

# MBS Contractors Workplace Safety & Health Guidelines

## 1. General

- 1.1 The Contractor<sup>^</sup> shall comply with the requirements of the Workplace Safety and Health Act, and all other relevant Statutory Requirements in force in respect of the safety of his workers.
- 1.2 The Contractor shall ensure that all Works performed shall comply in every respect with all prevailing Rules, Regulations and Code of Practice as may be imposed by all competent Statutory Authorities having jurisdiction over the Works.
- 1.3 The Contractor shall be fully responsible for the workplace safety and health of the Works, his personnel, subcontractors' personnel, the public and all persons directly or indirectly associated with the Works or in the vicinity of the worksite and/or related workplaces. The Contractor shall treat safety measures as a priority in all his activities throughout the execution of the Works.
- 1.4 The Contractor shall ensure that alcoholic drinks, drugs without Medical Prescription and other substances which may impair judgement are not sold, introduced or consumed prior to arriving at, on the Site and/or related workplace. The Contractor shall immediately remove from the Site any person under the influence of such substances and shall not deploy such a person again to perform the Works.
- 1.5 Contractor workers are restricted from loitering around Marina Bay Sands premises. They should not litter, taking meals or food within worksite or any part of Marina Bay Sands. All consumption of meals and food are only to be carried out at designated locations only. Contractor workers not allowed to sleep within the property.
- 1.6 Unless otherwise defined herein, all words and expressions used in this document shall have the same meaning and construction as set out in the applicable contract and/or the relevant workplace safety and health legislations (as the case maybe). In the event of any inconsistency between the requirements herein, the applicable Contract and/or the relevant workplace safety and health legislations, the more onerous obligation shall apply.
- 1.7 The Contractor shall instruct and require its top management representative e.g. Contractor's Director(s) responsible for the applicable Contract to be directly accountable in all matters concerning workplace safety and health.
- 1.8 Where the Contractor is required to perform Works in excess of SGD One (1) million, the Contractor shall also be required to adhere to MBS Contractor Management.
- 1.9 For Contractors with works below SGD One (1) million, they will be required to adhere to MBS Contractor Management if they have bad safety performance.

<sup>^</sup> Contractors refers to contractors who are engaged directly by MBS to perform works/services.

## 2. Safety Written Instructions

- 2.1 The Contractor will receive a written instruction notice from the Project Manager if he/she discovers any unsafe practices and/or non-compliance or non-conformance of workplace safety and health items. Upon receipt of any written instruction notice from the Owner, the Contractor shall, at its own costs and without any extension of time, carry out immediate remedial measures in response to correct the situation. In the event, that such an unsafe condition persists, the Project Manager, without further notice to the Contractor, is entitled to undertake immediate corrective actions, at the Contractor's expense, to remedy the situation including the removal of any imminent danger from the Site.
- 2.2 The Contractor shall take action to rectify any such damage by breach of safety obligations.
- a. In situations involving imminent danger, the Contractor has the primary responsibility to stop work until safety violations are corrected.
  - b. The Contractor has the primary responsibility to remove and replace any person in his employment, should there be repeated breaches of the Statutory Requirements and the safety rules and regulations, or repeated disregard for the Safety of any person on or adjacent to the Site.
  - c. The Contractor shall ensure that all malpractice personnel are suspended from work and instruct them to undergo re-training or remove them from site immediately. Their names shall be provided to the Project Manager for cancellation of their access right into the project.
- 2.3 If such breaches persist thereafter and / or in situations involving imminent danger, the Project Manager will exercise his right to suspend any unsafe work until the imminent hazard is eliminated or instruct the removal of any person deemed to have violated the Owner's and the Contractor's workplace health and safety policies and/or who may have disregarded his and the safety of others while performing the works on Site. No claims of whatsoever nature under the applicable Contract or at Law in this respect shall be allowed.
- 2.4 The Contractor shall pay particular attention to the selection and engagement of every tier of Sub-Contractors under their control and ensure all Sub-Contractors maintain the same levels of commitment to safety and health.

