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 <p>Building and Construction Authority We shape a safe, high quality, sustainable and friendly built environment.</p>		
<u>Webinar Programme</u>		
Time	Presentation Topics	Trainer
9:00 am	<ul style="list-style-type: none"> Safe Management Measures (SMM) – Objectives and requirements Safe Management Officers – Roles and responsibilities SMM programmers Safe Distancing Measures on Site 	<ul style="list-style-type: none"> Mr Goh Chye Guan, SCAL Academy Mr Allan Low, TeamBuild
11: 30 am	Covid Safe Worksite requirements	Ms Angeline, BCA
11: 45 am	Covid Safe Workforce requirements	Ms Mei Ting, BCA
12:00 pm	Covid Safe Accommodation & Transport requirements	Mr Ted Chan, BCA
12: 15 pm	Q & A session	
12: 30 pm	End of training session	
After the training session, participants will be asked to log in to BCAA Learning Management system to take the assessment.		

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Please note for this webinar session

- Attendance will be taken during the session. Please change your name as in your NRIC/Workpass, if not you will be marked as absent.
- To facilitate smooth session, we will 'mute' all participants during throughout the webinar session.
- The Q&A session will be conducted at the end of the session. During the Q&A session, please 'Raise hand' at ZOOM when you need to speak and moderator will "unmute" the participant to ask questions.
- Please do not record the session

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Assessment to be taken at BCAA's Learning Management System

- The URL for the assessment : <https://lms.bcaa.edu.sg>
- Log in username and password, which are already emailed to you, are required.
- Please get ready with the username and password.
- Assessment : Portal opens after this training session until 5 pm today.
- 10 Multiple-Choice-Questions
- Total 5 attempts; Each attempt max. time allowed is 15 minutes
- Passing mark: 8 out of 10
- Assessment instructions will be further explained after the Q & A session

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Course Outline

1



Introduction and
overview

2



Requirements of
Safe Management
Measures

3



Roles and
Responsibilities

4



Safe Management
Measures
Programme

5



Record Keeping

6



Summary



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Learning Objectives

- Describe objectives and requirements of Safe Management Measures (SMM)
- Apply the SMM requirements
- Describe roles and responsibilities of Safe Management Officer (SMO)
- Explain key SMM Programmes
- Assist in the implementation of SMM programmes
- Monitor and Review of the SMM for continuous improvement



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ABOUT COVID-19



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Covid-19 Circuit Breaker

On 3 Apr, the Multi Ministry Taskforce announced circuit breaker (CB) measure that required all business, social, or other activities that cannot be conducted through telecommuting from home will be suspended from 7 April 2020 to 4 May 2020

On 21 April, the CB was extended by another 4 weeks until 1 June 2020



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Acuizen Lite



- Enter **lite.acuizen.com** in your browser
- When prompted for Enterprise ID, please enter **SCAL**
- Click **Covid 19 icon**
- Select **Useful Videos and Web Info**
- Select the video entitled **"7 Key requirements for safe management at workplaces"**



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Novel Coronavirus Cause Disease

- Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus
- Symptoms of COVID-19 typically include fever, cough, and shortness of breath
- May appear between 2 days to 14 days after exposure
- Lungs may become inflamed causing difficulty in breathing and leading to pneumonia



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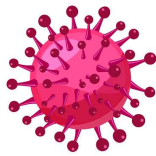
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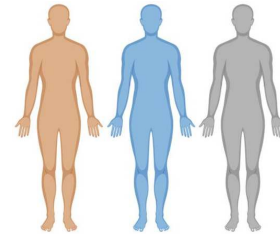
How the Diseases Spread?



Agent



Environment



Host



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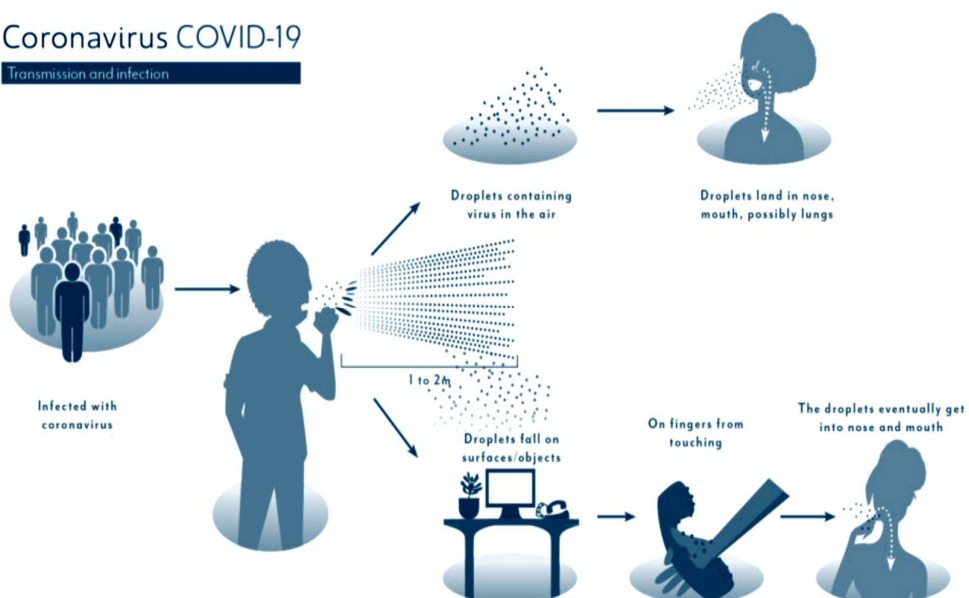
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Transmission of COVID -19

Coronavirus COVID-19

Transmission and infection



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Acuizen Lite



- a) Enter lite.acuizen.com in your browser
- b) When prompted for Enterprise ID, please enter **SCAL**
- c) Click **Covid 19 icon**
- d) Select **Useful Videos and Web Info**
- e) Select the video entitled **"See what happens if you flush the toilet bowl without closing the lid"**



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2 Requirements of SMM



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Objectives

- Circuit breaker is expected to ease gradually after 1 June 2020
- To ensure safe restart, the Tripartite Partners issued a set of Safe Management Measures (SMM) at workplaces on 9 May
- BCA further issued a COVID-Safe Restart Criteria for Built Environment on 25 May

<https://www1.bca.gov.sg/>



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COVID-19 (Temporary Measures) Act*

