

Singapore Turf Club's In-House Rules and Regulations (for the Contactor)

1. Introduction

Singapore Turf Club (the Club) is committed to ensure all persons working in the Club are safe and with minimal impact to the environment. This set of In-house Rules and Regulations provides contractor, sub-contractors and their workers with information, although not exhaustive, on Workplace Safety and Health whilst at work in the Club.

2. Acts and Regulations

The contractor shall abide and comply with all applicable legal requirements and relevant Code of Practice when working in the Club. The following are some of the more important ones:

- Workplace Safety and Health Act and its Regulations;
- Fire Safety Act and its Regulations;
- Environmental Protection and Management Act and its Regulations; and
- Environmental Public Act

3. Contractor's Responsibilities

The contractor shall, so far as is reasonably practicable, work in a manner that will be safe and minimise inconvenience to any persons. The contractor is required to do, but is not limited to, the following:

- Provide information, training, instructions and supervision to all their workers and that of the sub-contractors engaged by him;
- Ensure that all workers follow safety instructions and procedures;
- Co-operate with the Club dept-in-charge on work as well as workplace safety and health/hygiene issues;
- Ensure that risk assessment (legal requirement) is done and submitted to the Club dept-in-charge in good time before the commencement of work;
- Ensure all appropriate Personal Protective Equipment (PPE) provided is acceptable and in good condition and are used correctly. PPE should conform to Singapore or International Safety Standards;
- Ensure all statutory equipment (ie, equipment whose requirements and specifications are set out under the law) brought on site in relation to the work have been examined and maintained with current licence clearly displayed;
- Ensure that all persons engaged are competent to do the work assigned. This includes fulfilling the minimum age requirements to work and operate machinery;

- Ensure that all workers on any A&A works must have valid CSOC (Construction Safety Orientation Course);
- Report immediately to the Club dept-in-charge on any accident or incident that occurs at the workplace;
- Investigate any accident / incident and submit report to the Club dept-in-charge within 5 calendar days from the date of accident, including a copy of the i-Report (<http://www.mom.gov.sg/services-forms/workplace-safety-health/Pages/incident-reporting.aspx>) if applicable;
- Cooperate with the Club on safety findings observed and follow up accordingly;
- Ensure appropriate barriers and signage are in place when working near a thoroughfare (pedestrian or vehicle) to prevent any third party exposure to the work hazard;
- Maintain reasonable housekeeping every day at the worksite and remove all debris;
- Avoid tampering, interfering with or blocking any safety devices for the protection of people or for fire fighting;
- Conduct regular toolbox/safety meetings for his workers, and to provide meeting minutes to the Club to demonstrate that he has taken safety and health measures into consideration whilst carrying out work activities in the Club; and
- Consult the Club dept-in-charge before actual work commencement to avoid causing nuisance to or adverse impact on the STC community.

4. Security

All contractors and employees should display adequate identification such as security tags when working within the Club.

For works where keys are given for certain areas, contractors shall not make any duplicates for their convenience or hand over to unauthorised persons not associated with the work. Contractors shall not hire illegal workers to work in the Club.

5. Permit-to-Work System

Permit-to-Work systems are required for the following works:

- Any hot works;
- Working at heights, including any roofing works;
- Lifting operations including use of lorry crane; and
- Confined spaces

Note: Other permit-to-work systems may also be required by law and those shall be implemented where applicable.



6. Hazardous/ Restricted Areas in the Club

The Club has hazardous and restricted areas such as labs and banker's room. Unauthorised visits to such areas are strictly prohibited unless with the permission of the Club dept-in-charge as well as the area manager.

7. Reporting a Fire

Contractors shall alert everyone nearby if they discover any fire at the workplace/worksites. They should also immediately either set off the fire call point or report to Security Command Centre (SCC) 6879 1515 giving location and contact number.

Where the work site is located at or close to departments that are occupying buildings, premises and areas outside the racecourse, the contractor shall contact the building Fire Command Centre.

Contractors should extinguish the fire using the fire extinguishers if safe to do so without endangering themselves.

They shall evacuate the premise immediately if the fire cannot be contained.