### 3. Safety Accreditation

- 3.1 Contractors classified in the table below must be the holder of valid ISO45001 certification or at least Level 3 in bizSAFE system recognized by the Ministry Of Manpower of Singapore

Description/ impact of work	Applicable Parties	Examples to be included in these criteria (including, but not limited to)
<p><b>Work, activity, or service that:</b></p> <ul style="list-style-type: none"> <li>• Is performed on-site;</li> <li>• Has a high potential for causing a catastrophic operational incident;</li> <li>• Has a direct role in site operations or maintenance, where failure could result in serious harm to team members or public well-being, company assets, or the environment.</li> </ul> <p><b>Risk Impact:</b></p> <ul style="list-style-type: none"> <li>• Fatality, fatal diseases, reportable occupational accident or illness that involved with multiple major injuries</li> <li>• Short exposure to substance with long term health hazard that could lead to cancer or fatal</li> <li>• -&gt;48 hr loss of services or business stoppage interruption</li> </ul>	<ul style="list-style-type: none"> <li>• General contractors</li> <li>• Construction contractors</li> <li>• A&amp;A contractors</li> <li>• Maintenance contractors</li> </ul>	<ol style="list-style-type: none"> <li>1. Excavation</li> <li>2. Confined Space Entry</li> <li>3. Hot Works (such as portable gas, grinding or Welding)</li> <li>4. Electrical Works which requires Licensed Electrical Worker (LEW)</li> <li>5. Working at height (e.g. Use of ladders, rope access, working on roof and fragile surface etc)</li> <li>6. Forklift operation</li> <li>7. Heavy equipment operation (e.g. rigging, scaffolding, operating mobile crane)</li> <li>8. Handling and / or transporting of Hazardous waste</li> <li>9. Chemical cleaning, Tank cleaning</li> <li>10. Any activities that will involve either one or mixture of S/N: 1 – 9.</li> </ol>

### 4. Legislation and codes of practice

- 4.1 The Contractor shall comply with all best practices and Statutory Requirements relating to workplace safety and health including, but not limited to, the following:
- (a) Workplace Safety and Health Act 2006 (WSH Act) and its subsidiary regulations;
  - (b) WSH (General Provisions) Regulations;
  - (c) WSH (Construction) Regulations (2007);
  - (d) WSH (Workplace Safety and Health Officers) Regulations;
  - (e) WSH (Workplace Safety and Health Committees) Regulation (2008);
  - (f) WSH (First-Aid) Regulations;
  - (g) WSH (Incident Reporting) Regulations;
  - (h) WSH (Noise) Regulations 2011;
  - (i) WSH (Work at Heights) Regulations;
  - (j) WSH (Confined Spaces) Regulations 2009;
  - (k) WSH (Scaffolds) Regulations 2011;
  - (l) WSH (Risk Management) Regulations;
  - (m) Environmental Public Health Act (EPHA) 1987;
  - (n) Fire Safety Act 1993;
  - (o) WSH (COVID-19 Safe Workplace) Regulation 2021,

to avoid doubt, this is not an exhaustive list of all Statutory Requirements that the Contractor is expected to comply with in performing the Works. The Contractor is expected to review and be kept abreast of all changes or developments to the Statutory Requirements.

- 4.2 As a minimum, the Contractor shall comply with all relevant Codes of Practice approved by the Singapore Workplace Safety and Health Council or authorized Government Agencies; and shall comply with all relevant safety and health requirements outlined in the Singapore Standards.

## **5 Risk Assessment, Safe Work Procedure and Method Statement**

- 5.1 The Contractor shall carry out and submit to the Project Manager for review without delay a detailed risk assessment, safe work procedure and method statement, covering all major safety and health aspects of the Works.
- 5.2 The risk assessment documentation shall include a comprehensive schedule of all perceived risks to safety, and proposed prevention, resolution, and mitigation measures. The findings of the risk assessment shall be incorporated into the safe work procedures and method statements.
- 5.3 The Contractor shall organize and appoint competent and appropriately qualified personnel as part of its risk assessment ("RA") team who possess the relevant certificates and qualifications issued by the recognized training providers.
- 5.4 The Contractor shall be responsibly in ensuring and causing all his Sub-Contractors to likewise complete all associated risk assessments, safe work procedures and method statements as appropriate to the part of the Works they are sub-contracted to undertake.
- 5.5 The review of any risk assessment, safe work procedure and/or method statement does not derogate or diminish the Contractor's liabilities under the Contract and/or at Law to, amongst other things, ensure that all Works are performed safely and in accordance with the applicable Statutory Requirements.

## **6 Contractor's WSH Personnel (Minimum WSH Supervisor)**

- 6.1 The Contractor shall make suitable and adequate provision for the management and implementation of all aspects of the site safety.
- 6.2 The Project Manager can instruct the change of WSH personnel in writing if their personnel are found to be incompetent and / or negligent in carrying out their responsibilities, or

whose employment at the Owner's premises is considered undesirable. Such persons as aforesaid shall not re-employed at the Owner's premises without written permission of the Owner. Upon receipt of such a notice, the Contractor shall, at its own costs, replace the identified WSH personnel within 30 days of the written notice by the Project Manager. The selection of the new personnel is subject to the Project Manager's review and acceptance.

