

Health & Safety Regulations

22 - 27 July 2023



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1 HEALTH & SAFETY POLICY STATEMENT

WorldSkills ASEAN Singapore 2023 is committed to ensure the health and safety of everyone involved.

All parties including Competitors, Workshop Managers, Experts and Technical Delegates, share the responsibility of creating a safe environment for this prestigious competition.

To achieve this goal, due diligence must be exercised by all parties to comply with the health and safety requirements of WorldSkills ASEAN Singapore and Singapore's Workplace Safety and Health (WSH) Act¹.

The Risk Management Taskforce, Workshop Managers & Workshop Manager Assistants and Experts must exercise due diligence to:

- a) Carry out risk management by identifying hazards, minimising risks and implementing control measures.
- b) Provide and maintain a safe and healthy working environment.
- c) Report and investigate incidents to determine the causes and take appropriate actions to prevent recurrences.

Competitors share the responsibility to identify hazards, minimise risk and report unsafe practices to the Workshop Managers & Workshop Manager Assistants for actions to be taken.

Safety is paramount and all incidents are preventable. With everyone's support and co-operation, we can look forward to a safe and successful event.

2 ORGANISATIONAL STRUCTURE

Below are the tasks and duties of the WorldSkills ASEAN Singapore 2023 officials:

2.1 Chairperson

- a) Provide organisational guidelines and ensure safety of the event.

2.2 Technical Delegates

- a) Provide guidelines and regulations to ensure safety of the event.
- b) Ensure the event complies with the Health & Safety (H&S) regulations.

2.3 Risk Management Taskforce

- a) Provide guidance to Workshop Managers to conduct risk assessments.
- b) Conduct pre-event safety inspections and enforce remedial actions.
- c) Conduct safety checks to ensure compliance before and during the event.
- d) Conduct safety briefings for Workshop Managers.
- e) Provide support to facilitate incident investigations.

2.4 Workshop Managers & Workshop Manager Assistants

- a) Conduct risk assessments.
- b) Disseminate safety and emergency information related to evacuation routes, Personal Protective Equipment (PPE) and hazard signages at the competition areas.
- c) Maintain good housekeeping throughout the competition.
- d) Conduct risk checks and ensure safety control measures are implemented.
- e) Conduct briefings on H&S regulations and emergency response procedures to competitors before the competition and whenever necessary.
- f) Ensure that competitors comply with the H&S regulations especially on the use of PPE.
- g) Conduct safety checks before the start of the competition each day.
- h) Rectify any unsafe conditions/acts before allowing activities to proceed.
- i) Report, attend to and investigate incidents that occur during the competition.

¹ Singapore's Workplace Safety and Health (WSH) Act: <https://sso.agc.gov.sg/Act/WSHA2006>

2.5 Experts

- a) Provide H&S instructions and guidance to Competitors if required.
- b) Ensure that Competitors comply with the H&S regulations and skill-specific procedures.
- c) Ensure that Competitors who use dangerous substances register and obtain daily approval from the WorldSkills ASEAN Singapore 2023 organiser.
- d) Rectify all unsafe conditions/acts by the Competitors.
- e) Verify that all tools used by Competitors comply with the H&S regulations.

3 HEALTH & SAFETY RULES AND REGULATIONS

The following H&S rules and regulations have been developed to create a safe and conducive environment for Competitors, Workshop Managers, Experts and Technical Delegates.

- a) Obey the H&S rules and regulations in this sections and Singapore's Workplace Safety and Health (WSH) Act regulations (<https://sso.agc.gov.sg/Act/WSHA2006>).
- b) Wear appropriate PPE as specified with no exception.
- c) Avoid risky behaviour such as scuffling, horseplay and pranks which may lead to incidents.
- d) Do not consume or possess drugs, alcohol and other intoxicants. Those who require prescribed medication such as insulin and aspirin, must notify the Chief Expert (CE) of the competition.
- e) Ensure that the workstations are kept tidy and safe for work.
- f) Dispose of harmful waste at designated places.
- g) Alert Experts/Workshop Managers to any unsafe conditions or acts.
- h) Stop work immediately in the event of machine/system faults and report to the Experts/Workshop Managers. Work can only be resumed when the issues are resolved and permission is given by the CE.
- i) Report all incidents to Risk Management Taskforce/ WorldSkills ASEAN Singapore 2023 organiser for follow-up investigations.
- j) If any Competitor handles any equipment/materials/tools in an unsafe manner, any Expert, Workshop Manager or Workshop Manager Assistant has the right to stop the Competitor(s) immediately. The Jury Panel has the right to issue warnings and/or disqualify the Competitor(s) involved.

