

The art of safeguarding your people in times of CoVID-19



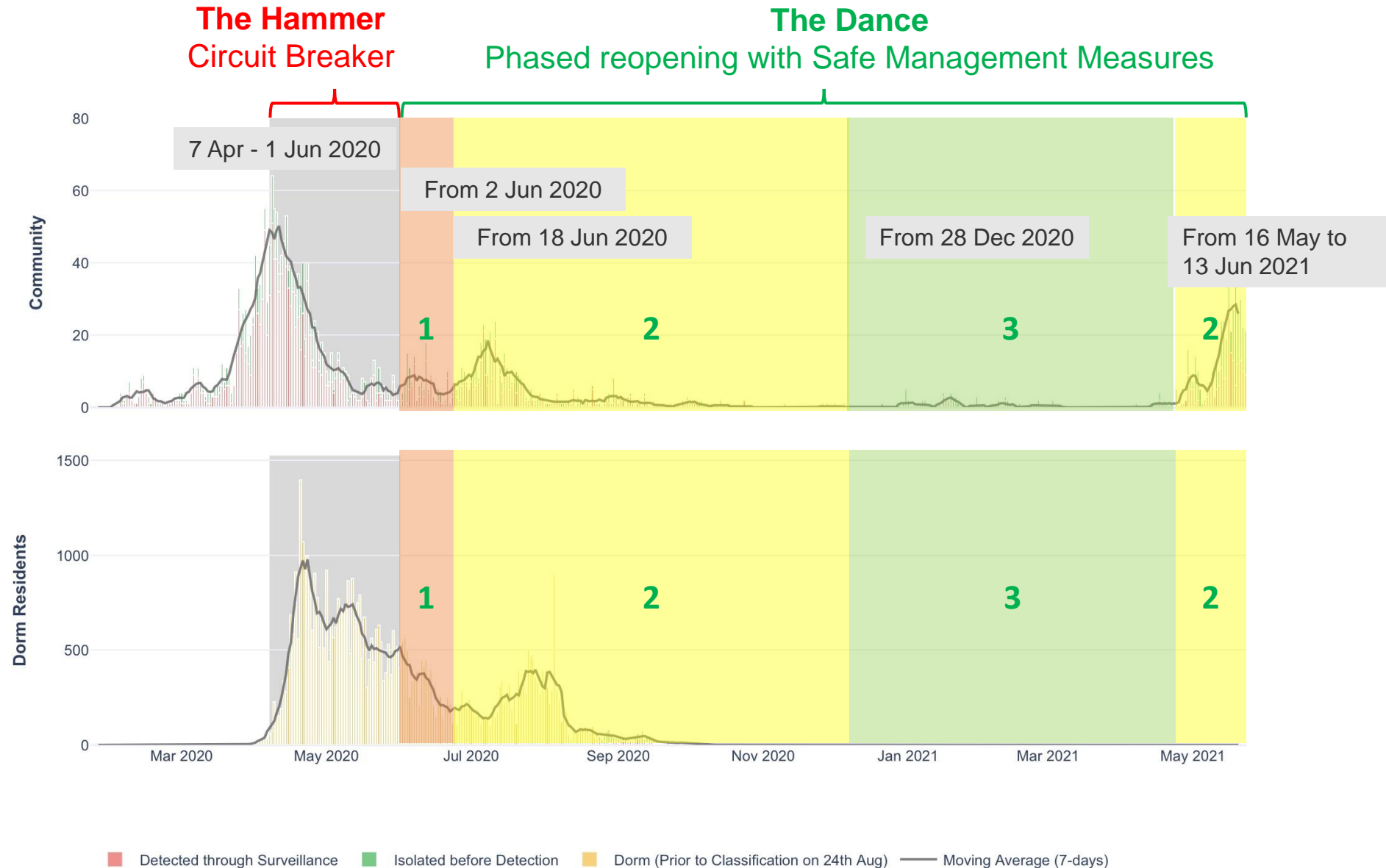
MINISTRY OF
MANPOWER

Alvian Tan
Senior Assistant Director, OSH Division
