

	Safety Violation Notice	Doc No: JPPL_EHS-19- 03-F-19	Revision No: 02	Effective Date: 15 September 2020
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### Safety Violation Notice

OMC Reference No \_\_\_\_\_ Date: \_\_\_\_\_

Name of company: \_\_\_\_\_

Address of company \_\_\_\_\_

THIS IS TO INFORM THAT YOUR COMPANY/WORKER HAVE CONTRAVENED WITH THE SAFETY RULES AND REGULATIONS BY COMMITTING THE FOLLOWING OFFENCE(S),

Date of Offence: \_\_\_\_\_

Time of Offence: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Offender: \_\_\_\_\_

Offender ID/WP: \_\_\_\_\_

Nature of offence: SHEMS 9, Annex 1 Clause ( \_\_\_\_\_ )

Repeat Offender:  YES  NO

ACKNOWLEDGEMENT BY THE IMMEDIATE SUPERVISOR / MANAGER OF THE OFFENDER.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Description of offence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We cannot tolerate such violations of SHES rules and regulations that may lead to injury to yourself and others. As such, disciplinary action will be taken against you/ your company,

- Warning ( An administration charges will be impose for repeated offence)
- Penalty ( An administration charges imposed on offender)
- Bar indefinitely from OMC

Issued By: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

All payment through **Cash or Cheque only**. Cheque payment shall be made payable to **JURONG PORT PTE LTD.**

Annex 1: In-house Administrative Charges for Safety Violations							
S/N	Description Of Offence	1 <sup>st</sup> Offence	Please select	2 <sup>nd</sup>	Please select	3 <sup>rd</sup>	Please select
		Charges (\$) / Action	✓	Charges (\$) / Action	✓	Charges (\$) / Action	✓
1	Failure to operate the machines / equipment safely or operating machines / equipment without the necessary qualifications.	400.00		Dismissal			
2	Failure to perform regular inspections and maintenance on machines and equipment.	100.00		200.00		300.00	
3	Failure to provide safe access for mobile machines and / or no segregation of machines from human traffic.	100.00		200.00		300.00	
4	Failure to adorn the necessary PPE or misuse the PPE provided.	50.00		100.00		200.00	
5	Willful damage to or abuse of safety devices or equipment.	50.00		100.00		200.00	
6	Failure to report incidents / accidents witnessed.	50.00		100.00		200.00	
7	Failure to conduct proper housekeeping or stack materials in an unsafe manner.	50.00		100.00		200.00	
8	Failure to return hazardous chemicals to the designated store after usage.	50.00		100.00		200.00	
9	Smoking at prohibited or non-authorized places.	50.00		100.00		200.00	
10	Horseplay whilst at work.	50.00		100.00		200.00	
11	Failure to comply with instructions issued by the Supervisor or Safety Dept.	100.00		200.00		400.00	
12	Failure to apply for PTWs where required.	400.00		Dismissal			
13	Endangering life and safety of himself / herself or other person by creating unsafe conditions or hazards, e.g. removing warning / safety sign, etc; and not following Safe Work Procedures.	200.00		500.00		Dismissal	
14	Carrying out works not according to OMC SWP.	100.00		200.00		400.00	