- Singapore's circuit breaker, came into effect on 7 April 2020
- Minister may make regulations (called “control orders”) for the purpose of
 - preventing, protecting against, delaying or otherwise controlling the incidence or transmission of COVID-19
- Circuit breaker expected to ease gradually after 1 June 2020
[https://www.moh.gov.sg/policies-and-legislation/covid-19-\(temporary-measures\)-\(control-order\)-regulations](https://www.moh.gov.sg/policies-and-legislation/covid-19-(temporary-measures)-(control-order)-regulations)

* <https://sso.agc.gov.sg/Act/COVID19TMA2020>



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COVID-19 (Temporary Measures) Act 2020

- Failure to comply with the requirements stated is an offence
 - fine of up to \$10,000 and/or a term of imprisonment of up to six months, or both
 - repeated non-compliance will be fined up to \$20,000 or jailed up to 12 months, or both.
- Employers must implement telecommuting, if reasonably practicable to do so
- Where employees /contractors /subcontractors are required to work at the office or other such workplaces, employers must implement safe distancing measures



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Acuizen Lite → Web Link for SMOs → SMM requirements by MOM

SAFE MANAGEMENT MEASURES (SMM) APPLICATIONS FOR GENERAL WORKPLACE SETTINGS

(Issued by the tripartite partners – MOM, NTUC and SNEF)

- Annex A: Safe Management Measures for various workplace settings
- Annex B: Resources to assist companies
- Annex C: Checklist of Safe Management Measures at the workplace for resumption of business activities



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Acuizen Lite → Web Link for SMOs → SMM requirements by MOM

Checklist of SMM Required at Workplace for Resumption of Business Activities (MOM)

Annex B

Checklist of Safe Management Measures Required at the Workplace for Resumption of Business Activities

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below.	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
<i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i>	
A. Take care of your workers	
1. Have all employees able to work from home do so.	(See S/N 5 and 6.)
2. Conduct all meetings between employees and with suppliers/contractors virtually where possible.	
3. No events or activities with close or prolonged contact amongst participants ¹ .	
4. Enable vulnerable employees ² to work from home, including temporarily redeploying them to another role within the company that is suitable for working from home, as far as possible.	
5. Stagger working and break hours to reduce possible congregation of employees at all common spaces ³ .	List of all employees in an Excel spreadsheet with the following details:
Staggered working hours must be implemented over at least three 1-hourly blocks, with not more	a. Full name



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Acuizen Lite → Web Link from BCA → COVID-Safe Restart Criteria

Checklist COVID-Safe Restart Criteria (BCA)



COVID-Safe Restart Criteria

Contents

COVID-Safe Worksite Criteria	2
COVID-Safe Worksite (Supply Works) Criteria	13
COVID-Safe Workforce Criteria	25
COVID-Safe Accommodation Criteria	35
COVID-Safe Transportation Criteria	39

See Appendix B

<https://www1.bca.gov.sg/docs/default-source/bca-restart/covid-safe-restart-criteria.pdf>

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COVID-Safe Restart Criteria

- I. COVID-Safe Worksite Criteria
- II. COVID-Safe Worksite (Supply Works) Criteria
- III. COVID-Safe Workforce Criteria
- IV. COVID-Safe Accommodation Criteria
- V. COVID-Safe Transportation Criteria



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COVID-Safe Worksite (Supply Works)

- 1) works carried out at a conventional precast concrete yard
- 2) works carried out at an integrated construction and prefabrication hub
- 3) works carried out at a prefabricated prefinished volumetric construction fit-out factory
- 4) works carried out at a prefabricated bathroom unit fit-out factory
- 5) works carried out at a prefabricated mechanical, electrical and plumbing factory
- 6) works carried out at a ready-mixed concrete plant
- 7) works carried out at a sand and aggregate terminal



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I. Covid-Safe Worksite	II. COVID-Safe Worksite (Supply Works)
A. Implement a system of Safe Management Measures at worksites (1-6)	I. Implement a system of Safe Management Measures at Supply Works Premise (1-6)
B. Segregation of teams to reduce physical interaction and ensure safe distancing at worksite (7-10)	J. Segregation of teams to reduce physical interaction and ensure safe distancing at Supply Works Premise (7-10)
C. Support contact tracing requirements (11-12)	K. Support contact tracing requirements (11-12)
D. Implement health checks and protocols (13)	L. Implement health checks and protocols (13)
E. Reduce physical interaction and ensure safe distancing at worksite (14-21)	M. Reduce physical interaction and ensure safe distancing at Supply Works Premise (14-21)
F. Require medical personal protective equipment (22)	N. Require medical personal protective equipment (22)
G. Ensure cleanliness of workplace premises (23-24)	O. Ensure cleanliness of Supply Works Premise (23-24)
H. Implement health checks and protocols to manage potential cases (25-27)	P. Implement health checks and protocols to manage potential cases (25-27)

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A. Implement a system of Safe Management Measures at worksites

Builder to appoint SMO and SDO based on:

- Total no. of workers ≤ 10 – 1 SMO
- Total no. of workers > 10 but ≤ 50 – 1 SMO and 1 SDO
- Total no. of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers



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B. Reduce physical interaction and safe distancing at workplaces

Requirements for workers to be **cohorted**

7. Workers working on the **same project** are to be cohorted together within a **dedicated accommodation**.

7.1. Dedicated Accommodation refers to:

- On-site CTQ - this is preferred as it reduces the need for transportation of workers to site
- Off-site dedicated housing facilities



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B. Reduce physical interaction and safe distancing at workplaces

Requirements on segregated teams

- 9.1. Builder must ensure **each team of workers** to work within the designated zone and away from workers of other teams. **Zones must be separated from each other by at least 2m** within the same floor or level, or by floor level.



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C. Support contact tracing requirements



11. Ensure all personnel entering or leaving the worksite have their ID cards (including NRIC, Workpass or driver's licence) scanned using [SafeEntry \(NRIC version\)](#)
12. SMOs to require all personnel, at the worksite to download and activate the [TraceTogether](#) app



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Safe Entry

<https://safeentry.gov.sg/>



[SafeEntry](#)



The **SafeEntry** digital check-in system, which logs employees' and visitors' entry into businesses to facilitate contact tracing

- Effective 12 May 2020
- Workplaces
 - offices, factories, construction sites
- Schools and educational institutes
- Pre-schools
- Healthcare facilities
 - hospitals, clinics, TCM clinics
- Residential care facilities
 - nursing homes
- Hairdressers/barbers
- Supermarkets
- Selected popular wet markets
 - Geylang Serai Market
 - Chong Pang Market
 - Block 20/21 Marsiling Lane
 - Block 505 Jurong West Street 52)
- Malls
- Hotels
- Progressively rolled out to taxis



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Which of the following is the Safe Entry NRIC Type?

