

# SANDS EXPO & CONVENTION CENTRE

## WORKPLACE SAFETY & HEALTH (WSH)

### AND

## FIRE SAFETY INDUCTION



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# **IMPORTANT ATTENTION: COVID-19 SMM FOR CONTRACTORS IN MBS**

# IMPORTANT ATTENTION: COVID-19 SMMs FOR CONTRACTORS IN MBS

## Changes to COVID-19 Safe Management Measures in Singapore from 26 April 2022



### **MASK WEARING**

- Only required for indoor settings, optional for outdoor settings but encouraged.



### **SAFE DISTANCING**

- Not required between individuals or between groups.



### **SOCIAL GATHERINGS**

- No group size limit.



### **WORKPLACES**

- All employees may return to the workplace.
- Unmasking allowed at workplace if one is not interacting physically with others and when not in customer-facing areas.
- Workforce Vaccination Measures lifted. See MOM's [advisory](#).



### **LIVE PERFORMANCES, MICE, SPORTS EVENTS**

- No capacity limit for all settings/events. If >500 attendees, all must be fully vaccinated.
- Performers or speakers may be unmasked, including for singing or playing of wind instruments at live performances.

# IMPORTANT ATTENTION: COVID-19 SMMs FOR CONTRACTORS IN MBS

W.E.F 1<sup>st</sup> January 2022

- Unvaccinated contractors are NOT allowed to enter MICE and work within MICE premises
  - Proof of vaccinations are required to be shown upon request at all check-in access



## Safe Management Measures in Licensed Ballrooms/Expo Halls

- To ensure contractors wear their masks properly whenever indoor
- To practice good personal hygiene
- Proper disposal of food waste in designated areas
- Sanitizing of equipment for rental.
  - MICE Logistics TM will sanitize the equipment before handover to contractor and after taking over.
  - Every equipment is equipped with hand sanitizer for operator use
- Well-being of worker during work

# IMPORTANT ATTENTION: COVID-19 SMMs FOR CONTRACTORS IN MBS

## Enforcement of Measures

- Enforcement checks by STB
- ALL SMM must comply

## COVID-19 (Temporary Measures) Act

### Penalties for Non-Compliance

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| • 1 <sup>st</sup> Time Offenders     | • Repeated Offenders                 |
| - Fine of up to \$10,000             | - Fine of up to \$20,000             |
| - Or Imprisonment of up to 12 months | - Or Imprisonment of up to 12 months |
| - Or BOTH                            | - Or BOTH                            |

Link: <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-MICE.html>

# INTRODUCTION TO WORKPLACE SAFETY AND HEALTH (WSH)



# WHAT IS WORKPLACE SAFETY AND HEALTH (WSH) ACT

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WORKPLACE

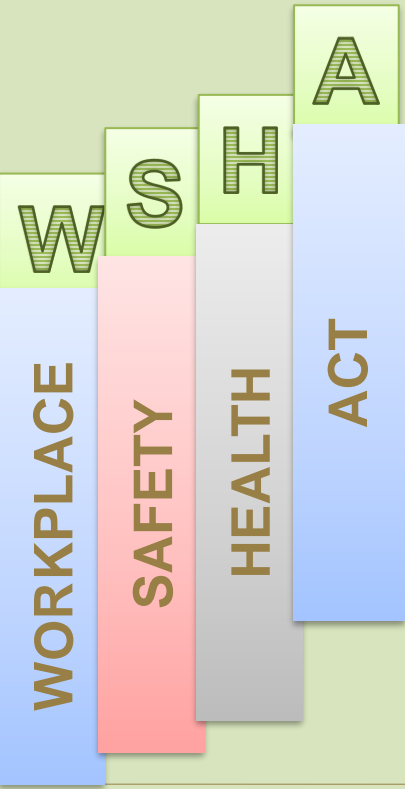
SAFETY

HEALTH

- WSH Act enacted on 1 March 2006.
- The Workplace Safety and Health Act is a legislation relating to the safety, health and welfare of persons at work in a workplace.
- The Workplace Safety and Health (WSH) Act was extended to cover all workplaces on Sep 2011. Under the Act, employers must manage risks at work while employees must adhere to safe work practices.
- Regulated by Ministry of Manpower

Link : <https://www.mom.gov.sg/legislation/workplace-safety-and-health>

# WHAT IS WORKPLACE SAFETY AND HEALTH (WSH) ACT



## **What is the Workplace Safety and Health Act:**

The Workplace Safety and Health (WSH) Act is an essential part of a framework to cultivate good safety habits in all individuals, so as to create a strong safety culture in workplaces.

The WSH Act requires stakeholders to take reasonably practicable measures to ensure the safety and health of persons at the workplace.

## **Three Guiding Principles :**

- 1) Reduce risk at the source by requiring all stakeholders to remove or minimize the risk they create.
- 2) Encourage industries to adopt greater ownership of safety and health outcomes.
- 3) Impose higher penalties for poor safety management and outcomes.

## **Workplace Safety and Health (WSH) Act**

## **Four key features:**

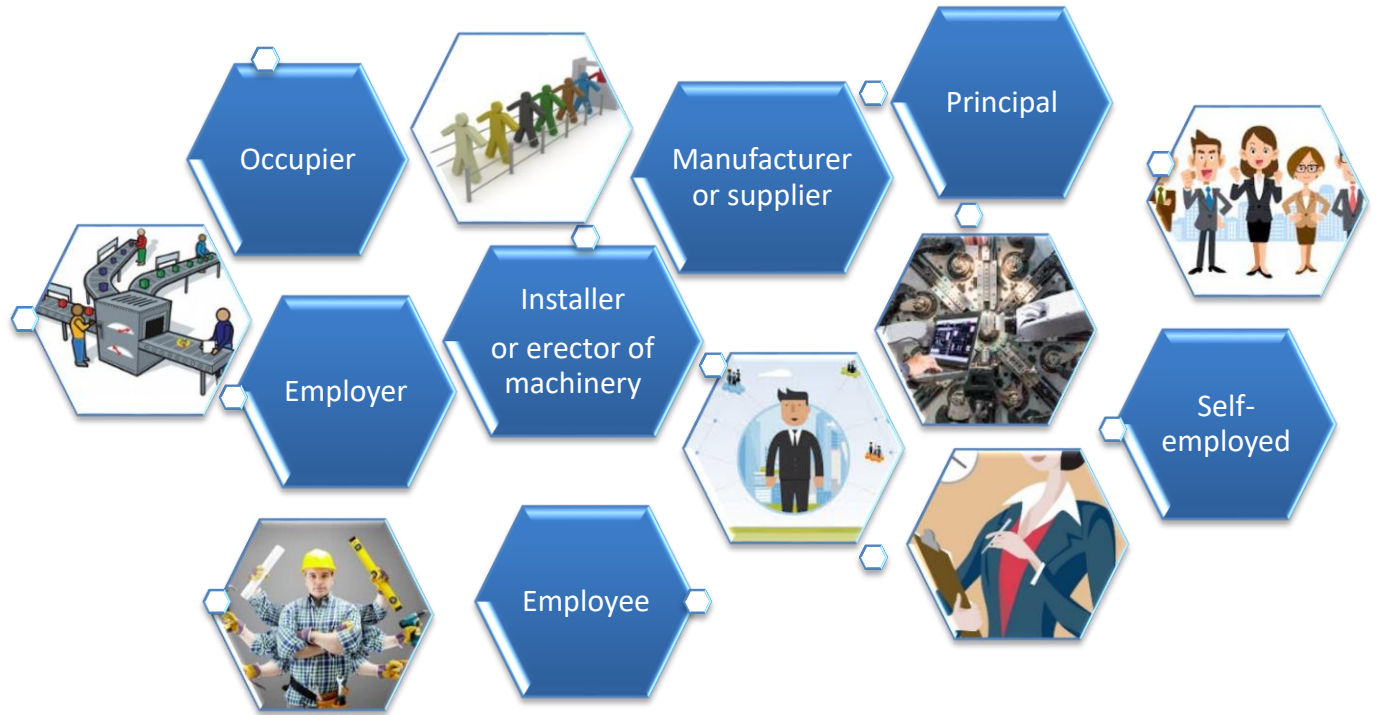
- 1) It places responsibilities on stakeholders who have it within their control to ensure safety at the workplace.
- 2) It focuses on workplace safety and health systems and outcomes, rather than merely on compliance.
- 3) It facilitates effective enforcement through the issuance of remedial orders.
- 4) It imposes higher penalties for non-compliance and risky behavior.

## **The WSH Act covers the following:**

- 1) All workplaces, unless exempted.
- 2) Responsibilities of stakeholders.
- 3) Hazardous substances.
- 4) Machinery and equipment

# WORKPLACE SAFETY AND HEALTH (WSH) ACT : RESPONSIBILITIES OF STAKEHOLDERS

Identify the Roles & Responsibilities



For more info you may visit MOM website

Link: <https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/responsibilities-of-stakeholders>

# WORKPLACE SAFETY AND HEALTH (WSH) ACT : RESPONSIBILITIES OF STAKEHOLDERS

## Employer

As an employer, you must protect the safety and health of your employees or workers working under your direction, as well as persons who may be affected by their work.

You must:

- Conduct risk assessments to identify hazards and implement effective risk control measures.
- Make sure the work environment is safe.
- Make sure adequate safety measures are taken for any machinery, equipment, plant, article or process used at the workplace.
- Develop and implement systems for dealing with emergencies.
- Ensure workers are provided with sufficient instruction, training and supervision so that they can work safely.

## Principal

A principal is any person or organization who engages another person or organization to supply labour or perform work under a contract for service.

As a principal, you must ensure that the contractor you engage:

- Is able to perform the work they are engaged for.
- Has made sure that any machinery, equipment, plant, article or process that is used at work is safe.

However, if you instruct the contractor or the workers on how the work is to be carried out, your duties will include the duties of an employer.

## Occupier

In workplaces registered or notified as a factory, the occupier is the person who holds the certificate of registration. In all other workplaces, the occupier is the person who has control of the premises, regardless of whether they are the owner of those premises.

As an occupier, you must ensure that the following are safe:

- The workplace.
  - All pathways to and from the place of work.
  - Machinery, equipment, plants, articles and substances.
- You must ensure that the above does not pose a risk to anyone within your premises, even if the person is not your employee.

