

## HSB Enhanced Whistle Blowing Directive

As part of HSB's effort for the National WSH Campaign "Reporting Saves Lives", we have launched the enhanced whistleblowing procedure. The updated measure provides a direct contact number for personnel to call or send a message for reporting any unsafe act on site.

- Direct reporting to top management including Managing Director and Executive Director.
- Escalation to the very top of the organization.
- Ensuring confidentiality and protection for whistleblowers.

### REPORT UNSAFE PRACTICES

NOT RIGHT?  
REPORT IT



### TALK TO US

#### REPORTING SAVES LIVES

If you have a concern about any risk or unsafe practices on site, please speak up. This can help to keep everyone safe at the workplace.



You may also report using the HSB App through "Safety Shoutout". Your identity will be kept anonymous.



Mr. Thomas Ng



Mr. Alan Nah



Ms. Mandy Lim



Mr. Sharul

## National WSH Campaign 2023



The National WSH Campaign 2023 organized by the Workplace Safety and Health (WSH) Council, and supported by the Ministry of Manpower (MOM), WSH Campaign sets the stage for the nation's year-long outreach efforts to promote safety and health in workplaces. The theme for this year's Campaign focuses on "Reporting Saves Lives".

## REPORT TO PREVENT ACCIDENTS

Whether you are a worker/supervisor or engineer, you are important in keeping our workplaces safe. Report to your supervisor, management if you observe unsafe workplace practices or were asked to work in an unsafe manner or environment without any protections. By doing so, you are helping to create a safer workplace for both you and your co-workers.

The enhanced whistle blowing channel is another form of empowerment by HSB to allow your safety concerns to be addressed.

## HSB APP - SAFETY SHOUTOUT

Other means of reporting EHS matters remain such as the "Safety Shoutout" module in the HSB app that is available for all personnel within HSB.

The screenshot shows the HSB app interface. At the top, it says "HSB" and "HYA HENG BUILDER PTE LTD". Below that, it says "Welcome Back," and "English" with a flag icon. There are three icons: "EHS Guidebook", "E-Learning", and "Safety Shoutout". Below these, it shows "Reward Point Balance 85 Points" and "Safety Banding 24 - Good". At the bottom, it says "What's New?". On the right side, there is a "Safety Shoutout" form with the following fields: "Type" (Safety), "Work Site" (Others), "Location" (empty), "Description" (empty), and "Supporting Photo (0/10)". At the bottom of the form, it says "No Photos Added" and "Click on the camera icon above to add photo".

# HSB CLOTHES RECYCLING CAMPAIGN

During this festive season of Chinese New Year, HSB has initiated a clothes recycling campaign in collaboration with Alba, a public waste collector under NEA, to collect garments that are no longer desired. This year, HSB recycled a total of 95kg of clothes, where the clothes will then be sorted and processed in a cost-effective and eco-friendly way to reclaim secondary raw materials after the recycling process.

## Benefits of recycling clothes:



### Environmental impact

Recycling clothes reduces the amount of waste going to landfills. Recycling clothes reduces the need for new production and thus conserves resources such as water, energy, and raw materials.



### Conservation of resources

By recycling clothes, materials like cotton and polyester can be recovered and reused, reducing the need for new production. This helps conserve these resources and extends their lifespan.

### Reduction of pollution

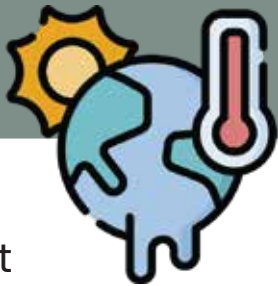
The production of clothing can be quite intensive, involving the use of chemicals and toxic dyes. By recycling clothes, there is less demand for new production, resulting in lower pollution from the manufacturing process.

### Social impact

Recycling clothes can have a positive social impact. Donating clothes to charities or thrift stores can help individuals and families in need access affordable clothing options. It also supports local economies and provides employment opportunities in the recycling and second-hand clothing industry.

