

Common Contraventions Identified in SMM Inspections



MINISTRY OF
MANPOWER

Evelyn Koh, OSHD

Date (01 09 2020)



A Great Workforce A Great Workplace

3 workplaces told to stop work for making staff return to office

Manpower Ministry also issues 14 composition fines to employers for breaches

YIP WAI YEE & CHEOW SUE-ANN

Three workplaces were forced to stop operations for failing to implement adequate safe management measures, including instructing employees to return to the office instead of allowing them to work from home, said the Ministry of Manpower (MOM) yesterday.

A total of 14 composition fines were also issued to employers for breaching various safe management measures in the two days following the end of the circuit breaker period on Monday.

As of 5pm yesterday, the ministry had inspected over 200 workplaces in islandwide enforcement operations, it said in a Facebook post.

DEFAULT ARRANGEMENT

Mr Silas Sng, divisional director of the occupational safety and health division at the MOM, said: "It is understandable that some employers may be eager to bring their employees back to work in the office after two months of circuit breaker.

"However, we would like to remind employees that working from home must remain the default working arrangement for employees who are able to do so."



The Manpower Ministry has inspected over 200 workplaces in islandwide enforcement operations as of June 3.
PHOTO: MOM

to return to the workplace or office despite being able to continue working from home, added the Facebook post.

If these employers are unable to provide a reasonable explanation, the MOM will have to take enforcement action accordingly to protect the employees, it said.

According to the ministry's guidelines, working from home should remain the default option for all employees. Workers can return to the workplace following the circuit breaker period only if they have no alternative, to use specialised equipment or fulfil legal requirements.

Yet, some workers told The Straits Times that they had been told to return to their offices from Tuesday, despite it being unnecessary.

An engineer working in the manufacturing industry was asked to return to the office this

allowed to work from home one day a week starting next week, said the engineer, who is in his late 20s.

"The reason that I was given by my employer was that the company can resume operations from June 2. But I am concerned that this is against the rules," he said, noting that he is also worried about holding physical meetings with his colleagues.

A woman who works in the legal sector said the partners at her firm are providing the option for employees to return to the office should they feel comfortable to do so, which she prefers, even though she can get her work done at home.

"It is much easier to get things done with the team in person. The firm has safe distancing measures in place. If anything, my concern is taking public transport," said the woman, who is in

Covid-19: MOM orders 3 workplaces to shut due to inadequate safety management, asking all staff to return to office

By ASYRAF KAMIL



Ministry of Manpower/Facebook
The Ministry of Manpower had inspected more than 200 workplaces as of 5pm on June 3, 2020, to ensure that businesses implemented precautionary measures as they resumed operations during the pandemic.

Enforcement Operation on SMM Requirements



Focus of Inspections



Requirements for Safe Management Measures at the workplace

Issued on 9 May 2020
Updated as of 1 June 2020

1. From 2 June 2020, the circuit breaker will come to an end. Singapore will embark on a three-phased approach¹ to resume activities safely. Among many measures to minimise the risk of widespread re-emergence of COVID-19 in the community, we will need enhanced safe management practices at workplaces. Effective implementation of these measures will also help to avoid the need to restore tight restrictive measures subsequently.

2. The tripartite partners – the Ministry of Manpower (MOM), the National Trades Union Congress (NTUC) and the

- Taking care of your workers
- Taking care of your workplace
- Taking care of those who may become unwell

➡ **Implement a system of SMM**

1

S 254/2020

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No. S 254

Enforcement ↓

COVID-19 (TEMPORARY MEASURES) (CONTROL ORDER) REGULATIONS 2020

ARRANGEMENT OF REGULATIONS

PART 1 PRELIMINARY

Regulation

1. Citation and period in force
2. Definitions
3. Application

PART 1A BASELINE RESTRICTION

- 3A. Masks must be worn when outside
- 3B. When face shields may be worn instead

