



WHS Rules And Regulations For Contractors

1.0 General

- 1.1 Contractors are responsible for ensuring their workers and sub-contractors have the required qualifications, competencies or licenses to carry out specific activities that may be required by Singapore's laws and regulations.
- 1.2 Contractors are responsible for ensuring all instruments, machineries; tools (including hand-tools, electrical and mechanical tools) or vehicles have the appropriate certificates, permits or licenses from the relevant authorities before being used inside SATS premise.
- 1.3 Contractors are responsible for ensuring all machineries, tools or vehicles are properly and safely used according to their intended purpose and design. No modification shall be made unless approved by the manufacturer or relevant authorities.
- 1.4 Use of SATS tools, equipment or machineries are not allowed without the prior approval of the Work Coordinator.
- 1.5 All operating permits, licenses or apparatus granted by the relevant local authority are to be submitted to the WHS Personnel upon request.
- 1.6 Contractors are to observe and adhere to all posted "Danger", "Warning", "Caution" and "Notice" signs.
- 1.7 Smoking is strictly prohibited within SATS premises except at Designated Smoking Areas.
- 1.8 Lockout and Tag out should be implemented when servicing, inspecting, repairing, cleaning or maintaining machineries or equipment in SATS where the unexpected energization, start-up or release of stored energy sources could cause injury to the worker.
- 1.9 Risk Assessment SHALL be conducted and established for works as prescribed in the WSH Risk Management Regulation.
- 1.10 Contractors shall comply with all applicable Singapore Workplace Safety and Health legislations, regulations and others requirements, inclusive of SATS safety rules and regulations.

2.0 Hazardous Areas

- 2.1 Certain areas/rooms and operations within SATS site where extra precautions shall be taken because of the nature of the hazards. Before entering any of the following areas or starting work on any operations within these areas, Contractors are required to check with the Work Coordinator for applicable WSH rules:
 - 2.1.1 High Voltage Electrical Areas
 - 2.1.2 Waste Water Treatment Plant
 - 2.1.3 Chemical Storage Areas
 - 2.1.4 Utility Shafts housing, Overhead Pipes and Ducts and Confined Spaces

3.0 Overhead Work

- 3.1 No overhead work over roadways or passageways shall commence until adequate precautions have been taken to ensure the safety of persons and property below.
- 3.2 Relocation of personnel shall be completed prior to commencement of work and maintained throughout the overhead work period. The contractor shall make all personnel relocation requests to the SATS Work Coordinator.



WHS Rules And Regulations For Contractors

3.3 Contractors are not permitted to crawl along and/or step on ductworks, cable trays, pipings or other building structures.

4.0 Housekeeping

4.1 Materials should be carefully located and stacked so that they does not block Aisles, Doors, Fire Fighting Equipment, Eyewash Stations, First Aid Boxes, SDS Stations, Chemical Spill Kit, Fixed Ladders, Electrical Equipment or Stairways.

4.2 Nails protruding from boards shall be removed.

4.3 Concrete form and scrap lumber and all other debris shall be kept clear from all work areas.

4.4 Combustible scrap, waste materials and debris shall be removed from the building or job site on a daily basis, preferably at the time of strip-out and disposed of at the designated collection points.

4.5 Overhead storage of debris, tools, equipment, pipes, etc. are prohibited. No loose material shall be left in the area above suspended ceiling panels.

4.6 The work area shall be kept free from any potential tripping hazards.

4.7 Do not obstruct passageways and exits.

5.0 Floor Openings

5.1 Substantial barriers, railings, and covering material shall be used to guard floor openings. Contractors shall supply all materials required for covering floor openings.

6.0 Chemicals

6.1 Contractors shall submit the most recent copies of the Safety Data Sheets (SDS) to the SATS Work Coordinator for any chemicals they plan to use in SATS premises. All SDS shall be submitted and approved for use by WSH Personnel prior to the contractor starting work.

6.2 All chemicals used shall be in their original container with the original vendor labels or properly-labeled secondary container. The labels shall include the chemical constituents, hazard information, safety precautions and specifications for proper use.

6.3 Contractors are responsible for conducting "Hazard Communication" sessions with their workers and Sub-Contractors in accordance with regulatory requirements.

6.4 All work with chemicals shall be carried out with minimal exposure to the contractors and SATS personnel.

6.5 All chemicals for the contract shall be purchased and supplied by the contractor, unless the contract specifically states otherwise. The proper disposal of used chemicals is at the expense of the contractor.

