

**MEDIACORP OHS AND HOUSE RULES
FOR CONTRACTORS/SUPPLIERS**

Confidential

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OHS-PM-ATT-14.2

1.0 INTRODUCTION

This document "MEDIACORP OHS AND HOUSE RULES FOR CONTRACTORS/SUPPLIERS" serves as an Occupational Health and Safety ("OHS") and house rules for all contractors/suppliers working for MEDIACORP Pte. Ltd. and/or its subsidiaries ("MEDIACORP") at all MEDIACORP managed or controlled sites (including without limitation 1 Stars Avenue and any other site MEDIACORP has charge of for any period of time). The aim is to identify potential risks and hazards and to minimize incidents, dangerous occurrences, injuries, occupational diseases, environmental pollution, and damage to property or equipment, as well as to list out general house rules to be observed.

- 1.1 The term "Contractor/Supplier" shall mean the person or firm supplying goods and/or services to MEDIACORP. Where the context requires, the term "Contractor" shall include without limitation the Contractor's workers, sub-contractors, suppliers and agents.
- 1.2 These rules are by no means exhaustive and all Contractors shall comply with them and in addition they shall comply with all relevant laws and legislations such as the Workplace Safety and Health Act (Cap. 354A) and its regulations, the Environmental Protection and Management Act (Cap. 94A), etc.
- 1.3 Any queries should be referred to email address: OHSRULE@MEDIACORP.com.sg

2.0 GENERAL

Responsibility of Contractors

- 2.1 The Contractors shall be fully responsible for the behaviour of all their workers, subcontractors, suppliers, agents, etc.
- 2.2 The Contractors shall comply with and adhere to all MEDIACORP policies, rules and procedures (including without limitation these rules). All Contractors shall ensure that their workers and subcontractors are informed about the relevant risk assessment of work activities to be carried out for MEDIACORP and the respective safety work procedures or measures to mitigate or eliminate such risks. Where required by MEDIACORP, a copy of the safety briefing attendance record (with each individual worker's name and signature) shall be provided to MEDIACORP before start of work. Contractors are also required to submit safety briefing attendance records for subsequent or new workers on the project.
- 2.3 Any worker who does not comply with MEDIACORP rules is liable to dismissal or immediate removal from the workplace. MEDIACORP reserves the right to bar such worker from coming into the workplace indefinitely.
- 2.4 Contractors shall be solely responsible for any accident /incident resulting from the infringement of any MEDIACORP rule.

- 2.5 Contractors shall ensure that the following information and /or reports are provided to MEDIACORP as may be required by MEDIACORP from time to time:
- a. Administrative controls or operating procedures in place including safe work procedures in respect of the work the Contractors are going to perform or provide to MEDIACORP;
 - b. Work risks assessment report in relation to the safety and health risks posed to any person who may be affected by the work the Contractors are going to perform or provide to MEDIACORP, which shall include evaluation of the probability and consequences of risks arising from exposure to identified hazards and determining appropriate measures for risk control. All work risks assessment shall be in accordance with the Workplace Safety and Health Act (Cap. 354A) and all regulations thereunder, and shall be subject to the approval of a workplace safety and health officer and/or MEDIACORP;
 - c. Incident reporting system;
 - d. Provisions made for environment protection; and
 - e. Certificates/documents showing the training/qualification of the workers.
- 2.6 For the avoidance of doubt, the Contractors shall take all measures as is reasonably practicable to ensure the safety and health of all persons who may be affected by the work, which shall include providing and maintaining a work environment which is safe, without risk to health, and adequate as regards facilities and arrangements for the workers' welfare, ensuring that adequate safety measures are taken, ensuring that the workers and other affected persons are not exposed to hazards, developing and implementing procedures for dealing with emergencies that may arise, and ensuring that all workers have adequate instruction, information, training and supervision as is necessary for them to perform the work.
- 2.7 Contractors shall ensure that all workers are free from any and all contagious, infectious or communicable illnesses or diseases which will pose health risks or risks of transmission to another person, and he/she shall not wilfully or recklessly do any act which endangers his/her safety and health or that of another person. Contractors are not to report to work if having a fever. Any Contractor found to be feverish or unwell shall be sent away immediately from MEDIACORP. Any Contractor found or suspected to be afflicted with or exposed to any contagious, infectious or communicable illnesses or diseases, shall be required to leave the premises forthwith and shall not be allowed re-entry until he/she is no longer infected or liable to transmit the disease, or if afflicted with a chronic infectious disease, poses little risk of transmission with all reasonable precautions taken. All Contractors shall cooperate and give all information as required by MEDIACORP in relation to the foregoing.
- 2.8 Use of toilets and showers
- a) Muddy boots are not allowed in the toilets or showers.
 - b) Contractors shall not dirty the toilets and showers or the work site.
- 2.9 Consumption of Food and Beverages
- a) All Contractors shall be properly attired when consuming food at the MEDIACORP canteen;
 - b) No consumption of alcohol is allowed on MEDIACORP's premises.

