



Overview of Workplace Safety And Health Order 2009 and Workplace Safety and Health Regulations 2014

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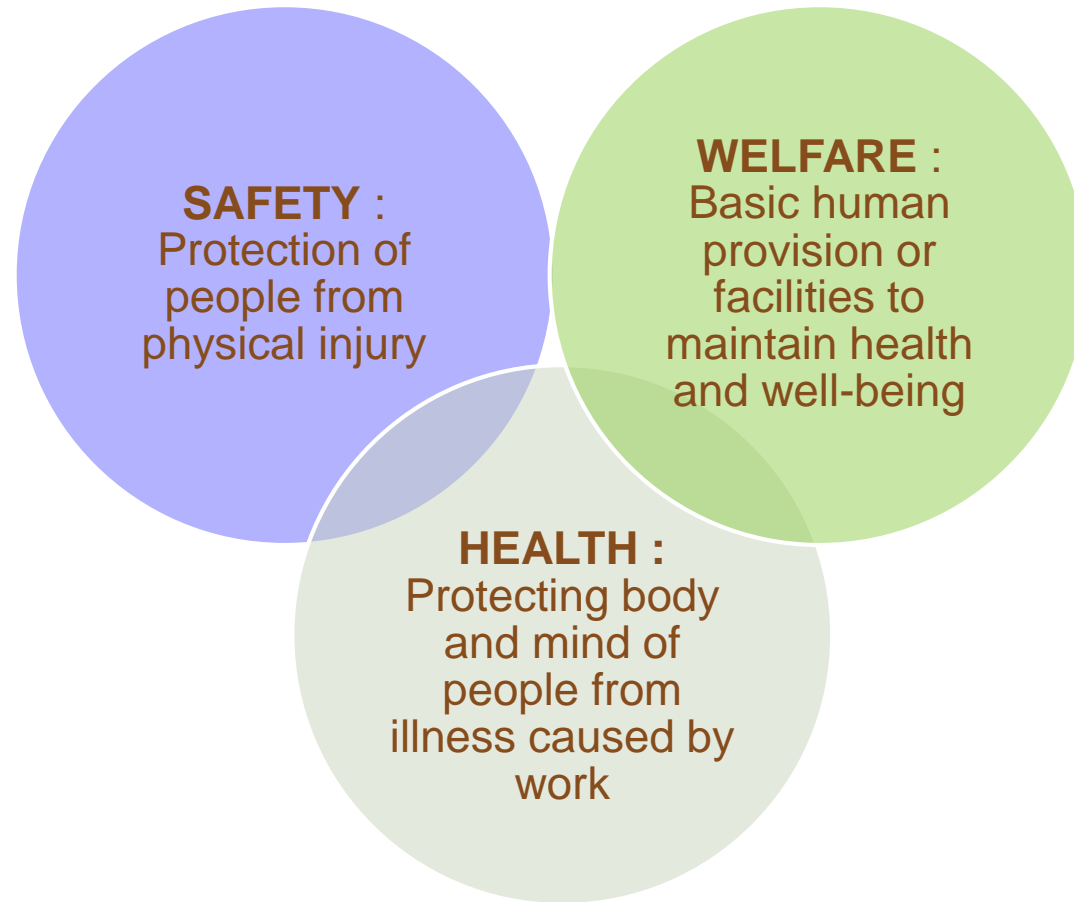
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- Background on Workplace Safety and Health
- Related Laws and Regulations
- Prevention of Workplace Accidents and Injuries
- Recommendation to a Workplace Safety and Health Culture

RELATED LAWS AND REGULATIONS

- Workplace Safety and Health Order 2009
 - Workplace Safety and Health General Provisions Regulations
 - Workplace Safety and Health Construction Regulations
 - Workplace Safety and Health Officers Regulations
 - Workplace Safety and Health Committees Regulations
 - Workplace Safety and Health Incident Reporting Regulations
 - Workplace Safety and Health Risk Management Regulations
 - Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulation

INTENTION OF THE WSH LAWS AND REGULATIONS





DEPARTMENT
OF LABOUR

WORKPLACE SAFETY AND HEALTH ORDER 2009

APPLICATION OF ORDER

S.2 Except as otherwise expressly provided in this Order (but not the regulations), this Order shall apply to all workplaces."



EXEMPT PERSONS AT WORK

1. Any member of :
 - i. Royal Brunei Police Force,
 - ii. The Prisons Department,
 - iii. The Internal Security Department,
 - iv. the Narcotics Control Bureau,
 - v. the Royal Brunei Armed Forces,
 - vi. the Royal Customs and Excise Department,
 - vii. the Fire and Rescue Department,
 - viii. the National Disaster Management Centre; and
 - ix. An Immigration Officer appointed under section 3 of the Immigration Act (Chapter 17)... while on duty

2. A crew member at work on board any ship, aircraft or any other international mode of transport which does not pose a risk to the safety and health of any person other than the crew member himself or any other crew member on board that ship, aircraft or other international mode of transport.

APPLICATION OF ORDER TO GOVERNMENT

- S.3(1) ... this Order shall bind the government and shall apply to -
 - a) any workplace wholly or partly owned or occupied by the Government;
and
 - b) any premises in which any building operation or any work of engineering construction is carried on by or on behalf of the Government.
- S.3(3) ... no person shall be immune from prosecution for any offence under this Order **by reason only** that he is engaged to provide services to the Government.

GENERAL DUTIES AT WORKPLACE

GENERAL DUTIES OF EMPLOYER

- Providing Personal Protective Equipment
- Providing equipment for the convenience of employees
- Ensure all machineries, equipment and working environment are safe at all times
- Providing information and procedures that is necessary before carrying out any work
- Repair and maintenance of the working environment that may pose to injuries at work



S12

SAFETY AND HEALTH ASPECTS WHILE WORKING

FACILITIES

- Sufficient and Suitable Lighting
- Emergency Lighting
- Adequate Ventilation
- Sanitary Conveniences

Reg 5, 6 & 8
WSH General Provisions Regulations

PERSONAL PROTECTIVE EQUIPMENT

- Provide and Maintain the appropriate PPE to any person carrying out any work
- Protection referred to as follows –

Eye Protection ; Fall Protection ;
Foot Protection; Hand Protection;
Head Protection; Hearing Protection;
Respiratory Protection

