



TOP EXECUTIVE WSH PROGRAMME (TEWP)

WSHC-FY23-RFP-001



Course Training Methodologies

1. Participants need to take part in discussion and group activity.
2. Training methodologies consists of :
 - Lecture With Q&A and Sharing of Workplace Practices
 - Sharing and Presentation
 - Case study
 - Presentation and Feedback



General Guidelines



Be Punctual

- Emergency Exit / Safety Pre-cautions / Assembly Area
- Rest room location
- Keep mobile phone / communication instrument in silent mode
- Other Administrative Instruction

Contents

1. The importance of WSH for business
2. Your responsibilities for WSH as CEO or board member
3. Fulfilling legal responsibilities – as per approved code of practice on chief executive and board directors workplace safety and health duties
4. Preparing a WSH policy for your organization

Learning objective

1. Understand why my business should be interested in workplace safety and health
2. Know what are the resources or information my company can tap on to built its WSH capabilities
3. Know the what action can I take to improve the WSH in business for my company
4. Preparing a WSH policy for your organization

1. INTRODUCTION



(video)

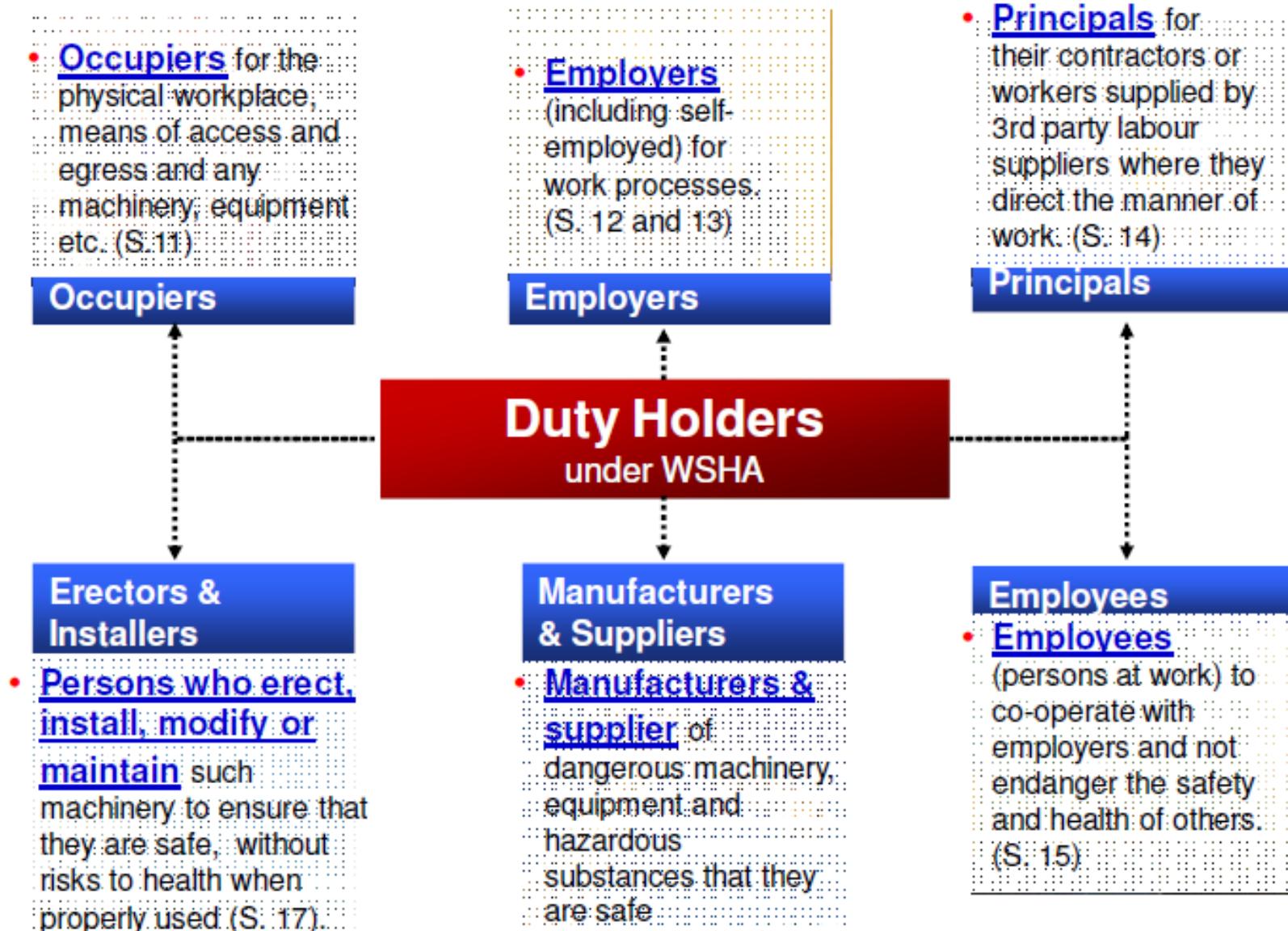
OVERVIEW OF WSH ACT & SUBSIDIARY LEGISLATIONS (15 MINUTES)



WSH Act: responsibilities of stakeholders

The Workplace Safety and Health (WSH) Act defines the responsibilities for each stakeholder group, such as employers, occupiers, employees and self-employed.

Duties of Stakeholders under WSHA



Employer

As an employer, you must protect the safety and health of your employees or workers working under your direction, as well as persons who may be affected by their work.

You must:

Conduct risk assessments to identify hazards and implement effective risk control measures.

Make sure the work environment is safe.

Make sure adequate safety measures are taken for any machinery, equipment, plant, article or process used at the workplace.

Develop and implement systems for dealing with emergencies.

Ensure workers are provided with sufficient instruction, training and supervision so that they can work safely.

Principal

A principal is any person or organisation who engages another person or organisation to supply labour or perform work under a contract for service.

As a principal, you must ensure that the contractor you engage:

- Is able to perform the work they are engaged for.
- Has made sure that any machinery, equipment, plant, article or process that is used at work is safe.

However, if you instruct the contractor or the workers on how the work is to be carried out, your duties will include the duties of an employer.

Occupier

In workplaces registered or notified as a factory, the occupier is the person who holds the certificate of registration. In all other workplaces, the occupier is the person who has control of the premises, regardless of whether they are the owner of those premises.

As an occupier, you must ensure that the following are safe:

- The workplace.
- All pathways to and from the place of work.
- Machinery, equipment, plants, articles and substances.

You must ensure that the above does not pose a risk to anyone within your premises, even if the person is not your employee.

You may also be responsible for the common areas used by your employees and contractors. Common areas include the following:

- Electric generators and motors.
- Hoists and lifts, lifting gears, lifting appliances and lifting machines.
- Entrances and exits.
- Machinery and plants.

Employee

As an employee, you must:

- Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.
- Not engage in any unsafe or negligent act that may endanger yourself or others working around you.
- Use personal protective equipment provided to you to ensure your safety while working. You must not tamper with or misuse the equipment.

Vision		
<p>A Healthy Workforce in Safe Workplaces; A Country Renowned for Best Practices in Workplace Safety and Health</p>		
Strategic Outcomes		
<ul style="list-style-type: none"> I. Sustained reduction in workplace injury rates II. Minimise hazards that lead to occupational disease III. Promotion of good workforce health IV. Pervasive adoption of the Vision Zero culture 		
Strategies		
<p>1. Strengthen WSH ownership</p> <p><i>Key recommendations:</i></p> <ul style="list-style-type: none"> 1.1 Make WSH more salient in business decisions 1.2 Align company directors and top management to WSH ownership 1.3 Strengthen WSH ownership of workers 	<p>2. Enhance focus on workplace health</p> <p><i>Key recommendations:</i></p> <ul style="list-style-type: none"> 2.1 Expand occupational disease prevention efforts 2.2 Build companies' capabilities to promote workforce health 	<p>3. Promote Technology-Enabled WSH</p> <p><i>Key recommendations:</i></p> <ul style="list-style-type: none"> 3.1 Develop a WSH technology ecosystem to deepen industry capability 3.2 Strengthen WSH training through technology

Learning Objectives



Describe WSH Act/Subsidiary Regulations
and Director's WSH Guidelines

CEO roles and responsibilities in leading
WSH

OVERVIEW OF WSH ACT & SUBSIDIARY LEGISLATIONS

The Government has set...

WSH2028 Strategy: Singapore's plan for the next decade

The National Target - to bring down the national fatality rate to less than 1.0 per 100,000 workers by 2028

To attain standards of the current top 4 developed countries with good safety records.

Comparison of Occupational Death Rates, 2002

Country / Region	Occupational Fatality Rate #
Sweden	1.2
United Kingdom	1.3
Australia	2.0
USA (2000)	2.2
EU15 Average	2.5
Japan	2.6
Singapore (2004)	4.9

Occupational Death per 100,000 workers



A National Strategy – WSH2018



A National Strategy For WSH In Singapore

Vision

**A Safe and Healthy Workplace for Everyone
and a Country Renowned for Best Practices
in Workplace Safety and Health**



Strategic Outcome 1
Reduction in Workplace
Fatality and
Injury Rates



Strategic Outcome 2
WSH is an
Integral Part of
Business



Strategic Outcome 3
Singapore is Renowned
as a Centre of Excellence
for WSH



Strategic Outcome 4
A Progressive and
Pervasive
WSH Culture



Strategy 1
Build
Strong Capabilities
to Manage WSH



Strategy 2
Implement
an Effective
Regulatory Framework



Strategy 3
Promote
Benefits of WSH
and Recognise
Best Practices



Strategy 4
Develop
Strong Partnerships
Locally and
Internationally

WORKPLACE SAFETY AND HEALTH ACT

WSH 2028

A Healthy Workforce in Safe Workplaces;
A Country Renowned for Best Practices in
Workplace Safety and Health



WSH 2028 Vision

A Healthy Workforce in Safe Workplaces;
A Country Renowned for Best Practices
in Workplace Safety and Health

Overview of the Committee's WSH 2028 Recommendations

18. The Committee's WSH 2028 recommendations are summarised as follows:



Table 1: Only four OECD countries have achieved a workplace fatality rate of less than 1.0 on a sustained basis¹

Rank	Country	Average workplace fatality rate
1	Netherlands	0.55
2	Sweden	0.79
3	United Kingdom	0.81
4	Germany	0.98
5	Greece	1.09
6	Denmark	1.22
7	Singapore	1.4
8	Finland	1.44
9	Belgium	1.50

Rank	Country	Average workplace fatality rate
10	Iceland	1.57
11	Australia	1.6
12	Norway	1.62
13	Switzerland	1.63
14	Israel	1.7
15	Poland	1.73
16	Canada	1.83
17	Japan	1.86
18	Spain	2.05

¹Based on public data from OECD countries on the most recent 3-year average workplace fatal injury rates per 100,000 workers: (i) 2014-16 for Canada, EU countries, Israel, New Zealand, Turkey; (ii) 2015-17 for Australia, Iceland, Japan, Mexico, Republic of Korea, United States of America; and (iii) 2016-18 for Singapore. For Chile, only the 2017 rate was publicly available.

Sources: Eurostat, ILOSTAT, Japan Industrial Safety and Health Association, Korean Occupational Safety and Health Agency, Safe Work Australia, Stats NZ, Administration of Occupational Safety and Health (Iceland), Statistics Iceland, and U.S. Bureau of Labor Statistics.