A



B



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SafeEntry

<https://youtu.be/GUAXqjUJNWU>

Present barcode on photo ID for scanning



MOM-issued Visit Pass/Work Permit, Driving Licence, Pioneer Card, TransitLink Concession Card, Pioneer Generation Card, Merdeka Generation Card



Remove your ID from its cover or case for easy scanning

Didn't bring your ID? You can still use SafeEntry

Barcode in SingPass Mobile

Register manually



Find this in the Profile tab



Let our staff know your NRIC no.

SafeEntry

Use SafeEntry to check in and check out for contact tracing

- 1 Scan the SafeEntry QR code with SingPass Mobile: Tap 'Scan' Android Devices: Use Trend Micro QR scanner Apple iOS Devices: Use the Camera app



- 2 Select OR
- 3 Enter your personal details
- 4 Show your SafeEntry Pass



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Refer to Appendix C: SafeEntry NRIC for Construction Sites v1.0.5

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TraceTogether

<https://www.tracetgether.gov.sg/>



<https://youtu.be/buj8ZTRtJes>



[TraceTogether](#)

- TraceTogether supports Singapore's efforts to mitigate the spread of COVID-19 through community-driven contact tracing.
- If you had close contact with a COVID-19 case, TraceTogether allows the MOH call you more quickly, to provide guidance and care.




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Note: There were reports that the TraceTogether App drains battery quickly


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E. Reduce physical interaction and ensure safe distancing at worksite

18. **Specialist contractors** must comply with:

- i. Housed all workers in a dedicated dormitory of the company
- ii. All workers are to only work in their designated zones as demarcated by the builder
- iii. All workers are to be under the close supervision of a SDO, who is to ensure the following:
 - a. To ensure that these workers stay within their segregated zones, and do not interact with workers from other contractors
 - b. To ensure that the workers observe safe distancing practices while carrying out their duties.
- iv. A maximum of 2 specialist works are allowed to be carried out per day.





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III. COVID-Safe Workforce Criteria



- 1.1 Good Health Status of Employees
- 1.2 Ensure a Contactable and Traceable Workforce and Workplace
- 1.3 Awareness on COVID-19
- 1.4 Workforce Wellbeing
- 1.5 Workforce Management
- 1.6 Emergency Preparedness for Suspected COVID-19 Cases
- 1.7 Responsibilities And Care Beyond Working Hours

Annex A: Summary on Swab Test Requirements



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1.5 Workforce Management



- 1.5.1 Employers must appoint one COVID Safe Workers' Leader to every 20 employees and submit the details of the Leader to BCA at the point of Application for Restart



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1.6 Emergency Preparedness for Suspected COVID-19 Cases



1.6.1 For unwell cases, must prepare an emergency preparedness plan:

- Arrange employee who is feeling unwell or showing symptoms of illness to **leave the workplace and consult a doctor immediately**, even if symptoms may appear mild. Employers **must track and record these cases** as part of safe management measures
- For incapacitated or unconscious individuals, employers must ensure the evacuation plan for suspected cases, as well as for all other onsite personnel is implemented immediately, in accordance to COVID Safe Worksite requirement. **Employers should call 995** for an emergency ambulance to ferry the sick to the nearest hospital



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IV. COVID-Safe Accommodation Criteria



- A. Safe Distancing Measures
- B. Cohorting and Segregation of Workers**
- C. Appointment of Safe Management Officers, Safe Distancing Officers and COVID-Safe Worker Leaders
- D. Tighter Control of Entry and Exit
- E. Hygiene and Housekeeping
- F. Welfare and Well-being of Workers
- G. Remain Vigilant to Identify and Isolate Cases



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B. Cohorting and Segregation of Workers



In order to reduce intermixing and cross infection of construction workers of different projects across different accommodations, the construction workers will be **cohorted into a single dedicated accommodation based on their construction projects**. Dedicated Accommodation refers to:

- a) On-site CTQ – this is preferred as it reduces the need for transportation of workers to site;
- or
- b) Off-site TOLQ – off-site dedicated housing facilities;
- or
- c) Where there is insufficient space to house workers from a project under a single dedicated accommodation, the remaining construction workers shall be cohorted into one accommodation and **segregated from construction workers serving other projects**.

<https://www.mom.gov.sg/newsroom/press-releases/2020/0530-preparing-for-safe-working-safe-living-and-safe-rest-days>



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V. COVID-Safe Transportation Criteria



- Ensure point-to-point dedicated transportation for all FWs from their accommodations to worksites, by teams
- Ensure an **updated schedule of staggered pick-up / drop-off** of FWs at accommodations and worksites
- Keep proper record of **vehicle movements**, assigned vehicle numbers and drivers' details (i.e. NRIC/FIN and Name)



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Roles and Responsibilities of SMOs



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Duties of Safe Management Officers

1. Coordinate **implementation** of SMM
2. Brief **SDO team** on corrective actions
3. Conduct **regular inspections** and checks to ensure SDO team is effective, and **to report** to the Builder and document any noncompliance found
4. To **take immediate action** to remedy any non-compliance found during the inspections and checks
5. To **keep records** of inspections and checks conducted and corrective actions taken
6. To **review SMM** if constant non-compliance is detected



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1. Co-ordinate Implementation of Safe Management Measures

- Assess the relevant risks
- Recommending and assisting in implementing control measures
- Communicating the measures to all personnel working in the workplace



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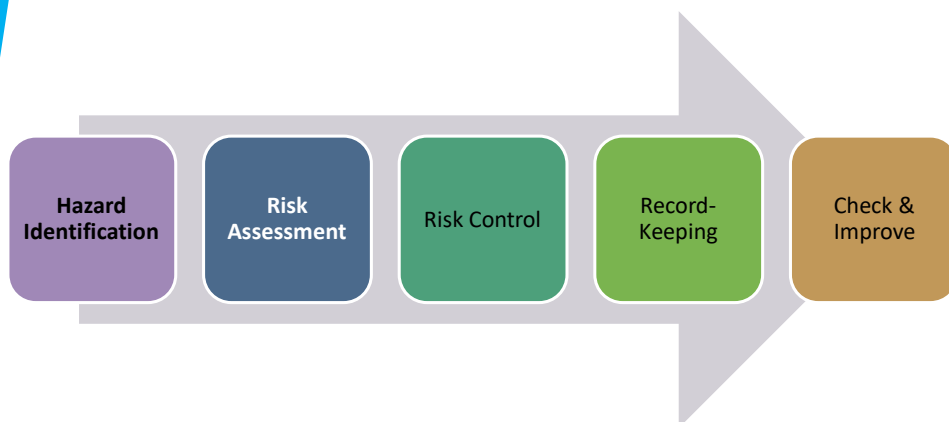
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5-Step Process of RM Plan



