelum Anda dipulangkan, Anda harus meminta uang tersebut darinya.

Jika majikan Anda masih tidak membayar gaji Anda, dan Anda sudah berada di bandara atau checkpoint yang lain siap untuk dipulangkan, Anda harus:

- Memberi tahu Agen penyalur tenaga kerja Kerja Anda, atau menghubungi nomor bantuan MOM untuk pekerja migran PLRT (1800 3395505) dan laporan kasus tersebut ke MOM.
- Menghubungi petugas di loket imigrasi bandara di mana mereka akan membantu Anda.
- Jika Anda masih mempunyai klaim atau perkara yang belum terselesaikan dengan lembaga pemerintah, Anda juga dapat menghubungi petugas di loket imigrasi bandara untuk meminta bantuan

Pengembalian biaya (refund) agen anda

Jika anda diberhentikan dalam waktu enam bulan setelah anda bekerja, **agen penyalur tenaga kerja (EA)- consistent with the earlier text vendor used in this guidebook** anda wajib mengembalikan 50% dari biaya yang anda bayar kepada agen di Singapura.

Contohnya:

Jika Anda membayar \$800 sebagai biaya agensi kepada EA Singapura Anda, dan majikan Anda memberhentikan Anda setelah 2 bulan Anda bekerja, Anda harus mendapatkan pengembalian uang/refund sebanyak \$400 dari EA Anda dalam waktu 7 hari.

Namun, pengembalian uang/refund ini tidak berlaku jika Anda sendiri yang memilih untuk berhenti bekerja.



Anda harus mematuhi undang-undang Singapura karena undang-undang berlaku untuk warga Singapura dan warga asing. Jika Anda melanggar hukum, Anda dapat dihukum dan mungkin tidak dapat bekerja lagi di Singapura.

Berikut ini hukuman-hukuman/sanksi karena melanggar hukum di Singapura.

Pelanggaran

Dipekerjakan secara ilegal (bekerja dengan orang lain selain dari majikan yang tertera pada kartu ijin kerja anda)

Melakukan pekerjaan sambilan/pekerjaan ilegal (bekerja dalam pekerjaan yang berbeda dengan yang tertera di kartu ijin kerja anda)

Pelacuran (Prostitusi)

Pencurian (mencuri atau mengutil)

Menbuang sampah sembarangan

Menyeberang sembarangan

Membuat laporan palsu kepada polisi

Hukuman

Denda hingga \$10,000 atau kurungan penjara hingga 12 bulan, atau hukuman kedua-duanya.

Denda hingga \$20,000 atau kurungan penjara hingga 24 bulan, atau hukuman kedua-duanya.

Denda hingga \$1,000.

Untuk pelanggaran berikutnya, denda hingga \$2,000 atau kurungan penjara hingga 6 bulan, atau hukuman kedua-duanya.

Denda atau penjara setidaknya 3 tahun hingga 7 tahun, atau hukuman kedua-duanya.

Denda hingga \$1,000.

Denda hingga \$1,000 atau kurungan penjara hingga 3 bulan.

Denda hingga \$1,000 atau kurungan penjara hingga 6 bulan.

Menjual Narkoba

Mencuri dengan membongkar rumah

Membunuh

Merampok

Melukai Dengan Sengaja

Hukuman mati, atau kurungan penjara antara 20 hingga 30 tahun dan 15 kali dirotan.

Denda atau kurungan penjara hingga 10 tahun, atau hukuman kedua-duanya. Denda atau kurungan penjara hingga 14 tahun, atau hukuman kedua-duanya jika pencurian dilakukan pada malam hari.

Hukuman mati.

Kurungan penjara setidaknya 2 tahun hingga 10 tahun, dan setidaknya 6 kali dirotan.

Jika perampukan dilakukan pada malam hari, kurungan penjara setidaknya 3 tahun hingga 14 tahun, dan setidaknya 12 kali dirotan.

Denda sampai dengan \$5000 dan/ atau penjara sampai dengan 3 tahun.

Penjara hingga 10 tahun dan denda atau dirotan jika luka yang ditimbulkan sangat berat.



