

Contractor Safety Management

When engaging the contractors directly
(exclude those engaged by ODFM)
to carry out work for SPMS ...

There are specific safety requirements necessary in safeguarding our community from harm and discharging legal duties

Contractor Activities

Lab Equipment Delivery



Gas Installation Work



CCTV installation work



Lorry crane lifting operation



A) Equipment delivery and/or installation

E.g. Optic table delivery and installation, installation of gas detecting systems, CCTV installation

B) Maintenance of lab equipment

E.g. X-ray equipment maintenance, NMR maintenance



C) Collection of disposed assets

E.g. Vendor coming in to collect disposed assets with a lorry crane

D) Events setup

E.g. Putting up of tentage, banners, staging for SPMS organised event regardless of the location of setup

E) Loading and unloading of items

E.g. The use of crane or forklift to move bulky items



Contractor Safety Management

What is expected from the contractors before offering the job?

Engage contractors (Only for Singapore registered companies) that are at least **bizSAFE₃** certified

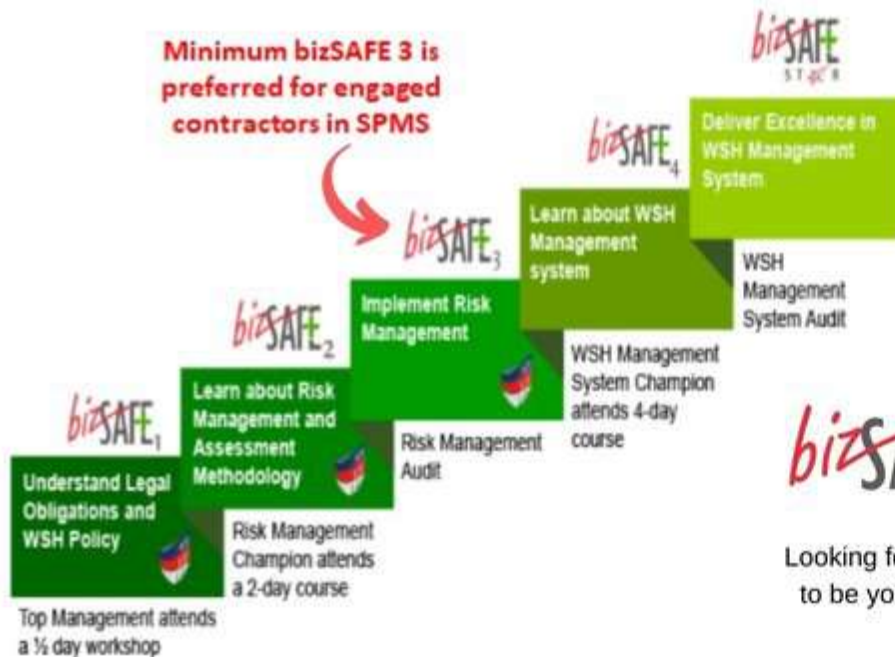
What is bizSAFE

Nationally recognized capability building program



Help companies build workplace safety and health capabilities

Minimum bizSAFE 3 is preferred for engaged contractors in SPMS



bizSAFE Marketplace 

Looking for a company that has Risk Management Capabilities to be your business partner or contractor to do your project?

Check out these [bizSAFE](#) companies.

Click [here](#) to check

Contractor Safety Management

Which safety SOP must I implement if I plan to engage contractors?

- Click [here](#) for the SPMS safety website
- Download the various Appendices
- Keep SPMS Safety Team informed

Guide for New Users

Emergency Preparedness

Incident Reporting

Purchased of Controlled Items

Risk Assessment

Forms and Checklists

Contractor to fill and return to you (person-in-charge of the vendor/project)

Pre-qualification and Evaluation of Contractor - For Contractor

To be complete by you (person-in-charge of the vendor/project)

Pre-qualification and Evaluation of Contractor - For Sch and Dept use

Both yourself and the contractor rep to acknowledge Contractor's Safety Briefing Form

Contractor Handbook to be issued to vendor to read up

NTU Contractor Safety Handbook

To be completed by you when vendor completed their project

Contractor Safety Performance Evaluation

Note: Depending on the work to be carried out by the contractor.

There are other specific SOPs such as the **hot work operation**, **working at height**, **crane lifting** and **confined space entry** to be implemented. Feel free to check with SPMS Safety for any query.



Notes for your engaged contractor

Always remind your contractor to carry out their job **safely**.

These include safety briefing before work commencement daily, putting up of warning signs/ barricades and ensuring good housekeeping at the premise at all times.

SAFETY FIRST

THINK SAFE
WORK SAFE

