

# JP06-05 Guidelines for Safe Operations in Offshore Marine Centre

## Appendix A: OMC In-House Rules and Regulations and Administrative Charges for Safety Violations

### OMC IN-HOUSE RULES AND REGULATIONS

#### 1 Personal Protective Equipment (PPE)

- a) All PPE supplied shall as a minimum meet the standards set by the Offshore Marine Centre
- b) OMC and Contractor personnel shall, as a minimum, wear the following PPE, whilst on site:
  - Hard Hat
  - Safety Footwear
  - Long sleeve coveralls or equivalent and
  - Illum Vest or OMC Jacket with reflective vest
- c) In addition to the above, gloves shall be provided for each and every worker, to be worn as appropriate.
- d) Hand gloves must be worn by all workers on site, conducting physical work.
- e) Contractor shall ensure that his employees are provided with all necessary personal protective equipment free of charge and that his employees properly wear and store such equipment. The Contractor shall ensure that the personal protective equipment is properly maintained in good order and replaced at no charge when defective, or lost.
- f) Loose clothing will not be worn where it can contact or catch on energized conductors, moving parts, equipment, or other hazards of this type.
- g) Finger rings or necklaces and earrings (other than studs) are prohibited when there is a danger of catching them on moving parts. 1.9 Short pants are prohibited as outerwear during operations at the wharf or common areas.
- h) Head and Foot Protection
  - Hard hats protect heads from falling and flying objects. Hard hats are to be worn at all times in operational areas with the following exceptions:
    - Vehicle and equipment operators inside enclosed cabs
    - Lunch and break periods in specified areas, provided that no work is in progress in the immediate area

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- Offices and Rest Areas
- Hard hats are to be worn with the brim facing forward.
- i) All workers should wear safety boots and shall be fitted with an approved steel toe cap i.e. steel toe caps shall be internally fitted and meet the appropriate Singapore legislation.
- j) An exception to this requirement is made for office workers, working inside Central Operational Buildings. Office workers will be permitted to wear closed in footwear.
- k) Eye and Face Protection
  - Welding and other construction activities require special types of protection including in some cases, double protection (see above).
  - Safety glasses shall have approved side shields. (Flexible, Slip-on side shields are prohibited)

### EYE AND FACE PROTECTION

OPERATION	HAZARDS	REQUIRED PROTECTION*
Electric (Arc) Welding	Spark, Intense Rays, Molten Metal	Welding helmet with filtered lens (see Table Below for lens shade selection)
Soldering, Brazing, Cutting, Gas Welding	Sparks, Harmful Rays, Molten Metal, Flying Particles	Welding goggles with filtered lens (see Table Below for lens shade selection)
Chipping	Flying Particles	Dust goggles over clear lens
Grinding-Light	Flying Particles	Dust goggles and face shield
Grinding-Heavy	Flying Particles	Face shield over goggles with clear lens

- Welders will wear safety glasses while welding in addition to a welding hood.
  - Extra facial protection may also be required when handling products that may be corrosive or irritating to the eyes.
- i) **Respiratory Protection**
- Respiratory protection devices of the approved type will be made available and shall be worn by all employees when exposed to hazardous concentrations of toxic or noxious dust, fumes, mists, or gases, at the direction of the OMC WSH Department. Specific hazard analysis will be developed for these activities.

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- Respiratory protection equipment will be used, stored, and maintained in accordance with the manufacturer's requirements.
- Respiratory equipment will be selected on the basis of hazards to which the employee will be exposed.
- No employee can be assigned to work that requires the use of a respirator unless it has been determined that the employee is physically able to perform the work while using the designated equipment, with the exception of employees who voluntarily use filtering face pieces (dust masks).
- OMC and Contractors shall select, use and maintain the respiratory protective devices as recommended in Singapore Code of Practice, i.e. CP 74: Selection, Use and Maintenance of Respiratory Protective Devices.

### m) **Respiratory Hazards**

- Respiratory hazards may be present as:
  - Gases
  - Vapours
  - Fumes
  - Mist
  - Dusts

### n) **Specialized Protective Equipment**

- Life jackets (personal flotation devices) will be required to be worn by all personnel when working from a boat, over open water, or where the danger of drowning exists.
- Ring buoys will be made available for rescuers.
- Full body safety harnesses or other equally protective means shall be used for work that is performed two meters or greater above the working floor level.
- Life Jackets shall meet SOLAS standard

### o) **Safety Harness**

- Safety Harnesses shall be a full harness and shall be equipped with twin lanyards with single shock absorber and a scaffold hook on each lanyard. (Safety Harnesses shall be a full harness shoulder, chest and leg webbing).
- Harnesses and Inertia Reels Shall be to the BS, EN, DIN or ANSI standards.

