




Test Reports Method of Statement Catalogs Samples

Shopdrawing As-built Drawing PE Calculations Others

Project :	PROPOSED INTEGRATED DEVELOPMENT SITE OF PUNGGOL NORTHSORE DISTRICT FOR PUBLIC HOUSING (PHASE 4 C8) PLOT 9 COMPRISING 2 BLOCKS OF 7/19/25 - STOREY & 1 BLOCK OF 28-STOREY RESIDENTIAL BUILDINGS (408 UNITS) WITH SINGLE STOREY CARPARK, CHILDCARE CENTRE, COMMUNITY FACILITIES, ESS, PRECINCT PAVILION, SKY TERRACES AT NORTHSORE DRIVE (PGN C8) MK 21 ON LOTS 00315L PT, 01237T PT, 01497N PT, 01555N PT, 01557L PT, 01558C PT, 01559M PT, 01580L PT, 02778P PT, 02908A PT (PUNGGOL PLANNING AREA)	Date:	12/10/2017
		No. of Pages	1+12
		Requested Reply By (Date):	26/10/2017
To :	Design Link Architects Pte Ltd	Attention:	Mr. Alvin Lee

Description of Submission:	Method Statement, Risk Assessment & Safe Work Procedure for Wall Tile Installation
System to be used in:	PNC8
Attachments/Details:	1. Method Statement 2. Risk Assessment 3. Safe Work Procedure

Submitted By	
Name:	Lin Yu Xiang
Signature & Date:	 12/10/2017
Company:	BHCC CONSTRUCTION PTE LTD

Copy To:

<input checked="" type="checkbox"/> PM - Mr. Tang Xun	<input checked="" type="checkbox"/> M&E - Ms. Carol Ng
<input checked="" type="checkbox"/> Architect - Mr. Alvin Lee	<input checked="" type="checkbox"/> BHCC - Mr. Yang Xin Ping
<input checked="" type="checkbox"/> Architect - Mr. Tee Teck Hock	<input checked="" type="checkbox"/> BHCC - Ms. Helen Han / Ms Pan Zhihua
<input checked="" type="checkbox"/> C&S - Mr. Santoso Lukito	<input checked="" type="checkbox"/> RE/RTO - Mr. Lu Jian Bo/ Mr. Chan Kim Meng
<input type="checkbox"/> C&S -	<input type="checkbox"/> Others -

Consultant's Review/ Reply:

Approved Approved with comments with no resubmission required Rejected (To re-submit)

Remarks: 1. TO REFER TO HOB (GENERAL SPECS AND ALL RELEVANT GOOD PRACTICES.

Consultant: Design Link Architects Pte Ltd

Name of Person: ALEX LIM

Signature /Date: 

Copy To:

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<input checked="" type="checkbox"/> Architect - Ms. Velivia	<input checked="" type="checkbox"/> BHCC - Ms Helen Han / Ms Pan Zhihua
<input checked="" type="checkbox"/> C&S - Mr. Santoso Lukito	<input checked="" type="checkbox"/> RE/RTO - Mr. Lu Jian Bo/ Mr. Chan Kim Meng
<input type="checkbox"/> C&S - Mr.	<input type="checkbox"/> Others -

WORK STATEMENT FOR WALL TILE INSTALLATION

Contract Name/No: HDB PNC8 - D/209/17

Main Contractor: BHCC Construction Pte Ltd

Sub-contractor: Jin Yi Construction Pte Ltd

Date of Demonstration: Schedule 22/10/2017

Actual _____

A	MATERIAL	SUPPLIED BY	APPROVAL DATE
1	Kitchen Main Wall: Glazed Ceramic Wall Tiles, Size 300x600x10mm (SRW1722AGH)	OES	20/09/2017
2	Bath Main Wall: Glazed Ceramic Wall Tiles, Size 299x599x9mm (MML-WG021)	Hafary Pte Ltd	02/08/2017
4	Bathroom Accent Wall: Glazed Porcelain Wall Tiles, Size 300x600x9mm (MML-WG664)	Hafary Pte Ltd	02/08/2017
5	Optiroc Tile Adhesive and mortar plaster	LCS Optiroc Pte Ltd	01/08/2017
6	Optiroc Bonding Agent	LCS Optiroc Pte Ltd	01/08/2017
7	Optiroc Color Tile Grout (white)	LCS Optiroc Pte Ltd	01/08/2017
8	PVC Strip	KUS	RFA-AR-032
9	Cross Spacer	NA	NA