WSH 2028 VISION AND STRATEGIC OUTCOMES

VISION

**A Healthy Workforce in Safe Workplaces;
A Country Renowned for Best Practices in Workplace Safety and Health**



Table 2: Success indicators of a sustained reduction in workplace injury rates

Success indicators	Current ³ (2016-18 average)	Desired (Three-year average by 2028)
Workplace fatal injury rate per 100,000 workers	1.4	<1.0
Workplace major injury rate per 100,000 workers	17.2	<12.0

Table 4: Success indicators of workforce health promotion

Success indicator	Current ^a (2017)	Desired (by 2028)
% of all employees with access to employer-initiated health promotion activities, such as health screening, health coaching, and workplace exercise programmes	New	50%
% of employees in high-risk industries whose employers consider the impact of workforce health risks (e.g. hypertension and diabetes) for safety-sensitive jobs	51%	75%

Table 5: Success indicators that reflect pervasive adoption of the Vision Zero culture

Success indicator	Current ^a (2017)	Desired (by 2028)
% of employees in high-risk industries where top management is responsible for allocating manpower and/or financial resources for WSH	62%	75%
% of employees in high-risk industries whose employers have a programme to encourage reporting of near-misses or unsafe conditions or unsafe acts	59%	75%
% of employees in high-risk industries whose employers have a policy allowing employees to stop work should they feel the work environment or work activity is unsafe	60%	75%

Make WSH More Salient in Business Decisions

- Publish every company's WSH performance in terms of workplace fatality and major injury rates, normalised by workforce size and industry to facilitate meaningful comparison.
- Share work injury compensation claims data with insurance industry, so that premiums can be differentiated according to the WSH performance of a firm.
- All public-sector developers to adopt harmonised criteria to disqualify unsafe construction firms.
- Share list of disqualified construction firms with private developers.

- Provide incentives for supply chain leaders, such as main contractors and shipyards, to invest to improve WSH capability of suppliers.
- Allow leading enterprises to certify their in-house WSH training as fulfilling government-mandated training requirements and to offer them to supply chain partners.



Align Company Directors and Top Management to WSH Ownership

- Introduce an Approved Code of Practice on WSH duties of company directors.
- Introduce an Approved Code of Practice on WSH duties of principals to their contractors.



Strengthen WSH Ownership of Workers

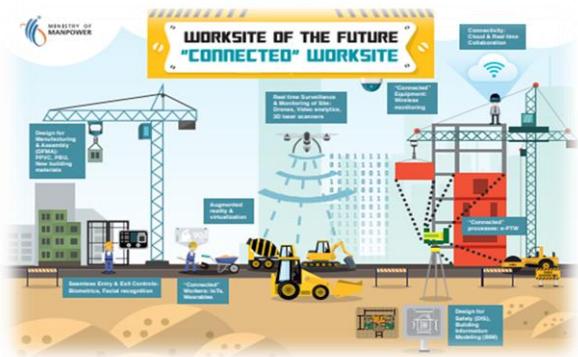
- Labour Movement's Collective Agreements and MOUs with companies to institutionalise:
- WSH Committee comprising workers and management.
- System to report and learn from near-misses.
- System to empower workers to stop work in unsafe conditions.
- Joint worker-management teams to conduct internal WSH inspections and implement control measures.
- Build in-house WSH expertise in every union.
- Mobilise Migrant Workers' Centre to educate foreign workers on progressive WSH practices.

Expand Occupational Disease Prevention Efforts

- Encourage adoption of upstream measures to prevent ODs.
- Expand the WSH Act's list of reportable ODs.
- Raise capabilities of medical community to detect and report ODs.
- Increase health hazard surveillance to more workplaces.

Build Companies' Capabilities to Promote Workforce Health

- Develop guidelines on job adaptations that employers can take to support workers in managing their chronic diseases.
- Increase companies' access to Total WSH Services.
- Upskill WSH professionals in workforce health.
- Raise awareness of measures to promote workers' mental health



Develop a WSH Technology Ecosystem to Deepen Industry Capability

- Develop a WSH technology roadmap to identify emerging technologies with greatest impact to solve WSH problems.
- Set up a WSH innovation and technology network coordinated by MOM to mobilise research institutions, leading technology companies and experts to develop WSH solutions.
- MOM to continue implementing the WSH Technology Challenge to catalyse development of innovative solutions for difficult WSH problems.
- Provide rapid follow-on support for successful solutions from the WSH Technology Challenge to accelerate industry adoption.
- Catalyse the supply and adoption of WSH monitoring services to strengthen companies' WSH capabilities to detect and manage WSH risks.

Strengthen WSH Training through Technology

- Incorporate technologies into WSH training, where it is shown to be effective.
- Deploy technology for team learning on work coordination to operate safely.
- Explore use of micro-learning applications on hand-held devices for continuous upgrading of knowledge.

Singapore's Vision of Smart Workplaces

The Committee envisions that Smart Workplaces of the future would be “connected” on many fronts; using technology to improve planning, design, operations and maintenance processes to enhance both productivity and WSH outcomes. For example, a Smart Worksite in the construction industry (see illustration) would enable real-time surveillance, monitoring and management of WSH risks in the following ways:

- Wearable devices that use IoT to detect if a worker’s health status is “at-risk”, such as due to heat stress, fatigue, abnormal heart rate and proximity to hazardous equipment
- Wireless surveillance equipment such as drones attached with cameras and other IoT sensors to detect unsafe work conditions or practices, or perform safety inspections for works at-height
- Biometric technology that integrate workers’ WSH information (e.g. training qualifications) with digitised work processes (e.g. e-permit to work system) and entry / exit control systems to verify workers’ competency in high-risk work
- DfMA using Prefabricated Prefinished Volumetric Construction (PPVC) to make construction safer by reducing workers needed onsite and activities at-height
- Cloud platforms that allow developers, architects, consultants, main contractors and sub-contractors to have real-time collaboration in terms of monitoring work progress, managing WSH risks and sharing of data

Singapore WSH Performance

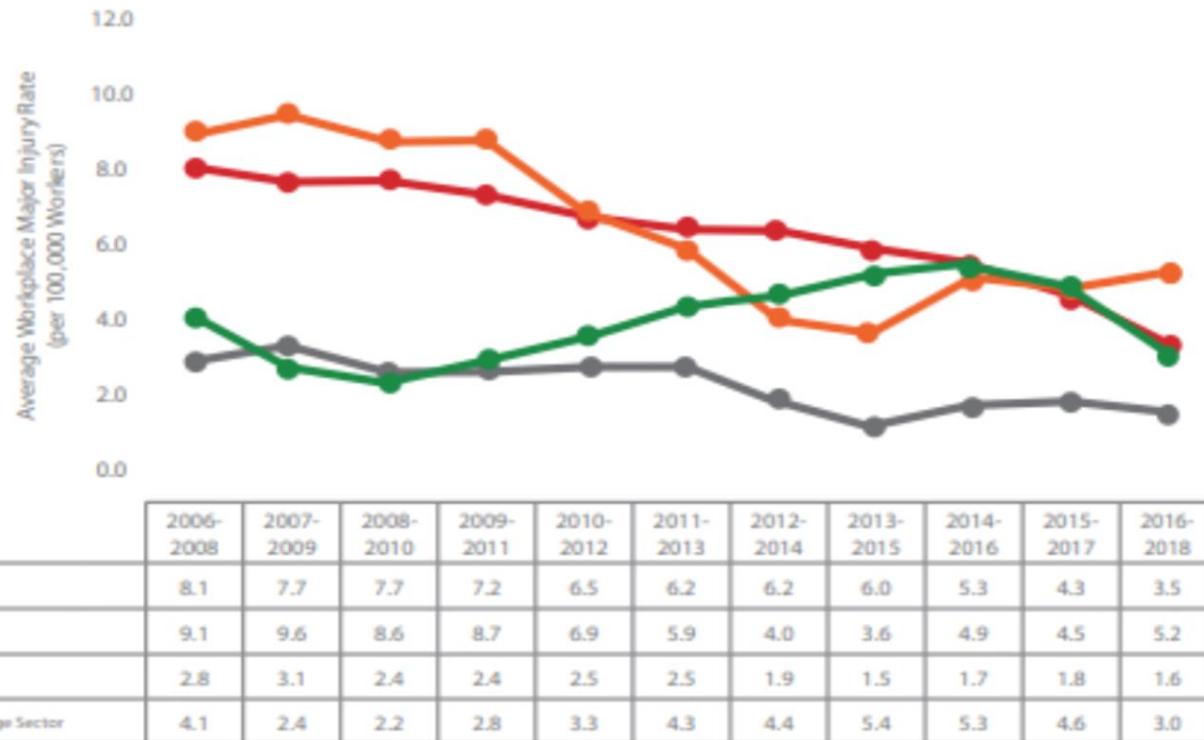
Chart 1: Number and rate of workplace fatal injuries from 2004 to 2018



Singapore WSH Performance



Chart 2: 3-year average workplace fatal injury rates across high-risk industries



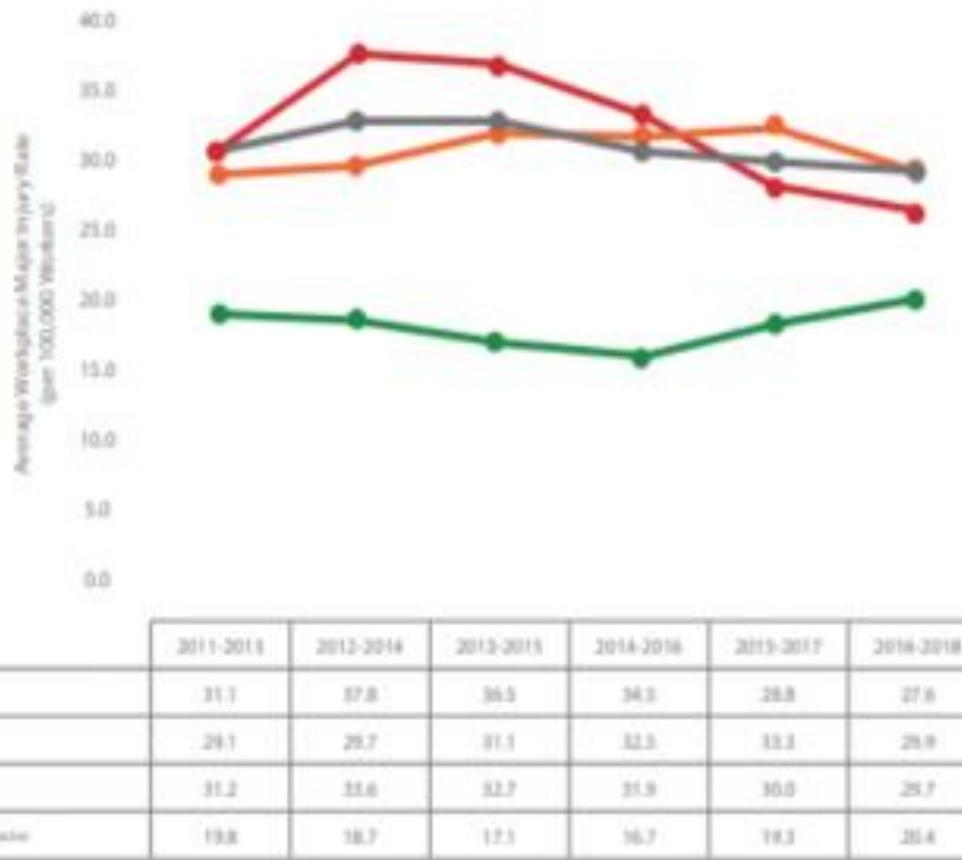
Singapore WSH Performance

Chart 3: Number and rate of workplace major injuries from 2011 to 2018¹⁰



Singapore WSH Performance

Chart 4: 3-year average workplace major injury rates across high-risk industries



Construction industry WSH performance report

WORKPLACE SAFETY & HEALTH REPORT, 2021 16

WORKPLACE MAJOR INJURIES BY INDUSTRY

CONSTRUCTION

There were 126 workplace major injuries in the Construction sector in 2021, 9 injuries fewer than 2019. However, the workplace major injury rate for the sector increased from 29.7 major injuries per 100,000 workers in 2019 to 32.1 in 2021, due to the smaller Construction workforce size in 2021.