NOMER-NOMER TELPON PENTING

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Berikut ini beberapa nomer telpon yang Anda dapat hubungi jika memerlukan bantuan.

Dalam Keadaan Darurat

Polisi	999
Pemadam Kebakaran / Ambulans	995
Angkatan Pertahanan Sipil Singapura	995

Kementerian Tenaga Kerja (MOM)

Hal-hal yang berkaitan dengan pekerjaan, gaji dan kesejahteraan pekerja migran PLRT **1800 339 5505**

Lembaga Swadaya Masyarakat

Centre for Domestic Employees (CDE)
www.facebook.com/cde.singapore
www.cde.org.sg

- Memberikan layanan konseling dan konsultasi tentang masalah ketenagakerjaan bagi pekerja migran PLRT

Asosiasi Pekerja Migran Penata Laksana Rumah Tangga untuk Dukungan Sosial dan Pelatihan (FAST)
• Hal-hal yang berkaitan dengan pekerjaan, atau meminta nasihat untuk masalah pribadi, dsb.

1800 225 5233
saluran bantuan 24 jam

1800 339 4357
saluran bantuan 24 jam

CARA MENINGGALKAN KOTAK SUARA (VOICEMAIL) DI NOMER BANTUAN PEKERJA MIGRAN PENATA LAKSANA RUMAH TANGGA (1800 339 5505)

- Anda akan mendengar pesan ini saat menelepon: "Terima kasih karena Anda sudah menghubungi Nomer Bantuan Pekerja Migran Penata Laksana Rumah Tangga. Jam kerja kami adalah dari jam 08.30 sampai 17.30, Senin sampai Jumat."
- Kemudian Anda akan mendengar pesan ini: "Jika Anda memerlukan petugas kami untuk menghubungi Anda, silakan tinggalkan nomer telpon dan nama Anda setelah bunyi beep ini."
- Setelah meninggalkan pesan, Anda akan langsung mendapatkan pesan:

Untuk mendengarkan pesan Anda, tekan 1. | Untuk merekam kembali, tekan 2. | Untuk keluar, tekan 3.

NOMER-NOMER TELPON PENTING

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Kedutaan dan Komisi Tinggi

Bangladesh www.bangladesh.org.sg/	62530790
Cambodia	63419785
India http://hcisingapore.gov.in/	67376777
Indonesia http://www.kemlu.go.id/singapore/	67377422/92953964
Myanmar http://www.mesingapore.org.sg/index.html	67351672
Philippines http://www.philippine-embassy.org.sg/	67373977
Sri Lanka http://www.lanka.com.sg/	62544595
Thailand http://www.thaiembassy.sg/	67372475

Nomer Telpon Penting yang Lain

Family Service Centre (FSC)	1800 2550000
Samaritans of Singapore (SOS)	1800 2214444
Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People (ACMI) – saluran bantuan 24 jam	68017400
Persatuan Biro Tenaga Kerja (Singapura)	68362618

- 1 FAST - Foreign Domestic Worker Association for Social Support and Training
www.fast.org.sg
Mengasuh, memasak, Bahasa Inggris, keselamatan kerja
- 2 ACMI - Archdiocesan Commission for the Pastoral Care of Migrants & Itinerant People
www.acmi.org.sg
Mengasuh, keterampilan komputer, menata rambut
- 3 aidha - Sekolah Usaha Mikro Dunia
www.aidha.org
Keterampilan keuangan dan manajemen seperti membuat anggaran dan menabung, keterampilan komputer dasar dan lanjutan, keterampilan wiraswasta dan manajemen
- 4 Novena Filipino Community, Developing All Women in the New Era (DAWN) Ministry
dawsingsingapore.wordpress.com
Mengasuh, memasak & membuat kue, keterampilan komputer
- 5 GoForth Training Services
www.goforthsg.com
Asisten suster, keterampilan komputer
- 6 Sunlove Home
www.sunlovehome.org.sg
Perawatan Kesehatan Dasar (Perawatan di Rumah) terutama untuk menangani lansia dengan cacat fisik atau lansia dengan demensia
- 7 Mujahidah Learning Centre
mujahidah.mujahidinmosque.sg
Menjahit, memasak, membuat kue, keterampilan komputer, keagamaan
- 8 Filipino Overseas Workers (FOWs) @ Bayanihan
www.bayanihancentre.org
Bantuan keperawatan, keterampilan komputer
- 9 Filipino Ongoing Development Programme (FIODEP)
49A Holland Road atau telpon 6280 0451
Memasak, membuat kue, menjahit, keterampilan komputer, gitar
- 10 Sekolah Indonesia
sekolahindonesia.org.sg
Bahasa Inggris, keterampilan komputer, menjahit, menata rambut, kursus SMP, SMA dan Universitas Terbuka, diatur dan diakui oleh Dewan Ujian Nasional Indonesia