Reg 33
WSH Construction Regulations

GENERAL DUTIES OF EMPLOYEES



- To cooperate with employers in complying with the Order
- To establish a safety and health culture at the workplace
- To ensure that everyone is working in a safe and healthy condition
- To report all accidents and injuries at the workplace
- To recommend and suggest safety and health measures for the purpose of improving the workplace

WORKING WITH MACHINERY FOR USE AT WORK

- The person is competent before carrying out duties of erecting, install or modifying any machinery or equipment
- The machinery or equipment is safe and without risk to health when properly used
- The machinery is maintained in a safe condition
- Precautions (if any) to be taken for the safe use and health hazards (if any) are available to any person using the machinery



S17

WORKPLACE SAFETY AND HEALTH MANAGEMENT ARRANGEMENTS



- S.28 (1) – “Every workplace within the prescribed class or description of workplaces shall have a **workplace safety and health officer** or a **workplace safety and health coordinator** appointed....”
- S.29 (1) – “Every workplace within the prescribed class or description of workplaces shall have a **workplace safety and health committee** appointed....”

ELEMENTS OF SAFETY AND HEALTH MANAGEMENT SYSTEM

- Safety policy, including the allocation and delegation of responsibility for safety
- Safe work practices
- Safety training
- Group meetings
- Incident investigation and analysis
- In-house safety rules and regulations
- Safety promotion
- System for the evaluation, selection and control of contractors
- Safety inspections
- Maintenance regime
- Risk assessment
- Control of movement and use of hazardous chemicals
- Occupational health programs
- Emergency preparedness

REPORTING OF ACCIDENTS, DANGEROUS OCCURENCES AND OCCUPATIONAL DISEASES

NOTIFICATION TO THE COMMISSIONER

- Any accident at a workplace causing:
 - 3 consecutive days of sick leave; or
 - Admitted in a hospital for at least 24 hours for observation and treatment
- Any accidents at a workplaces leading to death
- Any dangerous occurrence that occurs at a workplace
- Any persons suffering an occupational disease at a workplace
- Visitor who is injured and requires medical treatment at the hospital



FAQ ON REPORTING

- **Where do you report?**
 - First Floor, Department of Labour, Jalan Dewan Majlis, Brunei Darussalam
 - Tel No: 2380256 ext 2204/ 2205
- **How do you report?**
 - Fill in Initial Incident Form or Notification of incidents relating to injuries or death
- **Is online reporting available?**
 - Initial Incident Form can be downloaded from Department of Labour and Energy Department's website. Completed form are to be sent via e-mail.
 - However, all compensation claims must be reported by employer and to be sent directly to Department of Labour.

REQUIREMENT TO KEEP RECORDS

- Every employer and every occupier of a workplace shall keep a record of every notification or report made by him under these Regulations
- Employer or occupier shall keep every record made by him for a period of 3 years from the time of the notification or report



INCIDENT INVESTIGATION AND ANALYSIS

- S.24 – “Where the Commissioner becomes aware of any accident, dangerous occurrence or occupational disease in a workplace, he may **direct an inspector to investigate** the circumstances of that accident, dangerous occurrence or occupational disease.”

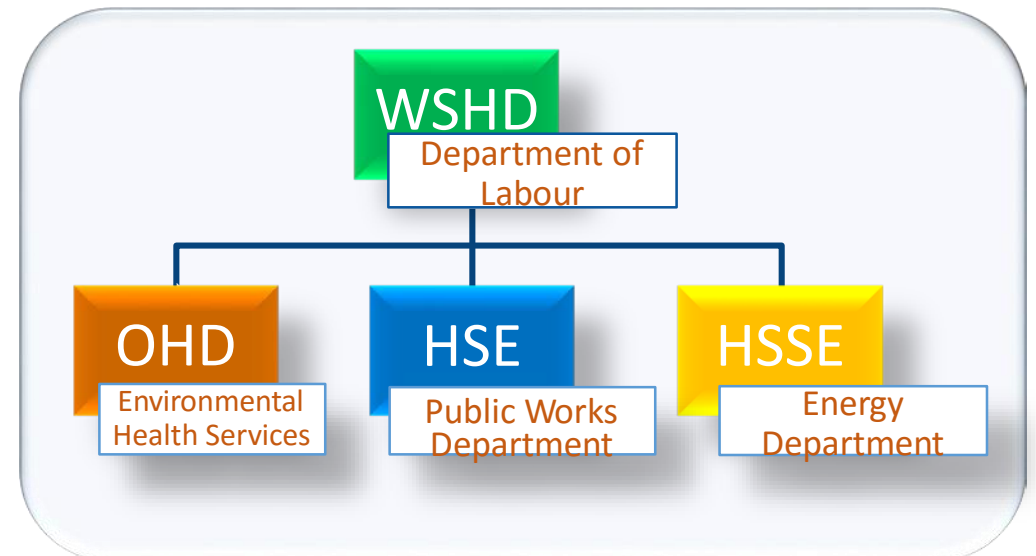


ENFORCING AUTHORITY

- S.7 (3) The Commissioner **may appoint** such number of persons as **inspectors** and such number of other persons as **authorised officers**, as may be necessary to assist the Commissioner in the administration of this Order.

ENFORCEMENT AUTHORITIES:

1. Department of Labour, Ministry of Home Affairs
2. Occupational Health Division, Ministry of Health
3. Public Works Department, Ministry of Development
4. Energy Department, Prime Minister's Office



CAUTIONS WHEN AT WORK

PROTECTING OF EMPLOYEES

S18 (2) An employer shall not dismiss or threaten to dismiss an employee because the employee;

- (a) has **assisted** (whether by giving of information or otherwise) an inspector, an authorised person or any public officer in the conduct of any inspection ... or
- (b) has in good faith **sought the assistance** of, or made a report to an inspector or authorised person in relation to a safety and health matter, or proposes to do so;
- (c) Is performing his duties in good faith as a member of a workplace safety and health committee

S18 (5) – Any person who contravene....is guilty of an offence and liable on conviction to a **fine not exceeding \$5,000, imprisonment for a term not exceeding 6 months or both.**

MATTERS THAT SHOULD BE TAKEN INTO ACCOUNT WHILE AT WORK

1. Safety Procedures
2. Emergency Preparedness
3. Signboards
4. Hygiene and Sanitation
5. Welfare
6. Electrical
7. Level of Noise
8. Equipment and Machinery
9. Chemical Substances
10. Flooring
11. Computer Station
12. Ergonomics
13. Training While At Work