Figure 12: Number and rate of workplace major injuries for Construction sector, 2014-2021

Table 5: Number of workplace fatal injuries by industry, 2019 - 2021

Industry	2019	2020	2021
All Industries	39	30	37
Construction	13	9	13
Transportation & Storage	8	5	9
<i>Logistics & Transport</i>	3	4	4
Manufacturing	4	6	4
<i>Other Manufacturing</i>	0	0	3
<i>Manufacture of Other Non-metallic Mineral Products</i>	0	0	1
<i>Manufacture of Petrochemical Products</i>	1	3	0
<i>Metalworking</i>	3	1	0
Water Supply; Sewerage, Waste Management & Remediation Activities	1	3	3
Real Estate Activities	1	1	3
Marine	4	2	1
Wholesale & Retail Trade	2	2	1
<i>Wholesale Trade</i>	2	2	1
Agriculture and Fishing	0	0	1
Administrative & Support Service Activities	2	1	0
<i>Cleaning & Landscape Maintenance Activities</i>	0	1	0
Community, Social & Personal Services	1	1	2
<i>Other Service Activities</i>	0	0	2
<i>Arts, Entertainment & Recreation</i>	0	1	0

Table 6: Workplace fatal injury rates by industry, 2019 - 2021

Per 100,000 workers

Industry	2019	2020	2021
All Industries	1.1	0.9	1.1
Construction	2.9	2.2	3.3
Transportation & Storage	3.1	2.0	3.6
<i>Logistics & Transport</i>	2.7	3.8	3.8
Manufacturing	1.0	1.5	1.0
<i>Other Manufacturing</i>	0	0	12.1
<i>Manufacture of Other Non-metallic Mineral Products</i>	0	0	30.3
<i>Manufacture of Petrochemical Products</i>	1.9	6.1	0
<i>Metalworking</i>	2.8	1.0	0
Water Supply; Sewerage, Waste Management & Remediation Activities	n.a.	n.a.	n.a.
Real Estate Activities	1.2	1.3	4.2
Marine	5.9	3.3	1.8
Wholesale & Retail Trade	0.4	0.4	0.2
<i>Wholesale Trade</i>	0.6	0.6	0.3
Agriculture and Fishing	0	0	n.a.
Administrative & Support Service Activities	0.8	0.4	0
<i>Cleaning & Landscape Maintenance Activities</i>	0	1.3	0
Community, Social & Personal Services	0.1	0.1	0.2
<i>Other Service Activities</i>	0	0	n.a.
Arts, Entertainment & Recreation	0	2.4	0

bizSAFE Programme

- **Introduction**
- ***Five Levels***

Introduction

- A five-step programme:
 - To assist companies build up their WSH capabilities
 - To achieve quantum improvements
- Benefit:
 - Having a comprehensive WSH system in place

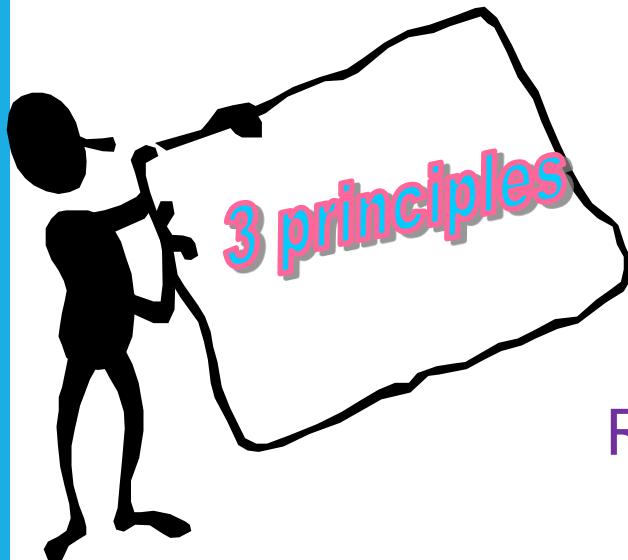


Incorporation of SGSecure into bizSAFE framework





WSH Acts and Guiding Principles



Reduce Risk at Source

Ownership of Safety Outcomes (Accountability)

Higher Penalties for Poor Safety
Management

Redesigning Legislative Framework

Workplace Safety and Health Act

- **Focus more on OSH goals setting** rather than prescriptive rules
- **Specify liabilities** for wider range of stakeholders and strengthen personnel accountability
- Increase financial disincentives and penalties for offences



Key Features of WSHA

Workplace Safety and Health Act 2006

Key features:

- a. It places the **responsibility for workplace safety and health** on all stakeholders along lines of control at the workplace
- b. It focuses on **Workplace Safety & Health systems and outcomes**, rather than merely on compliance
- c. It facilitates **effective enforcement** through the issuance of remedial orders
- d. To **reduce risk at the source**, it issues higher penalties for non-compliance and risky behaviour.

Commitment to continual improvement on the safety and health performance

Example:

a statement of your commitment to an on-going review and, where required, revision of the policy and program.

Accountability of top management

- ▶ Top management refers to the higher levels of the organisation's management
 - ▶ CEO, Vice President or General Managers
- ▶ Top management bears overall responsibility.
- ▶ Reviews should be carried out by top management on a regular basis.

State the roles and responsibility at all levels

- It will help to ensure that:
 - Policy objectives are clearly assigned, communicated, and understood
 - Accountability systems are established; and
 - Actual and potential health and safety problems are reported and resolved, etc.
- Vary according to the structure and size of the organisation.

Workplace Safety and Health Act

- The Workplace Safety and Health Act
 - Effect on 1 March 2006, and
 - By September 2011 it covers all workplaces
- The WSHA aims to
 - cultivate good safety habits in all individuals to engender a strong safety culture in our workplace, and
 - emphasizes the importance of managing workplace safety and health proactively

General Penalties For Offences For Which No Penalty Is Prescribed Under The Act

Category of offender	Maximum fine	Maximum Jail	Conditions
Individual persons	\$200,000	2 years	Either or both
Corporate body	\$500,000		
Workers For failure to use personal protective equipment or misuse of any safety appliance.	a) 1 st conciction - \$1,000 b) 2 nd or subsequent conviction - \$ 2,000		
Repeat offenders For a 2 nd or subsequent conviction for the same offences that causes the death of another person. a. Individual b. Corporate body	\$400,000 \$1 million	2 years	Either or both

Failure To Comply With Remedial Order Or Stop Work Order

Category of offender	Maximum fine	Maximum Jail	Conditions
Person who fails to comply with a Remedial Order	\$50,000 Additional fine of \$5,000 for each day the offence continues	12 months	Either or both
Person who fails to comply with a Stop Work Order	\$500,000	12 months	Either or both
If the offence is continued after conviction	\$20,000 for each day the offence continues		

From reaction to prevention

Enforcement strategy will be targeted, intelligence-led, employing different regulatory tools appropriate for the breach:

- **Prosecution**
- **Composition fines**
- **Letters of Warning**
- **Stop-work orders**
- **Remedial orders [New]**
- **Notice of non-compliance**

- Focus will be to improve OSH performance and not just penalising non-compliance.

Workplace Safety and Health (Risk Management) Regulations

Every employer, self-employed, or principal shall:

- Conduct a risk assessment for the workplace
- Take reasonably practicable measures
- Establish safe work procedures if cannot be eliminated
- Specify the roles and responsibilities of persons involved
- Inform employees of the nature of the risks and any risk control measures or safe work procedures
- Keep records of risk assessment

Workplace Safety and Health (Risk Management) Regulations

- ▶ Review or revise risk assessment at least once every 3 years or in the event of the following:
 - ▶ After an accident as a result of exposure to a hazard,
 - ▶ A significant change in work processes
- Failure to conduct risk assessment and implement measures to eliminate or control the risk:
 - ▶ First offence, a fine of $\leq \$10\,000$
 - ▶ Second or subsequent offence, a fine of $\leq \$20\,000$ or imprisonment not exceeding 06 months or both

Code of Practice on Workplace Safety and Health (WSH) Risk Management

- ▶ Establish minimum requirements and duties for implementing workplace RM, and
- ▶ Provide guidance on its implementation.

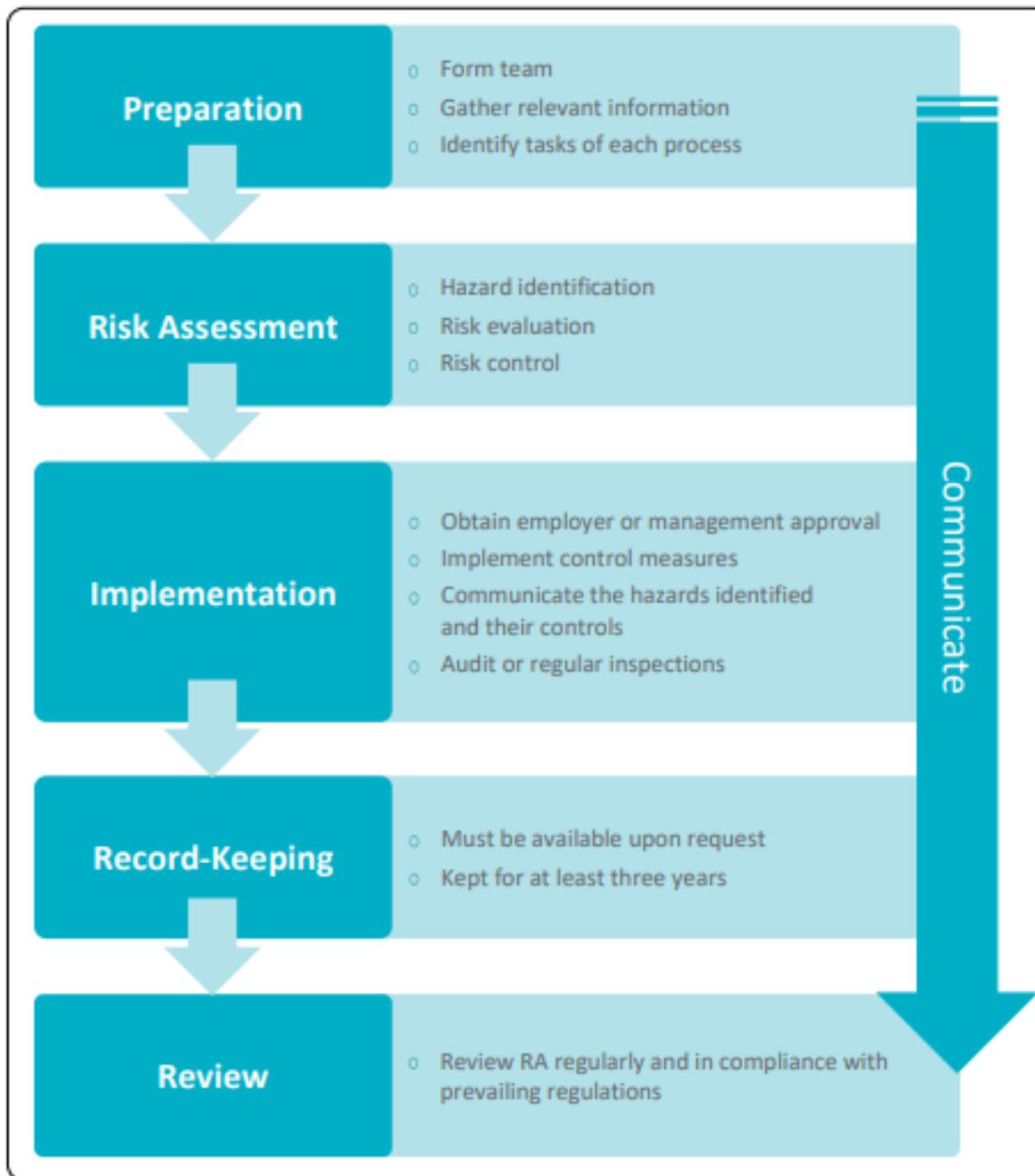
The main components of RM are Preparation, Risk Assessment, Implementation, Review and Record-keeping.

RA is one component of RM, include *Hazard Identification*, *Risk Evaluation*, and *Risk Control*.