8. The Club's Fire Alarm System

At Racecourse- Grandstand & Admin Building

The Club uses a two alarm system for fire emergency.

On the first alarm (Note: this is to alert the tenants that there might be an emergency situation):

- Stop all work and put all equipment to safe mode;
- Switch off all powered equipment and put away all hazardous materials (e.g. paint).

On the second alarm:

- Emergency confirmed.
- Workers shall evacuate by the nearest fire exit; and
- Report to the assembly area.

The contractor worker in charge (in the absence of the supervisor) shall clear the workplace and take attendance of all workers at the assembly point. The 2 stage fire alarm system is to be observed at all times.

{Note: The contractor should at all times ascertain and verify beforehand with the Club dept-in-charge the location of the fire assembly area at the workplace}



At the stables

The Club uses a one-stage alarm system for fire emergency.

On hearing the alarm:

- Emergency confirmed.
- Workers shall evacuate by the nearest fire exit; and
- Report to the assembly area.

The contractor worker in charge (in the absence of the supervisor) shall clear the workplace and take attendance of all workers at the assembly point.

{Note: The contractor should at all times ascertain and verify beforehand with the Club dept-in-charge the location of the fire assembly area at the workplace}

9. Use of Hazardous Substances

Contractors shall pay attention to the use, presence and/or creation of hazardous substances such as flammable materials, release of harmful, obnoxious vapours (e.g. glue), creation of dust and use of corrosive materials at the worksite. The contractors are to refer to Safety Data Sheet (SDS) and educate the workers on the use of and protection to be taken against such hazardous substances.

Any compressed gas cylinders shall be used in accordance with standard code of practices, including the use of flashback arrestors, non-return valves, securing cylinders, appropriate use of regulators, leak checks, etc.

Small quantities of flammable solvents such as paint thinners may be kept at the worksite in a safe location away from ignition sources. Excessive amounts are strictly not permitted.

Any chemicals used shall not cause harm to the environment and the immediate habitat.

10. Use of Equipment – tools and machinery

Tools, machinery and equipment to be used are to be supplied by the contractor at the contractor's cost unless otherwise specified or agreed by the Club dept-in-charge. Such devices shall be of sound construction and where appropriate certified by a competent or authorised person.

Mobile equipment shall similarly meet the same standard. Storage of such equipment shall be agreed upon with the Club dept-in-charge.

11. Lockout Tagout

Lockout tagout procedures shall be implemented for activities such as inspection, cleaning, repair or maintenance of any plant, machinery, equipment or electrical installation which involves a hazardous energy source that if inadvertently activated or energised, can cause bodily injury to any person.



Hazardous energy sources may include electrical, mechanical, pneumatic, hydraulic, chemical, thermal, stored energy, etc.

12. Electricity Works

All A&A works shall use Socket Outlet Assembly for power distribution. Waterproof industrial plugs shall be used if there is possibility of water contact including any outdoor situations.

Multiplugs are not allowed.

All common three pin plugs shall be protected with an earth leakage trip connector i.e. Ground Fault Circuit Interrupter (GFCI), when used internally. All plugs, sockets and cables must be in good condition and shall where appropriate have the Safety Mark issued by Spring (or any relevant authority that may succeed Spring in the future). Daisy chain connection is not allowed.

13. Noise

The contractor shall take all reasonable steps to minimise noise at the worksite, including the use of noise suppression equipment or apparatus.

All noisy works should be conducted after office hours where possible. If such works are unavoidable, then prior notice shall be served to immediate occupants within the vicinity informing them of such works.

14. Pedestrians

Contractors shall ensure all works done are well barricaded with warning signs and will not cause risk to pedestrians. Ensure good housekeeping and do not leave equipment, cables, ladders etc. on the walkways. Care should also be taken when carrying, moving or storing objects and equipment which may accidentally strike pedestrians.

15. Disposal of Waste

Contractors shall remove debris created at the worksite at their own cost. Contractors are not to dispose of any chemicals or building debris into STC bins used for common waste.

No waste whatsoever shall be disposed of into sewers, toilets or any open drains.

