



**Office of Development & Facilities Management  
(ODFM)**

**SAFETY & HEALTH HANDBOOK  
FOR CONTRACTORS**

**Revision 2.3**

**04 MAY 2023**

## Revision Summary

Date	Revision History	Revision Class	Comments
21 Nov 2012	-	-	Initial Issue
22 Feb 2013	Rev 1.0	Minor	Update
9 April 2018	Rev 2.0	Major	Document Review. Updated to include: <ul style="list-style-type: none"> <li>(a) Updated with new Definitions</li> <li>(b) Inclusion of Workplace Safety and Health Provisions</li> <li>(c) Inclusion of Design for Safety General Note</li> <li>(d) Minor amendments and edits</li> </ul>
24 Sept 2018	Rev 2.1	Minor	Minor amendment to Form: Safety & Health Checklist for Preventive, Corrective Maintenance and A&A Works – added dates next to signature field.
17 July 2019	Rev 2.2	Minor	In Clause 18, added a clause requiring the Professional Engineer design for scaffolding exceeding 6 metres in height. Minor edits.
04 May 2023	Rev 2.3	Minor	Document Review. Updated to include: <ul style="list-style-type: none"> <li>(a) Introduction</li> <li>(b) Clause 18, Professional Engineer design for scaffolding exceeding 30 metres in height.</li> <li>(c) Clause 25, FCC changed to FRC.</li> <li>(d) Clause 31, OHSE changed to OHS</li> </ul> Minor edits.

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## **1. Introduction**

The Office of Development & Facilities Management (ODFM) is committed to having a safe and healthy workplace in Nanyang Technological University (hereafter referred to as “NTU”) and any facility that it manages-

Before the start of each project, NTU encourages our stakeholders to include safety as a vital and ever-present part of their daily activities.

This handbook provides contractors, sub-contractors, and their workers (hereafter collectively known as “the Contractor” in this document) the requirements and house rules on workplace safety and health whilst at work in NTU.

This handbook shall form part of the contract document for all contractors engaged by NTU to carry out construction or construction-related works in NTU and shall be legally binding on the contractors.

Failure to comply with the handbook may result in a stop-work order being issued which may delay the project completion date. This stop-work order shall not constitute a valid ground for the claim for extension of time.

Under the Workplace Safety and Health (WSH) Act and Ministry of Manpower (MOM) requirements in Singapore, NTU has a legal duty to ensure the safety and health of their staff, as well as members of the public who may be affected by their work activities. This includes the responsibility to engage contractors who can meet the necessary safety requirements and standards.

If NTU discovers that a contractor is violating workplace safety and health regulations and is not taking corrective actions despite warnings, we will reserve our rights to report this to the MOM or other relevant authorities. Non-compliance may also result in the removal of the contractor, his sub-contractor or workers from the workplace.

## 2. Definitions

Additions & Alterations (A & A) Works/ Projects	Any works pertaining to the extension or alteration of an existing building, its interior or façade, such as adding a new floor or reconfiguration of an existing space or room.
Brown Field Projects	Any development whereby part or all the structure would need to be demolished or renovated.
Green Field Projects	Any new development projects with clearly defined work site boundary in which the contractor has full possession and control of the site.
Maintenance Works	Any work necessary for the upkeep of property, ground or equipment, keeping them in good repair. It shall include any repair or replacement and routine or preventive maintenance (PM) or corrective maintenance (CM) such as scheduled servicing of equipment, scheduled replacement of any electrical fittings, grass cutting to turf, cleaning, repainting or repair of a faulty compressor etc.
BizSAFE	National initiative by Ministry Of Manpower and Workplace Safety and Health (WSH) Council to classify companies in accordance to their level of WSH capabilities so as to enhance safety and health at the workplace.
Contract	A written agreement from the NTU to engage a vendor or contractor for the provision of goods and / or services.
Contractor	Person(s) or companies who had been engaged under contract for the provision of goods and / or services. For the purpose of this document, contractors shall also apply to workers, sub-contractors and suppliers engaged by the main contractor.