29 June 2021

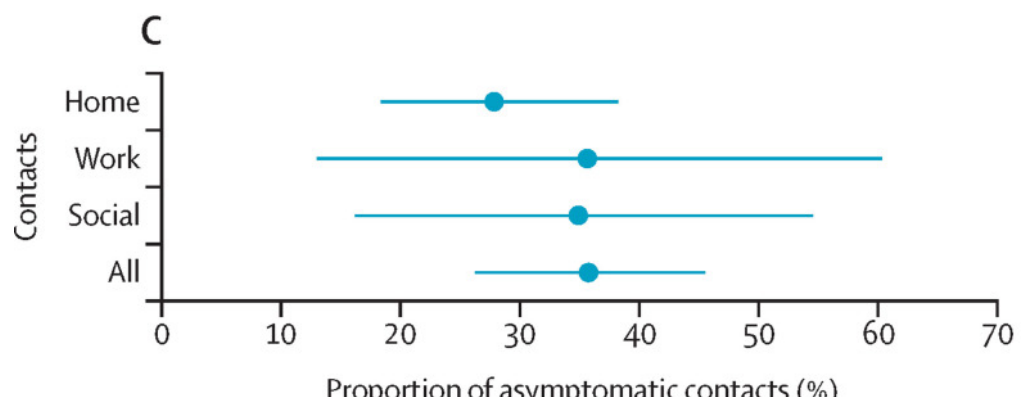
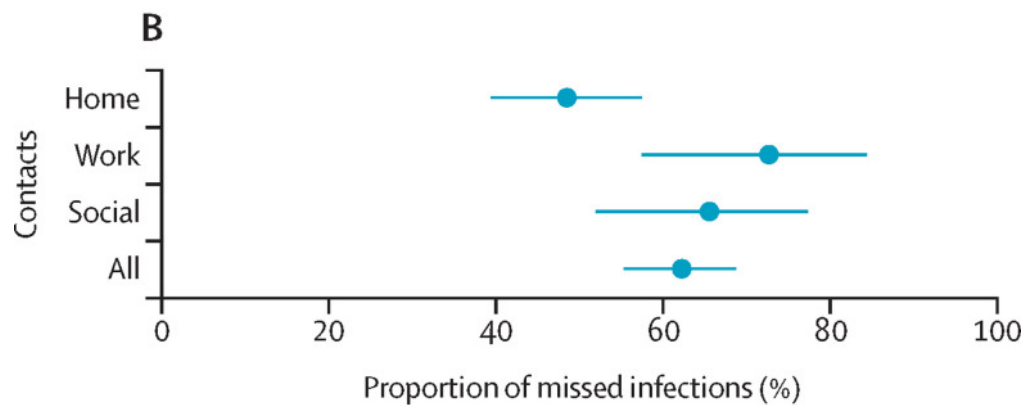
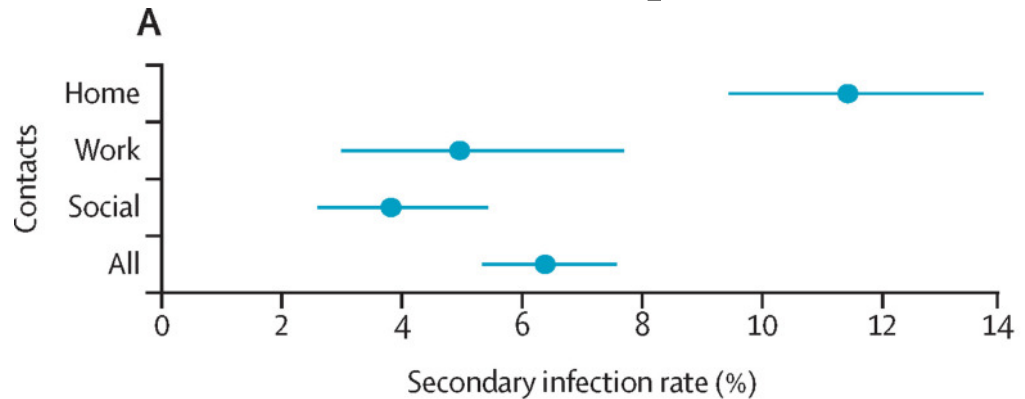