You may also be responsible for the common areas used by your employees and contractors. Common areas include the following:

- Electric generators and motors.
- Hoists and lifts, lifting gears, lifting appliances and lifting machines.
- Entrances and exits.
- Machinery and plants.

For more info you may visit MOM website

Link: <https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/responsibilities-of-stakeholders>

# WORKPLACE SAFETY AND HEALTH (WSH) ACT : RESPONSIBILITIES OF STAKEHOLDERS

## **Manufacturer or supplier**

As a manufacturer or supplier, you must ensure that any [machinery and equipment](#) or [hazardous substances](#) you provide are safe.

You must:

- Provide information on health hazards and how to safely use the machinery, equipment or hazardous substance.
- Examine and test the machinery, equipment or hazardous substance to ensure that it is safe for use.
- Provide results of any examinations or tests of the machinery, equipment or hazardous substances.

## **Employee**

As an employee, you must:

- Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.
- Not engage in any unsafe or negligent act that may endanger yourself or others working around you.
- Use personal protective equipment provided to you to ensure your safety while working. You must not tamper with or misuse the equipment

## **Self-employed**

You are required to take measures to ensure the safety and health of anyone in the workplace who may be affected by your work.

## **Installer or erector of machinery**

You must ensure that the machinery and equipment that you have erected, installed or modified is safe and without safety or health risks when properly used.

For more info you may visit MOM website.

Link: <https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/responsibilities-of-stakeholders>

# WORKPLACE SAFETY AND HEALTH (WSH) ACT : LIABILITIES AND PENALTIES

## Not complying with a Remedial Order or Stop Work Order

The tables below outline the maximum penalty for failing to comply with the WSH Act:

Offence	Maximum fine	Maximum imprisonment	Conditions
Not complying with Remedial Order	\$50,000 and additional fine of \$5,000 for each day of continued offence	12 months	Either or both
Not complying with Stop Work Order	\$500,000 and additional fine of \$20,000 for each day of continued offence	12 months	Either or both

For more info you may visit MOM website.

Link : <https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/responsibilities-of-stakeholders>

# WORKPLACE SAFETY AND HEALTH (WSH) ACT : LIABILITIES AND PENALTIES

## General penalties

For offences where no penalty is expressly provided in the WSH Act, the penalties are as follows:

Type of offender	Maximum fine	Maximum imprisonment	Conditions
Individual	First conviction: \$200,000 Repeat offender: \$400,000	2 years	Either or both
Corporate body	First conviction: \$500,000 Repeat offender: \$1 million	N.A.	N.A.

**Note:** If the previous offence caused the death of a person, any subsequent offence that causes the death of another person will have a maximum fine that is doubled.

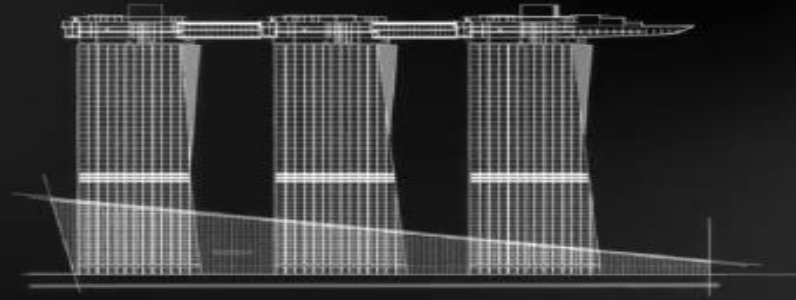
## Composition fines

For offences, instead of prosecution in Court, the Commissioner may consider compounding the offence.

Offences may be compounded to a sum not more than half the maximum fine prescribed for the offence or \$5,000, whichever is lower.

For more info you may visit MOM website.

Link : <https://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/responsibilities-of-stakeholders>



## HOW AND WHAT WE DO IN MARINA BAY SANDS?



Link: [MBS WSH VIDEO](#)



# MARINA BAY SANDS (MBS) SAFETY POLICY

**In consistent with Marina Bay Sands interests, ethics and shared values. Specifically, we are committed to the following:**

## **Line Responsibilities**

- ❖ Placing the management of WSH as a prime responsibility for senior management and line management from Marina Bay Sands Pte Ltd to all employees at all levels..

## **Sustainable Development**

- ❖ *We will strive to conserve resources and minimize or eliminate adverse effects and risk that may be associated with our products, services and operations.*

## **Team Members**

- ❖ We will provide a safe and healthy workforce striving to prevent injuries and illnesses, promoting healthy lifestyles and encouraging respect to the environment. We will ensure that our employees have the awareness, skills and knowledge to carry out this their work in a safe and responsible manner.

## **Compliance**

- ❖ We will meet all applicable WSH Legal requirements and Global Las Vegas Sands requirement, including our own ISO 45001 management standards.

## **Business Integration**

- ❖ We will always integrate WSH considerations into our business activities and practices.



# MARINA BAY SANDS (MBS) SAFETY POLICY

## **Suppliers and Contractors**

- ❖ We will work with our suppliers and contractors to integrate WSH considerations into their practices and enhance their WSH performance.

## **Community and Government**

- ❖ We will participate in community and government WSH initiatives.

## **Continual Improvement**

- ❖ We will strive to continually improve our WSH performance using risk based approach to WSH management.

## **Fire Safety**

- ❖ We will meet all applicable Fire Safety Legal requirements and maintain the highest standard of Fire and Life Safety in our property.

## **Occupational Health**

- ❖ We will meet all Occupational Health Legal requirements by implementing management of Hazardous Chemical Program, Indoor Air Quality Program, Hearing Conservation Program and other applicable OH Programs.

## **Security**

- ❖ We will strive to prevent and deter, instead of just taking a reactive stance towards crime and security.



# MARINA BAY SANDS (MBS) SAFETY POLICY

## Marina Bay Sands Workplace Safety and Health Policy

Marina Bay Sands will be a workplace where safety and health are embedded with OneMBS culture. This is consistent with Marina Bay Sands interests, ethics and shared values.

Specifically we are committed to the following:

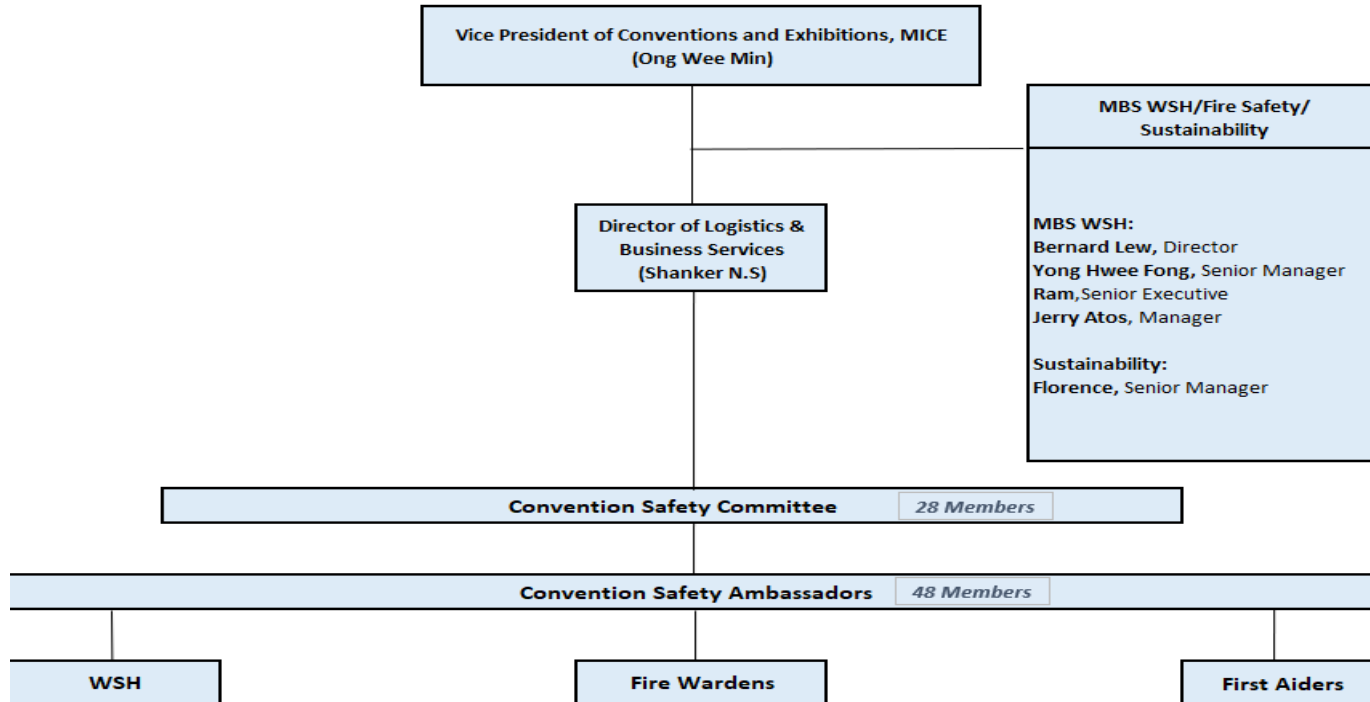
- **Line Responsibilities**  
Placing the management of WSH as a prime responsibility for senior management and line management from Marina Bay Sands Pte. Ltd to all employees at all levels
- **Sustainable Development**  
We will strive to conserve resources and minimize or eliminate adverse effects and risk that may be associated with our products, services and operations.
- **Team Members**  
We will provide a safe and healthy workforce striving to prevent injuries and illnesses, promoting healthy lifestyles and encouraging respect to the environment. We will ensure that our employees have the awareness, skills and knowledge to carry out this their work in a safe and responsible manner.
- **Compliance**  
We will meet all applicable WSH Legal requirements and Global Las Vegas Sands requirement, including our own ISO 45001 management standards.
- **Business Integration**  
We will always integrate WSH considerations into our business activities and practices.
- **Suppliers and Contractors**  
We will work with our suppliers and contractors to integrate WSH considerations into their practices and enhance their WSH performance.
- **Community and Government**  
We will participate in community and government WSH initiatives.
- **Continual Improvement**  
We will strive to continually improve our WSH performance using risk based approach to WSH management.
- **Fire Safety**  
We will meet all applicable Fire Safety Legal requirements and maintain the highest standard of Fire and Life Safety in our property.
- **Occupational Health**  
We will meet all Occupational Health Legal requirements by implementing management of Hazardous Chemical program, Indoor Air Quality Program, Hearing Conservation Program and other applicable OH Programs.
- **Security**  
We will strive to prevent and deter, instead of just taking a reactive stance towards crime and security.