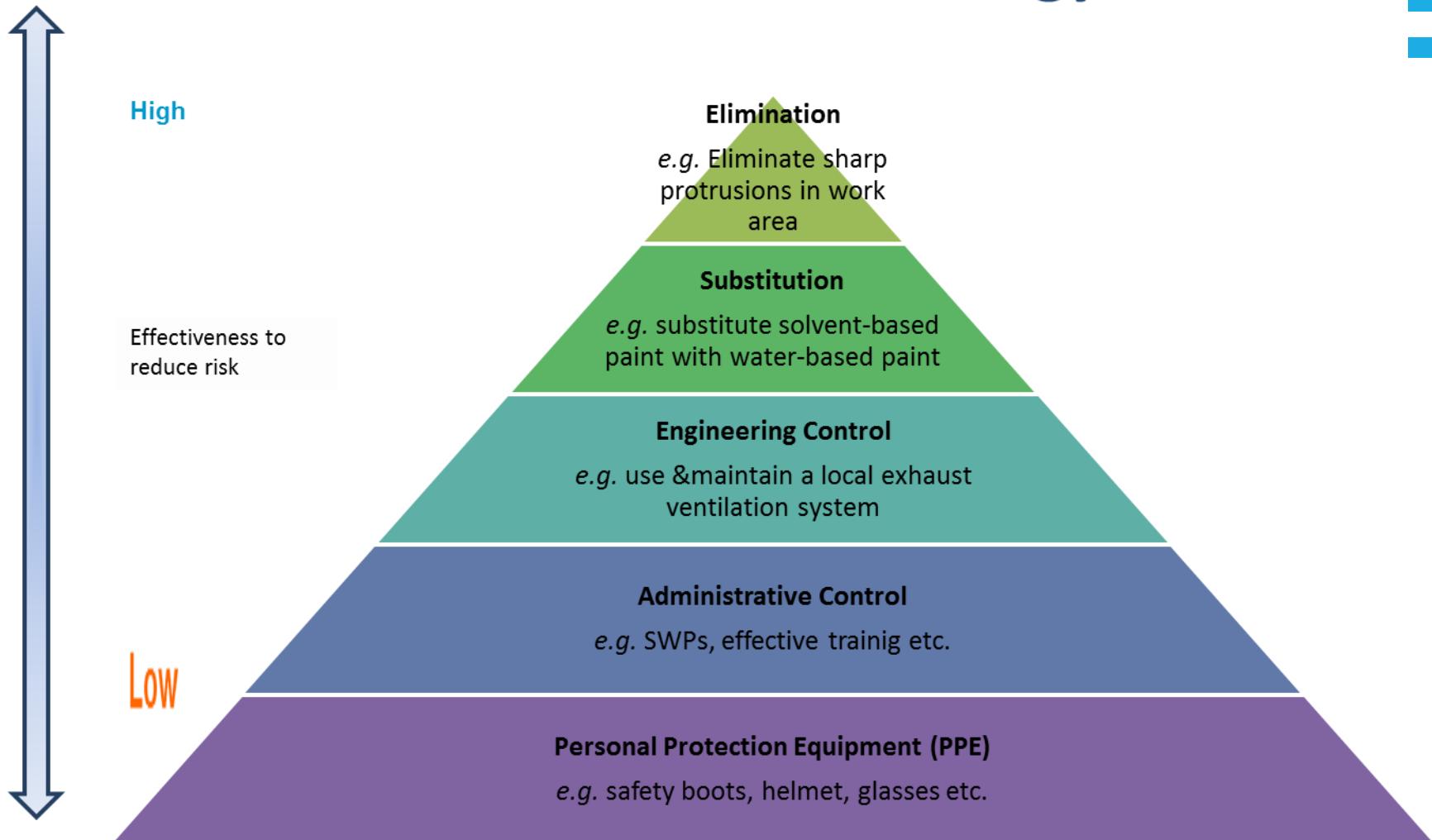
Code of Practice on

Workplace Safety and Health (WSH) Risk Management





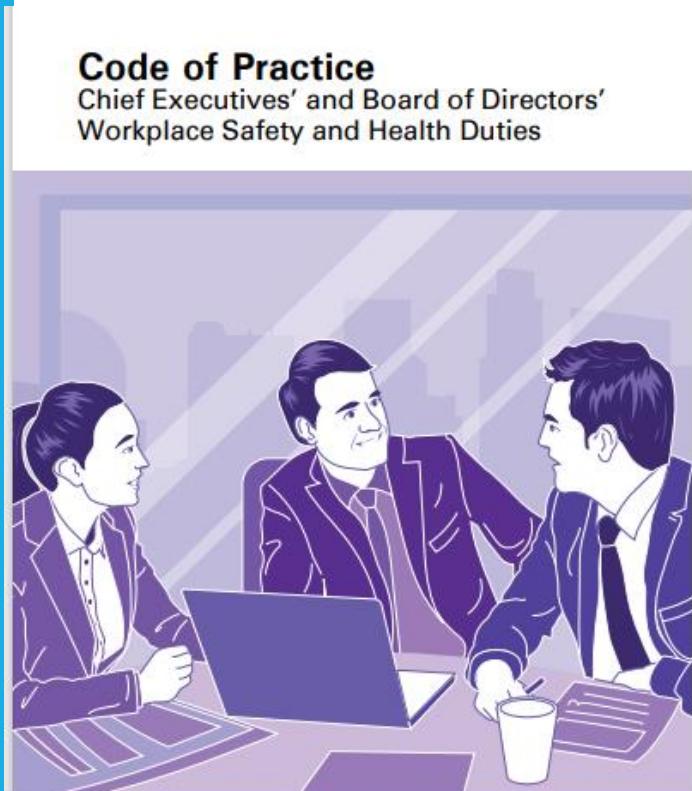
Risk control measures methodology



3. Fulfilling legal responsibility

- The approved code of practice on chief executives and Board of Directors workplace safety and health duties

Approved code of practice



1. The ACOP was developed to help guide CEO and Board of directors to understand their duties in WSH
2. It applies to all organizations regardless of industry and size
3. The ACOP consists of 4 principles and 17 measures
4. In the event of WSH act prosecution , the court will assess and determine the extent to which due diligence and the exercise of care has been undertaken in fulfilling the 4 principles

For more details refer to ACOP

4 Core Principles

Principle 1: Ensure WSH is integrated into business decisions and have clarity of roles and responsibilities of Chief Executive and individual members of the Board of Directors in leading WSH

Principle 2: Continuously build a strong WSH culture, set the tone and demonstrate visible leadership in embodying and communicating highly effective WSH standards

Principle 3: Ensure that WSH management systems are highly effective and reviewed regularly

Principle 4: Empower the workers to actively engage in WSH

The 4 CORE Principles of the Code

C

O

R

E

- ▶ Clarity in identifying Organisational culture Review WSH Empower workers to
- ▶ who among the CE and where leaders set the management systems actively engage in
- ▶ Board members have tone for WSH. to ensure they are WSH.
- ▶ WSH responsibilities. highly effective.

CORE

- Clarity in identifying who among the CE and Board members have WSH responsibilities.

• **Measure 1:** Assign and document WSH roles and responsibilities of individual Company Director(s).

• Examples of what can be done:

- Assign 1 Board Director to be responsible for this Principle and all the measures under it.
- Assign the Chief Executive to be responsible for the ORE Principles and all the measures under it.
- Document this allocation at a Board meeting.
- Communicate this allocation to all staff; eg at town halls.

• **Measure 2:** Establish the WSH policy, standards and strategic goals for the organisation.

• Examples of what can be done:

- Devise a WSH policy & communicate it; eg to strive for zero accidents and to support staff physical & mental well-being, set WSH as important and non-negotiable decisions by management.
- Decide on WSH targets; eg injury rate, % of staff expressing burnout, % of staff that went through workplace health screening & coaching.
- Formulate the strategy to achieve the targets; eg upgrade risk management capability through bizsafe

•CORE

•Organisational culture
where leaders set the tone for WSH.

- Measure 3:** Publish WSH commitment; review, endorse and track WSH targets and performance regularly.
- Examples of what can be done:
 - Publish WSH targets and results both internally and externally; eg in website or annual report.
- Measure 4:** Set WSH as a regular agenda item in Board meetings.
- Examples of what can be done:
 - Embed WSH as part of the TOR of a Board committee; eg Sustainability Committee.
 - Board meetings should discuss strategies to achieve WSH targets,
 - learnings from recent accidents or near misses, training & budget for WSH etc

•CORE

•Organisational culture
where leaders set the tone for WSH.

- **Measure 5:** Ensure sufficient resource allocation to WSH.
- Examples of what can be done:
 - Conduct regular risk assessments.
 - Provide WSH training.
 - Provide personal protective equipment.
 - Hire professional advice for WSH issues.
 - Set reasonable timeframes for projects, taking into account manpower constraints.
- [For companies with manual work]
 - Adopt WSH technology and best practices to prevent accidents.
- **Measure 6:** Facilitate direct reporting of WSH issues.
- Examples of what can be done:
 - Identify the CEO or a Board Director whom staff (including WSH professionals) can report mental stressors, workplace harassment, workplace risks to directly.
 - Set up a WSH Committee with representation from management, workers (and union if applicable) as an alternate reporting platform.

•CORE

•Organisational culture
where leaders set the tone for WSH.

•**Measure 7:** Acquire WSH knowledge.

•Examples of what can be done:

- WSH professionals (if available) to brief CEO and Board Directors on risk management.
- Company Directors to attend training & events on latest WSH developments. (e.g., Top Executive WSH Programme)

•[For companies with manual work]

- Subscribe to [WSH Bulletin](#) & share its content among staff.

•**Measure 8:** Conduct engagements to understand processes, workers' concerns, and communicate the need to prioritise WSH.

•Examples of what can be done:

- Measure state of mental well-being and discuss ways to improve results
- regularly; eg with iWorkHealth, pulse surveys, at townhalls.

•[For companies with manual work]

- CEO or Board Directors to conduct in-person worksite walkabouts (with union leaders and WSH professionals, if applicable) to understand workers' WSH concerns.

•CORE

- Organisational culture where leaders set the tone for WSH.

•**Measure 9:** Set and demand effective WSH standards and performance from vendors and partners.

•Examples of what can be done:

- Require all contractors to be at least bizSafe Level 3 accredited. [For companies with manual work]
- Require all contractors working on your worksites to have no major or fatal injuries in past 3 years; check using [CheckSafe](#).
- Include WSH track record (eg injury-free man-hours) as a criterion in the selecting contractors.

•CORE

•Review WSH management systems to ensure they are highly effective.

- Measure 10:** Ensure effectiveness of WSH management systems and maintain oversight of compliance with safe work procedures.
- Examples of what can be done:
 - Institutionalise regular WSH audits.
 - Develop process to share audit findings and improvement plans with all staff.
- [For companies with manual work]
 - Work with WSH professionals (or union leaders if applicable) to remind workers to follow safe work procedures.
- Measure 11:** Ensure suitable, adequate and timely risk assessment.
- Examples of what can be done:
 - CEO or Company Directors to ensure that risk assessment is done, control measures are effective, and risks are updated; eg
 - after an incident,
 - when new info or new scenarios (such as a pandemic) are known,
 - before deploying new equipment and introducing new work procedures,
 - when new WSH rules and guidelines are introduced.

•CORE

•Review WSH management systems to ensure they are highly effective.

•**Measure 12:** Recognise and reward workers' efforts towards achieving good WSH performance.

•Examples of what can be done:

- Recognise mental well-being champions / peer supporters. [For companies with manual work]
- Celebrate workers that report near-misses or warn their co-workers of risks.
- Provide a bonus for workers that meet safety performance standards; eg drivers that attain a certain number of hours without traffic infringement

•**Measure 13:** Endorse immediate remedial/disciplinary action to address workers' repeated non-compliance with safe work procedures.

•Examples of what can be done:

[For companies with manual work]

- Establish a system to counsel workers with repeated non-compliance to safe work procedure; to consider sterner disciplinary action for recalcitrant cases.

•CORE

- Empower workers to actively engage in WSH.

