



Tripartite Alliance for
Workplace Safety and Health

WSH Forum for Facilities Management 2021- Resources



25 November 2021

Slips, Trips and Falls Campaign 2021

Scan the QR code or visit STF Campaign page at www.wshc.sg/preventstf to learn more about how you can participate.



Set your company's STF Resolution

Scan the QR code or visit the URL below to set your company's STF Resolution

<http://survey.wshc.sg/stfresolution>



Slips Trips and Falls Infographics for Facilities Management Sector (English version)



Scan the QR code to share it via WhatsApp with your colleagues!

Click on the link to download the poster:

https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF_Infographics_for_Facilities_Management_Sector.pdf

Slips Trips and Falls Infographics for Facilities Management Sector (Chinese version)



Scan the QR code to share it
via WhatsApp with your
colleagues!

Click on the link to download the poster:

https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF_Infographics_for_Facilities_Management_Sector_Chinese.pdf

Slips Trips and Falls Infographics for Facilities Management Sector (Tamil version)



Scan the QR code to share it via WhatsApp with your colleagues!

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[https://www.tal.sg/whsc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF Infographics for Facilities Management Sector Tamil.pdf](https://www.tal.sg/whsc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF%20Infographics%20for%20Facilities%20Management%20Sector%20Tamil.pdf)

Slips Trips and Falls Infographics for Facilities Management Sector (Bengali version)



Scan the QR code to share it
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colleagues!

Click on the link to download the poster:

[https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF Infographics for Facilities Management Sector Bengali.pdf](https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/STF%20Infographics%20for%20Facilities%20Management%20Sector%20Bengali.pdf)









Slips, Trips and Falls Checklist

Activity Based Checklist


Slips, Trips and Falls

Slip, trip and fall hazards are common in workplaces. They can lead to serious bodily harm or even fatal injuries. 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: |
|---|---|-------------------------------|--------------------------|-----------------------------|
| Anti-slip installations such as anti-slip mats are used in areas that are wet or oily. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Appropriate personal protective equipment such as anti-slip shoes are provided for all workers. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Damaged floorings (e.g. broken tiles) are repaired immediately. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Good housekeeping is maintained. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Walkways are kept clear of obstructions such as boxes. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Spills are cleaned up immediately. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Warning signages are put up to caution people of wet floor. |  | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____ Date : _____ |
| Work areas are sufficiently illuminated. |  | <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

 WSHCOUNCIL



Scan the QR code to download the checklist.

WSH Checklist for Facilities Management



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 | Please Tick (✓) | | | Follow-up Action |
| | | Yes | No ^{**} | NA ^{***} | |
| 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 | Please Tick (✓) | | | Follow-up Action |
| | | Yes | No ^{**} | NA ^{***} | |
| 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.



Click on the link in the chat box or scan the QR code to download the checklist.

6 Basic WSH Rules for Fatigue Management



Scan the QR code to share it via WhatsApp with your colleagues!

Click on the link to download the poster:

<https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/6-Workplace-Safety-and-Health-WSH-Rules-for-Fatigue-Management.pdf>

Look.Think.Do. Pictograms Pack

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

6 Basic Workplace Safety and Health (WSH) Rules for Working at Heights

Falls are the leading cause of workplace fatalities in Singapore. Every month, one worker dies from falling from buildings, structures and ladders. Do your risk assessment before starting work.

| | |
|---|---|
| Report to your supervisor if you feel unwell. | Secure safety harness when working at heights. |
|  |  |
| Use proper access and egress. | Do not climb or stretch over guard rails. |
|  |  |
| Keep work area clear of tripping objects. | Always maintain 3-point contact when using ladders. |
|  |  |

Learn more about working safely at heights at www.wshc.sg.

Sponsored by:



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download the collaterals.

STF Signages



Scan QR codes to download signages

English:



Chinese:



Tamil:



Bengali:



iWorkHealth Flyer



Scan the QR code to share it
via WhatsApp with your
colleagues!

Click on the link to download the flyer:

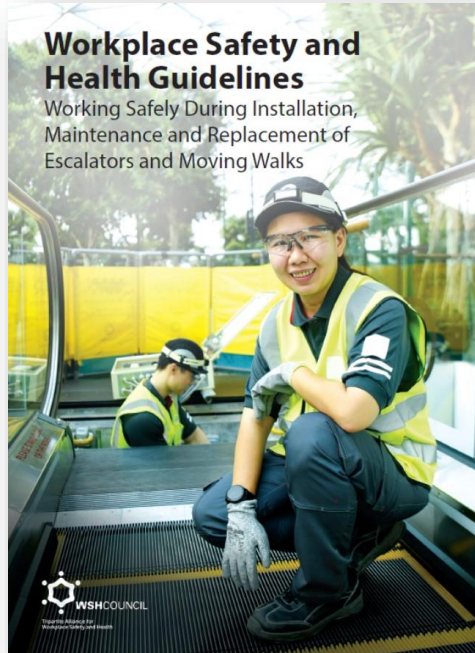
<https://www.iworkhealth.gov.sg/FAQsandResources/Pages/Pamphlet.html>

Code of Practice on WSH Risk Management (3rd Revision)



Scan the QR code to download
the Code of Practice.