16. Emergency Management

The contractor shall also provide emergency rescue plans for the works undertaken. This includes, but is not limited to, provision of fire watch, rescue from work at height or rescue from confined space. In addition, the Club dept-in-charge should also inform contractors of the nearest emergency exits and the assembly points for emergency evacuation, which the contractors must take note and ensure dissemination of to the contractor's appropriate personnel/workers on site.



17. Fire

Contractor shall take reasonable care to prevent any ignition sources coming in contact with any combustible or flammable substances, If there are combustible materials present, contractor shall provide adequate fire extinguishers—at every 10 meters of the worksite.

18. First-Aid

The contractor is responsible for providing first-aid at the worksite for his workers and subcontractors and must ensure there are at all times personnel/workers present who are trained to administer the same as well as adequate first aid supplies. If immediate medical assistance is required for emergency situations, then Singapore Civil Defence Force (SCDF) should be called. The contractor should inform Security Command Centre (SCC) at 6879 1515 so that the security staff can assist to guide the ambulance to the correct location.

19. Adverse Climatic Condition- Managing Heat Stress and Lightning

Contractors must ensure workers are protected against working in adverse climate conditions which includes managing heat stress in hot conditions and lightning in rainy conditions.

20. Injury and Accident Reporting

Any dangerous occurrence, incidents and accidents must be reported to the Club dept-in-charge who in turn will notify TSD. *i-reporting* to Ministry of Manpower if required shall be done by the contractor with copies of the report given to TSD.

21. Conduct, Dressing, Language, Behaviour

Contractors and their employees are required to maintain a neat and tidy appearance. Singlets and shorts are not permitted. T-shirt with logo or prints that could offend or are discriminatory in any way are also not allowed.

Contractors and their employees should not use any, or display, do or commit any behaviour or action that could be viewed as offensive. Contractors are also reminded to be sensitive of religion, language or beliefs in dressing and manner.

22. Alcohol and Substance Misuse

The consumption or coming under the influence of controlled substances (including drugs and alcohol) is strictly not allowed. No worker shall be permitted to work while his / her ability or alertness is impaired by fatigue, illness, medication, or consumption of alcohol.

23. Littering & Housekeeping

Contractors are reminded not to litter. Housekeeping must be maintained throughout the work – blockage shall be removed from emergency escape routes to ensure safe access at all times.



24. Airborne Dust

Any dispersion of fine particulates and dust shall be confined in the work area by suitable engineering methods such as local extraction.

25. Completed Contract Work

Upon completion of the work, the contractor will carry out a joint inspection with the Club dept-in-charge. The worksite shall be handed back free of hazards including the removal of waste and debris. Removal of waste is at the expense of the contractor and shall not be disposed of via the Club's waste management system unless with the agreement of the Club dept-in-charge.

26. Traffic (Use of Buggy and Vehicle)

When using the buggy, always be on the lookout for other buggies. Slow down when you see a buggy and maintain a safe travelling distance. Ensure that there are no more than four passengers at one time on a buggy.

All roads within the Club are subject to the Road Traffic Act. Speed limit within the Club is generally only 40kph. All speed limits within any built up area e.g. carpark is 15kph.

When you are travelling on a buggy / vehicle, always give way to horses and keep a safe distance from them at all times. Do not accelerate on slopes or uneven roads, always give ample time to halt.



Contractor's Safety Briefing Form

This is to be conducted by the Singapore Turf Club (the Club) dept.-in-charge of the contractor prior to work commencement on site.

The Club Dept.-in-charge

I declare that I have communicated the safety requirements as stipulated in the Singapore Turf Club's In-House Rules and Regulations (for the Contractor) and given a copy of the In-House Rules and Regulations to the contractor.

Any other specific requirements communicated to the contractor (if any):

Name: _____ Dept: _____

Signature: _____ Date: _____

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Contractor

I acknowledge that I have received a copy of the Singapore Turf Club's In-House Rules and Regulations (for the Contractor) and been briefed on the same. I shall communicate such requirements to my workers and subcontractors.

Declaration by: _____ Signature: _____
Name of Contractor Management Rep.

Company stamp: _____ Date: _____