- 2.10 Vehicular parking provisions and site access
- a) Contractor's vehicles shall be parked at the allocated/ designated car parking lots;
 - b) Contractors are to access the work site via the car park stated above or any other route as may be instructed by MEDIACORP.
- 2.11 No Smoking is allowed within the premises of MEDIACORP, except within designated areas.
- 2.12 Working Hours
- a) Official working hours are from 8.30am to 6.00pm, Mondays to Fridays.
 - b) Any work to be carried out during non-official working hours or on public holidays shall be subject to MEDIACORP's prior written approval.
- 2.13 As Mediacorp Campus (MC) is a critical installation and Bukit Batok Transmission Centre (BBTC) is gazetted as Protected Places under the Protected Areas and Protected Places Act (Cap. 256), all Contractors required to carry out works at these places shall ensure that they are duly registered at the Security Reception and shall submit their names and their identification documents e.g. NRIC, and work permit for security clearance. All Contractors shall display their security passes prominently at all times whenever they are in MEDIACORP premises and shall produce their security pass and/or any other identification documents on demand by MEDIACORP security officers, who are authorized to act on MEDIACORP's behalf against any behaviour or action deemed to be in breach of MEDIACORP rules and policies. All Contractors and their vehicles, equipment, personal effects etc may be subject to routine security checks by MEDIACORP's security personnel.

3.0 PERMIT-TO-WORK (PTW) SYSTEM

- 3.1 For any projects conducted within MEDIACORP premises, the requisite approvals/ permits shall be obtained for the following work activities prior to any commencement of Work:
- a) Construction or renovation activities, including demolition work, excavation and trenching work in tunnel / hole in ground exceeding 1.5m depth, piling work, internal renovation activities like partitioning, ceiling construction, etc;
 - b) Work involving entry into Confined Spaces;
 - c) Electrical work including wiring of power, telecommunication, computer or broadcast cables, and radio frequency systems;
 - d) Deployment of chemicals in carrying out the work or activities which will create odour/smell;
 - e) Deployment of pneumatic / hydraulic equipment (e.g. lifting operation involving tower, mobile, crawler crane);
 - f) Work conducted at height or in / on place (by way of example and not of limitation, on scaffold, on roof top or on a tower, etc) where a person could fall; and
 - g) Hot Work.
- 3.2 Contractors carrying out any of the above works shall complete a Permit-To-Work form and Risk Assessment Form in such formats as may be specified by MEDIACORP from time to time and submit to MEDIACORP for approval at least one (1) week before the planned date of commencement of work.

4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

4.1 Appropriate PPE must be worn at all times during work. PPE requirement when working in MEDIACORP site(s) include, where appropriate, the following:

- a) Safety shoes;
- b) Safety helmet;
- c) Safety Belt/harness;
- d) Safety spectacles or goggle;
- e) Gloves; and
- f) Ear plug or Ear muff, etc.

5.0 HOT WORK

5.1 The Contractors shall not carry out hot work without the prior written approval by MEDIACORP. Hot work permit must be displayed on site and safe work procedures must be adopted.

5.2 All flammable/combustible compounds are to be cleared away from the workplace area. No Contractors are allowed to store chemicals on the site without prior written approval from MEDIACORP.

5.3 No hot work is allowed in any confined space (as defined in the regulations) without prior written approval from MEDIACORP.

6.0 CONFINED SPACE

6.1 The contractor shall provide competent confined space workers, as required by the Workplace Safety and Health (Confined Spaces) Regulation, prior to entry into confined space. The confined space Safety assessor shall be provided at the sole cost and expense of the Contractor and shall obtain approval from MEDIACORP.

6.2 The Contractors shall provide a confined space safety assessor and/or workplace safety and health officer to conduct gas checks and to monitor the Confined Space condition as may be required by the statutory regulations.

7.0 ELECTRICAL

7.1 The Contractors shall employ only competent persons to take charge of all electrical works. Such installations shall be provided with earth leakage circuit breakers (ELCB) or residual current devices (RCDs) and be maintained in good and safe working order at all times.

7.2 All electrical installations shall comply with the requirements of the law and regulations, including any codes of practices or guidelines issued by the relevant authorities.