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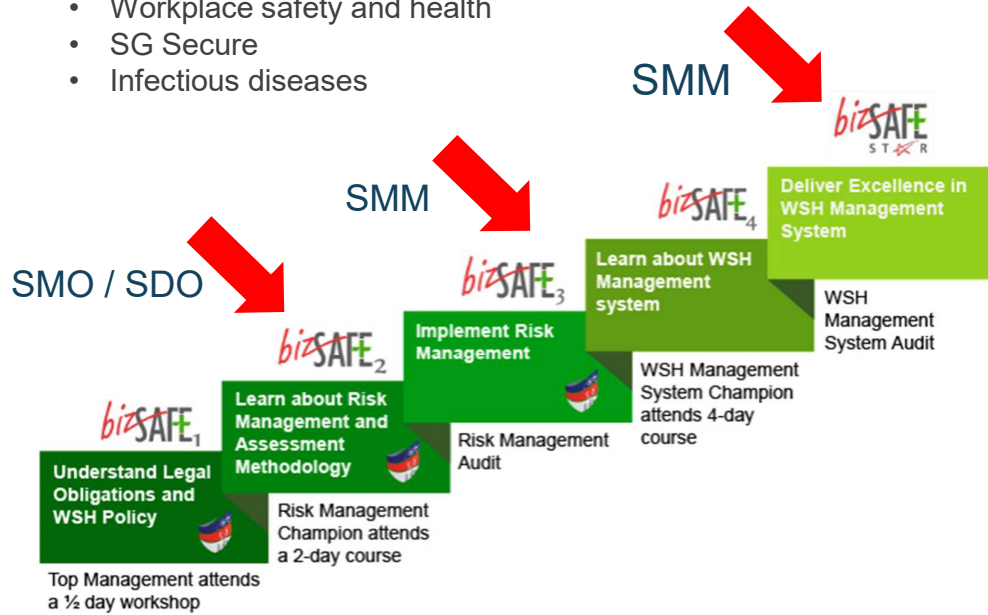
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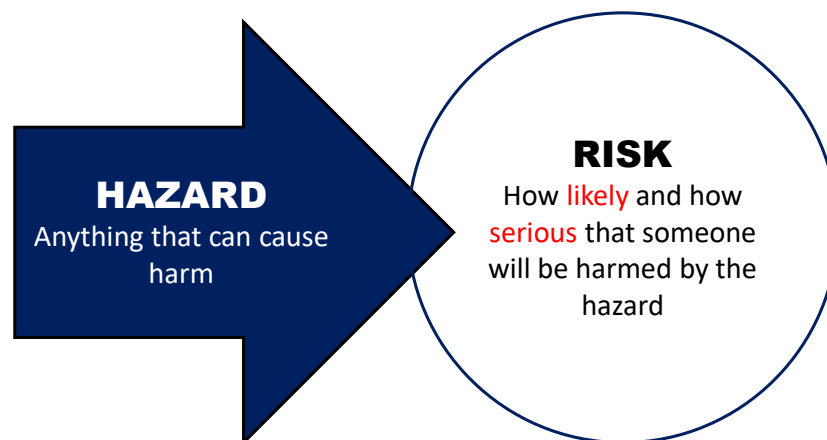
- Workplace safety and health
- SG Secure
- Infectious diseases



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Hazard vs. Risk



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Hazard

Hazard of coming into contact with the virus, getting infected with subsequent complication



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Risk

- The likelihood of infection
- The severity of infection



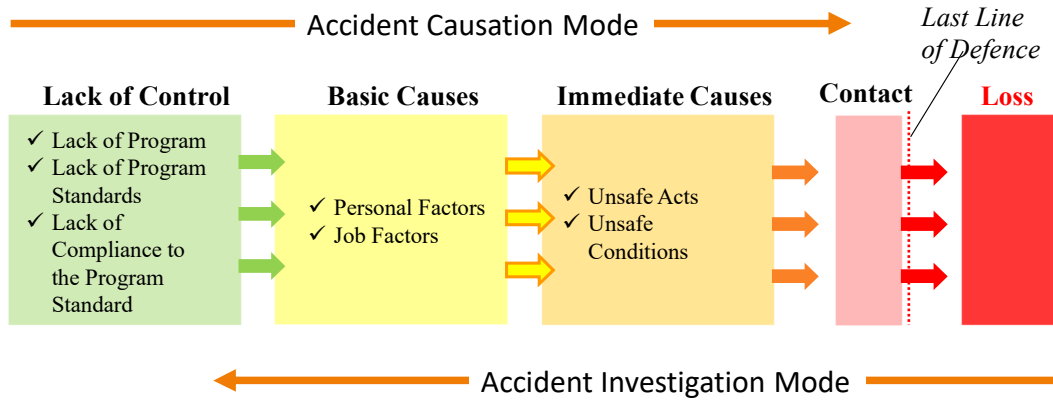
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Loss Causation Model