6.6 Contractors are advised that there are some areas of SATS where hazardous chemicals are present. It is the contractor's responsibility to review all areas of his work and determine if a hazard to his personnel exists. Upon request, SATS will provide the necessary information for the contractor regarding hazardous chemicals used in its facilities.

6.7 Contractors shall prevent contaminated water from escaping into open drains and/or public sewer or any chemical spillage causing water and soil contamination.

6.8 Contractors shall not store any chemicals at SATS premises, including overnight storage, unless prior approval by the Work Coordinator is obtained.



WHS Rules And Regulations For Contractors

6.9 Adequate ventilation shall be provided and maintained at all times where flammable and/or toxic chemicals are used.

6.10 Flammable, oxidizer and corrosive liquids shall never be stored together.

7.0 Ladders

7.1 Contractors are required to provide their own ladders, with their company's identification clearly visible. Under no circumstances shall contractors utilize SATS ladders for carrying out their work.

7.2 When using a ladder in aisles, lobby, cafeteria or any other areas which are freely accessible to personnel and are not designated as a "construction area", the area around the ladder are to be barricaded with ropes and stanchions or cones. Contractor may station their own employees to direct personnel around the ladder and work area.

7.3 The use of ladders with broken or missing steps/rungs, broken side rails or other faults and defects are prohibited.

7.4 Ladders shall not be placed adjacent to doors unless the doors are locked or guarded.

7.5 Metal ladders shall not be used when working on any electrical systems unless properly insulated.

7.6 Contractors shall not use any ladders in an unsafe manner. This includes, but is not limited to, standing on the top step, as well as no second party holding the ladder.

7.7 Ladders are not to be set-up and left unattended. Ladders not in use should be stored in a secure area.

7.8 Permit-To-Work at Height are required for any work above 2 (two) meters.

8.0 Compressed Gas Cylinders

8.1 All compressed gas cylinders brought into the SATS shall be in good condition, correctly labeled and its content identified.

8.2 Compressed gas cylinders shall be secured (roped or chained) in an upright position at all times. Use of forklift as a mean of transportation is prohibited unless a special structure is used to uphold the cylinders.

8.3 Cylinders shall be kept at a safe distance or shielded from welding and cutting operations. Cylinders shall not be placed where they can come into contact with electrical outlet or if outdoor exposed to the sun or rain.

8.4 Cylinder valve protection caps shall be firmly installed (hand tight) when compressed gas cylinders (empty or full) are transported or stored.

8.5 The correct regulators, in proper working order shall be used for each type of gas. Regulators or regulator connections shall not be modified in any way.

8.6 Dual Flashback arrestors shall be provided on each welding hose.

9.0 Tools

9.1 Contractor shall provide their own hand and power tools required for the work. Tools shall not be provided by or loaned from SATS.

9.2 Tools used shall be of safe construction and maintained.



WHS Rules And Regulations For Contractors

9.3 When working near or inside flammable storage areas, spark resistant tools should be used to prevent the hazard of friction spark that may be an ignition source.

9.4 Defective tools shall not be used. They shall be tagged and removed from the work site immediately.

10.0 Scaffolds

10.1 Suitable and sufficient scaffolds should be provided to workers for all work that cannot be safely done at height from a ladder or by other means.

10.2 All types of scaffolds shall be erected and used by contractor with proper supervision and in accordance with Regulatory requirement.

10.3 Permit-To-Work at Height are required when contractor erects fixed or mobile scaffolds in SATS.

11.0 Cranes And Hoists

11.1 Contractors shall not be permitted to use SATS hoists without prior permission from SATS Work Coordinator.

11.2 Crane lifts shall not be attempted over or adjacent to any occupied areas. If such works are necessary, it shall be coordinated with the SATS Work Coordinator and the occupied area shall be cleared of all personnel prior to the lift.

11.3 Hoisting devices such as slings, chains, spreaders, grabs, etc., used in conjunction with hoists or cranes shall be designed and fabricated to meet the work requirements. Swivel type, self-catching safety hooks shall be used for the load hook.

11.4 Contractors' cranes and hoists used at SATS shall meet Regulatory requirements and have current certifications available for examination as required.

12.0 Electrical

12.1 The contractor shall not perform any work on **ENERGIZED** (Live) electrical panels, distribution boards, bus ways or other electrical devices, which may expose personnel to accidental contact with energized parts.