7.3 Contractors are not allowed to tap power from any of MEDIACORP power points without seeking MEDIACORP's prior written approval. Where the Contractors are permitted to set up a temporary Distribution Board for the works, the Contractors shall ensure that ELCB is incorporated to prevent any tripping of MEDIACORP power supply.

8.0 CHEMICALS

8.1 The Contractors shall ensure Safety Data Sheet (SDS) of any chemical used or handled by their workers is available and shall brief all workers on the hazards, safety and health precautions. A copy of the SDS must be displayed at site where the chemical is used, together with the work permit. The Contractors shall appoint a qualified person in handling the chemical and ensure its safe storage. Proper respiratory protection must be used if the chemical is hazardous.

8.2 SDS shall be given to MEDIACORP where chemicals are used in the work or if the work sites are in close proximity of places where chemicals are kept.

8.3 No chemical shall be used in the work sites unless prior written permission has been given by MEDIACORP.

9.0 NOISE

9.1 The Contractors shall ensure that their workers are not exposed to excessive noise (85dBA and above). Contractors shall provide appropriate and well-maintained hearing protection such as ear-plugs or ear muffs and ensure that their workers use the hearing protection properly.

9.2 Contractors shall engage a competent person to provide technical advice when first surveying the work site to assess the need of hearing protection prior to the commencement of the work.

9.3 In the event the noise affects or interferes with, or will affect or interferes with, MEDIACORP's operations e.g. recordings or "live" transmissions, all activities that produce the noise must be stopped at MEDIACORP's direction. Continuation of work is subject to MEDIACORP's prior written approval.

10.0 WORKING AT HEIGHT

10.1 When Contractors are required to work at a height of 2 meters or more from the ground level, there must be secured handholds and footholds installed for them to work at height.

10.2 If secured handholds and footholds are not available and difficult or impractical to provide, temporary platforms such as scaffolds shall be erected to provide sufficient fall protection. Equipment such as safety harness must be properly worn by the Contractors and in addition, the following shall be complied with:

- a. There shall be sufficient and secured anchorage, by means of lifeline or otherwise for safety harness; and
 - b. The anchorage shall not be lower than the level of the working position of the person wearing the safety harness.
- 10.3 The personal fall protection system in use must be properly maintained and checked prior to use. Appropriate and proper signage to alert all workers shall be on display.
- 10.4 The risk of work at height and the above measures shall be assessed by the Contractor's supervisor, and the appropriate safety measures shall be complied with.
- 10.5 If the Contractors are required to access the roof, clearance must be obtained prior to starting work on the roof. The Contractors must ensure that any brittle or fragile areas are identified and the stability of the structure and soundness of the roof is assessed as part of the risk management process before roofing work is carried out, and that all workers have safe access to the roof. The Contractors shall also ensure that the roof surface is protected against damage of the waterproofing membrane prior to commencing any work. Contractor must clear all the debris left over on the roof on the same day without fail.

11.0 SCAFFOLDS

- 11.1 The Contractors shall take responsibility and ensure that all scaffolds must be erected and dismantled by competent persons and inspected by Scaffold Supervisor (to be provided by the Contractors at their own costs and expense) to ensure that they are safe to use.
- 11.2 Scaffolds erected by Contractors for television/ radio production work shall be endorsed by certified Professional Engineers provided by the Contractors at their own costs and expense to ensure their structural safety.

12.0 REPORTING OF ACCIDENTS / DANGEROUS OCCURRENCE:

- 12.1 The Contractors shall report to MEDIACORP immediately any and all accidents, dangerous occurrences or occupational diseases, including but not limited to those that do not involve injuries to person. The Contractors shall also report the same to the Ministry of Manpower the Commissioner for Workplace Safety and Health or any other appropriate authority as required by the laws and regulations of Singapore.
- 12.2 All accidents and incidents shall be reported to Contractors' supervisor immediately for prompt follow up. The Contractors shall submit written incident reports in the form requested by MEDIACORP as may be required by MEDIACORP.
- 12.3 The Contractors shall observe and comply with the site emergency evacuation procedures of MEDIACORP or procedures relevant to the work site.

13.0 EQUIPMENT & MACHINERY

- 13.1 The Contractors shall ensure that where required under the respective laws and regulations, all equipment (such as Lifting Equipment and Pressure Vessels and machinery) must be inspected or examined by MOM Competent Person before use.

14.0 LIFTING OPERATION

- 14.1 All lifting operations which involve mobile, crawler or tower cranes must be operated in teams including signalman, rigger and lifting supervisor.
- 14.2 Lifting operation which involves a lorry crane must have lifting supervisor to ensure safe operation.