A Great Workforce A Great Workplace

1. Understand Singapore's overall approach



2. Recognize that workplace transmission is critical



Individuals are susceptible to infection at the workplace

Source: Ng OT, Marimuthu K, Koh V, et al. SARS-CoV-2 seroprevalence and transmission risk factors among high-risk close contacts: a retrospective cohort study. *Lancet Infect Dis.* 2021;21(3):333-343. doi:10.1016/S1473-3099(20)30833-1

Key Principles of Place, Person and Time



Work Area



Toilet Facilities



Water Point



Smoking Point



Resting Area



Briefing Area

3. Be adaptive to changes to SMM requirements



Work-from-home (WFH) requirement	<ul style="list-style-type: none"> WFH by default 		Heightened Alert: Same as Phase 1 From 28 Sep 2020 <ul style="list-style-type: none"> WFH by default No more than 50% of employees who can WFH be at the workplace at any time 	Heightened Alert: Same as Phase 2 From 5 Apr 2021 <ul style="list-style-type: none"> WFH is encouraged; flexible and hybrid way of working No more than 75% of employees who can WFH can be at the workplace at any time
Workplace social gatherings	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Not allowed 		From 5 Apr 2021 Allowed subject to prevailing community group size of 8
Work-related events	<ul style="list-style-type: none"> NA 	Not allowed, except those critical to company's business and training/equipping of permitted workers. Cap at 50 pax.	From 28 Sep 2020 Allowed up to 50 pax	

Dissemination of SMM and Covid-19 Info

Online information

A Singapore Government Agency Website

MINISTRY OF MANPOWER

MENU > Advisories on COVID-19 > Search

Requirements for Safe Management Measures at the workplace

Read the [sector-specific guidelines and infographic on Safe Management Measures at the workplace](#).

Note

From **16 May 2021 to 13 June 2021**, the Safe Management Measures for the workplace will be tightened. Previously, up to 50% of employees²⁸ who are able to work from home could be at the workplace at any time. Now, employers must ensure that all employees who are able to work from home do so. Social gatherings at the workplace are disallowed. These measures help lower transmission risks by reducing the levels of interaction at common spaces at or near the workplace, and in public places, including public transport.

Issued on 9 May 2020
Updated as of 14 May 2021

SMM Checklist

Annex B

Updated on 16 May 2021

Checklist of Safe Management Measures Required at the Workplace for Resumption of Business Activities *(taking effect on 16 May 2021)*

Requirement	What companies must show when requested
To resume business activities, all companies must fulfil these requirements below. <i>Note: The Government will take action against errant employers, including the cessation of operations and enforcement.</i>	When inspected by any government agency, all companies must be prepared to show that they have fulfilled these requirements.
A. Take care of your workers	
1. Ensure that all employees <u>who are able to work from home</u> do so.	(See S/N 4 and 5.)
2. Conduct all meetings between employees and with suppliers/contractors virtually where possible.	
3. Enable vulnerable employees ¹ to work from home, allow them to travel to/from work at off-peak timings, temporarily redeploy them to another role within the company, or take other appropriate measures to reduce their exposure to infection risk.	