12.2 All electrical equipment should be equipped with electric grounding unless they are manufactured as double insulated equipment.

12.3 Extension cords shall be the three-wire type for grounded tools (two-wire is acceptable for double insulated tools) and shall be protected from damage. Worn or frayed cords shall not be used. Cords shall not be run through doorways where the door could cut or damage the cord. Spliced cords shall be connected with proper connector and not insulation tape.

12.4 No wiring shall be left on the floor ground or the floor where there is vehicular or human traffic. If unavoidable, the wiring shall have adequate mechanical protection to withstand the wear and abuse to which it may be subjected.

12.5 Portable electrical tools should be equipped with a Residual Current Device for earth leakage protection.

12.6 Do not overload any electrical circuit.



WHS Rules And Regulations For Contractors

13.0 Excavation

- 13.1 All excavation works shall be carried out in accordance with Regulatory requirements. The detection of underground utilities should be conducted prior to the excavation.
- 13.2 Contractors shall inform WSH personnel before the start of any excavation work.

14.0 Personal Protective Equipment

- 14.1 The type of protective equipment to be worn shall be determined by the degree of exposure to potential hazards. All protective equipment and clothing shall be provided by the contractor and shall comply with all applicable Regulatory requirements.
- 14.2 Suitable eye protection equipment shall be used while engaged in welding, cutting or grinding any material where flying particles may endanger the eyes.
- 14.3 Safety harness shall be worn when working above 2 (two) meters on unguarded platforms and on straight or extension ladders when the work involves pushing, pulling or action, which may dislodge the person from the ladder. DO NOT secure safety harness to sprinkler or utility pipings.
- 14.4 Hard Hat and safety shoes shall be worn at the designated areas. Hearing Protection shall be worn when using noisy equipment that generate noise of more than 85dBA or working in areas which are identified as high noise level. Areas with high noise level are identified with "Ear Protectors Shall Be Worn" Notice Sign.

15.0 Accidents And First Aid

- 15.1 Contractors who are injured shall be given prompt and proper medical attention at the SATS In-house Clinic or first aid station by certified first aiders.
- 15.2 Contractor shall notify their Work Coordinator immediately in case of any accidents/incidents or first aid cases.
- 15.3 Contractors shall cooperate with and assist the Work Coordinator in completing the Incident & Near-Miss Investigation Reports.
- 15.4 It is the contractors' responsibility to notify relevant authorities as required in compliance with Regulatory requirements.

16.0 Confined Space Entry

- 16.1 A Confined Space Entry Permit is required when contractors are carrying out work in confined spaces. Confined spaces are areas that may have atmospheric or physical hazards that could affect the safety of employees who enter them. It is not designed for continuous human occupancy and has a limited means of entry or exit. These areas include, but are not limited to pits, tanks, duct, manholes and trenches.
- 16.2 Contractors are responsible for the full compliance with the conditions stipulated in the approved Confined Space Entry Permit.

17.0 Hot Work

- 17.1 A Hot Work Permit is required when contractors perform Hot Work. Hot Works are defined as work that involves welding, flame cutting, gas soldering, brazing, burning or any work that generate sparks.



WHS Rules And Regulations For Contractors

17.2 Contractors are responsible for the full compliance with conditions stipulated in the approved Permit.

18.0 Emergency Response & Action

18.1 Contractors shall be familiar with the escape routes and assembly area in case of any emergency. Check with the SATS's Work Coordinator to be aware of applicable *Emergency Evacuation Instructions*.

18.2 The main Contractor's Supervisor is responsible to account for their own employees and Sub-Contractors working in SATS in the event an emergency where evacuation is required. He/she shall inform SATS's Work Coordinator if any person is not accounted for.

18.3 Contractors shall be aware of the nearest location of the emergency response equipment such as eye wash station, first aid station and fire extinguishers etc.

- ***This SATS WSH Rules And Regulations shall continue to be enforced for all Contractors subsequent work engagement with SATS.***
- ***The Main Contractor shall be responsible for briefing these rules and regulations to any Sub-Contractors or any person contracted or employed by them.***
- ***The Main Contractor shall be responsible for the actions of its Sub-Contractors while inside SATS premises.***

Issued By : Mr Ajay Mishra, Assistance Vice President Risk Management
Representative on behalf of SATS

Acknowledged by : _____
Name of Representative (Top Management), Designation

Signature

Company Name : _____

Date : _____