6.3 The WSH personnel shall manage, direct, coordinate, supervise and be wholly responsible for all site safety of their Sub-Contractors. Therefore, the duties of the WSH personnel shall be solely directed towards safety and health matters and they shall have authority to act against unsafe acts and unsafe conditions. The Contractor shall ensure that the required WSH personnel carry out their responsibilities:

- Conduct safety inspections and audits;
- Conduct tool-box meeting and briefings;
- Conduct investigations for all incidents including near misses;
- Conduct periodic safety trainings and talks.

6.4 The details of all WSH personnel shall be given to the Project Manager for his prior review and approval before commencement of any Works on Site. If the Project Manager does not object to the appointment of the WSH personnel, the Contractor shall ensure that the appointed WSH personnel are present on Site at the time of commencement of Works and thereafter whenever the Contractor is required to perform any physical Works under the Contract.

## **7 Workplace Safety and Health Training**

7.1 The Contractor shall ensure that all persons must have received all essential and relevant trainings for specific activities to ensure continued compliance with Statutory Requirements and shall undertake steps to reduce the likelihood of and the extent of any injuries and illnesses on Site. Some of these regulated activities that require specific training include, but are not limited to:

- Operation of Mobile Elevated Working Platform;
- Operation of forklift;
- Working at Heights;
- Scaffold erection;
- Confined space works;
- Operation of cranes;
- Operation of excavators

7.2 The Contractor shall ensure that all persons involved in any form of construction activities on Site must have received all essential and relevant training to ensure continued compliance with Statutory Requirements. These trainings include, but are not limited to:

- MOM accredited Construction Safety Orientation Course (CSOC) for all workers;

- MOM accredited Building Construction Supervisors Safety Course (BCSS) for supervisors level;
- MOM accredited Construction Safety Course for Project Managers (CSCPM)

## 8 Safety Communication

- 8.1 **Tool box talk (TBT)** - the Contractor shall conduct safety and health toolbox training for all workers including Sub-Contractors, at least once a week lasting for a minimum of Fifteen (15) minutes. To avoid doubt, the TBT is a safety brief in addition to the daily safety briefing. The topics and contents of the TBT shall be proposed by the Contractor's WSH personnel relating to the activities of the worksite condition, hazards, requirements or contingency plan with specific reference to any prevailing safety concerns at that time.
- 8.2 **Co-ordination of works activities (daily briefing)** – the Contractor shall ensure that activities on the worksite or related workplaces are coordinated so that activities of one group of workers do not affect the safety of other workers, other Sub-Contractors or Other Contractors.
- 8.3 The Contractor is recommended to carry out a daily morning brief or similar event or training to disseminate relevant information to its workers.
- 8.4 The Contractor shall keep all training records and ensure they are available for review or audit by the Project Manager.

## 9 Reporting Dangerous Occurrences or Accidents

- 9.1 The Contractor shall notify the Project Manager and Security (@6688 0999) immediately of any dangerous occurrences or any injuries *via* telephone or other online communications apps (e.g. whatsapp).
- 9.2 The Contractor shall follow up with a preliminary written report of any such event(s) within twenty-four (24) hours of its occurrence followed by a comprehensive written report of the event(s) within three (3) working Days. The comprehensive report shall include the location, date and time of the event, a description of the event and any injury or loss of life suffered. Photographic records and sketches, if necessary, should be enclosed and a copy of an investigation report into the cause(s) of the accident, together with recommendations and action / mitigation plan to be implemented to prevent any reoccurrence.
- 9.3 The Project Manager shall review the comprehensive written report and has the right to instruct for further measures to be implemented to improve the Contractor's safety management system.

9.4 In addition, the Contractor shall duly complete standard forms on dangerous occurrences, incidents, and accidents in accordance with Statutory Requirements. The Contractor's attention is drawn to its obligations under the Workplace Safety and Health Act and regulations concerning the reporting of such events. The Contractor shall forward a copy of any such report submitted to by the Contractor to the competent Statutory Authorities.

## 10 WSH Inspection system

10.1 The Contractor shall establish procedures to identify and rectify unsafe working conditions or practices. This includes planning and developing inspection checklists, conducting inspections, recording hazards found and taking immediate corrective actions.

10.2 The Contractor's WSH personnel shall conduct daily worksite WSH inspections and record safety defects in their inspection report. Inspection report shall be submitted to the Project Manager when requested and shall include as a minimum:

- Inspection findings / photo's;
- Safety training;
- Details of accidents / incidents;
- Worksite conditions.

The Project Manager's representative must be permitted to observe such worksite WSH inspection per the agreed inspection schedule.

## 11 Permit To Work System

11.1 Before commencement of any physical work within Marina Bay Sands' (MBS) property, the Contractor is expected to apply for and obtain (by electronic means) MBS' Permit to Work.