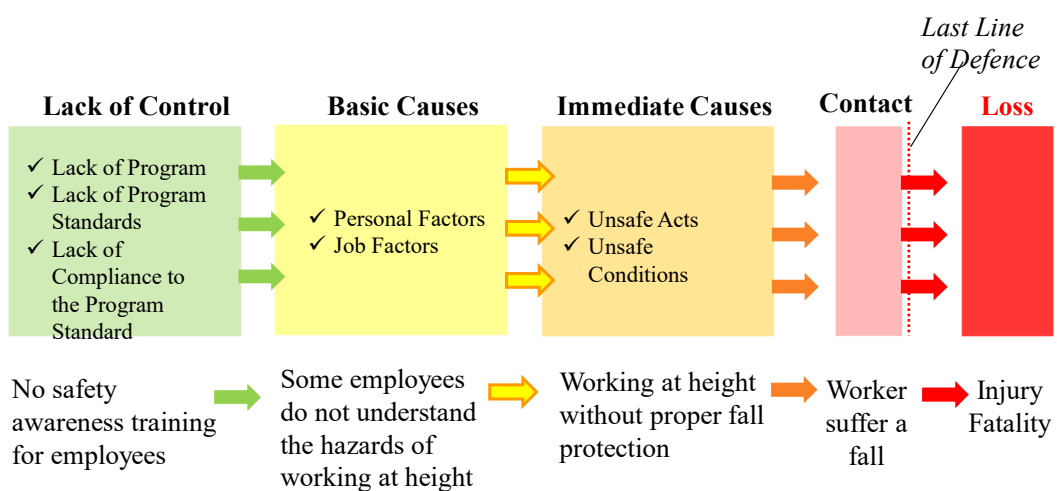


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Loss Causation Model

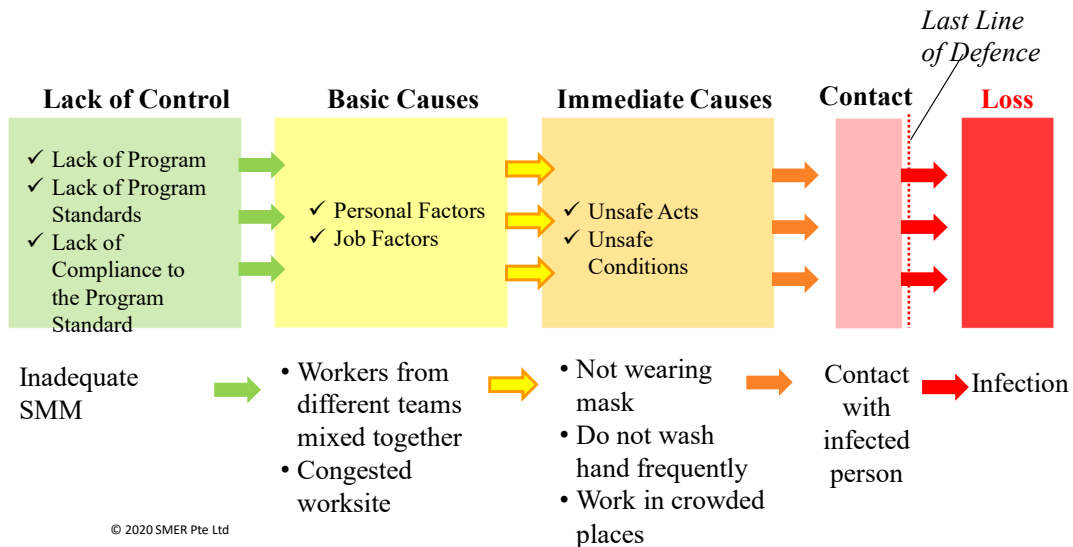


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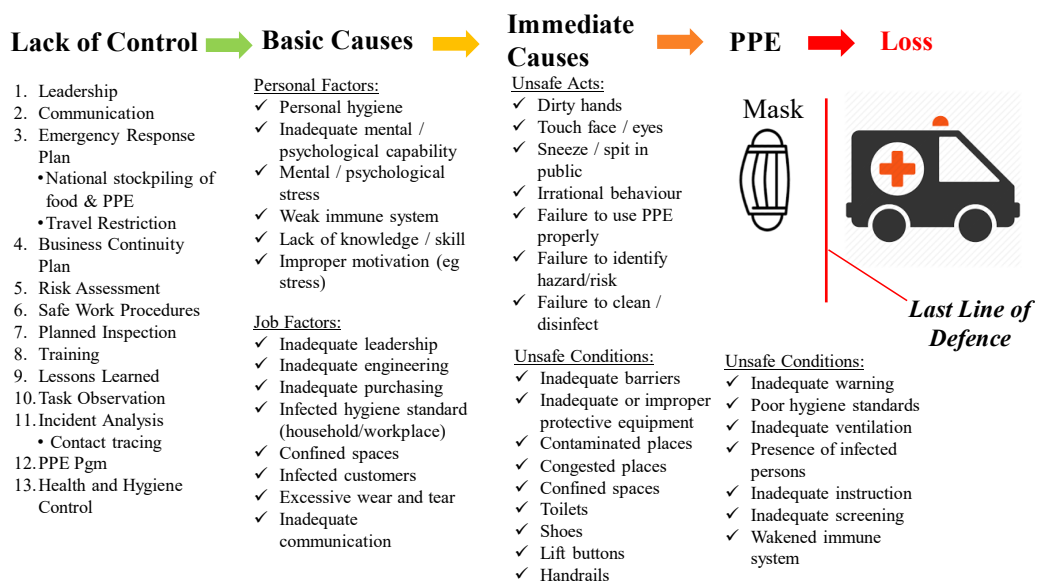
Loss Causation Model



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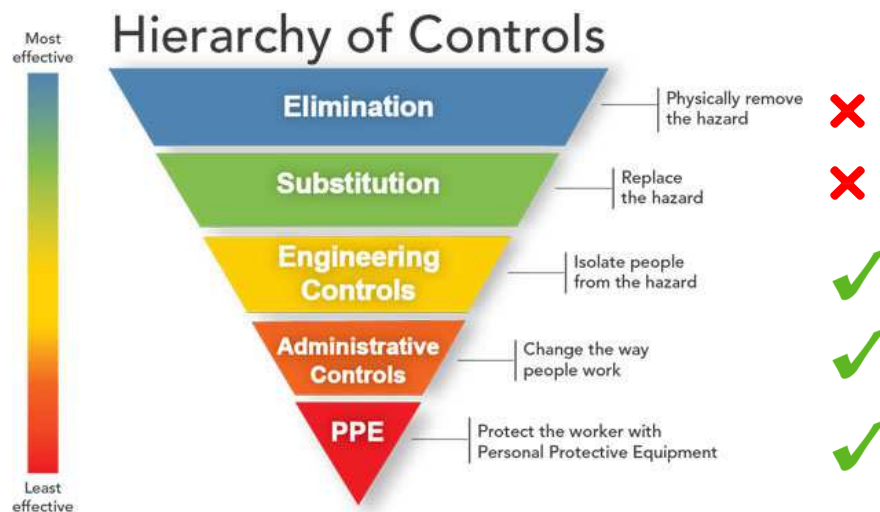
Loss Causation Model



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Hierarchy of Controls



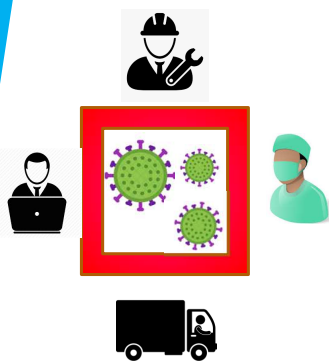
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Engineering Control



- Create barriers to separate people
- Specially designed handles, push-buttons, and others to reduce touching
- Facial vs thumb print recognition site access
- Hands-free trash receptacles
- Isolation room for infected person
- Use barriers such as glass/plastic windows