•**Measure 14:** Ensure processes are in place for workers to receive info on WSH risks and safe work procedures in a timely manner.

•Examples of what can be done:

- Establish process for regular WSH info sharing to all workers; eg
 - WSH incidents & hazards
 - WSH Alerts on recent fatal accidents (from WSH Bulletin)
 - New WSH regulatory requirements

•**Measure 15:** Set up reporting systems, encourage proactive reporting, and ensure proper follow-up to address WSH issues.

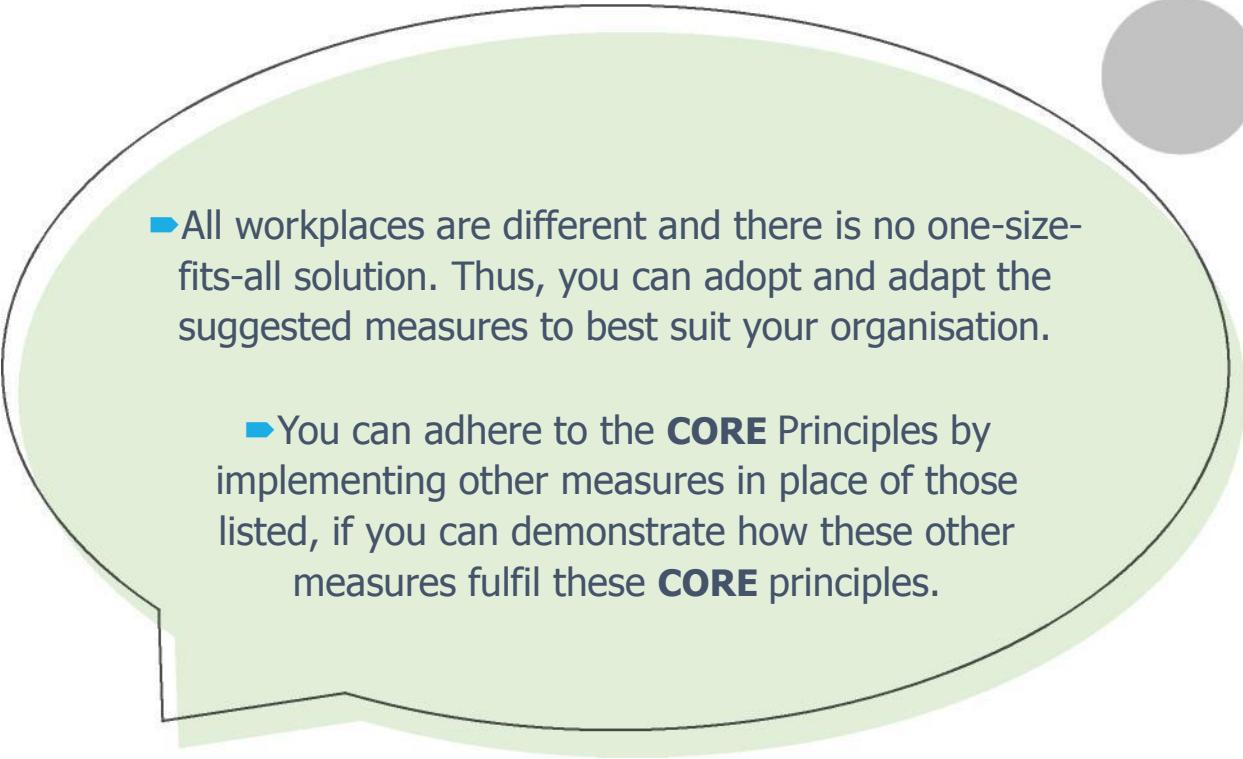
•Examples of what can be done:

- CEO or Company Directors to ensure that reporting system is available and known to all workers and members of the public for:
 - WSH incidents (including workplace harassment and bullying),
 - Near misses
 - WSH concerns
- CEO or Company Directors to assure workers of safeguards for reporting:
 - No penalties for speaking up
 - Keep identities confidential
 - Allow all workers to stop work if they sense red flags

•CORE

- Empower workers to actively engage in WSH.

- Measure 16:** Commit resources and protected time for workers to undergo WSH training and refresher courses.
 - Examples of what can be done:
 - Ensure that HR or WSH professionals identify suitable WSH training; eg on identifying signs of mental distress, on physical safety risks
 - CEO or Company Directors to allocate budget and protected time for WSH training, refresher courses, workshops
- Measure 17:** Involve workers in the development and implementation of strategies/programmes to improve WSH.
 - Examples of what can be done:
 - CEO or Company Directors to include WSH considerations in work planning sessions.
 - Involve union leaders (if applicable) in WSH improvement plans. [For companies with manual work]
 - Involve contractors' and vendors' WSH teams in WSH improvement strategies/programmes.

- 
- ▶ All workplaces are different and there is no one-size-fits-all solution. Thus, you can adopt and adapt the suggested measures to best suit your organisation.
 - ▶ You can adhere to the **CORE** Principles by implementing other measures in place of those listed, if you can demonstrate how these other measures fulfil these **CORE** principles.

There are resources listed in the Code of Practice. You can refer to the FAQ on WSH Council's website to find answers to questions you may have. Should you need more guidance, you can write to:

- Ministry of Manpower at <https://www.mom.gov.sg/contact-us>
- Or email WSH Council at contact@wshc.sg

Capability and culture building



StartSAFE	<p>Free programme that helps SMEs to identify WSH risks and implement good WSH practices, and to motivate them to join bizSAFE and continue their journey in creating safe and healthy workplaces.</p> <p>URL: https://www.tal.sg/wshc/programmes/startsafe</p>	
bizSAFE	<p>Nationally recognised capability building programme to help companies build up WSH capabilities. It is a five-step programme, beginning with Level 1 as an induction for the top management of organisations.</p> <p>URL: https://www.tal.sg/wshc/programmes/bizsafe/about-bizsafe</p>	
CultureSAFE	<p>CultureSAFE is a free, voluntary tool that helps companies to understand the current state and cultivate a progressive WSH culture.</p> <p>URL: https://www.tal.sg/wshc/programmes/culturesafe</p>	
Total WSH	<p>Free programme where Total WSH Service Providers will educate companies to manage safety and health in an integrated way and educate workers on how to better take care of their safety and health through modular activity packages.</p> <p>URL: https://www.tal.sg/wshc/programmes/total-workplace-safety-and-health</p>	
WSH Advocate	<p>Free programme that supports building a WSH culture across all levels of the organisation, through identifying suitable representatives from different levels (senior leadership, line or team management and workers or members) and empowering them to engage their peers in improving WSH.</p> <p>URL: https://www.tal.sg/wshc/programmes/wsh-advocate</p>	

Mental well-being at the workplace

iWorkHealth	<p>Free, online, company-administered psychosocial health assessment tool for companies and their workers to identify key workplace stressors and assess workers' state of mental well-being.</p> <p>URL: https://www.iworkhealth.gov.sg</p>	
A Playbook on Workplace Mental Well-Being	<p>Free playbook to provide actionable guidance to organisations to support employees' mental well-being at the workplace (e.g. through plug-and-play templates and tips to implement mental well-being initiatives).</p> <p>URL: https://www.tal.sg/wshc/resources/publications/guides-and-handbooks/a-playbook-on-workplace-mental-well-being</p>	

WSH Technology

WSH Tech Resource Guide	<p>A compilation of available government support schemes that industry can tap on to adopt WSH technology solutions. It also contains information on various innovation platforms that the industry can tap on to seek innovative solutions to address WSH challenges.</p> <p>URL: https://www.mom.gov.sg/-/media/mom/documents/safety-health/wsh-tech-challenge/resource-guide-grants-innovation-challenges.pdf</p>	
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Check company's WSH performance

CheckSAFE

Online portal to check and compare companies' WSH track records, including injury and enforcement data, thus allowing more informed choice of vendors, contractors or partners.

URL: <https://www.mom.gov.sg/workplace-safety-and-health/checksafe>



Report workplace incidents or unsafe workplace practices

Report WSH incidents

Online channel to report work-related incidents to the Ministry of Manpower.

URL: <https://www.mom.gov.sg/eservices/services/wsh-incident-reporting>



Report unsafe workplace practices or conditions

Online channel to report unsafe workplace practices or safety lapses to the Ministry of Manpower.

URL: <https://www.mom.gov.sg/eservices/services/report-an-infringement>



Other resources

Code of Practice on WSH Risk Management	<p>Establishes the minimum requirements and duties for implementing workplace risk management in Singapore and provides guidance on its implementation.</p> <p>URL: https://www.tal.sg/wshc/resources/publications/codes-of-practice/code-of-practice-on-wsh-risk-management</p>	
WSH Alert	<p>Free subscription service on incident notifications, providing a brief incident description and list of recommendations that companies can take to prevent recurrence of similar incidents.</p> <p>URL: https://www.tal.sg/wshc/resources?childType=WSH%20Alerts</p>	
WSH Bulletin	<p>Free e-newsletter on the latest WSH news and regulatory announcements, WSH Alerts, incident notifications and advisories, events and programmes.</p> <p>URL: https://www.tal.sg/wshc/resources?childType=WSH%20Bulletins</p>	

4. Preparing a WSH policy for your organization

Organizational WSH policy



The WSH policy provides

- ▶ A sense of direction for the management of WSH

A good WSH policy well implemented results in

- ▶ High standards of workplace health and safety

Organisational WSH policy should include:

Overall safety and health objectives

WSH objectives give

- overall direction and
- long term goal of the company

Organisations should

- Establish and maintain documented WSH objectives at
 - each relevant function
 - each level

WSH Policy

1. **Commitment to elimination of risks and prevention of accidents**
2. **Commitment to legal compliance**
3. **Involvement of all stakeholders**
4. Continual improvement
5. Clear delegation of roles and responsibility

WSH Policy

- The WSH policy shall be signed by the top management.
- It shall be reviewed every year
- The policy statement should be displayed at all prominent places of the worksite
- All employees and staff should be briefed or trained with the WSH policy

Commitment to compliance of relevant WSH legal and other requirements

Regarding the applicable legislation, the main Acts are:

- ▶ WSH Act and its Subsidiary Legislations
- ▶ WSH (Risk Management) Regulations
- ▶ WSH (General Provisions) Regulations

WSH policy

A WSH policy must include the following commitment statements:-

- Provide safe and healthy working conditions - for the

- Prevention of work- related injury and ill health

- Fulfilment fulfil legal requirements and other requirements

- Eliminate hazards and reduce OH&S risks

- Continual improvement of the OH&S management system

- Consultation and participation of workers

Case study -1



Construction Company Fined S\$200,000 After 560kg Steel Beam Crushes Worker To Death In Tuas

Construction Company Fined S\$200,000 Over Death Of Worker At Tuas Factory

Hai Leck Engineering & Construction, the construction company that employed the worker who was crushed to death by a steel beam in Tuas, has been fined S\$200,000.

The fatal workplace accident in Oct 2020 involved a 560kg steel beam that fell on and crushed 39-year-old lifting supervisor Murugan, killing him on the spot.

At the time, the Ministry of Manpower (MOM) ordered the company to temporarily stop all loading, unloading, and delivery works.

Since then, authorities have found them to be in violation of workplace safety and health regulations, leading to the fine.



WHERE THE JOURNEY BEGINS

Version 1.0 Aug 2023

Construction company didn't take adequate safety measures While Hai Leck Engineering & Construction had conducted a risk assessment for the structural engineering project, the prosecution found that they did not implement appropriate risk control measures, Lianhe Zaobao reported.

Measures included using suitable transport vehicles and securing equipment.

This meant that Hai Leck Engineering & Construction failed to adequately ensure the stability of the load that Murugan and his colleagues were delivering.

Furthermore, the company had not established proper safety procedures or provided adequate guidance and information to its employees.

Case study -2

Foreign worker sues company for S\$100,000 in damages after fracturing leg alighting from overcrowded lorry

The director of the company had admitted that he had not "addressed his mind" on the safety of the workers when boarding or alighting from the lorry.