B	TOOL/ EQUIPMENT	BRAND MODEL (if applicable)
1	V-Box	NA
2	Hand-held or Mechanical Mixer	NA
3	Measuring Jug	NA
4	Spirit Level	NA
5	Notched Trowel	NA
6	Rubber Mallet	NA
7	Squeegee or Grouting Trowel	NA


C	SAFETY & HOUSEKEEPING
1	Ensure that the workers are wearing proper PPE including mask and protective gloves.
2	To strictly follow the approved RA/SWP. For material handling, to refer to MSDS (Material Safety Data Sheet)
3	All equipments shall be inspected and approved by designated LEW and must possess a LEW sticker.
4	Proper platform must be erected to carry out the works. No unsafe working platform is allowed.
5	Workers involved in mixing of prepacked materials shall be issued and wear dust mask to minimize the danger of toxin inhalation.
6	All materials to be stacked properly (max 6 bags stacked vertically) and elevated above the ground in dry/ covered area (with timber base).
7	Skill evaluation certificate of plasterer to be submitted before start of work. Any new worker/plasterer to conduct trade demo and records to be submitted to consultants.
8	Use approved socket and elevate electrical wirings from wet areas.
9	If hazard occurs: Eye Contact – flush eyes with clean water for at least 15mins. Skin Irritation – wash with water & mild soap.

	Inhalation – give fresh air.
10	Housekeeping will be done parallel to work progression. By the end of the job, the work area will be properly cleaned, inspected and handed over to the next sub trade and main con.

D	METHOD STATEMENT
1	Surface Preparation
1.a	Internal checking to be conducted by main-con to ensure that no chipped or cracked tile can be found, dimension/ character of delivered tiles to comply with specs. Check the tile colour tone/ code also to avoid tonal variation.
1.b	Tiler certificate to be submitted to consultant for SO Rep's approval prior to starting work.
1.c	M&E subcontractor to ensure all holes to be patched up with non-shrink grout after installation of these pipes and electrical conduits. The wall surface should be level/plumb. XXXXXXXXXXXXXXXXXXXX
1.d	Prepare the substrate by clearing away any sand, dust, bonded foreign material, form oil, grease and XXXXXX any other particles that may inhibit adhesion. XXXXXXXXXXXXXXXXXXXX
1.e	Ensure pressure test conducted on concealed pipe prior tiling works.
1.f	Before proceeding with wall tiling works, waterproofing to be completed for wet areas (i.e toilet, kitchen, service yard). For 2RmF2-1 & 2RmF1-1, full height waterproofing to be completed at shared wall with service closet.
1.g	Fix a strip of 150mm wide galvanized expanded-metal lath with spindle pin over joints between substrates of different material
1.h	Use metal V-box to predetermine the dimension and squareness of tiles.
2	Mixing of mortar
2.a	Use only approved material for all rendering required for surfaces to receive wall tiles.
2.b	Add 6 – 7 liters of PUB water to 1bag of Optiroc Tile Adhesive Eco. Mix thoroughly using a hand-held or mechanical mixer for 3 - 5 minutes until a homogenous lump-free paste is achieved. The wet mix should be used within 30 – 45 minutes after mixing.
3	Rendering
3.a	Provide the level peg for render according to architectural drawings and in alignment of 90 degree angle. The rendering thickness shall be according to a level peg and not more than 10mm. Distance of level pegs not more than 1.8m (length of spirit level).
3.b	Damp the surface with pub water (prior to rendering the surface) to prevent excess absorption of water from the plastering.
3.c	Start the rendering works right after the application of bonding agent. Application of concrete renders and mortars should take place while the bond coat is already tacky. Bond coat will remain tacky for 30mins, depending on surrounding ambient temperature.
3.d	Apply first layer of mortar onto the wall with a wooden/ regular aluminium float/trowel to a thickness of not more than 10mm to achieve a flat and even surface finish.
3.e	If 2 nd coat is necessary allow 1 st layer to set a certain time around 12 hours, depending on surrounding ambient temperature) then apply 2 nd layer onto the wall with the float/ trowel to a thickness required to achieve a flat and even surface. The 1 st and 2 nd layer rendering shall be increased to a finished thickness <18mm for concealment of water pipes.
3.f	Allow the mortar to cure for at least 12 hours. Site supervisor should check the plastering hollowness uses prior to laying wall tile.
4	Fixing of Wall Tiles
4.a	Ensure that the work area is brightly lighted.
4.b	Sort out the tiles with the aid of a V-box. Tiles of one size group shall be laid in one area separate from tiles belonging to other size group. To also check the consistency of tiles using V-boxes. Tile size deviation to refer to specs. Defective tiles to be removed.
4.c	Ensure KO box & conduits are properly installed.
4.d	Use water level/ plumber pop and set square to ensure verticality of the plastered surface.
4.e	Use linear laser to mark out both the horizontal and vertical tiles setting out lines in reference to 1m

