



URGENT CALL FOR SAFETY TIME OUT ON SHOP FLOORS

1. For the period of 23 November to 2 December this year, there has unfortunately been five reported workplace fatalities that occurred across various sectors. On hindsight, these tragic fatalities could have been prevented had there been a thorough review of safety and work processes to identify and correct unsafe working conditions. In addition, companies should actively initiate a re-training of their workers on workplace safety procedures after the prolonged slowdown of activities due to the measures introduced to curb the COVID-19 pandemic.
2. The Singapore Manufacturing Federation (SMF), together with the Workplace Safety and Health (WSH) Council, would like to encourage the manufacturing community to relook their workplace arrangement and place emphasis on safety and health processes even as Safe Management Measures (SMM) on shop floors are implemented. As manufacturing activities progressively resume and increase, employers and employees are reminded not to rush their work to meet their orders and remain vigilant in looking out for one another, maintaining a high level of safety awareness at all times. Every worker matters and any injury is one too many.
3. The SMF would therefore like to urge all manufacturers and the larger manufacturing community to conduct a comprehensive **Safety Time-Out Exercise** at their worksites. The objective of this exercise is to allow companies to take a step back and take stock of the adequacy of safety protocols to ensure safe operations.
4. To help guide the manufacturing industry in the implementation of this exercise, the WSH Council has developed the following Checklists. Please click the following links to download a copy of the Checklists:
 - [Working at Heights Checklist](#)
 - [Lifting Plan Checklist](#)
 - [Forklift Pre-Operational Checklist](#)
 - [Vehicle Pre-Operational Checklist](#)
 - [Formwork Checklist](#)
 - [Workplace Traffic Checklist](#)
 - [Workplace Housekeeping Checklist](#)
 - [WSH Management System Checklist](#)
 - [Activity Based Checklist – Working Safely with Machines](#)
 - [Safe Use of Machinery](#)

5. In this festive season, let us not forget that every worker too has loved ones to celebrate the festivities together. In this spirit, all employers should ensure the following:
 - Only deploy workers who are feeling well, fit for work, and are competent to operate the machines
 - Workers are briefed on the hazards and risks of working with machines
 - Ensure floors and stairs are clean and dry to prevent slip, trips, and falls
 - Hazard signs are in place to warn workers of slippery surfaces
 - Check that work areas and staircases are sufficiently lit and free of obstacles
 - Provide non slip work shoes at shop floors and appropriate hand gloves for handling metal pieces
 - Ensure machines have machine guards in place and the guards are not damaged
 - Emergency shutdown switch are within the machine operator's reach
 - Adhere to Safe Management Measures such as wearing a mask, observing safe distancing and remaining within split teams.
6. Companies are advised to complete their Safety Time-Out exercises as soon as possible, or at least before **23 December 2020** before the festive season commences.
7. We look forward to safer manufacturing activities with this **Safety Time-Out Exercise**. Together, we will ensure safety and good health at the workplace.

The Singapore Manufacturing Federation (SMF)
Workplace Safety and Health (WSH) Council