SINGAPORE: A man who fractured his leg while alighting from a lorry that was ferrying 24 workers sued his company for damages over its negligence, saying the firm had failed to provide a safe system of alighting from the lorry or any safe system to transport workers.

In a judgment made available on Thursday (Aug 17), District Judge Tan May Tee ruled in favour of the worker, Mr Ramalingam Murugan, with damages to be assessed at a later stage.

In response to queries from CNA, Mr Murugan's lawyer Mr Muhamad Ashraf Syed Ansarai said his client was seeking about S\$100,000 (US\$73,400) in damages.

The judge ruled that a safe system of work is required, even for boarding and alighting from a lorry. The previous position was that this was a simple task that did not require any safe system of work, said Mr Muhamad Ashraf.

Mr Murugan, a 37-year-old Indian national, was working as a structural steel and ship painter for marine vessel repair company Rigel Marine Services at the time of the accident on Jan 3, 2021.

At around 7am that day, Mr Murugan was being transported from his dormitory to his company premises at 11A Joo Yee Road in the back of a 12-foot lorry with other workers.

The workers were to alight when they got to the worksite. They would then be transferred to another lorry and ferried to a work location.

Form a group of 4 or 5 people and discuss the case study

S No	Points to discuss	Recommendation/preventive measure
1	Who is responsible for this non compliance Under WSH act ?	
2	If you think CEO is responsible for this non compliance, explain why ?	
3	If you think CEO is not responsible for this non compliance, explain why	
4	As a CEO how do you handle this non compliance in your organization	

WSH POLICY SAMPLE

OCCUPATIONAL HEALTH AND SAFETY POLICY

SGR ENGINEERING SERVICE PTE. LTD recognizes the importance of providing all employees, customers and contractors with a safe and healthy work environment.

In supporting this philosophy, the company commits toward the prevention of ill-health & injury to personnel, damages to the property and the environment by:

- > Adapting safe working practices in line with national and international safety regulations and standards and continually improves its effectiveness by establishing OHS objectives & targets;
- > Providing safe and well maintain tools and equipment to all employees;
- > Comply with all applicable OHS legal and other requirements;
- > Conform to the requirements of ISO 45001:2018 standards;
- > Provide training to all employees to enhance their competence and awareness;
- > Establish, implement, maintain a recognized OHS management system and communicate this policy to all the persons working for or on behalf of our company;
- > Involve all employees in workplace safety, health & security issues including risk assessments and solicit their recommendations for continual improvements;
- > Committee to manage & respond to terror threats.

Occupational Health & Safety Policy and OH&S objectives shall be reviewed at least once in a year and will be made available to public, customers, suppliers and any other interested parties upon request or whenever necessary.

Approved by,

Mr. Subramaniyan Govindaraju
Director,
SGR ENGINEERING SERVICE PTE. LTD



SGSECURE

STAY ALERT. STAY UNITED. STAY STRONG.

WHERE THE JOURNEY BEGINS

Version 1.0 Aug 2023



bizSAFE Level 2

WHERE THE JOURNEY BEGINS

Version 1.0 Aug 2023

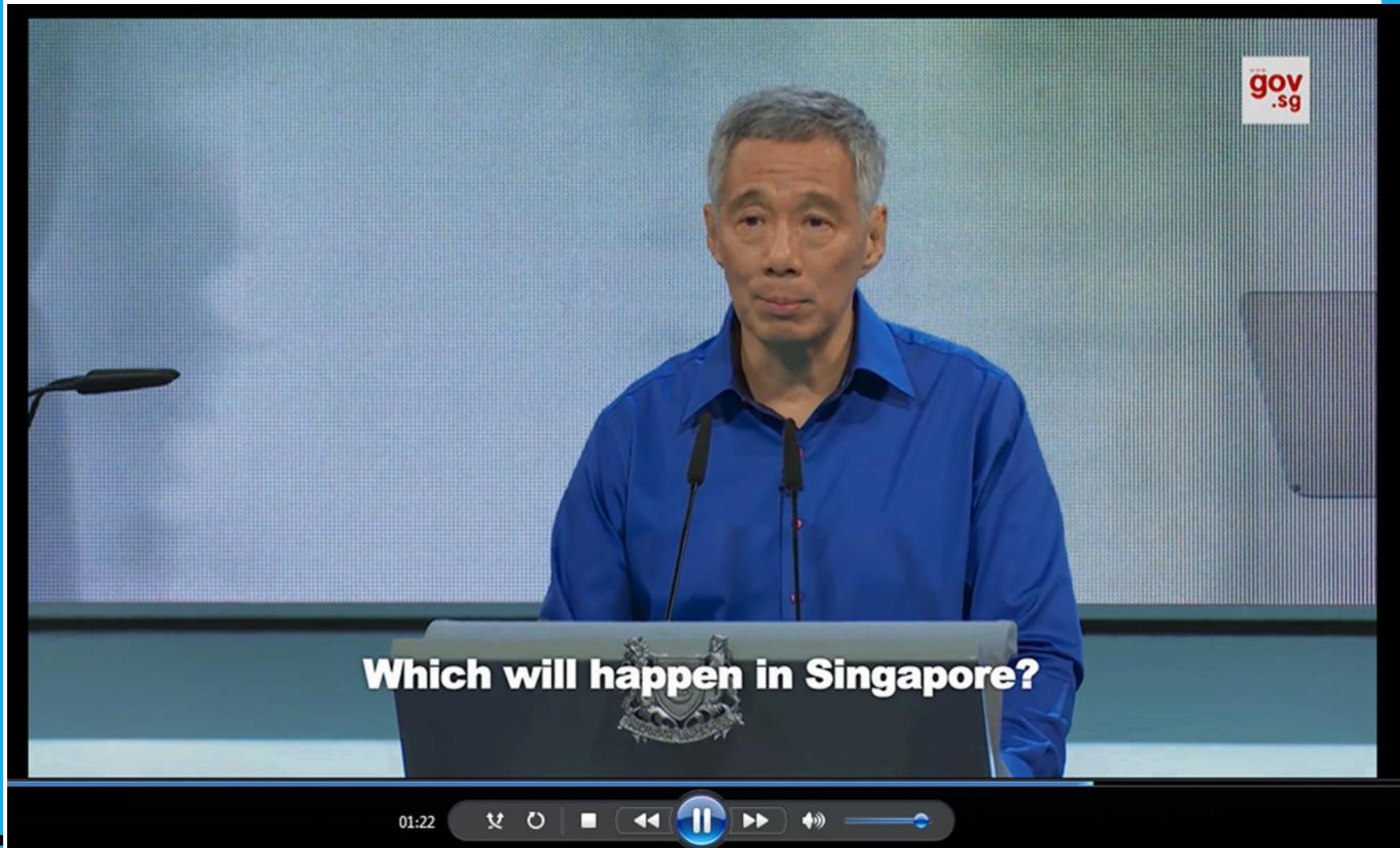


What is SGSECURE ?



SGSecure is a **national movement** to sensitise, train and mobilise our community to play a part to prevent and deal with a terrorist attack.

It is how the whole of Singapore can come together in **response** to the terror threat, and **safeguard** our way of life.



Version 1.0 Aug 2023

Incorporation of SGSecure into bizSAFE framework



Businesses can take steps to protect themselves from terror attacks

VIGILANCE



Staying alert
to ever-present security
threats.

- ✓ Train workforce to be alert to unusual behavior or items in surroundings.
- ✓ Know how to report these to authorities

COHESION



Staying united
as one people during
peacetime and in crisis.

- ✓ Imbue the need to cherish and safeguard Singapore's multi-racial and multi-religious social fabric.

RESILIENCE



Staying strong
to be resilient and bounce
back quickly in a crisis.

- ✓ Enable workforce to protect themselves and others during an attack.
- ✓ Strengthen preparedness through exercises and skills training.

Key Initiatives to strengthen response to terror attacks

- As organisations:
- **Prepare your workforce**
 - Train to become “Prepared Citizens”.
 - ✓ Employees to be briefed on “Run, Hide, Tell”, “Press, Tie, Tell” advisories and be aware of evacuation routes, etc.
 - ✓ Employees to download the SGSecure mobile app and complete the SGSecure e-learning.
 - Build a harmonious, inclusive and cohesive workplace.
 - Identify and develop a team of responders.

Key Initiatives to strengthen response to terror attacks

- As organisations:
 - **Protect your workplace**
 - Identify terror threats and prepare mitigation and response plans
 - Have BCPs, conduct regular exercises and protect IT systems and data.
 - **Partner your community**
 - Develop a support network to deal with security incidents in immediate vicinity.
 - Reach out to stakeholders and enhance communication capabilities, so as to act swiftly and decisively during crises.
 - **Embrace SGSecure** as part of your corporate culture and WSH policy.

Appoint an SGSecure Representative

- To raise preparedness against terrorism, all employers are strongly encouraged to appoint an **SGSecure Representative for Workplaces**.
- Role of SGSecure Rep:
 - ✓ Champion SGSecure during peacetime.
 - ✓ Work with employer to implement SGSecure initiatives.
 - ✓ Be the POC between company and MOM during crises.
- Expectations:
 - ✓ No legal liabilities for representative.
 - ✓ No specific training requirements but must be capable of achieving the task of making workplaces safe, healthy and secure.
- **Register representative at www.mom.gov.sg/sgsecure to receive direct updates on the latest SGSecure information and opportunities to network with the SGSecure business community.**

What does it mean for the RM Team?

- Be equipped with **risk assessment and management skills** to help your workplace mitigate potential terror threats.
- Ensure that all employees are **prepared** and some to take on **additional roles** to mitigate and control terror threats.
- Be ready in the event that a workplace terror attack does happen, your RM team **is prepared and able to activate the response plan to handle and recover quickly**.

What should companies do?

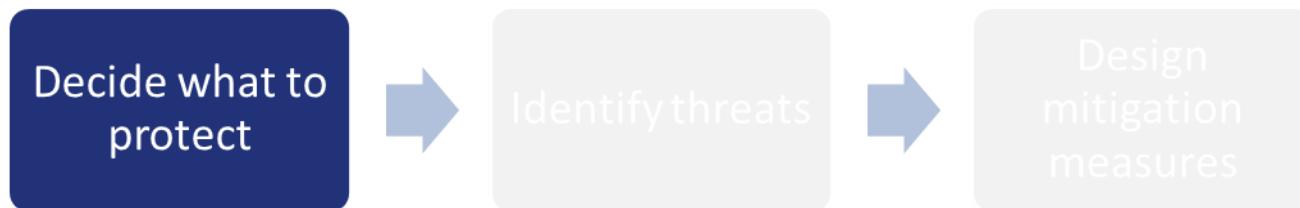
- Premise owners should implement protective security measures to mitigate risk of terrorist attacks



1. **Identify and prioritise assets** based on criticality, to determine what measures to take to protect them
2. Identify **features that increase risk / vulnerability** to specific attacks, based on the **forms that terror attacks** can take
3. Review existing security measures, **prioritise mitigation measures where risk is high**, and apply 4Ds.

What should companies do?

- Premise owners should implement protective security measures to mitigate risk of terrorist attacks



- Human Lives are the topmost priority.** Know where employees and other premise users congregate.
- Identify assets** that are essential to your functions
 - E.g. Uninterrupted Power Supply (UPS) Room, Main or Intermediate Distribution Frame (MDF IDF) Room, Sensitive Materials
- Prioritise these assets** based on how critical they are, to help you determine what measures to take to protect them.

What should companies do?