15.0 ENVIRONMENT

15.1 No Spillage of Oil or Chemical to Land

- 15.1.1 The Contractors shall ensure that there is no spillage of oil or chemical to land in any workplace or MEDIACORP sites or assigned workshop. All oil or chemical containers shall be stored in impermeable concrete bounded storage areas.
- 15.1.2 All equipment powered by internal combustion engines, which may spill oil onto land at site or workshop, shall be accompanied by a properly deployed drip tray.

15.2 No Discharge of Oil or Chemical to Drain

- 15.2.1 The Contractors shall ensure that there is no discharge of oil or chemical to drain in MEDIACORP sites. Where accidental spillage or discharge occurs, MEDIACORP shall be notified immediately.

15.3 No Emission of Chemical to Air

- 15.3.1 No discharge of chemical gases to air is permitted in the workplace or MEDIACORP site. All chemical gases shall be retrieved into appropriate container for proper disposal.

15.4 Proper Waste Handling

- 15.4.1 All industrial wastes shall be properly handled, segregated to facilitate proper disposal.
- 15.4.2 Where the Contractor is unsure of the nature of the waste and means of disposal, advice and instructions shall be sought from MEDIACORP.
- 15.4.3 All waste or debris shall be disposed of the workplace or MEDIACORP site. Upon completion of the work, the Contractor shall ensure that the work area is kept clean. All debris from the construction must be properly disposed of out of the work site. All construction related debris must be cleared by the Contractor in the manner as may be approved by MEDIACORP.
- 15.4.4 All work sites must be kept neat, tidy and free of any pest infestation.

16.0 COMMENCEMENT OF WORK

16.1 No work shall commence prior to the acknowledgement and acceptance of these "OHS and House Rules for Contractors/Suppliers" by the Contractors and receipt of the same by MEDIACORP. Where activities fall under the Permit-To-Work (PTW) system specified in section 3.0, Contractors must obtain all approvals required and display the validly endorsed PTW form at the work site at ALL times before the start of work and during work-in-progress.

17.0 ACKNOWLEDGEMENT AND ACCEPTANCE

17.1 The Contractor is required to acknowledge receipt and acceptance of this OHS and House Rules for Contractors/ Suppliers. The acknowledgement copy must be duly signed and returned to the MEDIACORP. Any non-compliance with the above rules may result in eviction from the premises and/or suspension or termination of the supply of goods and/or services to MEDIACORP without any liability on MEDIACORP's part.

ACCEPTANCE AND ACKNOWLEDGEMENT

To: MEDIACORP

RE: MEDIACORP OHS AND HOUSE RULES FOR CONTRACTORS/SUPPLIERS

I/We _____ acknowledge receipt of the "MEDIACORP OHS AND HOUSE RULES FOR CONTRACTORS/SUPPLIERS". I/We confirm that I/We have read and understood this document and agree to ensure compliance with the above at all times.

Authorized Signatory of Contractor

Company Stamp

Name : _____

Date: _____

Designation: _____

Appendix A

SUPPLIER / CONTRACTOR 'PRE_QUALIFICATION' EVALUATION FORM

Section A : To be completed by Supplier / Contractor (complete all fields)

Service Location			
Type of Contract / Service			
Applicable Contract / Service Period			
Name of Supplier / Contractor 's company			
Address :			Postal Code:
Contact Person :		Contact no.	
S/No	Other Information	Yes/No	If yes, Provide a copy of certificate or other document. If no, any <u>intention</u> and/or when?
1.	ISO 45001 certified, or equivalent, please specify		
2.	bizSafe Certified, indicate level:		If No, proceed to question 3
3.	Any Risk Assessment established according to approved methodology eg. MOM matrix		Please provide a sample of RA
4.	Any past incidents reported to MOM over the last 6 months? a. If yes, please state the number: b. Has the corrective action implemented?		
5.	Any MOH or MOM fine related to WSH received from local Authorities for the last one (1) year? a. If yes, please state the Authority involved: b. Has the situation resolved?		

Name of Supplier / Contractor (Signature, Date and Company Stamp required)

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Section B : To be completed by Mediacorp (Project Coordinator / RA leader)

Assessment and additional Comment

Name of Mediacorp Evaluator: _____ Dept : _____

Designation : _____

Date : _____

Appendix B



OCCUPATIONAL HEALTH & SAFETY

C **COMPLYING**
with applicable legislation and other requirements that the organisation subscribes and committed to addressing terror threat at our workplace;

A **ADOPTING**
the best practices and continually improving the occupational health and safety record by preventing injury and ill health;

R **REDUCING**
workplace risks by eliminating OH&S hazards; and

e **ENGAGING**
staff and business partners through education, consultation and participation.


Barry See
OHS Chairman
1 Nov 2019

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