In addition, all equipment must comply with the following regulations:

- a) All electrical equipment and tools must bear certification marks from their countries of origin or international marks approved by those countries. (See Section 8 for Appendix 1 -List of safety marks)
- b) All tools and equipment must meet minimum requirements of technical specifications and relevant to Competitors' competition skill areas. A team of Experts will conduct a daily inspection of the tools.
- c) All fixed and mobile electrical systems and equipment must be tested according to the electrical/technical regulations, issued with a test seal and documented by means of a test report. Any unauthorised electrical equipment will be removed.
- d) Only chemical or dangerous substances that have been approved by the Jury Panel can be used.
- e) Safety measures must be approved and put in place for all processes involving compressed gas, chemicals, heat and dust.

4 PERSONAL PROTECTIVE EQUIPMENT

Participating countries are responsible for providing their delegates with the appropriate PPE.

Competitors are expected to be familiar with the PPE requirements prescribed under:

- a) Technical descriptions & skill-specific safety instructions
- b) Profession-specific H&S requirements
- c) Statutory requirements currently applicable in Singapore





Competitors, Workshop Managers and Experts may be required to use the various types of PPE which include:

- a) Safety shoes
- b) Safety eyewear
- c) Hearing protection devices
- d) Long pants/ long-sleeved shirts
- e) Skill-specific PPE (see below Personal Protective Equipment for Different Risks)

Proper work attire and shoes are to be worn in the competition areas at all times. No sandals or high heels are allowed. For specific skill areas, no necklaces, earrings, rings and wristwatches are allowed.

Personal Protective Equipment for Different Risks

The following forms of Personal Protective Equipment (PPE) are essential to mitigate risks arising from mechanical, electrical, chemical, thermal, optical and environmental hazards:

	<p>Head and hair</p> <p>Hazards: Falling/flying objects and entanglement.</p> <p>PPE: Protective headgear and bump caps.</p>
	<p>Respiratory</p> <p>Hazards: Hazardous gases, vapours, mists and dust.</p> <p>PPE: Face masks, dust masks and paint masks.</p>
	<p>Face/eyes</p> <p>Hazards: Flying debris, laser emission, corrosive substances and hot gas/steam.</p> <p>PPE: Protective glasses and face shields.</p>
	<p>Ears</p> <p>Hazards: High-pitched/prolonged noises.</p> <p>PPE: Earmuffs and earplugs.</p>



Hands and arms

Hazards: Sharp edges, unprotected moving objects, electrostatic discharge, hot/cold objects/surfaces and corrosive substances.

PPE: Protective gloves.

Note: Gloves are strictly prohibited when working with rotating machines such as drills, circular saws and lathes.



Body



Hazards: Sharp edges, unprotected moving objects, hot/cold objects/surfaces and corrosive substances.

PPE: Overalls, aprons and fire-resistant protective clothing.

Note: When working with rotating machines, appropriate clothing must be worn to avoid being dragged into the equipment.

Feet and legs



Hazards: Sharp edges, unprotected moving objects, hot/cold objects/surfaces, corrosive substances, slippery floors and physical obstructions.

PPE: Safety-toed, anti-slip, waterproof safety shoes or boots.

5 HEALTH & SAFETY ORIENTATION GUIDELINES

Workshop Managers and Experts will be assisted by the Risk Management Taskforce to carry out the following duties:

- a) Identify existing and potential health and safety risks throughout the competition.
- b) Communicate information on risks and control measures.
- c) Proactively eliminate or minimise risks.

The Workshop Managers must conduct a H&S briefing on the following points to the competitors and Jury Panel.

- a) PPE required in and around competition areas.
- b) Emergency measures and responses as listed in Section 7.

c) Responsibilities of Competitors:

- To act safely to ensure the H&S of themselves and others.
- To comply with H&S rules listed in this handbook.
- To clarify any unclear safety issues they may encounter.
- To report to Experts/Workshop Managers any unsafe activities or conditions.

6 HEALTH & SAFETY INSPECTIONS

- a) Workshop Managers shall carry out safety checks on facilities/equipment/tools/procedures to ensure all risk control measures are in place.
- b) Risk Management Taskforce shall carry out inspections before the competition can commence.
- c) All Experts and WMs are expected to continuously monitor for unsafe acts or conditions and control the identified risks immediately.
- d) RM Taskforce shall carry out daily spot checks to ensure that all risk control measures continue to be in place and take remedial actions for identified risks immediately.
- e) Prior to the start of the competition each day, it is the responsibility of the Workshop Managers to verify that all control measures are still in place.