WSH Guidelines on Working Safely During Installation, Maintenance and Replacement of Escalators and Moving Walks



Scan the QR code to download the guidelines.

Tips on Supporting Your Employees Mental Well-being

Tips on Supporting Your Employees' Mental Well-being

Do you know of an employee who is displaying signs of distress or experiencing a breakdown? [International studies](#) have suggested that work stressors were among factors associated with poor mental health. The COVID-19 pandemic has given rise to new work-related practices, which have left some feeling stressed and anxious as they struggle to cope with the change.

Below is a **scenario** on how you, as an employee, can support your employees' mental well-being:

When the COVID-19 pandemic struck, Mr Wong's company continued to operate as its services were deemed essential.

1 However, Mr Wong felt stressed by the change in his work processes due to the Safe Management Measures.



2 In addition, he experienced a sense of isolation from his colleagues as lunch breaks were staggered and some were working from home.



3 He also made some careless mistakes, resulting in some damage to the machines, which was spotted by his supervisor.



4 He felt inadequate at work and he eventually voiced his concerns to his supervisor.



5 If you were Mr Wong's supervisor:
You may realise that this situation could have happened to any other employee. Hence you could:

1. Create an open culture where employees feel safe voicing their concerns (e.g. through regular feedback sessions with management or direct supervisor, or anonymous feedback to HR); and
2. Provide third-party counselling services and support to affected employees (e.g. [Employee Assistance Programme](#)).



For more information on mental well-being, scan the QR codes below:



Scan the QR code to share it via WhatsApp with your colleagues!

Click on the link to download the poster:

https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/Tips-on-supporting-your-employees-well-being_Mr-Wong.pdf

Tips on Supporting Your Employees Mental Well-being

Tips on Supporting Your Employees' Mental Well-being

The COVID-19 outbreak has resulted in many workplaces adopting work-from-home arrangements. While this has brought about benefits, such as increased flexibility and time with family, this has also blurred the lines between work and home for some, leading to longer working hours, increased stress and higher risk of burnout. Employers should show more empathy towards employees, and recognise that their role in helping their employees is crucial as this will affect their productivity and mental well-being.

Below is a scenario on how you, as an employer, can support your employees' mental well-being.

When the COVID-19 pandemic struck, Mdm Tan's company could not let its employees work at the office.

- 1 The company asked Mdm Tan and all her colleagues to work from home.



- 2 Her school-going children were also told to switch to Home-Based Learning.



- 3 It was not easy for Mdm Tan, having to juggle multiple roles, such as helping her children navigate online learning, coping with collaborative working via virtual meetings, and preparing meals.



- 4 Soon, Mdm Tan started to exhibit signs of stress. The multiple roles, coupled with expectations to work after office hours, were affecting her work-life balance and she became depressed. During a meeting with her colleagues, she started to cry.



- 5 If you were Mdm Tan's employer:
You could have provided more support to her and your other employees while they are working from home and during their gradual transition back to office. Hence you could:

1. Regularly check in with your employees and follow up on their areas of concerns.
2. Conduct a survey to better understand and address the work stressors affecting your employees' mental well-being using the *WorkSafe Tool*.
3. Utilise initiatives under the *Total WSH Programme*, where applicable.



For more information on mental well-being, scan the QR codes below:



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https://www.tal.sg/wshc/-/media/TAL/Wshc/Resources/Collaterals/Posters/PDF/Tips-on-supporting-your-employees-well-being_Mdm-Tan.pdf

National WSH Campaign 2021

Care Time

Scan the QR code to set Care Time in your phone's calendar today!

Visit www.taketimetotakecare.sg to learn more about safety and health actions you can do.



Total Workplace Safety and Health Programme



Scan the QR code to find out more about the Total Workplace Safety and Health Programme.

National WSH Campaign Videos

TIME TO WATCH CARE TIME VIDEOS

Watch how Care Time can make a difference to your safety and health at work.



Safety:



Health:



National WSH Campaign Skit

Scan the QR code or click on the YouTube video link below to watch the Campaign skit:

<https://www.youtube.com/watch?v=hnG6l2BKnnU>