Paul Town  
Chief Operating Officer  
WSH Steering Committee Chairman

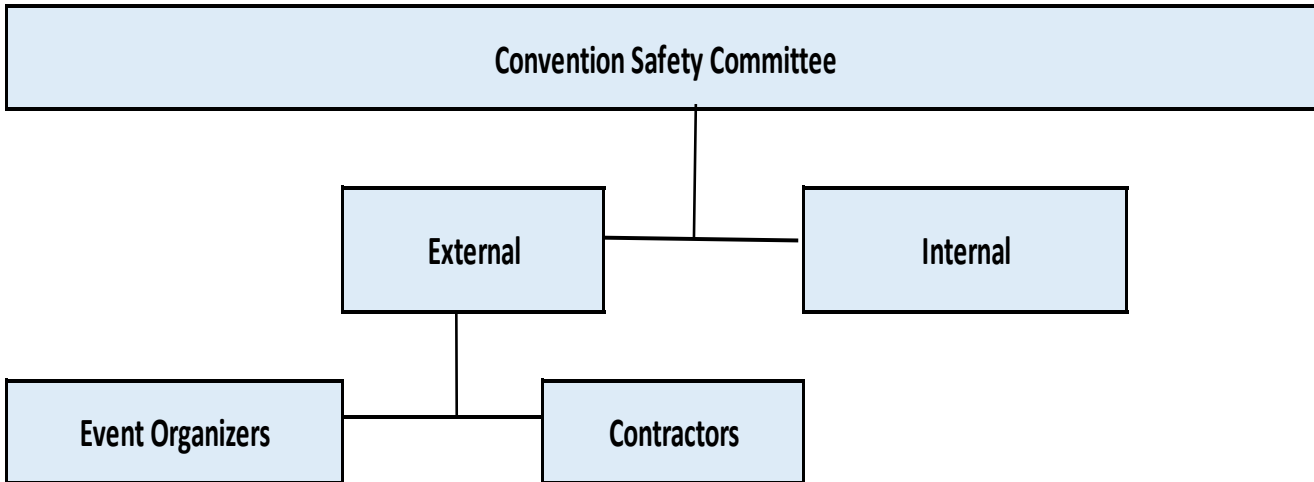
# WORKPLACE SAFETY & HEALTH (WSH) FRAMEWORK IN SANDS EXPO AND CONVENTION CENTRE (MICE)

## Convention Safety Committee Framework



# WORKPLACE SAFETY & HEALTH (WSH) FRAMEWORK IN SANDS EXPO AND CONVENTION CENTRE (MICE)

## Convention Safety Committee Framework



# COLLABORATION BETWEEN ALL RELEVANT PARTIES



# RISK ASSESSMENT

Contractor is responsible for performing **Valid Risk Assessment (RA)** for the service works to be carried out and implementing all necessary and adequate risk controls for the work related to event/exhibition services to be carried out.

To ensure Risk Assessment is made available whenever is required.

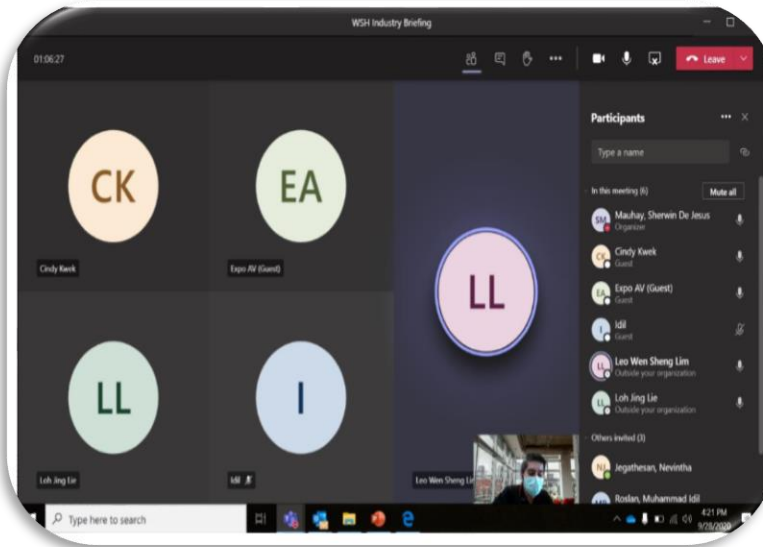
# CONVENTION SAFETY COMMITTEE MONITORING SYSTEM



# CONVENTION SAFETY COMMITTEE MONITORING SYSTEM

- Contractors to attend Industry Briefing (Project Manager/ In charge of each company)
- Complete contractor list MUST be submitted to Event Manager prior to event setups

The Industry Briefing will be conducted via:



**Online – MS Teams**



**Onsite – MBS MICE**

# CONVENTION SAFETY COMMITTEE MONITORING SYSTEM



## **PRE ( MOVE-IN )**

- Organizers, Approved Service Providers (ASPs) & Contractors to attend **mandatory Industry Briefing**
- Industry Briefing conducted by MICE Safety Officer
- Event organizer to appoint an on-site Safety Coordinator
- Approved Service Providers (ASPs) & Contractors to submit their Risk Assessments to the event managers.



## **DURING (MOVE-IN)**

- WhatsApp Group is created. (Organizer, contractors, event manager and MICE Safety Taskforce representative)
- Convention Safety team to monitor and report, should there be any violations.
- Violations recorded
- Corrective Actions taken



## **POST (MOVE-OUT)**

- To monitor during the teardown
- Delete WhatsApp Group

# WORKPLACE SAFETY AND HEALTH (WSH) GENERAL SAFETY REQUIREMENTS

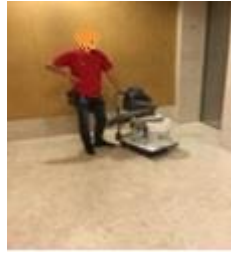
# GENERAL SAFETY REQUIREMENTS – IN-HOUSE WORK ETHICS

- Adhere to in-house rules and regulations
- Watch out for safety and health warning signs at all times
- Loitering around the premises is strictly prohibited
- Disposal of general or hazardous waste in proper manner
- No littering, No food or drinks is allowed except consumption designated locations
- Allow only trained, qualified and authorised personnel to do related-works
- Documents required are Risk Assessment and other Relevant Docs  
E.g.. Heavy Exhibits Form



# GENERAL SAFETY REQUIREMENTS – IN HOUSE WORK ETHICS

1. PPE (Personal Protective Equipment) worn during event operations mode. Eg. Highly visible vest or reflective vest should be worn during setup or teardown in the meeting room or exhibition hall. No open toe shoes or slippers allowed
2. Strictly NO smoking & littering, unless in designated smoking areas.
3. Must always use Back-Of-House (Staff corridors) for materials deliveries/collections, unless special approval is given by MBS for Front-Of-House access.
4. All equipment & items delivered to the venue, must be free of pests.
5. No moving of materials on trolleys /bulky items, using venue's guest lift & escalators.
6. Adequate & proper carpet protection must be observed, when moving heavy items on carpets.



7. No illegal storage in AV closets, fire cabinets, fire staircases, air wall pockets & in any other parts of the property.
8. Set-up materials should be free standing, & not leaning/stowed against wall, air walls & furniture.
9. Food wastes must be disposed of in a proper manner at the Back-Of-House designated bins
7. No blocking of corridors, fire access points, doorways & freight lifts at ALL times.
8. No idling, resting/sleeping on pre-function/foyer sofas.
9. No sitting & resting on carpeted areas.
10. No roller blading on pallet trucks and trolleys within our premises

# GENERAL SAFETY REQUIREMENTS – PROPER HOUSEKEEPING

## Practice Good Housekeeping

- Maintain good housekeeping. Clean and tidy up work areas at the end of your work shifts before you leave the premises
- It is your duty to keep the workplace neat and tidy at all times
- Practice good personal hygiene
- Any storage in MBS premises must be covered with clean canvas with name of person in-charge, company & contact number



# GENERAL SAFETY REQUIREMENTS – SPEED & HEIGHT LIMITS

For Trucks Access, observe traffic rules.

- No speeding - always give way to pedestrians and watch out for blind spots
- Speed limit: 15km/h

Head lights **MUST** be switched on at all times when in MBS premises

Height Limit at the Venue: 4.2m



Speed Regulating Sensors



# GENERAL SAFETY REQUIREMENTS – PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractors to provide and wear their own Personal Protective Equipment (PPE) at work
- Wear your PPE whenever required and where its applicable
- Your PPE must be of Singapore Standards (SS) or compatible standards
- PPE **MUST** be worn during events operations periods
- You are responsible for any injuries due to your work

For your protection and where applicable, PPE (Personal Protective Equipment) must be worn.

Recognize 'PPE required' Mandatory Sign

Wear Safety Helmet	
Wear Hearing Protectors	
Wear Safety Goggles /Glasses	
Wear Face Shield	
Wear Half-face Respirator /Mask	
Wear Protective Gloves	
Wear Chemical Protective Suit	
Wear Safety Vest/ Bright Clothing	
Wear Safety Harness	
Wear Seat Belt	
Wear Safety Boots/Shoes	



## Mandatory Practice – Signage / Notices at Access & Entry Points



### Signage & Notices at ALL entrances

- >> Before work commencement
- >> During setup/buildup period
- >> During teardown period

- To be placed at ALL entry and access points leading to work area

## Mandatory Practice –Laying of Protective Underlay for Stand materials (Plywood / Wooden Platforms) & Show/Display vehicles



### Protective / Plastic Underlay for Plywood and Wooden Platforms on ALL Permanent Carpeted areas

- >> Applies to any setup and constructions
  - All stand materials (plywood underlay/wooden platform) to have plastic underlay as protection on all permanent carpeted spaces
- >> Show / Display vehicles driving into the carpeted work area
  - To cover the route of the vehicles into the carpeted areas.
- >>Service Contractors should not use tape to mark the carpeted floors.

