

FACTSHEET ON SAFETY TIME-OUT

About Safety Time-Out

Safety Time Out (STO) is a planned event whereby companies take time off from their daily work routine to take stock of and review workplace safety and health (WSH) systems and work processes, and thereafter implement measures to control risk. STO can be coordinated nation-wide or at sector specific in response to an emerging trend or a spate of accidents.

2 In a typical STO, the STO team will review site practices and risk assessments by:

- a) Method - Assessing whether current WSH systems and procedures are in place or require improvements.
- b) Machine - Assessing the physical equipment or machineries are fit for the job.
- c) Man - Assessing the personnel competency for the job or whether refresher training is required.
- d) Action - Taking proactive measures to address the lapses identified so as to prevent accidents and losses.

3 Following the STO, employees should be briefed on the findings and any improvements that would be implemented.

4 For the 9 May STO, MOM, WSH Council, NTUC and industry associations have jointly encouraged member companies and unions to also enact the following specific measures:

For top management:

- Do a walk-about on site to encourage workers to report safety risks and near misses to their supervisors. Ask workers to surface their safety concerns, if any, and reassure them that they will not be penalised for doing so. Emphasise to the supervisors and site/project managers that they are responsible to resolve these risks.
- Share learning points from recent fatal accidents from the WSH Alerts with all workers, to avoid a repeat of such cases in your own company.
- Share resource kits on ladder accidents to make workers aware of high-risk activities that have led to a number of workplace deaths recently.

For WSH personnel:

- Assign mentors to new workers, as those with less than three years or working experience in Singapore tend to be more accident-prone than their more experienced peers; guide them closely especially in doing high-risk activities.
- Identify any new risks that were not factored into the Risk Assessment, and devise control measures to mitigate these risks.

- Ensure that the control measures in the company's Risk Assessment are being implemented.
- Hold workshops or meetings with employees to recap basic site safety, and how employees can play a part in upholding good WSH standards.

List of Participating Industry Associations for 9 May STO

1. Association of Process Industry
2. Association of Property and Facility Managers
3. Association of Singapore Marine Industries
4. Singapore Contractors Association Limited
5. Singapore International Facility Management Association
6. Singapore Logistics Association
7. Singapore Manufacturing Federation