



Tripartite Alliance for
Workplace Safety and Health

Safety Time-Out Resource Deck



19 May 2022

2:00PM – 3:00PM

Resources for Managers, Supervisors and WSHOs

Forklift Safety

- WSH Guidelines for Forklift Safety Truck
 - <https://tinyurl.com/yc8wpf9y>
- Safety Time Out sample checklist for Pre-Operation of Forklifts
 - <https://tinyurl.com/5wnvnsa9>
- Forklift Safety Pack
 - <https://tinyurl.com/33tpbmkb>



Work at Height Safety (Part 1 of 2)

- Safety Time Out sample checklist for Working at Height
 - <https://tinyurl.com/jd7mtcbp>
- Code of Practice for Working Safely at Heights
 - <https://tinyurl.com/5txdzmz>
- WSH Guidelines on Personal Protective Equipment for Work at Heights
 - <https://tinyurl.com/2p93wrtd>



Work at Height Safety (Part 2 of 2)

- WSH Guidelines on Anchorage, Lifelines and Temporary Edge Protection Systems
 - <https://tinyurl.com/3r3u5dhb>
- WSH Guidelines for Working safely on Roofs (Revised, 2013)
 - <https://tinyurl.com/bde6bsr2>



Ladder Safety

- Ladder Safety Pack
 - <https://tinyurl.com/bdefj5ew>



Resources for Workers

Forklift Safety (Part 1 of 4)

6 Basic WSH Rules for Safe Forklift Operation



LOOK, THINK, DO.
Look out for dangers. Think of how you can protect yourself. Do your work safely.

6 Basic Workplace Safety and Health (WSH) Rules for Safe Forklift Operation

Forklifts are used when heavy loads need to be handled and transported safely and quickly. Misuse or inappropriate use of forklifts, however, can result in property damage, serious injuries or even fatalities. Do your part at the workplace by operating forklifts properly and safely.

Report to your supervisor if you feel unwell.	Operate a forklift only if you are trained and authorised.
Do not overload forklift.	Never use a forklift to carry or transport a person.
Do not speed.	Check blind spots before reversing.

Learn more about safe forklift operation at <https://www.bsl.sg/forlift> or <https://www.visionzero.sg>

Forklift Safety (Part 2 of 4)



English



Bengali



Mandarin



Tamil

Forklift Safety (Part 3 of 4)



English



Bengali

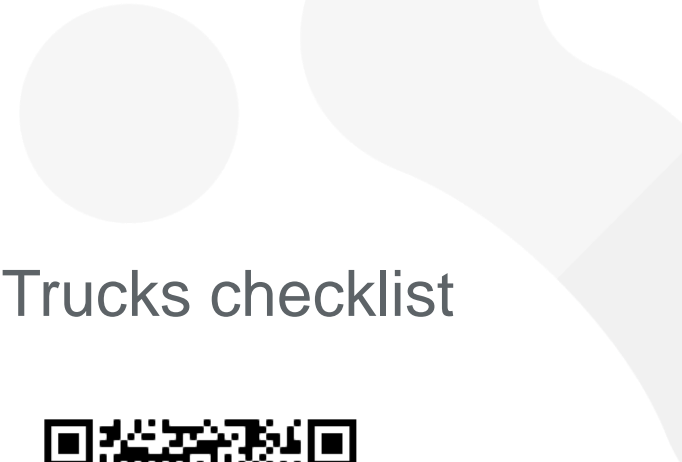


Mandarin



Tamil

Forklift Safety (Part 4 of 4)



Safe Use of Forklift Trucks checklist

Activity Based Checklist **Safe Use of Forklift Trucks**

Forklift trucks are indispensable in some workplaces, but they can also be dangerous if they are not used properly. When forklifts require access, they can be working near the same place as you, or they can be working near you. It is your responsibility to keep you and your workers safe. For more information and help to keep your workplace safe, go to www.wshc.org

Name of Company: _____ Province: _____
 Checked by (Name, Designation): _____ Date: _____

Safety Checks	Photos (if any)	Pass/Fail/NA*	If fail, action required by:
Forklift is inspected before use. Inspect items listed: include tyres, lighting equipment, footbrake, rear-view mirrors, and so on. Forklift is operated by an authorized and trained operator.		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
Forklift is installed with tag (both) and operators are educated to use it.		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
All loads handled are in accordance with the height and weight restrictions on the forklift's load chart.		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
Forklift is not used as a work platform or to lift people.		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
Designated forklift drivers, supervisors, power operators and others receive training for checking blind spots (as provided).		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
Align and lower the forklift using these points of contact (hands and feet).		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____
Forklift is completely shut down after use and the ignition key is removed.		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Name: _____ Date: _____


* This checklist may not cover all aspects of forklift activities. Consult your forklift manufacturer's manual for more information on forklift safety. If you have any changes in any work activity, NA – not applicable.

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Work at Height Safety (Part 1 of 2)

Working on Rooftops checklist


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 _____

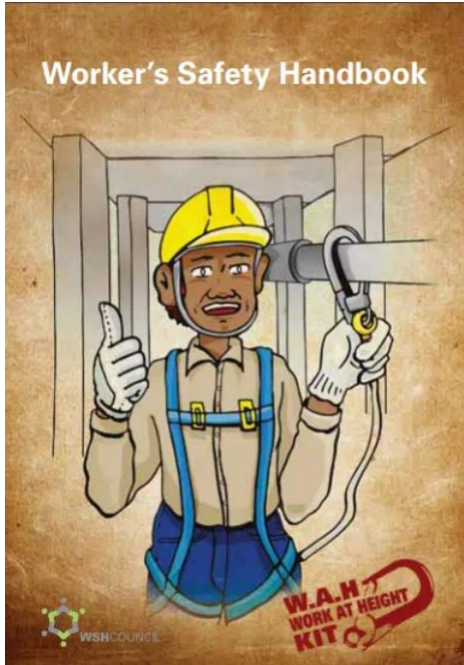
Safety Checks	Please tick (✓)		If no, action required by:
	Yes	No / NA*	
Foreseeable hazards (e.g. falling through roof skylights) of working on rooftops are identified and communicated. 	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date: _____
Signages to alert personnel of fragile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

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Work at Height Safety (Part 2 of 2)



Worker's Safety Handbook for Work at Height (English)



Ladder Safety



Safe Use of Ladders

The safe use of ladders is important to protect you and your workers' safety. 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.org

Name of Company _____ Process/ Location _____
 Checked by (Name/ Designation) _____ Date _____

Safety Checks		Please Tick (✓) Yes No NA*		If no, action required by:	
Ladder is in good working condition without any visible defects.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Ladder is extended fully before starting work.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Ladder is placed on stable and level ground.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Workers are instructed not to work on the top rung of the ladder.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Workers are instructed not to carry any object in their hands when climbing a ladder.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
A worker is holding on to the ladder when his co-worker is on it.		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Workers maintain three points of contact with the ladder at all times (two legs and one hand, or two hands and one leg).		<input type="checkbox"/>	<input type="checkbox"/>	Name: _____	Date: _____
Workers are wearing proper footwear, for example, non-slip flat shoes, when using a ladder.		<input type="checkbox"/>	<input type="checkbox"/>	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



Safe Use of Ladders Checklist