Developer	Under the WSH (DfS), broadly, the Developer is a person/entity who undertakes a project.
WSH Design for Safety (DfS) Register	The register as referred to in 7(1) of the WSH (DfS) Statutes and comprises a collection of documents generated from every design-for-review meetings and residual design risk in the project.
Employer	Any person who employs another person under a contract of service.
Hazard	Work processes or materials that have the potential to cause injury or harm to any person or damage to property.
Non-conformity Note (NC)	A written instruction issued by ODFM to any contractor or his workers for any infringement of safety rules, regulations or legal infraction.
NTU	Nanyang Technological University , and includes facilities and centres outside the Main Campus in Nanyang Avenue and managed by NTU or its agents.
ODFM	<p>Office of Development &amp; Facilities Management</p> <p>ODFM is the office representing the NTU in overseeing the physical development, operation and maintenance of all NTU facilities and grounds in support of the academic, research and administrative functions of the NTU.</p> <p>Exception include some entities such as: NIE, MERL and certain Centres (leased or otherwise) managed under their own facilities management, laboratories/workshops under the respective school/centre's management.</p>

PPE	Personal protective equipment for the protection of the workers such as safety shoes, gloves, goggles, helmets that shall conform to Singapore Standards where appropriate.
Principal	Any person or organisation who engages another person or organisation to supply labour or perform work under a contract for service. In this Handbook, NTU is the Principal.
Risk Assessment (RA)	The process of evaluating the probability and consequences of any injury, illness or damage Arising from exposure to an identified hazard in relation to a particular work activity, and determining the appropriate control measure.
Risk Management Code of Practice (RMCP)	An advisory for duty holders to fulfil their obligations under the WSH Act and WSH (Risk Management) Regulations. It also provides guidance on a systematic process for implementing Risk Management, for identifications of hazards, evaluation of the associated risks, to the implementation of relevant risk controls.
Statutory Equipment	For the purpose of this document, the equipment refers to any apparatus, vessels, machines, etc., which use requires the certification or licensing by the relevant authorities and the person so using this equipment shall be competent and understands the hazards associated with the use of such equipment. Examples of statutory equipment include air receivers, pressure vessels, powered tools, cranes.
Structure	Any permanent or temporary structure, and a reference to a structure includes any part of the structure and any product or mechanical or electrical system intended for the structure.
UFSM	The Fire Safety Manager engaged by the NTU to conduct fire drills and handle all fire related matters.



Workplace	Place where the contractor and his sub-contractor(s) are to work as defined in the contract with the NTU.
Workplace Safety and Health (WSH)	Workplace Safety & Health includes the legal requirements, certification, monitoring and surveillance, accident reporting and work injury compensation.

### 3. Acts and Regulations

The Contractor shall abide by and comply with all applicable legislations, statutes and code of practices relating to workplace safety, health and environment including any subsequent amendments while working in NTU, inter alia:

- Workplace Safety and Health (WSH) Act and its regulations;
- Fire Safety Act and its regulations; and
- Environmental Protection and Management Act and its regulations.

This Handbook serves as a supplement to the above Acts and Regulations.

### 4. Role of Office of Development & Facilities Management

The role of ODFM shall be that of the Principal, as defined in the WSH Acts, whose scope shall cover:

- All Maintenance Works;
- All A&A Works; and
- Green/Brown Field Projects

## 5. Evaluation and Selection

Prior to the award of contract, an assessment of the Contractor's safety performance in the format as shown in Appendix 1 shall be conducted. The basic safety performances required are:

- a) Contractor's safety policy;
- b) Contractor's safety management system;
- c) Contractor's safety record, including incident records of past works;
- d) Contractor's BizSAFE certification. The minimum requirements for all main contracts and nominated subcontracts shall be BizSAFE level 3.

## 6. Risk Assessment

The Contractor shall appoint a WSH coordinator for contracts of value up to \$10 million and a WSH safety officer for contracts above \$10 million in accordance with the WSH act.

In addition, for contracts of value more than \$10 million and less than \$30 million, the Contractor shall conduct a review of his health and safety management system of the worksite every 6 months.