Multiple Touchpoints



Chatbot



Whatsapp

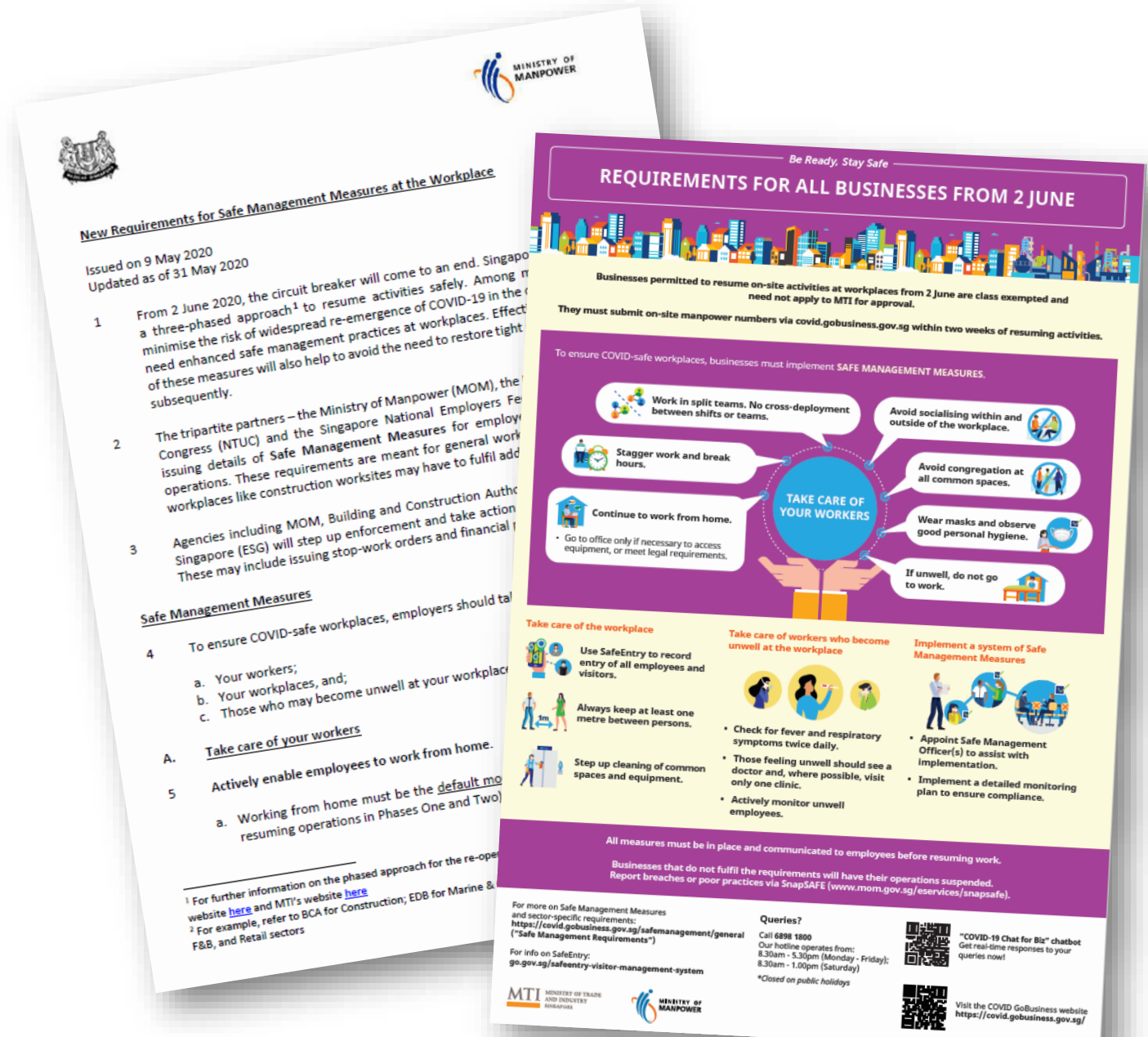


Telegram

4. Understand the requirements

4 Mandatory Elements

- A** Take care of your Workers
- B** Take care of the Workplace
- C** Take care of Workers who Become Unwell
- D** Implement a SMM System



Setting Up System of SMM at Workplaces

A Take care of workers

- Enable work from home
- Mask up
- Stagger work & break hours
- Disallow cross deployment
- Control work-related events and social gatherings

B Take care of workplaces

- Control access and facilitate contact tracing
- Administer health & travel declarations
- Clear 1m spacing between persons
- Step up cleaning and disinfection

C Take care of workers who become unwell

- Check temperature regularly
- Monitor actively for unwell employees and guard against outbreaks
- Manage unwell/confirmed cases with evacuation and follow up plan