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OF LABOUR



Safety Helmets



**High Visibility
Clothing or Vest**



Foot Protection



Dust Mask



Hand Protection



Welding Mask



Hearing Protection

**SAFETY
SIGNS**



**Breathing
Apparatus**



Face Shield



**Safety
Harness**



Respirator



Safety Glasses



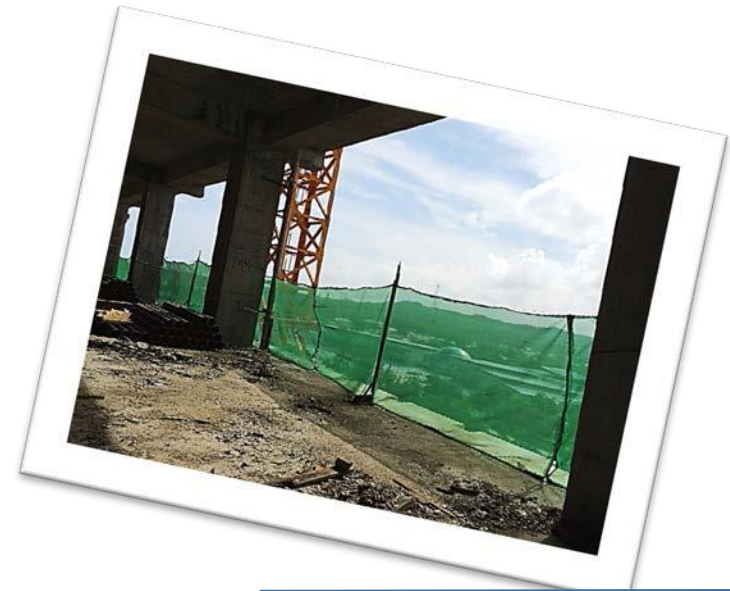
Respirators



**Protective
Clothing**

FALLING HAZARDS

- To take such measures as are necessary in a worksite which a person is liable to fall more than 2 metres **shall be covered or guarded by effective guard rails, barriers or other equally effective means** to prevent fall.
- Worksite includes:
 - Every open side
 - Opening into or through



LADDERS

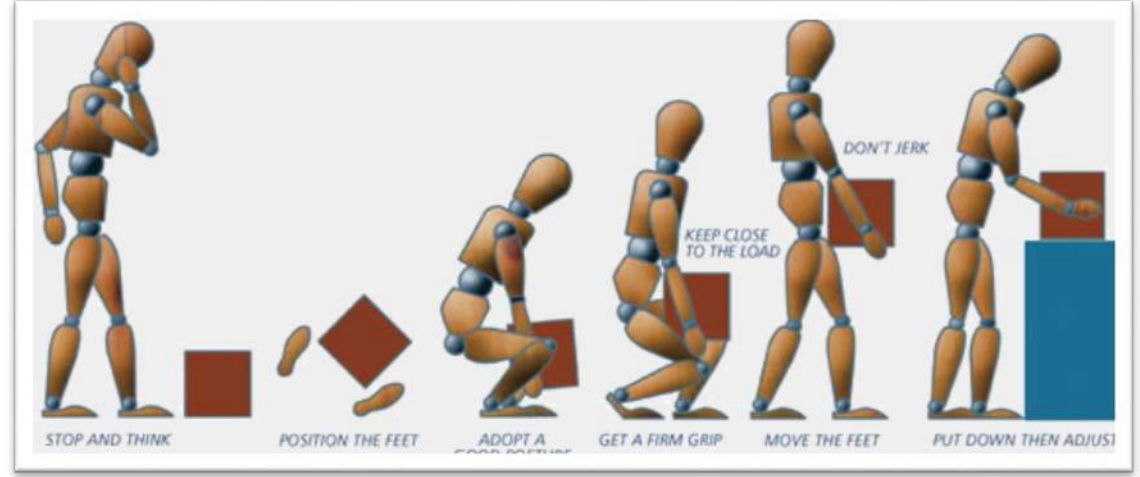
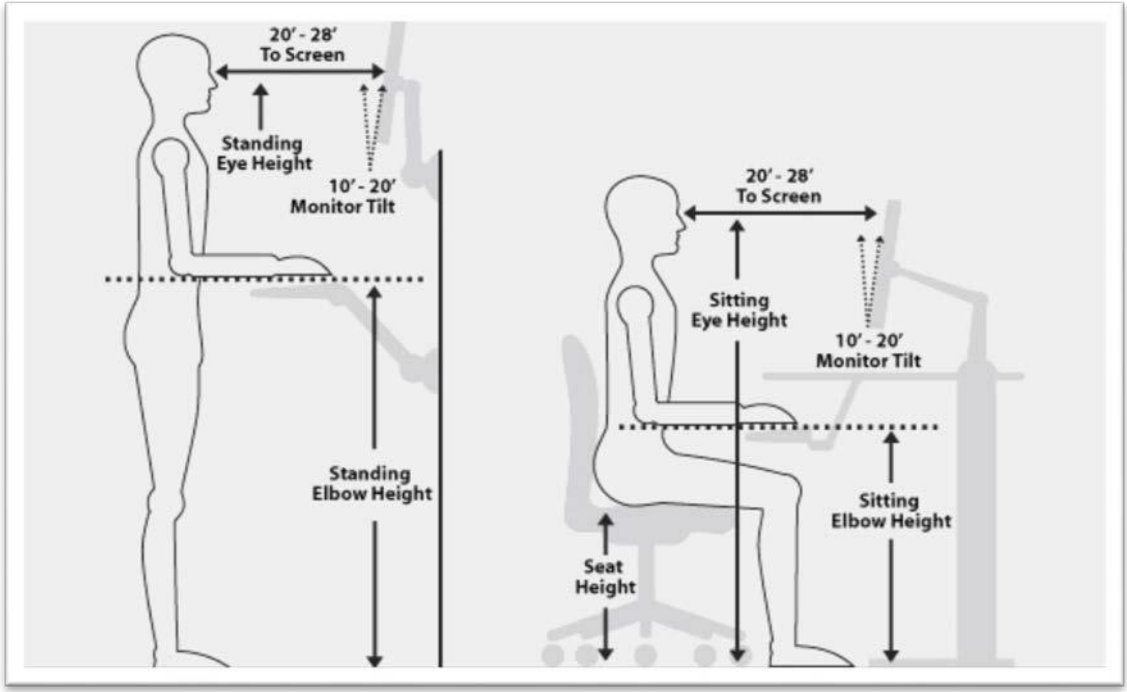