11.2 Example of physical activities within MBS' property that requires a Permit to Work application includes:

Work, activity, or service that:

- Is performed on-site;
- Has a high potential for causing a catastrophic operational incident;
- Has a direct role in site operations or maintenance, where failure could result in serious harm to team members or public well-being, company assets, or the environment.

Applicable Parties	Examples of work activities that requires application of Permit to Work (including, but not limited to)
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<ul style="list-style-type: none"> <li>• General contractor</li> <li>• Consultant</li> <li>• Site surveyor</li> <li>• Construction contractor</li> <li>• A&amp;A contractors</li> <li>• Maintenance contractor</li> <li>• Supplier</li> <li>• Vendor</li> </ul>	<ol style="list-style-type: none"> <li>1. Excavation</li> <li>2. Confined Space Entry</li> <li>3. Hot Works (such as portable gas, grinding or Welding)</li> <li>4. Electrical Works which requires Licensed Electrical Worker (LEW)</li> <li>5. Working at height (e.g. Use of ladders, rope access, working on roof and fragile surface etc)</li> <li>6. Forklift operation</li> <li>7. Heavy equipment operation (e.g. rigging, scaffolding, operating mobile crane)</li> <li>8. Handling and / or transporting of Hazardous waste</li> <li>9. Chemical cleaning, Tank cleaning</li> <li>10. Any activities that will involve either one or mixture of S/N: 1 – 9.</li> </ol>
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11.3 Contractors must obtain all applicable permits before commencement of Work. Below is the list of applicable permits and the corresponding period of validity:

- Main/Conditional permit (maximum validity of 3 months);
- Work at Heights permit (maximum validity of 30 days);
- Hot Works permit (maximum validity of 7 days);
- Confined Space Entry permit (maximum validity of 7 days)

11.4 Application for permits must be made at least 5 working days before commencement of Works.

## 12 Lifting Operation

12.1 Where there is more than one crane operating within the Site and there is a possibility of overlapping crane movements, the Contractor shall co-ordinate with Project Manager's representative, to develop, implement and maintain a safe system of work to prevent the collision of cranes. Appropriate measures shall also be implemented to address the possible collision of mobile cranes. A crane coordinator shall be appointed by the Contractor to liaise with other Contractor's representatives. A copy of the safe system of work (e.g., automatic anti-collision system) shall be made available to the Project Manager upon request.

12.2 The Contractor shall only use slings and lifting gears which have been examined by a registered Professional Engineer under Singapore's Professional Engineers Act 1991 with the safe working load engraved on the ferrule. The Contractor shall inspect the condition of the slings & lifting gears and ensure that each sling is free from any latent defect before use.

12.3 **Testing certification of cranes and hoists** - the Contractor shall provide and maintain safe mechanical cranes, hoists and conveying facilities for the lifting and transport of



materials and shall comply with all relevant requirements of SS 536: Code of Practice for Safe Use of Mobile Cranes, WSH (Operation of Cranes) Reg, WSH (General Provisions) Reg and BS 7121 - Code of practice for the safe use of cranes. All cranes, hoists and the like shall be fitted with audible and visible overload warning devices. All such equipment shall be regularly maintained in accordance with manufacturers' recommendations and standards having regard to local legislation and recommendations from the appropriate Statutory Authorities.

- 12.4 As a minimum, the contractor shall ensure that equipment certifications for cranes shall be conducted annually while equipment certifications for hoists shall be conducted every six (6) months and performed by a registered Professional Engineer under Singapore's Professional Engineers Act 1991.
- 12.5 The Contractor must appoint and deploy experienced, approved crane contractors/sub-contractors to perform the installation, repair, and alteration of mobile cranes.
- 12.6 The Contractor shall use receptacles with full containment on four sides to prevent the contents from falling out when lifting and transporting materials or debris. The safe working load shall be marked on the receptacle after being examined by a competent person.
- 12.7 A **lifting plan** with reference to the relevant risk assessments shall be provided by the Contractor for all lifting operations at the Site and Works Areas. The Contractor shall appoint the lifting supervisor, riggers, signallers, crane operators with adequate experience and qualification by approved training providers (ATP). Additionally, all affected areas shall be cordoned off. The review of any lifting plan does not derogate or diminish the Contractor's liabilities under the Contract and/or at Law to, amongst other things, ensure that all Works are performed safely and in accordance with the applicable Statutory Requirements.