D Implement a SMM system



Implement detailed monitoring plan

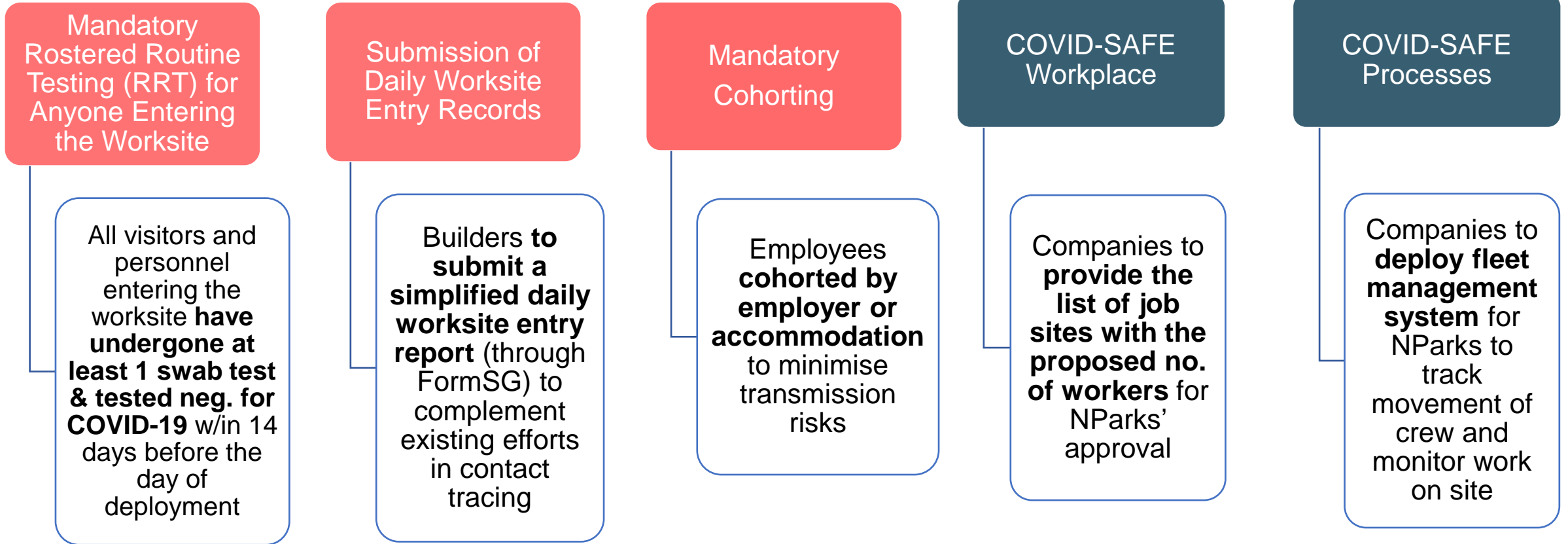


Appoint Safe Management Officer (SMO)

Higher-risk sector-specific requirements

E.g. Building and Construction Authority
Oversees Construction sector

E.g. NParks oversees Landscaping sector



31 sector-specific requirements developed in all

Prevailing Key Requirements

- **Default work from home**
 - those who are able to work from home should do so
 - No specified percentage / proportion of time spent in office
 - No requirements for split team
- No cross deployment
- Work-related events capped at 50; no food and drinks allowed to be served, meal breaks to be taken individually
- No social gatherings at workplace

5. Implement the requirements well



Not allowing employees from working from home when they are able to do so



Chairs were not spaced 1 metre apart.