Safety Agreement Between Migrant Domestic Worker And Employer

EA Name



This agreement is made between (a) The Employer and (b) The Migrant Domestic Worker (MDW) and facilitated by (c) The Employment Agency (EA) to accord with the Ministry of Manpower's regulations on conditions for window cleaning.

[Refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations ("the Condition")]

Employers of MDWs shall not permit their MDWs to clean the window exterior except where two conditions are met:

- a. *Window grilles have been installed and are locked at all times during the cleaning process; and*
- b. *The employer or an adult representative of the employer is physically present to supervise the MDW.*

The rules will apply to all homes, except for windows that are at the ground level or along common corridors.

Part A – Employer		
Employer Name		
NRIC No. / FIN		
Contact No.		
Residential Address		
Residential Dwelling Type	<input type="checkbox"/> HDB Apartment <input type="checkbox"/> Private Apartment/Condominium <input type="checkbox"/> Landed Property	
Do I require my MDW to clean window exterior?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(i) Location of window exterior	<input type="checkbox"/> On the ground <input type="checkbox"/> Facing common corridor <input type="checkbox"/> Others <small>If "Others" is selected, proceed to (ii)</small>	
(ii) Grilles installed on windows required to be cleaned by MDW	<input type="checkbox"/> Yes	<input type="checkbox"/> No <small>If "Yes" is selected, proceed to (iii)</small>
(iii) Adult supervision when cleaning window exterior	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PERJANJIAN KESELAMATAN

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Continuation of Part A – Employer	
<input type="checkbox"/> I have received the advisory letter and trainer's assessment checklist from the Settling-In-Programme (for employers of first-time MDWs)	
<small>[The Employer is required to choose only <u>one</u> of the following options]</small>	
<input type="checkbox"/> I understand the Conditions and I will not require my MDW to clean the window exterior of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior on the ground floor of my home.	
<input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior along the common corridor of my home.	
<input type="checkbox"/> I require my MDW to clean the window exterior of my home, and I shall ensure that the grilles are locked when cleaning the window exterior and cleaned only when supervised by myself or my adult representative.	
Signature / Date	

Employer is to ensure that Part A is duly completed before the agreement is signed and dated. Do not pre-sign the agreement or sign on incomplete form.

Part B – Employment Agency	
Name	
Registration No.	
<small>I have explained the Conditions to the Employer and advised the Employer that he * can / cannot require the MDW to clean the window exterior of his home based on the information presented in Part A [* to delete accordingly]</small>	
Signature / Date	

Part C – Migrant Domestic Worker	
Name	
WP No.	
<input type="checkbox"/> I shall abide by my Employer's instructions to clean the window exterior safely in compliance with the Condition	
<small>[The MDW is required to choose only <u>one</u> of the following options.] [PLRT Asing diharuskan memilih <u>satu</u> saja dari pilihan-pilihan berikut.]</small>	
<small>As indicated by the Employer above:- Sebagaimana yang diusulkan oleh majikan yang tertera di atas:-</small>	
<input type="checkbox"/> I understand that I am not required to clean the window exterior of my employer's home. Saya mengerti bahwa saya tidak dikehendaki untuk membersihkan jendela bagian luar di rumah majikan saya.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior on the ground floor of my employer's home. Saya mengerti bahwa saya dikehendaki untuk membersihkan jendela bagian luar dilantai dasar saja di rumah majikan saya.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior along the common corridor of my employer's home. Saya mengerti bahwa saya dikehendaki untuk membersihkan jendela bagian luar disepanjang gang umum saja di rumah majikan saya.	