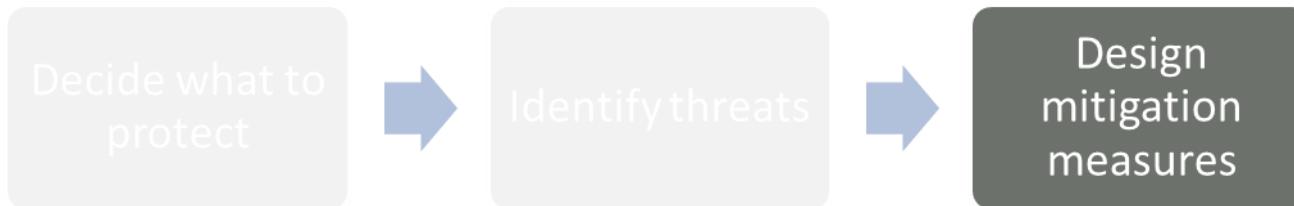
- Premise owners should implement protective security measures to mitigate risk of terrorist attacks



- Know the **various forms that terror attacks** can take:
 - Armed attacker(s)
 - Vehicles
 - Explosives
 - Chemical or biological agents
- Identify **features that increase risk of attack / vulnerability** to specific attacks
 - E.g. Areas of mass congregation, close proximity to the road

What should companies do?

- Premise owners should implement protective security measures to mitigate risk of terrorist attacks

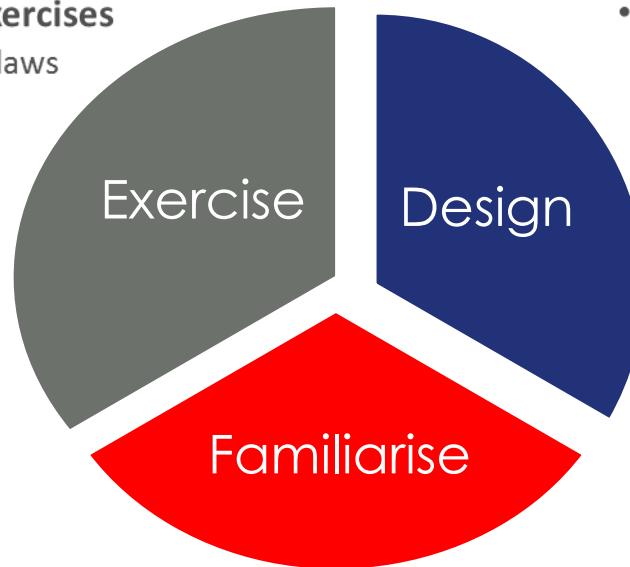


- Review existing security measures**
 - Determine effectiveness and identify gaps
 - E.g. CCTV systems, deployment of security staff, SOPs and response plans
- Prioritise mitigation measures where risk is high – **Threat, Vulnerability, Consequence**
- Apply 4Ds to mitigate risks – **Deter, Detect, Delay and Deny**

What should companies do?

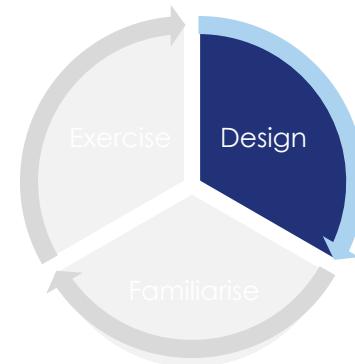
- Premise owners should prepare contingency response plans for a terror attack

- Conduct regular **exercises**
 - Identify gaps or flaws in your plans
 - Regularly review your plans
 - Familiarise** people with the contingency plan
 - Encourage staff to pick up relevant advisories and life-saving skills
- Design** a robust response considering the following principles:
 - Detect the threat**
 - Lock down your premises**
 - Get the word out**
 - Evacuate if possible**
 - Hide if not**
 - Link up with the Police**



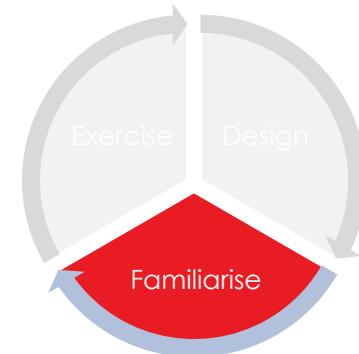
What should companies do?

- Premise owners should prepare contingency response plans for a terror attack
 - Design a robust contingency response plan, considering the following principles:
 - **Detect the threat** – Know how to spot a threat, report it, and when to trigger your contingency response
 - **Lock down your premises** – Consider having a process to lock-down the premises to prevent attackers from entering, if your premises allow.
 - **Get the word out** – Be able to inform people of an attack.
 - **Evacuate if possible** – Plan for multiple routes of evacuation, inform people to disperse from the premises
 - **Hide if not** – Designate safe rooms for people to hide in, should evacuation become impossible.
 - **Link up with the Police**



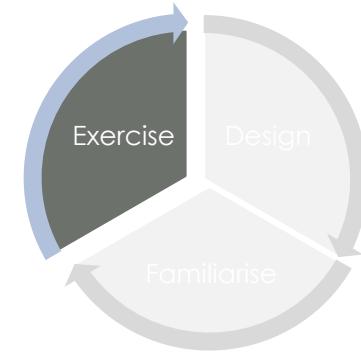
What should companies do?

- Premise owners should prepare contingency response plans for a terror attack
 - Familiarise those in your organisation with the contingency plan
 - Have a security induction for new staff
 - Discuss the plan for specific scenarios to identify possible gaps in planning
 - Encourage staff to **pick up relevant advisories and life-saving skills**
 - How to recognise and respond to suspicious items and behaviour
 - 'Run, Hide, Tell'
 - Improvised First Aid Skills 'Press, Tie, Tell'
 - Download and learn to use the **SGSecure App** to alert the Police in the event of an attack.



What should companies do?

- Premise owners should prepare contingency response plans for a terror attack
 - **Conduct regular drills and exercises**
 - Ensure all staff are familiar with evacuation routes and hiding places, as well as their roles during an attack
 - Use drills and exercises to **identify gaps or flaws** in your contingency plans
 - **Regularly review your plans** to ensure that they are feasible, up-to-date, and easy for staff to follow.



What should companies do?

- Company roles in BCP

To have channels to help employees cope with emotional impact of crises and to handle grievances/ feedback to preserve a cohesive workforce.

To plan for business continuity and enhance ability to react to business disruptions by signing up for relevant courses such as Crisis Communications and BCM certification.

To partner community and boost vigilance by registering building management or company SGSecure rep as a Safety and Security Watch Group member.

To leverage on existing easy-to-use technology such as group-based communication channels to share information and gather responses promptly.

For other measures to prepare the workforce, protect the workplace and partner the community, please refer to the **SGSecure Guide for Workplaces-“Useful Contacts” section.**

Application of Risk Assessment to Terror Attack Scenarios

Case 1: Suspicious parcel left unattended in mail room/lobby area

A suspicious parcel was left unattended in mail room/lobby area. It turned out to be:

- a) an improvised explosive device which was set off 30mins later. Explosion killed 5 people; or
- b) laced with unknown substance. Five employees who came into direct contact with parcel displayed symptoms and collapsed.

Case 2: Armed attacker

A perpetrator enters a workplace premise and starts slashing and stabbing everyone he comes across.

Case 3: Vehicle as a weapon

A perpetrator drives a vehicle into in a workplace premise(e.g. a warehouse or factory) with no intention of stopping.

Sample Risk Assessment for terror scenario at workplaces

Department:	ABC Night Club F&B department			RA Leader:	F&B Director			Approved by				Reference Number		
Process:	Serving food and beverages to customers			RA Member 1:	Senior Server									
Process/Activity Location:	123, Clark Quay, Singapore 123456			RA Member 2:	Executive Server			Signature:						
Original Assessment date:				RA Member 3:	Operations Executive			Name:						
Last review date:				RA Member 4:				Designation:						
Next review date:				RA Member 5:				Date:						
1. HAZARD IDENTIFICATION				2. RISK EVALUATION				3. RISK CONTROL						
Ref	Work Activity	Hazard	Possible injury/ill-health	Existing risk controls	Severity	Likelihood	RPN (Risk Level)	Additional Controls	Severity	Likelihood	RPN (Risk Level)	Implementation Person	Due Date	Remarks
1	Serving food and drinks at night club	Physical Hazard: Weapon assault, unmanned bag containing explosive bomb	<ul style="list-style-type: none"> • Fatality of night club staff and customers • Multiple injuries 	<ul style="list-style-type: none"> • Additional Security personnel to look out for suspicious characters 	5	4	20	<ul style="list-style-type: none"> • Placing of metal detectors at club entrance • Bouncer at door to check all bags and warm bodies 	5	1	5	RM Champion	xxxxx	

What companies should expect at bizSAFE level 3 RM audit

Incorporation of SGSecure	Expected bizSAFE Company's Deliverables
1 Does WSH policy reflect company's commitment to embrace SGSecure?	Company's endorsed WSH Policy should clearly indicate organisation's commitment to manage and respond to terror threats.
2 Is Risk Assessment (RA) being conducted to identify potential workplace terror threats?	Relevant Risk Assessments should identify at least one plausible terror threat scenario (e.g. armed attack, suspicious parcel or vehicle ramming) that is applicable to the company.
3 Does the Risk Management (RM implementation plan) address identified workplace terror threat(s)?	RM implementation plan should be approved by the top management, and include identified workplace terror threat(s) with corresponding control/ mitigating measures. It should indicate clear action items, completion dates and responsible persons.
4 Are company employees aware of SGSecure, its key tenets and the actions to be taken in the event of a terror attack?	<ol style="list-style-type: none"> 1. Company should have appointed SGSecure Rep. 2. Employees should be aware of the following: <ol style="list-style-type: none"> i. <u>Ability to explain key SGSecure tenets:</u> <ol style="list-style-type: none"> a. Run, Hide, Tell; b. Press, Tie, Tell. ii. <u>Awareness of Emergency Response Plan:</u> <ol style="list-style-type: none"> a. Emergency evacuation routes; b. Hiding locations in the workplace; and c. What to do during a lockdown procedure.

Download the SGSECURE app



1. ALERTS
Receive important alerts in the event of major emergencies.

2. REPORT
Report terror attacks in 4 simple steps:
Take A Photo, Describe Attack, State Location, Submit Report

3. EMERGENCY CALLS
Make 999 calls or alert the Police via SMS.

4. GET READY
E-learn about SGSecure and equip yourself with important knowledge and skills.

Features:

- ✓ Receives alerts during emergencies
- ✓ Subscribe to localised area alerts
- ✓ Report suspicious articles or persons, or an on-going terror attacks
- ✓ Make geo-tagged emergency calls and SMS using a quick access button
- ✓ Access SGSecure e-learning resources

Download the via IOS App Store,
Google Play or scan the QR Code



Resources on SGSecure

- www.mom.gov.sg/sgsecure
 - Take the first step by appointing an SGSecure rep now.
 - SGSecure Guide for Workplaces
- www.sgsecure.sg
 - Protective Security Advisory for Premises
 - Contingency Planning Advisory for Premises
 - SGSecure advisories and video resources on “Run, Hide, Tell”, “Improvised First Aid Skills” & “SGSecure App”



Thank you for
being part of the
SGSecure Movement

www.mom.gov.sg/sgsecure

TOTAL WSH

What is Total WSH

Total Workplace Safety and Health (Total WSH) is an approach that looks at work, safety and health together, as these areas are closely interrelated. For example, companies with good work processes have fewer accidents and cases of ill-health at work. This leads to better physical and mental well-being. It also results in increased productivity as companies that focus on safety have fewer employee injuries and companies with healthy workers tend to enjoy reduced absenteeism and are less likely to be involved in accidents arising from poor health.

Please click this links for more information

<https://www.tal.sg/wshc/programmes/total-workplace-safety-and-health>

Benefits of Total WSH

The benefits of Total WSH include:

- Healthier and more effective workforce.
- Safer workplaces and fewer employee injuries.
- Improved quality of life for employees.
- Improved employee engagement and retention.
- Improved productivity and business performance.
- Reduced absenteeism rates and healthcare costs.