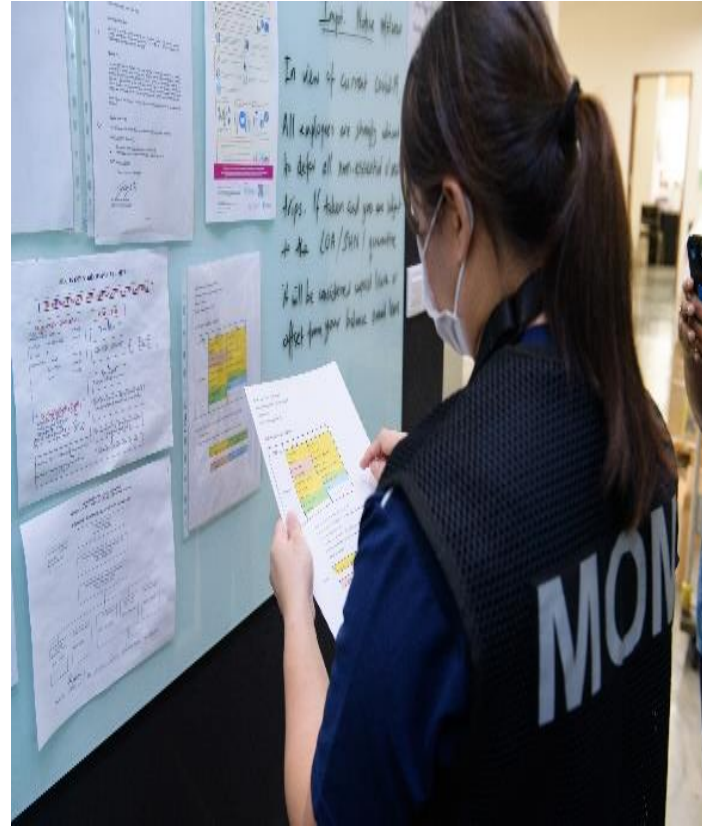
Source of picture: NUS, Yong Loo Lin School of Medicine

Not wearing masks/ not wearing masks properly

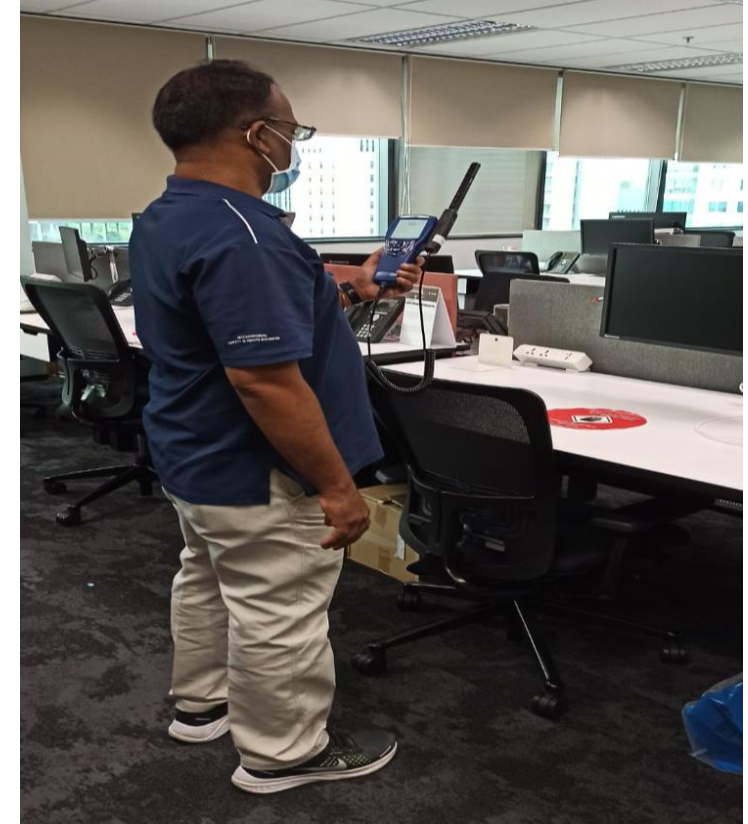
5. Implement the requirements well



Ensure clear demarcations of safe physical distances



Need for well-documented plans e.g. evacuation plan in the event of unwell employees, especially suspected COVID-19 cases



Ensure work environment remains well-ventilated

6. Learn from mistakes

THE STRAITS TIMES

SINGAPORE

Feb 2021

42 firms in Singapore fined for breaching Covid-19 safety rules



MOM said it will continue to step up inspections and highlight areas employers should pay attention to. ST PHOTO: JASON GUAN



Kok Yufeng

PUBLISHED FEB 1, 2021 5:00 AM SGT

SINGAPORE - More firms have been penalised for failing to adhere to workplace safe management measures despite repeated calls to make working from home the default and to ensure safe distancing at the office.