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Administrative Control



Administrative controls refers to employer-specified work practices and policies that reduce or prevent hazardous exposures

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Administrative Control

- Safe Entry / Trace Together
- Cohorting of workers*
- Appointment and training of SMOs / SDOs / COVID-Safe Worker Leaders
- Social distancing
- Marking on floors / tables
- Stagger working hours / meal time
- Hand washing
- Visitors screening
- Stay Home Notice
- Limit number of workers on site
- Temperature taking and record keeping
- Limit face-to-face encounters
- Work from home for certain staff
- Training on use of face masks and N95 respirators

** BCA COVID-Safe Restart Criteria V1 25 May 2020, COVID-Safe Workforce Criteria, 1.5 Worker Management, page 29*



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Personal Protection Equipment (PPE)

- Plan and prepare adequate supply of appropriate PPE
 - e.g. masks, disposable gloves and
 - medical equipment e.g. thermometers,
- Train your workforce to use PPE properly



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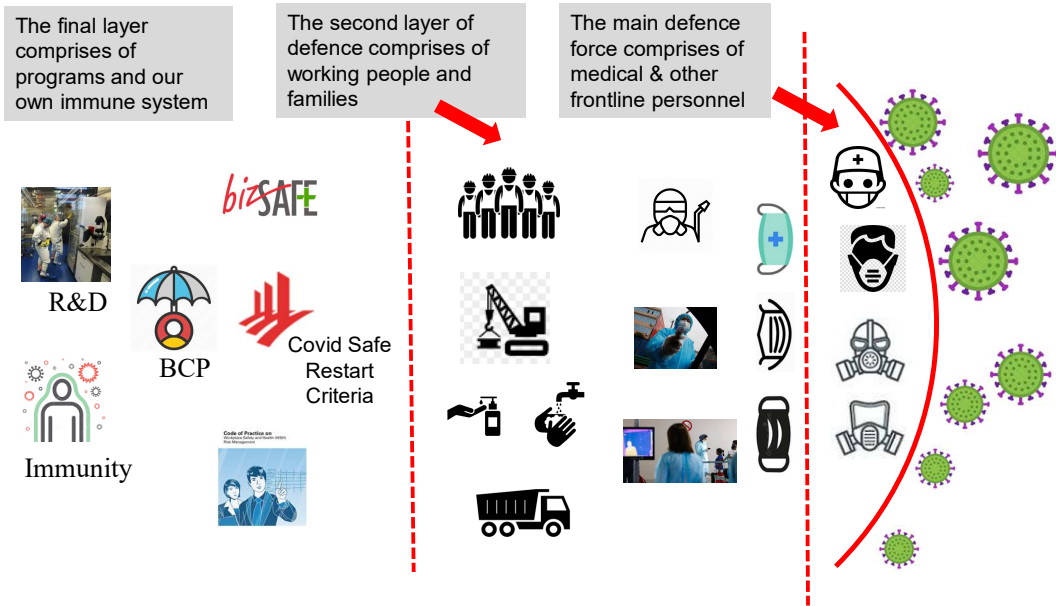
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Lines of Defence (Virus Battle Field)



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4 Implementing SMM Programmes



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Safe Distancing Measures on Site



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Use of Technology to Implement SMM

1. Provide quick access to information
2. Contact tracing – Safe Entry (NRIC type) and Trace Together
3. SMM inspection



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Good Personal Hygiene

- Avoid contact with live animals including poultry and birds, and consumption of raw and undercooked meats
- Avoid crowded places and close contact with people who are unwell or showing symptoms of illness
- Avoid sharing food, cutlery, crockery, utensils and other personal hygiene items
- Avoid physical contact such as shaking hands and avoid touching your face or rubbing your eyes
- Practice frequent hand washing with soap the use of alcohol-based hand rubs*
- Cover your mouth with a tissue paper when coughing or sneezing, and dispose the soiled tissue paper in the rubbish bin immediately; and
- Seek medical attention promptly if you are feeling unwell

* It is recommended that alcohol- based hand rubs have a minimum of 70% alcohol from [Infection Control Guideline - Ministry of Health](#)



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Hand washing



How long should we be washing our hands?

Washing your hands for at least 15 to 30 seconds with soap



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Acuizen Lite



- a) Enter lite.acuizen.com in your browser
- b) When prompted for Enterprise ID, please enter SCAL
- c) Click Covid 19 icon
- d) Select **Useful Videos and Web Info**
- e) Select the video entitled **“Correct way to wash hands”**



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Temperature Scanning Program

Case Study

1. Part of a bigger Management Control Program
2. Who to carry out the temperature scan?
3. Who is required to be scanned?
4. What type of thermometer to use?
5. What temperature is considered unacceptable?
6. When it is to be done?
7. How often it is to be done

Who?
What?
When or How Often?



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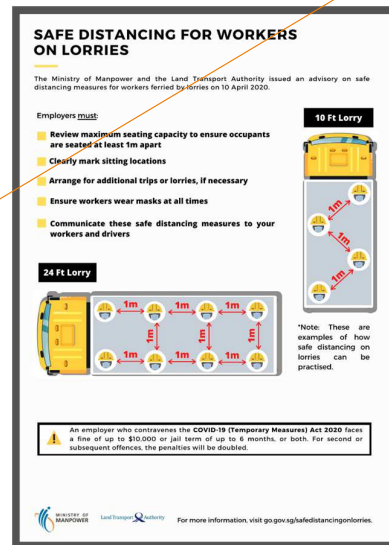
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Control Measures for transporting employee

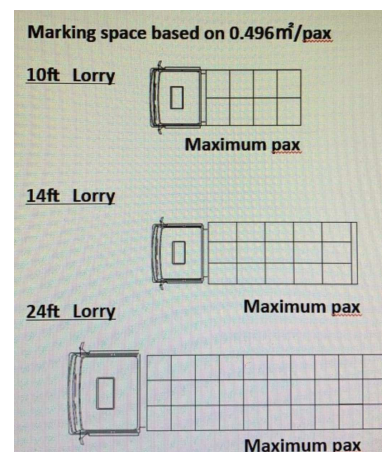
- Transportation of employee
 - Review max seating capacity for each vehicle to ensure that employees can maintain a safe distance of **at least 1m** from each other while seated
 - **Mark out** with labels or other demarcation for employees to identify appropriate location to sit
 - **Communicate to employees and drivers** to follow safe distancing measures
 - Separate timings
 - Disinfecting door handles, seats, window screen, every time workers are transported
 - Limit number of people travelling
 - Wear mask all times
 - Motion sensors to activate lights and doors