PART 2 RESTRICTIONS ON INDIVIDUALS

Division 1 — Place of residence

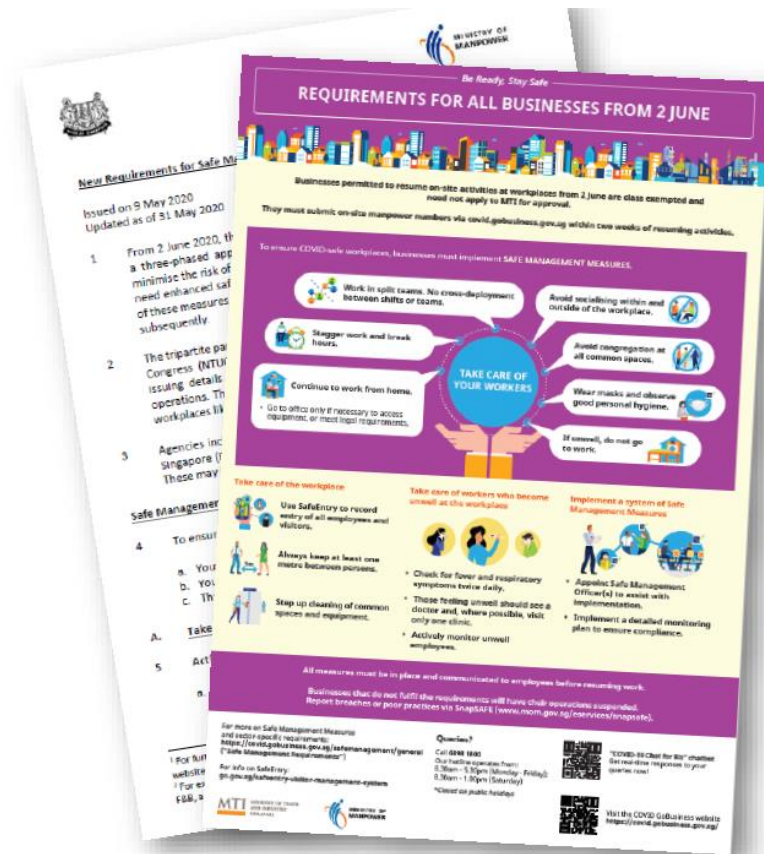
4. Restrictions on leaving or entering place of residence
5. Alternative place of residence



System of Safe Management Measures (SMM) at Workplaces

4 Mandatory Elements

- Take care of your workers
- Take care of the workplace
- Take care of workers who become unwell
- Implement a SMM system



SMM in a Nutshell

Take care of your workers

A



- Continue to work from home.
- Stagger work and break hours
- Work in split teams. No cross-deployment between shifts or teams.
- Avoid socialising within and outside of the workplace.
- Avoid congregation at all common spaces.
- Wear masks and observe good personal hygiene.
- If unwell, do not go to work

Take care of the workplace

B



Use SafeEntry to record entry of all employees and visitors.



Always keep at least one metre between persons.



Step up cleaning of common spaces and equipment.

D

Take care of workers who become unwell at the workplace

C



- Check for fever and respiratory symptoms twice daily.
- Those feeling unwell should see a doctor and, where possible, visit only one clinic.
- Actively monitor unwell employees.

Implement a system of Safe Management Measures



- Appoint Safe Management Officer(s) to assist with implementation.
- Implement a detailed monitoring plan to ensure compliance.

Measures above must be in place, communicated and explained to employees prior to resuming work.





Appoint a Safe Management Officer

SMO can assist in the implementation, coordination and monitoring of SMM at the workplace

1. To coordinate implementation of SMM

- Identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating to all personnel.

2. To conduct inspection and checks

- Conducting inspections and checks to ensure compliance. Any non-compliance found to be reported and documented.

3. To remedy non-compliance

- Immediate action to be taken to remedy any non-compliance found

4. To keep records of inspections and checks

- Records of the inspections and checks and corrective actions to be kept and made available upon request by a Government Inspector





Actively enable employees to WFH



WFH must be the default mode of working

- Employees who have been working from home so far must continue to do so
- List of workers with details on their work arrangements





