

ACP METAL FINISHING PTE LTD

ENVIRONMENTAL, HEALTH & SAFETY (EHS) RULES & REGULATIONS

IMPORTANT

It is the Supplier's / Contractor's responsibility to ensure its workers or agents understand and abide by all the contents of this EHS Rules and Regulations.

The Safety Officer or any EHS Committee Member has the right to **STOP** any work in progress if the Contractor is found not abiding to the EHS Rules and Regulations.

ACP disclaim any liability as a result of any accident or otherwise caused by the negligence of the Contractor within ACP premise. Any damage to ACP property due to Contractor's negligence, appropriate actions and claims will be taken against the said Contractor.

A) GENERAL REQUIREMENTS

1. All passageways and exits must be free from obstructions.
2. All firefighting equipment shall not be blocked or hidden at all times.
3. Keep workplace clean, tidy and dry.
4. All rubbish to be disposed promptly and properly at the end of each working day.
5. All tools, devices, safety protective equipment and scaffolding used must be approved by the relevant government authorities, where applicable. They are not allowed to emit any air, water and noise pollution as regulated by Singapore environmental regulations.
6. All work done in confined spaces must be verified safe by the Contractor and well ventilated before commencement of work. Any workers entering these areas must use safety belts anchored outside with another worker standby outside. No one is allowed to work alone.
7. All hot work to be carried out must first be approved by the Safety Officer in the Hot Work Permit Form.
8. Work areas are to be barricaded or marked with appropriate warning signages.
9. Contractor's workers are not allowed to operate ACP forklifts without permission.

10. Report to the ACP guard or the manager-in-charge of the project immediately, any accident in ACP premise.
11. The Contractor is prohibited from interfering with ACP's electrical, piping, cabling, fire detection, extinguishing and warning systems.
12. Conform to all current and applicable Environmental, Labour, Health and Safety laws and regulations of Singapore.

B) PERSONAL PROTECTIVE EQUIPMENT

No slippers/sandals are allowed in the factory premises. In work areas, workers are required to wear safety shoes.

1. For protection against flying chips, chemical splash and dust, use proper eye protection.
2. For protection against loud noise, wear ear piece
3. Any person working more than 3m above ground, or in danger of falling, must use a safety belt.

C) MATERIAL STORAGE AND HANDLING

1. Materials must not obstruct passage ways, fire extinguishers, hose reels, power switch board/room and emergency exits.
2. Storage areas must be cordoned off and marked with appropriate signages.
3. If the Contractor is bringing in any chemical or toxic substances, it must first be informed to the manager-in-charge of the project, through e-mail or a signed declaration. The MSDS must also be made available.
4. All chemicals must be appropriately contained and labelled. A secondary containment is needed.
5. The Contractor must ensure that its workers/agents handling chemicals are trained and certified appropriately for the task.
6. The Contractor is responsible to provide its own chemical spill kit. If there is any chemical spill, the contractor must contain the spill immediately, and inform the Guard or the manager-in-charge.
7. Ensure chemicals and chemical tainted items are disposed in the toxic waste bin or disposed off by a licensed waste collector.

E) FIRE SAFETY

1. NO SMOKING is allowed in the factory except at the smoking area.
2. Only unmodified, approved and certified gas welding and cutting torches and equipment can be used.

F) ELECTRICAL SAFETY

1. Always keep electrical equipment and fittings properly maintained.
2. Only designated personnel shall install, replace or maintain any electrical equipment.
3. NO bare wires are allowed to be inserted into sockets for “temporary electricity supply”.
4. Ensure that all electrical appliances and plugs or sockets are dry before using and disconnected after using. In “wet” areas or outdoors, water-proof fittings must be used.
5. Do not use unapproved extension cords, add loads or multi-way sockets indiscriminately, to avoid overloading electrical circuits.

G) MACHINERY SAFETY

1. No machine shall be operated by contractors that are not designated or trained to operate.
2. No parts of the machines shall be dismantled, adjusted or repaired by any contractors unless they are designated to perform such an operation.
3. Machine guard shall be properly reinstalled immediately after repairs, adjustment and before test running.
4. ALL jobs done by contractors are deemed NOT completed if any part of the machine does not comply with any Workplace, Safety & Health Act and its supplements.

Updated on 17/7/2008