## Mandatory Practice – Underlay requirements for shell scheme booth & octonorm structure



>>For shell scheme booth and octonorm structure (such as entrance arch, directional sign, registration counter, form filling counter, badge collection kiosk etc..)

- Please ensure that white square plywood support are placed as underlay at the base of the vertical octonorm system supporting pole.

# GENERAL SAFETY REQUIREMENTS : TOOLS & EQUIPMENTS SAFETY

- Any equipment, tools or vehicles that you bring into the premises, **MUST** be in good condition before entering the premises.
- Do not use heavy machinery when you are drowsy, intoxicated or taking prescribed medication that may affect your performance / judgement.
- Use equipment and tools that are appropriate for the work.
- In addition, ensure regular inspections and maintenance of the equipment are carried out.
- Do not stress, overload or abuse your equipment.
- Check all tools, materials, equipment, machinery, vehicles, appliances etc prior to using to ensure a safe working environment.
- Do not operate machines and vehicles which you are not trained, qualified or authorized to use.



# GENERAL SAFETY REQUIREMENTS – OPERATING EQUIPMENTS

## OPERATION OF MOBILE ELEVATED WORK PLATFORM (MEWP)

**Potential Hazards:** Collision, tip over, topple, falling object, electrocution, crush, caught between...

**Examples:** Boom-Lift, Scissors-Lift, Scaffoldings, etc...

### **Lift equipment - topple , fall risks !**

- Carry out Risk Assessment before starting any work.
- Implement proper work procedures or method statements
- Periodic Examination (every 6-months) of MEWPs by MOM authorized examiner
- Only trained, qualified and authorized operators to operate the MEWP
- Operators must be trained by MOM approved training providers
- Not to move the MEWP with the platform in an elevated position
- Ensure sufficient clearance at all angles, include overhead allowance
- Proper barricade with warning signs of affected work area
- Put on appropriate personal protective equipment at work
- Do not use defective MEWPs and machines
- Do not by-pass safety features, such as limit switches or load sensor of MEWP
- Designated charging and parking locations
- Provision for sufficient MEWPs movement clearance

#### • Hirer Information:

Contractor name, operator name, operator license, contact number

- Equipment conformance check will be conducted by MICE Logistics



# GENERAL SAFETY REQUIREMENTS – OPERATING EQUIPMENTS

## FORKLIFT AND OTHER MATERIAL HANDLING EQUIPMENTS

- Only trained, qualified and authorized person to operate forklifts, material handling equipment
- Ensure equipment is in good operating condition before use
- Keep a look out for each other on equipment movements or other work activities. Remind each other to keep the workplace safe. Always keep a safe and workable space allowance at work
- Equipment Operator Conformance Check will be conducted by MBS MICE Logistics Team
- Appropriate PPE must be worn during forklift operations (safety shoes, reflective vests)



# GENERAL SAFETY REQUIREMENT : OPERATING EQUIPMENTS

## Equipments Operators Conformance Check

Event Name :



Exhibition Date:	
Hall / Ballroom No:	
Company Name:	
Type of Equipment: ( Pls indicate forklift, scissorlift/ boom lift )	
Equipment operator's Name:	

S/No	Date/Time	Equipment Operator's Name	Equipment Operator's Signature	Conformance		Remarks	Checked By
				Yes	No		

# GENERAL SAFETY REQUIREMENTS : ELECTRICAL WORKS

## TAKE NOTE: WHEN YOUR WORKS REQUIRE ELECTRICAL MAINS AND/OR DISTRIBUTION

- ❑ If the contractor requires to use the wall socket or floor box socket power point, an ELCB circuit breaker plug is required.
- ❑ Cabling and wiring should not be run across hallways and gangways to prevent trip hazards.
- ❑ Cable covers or proper taping down shall be used when running cables on floor.
- ❑ Correct type of electrical fittings and wiring should be used. Never overload the design capacity of the circuit or use damaged appliances or cables.
- ❑ The Technical Service Department can provide copies of MBS Electrical Installation Requirements upon request for details of electrical safety requirements.





## TAKE NOTE: WHEN YOUR WORKS REQUIRE RIGGING

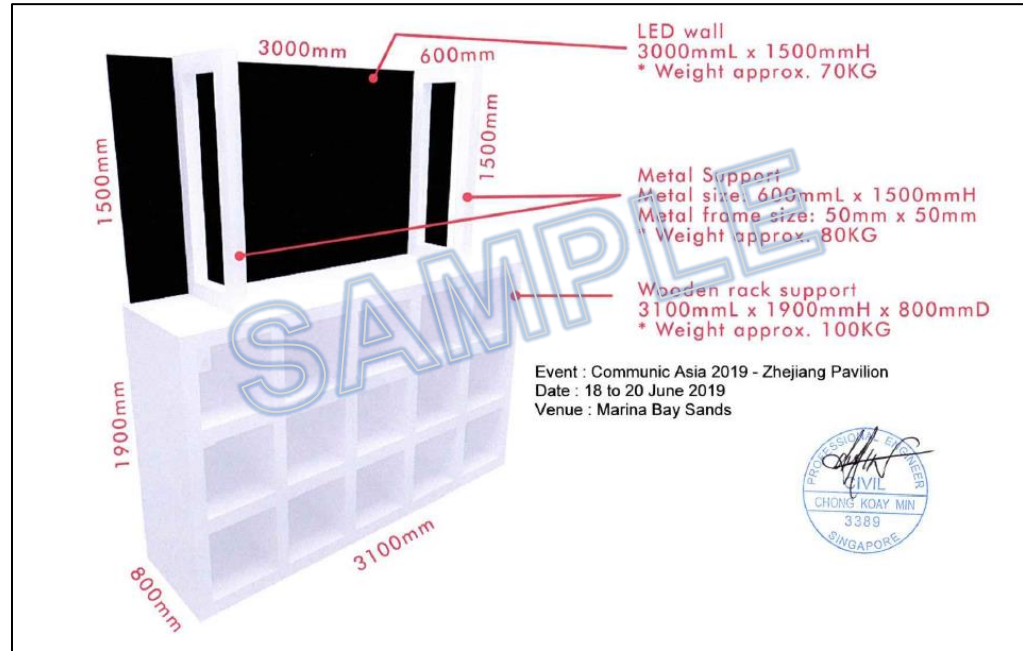
- PE (Professional Engineer) endorsement must be submitted for any LED wall build up from floor up.
- All AV and rigging work must conform to the PE endorsement submitted. PE must be on-site to ensure that all work done conform to the PE endorsement.
- To ensure compliance with PE endorsement document, MBS personnel will inspect the structural work / trussing work before proceeding with the hook up to the designated rig point. Any variation of the design must be re-endorsed by the PE concerned.
- MBS Technical Service Department can provide copies of MBS Rigging Requirements upon request for details of rigging safety requirements

# GENERAL SAFETY REQUIREMENTS : RIGGING

## SAMPLE OF PROFESSIONAL ENGINEER (PE) ENDORSEMENT IN EXHIBITION BOOTH SETUP

Following details to be included in the PE endorsement:

- Height & size of LED Wall
- Weight Load & Calculation

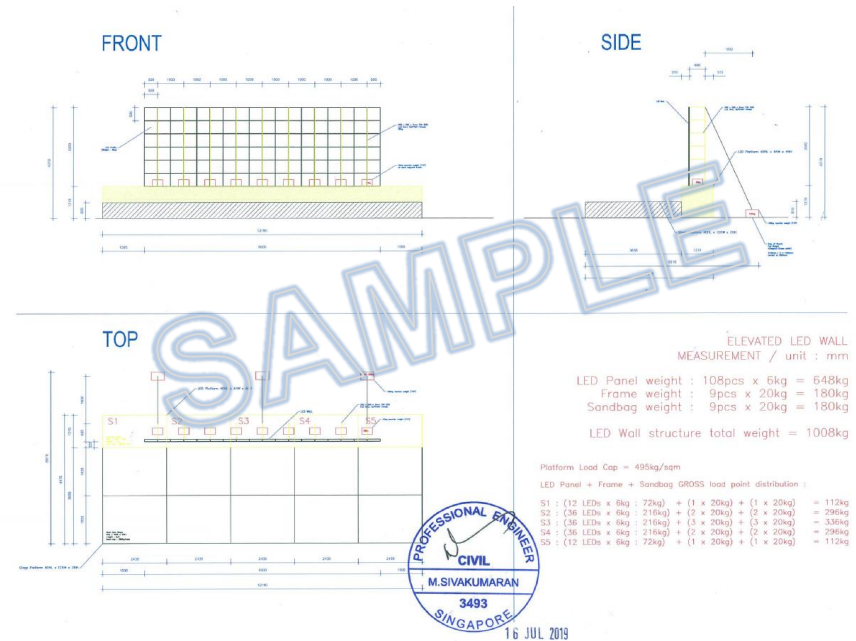


# GENERAL SAFETY REQUIREMENTS : RIGGING

## SAMPLE OF PROFESSIONAL ENGINEER (PE) ENDORSEMENT ON STAGE SETUP

Following details to be included in the PE endorsement:

- Height & size of LED Wall
- Weight Load & Calculation
- For all LED wall build up on MBS stage platform, the center of gravity of the LED Wall must be at the center of the stage platform. The tie back **must not** be tied to the stage. The LED wall must be tie back to the counterweights using 2" pipe and ratchet strap.



# FIRE SAFETY & EMERGENCY PREPAREDNESS

# FIRE SAFETY & EMERGENCY PREPAREDNESS

## Fire Extinguisher

Pressure gauge



Needle should point at the centre (green zone) to indicate it is in working condition.