7 EMERGENCY MEASURES

7.1 Emergency facilities and arrangements

Competitors, Workshop Managers and Experts must be aware of the following emergency facilities and arrangements:

- First aid stations and equipment
- Fire extinguishers/call points
- Skill-specific emergency equipment
- Emergency evacuation routes and assembly areas
- Emergency telephone numbers

7.2 Emergency response plans

a) Medical emergencies

- For minor injuries such as small cuts and bruises, the Chief Expert, Deputy Chief Expert or Workshop Managers will provide first aid within the competition area. If necessary, Ops in-charge may accompany the injured individual to the first aid station for further treatment.
- For more severe injuries, Workshop Managers/First Aiders are to activate ambulance and to inform standby paramedics immediately (Tel +65 8680 0195) in order to dispatch the injured to the hospital, where necessary.
- Team Leader shall accompany the injured Competitor to hospital and inform Next-of-Kin, where necessary.

b) Emergency evacuations
Suntec Singapore, the venue provider, has established the emergency procedures, evacuation routes and assembly areas. In the event of an emergency, Suntec Singapore shall manage the evacuation.

c) Fire

- On discovering a fire, break the glass of the nearest call point and firmly press the alarm button.
- Inform Suntec Singapore Emergency Hotline: +65 8183 8096 (mobile).
- Attempt to put out the fire only if you feel safe and confident to do so.
- All Competitors and Delegates are responsible for their own safety.

7.3 Incident reporting






a) In the event of an accident, it is important to report it promptly to the Workshop Manager, Chief Expert or Deputy Chief Expert. These individuals will then relay the information to the Operation Room for appropriate action.

b) The Workshop Manager or Chief Expert will take immediate actions to secure the accident site and remove any hazards from the competition environment. They will then assess the situation and take necessary steps to prevent further harm or injury such as sealing off the accident site.

c) If the accident involves Competitors, the Chief Expert, the Team Leader and Expert(s) of the Competitor(s) country/countries must also be informed immediately.