	from FFL. Repeat step 1.4 and dampen the plastered surface to receive the tile adhesive.
4.f	Mark gridlines on the render surface in accordance with the approved tile layout workshop drawing.
4.g	Verify the tile layout against the approved tile layout workshop drawing.
4.h	<p>1. Mix Optiroc tile adhesive according to proportion of 6-7 liters to 25kgs of mortar using electrical mixer to achieve a homogeneous consistency.</p> <p>2. Mixed product shall be used within 30 minutes period.</p> <p>3. Spread tile adhesive over an area of the substrate not exceeding 1.0m² using notched trowel.</p> <p>4. Spread another layer of tile adhesive as thin as possible on the full back of the tiles. The keys, frogs or depressions at the back of the tile shall be completely filled with mortar before fixing.</p>
4.i	Ensure tile is tapped firmly using a rubber mallet to achieve full bond and adjust to position within 5 minutes of fixing.
4.j	Tile shall be laid flat and vertically is checked with a spirit level.
4.k	Make sure that the joint are consistent by using the spacers (on 4 corners of tiles). Joint width shall be between 1.0mm to 2.0mm (base on tile size). Specification stipulates to use 1.5mm for kitchen/ Bathroom. Be precise on selecting what spacer to use.
4.l	Ensure that all adjustments and positioning of tiles are done within 5 minutes of fixing.
4.m	Clean and rake off excessive adhesive and other unwanted materials from the joints to receive grout.
5	<u>Grouting</u>
5.a	The grouting of tile joints shall commence after 24 hours and within 7 days after fixing of wall tiles.
5.b	Mix the prepacked Optiroc grout mortar of 25kg powder to 7.5- 9.0 liters of water using electrical mixer. Spread the grout with a rubber squeegee or grouting trowel, working back and forth over the area until the joints are completely filled one day after fixing of tiles.
5.c	Remove excess grout by using a spreader and a damp (not wet) cloth.
5.d	After the grout has stifferend slightly, use a piece of wood or suitable material to put the grout to a consistent depth and shape.
5.e	After the grout has dried, the tile surface shall be cleaned and given a final polish using a clean dry cloth. If required, use a cleaning detergent to carry out any subsequent cleaning.
6	<u>Cleaning up upon completion</u>
6.a	Clear all debris of the work area.

Prepared / Proposed by:


Lin Yu Xiang - 27/09/2017

Contractor PM & Date

Approved by:


DLA Architect & Date

25/10/17

Acknowledged by:

 Consultant PM & Date

RISK ASSESSMENT FORM

Company:	Jinyi Construction Pte Ltd	RA Leader:	Hunag Jiancheng	Approved By:	Reference Number:
Process:	Wall tile installation	RA Member 1:	Lin Wei	Signature:	002
Process / Activity Location:	PUNGGOL C8-Tiling works	RA Member 2:	Lin Jian	Name:	Lin Wei
Original Assessment Date:	25/09/2017	RA Member 3:	Wang Guolin	Designation:	Director
Last Review Date:	25/09/2017	RA Member 4:	Lin Baical	Date:	25/08/2017
Next Review Date:	24/09/2020	RA Member 5:			