PERJANJIAN KESELAMATAN

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Continuation of Part C – Migrant Domestic Worker	
<input type="checkbox"/> I understand that I am required to clean the window exterior of my employer's home, and I shall ensure that I clean the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative. Saya mengerti bahwa saya dikehendaki untuk membersihkan jendela bagian luar di rumah majikan saya, dan saya akan memastikan bahwa saya membersihkan jendela bagian luar hanya jika teralis-teralis dikunci dan hanya jika diawasi oleh majikan saya atau orang dewasa yang mewakilinya.	
Signature / Date Tanda Tangan / Tanggal	
Part D – Employment Agency	
<small>I have explained the Conditions to the MDW and advised the MDW that she * can / cannot clean the window exterior of the residential address based on the employer's declaration in Part A [* to delete accordingly]</small>	
Signature / Date	

Annex A

Condition 2, Part I of the Fourth Schedule of the Employment of Foreign Manpower (Work Passes) Regulations

The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. This includes:-

- a) not permitting the foreign employee to clean the outward facing side of any window not located on the ground level or not facing a common corridor if the window is not fitted with a grille securing against any adult extending any part of the foreign employee's body beyond the window ledge except the arms; and
- b) in the case of a window referred to in sub-paragraph (a) fitted with a grille of the description specified in that sub-paragraph, not permitting the foreign employee to clean the outward facing side of the window unless at all times during the cleaning process –
 - i. the grille is locked or secured in a manner that prevents the grille from being opened;
 - ii. the foreign employee remains inside the room;
 - iii. no part of the foreign employee's body extends beyond the window ledge except the arms; and
 - iv. the foreign employee is supervised by the employer, or an adult representative of the employer, who is reasonably capable of conducting such supervision and is aware of the requirements in sub-paragraphs (i), (ii) and (iii).

PERJANJIAN HARI LIBUR

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AGREEMENT BETWEEN MIGRANT DOMESTIC WORKER (MDW) AND EMPLOYER ON MDW WEEKLY REST DAY ARRANGEMENT

PARTIES INVOLVED	MDW	EMPLOYER
Name		
NRIC/Work Permit No.		

This agreement is made between (a) the MDW and (b) the Employer in accordance with the Ministry of Manpower's regulations on the provision of a weekly rest day for MDWs.

Terms of Agreement:

We, the MDW and the Employer, agree that the employer shall grant the MDW:

- One rest day for every week. The rest day shall be granted on _____ (day of the week);
- OR
- _____ rest days in a month on _____ (day of the week);
with compensation in lieu at \$ _____ for each rest day forgone.

MDW's Signature
Date:

Employer's Signature
Date:

[For any subsequent variations that are agreed between the employer and MDW, the following record should be maintained]

We, the MDW and the Employer, agree that the employer shall grant the MDW:

- Rest day on _____ (date) in lieu of rest day forgone on _____ (date);
- OR
- Compensation in lieu at \$ _____ (minimum of 1 day's pay) for working on rest day on _____ (date)

MDW's Signature
Date:

Employer's Signature
Date:

MENCATAT GAJI ANDA

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Untuk membantu Anda mengelola dan menabung uang Anda, Anda harus mencatat gaji yang telah dibayar oleh majikan Anda.

Tanggal Gaji Diterima	Jumlah yang Diterima	Jumlah yang dihabiskan	Jumlah yang ditabung
<hr/>			
Jumlah			

Majikan Anda harus membayar gaji Anda paling lambat 7 hari dari hari gajian anda setiap bulan. Jika gaji Anda tidak dibayar, Anda dapat menghubungi Kementerian Tenaga Kerja di **Tel: 1800 339 5505**.

JURNAL SAYA

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JURNAL SAYA

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MINISTRY OF
MANPOWER

Ministry Of Manpower

Foreign Manpower Management Division
1500 Bendemeer Road, Singapore 339946

www.mom.gov.sg