- a) Where the contract sum is \$30 million or more, the same shall appoint an approved workplace safety and health auditor to audit his safety and health management system every 6 months.
- b) The Contractor shall prepare a health and safety checklist duly signed off by his safety officer or safety coordinator and forward a copy to ODFM before the commencement of works on site.
- c) The Contractor shall prepare a risk assessment of all work procedures with possible hazards identified and its recommended control measures. The risk assessment shall be submitted to ODFM at least three working days before commencement of work.
- d) Risk assessments and other relevant documentation (e.g. statutory equipment certificate, training and competency certificate, certified design / drawing, etc.) submitted by the Contractor shall have the relevant endorsement by qualified personnel prior to work commencement.

- e) The Contractor's safety officer or WSH coordinator shall check and ensure that the premises or any equipment therein is safe before taking over for work commencement. Any hazards discovered shall be reported to ODFM and control measures shall be put in place by the Contractor to minimise the hazards.

ODFM or its representative may conduct spot checks on the Contractor pertaining to safety and health matters to verify that it is in full compliance with his risk assessment and safe work procedures submitted.

## **7. Workplace Safety and Health Discussion**

As far as practicable, ODFM and its contractors shall have regular meetings to review WSH matters.

All fatal, non-fatal and near miss accidents shall be discussed and documented in the minutes of meeting.

The Contractor shall recommend additional safety control and preventive measures to prevent such incidents from recurring.

## **8. Contractors' Responsibilities**

**(Applicable to all contracts administered by ODFM)**

The Contractor shall, so far as reasonably practicable, work in a safe manner and minimise inconvenience to any persons. The Contractor shall carry out the following:

- a) Provide information, WSH training, instructions and supervision to all their workers and that of his sub-contractors.
- b) Conduct daily toolbox meeting, safety coordination meeting with all workers and sub-contractors.
- c) Ensure all the workers follow instructions and procedures, particularly the Permit to-Work System.
- d) Co-operate with ODFM or its representatives on work as well as workplace safety and health / hygiene/ housekeeping issues.
- e) Ensure all appropriate Personal Protective Equipment (PPE) provided are in good condition and are used correctly. PPE shall conform to Singapore or International safety standards.

- f) Ensure all equipment brought on site have been examined with current license clearly displayed and properly maintained.
- g) Ensure all persons engaged are competent to do the work assigned. This includes fulfilling the minimum age requirements to work and operate machinery.
- h) Ensure all workers assigned to any works have completed a valid Construction Safety Orientation Course (CSOC).
- i) Ensure all workers working at site are covered with Work Injury Compensation Act (WICA) insurance and Third Party Liability insurance as may be stipulated in the contract.
- j) Ensure appropriate hoarding, barriers and signage are in place while working on or near a thoroughfare (pedestrian or vehicle) to prevent exposure of work hazards to others.
- k) Brief all workers on NTU house rules and ensure that all workers comply therewith.
- l) Maintain a reasonable standard of housekeeping every day at the worksite and all debris shall be removed from NTU campus at regular intervals.
- m) Do not tamper, interfere or block any safety devices for the protection of people or for firefighting.
- n) Consults ODFM before actual work commencement to avoid causing any nuisance or adverse impact to the NTU community.
- o) Ensure all safety officers or safety coordinators conduct the necessary safety and health inspections as and when required. Safety officers or safety coordinators shall be responsible for keeping their inspection records.
- p) Conducts safety investigation pertaining to any accidents or breach of safety requirements and report to ODFM immediately on any incident. This shall include near-miss incidents. A written report shall be submitted to ODFM within 24 hours of occurrence and the investigation of any form of accidents shall be conducted by the respective safety officers/coordinators.
- q) Co-operate with NTU on safety findings observed and take corrective actions accordingly.

## 9. BizSAFE

The Contractor is required to demonstrate risk control in the execution of its job.

In this aspect, contractors shall be BizSAFE Level 3 certified or better.

## 10. Workplace Safety and Health (Design for Safety)

- a) The Workplace Safety and Health (Design for Safety) Regulations 2015 (herein referred to as “WSH (DfS) Regulations”) came in force on 1 August 2016.
- b) Where applicable, the Contractor shall refer to the Workplace Safety and Health Act (chapter 354A), Workplace Safety and Health (Design for Safety) Regulations 2015 for the full details.