- Ensure that the ladder is:
 - good construction;
 - sound material;
 - adequate strength for the purpose for which it is used;
 - stable;
 - level and firm;
- Provided with intermediate landing place so that the vertical distance between any 2 successive landing **shall not exceed 9 metres**, following:
 - Suitable guard rails to prevent falls
 - Safety cage or other practicable measures shall be provided for any work with vertical distance of more than 3 metres



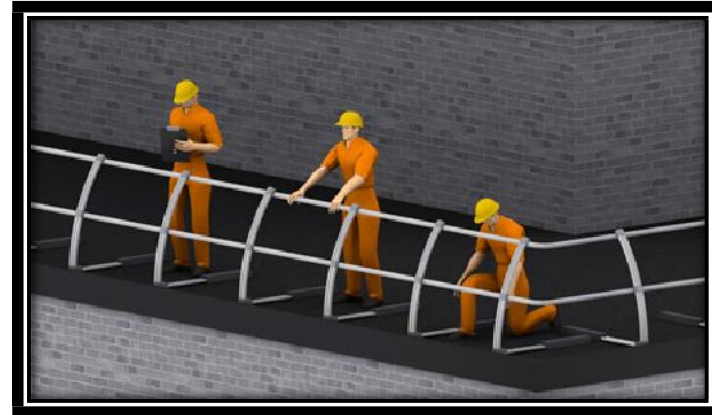
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ERGONOMICS AT WORK



RISK MANAGEMENT

- Practicable measures may include:
 - Substitution;
 - Engineering control
 - Administrative control
 - Provision and use of suitable personal protective equipment



PROVISION OF INFORMATION



- In every workplace, the employer, self employed person and principal shall ensure that any person in the workplace who may be exposed to a risk to his safety and health is informed of—
 - The nature of the risk involved
 - Any measure of safe work procedure implemented

REVIEW OF RISK ASSESSMENT

- In every workplace, the employer self employed person and person shall –
 - Review and if necessary, revise the risk assessment at least once every 3 years;
 - Review and revise risk assessment on the occurrence of any bodily injury to any person as a result of exposure to a hazard in the workplace; or
 - Review where there is a significant change in work practices or procedures





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HOUSEKEEPING

STORAGE OF GOODS

- All goods shall be stored, stacked or places in such manner as not to interfere with –
 - The adequate distribution of **natural or artificial light**
 - The **proper operation** of any machinery or other equipment
 - The **unobstructed use** of passageways or traffic lanes
 - The **efficient functioning of sprinkler systems** or the use of other fire-fighting equipment
- Any goods shall not be placed against wall unless the wall or partition is of sufficient strength to withstand pressure
- For loads suspended, the roof shall be of sufficient strength to carry the loads

STORAGE AND PLACEMENT OF MATERIALS AND EQUIPMENT

To ensure that the material or equipment is not, stored, stacked, placed so close to any opening edge of a floor, scaffold, platform or structure as to endanger persons below the opening or edge.

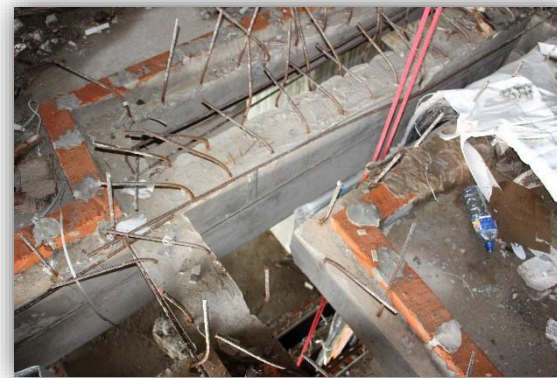


HAZARDS ARISING FROM PROTRUDING OBJECTS

- It shall be the duty of occupier of a worksite to ensure that:-
 - a) All passageways, stairs, platforms and other means of access or places of work in the worksite **are kept free .. that could cause tripping;** and
 - b) Any **sharp projection which is present** in any passageways, stairs, platforms and other means of access or places of work in the worksite is **removed or otherwise made safe.**



wshd/dkt/11/2015



FAILURE TO COMPLY WITH WORKPLACE SAFETY AND HEALTH ORDER 2009

CONTRAVENTION OF THE ORDER

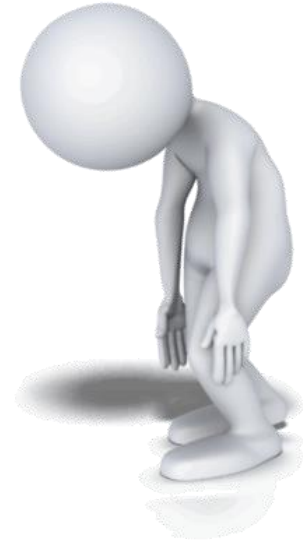
S21 (3) REMEDIAL ORDER

(i) to remedy any danger so as to enable the work or process in the workplace to be carried on with due regard to the safety, health and welfare of the persons at work;

S21 (4) STOP WORK ORDER

- (a) direct the person served with the order to immediately cease to
- carry on any work or process –
 - (i) indefinitely; or
 - (ii) until such measures as are required by the Commissioner have been taken, to the satisfaction of the Commissioner, to remedy any danger so as to enable the work or process in the workplace to be carried on with due regard to the safety, health and welfare of the persons at work; ...