Discharge hose

Discharge nozzle



Discharge lever/handle

Safety pin and seal

Carrying handle

Colour code

Blue- Dry powder

Black- Co2

White- Foam

Red- Water

Servicing sticker

# FIRE SAFETY & EMERGENCY PREPAREDNESS

## Fire Extinguisher – How to use ?

When using a fire extinguisher, always remember the acronyms

**PASS:**

- P - Pull** (Pull the pin that locks the handle)
- A - Aim** (Aim the nozzle at the base of the fire)
- S - Squeeze** (Squeeze the handle to discharge the extinguishing agent)
- S - Sweep** (Sweep the nozzle from side to side, to cover the fire)



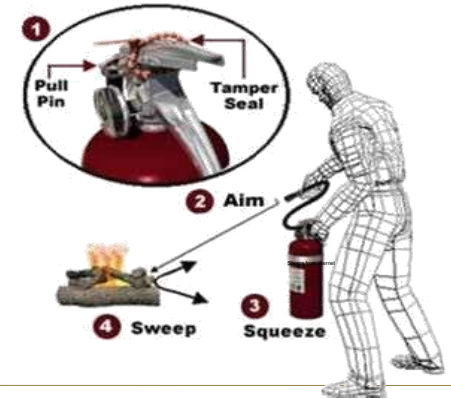
- Safe distance to extinguish fire ... approx 1.5m to 2m away from the fire.
- Attempt to extinguish the fire without personal risk

Enough oxygen to sustain combustion



Enough heat to raise the material to its ignition temperature

Some sort of fuel or combustible material



# FIRE SAFETY & EMERGENCY PREPAREDNESS

## Make it a point to .....

- Know where is the location of the nearest Fire Extinguisher, Fire Hose Reel and Manual Call Point & AED at your work area
- Report any damage of Fire Fighting equipment immediately
- Ensure all fire exits and staircases are not obstructed or blocked
- Familiarise yourself with the evacuation route to the Emergency Assembly Area





## First Aid

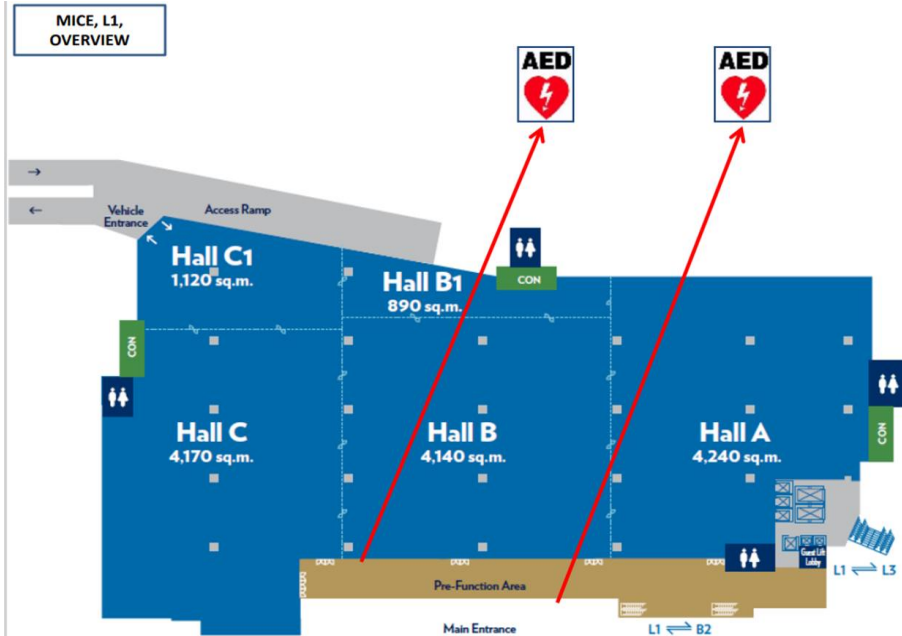
For any first aid cases in MICE:

- Report immediately to the Event Organiser / Event Manager in-charge
- Notify immediately in the event chat group
- SOC (MBS security) will be notified immediately and activated to location to render any First Aid assistance
- For mild cases, notify the Event Organiser / Event Manager if a First Aid kit is required

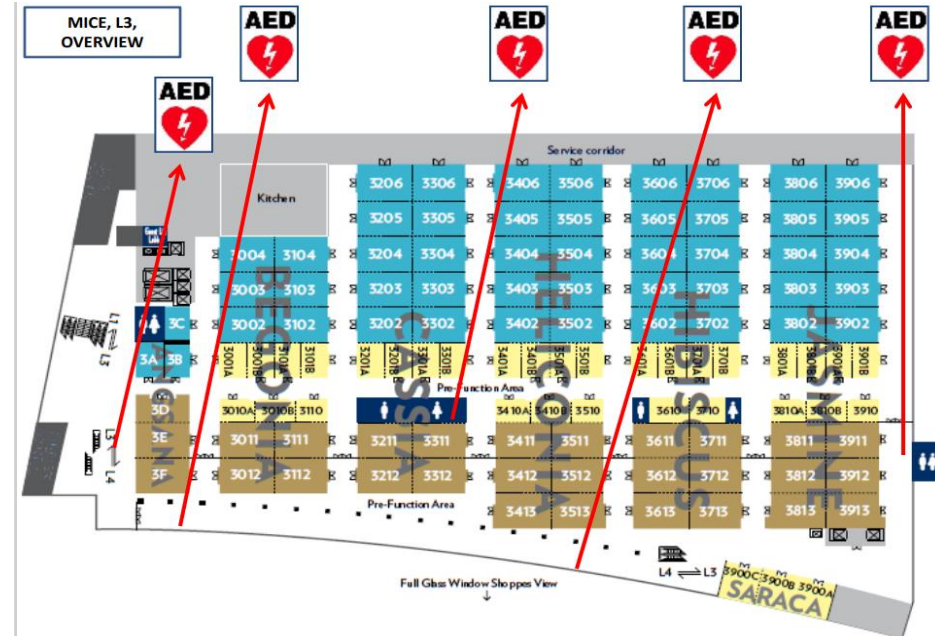




# FIRE SAFETY & EMERGENCY PREPAREDNESS



Location of nearest AED machines at MICE Level 1



Location of nearest AED machines at MICE Level 3

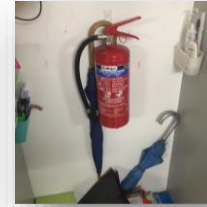
# FIRE SAFETY & EMERGENCY PREPAREDNESS

## FIRES

Preventive measures should be taken:



**Do not** block emergency equipments, call-points or fireman emergency access at all times.



**Do not** block emergency exit & staircases at all times.



**Do not** store any items or equipment in corridors and stairwells at all times.



## Common Hazards

### FIRES

Electrical hazards are the cause of numerous workplace fires:

Examples of common ignition hazards:

- **overloading** circuits
- use of **unapproved** electrical devices
- **damaged** or worn wiring



**Do not overload an electrical socket.  
Know the limit**

Faulty electrical equipment or misuse of equipment produces heat and sparks that serve as ignition sources in the presence of flammable and combustible materials

## Common Hazards

### FIRES

Preventive measures should be taken:



**Smoking is strictly prohibited** except at designated areas.

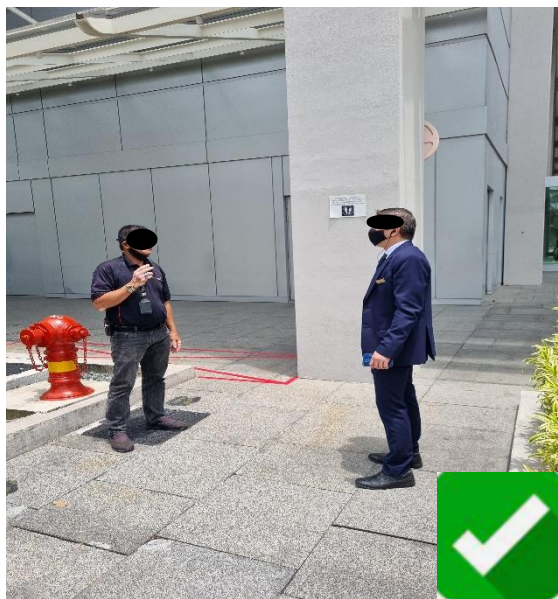
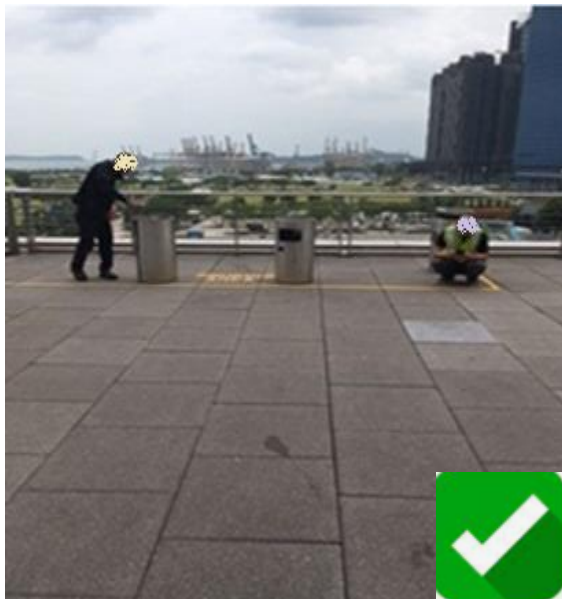


**Good housekeeping habits** are an important part of a safe workplace.

- To reduce amounts of flammable and combustible materials
- To ensure safe emergency evacuation of occupants
- To allow for quick emergency response.
- To reduce ignition hazards.