Operation: wall tile installation

1. Hazard Identification			2. Risk Evaluation					3. Risk Control						
1a	1b	1c	2a	2b	2c	2d	2e	3a	3b	3c	3d	3e	3f	3g
No.	Activity	Hazard	Possible Accident/Injury & Persons-at-Risk	Existing Risk Control	S	L	RPN	Additional Control	S	L	RPN	Implementation Person	Due Date	Remarks
1	Storage of Materials	Topping of materials / hit by materials sliding down. improper manual lifting	Bodily injury and back injury	Store on even ground / pallets with proper stacking within safe height limit of 2.0 m, no storage at edge of excavation / drop & use of PPE (helmet & safety boots) at storage zones. Cultivate proper manual lifting	3	2	6	Display of correct manual lifting technique at site notice board, mark safe 300mm above ground level	3	1	3	Site Supervisor to monitor	25/08/2017	
2	Mixing & Application of Spatter Dash for installation of tiles	Bad posture Electric Shock / Electrocutation	Back injury Bodily Injury / Death	Briefing on safe manual lifting Suspension of electric cables on non-conductive supports. Provision & maintenance of Socket-Outlet-Assembly and Distribution Board that are "electrically safe-for-use"	4	2	8	Tool box meeting prior to start of work. Periodic training by supervisor. Monthly LEW checks with prompt follow up on rectification by safety personnel & project team	4	1	4	Site Supervisor to monitor	25/08/2017	
		Inhalation of cement constituents / dust	Respiratory tract irritation	Wearing of respirator (dust mask)	4	2	8	Tool box meeting prior to start of work	4	1	4	Site Supervisor to monitor	25/08/2017	



2

1. Hazard Identification			2. Risk Evaluation				3. Risk Control							
1a	1b	1c	2a	2b	2c	2d	2e	3a	3b	3c	3d	3e	3f	3g
No.	Activity	Hazard	Possible Accident/Inj Health & Persons-at-Risk	Existing Risk Control	S	L	RPN	Additional Control	S	L	RPN	Implementation Person	Due Date	Remarks
2	Mixing & Application of Spatter Dash	Contact with additive (chemical)	Skin irritation	Use of rubber gloves by plasterer. Random inspection by foreman / safety personnel	4	2	8	Tool box meeting prior to start of work.	4	1	4	Site Supervisor to monitor	25/08/2017	
		Splash of mixture into eyes	Eye injury	Use of goggles by plasterer. Random inspection by foreman / safety personnel	4	2	8	Tool box meeting prior to start of work	4	1	4	Site Supervisor to monitor	25/08/2017	
		Trip & Fall	Bodily Injury	Use of safety harness / safety belt hooked onto to scaffold / gondola / lifeline. Proper work platform with guardrails at all open areas.	3	2	6	Tool box meeting prior to start of work	3	1	3	Site Supervisor to monitor		
		Falling Object	Bodily Injury / Death	Effective netting to prevent falling object. Good housekeeping. No material on the edge. Barricade the affected area at ground level.	4	2	8	Tool box meeting prior to start of work Tool Box Meeting and implement Permit-To-Work at Height above 2 m	4	1	4	Site Supervisor to	25/08/2017	
		Fall From Height at corridor and internal unit (require to use work platform)	Bodily Injury / Death	Use of proper access and good housekeeping condition. Appropriate training before authorised worker to work at height. Inspection of work platform before usage. Ensure 03 side proper barricade installed before usage. Ensure open edge barricade protection installed.	4	2	8	Tool box meeting prior to start work. Refresher training to workers. STOP WORK reporting of unsafe work condition to supervisor. Do not place body beyond the barricade area.	4	1	4	Site Supervisor to monitor	25/08/2017	