OFFENCES AND PENALTIES



S49 - GENERAL PENALTIES

Category of Offender	Maximum fine	Maximum jail-term	Conditions
Individual persons	\$200, 000		
(Continuing offence)	Not exceeding \$2000 every day since conviction	2 years	Either or both
Corporate body	\$10,000, 000		
(Continuing offence)	Not exceeding \$5000 every day since conviction	-	-

S.21 (6) (7) - OFFENCES RELATING TO REMEDIAL ORDER AND STOP WORK ORDER

Category of Offender	Maximum fine	Maximum jail-term	Conditions
Failing to comply with Remedial Order	\$50,000	12 months	Either or both
(Continuing offence)	Additional fine not exceeding \$5000 every day after conviction		
Failing to comply with Stop Work Order	\$500,000	12 months	Either or both
(Continuing offence)	Additional fine not exceeding \$20,000 every day after conviction		

S.50 & S.55 OFFENCE FOR REPEAT OFFENDERS

Category of Offender	Maximum fine	Maximum jail-term	Conditions
Repeat Offenders: subsequent conviction of the same offence that previously caused death		-	Either or both
1. Individual	\$400,000		
2. Corporate body	\$20,000, 000		
Compounding of Offences	Not exceeding one-half of the amount of the maximum fine is prescribed for the offence or a sum of \$5,000 whichever is the lower	-	-

WORKPLACE SAFETY AND HEALTH (GENERAL PROVISIONS) REGULATIONS 2014

GENERAL PROVISIONS RELATING TO SAFETY

PRIME MOVER, MACHINERIES AND EQUIPMENT

- Where a prime mover is used, every flywheel connected to the prime mover and every moving part shall be securely fenced
- Any electric generator, motor, transmission machinery is securely fenced unless the dangerous part is made safe for persons at work by other effective means which will protect persons from being injured
- Where transmission machinery is used –
 - It has to be maintained efficient devices or appliances in that room or place by which the power can promptly be cut off from the transmission machinery

REMOVAL OF FENCING FROM MACHINERY

- Fencing or other effective means of protection may be removed to such extent as is necessary when –
 - **Any examination** of the machinery or part of the machinery
 - **Any lubrication or adjustment** shown by such examination to be immediately necessary

REQUIRMENT FOR THE PERSON

- The relevant examination, lubrication or other operation is carried out by a person who –
 - Has attained the age of 20 years;
 - Has been trained to carry out and is acquainted with the danger
 - Wearing clothing which has no loose ends
 - There shall be another person available within sight or hearing in case of an emergency

ELECTRICAL SAFETY

- It shall be duty of the occupier to ensure that **every electrical installation and electrical equipment in the factory** –
 - Is of good construction, sound material and free from defects
 - Is used and maintained in such manner so that is safe of use
 - all reasonably practicable measures are taken to protect any person against the risks of electric shock and injuries



wshd/dkt/11/2015



Reg 14

CONSTRUCTION AND MAINTENANCE OF FENCING OF OTHER SAFEGUARDS

- It shall be duty of the occupier to ensure that **all fencing and other safeguards required to be provided** are –
 - of substantial construction
 - Properly maintained
 - Kept in position and properly adjusted to render the machinery is safe while in motion or in use



LOCK-OUT PROCEDURES

- It shall be the duty of the occupier to establish and implement lock-out procedures relating –
 - Inspection
 - Cleaning
 - Repair
 - Maintenance
- “Lock out procedures” means to ensure that all energy sources to the relevant plant, machinery, equipment or electrical installations are isolated, disconnected or discharged



PROTECTIVE MEASURES RELATING TO TANKS, STRUCTURES, SUMPS OR PITS CONTAINING DANGEROUS SUBSTANCES

- .. less than one metre above the highest ground or platform from which a person might fall into it, it shall be the duty of the occupier of the factory to ensure that –
 - .. is securely covered or securely fenced to a height of at least one metre above that ground or platform
- Warning notice indicating the nature of the danger and in a form readily understood is marked on or attached to the tank, structure, sump or pit
 - If this is not reasonably practicable, is posted nearby

LIFTING GEARS, LIFTING APPLIANCES AND LIFTING MACHINES

SAFETY MEASURES

- No lifting gear shall be used unless tested and examined
- Authorised examiner has issued and signed a certificate of test and examination
- Thoroughly examined at least once every year
- Annealed at the following interval at least once every 6 months in the case of chain used in connection with molten metal or molten slag; or in any other case, at least once every year
- It shall be the duty of the owner of a lifting gear to ensure that is properly maintained

PRECAUTION WHEN OPERATING LIFTING APPLIANCES AND LIFTING MACHINES

- Every crane or crab and winch shall be provided with a readily accessible and efficient brake or other safety device
- No lifting appliance or lifting machine shall be loaded beyond its safe working load
- Effective measures shall be taken to ensure that crane does not approach within 6 metres of any person at work or near the wheel tracks of an overhead travelling crane
- A lifting machine shall be operated by a person trained and competent to operate or a person under training who is under direct supervision



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WORKING ENVIRONMENT

MEASURES TO BE TAKEN TO PREVENT FALLS

- **All opening of floors** shall be securely covered or fenced unless the nature of work renders such covering or fencing impracticable
- **For every staircase, a substantial handrail** shall be provide and maintained
- **Every teagle opening or similar doorway** used for hoisting or lowering goods or materials in a factory shall be securely fenced and maintained
- **Sufficient and secured anchorage by means of a life line or safety harness or safety belt** shall be provided ...
- **Suitable life jackets** shall be provided to a person who is exposed to the risk of falling into water and of drowning

WORKING IN A CONFINED SPACE

SAFETY PRECAUTIONS

- Ensure that there is **adequate and convenient means of access and egress** from the confined space
- No person shall enter the confined space for any purpose unless the person –
 - **Is wearing suitable breathing apparatus**
 - **Has been authorized to enter by a competent person; and**
 - **Where reasonably practicable, is wearing a safety harness with rope securely attached and there is a person keeping watch outside**
- **Effective steps have to be taken to prevent any ingress of dangerous fumes**
- **Ensure that the space has been adequately ventilated and tested for dangerous fumes and has a supply of air adequate to sustain life**

MAINTENANCE AND INSPECTION

- Breathing apparatus, belts and ropes, and suitable reviving apparatus and oxygen are **properly maintained and thoroughly examined at least once a month**
- It shall be the duty competent person –
 - To issue and sign a report of the result of the examination
 - Provide a copy of the report to the employer of the person working in a confined space
 - Exercise all due diligence in making any certification or report or conducting in any test
- It shall be the duty of the employer **to keep a record of every test**

EXPLOSIVES OR FLAMMABLE DUST, GAS,
VAPOUR OR SUBSTANCE

SAFETY PRECAUTIONS

- All reasonably practicable steps shall be taken to prevent such an explosion –
 - By enclosure of the plant used in the process
 - Removal or prevention of accumulation of the dust, gas, vapour or substance
 - By exclusion or effective enclosure of possible sources of ignition; or
 - By the use of suitable flame-proof equipment