Please click this links for more information

<https://www.tal.sg/wshc/programmes/total-workplace-safety-and-health>

WORKPLACE SAFETY AND HEALTH ACT
(CHAPTER 354A)

WORKPLACE SAFETY AND HEALTH
(COVID-19 SAFE WORKPLACE)

REGULATIONS 2021

PART 1
PRELIMINARY

Regulation

1. Citation and commencement
2. Scope of Regulations
3. Definitions
4. Vaccination status and vaccination information
5. 24-hour clearance

PART 2

WORK-FROM-HOME ARRANGEMENTS

6. Work-from-home arrangements for employees
7. Allowance from work-from-home arrangements
8. Duties where employee or worker required or permitted on premises

PART 3

WORKPLACE ACCESS AND VACCINATION AGAINST COVID-19

9. Meaning of “defined person”
10. Duty of occupier in relation to vaccinations, etc.
11. Duties of employer in relation to vaccinations
12. Duties of principal in relation to vaccinations
13. Duty of unvaccinated individual at work
14. Exceptional entry into workplace, etc.

Regulation

15. Collection of vaccination information

PART 4

WORKPLACE SAFE MANAGEMENT MEASURES

Division 1 — Employees’ and workers’ duties

16. Notice to employer or principal of becoming diagnosed person
17. Extended meaning of “employee”, etc., for regulation 16 notice

Division 2 — Employers’ and principals’ duties

18. Mask wearing
19. Physical distance requirement
20. Minimise physical interaction
21. Minimise working across multiple workplaces
22. Contact tracing and entry controls
23. Cleaning requirement
24. Responding to case of infection in work premises
25. Policies and procedures to ensure compliance at work premises
26. Communication to employees and workers
27. Application to sole proprietors, partners, etc.

PART 5

OFFENCES

28. Offence concerning non-reporting by diagnosed person
29. Offence of false vaccination information or false reporting by diagnosed person
30. Offence of non-compliance with safe management measures

COVID-19 Related examples. May not be applicable to other disease outbreak scenarios.

RA done for Department: Process: Process/Activity Location: Original Assessment date: Last review date: Next review date:				Title Block					RA Leader: RA Member 1: RA Member 2: RA Member 3: RA Member 4: RA Member 5:						Approved by Signature: Name: Designation: Date:				Reference Number		
Ref	Work Activity	Hazard	Possible Injury/Ill-health	RISK EVALUATION				RISK CONTROL				Additional Controls		S	L	RPN	Implementation Person	Due Date	Remarks		
1	Hazard Identification				Risk Evaluation				Risk Control												
2																					
3	Work Activity	Hazard	Potential Injury or Ill-health	Existing Risk Controls				Additional Controls				S L RPN				S L RPN					
4				Existing Risk Controls				Additional Controls				S L RPN				Responsible Person					
5	Office work	Contact with infected person (e.g. person at office who just returned)	Fatal Infection; Unwell with flu-like symptoms	Nil	5	4	2	1. Require workers who returned from higher-risk countries to undergo ART, monitor health, & WFH for a period before returning to the office.	5	2	1	Chen Li	D	Nil							
6							0	2. Implement SMM at the workplace, including safe distancing between staff.	0			Koon (HR)	D	M							
7								3. Improve ventilation systems to ensure good air circulation in the workplace.					M	M							
8								4. Strongly encourage or mandate workers' vaccination before returning to the workplace.					YY	YY							
9																					
10																					
11																					
12																					
13																					
14																					
15																					

Notes: ART = Antigen Rapid Test, SMM = Safe Management Measures (SMM)

RA done for Department: Process: Process/Activity Location: Original Assessment date: Last review date: Next review date:			RA Leader: RA Member 1: RA Member 2: RA Member 3: RA Member 4: RA Member 5:					Approved by Signature: Name: Designation: Date:				Reference Number			
			Title Block												
Ref	HAZARD IDENTIFICATION		RISK EVALUATION					RISK CONTROL							
	Work Activity	Hazard	Possible Injury/Ill-health	Existing risk controls	S	L	RPN	Additional Controls	S	L	RPN	Implementation Person	Due Date	Remarks	
1	Hazard Identification		Risk Evaluation					Risk Control							
2															
3	Work Activity	Hazard	Potential Injury or Ill-health	Existing Risk Controls	S	L	RPN	Additional Controls	S	L	RPN	Responsible Person	Due Date	Remarks	
4															
5	Worker	Contact	Fatal	Rostered	5	3	1	Require worker to take ART test and monitor symptoms at home.	5	2	1	Prabu	D	Nil	
6	exposed to a higher risk of COVID-19	with COVID-19 Case,	Infection;	Routine Test (RRT),			5	worker to take ART test and monitor symptoms at home.	0	N.	D		M		
7	exposure to COVID-19 cases e.g.	Person(s) under Quarantine	Unwell with flu-like symptoms	Temperature screening				Disallow workers' return to workplace if unwell.					M		
8													M		
9													YY		
10													YY		
11															
12															
13															
14															
15															

Notes: ART = Antigen Rapid Test

Below are COVID-19 related examples. They may not be applicable to other disease outbreak scenarios.

Other considerations for COVID-19 at the workplace may include the following:

Worker in contact with a confirmed COVID-19 case in the last 14 days.

Worker on medical leave (doctor-issued MC) for COVID-19 symptoms.

Person(s) staying with the worker in the same residence are issued with Quarantine Order (QO), Stay-Home Notice (SHN), Leave of Absence (LOA).

Controls may include safe distancing, the wearing of facemasks, personal hygiene discipline, and isolation by Working from Home (WFH).

For COVID-19, do refer to the MOM and MOH websites, and the BCA, NEA and MOH's Guidance on Improving Ventilation and Indoor Air Quality in Buildings amid the COVID-19 situation for the latest updates.

MOM: <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures>

MOH: <https://moh.gov.sg>

BCA, NEA and MOH's Guidance on Improving Ventilation and Indoor Air Quality in Buildings amid the

COVID-19 situation: https://www.nea.gov.sg/our-services/public-cleanliness/Environmental-cleaningguidelines/advisories/guidance-on-improving-ventilation-and-indoor-air-quality-I_covid-19-situation

Examples Relating to Personal Health-Risk Situation

RA done for Department: Process: Process/Activity Location: Original Assessment date: Last review date: Next review date:				RA Leader: RA Member 1: RA Member 2: RA Member 3: RA Member 4: RA Member 5:						Approved by: Signature: Name: Designation: Date:										
Ref	Work Activity	HAZARD IDENTIFICATION		RISK EVALUATION				RISK CONTROL				Additional Controls	S	L	RPN	Implementation Person	Due Date	Remarks		
		Hazard	Possible injury/Ill-health	Existing risk controls	S	L	RPN	Additional Controls	S	L	RPN									
1	Hazard Identification			Risk Evaluation				Risk Control												
2																				
3	Tower Crane Lifting Operation	Runaway crane operation with unconscious operator (e.g. Operator with uncontrolled high-blood pressure)	Fatality	Medical examination for crane operators age 50 and above	5	3	1	Job redesign for operators with such chronic conditions. Regular Health Screening with close follow-up. Targeted wellness programs for persons with chronic health conditions	5	2	1	Abdul	D	Nil						
4																				
5																				
6																				
7																				
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Notes:

Examples Relating to Mental Well-Being

RA done for Department: Process: Process/Activity Location: Original Assessment date: Last review date: Next review date:				RA Leader: RA Member 1: RA Member 2: RA Member 3: RA Member 4: RA Member 5:				Approved by: Signature: Name: Designation: Date:				Reference Number		
Ref	HAZARD IDENTIFICATION			RISK EVALUATION				RISK CONTROL				Remarks		
	Work Activity	Hazard	Possible Injury/Ill-health	Existing risk controls	S	L	RPN	Additional Controls	S	L	RPN	Implementation Person	Due Date	
1	Hazard Identification			Risk Evaluation				Risk Control						
2														
3														
4	Work Activity	Hazard	Potential Injury or Ill-health	Existing Risk Controls	S	L	RPN	Additional Controls	S	L	RPN	Responsible Person	Due Date	Remarks
5	Interactions with supervisors and co-workers	Workplace Harassment (e.g. Supervisor repeatedly emails subordinate)	Suicidal tendency, Stress and anxiety	Nil	5	3	1	Establish Ombudsman to provide independent, impartial, confidential and informal assistance.	5	2	1	Sue Foo	D	Nil
6							5			0			D	
7													M	
8													M	
9													M	
10								Provide confidential access to counsellors to support suicidal tendency management, and stress and anxiety management.					YY	
11														
12														
13														
14														
15														

Notes:

Employee's mental well-being can be affected by psychosocial hazards. Other considerations may include:

- a) Uncertainty (e.g., about what is expected, how long arrangements can last, impact on pay or working hours).
- b) Workload and work pace (e.g., tight deadlines, irregular work volume).
- c) Working hours (e.g., unpredictable hours, reduced or extended hours, new shift patterns, unclear after-hours work communication).
- d) Role ambiguity (e.g., no clearly defined job scope, increasing roles within same job position).
- e) Lack of control (e.g., rapid changes in risk levels, leading to sudden enforcement or easing of restrictions or modified ways of working).
- f) Lack of social support (e.g., loneliness, physical isolation, communication challenges).
- g) Impacts of prolonged isolation and remote working (e.g., fatigue, unsuitable working conditions, lack of social support, overexposure to screens).
- h) Job insecurity (e.g., concern about possible job loss, domestic financial issues).
- i) Difficulty in balancing work and home life (e.g., caregiving responsibilities, family emergencies, needing to work outside of normal working hours).

Specific roles that have circumstantial pressures and require targeted support (e.g., front-line, public facing, mobile working).

Worker's specific circumstances (e.g., belonging to a vulnerable group, bereavement, or serious illness in the family).

Workplace harassment (e.g., threatening, abusive, or insulting language, comments or other non-verbal gestures; cyber bullying; sexual harassment; stalking).

RESOURCE INFORMATION



The various literatures, journals, articles, and researched information on Develop a risk management implementation plan competency unit are listed below:

Code of Practice (2021) on *Workplace Safety and Health (WSH) Risk Management*. Singapore: Workplace Safety and Health Council. Retrieved from <https://www.wshc.sg/> accessed (Jan 1, 2022)

Workplace Safety and Health (Risk Management) Regulations (2006). Retrieved from: <https://www.mom.gov.sg/legislation/workplace-safety-and-health> accessed (Jan 1, 2022)

Workplace Safety and Health Act (2011). Retrieved from: [https://www.mom.gov.sg/workplace-safety-and-health-act/what-it-covers](https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/what-it-covers) accessed (Jan 1 2022)

A guide to the workplace safety and health risk management regulations (2006). Singapore: Ministry of Manpower, Occupational Safety and Health Division. Retrieved from <https://www.mom.gov.sg/legislation/workplace-safety-and-health> accessed (Jan 1, 2022)

bizSAFE kit (2008). Singapore: Workplace Safety and Health Council.

SS ISO 45001 (2018): Occupational Health and Safety Management systems — Requirements with guidance for use

ALARP Suite of Guidance (n.d.) Retrieved from: <http://www.hse.gov.uk/risk/theory/alarp.htm> accessed (Jan 1, 2022)

Wald, P.H., et al eds. (2001). *Physical and biological hazards of the workplace* (2nd Edition). USA: John Wiley & Sons.

Safe work in confined spaces (2011) Retrieved from <https://www.hse.gov.uk/pubns/books/l101.htm> accessed (Jan 1, 2022)

Patnaik, Pradyot, 2007. *A Comprehensive Guide to the Hazardous Properties of Chemical Substances* 3rd edition, USA: Wiley & Sons

Workplace Safety and Health (General Provisions) Regulations (2009). Retrieved from: <http://www.mom.gov.sg/> accessed June 1, 2012

Workplace Safety and Health Act (Chapter 354a) (2011). *Workplace Safety and Health (Approved Codes of Practice) Notification*. Retrieved from: [https://www.wshc.sg/wps/themes/html/upload/infostop/file/20110128acop\(1\).pdf](https://www.wshc.sg/wps/themes/html/upload/infostop/file/20110128acop(1).pdf) accessed June 1, 2012

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