Between Sept 28 last year - when the measures were last eased - and Jan 15, there were 42 employers fined for such lapses, the Ministry of Manpower (MOM) told The

THE STRAITS TIMES

SINGAPORE

Feb 2021

Almost 140 firms told to stop on-site operations after serious breaches of Covid-19 measures



During each inspection, MOM inspectors will check with the company's appointed safe management officer on their detailed Covid-19 workplace health and safety plan. PHOTO: MOM



Jessie Lim

UPDATED FEB 6, 2021 7:22 PM

SINGAPORE - Close to 140 firms were told to cease on-site operations after serious breaches of Covid-19 workplace safe management measures introduced in March last year.

Over 280 firms were fined for failing to adhere to the measures, after an inspection of more than 36,000 workplaces since last March, the Ministry of Manpower (MOM) said in a Facebook post on Saturday (Feb 6).

THE STRAITS TIMES

SINGAPORE

Apr 2021

Almost 900 workplaces inspected in April, about 10 fined for breaching Covid-19 rules: MOM



1 of 2 Inspectors checking for physical spacing of at least 1m between workstations. PHOTO: SINGAPORE MINISTRY OF MANPOWER/ FACEBOOK



Justin Ong
Political Correspondent

PUBLISHED APR 24, 2021 11:25 AM SGT

SINGAPORE - The Ministry of Manpower (MOM) on Saturday (April 24) said it has inspected close to 900 workplaces and fined about 10 companies since the start of April for breaching Covid-19 safe management measures (SMM).

In a Facebook post, MOM said when Covid-19 community cases occur, it conducts checks on the relevant workplaces to ensure measures are in place to prevent further transmission.

MOM said it inspected the workplace of a recent community case and found several lapses.