## 11. Security

All contractors and their employees should display adequate identification such as uniform with their company name and / or name tags with company logo. Such requirements may be varied at the discretion of ODFM.

For A&A works where keys and access cards given for certain areas, contractors shall not make any duplicates for their convenience nor hand over these to unauthorised persons not associated with the work.

Contractors shall not hire illegal workers to work in NTU.

## 12. Permit-to-Work System

The Contractor shall implement Permit-to-Work (PTW) systems for but not limited to the following works:

- hot works;
- working at heights including any roofing works;
- lifting operations
- confined spaces

### **13. Use of Hazardous Substances or Chemicals**

Contractors shall pay attention to the use of hazardous substance such as flammable materials, release of harmful or obnoxious vapours (e.g. glue), creation of dusts and use of corrosive materials at the worksite. Contractors are to refer to the Material Substance Data Sheet and to educate the workers on the use of such hazardous substances.

All compressed gas cylinders shall be used in accordance with standard code of practices, including the use of flash back arrestors, non-return valves, securing cylinders, appropriate use of regulators, leak checks, etc.

Small quantities of flammable solvents such as paint, thinners may be kept at the worksite in a safe location away from any ignition sources. Excessive amounts are strictly not permitted. No naked flames are allowed at all times while these flammable substances are on site.

Any spillage shall be cleaned up and properly handled to avoid contaminating the surrounding areas.

### **14. Hazardous / Restricted Areas in NTU**

The NTU has hazardous and restricted areas such as stores, wet or biological labs and labs with sensitive equipment and apparatus. The Contractor must follow additional safety protocol imposed by the custodian of such areas.

### **15. Use of Equipment - Tools and Machinery**

Tools, machinery and equipment to be used are to be supplied by the Contractor at their own cost unless otherwise specified. Such devices so used shall be of sound construction and where appropriate, certified and checked by competent or authorised entities. Tools, machinery and equipment used by the Contractor shall be inspected and marked with approved label before such items approved for use.

The Contractor shall ensure that all moving parts are properly shielded with machinery guard.

## **16. Lock-out and Tag-out**

Lock-out and tag-out procedures shall be implemented for activities such as inspection, cleaning, repair or maintenance of any plant, machinery, equipment or electrical installation which involve hazardous energy source, if inadvertently activated or energised, can cause bodily injury to any person.

Hazardous energy source shall include but not limited to electrical, mechanical, pneumatic, hydraulic, chemical, thermal, stored energy, etc.

The lockout tag-out shall be carried out by an authorised personnel and records shall be kept after the lockout tag-out procedure is carried out.

## **17. Ladders**

Work involving the use of ladders shall comply with the WSH Code of Practice for working safely at heights.

## **18. Scaffolding exceeding 30 metres in Height**

In accordance with the Workplace Safety and Health (Scaffolds) Regulations, any metal scaffold exceeding 30 meters in height must be erected or installed in accordance with certified design and drawings by a Professional Engineer.

The scaffold must be inspected by the Professional Engineer after installation or erection, and a certificate must be obtained to declare it safe for use. Furthermore, the scaffold must undergo inspections by the Professional Engineer at least once every three months to ensure that it remains safe for use.

## **19. Temporary Power Supply**

All preventive, corrective, A&A or project works shall use Socket Outlet Assembly for power distribution. Waterproof industrial plugs shall be used if there is a possibility of water contact including any outdoor situations.

Only approved single plugs is to be used; multi plugs are not allowed.

All common three-pin plugs shall be protected with an earth leakage trip connector, i.e. residual current circuit breaker (RCCB), when used indoor. All plugs, sockets and cables must be in good condition and where appropriate shall have the Safety Mark. Daisy chain connection is not allowed.

## **20. Noise**

NEA regulates noise levels from construction sites and industrial operations using a set of permissible noise limits, NEA has also implemented a rule prohibiting work on Sundays and Public Holidays (PH) for construction sites located within 150m away from residential premises and noise-sensitive premises. From 1 January 2017, NEA allows selected construction sites to carry out quieter construction works on selected Sundays and Public Holidays.