### Climate change mitigation

Recycling clothes contributes to efforts to mitigate climate change. By reducing waste, conserving resources, and cutting down on greenhouse gas emissions from textile production, recycling clothes helps in the fight against climate change.



Recycling clothes gives you a chance to make a positive impact on both the environment and the lives of those in need. It allows you to pass on clothing that you no longer use to people who can benefit from it, providing them with a new lease on life.



# Work-At-Height Advisory



It is known in the industry that accidents relating to falling from height have a high chance to lead to fatal or major injuries. As mention in the WSH Advisory from WSH Council on 27th Mar 2024, this also includes falls from height that are less than 3 meters.

In 2023, there were a total of 8 fatal from height accidents. Everyone is reminded to carry out proper risk assessment for the activities to protect our workers.

## From the Regulation

In regulation 4 of the WSH (Work at Heights) Regulation 2013, it speaks about the “Avoidance of work at height”. Quoting from the regulation;  
“It shall be the duty of the responsible person of any person who carries out or is to carry out any work at height to ensure that no work at height is carried out where it is reasonably practicable to carry out the work safely otherwise than at height.

In this regulation, responsible person refers to, in relation to a person who carries out or is to carry out any work at height, his employer or the principal under whose direction he carries out or is to carry out any such work.

This regulation emphasises the importance to ensure that work at height is carried only when it is required and that the method of work must avoid, if not, minimise the need for work at height.

## WAH!! You need to know this!

### Fall Prevention Plan (FPP) and Permit-to-Work (PTW) System

PERMIT TO WORK REPORT  
WORK AT HEIGHT V3 - PTW

General Information	
Form Name	DE 113-S-WAH-P-Rev 1 Zone 1/Underspan-CH12CH120-000
Location	Site 1 Zone 1 Underspan-CH120-000
Project Name	(S) DE 113
Date Created	01/04/2024 08:34
Details	
Valid From	01/04/2024 08:34
Valid Until	01/04/2024 18:00
Company	Hwa Seng Builder Pte Ltd
Associated Subforms (S)	
OPS-P-04 FULL BODY HARNESS CHECKLIST	1
(P) OPS-P-05 Scaffold Inspection Checklist	1
Observations / Actions	
Create Observation	
Create Action	
PERMIT TO WORK SYSTEM: OPS-P-04 WORKING AT HEIGHT - 垂直作业	
Project/Case	(S) DE 113
Permit No.	DE 113-S-WAH-P-Rev 1 Zone 1/Underspan-CH120CH120-000
Type of Work	Vertical Work
Section 1a: Application by Main Contractor's Engineer/ Site Supervisor / Foreman (申请人/ 工头/ 工友)	
I/We read & understand this permit to work and agree to work in accordance with the provisions of the safe work practices, risk assessment and all requirements as stated in this permit. I will ensure my workers comply and understand all safety requirements and the working location is safe for the work to be carried out.	
Name of Applicant/ 申请人姓名	Hengnathan Subramaniam
Appointment of Applicant/ 申请人职位	Site Supervisor
MR/ MRS/ or Applicant/ 申请人姓名	0000000000
Contact No./ 申请人联系电话	96916018
Applicant Company/ 申请人公司	Hwa Seng Builder Pte Ltd
Nature of work/ 工作性质	Deep Formwork erection and support making
Location/ 地点	Underspan



Conduct a site risk assessment before deploying workers to work at height. As specified in The Schedule of the WSH (Work at Heights) Regulations 2013, we are required to establish and implement a FPP for all work-at-height (WAH) activities. In HSB, you are to apply the WAH PTW before commencing any works at height where a person could can fall. Ensure onsite checks have been carried out to confirm risk controls are in place and effective before approving the permit.

### Trained workers



Employers must ensure that workers who are working at heights are trained before deployment (e.g the Workforce Skills Qualifications (WSQ) Course on Perform Work-at-Heights).