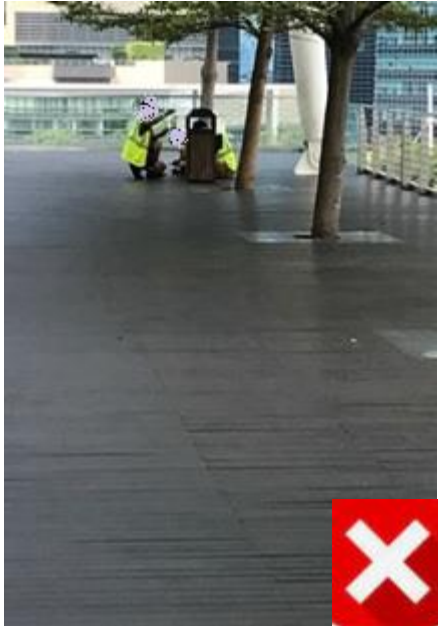
# DESIGNATED SMOKING AREAS



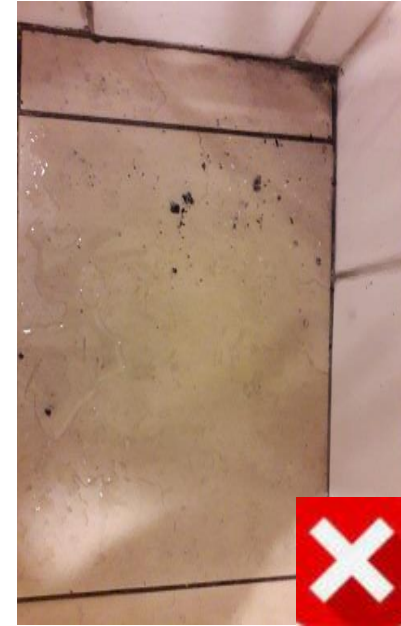
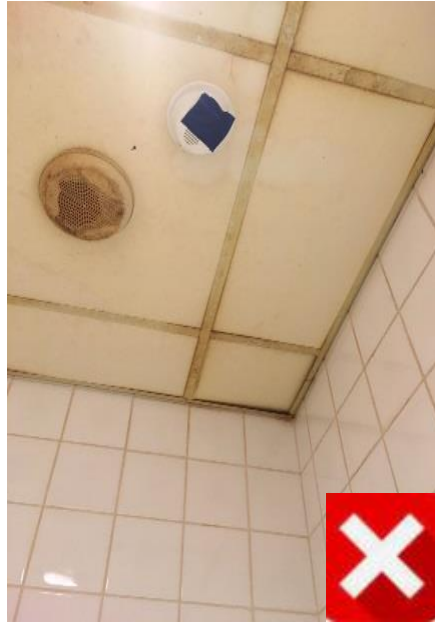
Level 5 Roof Terrace outside exits  
doors to staircases S-M-50 & S-M-51

Level 1 outside S-M-14 (Along  
Bayfront Link)

# EXAMPLES OF VIOLATIONS : SMOKING-RELATED



Smoking at Level 4 Patio



Smoking at washroom

# EMERGENCY ASSEMBLY AREAS

1<sup>st</sup> Stage Alarm: This is the alert signal.  
2<sup>nd</sup> Stage Alarm: This is the signal to commence evacuation.



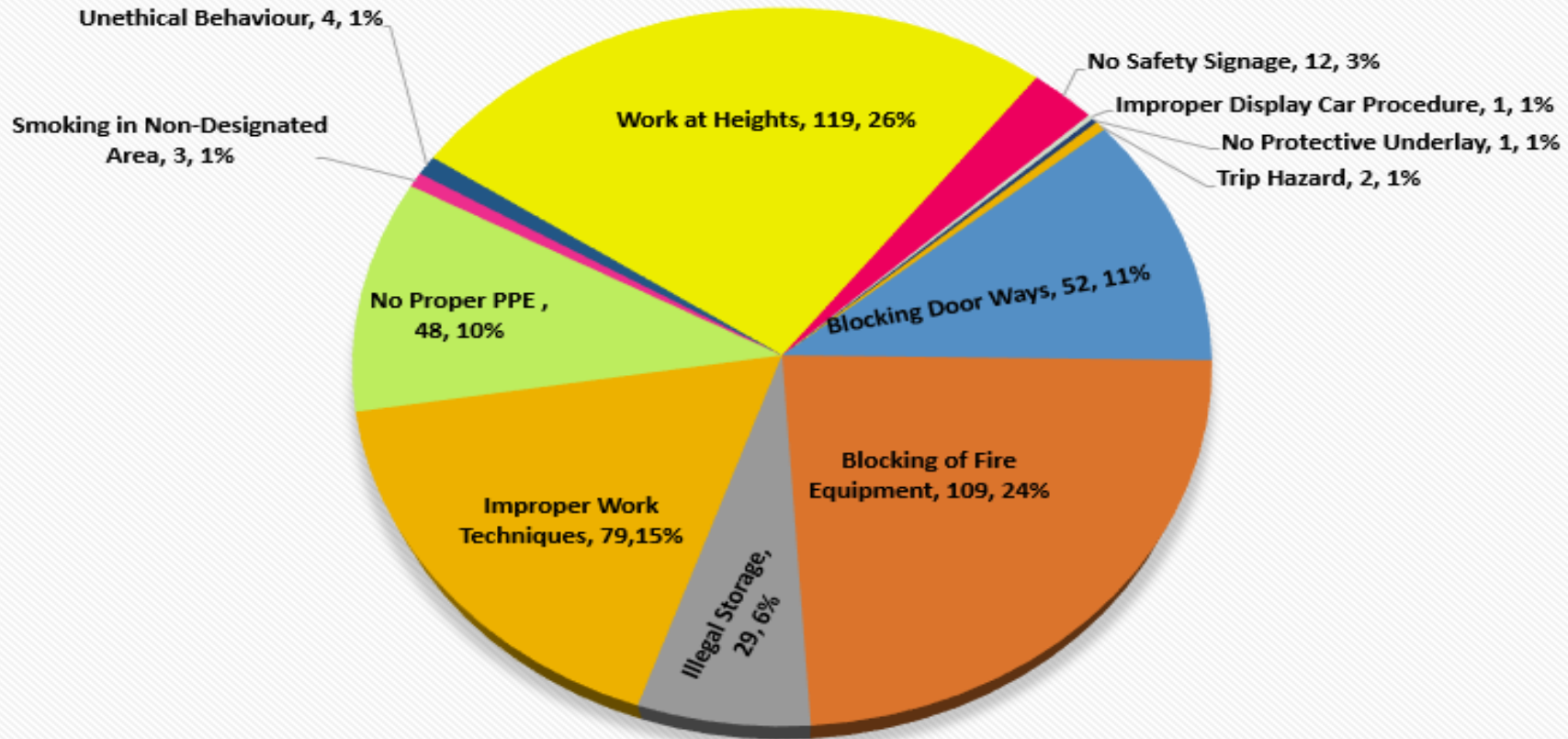
**MBS EMERGENCY NUMBER 66880999**

**FIRE COMMAND CENTER 66881404**

# STATISTICS OF VIOLATIONS IN SANDS EXPO & CONVENTION CENTRE



# VIOLATIONS REGULATORY SYSTEM : STATISTICS OF YTD VIOLATIONS





## WORK AT HEIGHTS

**Falls** from heights is one of the major causes of death and injury in the workplace. It is therefore important to take reasonable practicable measures to protect workers against the risk of falling from heights



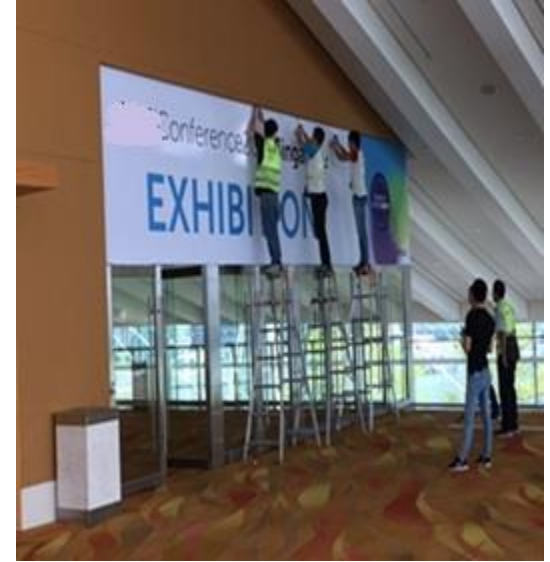
# EXAMPLES OF VIOLATIONS : WORK AT HEIGHTS



No PPE and harness while working on the scaffolding



No PPE while operating a boom lift



Standing on the top rung of the ladders & without anyone holding the ladders

# WORK AT HEIGHTS - LADDER SAFETY

Falls from heights is one of the major causes of death and injury in the workplace. It is therefore important to take reasonable practicable measures to protect workers against the risk of falling from heights

Improper use of ladder contributed to more than 50% of fall from height major injuries

- **Safer means of access** – Consider using a step platform to work at a higher level. Platform ladders offers better stability and will allow workers to work safely for more complex task and for longer duration
- **Work Supervision** – Brief workers on the safe work procedure (SWP) for the task and provide on-site supervision to ensure workers closely follows the SWP
- **Personal Protection** – Wear suitable and good condition personal protective equipment (PPE)



# WORK AT HEIGHTS - LADDER SAFETY

## CASE STUDY SHARING

### Case Summary:

On 21 April 2022, a worker suffered head injuries after falling about 1.2m from an A-frame ladder while trying to hang items to the top of a tentage. He passed away two days later.

The worker was wearing slippers when using the ladder, and the floor was wet from rain.



Location where  
worker was  
found.

Scene of the accident.

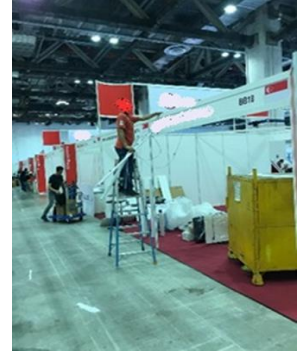
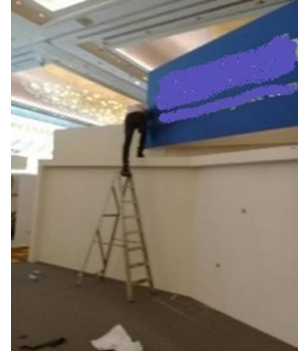
# WORK AT HEIGHTS - LADDER SAFETY

## STOP ALL UNSAFE LADDER ACTS



### Unsafe use of ladders can result in serious injuries and fatalities

- Ladder accidents can lead to serious injuries and even fatalities
- Conduct risk assessment to identify the hazards of using the ladder for the work activity.
- Do not use the ladder if their spreaders do not have a locking device or mechanism
- Use the right tool for the right job. The ladder must be high enough to reach the work area without having to stand on its top rung
- Ladders should only be used for a short-term work and not continuously for an extended period (max 20 min)
- It is best to work on a buddy system (2-man operation, with one working on the ladder and the other providing support)
- Setup your ladders correctly and climb safely. Be careful and avoid overreaching