Contractors must obtain a permit from NEA before carrying out such works, which will be granted only for specific construction phases and on a case-by-case basis, subject to stringent conditions.

While embarking on construction activities, the Contractor shall take all reasonable steps to minimise noise at the worksite, including the installation of noise barriers, and use of noise suppression equipment or apparatus.

The use of personal music and radio is not allowed. Use of hand-held two-way communication sets (walkie-talkie) is allowed provided the volume is such that it will not cause any disturbance to the community. All noisy works shall be conducted after office hours and on weekend where possible. If such works are unavoidable, then prior notice shall be served to immediate occupants within the vicinity informing them of such works.

## **21. Air-borne Dust**

Any dispersion of fine particulates and dust shall be minimised in the work area by suitable engineering methods such as local extraction and the use of full drop sheeting.

The Contractor shall be responsible for the health of their workers dealing with any form of air-borne dust. PPE shall be issued to all workers that comes into direct contact with air-borne dust. The Contractor shall ensure that all workers put on their appropriate PPE at all times while working in a dusty environment.

ODFM reserves the rights to demand the Contractor to conduct an indoor air quality analysis before handing over the worksite for occupation purposes. This analysis shall be done at the cost of the Contractor and a copy of the report shall be submitted to ODFM.



## **22. Environmental Protection**

Most of the buildings at NTU are served by chilled water that is cooled by chiller. The Contractor who maintains the chiller shall fully abide by the rules and regulations to protect the environment.

The Contractor shall ensure that there is no wilful discharge of ozone depletion refrigerant gas into the atmosphere or plant room. Proper containment plan has to be submitted to ODFM for approval and equipment deployed to contain such gases.

Should there be any accidental discharge due to leakages, the Contractor shall fully ventilate the space and ensure it is safe before allowing workers to re-enter.

Such incident shall be reported to the Contractor's Safety Officer who will submit a report to ODFM within 24 hours of occurrence.

## **23. Disposal of Waste**

Contractors shall remove debris created at the worksite at their own cost. Contractors are not to dispose of any chemicals or building debris into the NTU bins used for common waste.

No waste whatsoever shall be disposed of into sewers, toilets or any open drains. Contractors shall be responsible to engage authorised disposal company to dispose hazardous waste.

## **24. Fire Alarm System Isolation**

Any work that requires fire alarm isolation shall be made through ODFM. Only authorised persons (UFSM) are permitted to isolate the system or remove or cover up detectors (for dusty or wet works). During the period of isolation, the Contractor shall be fully responsible for any fire watch.

## 25. Reporting Fire Incident

The Contractor shall alert everyone nearby if he spots any fire at the workplace / worksite. The Contractor should set off the nearest fire call point or report to the University Fault Reporting Centre (FRC) 6790 4777 immediately, giving his location and contact number.

The Contractor should fight the fire using the fire extinguishers if it is safe to do so without endangering himself.

The Contractor shall evacuate the premises immediately if the fire cannot be contained.

## 26. Fire Evacuation Procedure

NTU uses a two-stage alarm system for fire emergency. All contractors and their workers working in NTU shall be clearly briefed on NTU's fire alarm and evacuation system by the UFSM.

Contractors to note:

**On the first alarm (Note: The time duration is about 3 minutes):**

- Stop all work and put all equipment to safe mode;
- Switch off all powered equipment. Put away all hazardous materials (e.g. paint, thinners, solvents etc.).

**On the second alarm:**

- Emergency confirmed. Voice announcement may be made in certain areas for evacuation;
- Workers shall evacuate by the nearest fire exit; and
- Report to the assembly area.

The Contractor's worker in charge (in the absence of the supervisor) shall clear the workplace and take attendance of all workers at the assembly point. The 2-stage fire alarm system is to be observed at all times.

{Note: The Contractor should verify with ODFM or the fire Co-coordinator / UFSM regarding the location of the fire assembly area at the workplace}

## **27. Obstruction to Fire Escape Path**

Contractors are reminded not to litter on campus. Proper housekeeping must be maintained throughout the site. Obstructions shall be removed from emergency escape route to ensure safe access at all time. The UFSM may conduct random checks at worksites to ensure full compliance with fire safety regulations.