### **13 Protection against fall of person (Safe work at height)**

- 13.1 The Contractor shall always provide and maintain safe access to all parts of the worksite and related workplaces where Work is being carried out. The Contractor must include works involving works at height in the risk assessment (RA) and develop the safe work procedures according to the result of the RA. The Contractor is required to develop and submit a detailed fall prevention plan with details of any corresponding working at height (WAH) training and rope access training (RAT) and the appointment of PPE inspectors for any harness used at the site.
- 13.2 The Contractor shall safeguard all dangerous edges and floor openings where there is a risk of fall of persons or debris. Such safeguarding shall include the use of robust materials to form safety barricades with appropriate warning signs and netting installed.

13.3 Where work cannot be safely done on or performed from the ground or from part of a permanent structure, the Contractor shall as far as reasonably practicable, provide and ensure the use of safe working platforms and other safe means of support and shall avoid the use of ladders, substandard scaffolds, or substandard working stand.

13.4 Working platforms, scaffolding, staging and ladder management

- a. The Contractor shall provide toe boards and at least 2 guard-rails of adequate strength on working platforms, working places, gangways, openings, edges and other areas from which a person could fall from one level to another and it is reasonably likely that the person or any other person would be injured due to the distance of the fall. The Contractor shall provide the top guardrail at a height of 1000mm and the mid-rail at a height between 500 mm and 600 mm, and shall also provide >90 mm high toe boards, securely fastened in position, to these working platforms, working places, gangways, openings and edges.
- b. Where a power-operated elevating working platform (MEWP) is used, the Contractor shall ensure that it is inspected and maintained in safe working order and is suitable for the purpose for which it is intended. The Contractor shall ensure that it is safely operated on firm and level ground by a competent operator who is trained to operate it. The MEWP must be inspected every 6 monthly by certified Professional Engineer under Singapore's Professional Engineers Act 1991.
- c. All scaffolds and their components must meet the requirements of WSH (Scaffolds) Regulation. All scaffolds in Works Areas not erected according to a proprietary design must be subject to design and post-construction checks by a professional engineer and be certified fit for use.
- d. Ladders shall primarily be used to provide access to different elevations when the provision of a suitable working platform is not reasonably practicable.
- e. The Contractor shall ensure that ladders are not used as working platforms and are only used as the last resort under permitted conditions when no reasonable alternatives exist.
- f. The Contractor shall provide safety barriers adjacent to edges of areas where work is being carried out on, over or adjacent to water.
- g. The Contractor shall ensure all openings are securely covered and secured with adequate strong material or fenced off.
- h. The Contractor shall appoint a competent person to supervise and oversee the erection, maintenance and any alteration of scaffolding. The competent person

should be considered suitable to perform the duty by reason of substantial training and practical experience recognized by Ministry of Manpower.

- i. Steel scaffold systems shall be provided with proper equipotential bonding and lightning protection and earthing.
- j. Earthing system must be properly designed.
- k. The competent person shall carry out a thorough inspection of the scaffold at least once at an interval of not more than 7 days and after any alterations and after exposure to weather conditions likely to have affected its strength or stability. The Contractor shall maintain all inspection records available for inspection.
- l. Where the Contractor intends to use scaffold to gain access to work faces or soffits, such scaffolding shall be double layer and fitted with proper walkways, kick boards and handrails.
- m. Prior to commencement of the dismantling, the Main Contractor shall submit a method statement to justify the stability of the scaffold system at different stages of dismantling.

## **14 Ladder Safety**

- 14.1 All ladders shall be inspected by its user prior to each usage.
- 14.2 Determine that all foot pads and all anti-skid devices are secured.
- 14.3 Examine all parts for cracks, wear, looseness, and corrosion.
- 14.4 Examine all steps for loose, broken, or missing rivets and parts.
- 14.5 Step ladders and platform ladders shall not exceed 6 meters in length as determined by the front rail.
- 14.6 Always work in buddy system when using A-Frame ladders.

## **15 Confined Space (CS)**

- 15.1 Where works are to be undertaken in a confined space, the Contractor shall ensure that every operation in the confined space is conducted safely and without risk to the personnel working inside, or in the vicinity of, the space. To secure safety and health at work in a confined space, the Contractor responsible for the space shall establish a safe work procedure (SWP) for every operation in a confined space. The safe work procedure shall include but not be limited to the effective implementation of the following:

- the appointment of a competent person to carry out a risk assessment and supervise for working in the confined space and make recommendations on safety and health measures before undertaking the work;
- ensuring that all safety precautions as required under WSH (Confined Spaces) Regulation, and the CS safety guidebook are carried out;
- the employment of CS supervisor(s), entrants and attendants with the mandatory training and qualification to carry out the confined space work;
- ensuring the use of approved breathing apparatus and other necessary personal protective equipment by workers inside the confined space;
- the formulation and implementation of appropriate procedures to deal with any serious and imminent danger to workers inside the confined space; and,
- provision of necessary instructions, training and advice to all workers within a confined space or assisting with such work from immediately outside the confined space.