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- Where the Contractor protects workers by the use of Safety Harnesses the Contractor will develop a rescue plan.
- Contractor shall ensure only trained and qualified personnel are allowed to wear safety harnesses.
- Safety harnesses must be maintained and regularly inspected at monthly intervals. A record of such inspection shall be kept by Contractor.
- Fall protection equipment must be worn when exposed to a fall from a height greater than 3m.
- When lanyards are not in use they must not be wrapped around the wearers body, they should be clipped into breakaway “parking points” retrofitted to the harness webbing and secured so that they do not create a tripping or snagging hazard.
- Contractor employees shall not remove a distance of more than 3m horizontally away from the inertia reel secure anchorage point. Shock absorber should not be used in conjunction with an inertia reel
- Twin lanyards shall not be joined ‘hook to hook’ around structures as an anchorage as the 100% fall protection fails when the hooks are disengaged.
- Fall protection devices such as safety harnesses / lanyards, etc. shall be inspected for damage and/or deterioration prior to use. Defective equipment shall be removed from service and destroyed by the Contractor or for OMC equipment, returned to the Safety Health & Environment (WSH) Department for assessment.

### 2 Traffic

- a) All vehicles must **not** be parked at common roads unless special permission is obtained from OMC WSH Department.
- b) Vehicles parked illegally will be **WHEEL CLAMPED** and a release fee of \$150 will be imposed where applicable.
- c) All vehicles should comply with the facilities speed limit which is 20km/h
- d) All traffic signs, and directions shall be complied at all times.

3 Smoking is strictly prohibited at OMC and allowed at designated areas only.

4 Consumption of prohibited substances are not allowed at all times.

5 Consumption of alcohol during operational hours are not allowed at all times.

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- 6 Sleeping or resting at the wharf area is strictly prohibited
- 7 Non – essential personnel are not allowed to loiter at the wharf area
- 8 Personnel are only allowed to embark /disembark from vessels using the designated embarkation/disembarkation point.( Gangway)
- 9 The prescribed working hours stated in the Ministry of Manpower regulations shall be complied with by all Resident contractors. (Not more than 12 hours)
- 10 The following activities are prohibited at all times;
  - Any works that falls under the ship building and ship repair regulations.
  - Disposal or discharging of waste into sea
  - Fishing and swimming
  - Diving operations (Approval must sought from OMC WSH Department)
- 11 For urgent repairs, servicing of vehicles, storage of ship stores i.e Dangerous Goods and Hazardous Materials and other materials, approval must be sought from and granted by the OMC WSH Department.
- 12 Only SCDF approved road tankers are allowed for re-fuelling of mobile cranes and generators. A Risk assessment of the re-fuelling activity must be submitted to OMC WSH Department prior to entry into OMC premises.
  - Strictly **NO** refuelling of vehicles on the common road.
- 13 Cargo transported on trailers must be properly stacked and lashed prior to any movement.
- 14 Drivers must engage vehicle handbrake and switch off their engines without removing the keys from the ignition when left unattended.
- 15 Tenants / Contractors involved in the transport, delivery of chemicals shall ensure that the Safety Data Sheet of the chemical is available on site.
- 16 OMC Rules and Regulations and Fine System
  - OMC Rules and Regulations shall be complied with; it is the duty of all OMC Visitors to read and understand the requirements.
  - The Rules and Regulations as well as the Fine System shall apply to all OMC Visitors.

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- OMC reserves the right to deter and restrict any person or company from entry or work in the premises in the event of a breach of the rules and regulations.

### 17 Risk Assessment

- Risk Assessments for all work activities (activities carried out by JP staff and JTC Term Contractors / Subcontractors engaged by OMC) must be conducted in advance and communicated to all person who are exposed to the risks.
- Risk Assessment must be carried out in compliance to the WSH (Risk Management) Regulations.
- A copy of the Risk Assessment must be made available and submitted to OMC WSH Department for review and retention purpose before commencement of any works.
- All works, regardless of weather it is carried out onshore or offshore (vessels berthed and engage works independently) must submit a Risk Assessment.

### 18 Training and Competency

- a) The following members must attend the MOM accredited training course and be certified competent before performing any operations.
  - Lifting Supervisor
  - Rigger & Signalman
  - Mobile Crane Operator ( Registered with MOM )
  - Safety Supervisor/ Coordinator and Registered safety officer.
  - Ship Repair Manager
  - Certified Welders
  - Hot Work Assessor.
  - Confine Space Supervisors/Assessors/Attendant
  - Work at height supervisor/assessor and managers.
  -
- b) All Tenants / Lessees / Resident Contractors / External Contractors and Term Contractors must attend OMC Safety & Security Induction Course (SSIC) before engaging in any works at the Central Operations Building, Common roads and Wharf Area.
- c) All other required training as spelt out by Ministry of Manpower shall be applicable to the relevant trades and respective Individuals for works involved in Central Operations Building, Common Roads and Wharf Area.