12

1. Hazard Identification			2. Risk Evaluation					3. Risk Control						
1a	1b	1c	2a	2b	2c	2d	2e	3a	3b	3c	3d	3e	3f	3g
No.	Activity	Hazard	Possible Accident/Injury & Persons-at-Risk	Existing Risk Control	S	L	RPN	Additional Control	S	L	RPN	Implementation Person	Due Date	Remarks
3	Mixing of plaster cement mortar mix or pre-packed plaster	Bad posture Inhalation of plaster constituents Electric Shock / Electrocutation	Back injury Respiratory tract irritation Injury / Death	Briefing on safe manual lifting Wearing of respirator (dust mask). Random inspection by foreman / safety personnel Suspension of electric cables on non-conductive supports. Provision & maintenance of safe Socket-Outlet-Assembly and Distribution Board	5	2	10	Tool box meeting prior to start of work	5	1	5	Site Supervisor to monitor	25/08/2017	
3	Mixing of plaster cement mortar mix or pre-packed plaster	Fingers / Hand caught by moving parts of cement mixer	Injury	Safety briefing on precautionary measures & effective guarding of moving parts of mixer	4	2	8	Tool box meeting prior to start of work	4	1	4	Site Supervisor to monitor	25/08/2017	
4	Transferring of tile plaster cement to various locations of plastering	Contact of plaster constituents with hands / eyes Accidental contact of cement mortar mix with eye (eg. dropped into eye) Contact with plaster constituent Trip & Fall	Skin / eye irritation Blind / Eye irritation / Injury Skin irritation Bodily injuries	Use of protective rubber gloves for hands and use of safety goggles against potential eye injury. Random inspection Use of goggles during screeding. Random inspection by foreman / safety personnel Use of rubber gloves. Random inspection by foreman / safety personnel Maintenance of unobstructed access and good housekeeping condition	4	2	8	Tool box meeting prior to start of work	4	1	4	Site Supervisor to monitor	25/08/2017	
4	Transferring of tile plaster cement to various locations of plastering	Accidental contact of cement mortar mix with eye (eg. dropped into eye) Contact with plaster constituent	Blind / Eye irritation / Injury Skin irritation	Use of goggles during screeding. Random inspection by foreman / safety personnel Use of rubber gloves. Random inspection by foreman / safety personnel	5	2	10	Tool box meeting prior to start of work	5	1	5	Site Supervisor to monitor	25/08/2017	
4	Transferring of tile plaster cement to various locations of plastering	Accidental contact of cement mortar mix with eye (eg. dropped into eye) Contact with plaster constituent	Blind / Eye irritation / Injury Skin irritation	Use of goggles during screeding. Random inspection by foreman / safety personnel Use of rubber gloves. Random inspection by foreman / safety personnel	5	2	10	Tool box meeting prior to start of work	5	1	5	Site Supervisor to monitor	25/08/2017	



10

1. Hazard Identification			2. Risk Evaluation				3. Risk Control							
1a	1b	1c	2a	2b	2c	2d	2e	3a	3b	3c	3d	3e	3f	3g
No.	Activity	Hazard	Possible Accident/Injury & Persons-at-Risk	Existing Risk Control	S	L	RPN	Additional Control	S	L	RPN	Implementation Person	Due Date	Remarks
5	Plastering (Internal / External) • Unit and Staircase area • Using Scaffold • Using Gondola • At Air-con Ledge • At Balcony	Fall From Height while using mast climbing work platform (MCWP)	Bodily Injury / Death	Use of proper access and good housekeeping condition. Appropriate training before authorised worker to work at height. Inspection of MCWP before usage. Anchor of fall arrest to lifeline. Prior check according to the checklist. Ensure gate is locked before operating.	4	2	8	Tool box meeting prior to start work. Refresher training to workers. STOP WORK reporting of unsafe work condition to supervisor. Do not place body beyond the barricade area.	4	1	4	Site Supervisor to monitor	25/08/2017	
		Fall From Height while at air con ledge area	Bodily Injury / Death	Use of proper access and good housekeeping condition. Appropriate training before authorised worker to work at height. Inspection of work platform is secured before usage. Anchor of lanyard to upper most barricade.	4	2	8	Tool box meeting prior to start work. Refresher training to workers. STOP WORK reporting of unsafe work condition to supervisor. Do not place body beyond the barricade area.	4	1	4	Site Supervisor to monitor	25/08/2017	



12

1. Hazard Identification		2. Risk Evaluation					3. Risk Control							
1a	1b	1c	2a	2b	2c	2d	2e	3a	3b	3c	3d	3e	3f	3g
No.	Activity	Hazard	Possible Accident/Inj Health & Persons-at-Risk	Existing Risk Control	S	L	RPN	Additional Control	S	L	RPN	Implementation Person	Due Date	Remarks

5 X 5 Risk Matrix with Numeric Ratings

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5	10	15	20	25
Major (4)	4	8	12	16	20
Moderate (3)	3	6	9	12	15
Minor (2)	2	4	6	8	10
Negligible (1)	1	2	3	4	5

Low Risk Equals 1 to 8

Low Risks are largely acceptable, subject to reviews periodically, or after significant change.