THE STRAITS TIMES

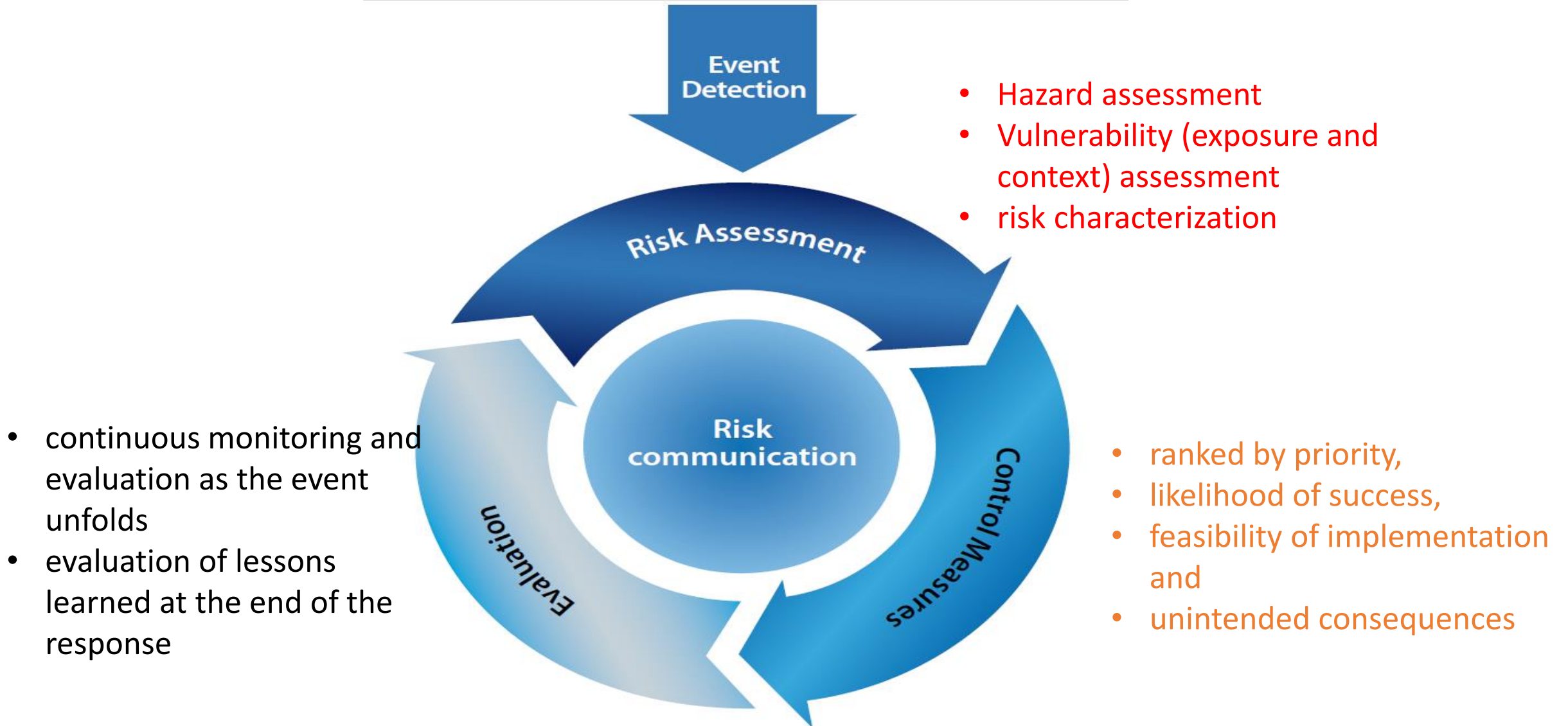
May 2021

11 companies fined by MOM for not getting employees to work from home



All employees who are able to work from home must, so, under the latest advisory issued on May 14, 2021. PHOTO: ST FILE

7. Apply OSH principles




Do not forget the OSH hazards

< SINGAPORE >



Tuas fire: 3 workers dead, 5 in critical condition




Clement Yong
The Straits Times

UPDATED: Feb 25, 2021, 08:37pm ⌵ ⌵ 🔊


SINGAPORE - Three workers have died and five remain in critical condition after the explosion on Wednesday (Feb 24) in Tuas,

IMES SINGAPORE LOG IN ST

MOM to carry out 400 worksite safety inspections on top of routine checks amid spate of accidents



Senior Minister of State for Manpower Zaqy Mohamad (second from right) during a site inspection visit to Esun International on April 19, 2021. ST PHOTO: GING WEE JIN




Jolene Ang


UPDATED: APR 19, 2021 9:01 PM ⌵ f t ...

SINGAPORE - From May to June, the Ministry of Manpower (MOM) will carry out 400 worksite safety inspections targeting high-risk sectors including construction and manufacturing.

[Called Operation Ibis](#) these inspections will be on top of routine checks.

 Singapore 👤 🔍 ☰

Workplace safety: How MOM inspectors help firms to fix the gaps



A workplace safety inspection at Esun International on Jun 4, 2021. (Photo: Chew Hui Min)

By **Chew Hui Min**
08 Jun 2021 03:24PM
(Updated: 08 Jun 2021 03:24PM)

8. Partner with us to build workplace resilience

Health risk from
beyond the
workplace

**Public
Health**

**Workplace
transmission
of diseases**

**Workplace
Safety &
Health**

Risk that
arose from
workplaces



Government

- Translate public health considerations into WSH or labour policies
- Coordinate enforcement efforts
- Facilitate vaccination, testing, and contact-tracing efforts
- Communicate requirements



Employers

- Digitalise for business continuity
- Implement SMM rapidly
- Improve infrastructure to improve infection control



Employees

- Adhere to SMM - in letter and spirit
- Practice good personal hygiene
- See a doctor early if unwell, even if vaccinated or with mild symptoms

The art of safeguarding your people in times of CoVID-19

1. Understand Singapore's overall approach
2. Recognize that workplace transmission is critical
3. Be adaptive to changes to SMM requirements
4. Understand the requirements
5. Implement the requirements well
6. Learn from mistakes
7. Apply OSH principles
8. Partner with us to build workplace resilience



Thank You