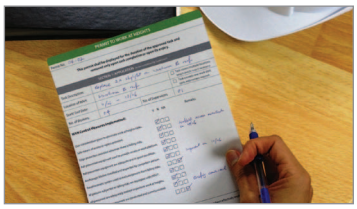
Activity Based Checklist

Working on Rooftops

There are many fall hazards when working on rooftops. It is important to ensure and maintain a safe work environment for all persons accessing or working on rooftops. Use this basic checklist+ as a guide to keep you and your workers safe. For more information on how you can keep your workplace safe, go to www.wshc.sg

Name of Company _____ Process/ Location _____

Checked by (Name/ Designation) _____ Date _____

Safety Checks		Please tick (✓) Yes	No	NA*	If no, action required by:
Foreseeable hazards (e.g. falling through roof skylights) of working on rooftops are identified and communicated.					Name: _____ Date : _____
Signages to alert personnel of fragile roof surfaces and prohibit unauthorised access are installed					Name: _____ Date : _____
All personnel accessing or working on rooftops are trained and competent to work at heights (e.g. WAH course for Supervisors).					Name: _____ Date : _____
A permit-to-work system is in place to manage the work at heights.					Name: _____ Date : _____
Safe means of roof access and egress are provided (e.g. proper scaffold access).					Name: _____ Date : _____
Edge protection is installed to prevent personnel from falling over the edges of the roof.					Name: _____ Date : _____
Suitable personal protective equipment with adequate anchorage is provided for all personnel.					Name: _____ Date : _____

+ This checklist may not cover all aspects of work activities in your workplace. You should review the checklist when there are changes in any work activity.
* NA – Not applicable

WSHCOUNCIL

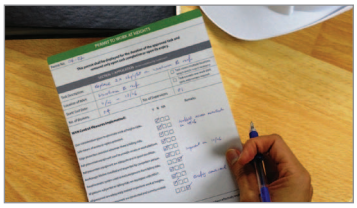
Activity Based Checklist

在屋顶工作

在屋顶工作有不少坠落的危险。因此，为所有上下屋顶或在屋顶工作的工人确保并维持安全的工作环境极为重要。请使用以下检查表+，确保工人安全。请登入 www.wshc.sg 以了解更多详情。

公司名称 _____ 流程/地点 _____

检查者 (姓名/职衔) _____ 日期 _____

安全指示		请打勾 (✓) 是	否	NA*	如果答否, 必须采取适当措施:
辨识并沟通在屋顶工作可预见的危险 (如：从屋顶天窗坠落)。					姓名 : _____ 日期 : _____
安装《脆弱屋顶表面》及《禁止闲人进入》的警示牌，以警惕工人。					姓名 : _____ 日期 : _____
所有上下屋顶或在屋顶工作的人员都经过培训，有能力在高空工作。(如: 督工的课程 – WAH course for Supervisors)。					姓名 : _____ 日期 : _____
落实‘工前许可证’系统，以管理高空作业。					姓名 : _____ 日期 : _____
提供安全上下屋顶的出入口 (如: 妥善的鹰架)。					姓名 : _____ 日期 : _____
安装延边防护，以防范工作人员从屋顶边沿跌下。					姓名 : _____ 日期 : _____
提供所有工作人员适当与充足的个人防护设备及固定点。					姓名 : _____ 日期 : _____

+ 本检查表可能不包罗您职场所有的工作活动。如果工作活动改变，您应该检阅本检查表。
* NA – 不适用

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