## **28. Fire Extinguishers**

The Contractor shall take reasonable care to prevent any ignition sources being exposed to any combustible or flammable substances. If there is a presence of such combustible material, the Contractor shall take all reasonable measures to minimise the risk and to provide adequate number of fire extinguishers on the worksite.

## **29. Emergency Management**

The Contractor shall also provide emergency rescue plans for all of their necessary works. This includes, but is not limited to provision of fire watch, rescue from work at height or rescue from confined space.

The Contractor shall maintain a copy of his emergency management system stating clearly his rescue procedures and rescue backup equipment for the following conditions:

- Workers hanging via safety harness at height
- Works with potential of electric-shock
- Works with potential burn by fire and flammable liquids
- Collapse of workers due to smoke inhalation

## **30. First Aid**

Each contractor is responsible for providing first aid to his workers and sub-contractors.

If immediate medical assistance is required during emergencies, the Contractor is to contact the Singapore Civil Defence Force (SCDF). The Contractor should also inform the University Fault Reporting Centre (FRC) at 6790 4777 and the FRC shall in turn alert the campus warden to assist in guiding the ambulance to the scene. During office hours, NTU's Medical Centre can treat injuries or provide interim assistance for more serious cases. All costs associated with the treatment shall be borne by the Contractor.

The Contractor shall also be responsible for managing a fully equipped first aid box of the appropriate size at their premises. Each medical item shall be checked and ensured that the usage validity dates are not expired, and it is the Contractor's responsibility to replenish his first aid box at no additional expenses to ODFM.

## **31. Incident Reporting**

Any incident involving injury to person or damage to property in NTU shall be reported to ODFM who in turn will notify NTU's Office of Health and Safety (OHS). Reporting to the Ministry of Manpower, if required, shall be done by the Contractor, with copies of the report given to OHS and ODFM.

## **32. Pedestrian**

Contractors shall ensure all works done are well barricaded with clearly visible warning signs, and will not cause any safety risk to pedestrians. If there are any possibility of work extending outside the barricaded areas, precautions must be taken. Examples of safety risks include slip, trips and falls due to equipment, cables, ladders, etc. left on the walkways.

## **33. Driving and Speed Limit**

All contractors are reminded that roads within NTU are under the Road Traffic Act. Speed limit within NTU is 40 km/h. This lower speed limit is to avoid any road accident that may cause injuries or death to pedestrian.

All contractors shall brief and remind their workers that speeding along the roads within NTU campus is not allowed. Any vehicle found speeding shall be referred to the traffic police for enforcement.

## **34. Conduct, Language, Behaviour**

Contractors, sub-contractors and their employees are required to maintain proper conduct while carrying out their duties in NTU. These shall include not using verbal sexual abuse to all staff/students in NTU. Those found misbehaving at NTU premises will be severely dealt with including removal from NTU's site.

The respective contractors' managers shall brief and ensure that their workers conduct themselves in an orderly manner while in NTU especially when in the presence of female staff and/or students.

Contractors are also reminded to be sensitive of religion, language or beliefs in dressing, behaviour and any form of publication.

## **35. Breach of Safety**

### **35.1 Non-Conformity (NC) Note**

If it is observed that the Contractor, his sub-contractors or their employees are found working in an unsafe manner, ODFM may issue NC notes to suspend the works, depending on the seriousness of the breach. The Contractor shall take immediate action to address the safety lapses and propose acceptable corrective measures to ODFM before the NC can be lifted up for the resumption of works.

### **35.2 Removal from Site**

Contractor's employees with repetitive serious safety violations will be removed from the site permanently.

### **35.3 Claim of loss and expense**

The Contractor cannot claim for any loss and expense arising from any delay in the project completion due to the suspension of works or the removal of workers from site.

## **36 Post Contract Safety Performance Evaluation**

36.1 Upon completion of the project, ODFM shall evaluate the safety performance of the Contractor. See Appendix 3.

36.2 Contractors with unsatisfactory safety performance are required to show improvement in Their safety records before they can be considered for other future contract.

## Appendix 1 - Evaluation of Contractor – Tender Submission (Page 1 of 2)

This 2-page Form shall be completed by the Contractor and submitted with their Tender Offer.