Stagger Work and Break Hours

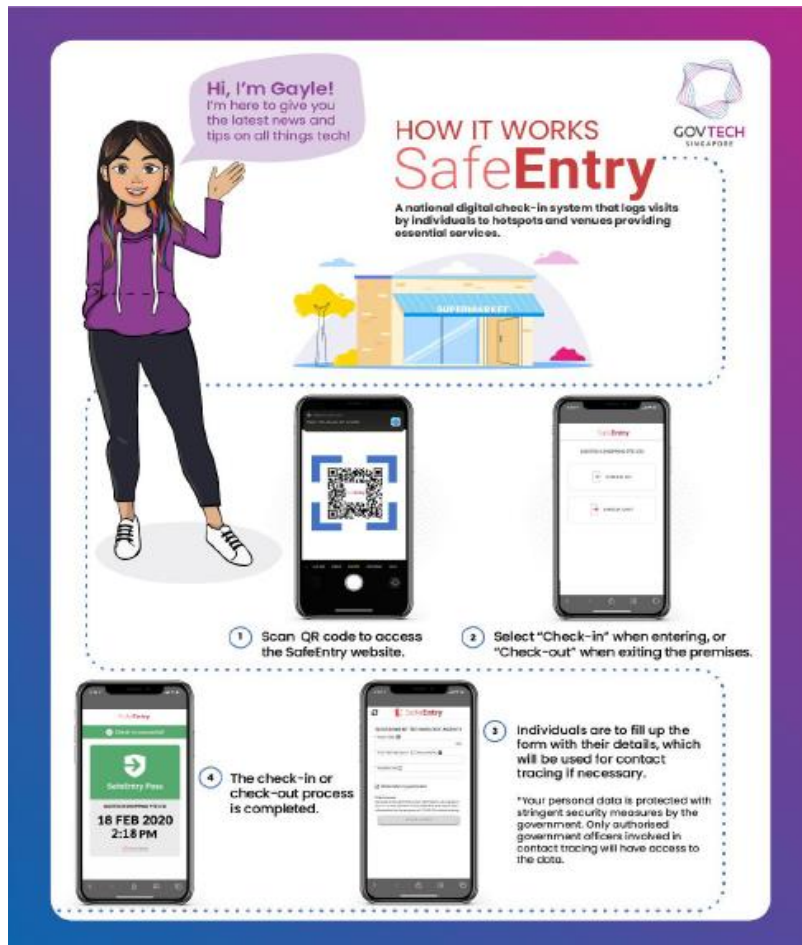


Likely congestion at entrances and exit of workplaces





Use SafeEntry to record entry of employees and visitors



Hi, I'm Gayle!
I'm here to give you the latest news and tips on all things tech!

HOW IT WORKS
SafeEntry

A national digital check-in system that logs visits by individuals to hotspots and venues providing essential services.

GOVTECH SINGAPORE

- 1 Scan QR code to access the SafeEntry website.
- 2 Select "Check-in" when entering, or "Check-out" when exiting the premises.
- 3 Individuals are to fill up the form with their details, which will be used for contact tracing if necessary.
*Your personal data is protected with stringent security measures by the government. Only authorised government officers involved in contact tracing will have access to the data.
- 4 The check-in or check-out process is completed.

SafeEntry to record entry of all personnel entering the workplace:

- Employees and visitors check in and out using SafeEntry
- Employees and visitors that are unwell to be refused entry
- To declare the following via SafeEntry:
 - a) Not under quarantine order or SHN
 - b) Not had close contact with a confirmed Covid-19 case in the past 14 days
 - c) Do not have fever or flu-like symptoms





Regular checks for temperature and respiratory symptoms



- Ensure regular checks for temperature and respiratory symptoms
- Encourage employees to download and active TraceTogether app.


TraceTogether

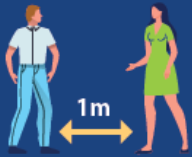


Share the app with your family and friends today!



SCAN ME



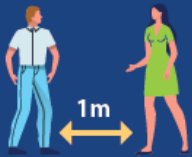


Ensure physical spacing of
at least 1m



Likely congregation at
common spaces



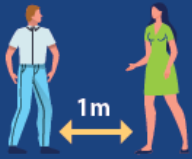


Ensure physical spacing of
at least 1m



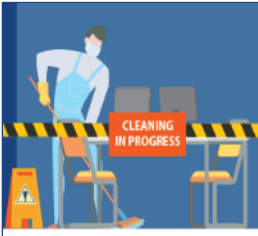
Lack of demarcation of safe
physical distance





Ensure physical spacing of at least 1m






Manage unwell/confirmed cases

7.3 Procedure for Managing Staff that are Unwell at Workplace

When an employee is unwell (with symptoms such as cough, fever, difficulty breathing) at workplace or when a suspect case arises, the following actions are to be taken:

- Consider whether the employee has travel history to affected areas in the last 14 days and/or contact history with infected person. If no, the employee is to consult a doctor. If yes, the employee should do the following.
- Contact the immediate supervisor who will in turn contact the Pandemic Manager or Assistant Pandemic Manager. (refer to Appendix I).
- Isolation room and evacuation route
 - The Pandemic manager/response team should isolate the employee by accompanying the individual to a designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of