## **16 Electrical Safety (including the electrically powered hand tools)**

- 16.1 All electrical works, such as new installations, additions and modifications to the existing installations, both temporary and permanent, must be undertaken and tested by a competent and licensed electrician (Licensed Electrical Worker – LEW) registered with Energy Market Authority of Singapore and comply with the safe working procedures.
- 16.2 The Contractor shall submit an electrical supply system maintenance schedule and conduct inspections regularly and carry out tests by an electrician (LEW) at monthly intervals. The Contractor shall maintain all inspection and test records, copies of which to be made available to the Project Manager upon request.
- 16.3 The sheaths of all electric portable cables shall be weatherproof and heavy-duty type or otherwise adequately protected against mechanical damage if laid on the ground. Cables shall be hung overhead as far as possible. All electrical cables and sockets shall be waterproof type and properly earthed.
- 16.4 All temporary electrical distribution boards shall be kept locked and shall be accessible only by authorized persons appointed by the Contractor. Legible warning notices including name(s) and telephone number(s) of such authorized persons shall be posted on the temporary distribution boards.
- 16.5 The Contractor shall take all reasonable and necessary measures to prevent injuries caused by electrical defects.

- 16.6 The Contractor shall arrange regular joint inspections, of all installation, repair and maintenance, alteration and dismantling of temporary electricity supply systems.
- 16.7 All electricians shall be formally appointed in writing. Copies of their qualifications shall be attached and shall clearly indicate the grade of electricity they are permitted to work on.
- 16.8 The works being carried out inside an energized room, including installation, alternative, or maintenance, must strictly comply with the regulation, code of practices, and working procedures. The reference refers to the latest version of the following documents (but is not limited to):-
- Workplace Safety and Health (Construction) Regulations 2007;
  - Electricity (Electrical Installations) Regulations;
  - The relevant code of practice for the above regulations.
- The Contractor must submit their method statement and safe work procedures for works inside or adjacent to energized rooms for the Project Manager's review.
- 16.9 The energized room must be locked at all times. The proper access control must be retained. The in/out record entries must be kept properly and ready for inspection upon request. The works inside the energized room shall be controlled by MBS' Permit to Work system.
- a. Appointment of the person in charge;
  - b. Workers holding the relevant qualification;
  - c. Wearing the required PPEs in line with the COPs and scope of work as per the scope of work and the voltage range;
  - d. The lockout-tagout system must be applied and controlled by the person in charge;
  - e. The permit-to-work system must include a risk assessment and contingency plan; and,
  - f. The protection of the existing facilities and equipment inside the rooms.
- 16.10 The Contractor shall ensure that all power hand tools are regularly checked, inspected and maintained in safe working order by a competent, licensed electrical worker (LEW).

## **17 Worksite housekeeping**

- 17.1 The Contractor shall ensure and cause its workers to tidy up and remove rubbish, scrap material and superfluous material from their working areas and to dispose the same at designated locations with a thorough tidy up and removal to carried out at the end of every shift. This is expected daily.

- 17.2 The Contractor shall carry out a daily housekeeping in the work area.
- 17.3 The Contractor shall arrange for own rubbish disposal. The Contractor shall provide sufficient rubbish containers and skips to collect the rubbish on the Site and in Works Areas. The Contractor shall remove the rubbish from the collection points as soon as possible and in any event once the rubbish containers or skips reach its maximum capacity.
- 17.4 The Contractor shall keep all worksite and related workplace passageways, staircases, landings and means of escape clear and unobstructed at all times.
- 17.5 The Contractor shall take necessary precautions to prevent persons working on the Site and in Works Areas from being struck by falling materials or objects or flying debris, which shall include, but not be limited to taking steps to prevent scaffolding materials, tools or other objects and materials from being thrown, tipped or dropped from a height where they are liable to cause injury to persons on or near the Site and in Works Areas. The Contractor shall ensure that the working area is properly barricaded with effective barricades to prevent unauthorized access.
- 17.6 The Contractor shall stack materials securely at the Site and in Works Areas, arrange and store materials in an orderly manner at the works areas. Without any limitations, the Contractor shall provide suitable storage racks or lateral supports for stacking steel bars and adequate chocks or wedges for keeping potential rolling materials or pipes.
- 17.7 The Contractor shall provide proper storage, such as toolboxes or containers for tools and equipment and ensure that all tools and equipment are not left on the floor or in any location where they can be easily dislodged.
- 17.8 Good ventilation shall be maintained in every workplace.
- 17.9 All edges and openings must be securely fenced with a fixed and rigid barrier to prevent the fall of persons and/or objects. Openings for lift shafts, service ducts and other voids are to be provisionally closed as soon as possible but not later than at the commencement of fitting-out works.
- 17.10 All lift shafts or duct shafts or wall openings must be sealed up fully using steel mesh, net and barrier. The steel mesh barriers may only be temporarily removed if a suitable secondary system to prevent falling of objects and persons is installed.
- 17.11 The Contractor shall ensure that a safe access, gangway can be provided free from any hazard such as slippery, trapping and projecting and cutting by any materials.
- 17.12 When working in MICE property, Contractor shall abide strictly by the approved work timelines and work areas.