<b>Company Information (TO BE FILLED IN BY THE CONTRACTOR)</b>			
Company Name:		Address:	
Contact Person:		Contact Number:	
Email:		Workforce size:	
Years in this service:		ODFM Department: (name of PIC)	
BizSAFE? Yes / No (delete where applicable) If yes, state BizSAFE level:		Engaged by NTU before? (delete where applicable) <b><u>(please attach a copy of the past safety evaluation evaluation):</u></b> Y/N	
Service or scope of work previously provided to NTU (please attach Letter/s of Acceptance):			
S/N	Evaluation Questions	Yes (1 pt.)	No (0 pt.)
1	Does your organisation have an established safety policy? ( <i>Attach a copy to ODFM</i> )		
2	Does your organisation have an established safety management system? (e.g. OHSEAS18K, SS506, SMS, etc.). Submit a copy if available.		
3	Are your workers qualified in performing the job? ( <i>Attach training certificates where applicable</i> )		
4	Do you ensure that your employees and sub-contractors undergo statutory required safety training?		
5	Does your organisation have a dedicated safety person to be present at the worksite to ensure safety of your workers and / or persons within the worksite vicinity and against property damage?		
6	Does your organisation have an established process for conducting regular checks on tools / equipment used is in safe working condition?		
7	Does your organisation have an established process to ensure that statutory equipment is certified or licensed?		
8	Does your organisation conduct risk assessment prior to starting the work This should include risk assessment done by your subcontractors? ( <i>A copy of the risk assessment shall be submitted to ODFM for each contract</i> )		
9	Are all your workers and subcontractors provided with the necessary Personal Protective Equipment (PPE) & instructed on the proper use? ( <i>Show proof</i> )		
10	Did your organisation maintain a good safety record in the preceding 24 months, i.e. no accident or not having received any warning, conviction or compounded fines by local Authorities?		

**Appendix 1 - Evaluation of Contractor – Tender Submission (Page 2 of 2)**

**Contractor’s Declaration**

I declare that the information above is true and I have not wilfully suppressed any material fact.

Declaration by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Name of Contractor Management Representative)

Company stamp: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office of Development & Facilities Management**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Evaluation Scoring Guide:**

- More than 8 points* : Pass Evaluation, qualified for the job
- Between 5 to 7 points* : Conditional, improvement needed in certain aspects and exercise more safety controls at the work area
- Less than 5 points* : Fail. Contractor may not be qualified for the job or may be engaged but with very tight supervision exercised by ODFM.

**Evaluation Outcome:** (delete where applicable)

Meets Requirement / Does not meet Requirement

Remarks (if any):  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(ODFM)

## Appendix 2 - Contractor's Safety Briefing Form

This Briefing is to be conducted by the Contractor prior to work commencement on site.

**To: NTU-ODFM**

I declare that I have communicated the safety requirements as stipulated in the **ODFM Safety and Health Handbook for Contractors**, and have given a copy of the handbook to the workers/subcontractors. \*

Any other specific requirements communicated by the Contractor to the workers or subcontractors (if any):

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Name:

Department:

\_\_\_\_\_  
(Safety Officer)

\_\_\_\_\_

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

\*This briefing applies to any changes in labour by the Contractor



### Appendix 3 – Post Contract Safety Performance Evaluation

Name of Contractor: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Evaluation Period:: \_\_\_\_\_ to \_\_\_\_\_

Areas of Evaluation	Performance Rating (Points)			Remark
	Poor (0)	Fair (1)	Good (2)	
Q1. Are there <u>composite fines</u> , stop work order or warning issued by the relevant authorities about safety, fire safety, health and environmental issues? <b>(Zero occurrence = Good, Any occurrence = Poor)</b>				
Q2. Is there any incident or accident that requires reporting to the relevant authority (MOM, SCDF, and NEA)? <b>(Zero occurrence = Good, Any occurrence = Poor)</b>				
Q3. Is there any stop work order, non-conformance note or warning issued by ODFM or OHS to the contractor? <b>(Zero occurrence = Good, 1-3 occurrences = Fair, &gt;3 occurrence = Poor)</b>				
Q4. Is there incident from the contractor, which leads to the damage of properties or causing inconvenience to NTU community or members of the public? <b>(Zero occurrence = Good, 1-3 occurrences = Fair, &gt;3 occurrence = Poor)</b>				
Q5. Is there any complaint against the contractor? <b>(Zero occurrence = Good, 1-3 occurrences = Fair, &gt;3 occurrence = Poor)</b>				
<b>Total Score</b>				