Personal Protective Equipment To Manage Unwell Employee At Workplace

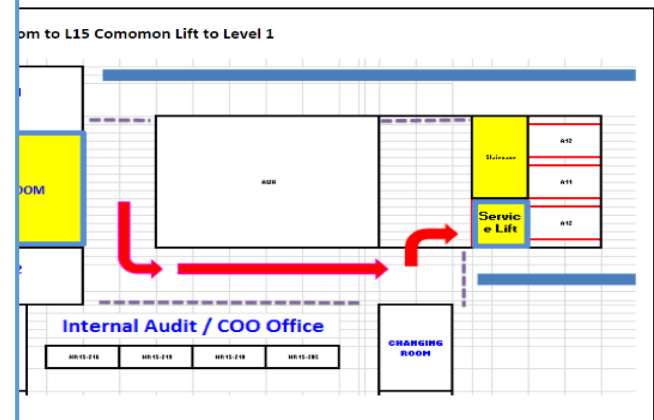
<p>Mask / Disposable gown /glove</p> 	<p>1. Gown</p> <ul style="list-style-type: none"> Fluffy cover torso from neck to knees, arms to end of wrists, and wrap around the back. <p>2. Mask</p> <ul style="list-style-type: none"> Place the mask Fit snug to face and below chin Fit-check respirator <p>3. Gloves</p> <ul style="list-style-type: none"> Extend to cover wrist of isolation gown <p>Wash hands with soap immediately after removing all PPE.</p> <p>Remove Personal Protective Equipment (PPE)</p> <p>1. Gown</p> <ul style="list-style-type: none"> Outside of gloves are contaminated If your hands get contaminated during glove removal, immediately wash your hands. Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove. Hold removed glove in gloved hand. Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove. Discard gloves in a waste container. <p>2. Gown</p> <ul style="list-style-type: none"> Gown front and sleeves are contaminated. If your hands get contaminated during gown removal, immediately wash your hands. Roll gown away from neck and shoulders, touching inside of gown only. Turn gown inside out. Fold or roll into a bundle and discard in a waste container. <p>3. Mask</p> <ul style="list-style-type: none"> Front of mask is contaminated, hence do not touch. If your hands get contaminated during mask removal, immediately wash your hands. Remove the mask without touching the front. Discard in a waste container.
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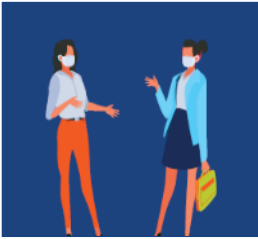
Evacuation plan

- Routes, isolation areas

Follow-up plan

- Areas to be vacated and cordoned off
- Cleaning and disinfecting



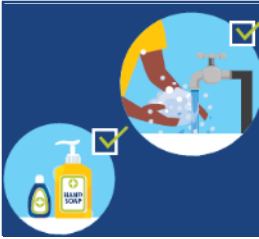


Wear masks at workplaces



- Ensure that there are sufficient masks for all employees
- Ensure that all visitors, contractors, suppliers etc. wear masks and other necessary PPE at all times
- Encourage employees to observe good personal hygiene e.g. wash hands regularly





Step up cleaning of workplace



Ensure cleanliness of workplace premises



Regularly clean and maintain common spaces and equipment, particularly during shift or split team changeovers.

Provide cleaning agents (e.g. hand soap) at all toilets and hand-wash stations as well as disinfecting agents (e.g. hand sanitisers) at all common touchpoints within the workplace, such as entrances and lift lobbies.



Thank You!



SafeEntry

Check in and out with SafeEntry
HELP US KEEP YOU SAFE



Wear a mask at all times when outside your home



Wash your hands frequently with soap or use hand sanitisers



Monitor your temperature twice daily and submit health declarations

If you are sick

- Don't go to work
- Wear a mask and see a doctor
- Stay at home



Do not spread rumours

Get the latest on COVID-19 by signing up for the Gov.sg WhatsApp channel (www.gov.gov.sg/whatsapp). The service is available in English, Chinese, Malay and Tamil.

gov.sg

Updated: 28 May 2020

NEW NORMAL SAFE WORKPLACES



Work from home



Stagger work and break hours, if unable to work from home



AVOID socialising with colleagues, at or outside workplaces



Sit at least 1 metre apart



Disinfect shared surfaces before and after use

-  www.mom.gov.sg
-  [SGMinistryofManpower](https://www.facebook.com/SGMinistryofManpower)
-  [SGMinistryofManpower](https://www.t.me/SGMinistryofManpower)
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