Medium Risk Equals 9 to 15

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

Note: Medium risk can be an organizations greatest risk, it's Achilles heel, this due to the fact that they can be tolerated in the short-term.

High Risk Equals 16 to 25

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.



7

SAFE WORK PROCEDURES

FOR

(WALL) Tiling Works

1. Location

Building Works At PUNGGOL C8.

2. Description of Work

- 2.1 Loading / unloading of tiles, cement and sand materials.
- 2.2 Fixing tiles Internal and external wall.

3. Operative Competency

- 3.1 Site cum Safety Supervisor has more than working experience in construction industry.
- 3.2 Site supervisor has passed the construction trade courses and relevant safety courses.

4. Work & Safety Operational Controls

- 4.1 Site supervisor shall make prior submission of safe work procedures / practices (SWP) and risk assessment reports (RA), organization chart from project manager to foreman, name list with SNRIC, work permit, SOC, photographs, etc.
- 4.2 Site Safety Supervisor will supervise and control all operations on site.
- 4.3 Site supervisor shall take instructions from main contractor's officers, e.g. site manager, trade coordinator, WHS personnel, etc, on the necessary document submissions, worksite's rules and regulations, etc.
- 4.4 Site supervisor shall conduct prior briefing of SWP, RA and site instructions to workers.
- 4.5 Site supervisor shall prior apply the Permit To Work.
- 4.6 Site supervisor shall conduct the Daily / Weekly Toolbox Meeting to the workers.
- 4.7 Site supervisor shall participate in the site inspections and meetings.

5. Machinery / Equipment / Work Tools

- 5.1 Lorry crane / Mobile crane
- 5.2 Ramset fastening & accessories
- 5.3 Mechanical mixer
- 5.4 Brick saw & tiles cutter
- 5.5 Levelling tools & measuring tapes & lines
- 5.6 Aluminium ladder
- 5.7 Shovel, hammers & Nails
- 5.8 Steel trowel, brush & mesh

6. Storage of Material And Equipment



- 6.1 Store all the cement, pre-packed cement, sand and etc at designated storage area only.
- 6.2 Properly stake all the materials
- 6.3 Store all the materials at least 300mm high above ground level.

7. **PPE Requirements**

- 7.1 The following PPE to be issued to workers by Site Safety Supervisor
- 7.2 Safety Helmet, Safety Shoe, Hand Gloves, Safety Harness, Safety Belt, anchorage, lifeline, safety goggles, ear plug and etc.

8. **Step By Step Work Process with Safety Measures**

Delivery of Materials

- 8.1 Delivery of materials such as cement, pre-packed cement, additive, sand and etc materials by using lorry crane / mobile crane possible will hit the humans, and / or damage to property and site facility when entry to the working site. Limit the speed of lorry / truck to 15km/h in site.
- 8.2 Before the vehicle entry to the site, security check, properly access of entrance, traffic controller, traffic warning signs display around the entrance have been done.

Unloading of Materials

- 8.3 Before unloading, apply the permit to hoist from main contractor's WSH officer, only get the permit then can start hoist. Engage qualified lifting supervisor, rigger man and signalman & tested lifting equipment with valid LM & AP certificates for lifting works.
- 8.4 All the lifting gear and lifting appliance to be inspected and with the valid certificate.
- 8.5 Care must be taken to ensure the crane access is well compacted with the steel plate provided and even and firm ground for the crane to sit on.
- 8.6 Crane must not be loaded beyond the crane maximum capacity, ensure that an adequate number of legs of the sling are used and that the slinging is correct so as to prevent the sling from being overloaded during hoisting
- 8.7 Ensure that any loose load including stones, bricks or tiles, is placed in a receptacle to prevent the load or part thereof from falling during the lifting operation and place adequate padding at the edges of the load which come in contact with the sling so as to prevent the sling from being damaged. keep a safe distance.
- 8.8 Signalman to communicate with driver and use of tag line for bulky items. keep a safe distance.
- 8.9 Report any defect in the lifting gear to the lifting supervisor.
- 8.10 Display of correct manual lifting technique at site notice board.

