

Work Safety and Health (WSH) Rules & Regulations

The Contractor, must conform (and must ensure that its suppliers, subcontractors, agents etc conform.) fully with the Ministry of Manpower's requirements in the Risk Management Regulation readily available on the Ministry of Manpower's website.

1 General

- 1.1 Ensure 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 & Regulations.
- 1.2 Ensure all instruments, machineries; tools (including hand-tools, electrical and mechanical tools) or vehicles must have the appropriate certificates, permits or licenses from the relevant authorities before it may be used inside the Premises.
- 1.3 Ensure all machineries, tools or vehicles are properly and safely used as per their purpose and design. No modification shall be made unless otherwise approved by the manufacturer or relevant authorities.
- 1.4 Use of the company tools, equipment or machineries is not allowed without the prior approval of the Company Supervisors, For the avoidance of doubt, any use of the Company tools, equipment or machineries is at the sole risk of the Contractor and the Company shall not be responsible for monitoring the usage nor for any safety violation arising from the loan of COMPANY tools to the Contractor. The Contractor undertakes to indemnify the Company for any losses or penalties arising from any safety violation by the Contractor)
- 1.5 All operating permits, licenses or apparatus granted by the relevant local authority are to be submitted to the WSH Personnel on demand or upon request prior to any work commencement.
- 1.6 Observe and adhere to all posted "Danger", "Warning", "Caution" and "Notice" signs.
- 1.7 Smoking is strictly prohibited within The Premises except at Designated Smoking Area(s).
- 1.8 Lockout and Tag out should be implemented when servicing, inspecting, repairing, cleaning or maintaining machineries or equipment in the Company where the unexpected energization, start-up or release of stored energy sources could cause injury to the worker.
- 1.9 Risk Assessment MUST be conducted and established for works as prescribed in the WSH Risk Management Regulation.
- 1.10 Comply with all applicable Singapore Workplace Safety and Health legislations, regulations & others requirements, inclusive of the Company's safety rules and regulations.

2 Hazard Areas

- 2.1 Certain areas/rooms and operation within COMPANY Site where, because of the nature of the hazards, extra precautions must be taken. Before entering any of the following areas,

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but not limited to these areas, or starting work on any operation within these areas, the contractor is required to check with the COMPANY' Work Coordinator for a review of 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 Overhead Work

- 3.1 No overhead work shall commence if any person is present or over roadways or passageways until adequate precautions have been taken to ensure the safety of persons and property below.
- 3.2 Relocation of personnel shall be accomplished prior to and maintained throughout the overhead work period. The Contractor shall make all personnel relocation requests to the COMPANY' Work Coordinator.
- 3.3 Contractors are not permitted to crawl along and/or step on ductworks, cable trays, pipings or other building structures.

4 Housekeeping

- 4.1 Materials should be carefully stacked and located so that it 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 board must be removed.
- 4.3 Concrete forms, scrap lumbers and all other debris shall be kept clear of all work areas.
- 4.4 Combustible scrap, waste materials and debris shall be removed from the building 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. is 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 Floor Openings

- 5.1 Substantial barriers, railings, and covering material shall guard floor openings. The contractor shall supply all materials required to cover the floor openings.

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6 Chemicals

- 6.1 Contractors must submit the most recent copies of the Safety Data Sheets (SDS) to the COMPANY' Work Coordinator for any chemicals they plan to use in The Premises. All SDS must 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 containers with the original vendor labels or proper-labelled secondary container. The labels must include chemical constituents, hazard information, safety precautions and proper use specifications.
- 6.3 Contractors are responsible for conducting "Hazard Communication" sessions for their workers and Sub-Contractors in accordance with governmental requirements.
- 6.4 All work with chemicals shall be carried out with minimal exposure to Contractor and COMPANY personnel.
- 6.5 All chemicals for the Agreement shall be purchased and supplied by the Contractor, unless the Agreement specifically states otherwise. The proper disposal of used chemicals is at the expense of the Contractor.
- 6.6 The Contractor is advised that there are some areas of COMPANY 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, COMPANY will provide the necessary information to the Contractor regarding hazardous chemicals used in our facilities.
- 6.7 Prevent contaminated water from escaping into open drains and/or public sewer. Prevent any spill causing water and soil contamination.
- 6.8 Contractors shall not store any chemicals at The Premises, including overnight storage, unless prior approval by COMPANY' Work Coordinator.
- 6.9 Adequate ventilation must be provided and maintained at all times when flammable and/or toxic chemicals are used.
- 6.10 Flammable, oxidizer and corrosive liquids must never be stored together.

7 Ladders

- 7.1 The Contractor is required to provide his or her own ladders, with company identification clearly visible. In no case shall contractors utilize COMPANY ladders for carrying out their work.
- 7.2 When using a ladder in aisles, lobby, cafeteria or any other area that has free access to personnel and is not designated as a "construction area", the Contractor shall cause the area around the ladder is to be barricaded with ropes and stanchions, cones or station another Contractor's employee to direct personnel around the ladder work area.

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- 7.3 The use of ladders with broken or missing steps/rungs, broken side rails or with other faulty or defective construction is prohibited.
- 7.4 Ladders shall not be placed adjacent to a door unless the door is locked or guarded.
- 7.5 Metal ladders unless properly insulated shall not be used when working on any electrical systems.
- 7.6 The Contractor 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 2nd 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 would be required for any work above 2m.