## Evaluation Scoring Interpretation

**Note: Scoring no Performance Rating (Points) in Q1 will automatically result in the Contractor obtaining a poor safety performance (Category C below)**

Use **Table A** below if there are no occurrences in Q1 above. Circle the category from the total score tabulated.

**Table A**

Category	Score Ranging	Safety Performance Description and Future Action
<b>A</b>	Score > 8	<b>Good</b> – maintain standard and <u>strive for continual safety improvements</u>
<b>B</b>	Score between 6 to 8	<b>Fair</b> – standard can be further improved.
<b>C</b>	Score <6	<b>Poor</b> - remove from service or request the contractor management to act immediately by submitting action plan to NTU, which has to be re-evaluated in 6 months' time.

Evaluated by:

Signature / Date:

\_\_\_\_\_

ODFM

## Appendix 4 - Safety & Health Checklist for Preventive, Corrective Maintenance and A&A Works

<b>Building:</b>			
<b>Location/level</b>			
<b>Type of works*</b>		Preventive Maintenance/Corrective Maintenance/A&A works	
<b>Description of works</b>			
	<b>Description of works</b>	<b>Yes</b>	<b>No</b>
1	Is Site Hazards identification carried out? <small>(Please attached hazards identification pertaining to site condition)</small>		
2	Is control measures implemented in conjunction to the site hazards? <small>(Please submit control measures identification)</small>		
3	Is Risk assessment submitted? <small>(Please attached a copy of the RA)</small>		
4	Are the workers briefed regarding the site hazards and control measures? <small>(Please show proof)</small>		
5	Are PPE issued to the workers? <small>(Please provide evidence)</small>		
6	Are all equipment and machineries inspected, labelled and tagged safe for operation?		
7	Has Permit-To-Work been applied? <small>(Please attached duly signed PTW)</small>		
8	Are emergency equipment properly deployed?		
9	Does the workplace require isolating the fire alarm? <small>(if yes, please liaise with UFSM to isolate fire alarm system) (The contractor shall be responsible to liaise with the UFSM to arm the system upon completion of work)</small>		
10	Does the work require discharging water from the sprinkler system? <small>(if yes, please liaise with the respective term contractors and UFSM to carry out the discharge work)</small>		
11	Does the work require handling of chemicals? <small>(if yes, please attached MSDS and SOP for chemical handling)</small>		

We have inspected the site and ensured that all hazards have been identified and control measures put in place. We have also briefed the workers on the risk associated with the works and the safe work procedures to be adopted.

\_\_\_\_\_  
Site Safety Officer (Name/Sign/Date)

\_\_\_\_\_  
Project Manager (Name/Sign/Date)

Acknowledged by:

\_\_\_\_\_  
ODFM Representative (Name/Sign/Date)

**Sample of Non-Conformity Note:**

Non-Conformity Note			
<b>Section 1: To be completed by Issuer</b>			
Issuing Dept: Issuer (Name):	Date Issue:	NC Number :	
Receiving School/ Dept:	Recipient (Name):		
Description of Non-Conformity (NC): <i>Attach Photo or use separate sheet where applicable</i> <b>Location:</b>			
<b>Section 2: To be completed by Recipient (to be completed within 10 working days and send back to Issuer)</b>			
State Possible/Root Cause(s):			
<b>State Preventive/Corrective Actions To Be Taken</b>			
<u>S/N</u>	<u>Action(s)</u>	<u>Person Responsible</u>	<u>Completion Date</u>
<b>Section 3: Review and Closure by Issuer</b>			
Issuer to verify the completion of the Preventive/Corrective Action(s) before signing off. Remarks:			
Name (Issuer): _____			
Date: _____			