Control Measures for transporting employee

Transportation of employee

- All workers wear a mask at all times while seated in the motor vehicle.
- Workers should not talk or interact at all times while on the motor vehicle.
- Review max seating capacity for each vehicle. When using a lorry or van, the clear floor space of the deck available for each seated passenger shall not be less than 0.496 square metres. This means a 25% reduction of the Maximum Passenger Capacity (MPC) allowable for each lorry or van. For example, if the MPC label states 36 pax, the vehicle will be allowed to carry up to 27 pax.
- Communicate to employees and drivers to follow safe distancing measures
- Disinfecting door handles, seats, window screen, every time workers are transported
- Motion sensors to activate lights and doors



<https://www.mom.gov.sg/covid-19/advisory-on-safe-management-measures-for-workers-on-transportation>

Isolation Room

- Designate a room/area in the office with nearby toilet facilities as the isolation room/area for the employee(s) with COVID-19 symptoms (e.g. fever) to use
- Identify the isolation route (a route that is not commonly used by employees/visitors) that leads to an area where the employees with COVID-19 symptoms can be brought to the clinic/hospital
- Identify nearest hospitals/clinics that employees with COVID-19 symptoms can be brought for medical assessment



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Procedure Management of confirmed cases

- Immediately vacate and cordon-off immediate section of workplace premises where the confirmed case worked
- Vacate the building or whole floor only if there had been sustained and close contact with the confirmed case
- Carry out a thorough cleaning and disinfecting all relevant on-site areas and assets exposed to confirmed cases, in accordance to NEA guidelines.
- For worksites with confirmed cases, businesses could be suspended if there are public health grounds

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaningguidelines/guidelines>



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MONITOR AND REVIEW THE SAFE MANAGEMENT MEASURES



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Inspection and Records Keeping

A. Implement a system of Safe Management Measures at worksites
(Show records of inspections, checks,
and corrective actions)

- Specify inspection format
- Include:
 - Inspection checklists
 - Inspection responsibilities
 - Inspection activities
- Report and document non-compliance found



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Demo of an App that can do Covid Safe Worksite Inspection



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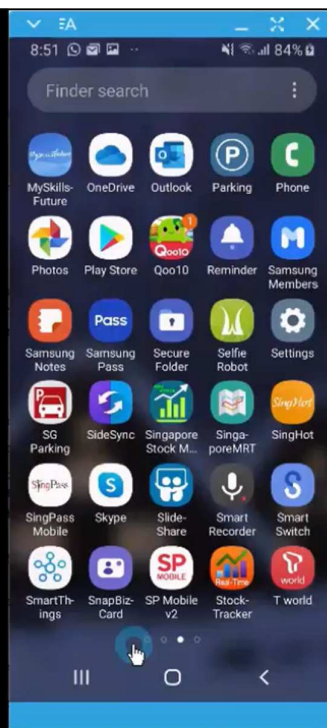
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Using App to
carry out
inspection
and
reporting



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Dear Goh Chye Guan ,

You have submitted the following responses under the Knowledge Unit:
Transportation Inspection Report

Session Response

Date: 2020-05-27 02:01:17 (GMT)

Duration: 00:01:10

Geo Location 123 Lorong Kayu Singapore 123456

Name of Company:
ABC

Name / FIN or NRIC of Vehicle Supervisor (Enter NIL if no supervisor)
John 1234567C

Name / FIN or NRIC of Driver
Ahmad 23534859B

Photo:
[Click to View Image](#)

Video:
[Click to View Video](#)

Option
☐ Maintain social distance
☒ No social distancing observed
☐ Workers wear masks
☒ Worker not wearing masks

Indicate other observations below:
vehicle entered site without permission

Signature
[Click to View Image](#)

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SMO Inspection Photo



SMO Inspection Video (using drone)





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SMO Inspection Video (using drone)



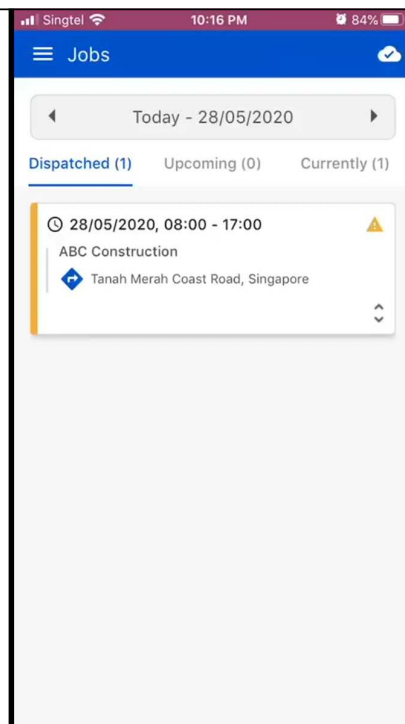
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Using App to
carry out
inspection
and
reporting



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Contactless A.I Temperature Taking with Facial Recognition



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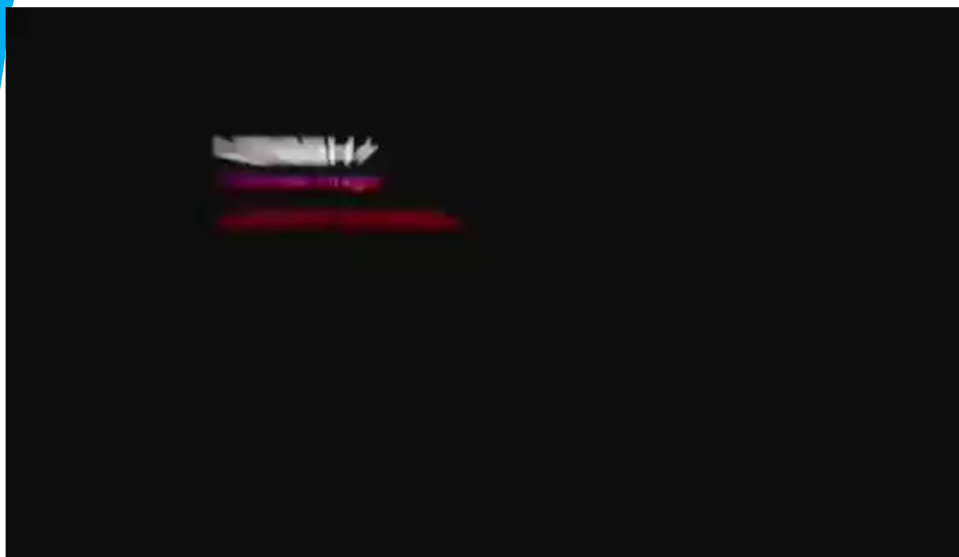
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Thermal Scanner