## 18 Works over facilities

- 18.1 Where Works require lifting, or otherwise working over public or private properties and facilities, the Contractor shall implement appropriate control measures and liaise with relevant stakeholders including Statutory Authorities to mitigate any possibility of injury to persons or property.

## 19 Fire Safety and Precaution

- 19.1 The Contractor shall obtain approved hot work permits prior to commencement of hot works activities on the Site and in Works Areas.
- 19.2 For all hot works activities, the Contractor shall appoint a fire watchman to conduct a physical check at work areas after end of works. The checks are to ensure that all work areas have no evidence of any fire. All fire watchmen must be the holder of a fire warden course qualification.
- 19.3 Contractor must isolate smoke detectors/IR sensors while doing any work involving dust or mist that will potentially trigger the smoke detectors/IR sensors resulting in false alarm.
- 19.4 The Contractor shall provide and maintain their own portable fire extinguishers or fire blankets on the worksite and related workplaces. The Contractor shall carry out regular checks, at least once a week, of fire-fighting equipment and life safety equipment.
- 19.5 The Contractor shall conduct regular inspections for all escape routes from time to time and ensure no obstruction to all mean of emergency egress.
- 19.6 In the event of fire, the Contractor shall immediately contact Fire Command Centre (FCC) @ 6688 1404.
- 19.7 Smoking is strictly prohibited on site, except in designated smoking areas.

## 20 Dangerous goods and dangerous substances

- 20.1 Before being brought onto the Site and installed in Works Areas the Contractor shall assess all materials for their occupational health and environmental compatibility. For any material that is toxic, flammable, explosive, or may otherwise cause a hazard, the Contractor shall undertake a risk analysis, and produce a method statement specifying the safe method of use and the associated precautions. All such materials brought on Site shall be fit for purpose.

- 20.2 The Contractor shall ensure that all gases, fuels, and other dangerous goods are stored and handled in a safe manner and in accordance with the Statutory Requirements and as required by the Project Manager. The Contractor shall obtain and maintain the required licenses and permissions to store and handle such substances from the relevant Statutory Authorities.
- 20.3 The Contractor shall ensure that **Safety Data Sheets (SDS)** are available as a register for the Project Manager's review upon request; and shall submit the related SDS in the method statement and the relevant hazard shall be considered in the risk assessment with relevant safety precaution.

## 21 Excavation Safety

- 21.1 The Contractor must submit detailed method statements and risk assessments for all proposed excavation work for the Project Manager's review during Permit to Work application prior to commencement of any Works.

## 22 Equipment and Machinery Safety

- 22.1 The Contractor shall establish and implement a safe working procedure for ensuring that equipment or machinery is properly installed, erected, altered, operated, repaired, and maintained by competent persons.
- 22.2 Prior to any equipment or machinery being brought onto the site, the Contractor must ensure that it is suitable for the proposed use, of adequate capacity and that it is in good condition.
- 22.3 Copies of statutory certificates of testing and examination for the equipment or machinery shall be forwarded to the Project Manager for verification and issuance of a Permit to Work. The certificate and Permit to Work must be prominently displayed on the any plant, equipment, or machinery. Any equipment or machinery without a valid permit or certificate shall be forbidden to operate. The Contractor must at their own cost test and examine the equipment or machinery and rectify any deficiencies observed before the Permit to work is issued for operation.
- 22.4 The Contractor shall appoint and deploy competent persons to be operators of such equipment or machinery and retain copies of their qualifications. These records must be ready for the Project Manager's review upon request.



