

# TIME-OUT CHECKLIST

## INTRODUCTION

A. A Time-out is a Workplace Safety and Health (WSH) response measure that involves the temporary suspension of all or part of a company's operations so as to address pressing WSH concerns in the workplace. Your company should consider taking a Time-out if any of the following situations (but not limited to these) occurs:

- An incident involving injuries and /or fatalities;
- A dangerous occurrence (Reference may be taken from the 2<sup>nd</sup> Schedule of the WSH Act, see Appendix I);
- Near miss with potentially severe consequences;
- External events that have similar loss exposures to your company; or
- Key WSH targets of your company have not been met.

B. This Time-out checklist will guide your company to take stock and review your current WSH systems and work processes. The review will help your company to:

- Assess whether your current WSH systems and procedures are in place or require improvements;
- Identify possible systemic lapses in WSH system and processes;
- Identify possible factors that might have contributed to the incident in your workplace (if applicable); and
- Take the necessary measures to address the lapses identified.
- Be proactive in loss prevention.

C. This checklist is made generic so that it can be applied to any industry sector during a Time-out. The list is by no means exhaustive and is meant to provide a broad framework to initiate more thought processes on your part during the Time-out.

D. It is important for the top management to be actively involved in the Time-out to demonstrate that this safety review is to be taken seriously. Their commitment is integral to the success of the Time-out. Specifically, the top management should see through the Time-out from setting the objectives to the endorsement of the follow-up actions before allowing the re-commencement of work.

## PART ONE- SELECTING THE TEAM TO BE INVOLVED

1	To-Do Items	Status	Remarks
1.1	Top management to define the objectives and work scope of the Time-out.		
1.2	To appoint the appropriate lead person from the management to conduct the safety review.		
1.3	To appoint appropriate persons from relevant sections and levels in the company to participate in the safety review.		
1.4	To check that relevant WSH personnel are involved in the safety review.		
1.5	To check and ensure the team has the relevant competency and expertise on the subject matters, including sourcing for external help.		
1.6	<p>If an incident occurred at your workplace,</p> <ul style="list-style-type: none"> <li>a) Assign the right personnel, preferably from a different unit to form an incident investigation team to identify the causes leading to the incident and ensure that inputs from witnesses to the incident have been taken into account; and</li> <li>b) Provide the initial findings and recommendations of the incident to all units so as to prevent a similar recurrence.</li> </ul>		

## PART TWO - CONDUCTING THE REVIEW AND IMPLEMENTING RESPONSE MEASURES

### A. Work environment

2	To-Do Items	Status	Remarks
2.1	To inspect and ensure that the work environment conditions are safe for the work to be carried out.		
2.2	To assess that the machinery / equipment / materials are suitable and properly designed for the work.		
2.3	To check through the records that there is a maintenance regime in place for the machinery / equipment used and facilities in the workplace.		
2.4	To monitor that the machinery/ equipment / substances / materials / facilities have been used properly.		
2.5	To investigate if there is any component failure(s) in the machinery / equipment used.		
2.6	<p>If an incident has happened at your workplace,</p> <ul style="list-style-type: none"> <li>a) To take steps to mitigate or eliminate the immediate risks arising from the incident area pertaining to the work environment before work is resumed; and</li> <li>b) To work through all other work areas which potentially have similar risks.</li> </ul>		

### B. Work processes

3	To-Do Items	Status	Remarks
3.1	<p>To go through the records and confirm that a risk assessment (RA) has been</p> <ul style="list-style-type: none"> <li>a) conducted for the work process(es);</li> <li>b) communicated to the relevant personnel via briefings and / or checklists; and</li> <li>c) implemented accordingly.</li> </ul>		

3.2	To check and verify that mechanisms are in place to ensure the RA for the work processes(es) are  a) regularly updated; b) effectively communicated; and c) properly implemented.		
3.3	To conduct a review to ensure that the work process(es) have been properly designed so as not to impose an onerous workload resulting in fatigue or occupational stress.		
3.4	To review relevant documentation and verify that standard operating procedures (SOPs), rules and all other safeguards are in place.		
3.5	To put in place a mechanism to ensure compliance with work processes.		
3.6	If an incident has happened at your workplace,  a) To review and update the RA of the process(es) involved; b) To review and update the SOP, rules and other safeguards of the process(es) involved; and c) To have an emergency response plan so as to enable prompt and safe recovery from the incident.		