Storage of Materials

- 8.11 Store on even ground and neat arrangement and proper stacking of materials within safe height limit of 2.3m, no storage at edge of excavation, drop, building and slope & use of PPE (helmet & safety boots) at storage zones. Neat arrangement & stacking of materials i.e. proper housekeeping, and materials not to be stored at edge of bldg / pit & slope. Display of correct manual lifting technique at site notice board.

Transferring of Materials

- 8.12 Worker to use of proper PPE i.e helmet, safety boots and protective gloves.



- 8.13 Engage qualified fork lift operator, fitted with side mirrors and reversing hazard lights. Use of the nylon net or other safe net to make sure the loosen materials are tighten properly when uploading. Use of 4 wheels trolley, install rails at two sides of trolley set the height of trolley cant be higher than worker's knees.
- 8.14 Use of honk or other warning signals to forewarn workers in the vicinity of operation.
- 8.15 Periodic tool box meeting for workers, no single worker to self-carry more than 20kg weight. .

Fish tails & Bonding Bar installation

- 8.16 Engage qualified person with licensed operator of explosion of power tools. Before start check the explosive powder tools are in good condition ,set warning board if necessary .
- 8.17 Worker to use of proper PPE i.e protective hand gloves, safety goggles and ear plug.
- 8.18 Daily check and good maintenance for the EPT(follow strictly to SWP for the use of EPT) & make good house keeping when finish.

Mixing of cement & sand screed

- 8.19 Worker to use of proper PPE when necessary i.e protective rubber gloves, goggles and dust mask. Daily inspection by foreman / safety personnel.
- 8.20 Checking all the socket-Outlet-Assembly and distribution board are in good condition.
- 8.21 Provide approved type DB/ SOA cables suspended on non-conductive supports at 2m high and protection with conduit. The cables & connectors should be keep dry
- 8.22 Safety briefing on precautionary measures and effective guarding of moving parts of mixer.

Transferring of Materials to the various locations

- 8.23 Maintenance of unobstructed access and good housekeeping condition. Use of 4 wheels trolley, install rails at two sides of trolley & set the height of trolley cant be higher than worker's knees. Check the transferring trolley is in good condition to make sure the material cant fall down then lead to injury. Provide proper material storage platform for unloading of materials i.e fully decked work platforms with toe boards at open sides and regular housekeeping.
- 8.24 Display of correct manual lifting technique at site notice board

Proceed to Tiles works

- 8.25 Maintenance of unobstructed working platform and good housekeeping condition.
- 8.26 Provide proper working platform with guardrails at all open areas.
- 8.27 Use of proper timber / steel chair, ladder and scaffold with all the necessary features. (Handrails access and support etc.)
- 8.28 Worker to use of proper PPE i.e safety helmet, safety shoe, hand gloves. Daily inspection.
- 8.29 Use of safety belt, anchorage, and e.t.c when necessary i.e working position liable to fall a distance of more than 3 meters.
- 8.30 Effective barrier such as scaffold pipe, BRC and etc must be installed to corridor and window opening to prevent falling from height.



- 8.31 Provide safety nets below the area of works where working platform or use of safety belt or lifeline is not practically feasible. The safety net shall be of sufficient size and strength to catch any person for whose protection it is used and so located as to cover the area of possible fall.
- 8.32 Overhead protection must be provided to protect other workers at lower levels against falling tools and equipment.
The tiles cutter should be kept away from work access to prevent hazards of trip and fall. Only trained and authorized person allowed using the brick cutter. Any part of body cannot put into the brick cutter. After work the brick cutter must be kept in store to prevent unauthorized usage.
- 8.34 Work performed from outside the platforms or by bending / stretching the body outside ladders shall be prohibited.
- 8.35 Climbing or descending of ladders shall be hold by another man.
- 8.36 Ladders are not to be placed where they are liable to be struck by doors, vehicles and passer-by.
- 8.37 Proper access and escape routes shall be provided and marked.
- 8.38 All tools, equipment and loose material shall be brought to ground level when work is interrupted or completed.
- 8.39 The above works shall be check and approval by authorize person before proceed.

SUB-CONTRACTOR : JINYI CONSTRUCTION PTE LTD

Prepared By :



Name : *Wong Gwo Lin*
Site Supervisor
Date : *25/08/18*

Approved By :



Name : *Wong Jiem*
Director
Date : *25/08/18*