8 Compressed Gas Cylinders

- 8.1 Any compressed gas cylinder taken into the COMPANY must be in good condition, correctly labelled and 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 a safe distance or shielded from welding and cutting operations. Cylinders shall not be placed where they can contact an electrical outlet or outdoor exposed to the sun and 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 must be provided on each welding hose.

9 Tools

- 9.1 The Contractor shall provide its own hand and power tools required for the work. Tools shall not be provided or loaned out by COMPANY.
- 9.2 Tools used must be of safe construction and well maintained at all times.
- 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.

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

10 Scaffolds

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

10.2 All types of scaffolds must be erected, used and supervised by contractor in accordance with governmental requirement.

10.3 Permit-To-Work at Height is required when the Contractor erects fixed or mobile scaffolds in COMPANY.

11 Cranes and Hoists

11.1 Contractors shall not be permitted to use COMPANY hoists without prior permission from COMPANY

11.2 Crane lifts shall not be attempted over or adjacent to any occupied areas. If such work is necessary, it shall be coordinated with COMPANY and the occupied area shall be evacuated 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 must 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 COMPANY must meet governmental and other regulatory requirements and have current certifications available for examination as required.

12 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 must not be run through doorways where the door could cut or damage the cord. Spliced cords must be connected with proper connector and not insulation tape.

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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 must be provided with 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.

13 Excavation

13.1 All excavation works must be carried out in accordance with governmental and other regulatory requirements. The detection of under ground utilities should be conducted prior to the excavation.

13.2 Inform WSH personnel before the start of any excavation work.

14 Personnel 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 regulations and 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 must be worn when working above 2 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 THE SPRINKLER OR UTILITY PIPINGS.

14.4 Hard Hat and safety shoes must be worn at the designated areas. Hearing Protection must be worn when using noisy equipment that generates 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 Must Be Worn" Notice Sign.

15 Accidents and First Aid

15.1 Contractors who are injured shall be given prompt and proper medical attention at the COMPANY In-house Clinic or first aid station by certified first aiders.

15.2 Contractor must notify COMPANY immediately in case of any accident/incident or first aid cases.

15.3 Assist COMPANY to furnish the Incident & Near-Miss Investigation Reports.

15.4 It is the Contractors' responsibility to notify relevant authorities as required under prevailing laws.

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16 Confined Space Entry

- 16.1 Confined Space Entry Permit is required when contractors are carrying out work in confined space. 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 The Contractors are responsible for the full compliance of the conditions attached within the approved Confined Space Entry Permit.

17 Hot Work

- 17.1 Hot Work Permit is required when Contractors perform Hot Work. Hot Work means any work that involves welding, flame cutting, gas soldering, brazing, burning or any work that generate sparks.
- 17.2 The Contractors are responsible for the full compliance of the conditions attached within the approved Permit.

18 Emergency Response & Action

- 18.1 All employees of the Contractor and its Sub-Contractors shall be familiar with the escape routes and assembly area in case of any emergency. Check with the COMPANY' Work Coordinator for a review of applicable *Emergency Evacuation Instructions*.
- 18.2 Main Contractor's Supervisor is responsible for accounting their own employees & Sub-Contractors working in COMPANY in the event an emergency where evacuation is required. He/she shall inform COMPANY' Work Coordinator if any person is not accounted for.
- 18.3 Know the nearest location of the emergency response equipment such as eye wash station, first aid station and fire extinguishers etc.

19 Rules/Regulations/Sub-contracting

- 19.1 The foregoing WSH RULES AND REGULATIONS stated in the above paragraphs shall continue to be enforced for all your subsequent work engagement with COMPANY.
- 19.2 The Contractor shall be responsible for briefing these rules and regulations to any Sub-Contractors or any person contracted or employed by them.
- 19.3 The Contractor shall be responsible for the actions of its Sub-Contractors, suppliers and agents while inside The Premises.

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20 Liquidated damages for non compliance of safety regulations

20.1 In the event the contractor commits any breach of or fails to comply with:

- a) any applicable laws, regulations, by-laws and codes of practice relating to safety Health Act and its regulations, and regulations under the Factories Act which have not been repealed; or
- b) any safety guidelines or measure which COMPANY has imposed in relation to the execution of the works.

20.2 Without prejudice to any other terms of the Agreement, the Contractor shall pay the following amounts to COMPANY as tabulated below:-

Penalty

Breach	Contract sum Up to \$100,000	Contract sum between \$101,000 - \$500,000	Contract sum between \$501,000 - \$2,000,000	Contract sum Above \$2,000,000
1st	\$100	\$200	\$300	\$400
2nd	\$150	\$250	\$350	\$500
3 rd and subsequent breach	Contractor shall be barred from future tender			

20.3 The Contractor shall promptly pay all sums due hereunder upon COMPANY' request. Without prejudice to any other right of action or remedy of COMPANY against the Contractor nor to any of the terms of the Agreement, in the event that the Contractor does not promptly pay any such amounts to COMPANY, COMPANY may set off and deduct such sum against any payment(s) due to the Contractor, or set off the same against the security deposit furnished by the Contractor, as COMPANY may elect in its sole discretion.