8 APPENDIX 1

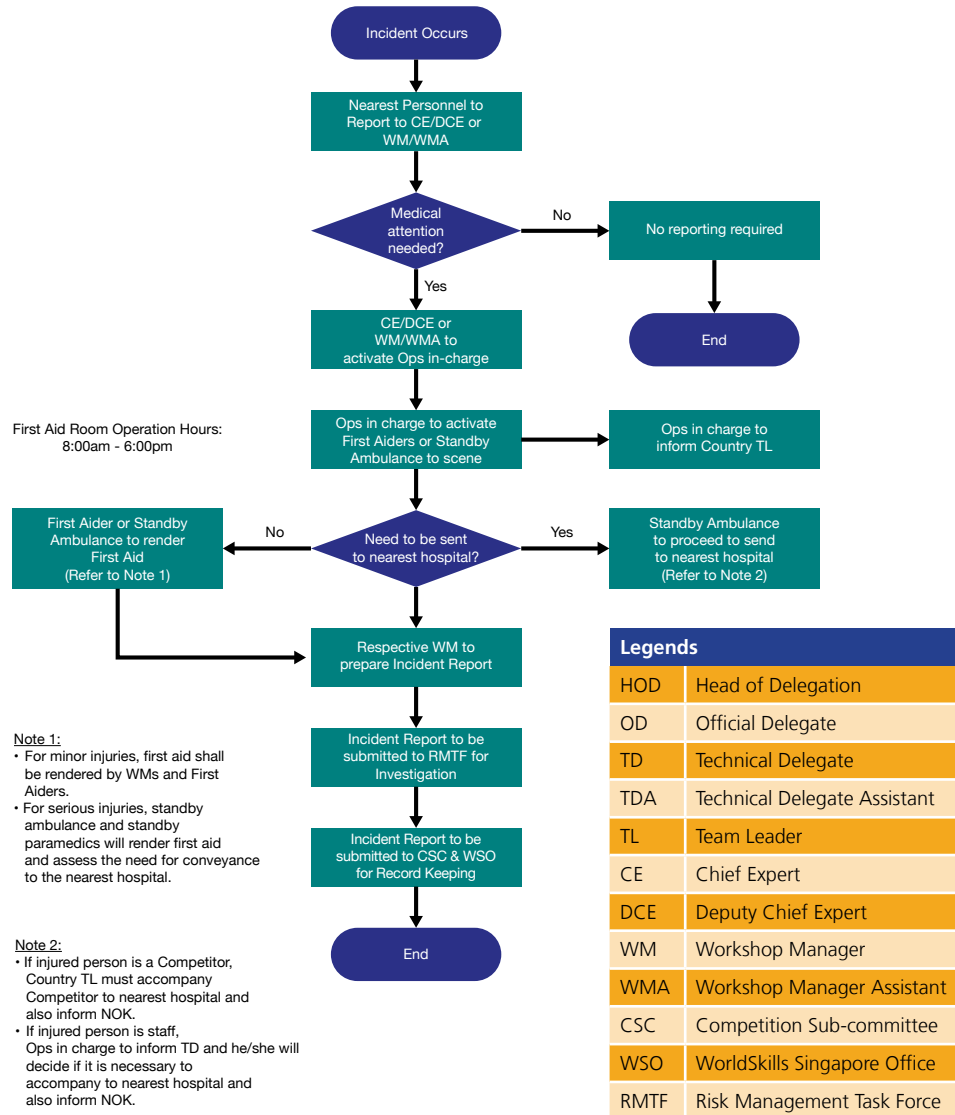
List of Safety Marks

MARK	DESCRIPTION	COUNTRY
	The mandatory European product mark for access to EU/EEA countries as well as some of the EU accession countries in Eastern Europe, which is required by EU Directives and the associated national requirements.	Europe
	The marks along with the compliance Certification (cc) number indicate that a product is in compliance with the requirements of the energy efficiency and electrical safety standards for the U.S. Mark. (The Compliance Certification (cc) number is obtained from the U.S. Department of Energy.	USA
	The CSA Mark may appear alone or with indicators. If it appears alone, it means that the product is certified for the Canadian market to the applicable Canadian standards.	Canada
	Products must conform to safety requirements according to standards stipulated by the Department of Electrical Services (DES, Prime Minister Office) under the Electricity Act.	Brunei Darussalam
	The Institute of Standards of Cambodia (ISC) Product Certification Scheme provides rules for a third-party certification system of conformity assessment through testing and assessment of the factory quality management system. The scheme is mandatory for products covered under mandatory standards. Manufacturers are required to apply for a Product Registration License to affix the ISC mark on products.	Cambodia
	The Indonesia National Standards (SNI) Mark is a mandatory safety mark for regulated products. The safety mark is in compliance with Indonesia National Standards (SNI).	Indonesia

MARK	DESCRIPTION	COUNTRY
	The Department of Standardisation and Metrology in the Ministry of Science and Technology leads any electrical product certification based on international standards.	Laos
	The Electrical Supply Act 1990 requires manufacturers to apply for Certificate of Approval (COA) and affix the product with the Standard and Industrial Research Institute of Malaysia (SIRIM) Label or certification mark.	Malaysia
	The Electrical Inspection Department, Ministry of Industry, requires mandatory electrical products to be certified to relevant international standards such as the International Electrotechnical Commission (IEC).	Myanmar
	Manufacturers need to comply with mandatory requirements by obtaining the Philippine Standard (PS) Quality Certification Mark License or the Import Commodity Clearance (ICC) Certification Mark from the Bureau of Philippine Standards (BPS) (for imported products). Importers with PS certification need a Certificate of exemption for the ICC Mark. The safety mark is in compliance with Philippine National Standards (PNS).	Philippines
	Products deemed to be controlled goods are subject to mandatory registration with Enterprise Singapore under the Consumer Protection (Safety Requirements) Regulations (CPSR) Scheme and must bear the Safety Mark. The safety mark is in compliance with Singapore Standards and/or International Electrotechnical Commission (IEC) standards.	Singapore
	Products regulated under the Industrial Product Standards Act are required to be affixed with the Thai Industrial Standards (TIS) Mark. Products under the mandatory list need to comply with product safety standards and factory quality control system requirements before the mandatory TIS Mark can be affixed. The safety mark is in compliance with TIS standards.	Thailand
	Regulated products that are locally manufactured require mandatory certification and affixed with the Vietnam Certification Centre (QUACERT) quality mark. The safety mark is in compliance with Vietnam Standards (TCVN) and/or IEC standards.	Vietnam

9 APPENDIX 2

Incident Management Flowchart



List of Emergency Contacts	
Fire Department	995
Police	999
Operation Room No	+65 8680 0195
Suntec Emergency No	+65 8183 8096

Roles and Responsibilities

Workshop Manager:

- Rectify any unsafe conditions/acts before allowing the activities to proceed.
- Report, attend to and investigate incidents that occur during the competition.
- Inform Team Leader of any emergency.

Operations Room in-charge:

- Report, attend to and investigate incidents that occur during the competition.
- Liaise with external authorities (such as Police/Fire Dept/Suntec).

First Aider:

- Administering basic first aid treatment (not allowed to dispense oral medications).
- Activate the standby ambulance and paramedics team immediately in cases of serious injuries so that the casualties can be taken to the nearest hospital as soon as possible.
- If there is more than 1 case, calling 995 for Emergency Services.
- Informing the security post of the locations of person(s) who require medical attention if an ambulance is summoned.

ASEAN Team Leader:

- Be with your Competitor(s) or staff throughout the incidence.
- Accompany your Competitor(s) or staff to hospital where necessary.
- Take accountability for hospital or medical fees where necessary.
- Inform the HOD/OD/TD/TDA of any further developments.
- Contact your Competitors'/staff's next-of-kin where necessary.
- Arrange for emergency expatriation where necessary.
- Arrange for travel insurance claims after medical treatment.

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