











This checklist is produced by the Workplace Safety and Health Council and Ministry of Manpower as a reference to help tentage stakeholders carry out tentage work safely. \*

Checklist for Safe Tentage Works						
Company / Location :			Checklist Completion Date:			
Person-in-charge :						
Work Activity	Possible Hazards	Recommended Good Practice	Please Tick (✓)			Follow-Up Actions
			Yes	No <sup>+</sup>	NA <sup>++</sup>	
All tentage activities	All hazards related to tentage work.	 <p>Workers are briefed on safe work procedures and job hazards during daily toolbox meetings.</p>				
All tentage activities	Bodily hurt.	 <p>Ensure that workers are equipped with the appropriate personal protective equipment.</p>				
Carrying out outdoor tentage works	Workers may be exposed to bad weather conditions such as lightning and rain.	 <p>Tentage works are carried out only during clear weather conditions.</p>				
Reworking of tentage to address defects	All hazards related to tentage work.	 <p>Before setting up, ensure that tentage parts are in good condition.</p>				
Carrying out lifting operations	Struck by falling and/ or moving objects.	 <p>When a lifting machine is used, ensure that a. it is operated by a qualified and competent person; b. the lifting gear is in a good working condition; c. the load is rigged properly before lifting; and d. the load is within permissible limits according to the load chart.</p>				
Using of ladders	Toppling of ladders and/ or falls from ladders.	 <p>When ladders are used, ensure that a. they are in good working condition; b. they are used on stable and level ground; and c. workers maintain three points of contact on the ladders.</p>				
Working at heights	Fall from heights.	 <p>Ensure that fall prevention measures are put in place before starting work.</p>				
Handling electrical installations	Electrocution.	 <p>Ensure that electrical installations are dry and not damaged.</p>				
Working under direct sunlight	Workers may be subjected to fatigue and heat stress.	 <p>Ensure that sufficient water and rest breaks are provided.</p>				
Carrying out tentage works at night	Workers' visibility is reduced at night.	 <p>Ensure that sufficient lighting is provided.</p>				

\* 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. For more information on tentage safety, go to [www.wshc.sg](http://www.wshc.sg)  
<sup>+</sup> If “No” is indicated, fill in the “Follow-up Action” column. <sup>++</sup> NA – Not Applicable.

此检查表是由工作场所安全与卫生理事会和人力部写协力推出。与帐篷行业有关的工作人员将可以参考此检查表，以更安全的工作方式把工作完成。\*

帐篷工作安全检查表						
公司/地点：			表格完成日期：			
负责人：						
工作活动	潜在风险	推荐的良好作习	请打勾 (✓)			改进行动
			有	没有 <sup>+</sup>	不适用	
所有帐篷工作	任何有关帐篷工作的隐患。	<div></div> <div>确保工人对安全工作程序与隐患有适当程度的了解。</div>				
所有帐篷工作	肢体损伤。	<div></div> <div>确保工人有配戴个人防护配备，例如手套，安全帽和安全靴。</div>				
户外帐篷工作	坏天气状况，例如闪电和下雨。	<div></div> <div>确保在进行帐篷工作时天气是晴朗的。</div>				
修补已搭好帐篷	任何有关帐篷工作的隐患。	<div></div> <div>确保所有帐篷零件例如金属架构，桁架与帆布完好无损。</div>				
使用起重机器	高处坠物与被移动物体撞击。	<div></div> <div>如有使用起重机械，请确保： a. 机械由经过专业培训的工人所操作； b. 起重机械的装置与配备完好无损； c. 货物在吊起之前已捆绑牢固； d. 所要升降的货物重量没有超标。</div>				
使用梯子	攀爬过高的梯子会导致重心不稳而跌落。	<div></div> <div>在使用梯子时，请确保： a. 梯子完好无损； b. 梯子使用于平稳的地面上； c. 工人与梯子保持三个接触点。</div>				
在高空工作	高空坠落。	<div></div> <div>工人进行高空作业之前，请确保防止坠落措施已做好。</div>				
处理电子装置	触电。	<div></div> <div>确保电子装置无损坏并避免在潮湿的环境下组装。</div>				
炎热的天气下工作	暑气与疲劳。	<div></div> <div>有给予工人充足的休息时间与水分。</div>				
夜间帐篷工作	能见度降低。	<div></div> <div>确保灯光充足。</div>				

\*这表格或许不能涵盖您所有的工作活动。若工作活动有所改变，请重新检阅这检查表。欲知详情，请浏览 [www.wshc.sg](http://www.wshc.sg)  
<sup>+</sup> 如果答“没有”，您必须采取适当措施, 以及填写“改进行动”。