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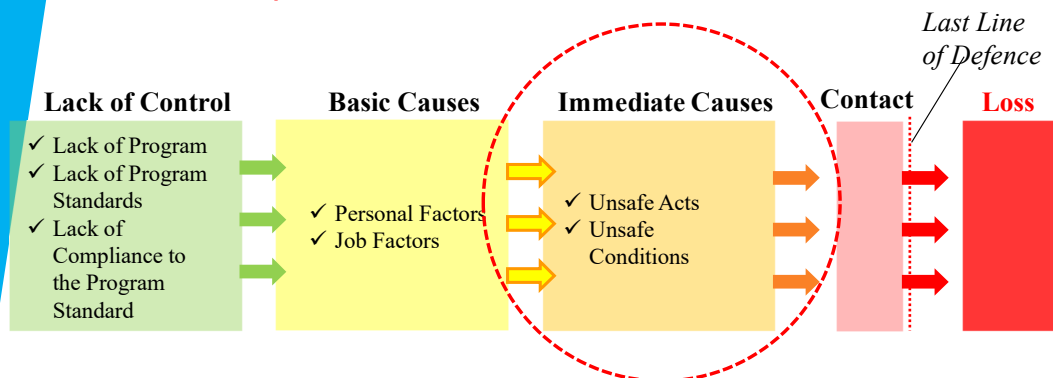
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Data Analytics using CCTV



Loss Causation Model

Which block should your inspection focused on for inspection?



Follow up



INSPECTION FINDINGS ARE TO BE
FOLLOW UP AND CLOSE



CHECK THAT CONTROL MEASURES
ARE IMPLEMENTED AND EFFECTIVE



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S.M.A.R.T. Objectives



Specific



Measurable



Actionable



Relevant



Time-bound



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Remedying non-compliance

- Immediate action should be taken to remedy any non-compliance found during the inspections and checks



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Stop Work



WHERE ACTIONS ARE NOT
DEEMED SAFE, STOP WORK TO
BE ISSUED BY SMOS



RECTIFY GAPS AND IMPLEMENT
EFFECTIVE MEASURES BEFORE
LIFTING STOP WORK



RECORD STOP WORK ISSUED
AND NOTIFY OFFICIALLY



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Action Plan



IMPLEMENTATION PLAN DEVELOPED
PER ORGANISATION REQUIREMENTS



SAMPLE ON NEXT SLIDE



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Sample Table for Status Records of Corrective and Preventive Actions

No.	Description of non-compliance	Corrective/ Preventive Actions	PIC	Dateline	Status	Sate Action Completed
1	Workstation was not disinfected	Develop schedule for cleaning Use standardised disinfectants Clean Monitor Record the cleaning done	Yusof	19 May 2020	Completed	19 May 2020

- **S.M.A.R.T.**
- **Who? What? When of How Often?**



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Records Keeping



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iv. Keeping records of inspections and checks

Records of the inspections and checks conducted and corrective actions taken must be kept and made available upon request by a Government Inspector.



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Records



The organization should define and maintain a procedure to report conformance status of non-compliance to the relevant stakeholders in order to analyse the indicators, trends, related causes and influencing factors.



SMOs should provide a copy of current conformance status (action taken?) to stakeholders relevant to inspections and should include the employer, the management, WSH Committee, employees, unions, contractors, visitors, and suppliers.



Unions could also raise concerns and propose solutions to any possible trends that may have adverse effects to the safety and health of the personnel in the company



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Purpose of Records



MEET LEGAL
REQUIREMENTS



MONITOR TRENDS



PREVENT
OCCURRENCE OF
NON-COMPLIANCE



PREVENT
RECURRENCE OF
NON-COMPLIANCE



AUDIT PURPOSE



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Record Keeping



FILE ALL PHYSICAL
RECORDS



STORE SOFTCOPY ON HARD
DISK, SERVER OR CLOUD



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Types of Records

Risk Assessment
Report

Training and
Communication
Record

Inspection Checklist
and Report

Health monitoring
Record

Compliance, corrective
and mitigative
measures record

Employee cohort list

Personal Protective
Equipment issuance
record

WSH policy stating
management
commitment on
prevention of Covid-19



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For more information



Guide on BCP



Digital Solutions and Resources



Business Grant Portal



Trace Together



Safe Entry



Work Life Grant



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SMO to show the following when requested

1. list, duties and detailed tasks of SMO
2. monitoring plan for ensuring compliance with SMM
3. signs and instructions that suppliers / contractors are required to implement safe distancing measures.
4. temperature screening kept for at least 28 days
5. physical touchpoints have been minimized or precautions have been taken to minimize risk at these touchpoints
6. cleaning schedules and any other relevant instructions to/documents from cleaning service provider
7. safe distancing is carried out at workstations, and other common areas where congregation of workers may occur



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SMO to show the following when requested

8. how workplace access is limited only to essential employees and authorized visitors
9. signs /instructions that unwell personnel are refused entry to site
10. list of all employees in an Excel spreadsheet
11. all personnel have downloaded TraceTogether app, e.g. indicate in spreadsheet
12. if disposable masks (e.g. N95, surgical masks) are used, show how many new masks each employee is issued with daily
13. records of communication to all workplace employees
14. records of COVID-19-related symptoms, MCs & test results reported by employees
15. evacuation plan



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Other Sources

Ministry of Health for Updates:

<https://www.moh.gov.sg/covid-19>

Ministry of Manpower for advisories:

<https://www.mom.gov.sg/covid-19>

National Environment Agency for SG Clean

<https://www.sgclean.gov.sg/>

National Environment Agency for Guidelines

<https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaningguidelines/guidelines>

The Singapore Economic Development Board (EDB)

<https://www.edb.gov.sg/en/news-and-events/news/guidelines-on-safe-managementmeasures-for-the-manufacturing.html>

Enterprise Singapore

<https://www.enterprisesg.gov.sg/covid-19>



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Summary



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Review of Learning

SMO should be able to:

- identify risk, recommend controls, assist in implementing risk control measures and communicate risk to all personnel
- conduct inspection and checks to ensure complying requirements are met
- to report and document any non-compliance during inspection
- take action to remedy any non-compliance found during inspection
- keep inspection and checks records and other records that are deemed necessary and be made available for authorities to check upon request



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Thank You



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