# WORK AT HEIGHTS - LADDER SAFETY

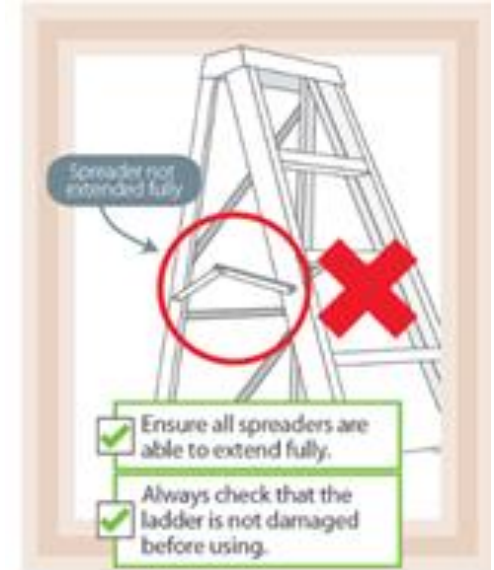
## SAFE USE OF LADDERS



Use a suitable ladder to carry out the work



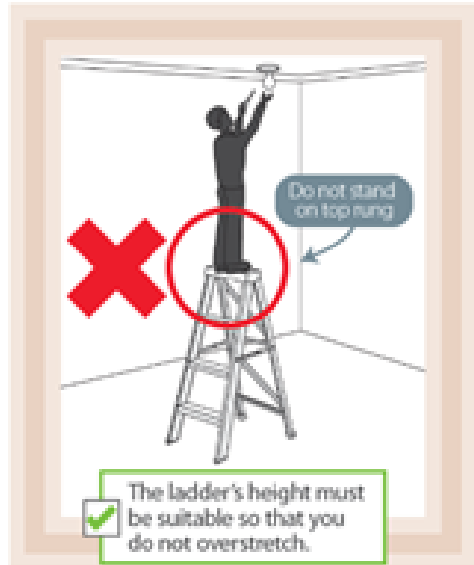
Set up the ladder at a safe place



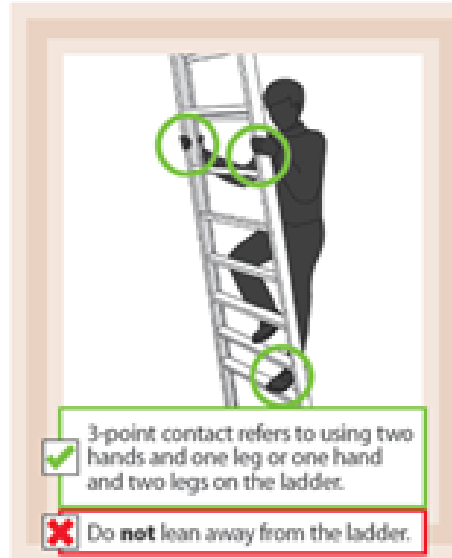
Check that the ladder is safe before using

# WORK AT HEIGHTS - LADDER SAFETY

## SAFE USE OF LADDERS



Do not stand on the top 2 rungs of the ladder



Always maintain 3-point contact

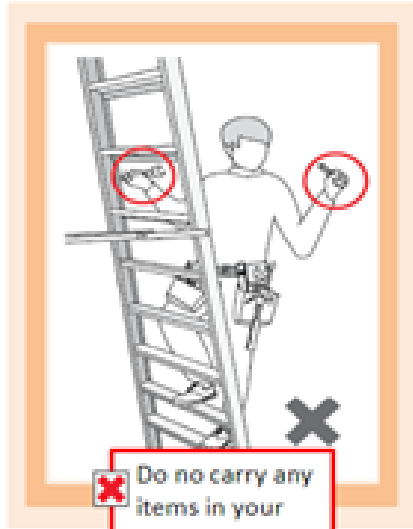



Place the ladder on a stable and level ground



# WORK AT HEIGHTS - LADDER SAFETY


## SAFE USE OF LADDERS



 Do not carry any items in your hands


Keep your hands free when climbing a ladder



 Do not lean away from the ladder to carry out your task

Always keep your weight centered



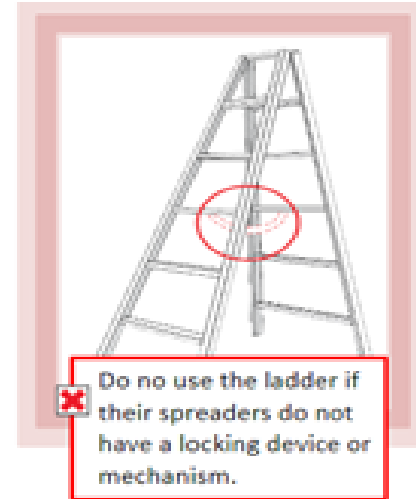
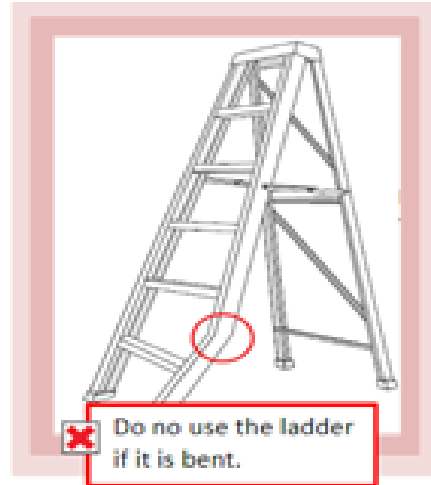
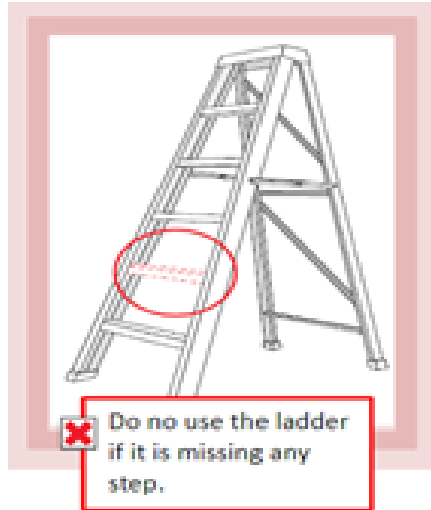
 Wear proper footwear (e.g., non-slip flat shoes).

Always put on proper footwear

# WORK AT HEIGHTS - LADDER SAFETY

## LADDER INSPECTION

Before using a ladder, it is important to check it carefully to ensure there are no visible defects and is in a good working condition. Report to your immediate supervisor if any defects are found on the ladder, do not use it. Tag or label prominently and send for repair or dispose off.



# WORK AT HEIGHTS - LADDER SAFETY

## Bad Practice - “Makeshift” Ladder



- **Structural Integrity**
  - >> Thin strips of metal put together with just a hinge at the top contact point.
  - >> Ladders are flimsy as workers climb up the steps and no proper foothold on the steps as its too thin.
- **Undefined Load Specifications / Data**
  - >> Unaware of max weight limit
- **No Proper Locking Mechanism**
  - >> A chain fixed in between both plane of steps to kind of “limit” the width the ladders can spread. (High tendency for users to “walk” with the ladder during operations.

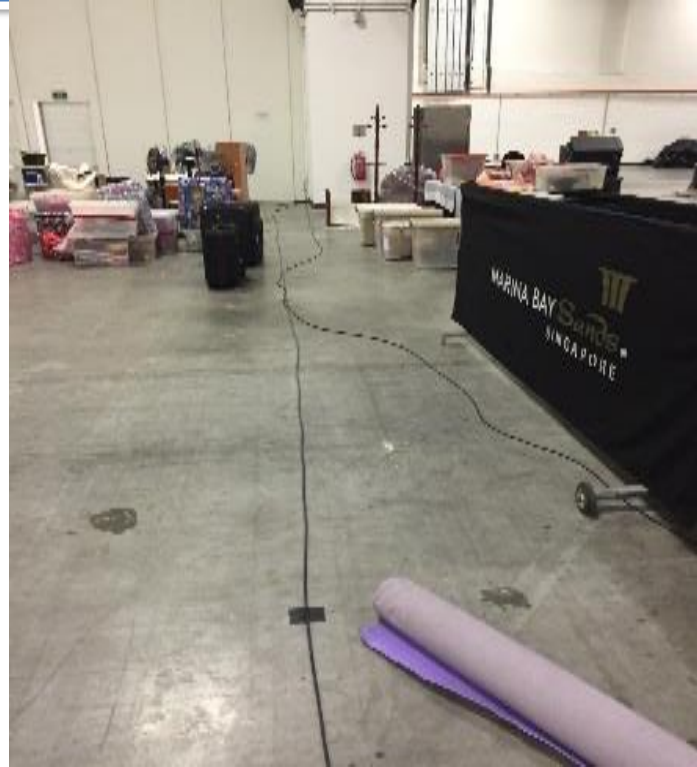
**Mishandling of Ladder can result in severe injury or kills !**

# EXAMPLE OF INDUSTRY BAD PRACTICES

Did not cordon off the work area



## Wires not taped properly on the floor



Wires not taped properly on the floor



Wires not taped properly on the floor





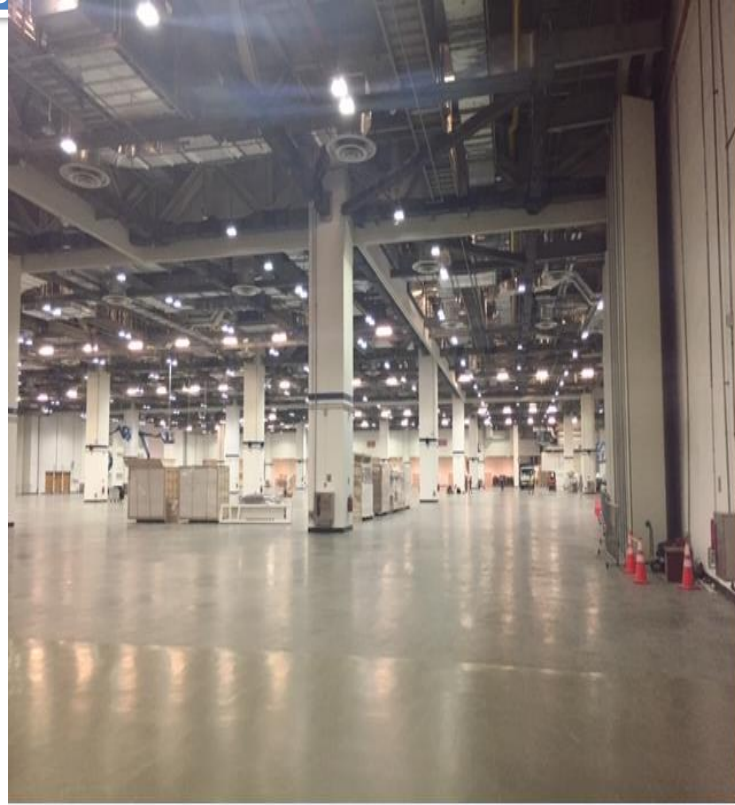
Wires not taped properly on the floor



No appointed security during the first day of moving in



No appointed security during the first day of moving in



No protective underlay (eg. Plastic sheet) underneath the plywood flooring base



Contractors have the tendency to sit, rest & sleep at the foyers outside the halls. These areas are very near and visible to the public eye