### C. Personnel factors

4.	To-Do Items	Status	Remarks
4.1	To make sure an individual or team responsible for the training needs in WSH for the workforce have been appointed.		
4.2	To check and verify that training requirements have been planned for various levels of the workforce, including the following:  a) Senior management b) Supervisors and managers c) Employees d) Part-timers		

	<ul style="list-style-type: none"> <li>e) Trainees</li> <li>f) New staff</li> <li>g) Disabled and pregnant employees</li> <li>h) Contractors and contractor workers</li> </ul>		
4.3	To establish a regular review and update of the training programmes so that training is effective and employees are competent after the training.		
4.4	To verify that personnel have been adequately trained / qualified before being assigned to commence work.		
4.5	<p>If an incident has happened at your workplace,</p> <ul style="list-style-type: none"> <li>a) To conduct briefings (mass or targeted as appropriate) for sharing with all concerned employees; and</li> <li>b) To share the post-incident precautionary measures and propose follow-up action items to the employees and management.</li> </ul>		

#### **D. Organisational factors**

<b>5</b>	<b>To-Do Items</b>	<b>Status</b>	<b>Remarks</b>
5.1	To provide a safety & health policy with regards to the responsibilities of various levels of the management personnel.		
5.2	To put in place a mechanism for organizational changes (e.g. changes in work flow and processes, training, machinery).		
5.3	To monitor and ensure adequate supervision provided for the various work processes.		
5.4	To put in place arrangements for collating feedback with regard to WSH issues.		
5.5	<p>If an incident has happened at your workplace,</p> <ul style="list-style-type: none"> <li>a) To notify authorities as soon as reasonably practicable on the occurrence of the incident; and</li> <li>b) Develop the appropriate remedial actions.</li> </ul>		

## E. Contractors and sub-contractors

6	To-Do Items	Status	Remarks
6.1	To monitor and assess that the contractors and sub-contractors comprising their management, supervisors and workers are appropriately involved in the safety review.		
6.2	To check that the safety review has also covered the work environment, work processes, personnel and organisation factors (as highlighted in the preceding sub-sections A to D) of the contractors and sub-contractors.		

## PART THREE - CLOSING OUT ACTIONS

7	To-Do Items	Status	Remarks
7.1	To compile and communicate the action plans and recommendations arising from the Time-out on all concerned areas, not limiting to the following:  a) Work environment b) Work processes c) Personnel d) Organisational factors		
7.2	To appoint persons responsible for all actions complete with target dates of completion.		
7.3	To put in place a system to monitor the progress status, resource allocation, timely completion and effective follow-up of the action plans and recommendations.		
7.4	To document and communicate the findings from the Time-out session to all stakeholders.		

**Dangerous Occurrences Listed Under the 2<sup>nd</sup> Schedule of Workplace Safety and Health Act**

1. Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power.
2. Collapse or failure of a lifting equipment.
3. Explosion or fire in a room or place in which persons are at work, and which results in damage to the structure of the room or place, or to any machine or plant in there and the complete suspension of work for at least 5 hours.
4. Electrical short circuit or failure of electrical machinery, plant or apparatus, which results in explosion, fire or structural damage, and involves its stoppage or disuse for at least 5 hours.
5. Explosion or fire affecting any room in which persons are at work and causing complete suspension of ordinary work in the room for at least 24 hours.
6. Explosion or failure of the structure of a steam boiler, receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
7. Failure or collapse of formwork or its supports.
8. Collapse, in part or in whole, of a scaffold exceeding 15 metres in height, or a suspended or hanging scaffold from which any person may fall more than 2 metres; or
9. Accidental seepage or entry of seawater into a dry dock or floating dock causing flooding of the dry dock or floating dock.