### Health survey



Conduct a pre-work health survey at the start of each work shift to verify each worker's fitness for the task. Workers who are feeling unwell or on medication that can cause drowsiness should not be deployed to works at height.

## WAH!! You need to know this!

### Personal Fall-Arrest System (PFAS)

In work areas where there are fall-from-height risks (e.g. due to the presence of open sides), provide workers with a PFAS comprising a full-body harness, suit able connector (e.g. a lanyard) and secured anchor point(s) or lifelines. Project Management Team and Supervisors must ensure each worker is hooked up with 100% tie-off. Anchor points and lifelines should only be removed when works are completed. Use a lanyard with a shock absorber only if there is sufficient fall clearance distance, otherwise use an immediate arrest self-retracting lifeline.

### Safe Work Procedure (SWP)

Develop a SWP specifically for the WAH activity based on site-specific conditions and risks. Familiarise workers with the SWP and ensure it is strictly followed. The SWP should include conducting a visual inspection of the elements of the work platforms such as scaffold coupler and wire ties for signs of damage and/or corrosion before starting work. Engage trained personnel to replace any items that may have deteriorated.



### Secure anchor point

Workers will need an anchor point to secure their safety harnesses. Anchor points must be load-bearing.

- Permanent anchor point: Where feasible, consider installing permanent anchor bolt especially in situations where future access is expected.
- Temporary anchor point: Where a permanent anchor point is unavailable, suitable solutions from the market specialist such as a parapet wall anchor can be considered. Remember to follow the manufacturer's instructions when using such equipment.

### Physical protection from fragile surfaces

Ensure workers do not step directly on fragile surfaces by:

- Installing guard-rails around the fragile surface;
- Installing a fall protection screen/safety cover (comprising a strong mesh panel placed over the fragile surface); or
- Installing work platforms (e.g. crawler boards, walkways) over the fragile surface.

### Hazard communication

Identify and mark all fragile surfaces to alert workers of the existence of a fall-through hazard. Display warning signs at entry points to the work area. Install additional warning signs at specific location(s) where fragile surfaces are found. Instruct workers never to step directly on fragile surfaces.

### Safety Net

As additional measures, safety nets may be deployed to catch any worker that falls through a fragile surface.

### Securing the ladder



Instruct workers to place ladders only on firm, level, and stable ground. A-frame ladders must be fully opened with its spreaders locked before use. HSB does not allow the use of leaning ladders, such as "Fireman ladder" or using any ladder in a leaning method.

### Safe use of ladder

Workers must be familiar with the hazards of working on ladders and are able to demonstrate the three-point-contact method when going up or down a ladder. Consider the safe handling of tools to be used while working at height on the ladder. The use of the tools should not compromise the stability of the worker such as over-stretching



## WAH!! You need to know this!

### Safe access to exterior works



For work on the lower levels or exteriors, consider providing a safe means of access and proper work platform (e.g. by using a vertical personnel lift or erecting a tower scaffold).

### Use safer means of access

Consider using a step platform ladder or suitable work platform especially if the worker must use both hands (i.e. unable to maintain three-point contacts) to carry out the work at height. This is because the platform ladder or work platform provides more stability as compared to an A-frame or a leaning ladder.

### Roof/Surface hazard assessment

Before starting work, identify the onsite hazards (e.g. open sides, roof openings, fragile surfaces), and verify that the working roof or surface can support the weight of workers as well as all materials and equipment to be placed on the roof. Proceed with works only after risk controls are in place and confirmed effective.



## PLAY AND WIN

1. What is the purpose of the enhanced whistle blowing channel?
2. List 3 benefits of recycling clothes.
3. List 3 ways to ensure safe work at height.

**T&C:** Be the first 3 to answer the questions correctly!

## ISSUE #62 WINNERS



1. Sally Tan
2. Jesmine Tee
3. Wendy Wong

Your prizes will be sent to your specific site

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