## **23 Mobile crane and general vehicles safety (Vehicles includes but no limited to: Forklifts, lorry cranes, excavators etc.)**

- 23.1 The Contractor shall ensure that all worksite and related workplace mobile cranes and vehicles are inspected, serviced regularly, kept in a safe working condition and subjected to a comprehensive inspection and maintenance programme covering all critical parts of the mobile cranes and vehicles. The Contractor shall maintain the Site and Works Area mobile cranes and vehicles including without limitation the provision of Reversing Video Devices and Audio Alarm System.
- 23.2 The Contractor shall ensure that an unobstructed passageway of at least 800mm wide is maintained between the slewing or other moving parts of mobile crane and the guard rails, fences, or other fixtures / vertical surfaces. If the passageway cannot be maintained at any place, access to that place shall be prevented when the plant is in use.
- 23.3 The Contractor shall set up or fence off restricted or prohibited areas including operating areas and traffic routes of the mobile cranes and post prominent direction signs and warning notices on prevention of unauthorised entry. If such an area cannot be maintained, the Contractor shall deploy a trained banksman (signaller) to prevent access to the operating zone when the mobile crane is in operation. Any heavy vehicle movement must have a traffic controller and/or banksman present.
- 23.4 Copies of statutory certificates of testing and examination for the equipment or machinery shall be forwarded to the Project Manager for verification and issuance of a Permit to Work. The certificates and permit to work must be prominently displayed on the mobile cranes and any vehicles without a valid permit or certificate shall be forbidden to operate.
- 23.5 The Contractor shall appoint and deploy competent persons to be operators of such mobile cranes or vehicles and retain copies of their qualifications. These records must be ready for the Project Manager's review upon request.

## **24 Safety equipment provisions**

- 24.1 The Contractor shall at all times provide and maintain in an acceptable condition at the Site/Works Areas adequate personal protective equipment (PPE) and other safety equipment including, but not limited to: safety helmets, safety boots, safety shoes, eye protection, ear protection, safety harnesses, fall arrestors, independent lifeline, respiratory protection, safety equipment for working in sewers, drains and enclosed spaces, equipment for rescue for emergency cases in confined spaces, fire extinguishers, first aid equipment and any other necessary safety equipment.

- 24.2 The Contractor shall provide and ensure that its workers, Sub-Contractors and all other persons performing the Works within the Site/Works Areas are adequately equipped with the requisite PPE.

## **25 Adverse weather plan**

- 25.1 The Contractor shall provide an adverse weather plan including measures for the temporary protection of workers at the Site and in Works Areas such as PPE, protective shelter and the need to consider any other relevant standby facilities or equipment.
- 25.2 Once the lightning alert device is activated, all workers must be able to go indoor or to a safe, sheltered place for their protection.
- 25.3 During hot weather, the Contractor shall brief and remind its workers, Sub-Contractors and all other persons performing the Works to hydrate themselves frequently. Wherever practicable, the Contractor shall provide water and sheltered rest areas for these individuals.
- 25.4 The Contractor shall give short breaks during works to hydrate and cool themselves to prevent heat injuries.

## **26 Noise control**

- 26.1 Provision of hearing protection PPE is the last resort to handle the noise problem at the Site/Works Area.
- 26.2 The Contractor shall whenever possibly reduce noise at source by improved maintenance, replacing noisy machines with quieter ones, screening with noise absorbing material, making changes to the work process, controlling machine speeds, using cutting oils and hydraulic breakers.
- 26.3 Contractors are required to wear appropriate PPEs and follow MBS' requirements when accessing into noisy areas identified by MBS.

## **27 Dust control**

- 27.1 The Contractor shall wherever possible reduce or control dust emission from their works by having materials pre-cut off-site; by isolating dusty work; by removing the dust at source using local exhaust ventilation and/or vacuum cleaners; and by watering.

## 28 Acknowledgement of MBS Contractors Workplace Safety & Health Guidelines

- 28.1 The Contractor is responsible in ensuring that the contents of this document is shared and acknowledged by all its workers, Sub-Contractors and all other persons performing the Works. All contractor employees are required to read through and understand all the rules and procedures set forth in the “MBS Contractors Workplace Safety & Health Guidelines”.
- 28.2 Reading and understanding the MBS’ Contractors Workplace Safety & Health Guidelines is a condition precedent BEFORE commencing any works on Site.
- 28.3 MBS has the right to verify whether the Contractor’s workers, Sub-Contractors and all other persons performing the Works have read and understand all the rules and procedures set forth in the “MBS Contractors Workplace Safety & Health Guidelines”. In the event of default, the Project Manager may, amongst other things, order the immediate suspension of the Works and/or expulsion of workers from Site pending compliance.
- 28.4 The Contractor in entering the Contract with MBS agrees that it will appoint and deploy qualified, competent and experienced workers, employees and/or Sub-Contractor to perform the Works. Contractor’s representative, in accepting MBS’s contract for work, has agreed that only contract employees who are familiar with the routine and specific hazards of their job and who have been prepared to deal with the hazards they may encounter while on the job at MBS will be sent to work at MBS.
- 28.5 The Contractor acknowledges and accepts that compliance with the contents herein is essential and is an important measure to safeguard against workplace injuries and accidents.