WSH Checklist for Facilities Management

Facilities Management (FM) includes various work activities (e.g. maintenance of fire protection systems, servicing of Air Handling Unit (AHU) and general cleaning services) to ensure smooth operations by integrating people, process and machines. Workplace safety and health (WSH) must be considered when planning and carrying out work activities. Use this checklist to help you keep the premises safe for your FM workers as well as the general public.
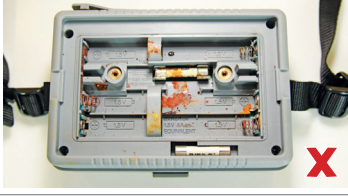
Work Environment

Safety Checks	Photos	Yes	No[+]	NA[++]	Follow-up Action
Work areas are clean, tidy and unobstructed.					
Work areas are adequately illuminated.					
Safe means of access to and egress from the work areas are provided.					
Sufficient and appropriate signages and barricades are provided at work areas.					

Person at Work

Safety Checks	Photos	Yes	No[+]	NA[++]	Follow-up Action
Workers are equipped with appropriate and adequate Personal Protective Equipment (PPE).					
Workers have received appropriate and adequate training and instructions prior to work commencement.					
Risks identified in the relevant Risk Assessment (RA) has been communicated to and understood by the workers.					

[+] If "No" is indicated, fill in the "Follow-up Action" column.   [++] NA – Not Applicable.

Equipment Used

Safety Checks	Photos	Please Tick (✔) Yes	Please Tick (✔) No+	Please Tick (✔) NA++	If No, action required by:
Contractor have submitted an inventory list of equipment to be used.					
Equipment used are free from physical defects.	✗				
Equipment have the necessary certification and/or documentation that indicates the equipment are fit-for-use (where applicable).					

Safe Work Procedures

Safety Checks	Photos	Please Tick (✔) Yes	Please Tick (✔) No+	Please Tick (✔) NA++	If No, action required by:
Ensure safe work procedures are established and implemented at the work areas.					
Safe work procedures give clear instruction on the works to be carried out.					
Incompatible works are not being carried out concurrently at the same work area.	✗				

Contractor Management

Safety Checks	Photos	Please Tick (✔) Yes	Please Tick (✔) No+	Please Tick (✔) NA++	If No, action required by:
Contractor possesses the necessary documentation for them to perform the works safely (e.g. license, certification, permit).					
Contractor's supervisor has briefed the workers and done all necessary checks prior to work commencement.					

+ If "No" is indicated, fill in the "Follow-up Action" column.   ++ NA – Not Applicable.
This checklist may not cover all aspects of work activities at your workplace. You are encouraged to customise this checklist to suit your work processes and/or conditions at your workplace. For more information, please visit www.wshc.sg