EXPLOSIVE OR FLAMMABLE SUBSTANCES

- No plant, tank or vessel in a factory that contains or has contained any explosive or flammable substance shall be subjected to –
 - Any welding, brazing or soldering operation;
 - Any cutting operation which involves the application of heat; or
 - Any operation involving the application of heat for the purpose of taking part or removing the plant, tank or vessel or any part of it

EMERGENCY PREPAREDNESS

EMERGENCY PREPAREDNESS

Reg 38
WSH
General
Provisions
Regulations

&

Draft WSH
First Aid
Regulations

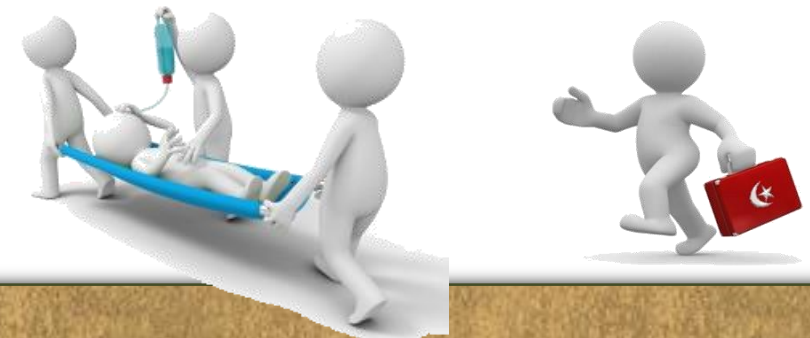
- **Means of extinguishing fire shall be –**

- Provided and maintained
- Readily accessible
- Adequate and suitable having regard to the circumstances of each case; and
- Tested by a competent person at such regular intervals



- **Provision of first-aid boxes shall be –**

- Be properly maintained;
- Be checked frequently to ensure that it is fully equipped and that all the items in it are useable;
- Be clearly identified as first-aid box;
- Be placed in a location that is well-lit and accessible
- Be under the charge of a person appointed ...



SAFETY PROVISION IN CASE OF FIRE

- There shall be provided such means of escape in case of fire for the persons at work in the factory –
 - Shall be properly maintained and kept free from obstruction
- All doors affording any person at work shall only be locked or fastened in such a manner that the doors can be easily and immediately opened from the inside
- Every exit shall be visibly marked with an exit sign of an adequate size
- Effective steps shall be taken to ensure that all the persons are familiar with means of escape in case of fire and the routine to be followed
- Warning devices are maintained and tested every month and clearly audible throughout the factory

SPECIAL PROVISIONS RELATING TO HEALTH SAFETY AND WELFARE

TOXIC DUST, FUMES OR OTHER CONTAMINANT

SAFETY MEASURES ON MANAGING HARMFUL SUBSTANCES

- Where any process or work carried on in any factory is likely to produce or give off any toxic dust, fumes or other contaminants, all reasonably practicable measures shall be taken to –
 - Prevent their accumulation in the factory; and
 - Protect persons at work in the factory against inhalation of the toxic dust, fumes or other contaminants

METHODS OF PREVENTION

- Carrying out the process or work **in isolated areas** where persons not connected with the process or work are prohibited from being present
- Carrying out the process or work **in closed vessels or systems to prevent persons from coming into contact**
- Providing **adequate ventilation** to dilute the toxic dust, fumes or other contaminants
- Providing **local exhaust ventilation** to remove the toxic dust, fumes or other contaminants
- Carrying out the process or work **wet**

MONITORING, TESTING OR ASSESMENT OF SURROUNDING

- The atmosphere of any place of work ... **shall be tested by competent person** at sufficient intervals to ensure that toxic dust, fumes, gases, fibres, mists or vapours are not present in quantities liable to injure the health of persons at work
- **To take air samples in the breathing zone** of the persons who are exposed to toxic dust, fume or other contaminants
- **A record of the result of every test carried out shall be kept** available for inspection for at least 5 years

PERMISSIBLE EXPOSURE LEVEL (PEL)

- To ensure that **no person at work in the factory is exposed** to the toxic substances specified in the First Schedule in excess of the PEL
- Where PEL (Short Term) of a toxic substance is not specified in the first schedule, PEL (Short Term) **shall be deemed to be exceeded if the time weighted average**
- Where there is exposure to more than one toxic substance at the same time and the substance have similar harmful effects, **the PEL shall be deemed exceeded if the sum of the ratios between the time weighted average concentration and the PEL substance exceeds one.**

HAZARDOUS SUBSTANCES

- All hazardous substances shall be placed **under the control of a competent person**
- **Warning notices** shall be –
 - in languages understood by all persons
 - specifying the nature of the danger of the hazardous substance and
 - precautionary measures to be taken when dealing with hazardous substance
- Persons who are liable to be exposed to hazardous substance shall **be warned and precautionary measures to be taken**

SAFETY DATA SHEET

- Where any hazardous substance is used, handled or stored in a factory, it shall be the duty of occupier of the factory to –
 - **Obtain** a safety data sheet of the substance
 - **Assess the information** in the safety data sheet and take precautionary measures to ensure the safe use of the substance;
 - **Make available the safety data sheet to all persons at work** in the factory who are liable to be exposed to the substance

INFORMATION ON HAZARDOUS SUBSTANCES

- Identity of substance
- Safety and health hazard information
- First-aid measures
- Fire fighting measures
- Accidental release measures
- Precautions to be taken for safe handling and storage
- Exposure controls and person protection needed
- Stability and reactivity of substance
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Any other relevant information

OFFENCES

- Any person who contravenes any provision of these Regulations which imposes a duty on him is guilty of an offence and liable on conviction to –
 - a fine not exceeding \$20,000,
 - imprisonment for a term not exceeding 2 years
 - or both.



OVERVIEW OF WORKPLACE SAFETY AND HEALTH REGULATIONS 2014

RELATED LAWS AND REGULATIONS

- Workplace Safety and Health Order 2009
 - Workplace Safety and Health General Provisions Regulations
 - Workplace Safety and Health Construction Regulations
 - Workplace Safety and Health Officers Regulations
 - Workplace Safety and Health Committees Regulations
 - Workplace Safety and Health Incident Reporting Regulations
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DEPARTMENT
OF LABOUR

WORKPLACE SAFETY AND HEALTH (CONSTRUCTION) REGULATIONS 2014

WHO DOES IT APPLY TO?