# INCIDENT / ACCIDENT REPORTING

# GENERAL SAFETY REQUIREMENTS – INCIDENT / ACCIDENT REPORTING

## INCIDENT / ACCIDENT REPORTING

- In case of accident, stay calm and immediately report to MBS WSH, Security, Direct Supervisor, Event Manager and Event Organizer
- Contractors shall investigate all their incidents / accidents
- Contractors shall take all adequate control measures
- Contractors must ensure the incident / accidents are not repeated
- If any reportable accident, the relevant Risk Assessment shall be reviewed
- In case of any property damages, contractors are liable to repair or all repair costs
- Share the incident / accident reports to your event organizer & MBS WSH
- Maintain all records for WSH audit purposes

**\* Stop all unsafe practices immediately. Report to your superior to ensure that remedial actions are taken as far as reasonably practical.**



# MARINA BAY SANDS (MBS) PENALTY SYSTEM



# MBS PENALTY SYSTEM : LIABILITIES & PENALTIES

## SANDS EXPO & CONVENTION CENTRE

### OVERVIEW OF WSH / FIRE SAFETY VIOLATIONS LIABILITIES & PENALTIES

NATURE OF INJURY / VIOLATION	CATEGORY (MAJOR/ MINOR)	DEMERIT POINTS (<12 points/ year)	REMEDIAL ORDER (6 points)	WORK STOP ORDER (12 points)
ACCIDENTAL DEATH	MAJOR	12		YES
SERIOUS INJURY/ LIFE THREATENING	MAJOR	12		YES
HOSPITALIZATION > 24 HOURS (NON-THREATENING / NOT SERIOUS INJURIES)	MAJOR/ MINOR	6	YES	
MC > 3 DAYS (Whether Consecutive or Not)	MAJOR/ MINOR	6	YES	
UNSAFE WORK PROCESSES / METHODS	MINOR	2		

# MBS PENALTY SYSTEM : LIABILITIES & PENALTIES

Actions will be taken against Violators of any WSH / Fire & Safety based on frequency and severity

Types of Actions:

## Warning Letters



## Blacklisting



## Remedial Orders



## Work Stop Orders



# MBS PENALTY SYSTEM : LIABILITIES & PENALTIES

1. **DEMERIT POINTS** - Not to exceed 11 points in a Calendar Year.
2. **Accumulated Demerit Points** will lead to Remedial Order (6 points) and Work Stop Order (12 points)

**3. REMEDIAL ORDER** – Warning Letter issued and Violator to satisfy the below conditions:

- i) Review of Current Work Processes / Methods
- ii) Review of Risk Assessments
- iii) To attend a Refresher Course with MBS - Prior to commencing works again
- iv) To conduct a Briefing to staff / casuals prior to commencing works - MBS assigned WSH staff to be present
- v) To adhere to all WSH / Fire Safety regulations as per the WSH and Fire Safety ACTs
- vi) To sign off an Undertaking / Indemnity Letter



**4. WORK STOP ORDER** – Immediate Stop of ALL Works

- i) Immediate Investigations to be conducted
- ii) Review of Current Work Processes / Methods
- iii) Review of Risk Assessments
- iv) To attend a Refresher Course with MBS - Prior to commencing works again
- v) To conduct a Briefing to staff / casuals prior to commencing works - MBS assigned WSH staff to be present
- vi) To adhere to all WSH / Fire Safety regulations as per the WSH and Fire Safety ACTs
- vii) To sign off an Undertaking / Indemnity Letter

# REFERENCE DOCUMENTS

<u>What</u>	<u>Source</u>	<u>Link</u>
WSH Act: liabilities and penalties	Ministry of Manpower	<a href="http://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/liabilities-and-penalties">http://www.mom.gov.sg/workplace-safety-and-health/workplace-safety-and-health-act/liabilities-and-penalties</a>
Workplace Safety and Health Guidelines: Event Management	Workplace Safety and Health Council	<a href="https://www.wshc.sg/files/wshc/upload/infostop/attachments/2017/IS201707110000000418/Workplace_Safety_and_Health_Guidelines_Event_Management.pdf">https://www.wshc.sg/files/wshc/upload/infostop/attachments/2017/IS201707110000000418/Workplace_Safety_and_Health_Guidelines_Event_Management.pdf</a>
Workplace Safety & Guidelines: Hospitality and Entertainment Industries	Workplace Safety and Health Council	<a href="https://www.wshc.sg/files/wshc/upload/cms/file/2014/WSH_Guidelines_Hospitality_and_Entertainment_Industries.pdf">https://www.wshc.sg/files/wshc/upload/cms/file/2014/WSH_Guidelines_Hospitality_and_Entertainment_Industries.pdf</a>
Fire Code	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/home/fire-safety/downloads/acts-codes-regulations/fire-code-2013">https://www.scdf.gov.sg/home/fire-safety/downloads/acts-codes-regulations/fire-code-2013</a>
Fire Safety Act	Attorney-General's Chamber	<a href="https://sso.agc.gov.sg/Act/FSA1993">https://sso.agc.gov.sg/Act/FSA1993</a>

*\* Links are for reference only, authorization belongs to the source*

# REFERENCE DOCUMENTS

<u>What</u>	<u>Source</u>	<u>Link</u>
CP for working at height	Workplace Safety and Health Council	<a href="https://www.wshc.sg/files/wshc/upload/infostop/file/2013/WSH+Code+of+Practice+2013_ebook.pdf">https://www.wshc.sg/files/wshc/upload/infostop/file/2013/WSH+Code+of+Practice+2013_ebook.pdf</a>
Singapore standards and Code of Practices	Toppan Leefung Pte Ltd	<a href="https://www.singaporestandardseshop.sg/TopMenuRig ht/Home.aspx">https://www.singaporestandardseshop.sg/TopMenuRig ht/Home.aspx</a>
Workplace Safety and Health Act	Attorney-General's Chambers	<a href="https://sso.agc.gov.sg/Act/FSA1993">https://sso.agc.gov.sg/Act/FSA1993</a>
Temporary Change of Use	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/home/fire-safety/permits-and-certifications/temporary-change-of-use">https://www.scdf.gov.sg/home/fire-safety/permits-and-certifications/temporary-change-of-use</a>
Fire Based Show/ Performance - <i>Fire-based Show Fire Safety Condition</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/fire-based-show-fire-safety-conditionsb6fab8f43c5c4e57abba8904fb349c1c.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/fire-based-show-fire-safety-conditionsb6fab8f43c5c4e57abba8904fb349c1c.pdf</a>
ESIS Training Book	Safety Committee Member Training Material	Training Book written by Ong Toon Meng

\* Links are for reference only, authorization belongs to the source

# REFERENCE DOCUMENTS

<b><u>What</u></b>	<b><u>Source</u></b>	<b><u>Link</u></b>
Multi Storey Structures - <i>Multi-Structures Fire Safety Conditions</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/4-multi--structures-fire-safety-conditions---20148a0d6ec4af6d4a18a893ba0144f58c7e.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/4-multi--structures-fire-safety-conditions---20148a0d6ec4af6d4a18a893ba0144f58c7e.pdf</a>
Indoor Event - <i>Indoor Fire Safety Conditions</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/1-indoor-fire-safety-conditions---201417305848f84b49b69828cb91d55ebbd1.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/1-indoor-fire-safety-conditions---201417305848f84b49b69828cb91d55ebbd1.pdf</a>
Outdoor Event - <i>Outdoor Fire Safety Conditions</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/2-outdoor-fire-safety-conditions---201497b3d7248b4d421ba96a8c4bedc92834.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/2-outdoor-fire-safety-conditions---201497b3d7248b4d421ba96a8c4bedc92834.pdf</a>

\* Links are for reference only, authorization belongs to the source

# REFERENCE DOCUMENTS

<b><u>What</u></b>	<b><u>Source</u></b>	<b><u>Link</u></b>
Inflatable Structures <i>- Inflatable Structures Fire Safety Conditions</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/5-inflatable-structures-fire-safety-conditions---2014a2cf14f5fca84f31910690e40b4e283b.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/5-inflatable-structures-fire-safety-conditions---2014a2cf14f5fca84f31910690e40b4e283b.pdf</a>
Enclosed Structures/Tents <i>- Enclosed Structures Fire Safety Conditions</i>	Singapore Civil Defense Force	<a href="https://www.scdf.gov.sg/docs/default-source/scdf-library/3-enclosed-structures-fire-safety-conditions---2014051bb653ceef47e886d8cd941cd0240f.pdf">https://www.scdf.gov.sg/docs/default-source/scdf-library/3-enclosed-structures-fire-safety-conditions---2014051bb653ceef47e886d8cd941cd0240f.pdf</a>
Safety & Operational Guidelines SS 539:2008	Singapore Standard for the guidelines for Safety & operational management Indoor Exhibitions	<a href="https://singaporestandardseshop.sg/product/product.aspx?id=9d68c7dd-c6ec-4b7f-9760-571b55882156">https://singaporestandardseshop.sg/product/product.aspx?id=9d68c7dd-c6ec-4b7f-9760-571b55882156</a>
COVID-19 (Temporary Measures) Act	Singapore Statutes Online	<a href="#">COVID-19 (Temporary Measures) Act 2020 - Singapore Statutes Online</a>

*\* Links are for reference only, authorization belongs to the source*

Q & A

Thank You