- These Regulations shall apply in relation to all worksites in Brunei Darussalam



SAFETY AND HEALTH MANAGEMENT ARRANGEMENT

- **Workplace Safety and Health Auditor shall be appointed** for worksite worth \$30 million or more the site shall be audited every 6 months
- **Workplace Safety and Health Co-ordinator / Officers shall be appointed** for worksite worth less than \$10 million
- Workplace Safety and Health Training shall be provided to any **person carrying out manual work and supervisors** for the purpose of familiarising the person with hazards associated with work and the precautions to be observed

HOW DO YOU IMPLEMENT PERMIT-TO-WORK SYSTEM?

PERMIT-TO-WORK SYSTEM (PTW)

- Permit To Work System shall apply only to the following types of work that form part of any building operation or works of engineering construction –
 - a) Demolition work;
 - b) Excavation and trenching work in a tunnel or hole in the ground exceeding 1.5 metres depth;
 - c) Piling work;
 - d) Tunneling work;
 - e) Work on a scaffold where a person could fall for more than 2 metres; and
 - f) Work involving entry into a confined space.

STEPS TO IMPLEMENT PTW

Step 1 – Appoint focal Person to Issue PTW System

Step 2 – Workers shall apply for ptw before carrying out high risk construction work

Step 3 – Evaluation of PTW

Step 4 – Endorsement of an application for PTW

NO HIGH-RISK CONSTRUCTION WORK WITHOUT PERMIT-TO-WORK



Regulation 12

- Subject to sub-regulation (2), any person who carries out any high-risk construction work in a worksite **without a permit-to-work** first issued by the project manager of the worksite in respect of that high-risk construction work is guilty of an offence and liable on conviction to a **FINE NOT EXCEEDING \$20,000.**

TRAFFIC MANAGEMENT IN WORKPLACES

VEHICULAR HAZARDS

- It shall be the duty of the employer of any person and the principal to ensure that –
 - i. the worksite barricaded;
 - ii. suitable warnings signs and warning lights are set up to direct traffic away from the worksite; and
 - iii. Where necessary, the traffic is specially controlled by designated persons.

VEHICULAR HAZARDS

- **No person shall drive** unless he has obtained the authorization of the occupier of the worksite to do so
- It shall be the duty of employer and the principal **to ensure that the person does not drive the vehicle unless the person**
 - i. has been fully instructed as to the dangers** likely to arise in connection therewith and the precautions to be observed; and
 - ii. has received sufficient training** to operate or drive the vehicle.

DISPOSAL OF MATERIALS

REMOVAL OF DEBRIS

- Ensure that any debris, bricks or other materials shall be removed by means of chutes, bucket, hoists or any other method which will not endanger any person
- Ensure that every opening used for removal of debris is provided with an enclosure from floor to ceiling
- Where it is impracticable, .. it shall be the duty of occupier to ensure that the opening is barricaded that no person has access to within a horizontal distance of 6 metres from any opening above through which the debris is being dropped

DESIGN OF CHUTE

- It shall be the duty of occupier to ensure that –
 - any chute provided is entirely enclosed on all sides except for the openings used
 - the discharge end of every chute shall be directed to a designated debris collection area within an enclosure fitted with a gate or a skip or container that is placed directly below the chute
 - The debris collection area is constructed at least 2 metres of height
 - The distance of the discharge end of the chute shall not be more than 3 metres
 - Warning notice shall be provided to indicate hazard of fall debris in a noticeable area
 - The chute is safe for its intended use when completely constructed

FORMWORK STRUCTURES

GENERAL REQUIREMENT

- **Every formwork structure shall be –**
 - sound material, good construction and adequate strength
 - free from patent defect
 - Suitable and safe for the purpose for which it is intended
 - Properly braced and tied together so as to maintain position and shape
- **Horizontal and diagonal bracing shall be provided in both longitudinal and transverse directions**, as may necessary to provide stability and rigidity to any formwork
- **Shores shall be properly placed and sole plates shall be provided to prevent displacement**

FORMWORK SUPERVISOR

- **Formwork supervisor shall be appointed** to supervise the construction, erection, alteration or dismantling of any formwork structure
- Duty of formwork supervisor is to –
 - Take such measures as necessary **to ensure that its position and shape is maintained**
 - **Make an inspection of the formwork structure** on the completion and ensure that the formwork structure is accordance with the design and drawings
 - **Immediately notify the occupier on discovering any unsafe condition** during any inspection made
 - **To enter the results of every inspection and keep the register of such inspection**

DESIGN AND CONSTRUCTION OF FORMWORK STRUCTURE

- Any formwork structure referred to in sub-regulation (1) that is in a worksite shall be **designed by a professional engineer and no other**
- **No alteration shall be made or allowed** ... unless its design and drawings have been reviewed and endorsed by a professional engineer
- The design and drawings of a formwork structure ... **shall be kept at the worksite and shall be produced** for inspection on request by an inspector

DUTY OF THE PROFESSIONAL ENGINEER

- Duty of the professional engineer who designs a formwork structure to –
 - ensure that his design can be executed safely by any person who construct or uses the formwork structure according to his design
 - provide all design documentation (including all relevant calculations, drawings and construction procedures) to facilitate the proper construction of the formwork structure to any person who is constructing or who is to construct the formwork structure

DUTY OF ANY OTHER PROFESSIONAL ENGINEER

- Any other professional engineer who is appointed by the occupier of a worksite to oversee the construction of a formwork structure shall take such measures as necessary to ensure that –
 - Is constructed in accordance with the design of the professional engineer who designed it; and
 - Is safe for its intended use when completely constructed and if so, issue a certificate stating that the formwork structure is safe for its intended use

CONCRETE WORK

- Placement of concrete –
 - shall not be carried out in such manner as to affect the stability of the formwork structure in a worksite
 - shall not commence unless the formwork structure has been inspected and certified by the professional engineer
- No person shall be in the vicinity of a formwork structure during the placement of concrete unless his presence is incidental
- Formwork supervisor shall regularly inspect and monitor the stability and soundness of the formwork structure

DISMANTLING

- Dismantling of a formwork structure in a worksite shall not commence until the concrete is set
- Materials dismantled from the formwork structure shall be removed or stock piled in areas where person are not required to work or pass.
- Protruding nails, wire tires and other forms of accessories not necessary to subsequent work shall be pulled, cut or otherwise made safe.

PREVENTION OF COLLAPSE

- Ensure that steel reinforcement for any column, wall, floor or any other structure in the worksite is adequately supported to prevent collapse
- Reshoring shall be provided when necessary to support slabs and beams after a formwork structure in a worksite is dismantled
- The reshoring shall be inspected by the formwork supervisor and the result of inspection shall be entered into a register

EXCAVATION WORKS

GENERAL REQUIREMENT

- Where the depth of any excavation in a worksite **exceeds 1.5 metres** or where the banks are undercut, shoring by underpinning, sheet piling, bracing or other means of shoring shall be provided to prevent collapse ...
 - No shoring shall be required if the excavation in the worksite has been examined and certified by a professional engineer to be safe without any shoring
- Where the depth of any excavation in a worksite **exceeds 4 metres**, shoring by underpinning, sheet piling, bracing or other means of shoring shall be provided to prevent collapse ...
 - No work (other than excavation or shoring operations) shall be carried out inside the excavation until safe for its intended use

POTENTIAL HAZARDS

- Trapped by the collapse of the excavation
- Any person being struck by any object
- Any person falling into the excavation
- Any person inhaling, or otherwise being exposed to carbon dioxide or another impurity of the air in the excavation

SAFETY MEASURES

- Excavated materials or other superimposed loads shall be so placed away from the edge of the excavation in a worksite
- To provide adequate guard rails for open side of any excavation which exceeds 2 metres in depth
- Notices shall be put up at appropriate and visible position
- The excavation in a worksite and its vicinity shall be inspected by a designated person after every rain storm or hazard increasing occurrence
 - Any unsafe condition shall be informed to the project manager immediately



DEPARTMENT
OF LABOUR

CRANES, EMPLOYEE'S LIFTS AND MATERIAL HANDLING MACHINERY

STRENGTH AND STABILITY

- It shall be the duty of the over to ensure that the crane, employee's lift or material handling machinery is –
 - Is of good construction, sound material, adequate strength, free from defects and properly maintained
- It shall be the duty of the operator to ensure that the crane or machinery, as the case may be, is positioned and operated as to be stable.

CAPACITY CHART

- The capacity chart shall –
 - be posted and maintained in the cranes which is clearly visible to the operator
 - Set out the safe loads for various lengths of jib at various angles and radial distances
 - Be prepared and certified by an authorized examiner, the safe loads with and without the furnished by the manufacturer
- Where outriggers are provided, the safe loads with and without the use of outriggers shall be specified

HANDLING OF SUSPENDED LOADS

- It shall be duty of the operator to take such measures as are necessary to ensure that a suspended load is not moved, over any person in the worksite
- It shall be duty of the employer and principal to ensure that loads that have a tendency to swing or turn freely during hoisting are controlled by tag lines

PRECAUTIONARY MEASURES

- No person rides on the loads, buckets, skips, cars, slings or hooks of the machinery
- No load is left suspended on the crane or material handling machinery when it is not in use



OPERATORS OF EMPLOYEE'S LIFT

- It shall be the duty of the occupier –
 - No employee's lift is operated unless it is in the charge of a designated person stationed in the car as its attendant
 - No person other than the lift car attendant moves the car of the employee's lift or opens the car door or gate of the employee's lift
- It shall be the duty of the lift car attendant –
 - Not to cause the lift car to move unless he is satisfied that the load is prepared for movement
 - To exercise all due diligence when operating the employee's lift

OFFENCES

Any person who contravenes any provision of these Regulations which imposes a duty on him is guilty of an offence and liable on conviction to a fine not exceeding \$20,000, imprisonment for a term not exceeding 2 years or both.





DEPARTMENT
OF LABOUR

WORKPLACE SAFETY AND HEALTH (WORKPLACE
SAFETY AND HEALTH OFFICERS)
REGULATIONS 2014

DUTY OF WORKPLACE SAFETY AND HEALTH OFFICER

- Duty of WSH Officer shall be –
 - To assist the occupier of the workplace or other person in charge of the workplace to identify and assess any foreseeable risk
 - To recommend to the occupier of the workplace or other person in charge of the workplace to eliminate any foreseeable risk to any person who is at work
 - Where it is not reasonably practicable to eliminate the risk –
 - Such practicable measures to minimize the risk
 - Such safe procedures to control the risk
 - To assist the occupier of the workplace to implement the measure or safe work procedure

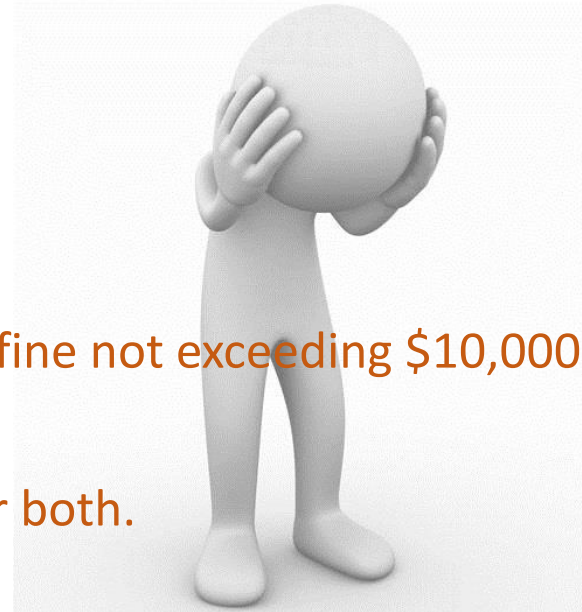
POWERS OF WORKPLACE SAFETY AND HEALTH OFFICER



- To enter, inspect and examine at any reasonable time the workplace
- To inspect and examine any machinery, equipment, plant, installation or article in the workplace;
- To require the production of workplace records, certificates, notices and documents kept or required to be kept under the Order, including any other relevant document, and to inspect and examine any of them;
- To make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties;
- To assess the levels of noise, illumination, heat or harmful or hazardous substances in the workplace and the exposure levels of persons at work therein;
- To investigate any accident, dangerous occurrence or occupational disease that occurred within the workplace.

OFFENCES

- Any workplace safety and health officer who, without reasonable excuse, contravenes sub-regulation (1) is guilty of an offence and liable on conviction –
 - to a fine not exceeding \$5,000 and,
 - in the case of a second or subsequent offence, to a fine not exceeding \$10,000,
 - imprisonment for a term not exceeding 6 months or both.





THANK YOU

Workplace Safety and Health Division

Department of Labour

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