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- d) OMC SSIC Training shall be carried out during office hours only (0830 hrs to 1700hrs). This will be applicable to external companies that come in to carry out ad-hoc works such as maintenance and repair.

### 19 Permits

- a) Various permits are applicable for operational purposes and supporting documents must be in place and made available upon the request of OMC WSH Department during rounds.
- b) All Tenants / Lessees / Resident Contractors & External contractors shall apply & comply with the Permit to Work system on Common Roads and Wharf Area.
- c) All Cranes and Equipment coming into OMC premises shall apply for a "Vehicle & Equipment Entry and Exit Notification" before mobilization / demobilization.
  - All Cranes and Equipment will be subject to Inspection prior to entry into OMC premises (Refer to OMC Equipment Mobilization Flowchart (OMC Website)).

### 20 Adverse Weather

- a) Adverse weather refers to weather conditions where outdoor activities needs to be stopped due to the imminent threat imposed.
- b) Adverse weather includes conditions ( but not limited to);
  - Lightning Alert Category 1
  - Heavy Downpour
- c) A siren and a revolving light located at the Central Operations Building will be activated and an announcement will be made through the PA system to all personnel.
- d) All works on the Common Roads and Wharf area must **STOP**.
- e) All personnel will be required to proceed to the nearest shelter and cease movement.
- f) OMC Safety department shall maintain records on the date / time of the "Stand Down" orders.

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### **21 Vessels Berthed at Wharf**

- a) All Visitors and Suppliers to the vessel must be sponsored by the Captain, Chief Engineer or Shipping Agent/Vessel Rep through a form which can be obtained from OMC Security Incident Command Center (Guardhouse) Anyone without proper authorization is not allowed on board vessel
- b) All Ship crew will be required to have a "Landing Pass" authorised by Immigration and Checkpoint Authority ( ICA ) before coming onto the shore for any purpose.
- c) Proper Gangway with netting needs to be attached between the wharf and vessel for embarkation / disembarkation.
- d) Disposal of ship waste needs to be arranged through OMC Central Operations Office. No unauthorised disposal is allowed at all times.
- e) Arrangement for Water and Fuel must be requested through OMC Central Operations Office. No illegal bunkering or tapping of water is allowed at all times.
- f) Usage of Ship Cranes will be subjected to approval by OMC Safety Department and OMC Permit to work system will be applicable.
- g) Vessels shall be securely moored to the bollards either when idling or during any operations.

### **22 Crane Operations**

- a) Only appointed crane companies are allowed to work in OMC.
- b) All cranes shall be parked at designated location only and must not cause obstruction to other users. Illegally parked cranes will be subjected to demobilization from site and a penalty will be imposed.
- c) All cranes mobilized for usage shall be of sound condition and maintained to ensure free from defects.
- d) Crane Operations on the Common Roads and Wharf must comply with;
  - Workplace Safety and Health Act and its Subsidiary Legislation
  - WSH ( Risk Management Regulations 2006 )



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- Singapore Standard SS 536 ( Code of Practice for Safe Use of Mobile Crane)
  - WSH ( Operations of Cranes ) Regulations 2011
  - All applicable codes and practices
  - Offshore Marine Centre Safe Work Procedure - 002
- e) Maximum crane capacity of 500 ton mobile crane / crawler is allowed operate from the 3 demarcated zone with a ground loading of 165kn/m. For higher capacity cranes to be mobilised, a ground bearing pressure calculation shall be submitted to OMC WSH department for approval before deployment.
- f) Any crane operation which is required outside the 3 demarcated zone has to comply with a ground loading of 60kn/m.

### 23 Emergency Response

- a) In the event of an Emergency, the Emergency Response flow chart shall be executed
- b) All Emergency Response members will be responsible to respond and mitigate the Emergency situation (if possible).
- Activation and notification of relevant external agencies or internal department as required.
- c) All accidents and incident shall be reported to OMC Safety department through the "Initial Notification Form" and following that the Investigation to commence with all personnel involved prior to submission.
- d) No person is allowed to transport any casualties out of OMC without notifying OMC WSH Department.
- e) When an external Emergency service is activated, OMC Main Guardhouse must be informed immediately for better coordination to the incident location.
- f) In case of an Emergency – do not panic, evacuate to the nearest designated assembly area. Contact OMC 24 hr hotline at +65 6578-9355.

### 24 Housekeeping and Storage

- a) All users of OMC shall maintain a clean and tidy workplace so as to eliminate the possibility of an accident occurring – which could be caused by a

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hazardous, untidy and messy workplace. Proper housekeeping is expected out of every person.

- b) All unwanted combustible shall be disposed off in the designated containers and bins. There shall be NO littering. Oil spills must be cleaned up immediately to prevent slips and fires.
- c) All designated passageways and fire exits must be kept free of materials and obstacles.
- d) All materials and goods must be stacked in a manner that is safe, stable and secure. Unsafe staking can cause a collapse resulting in serious injuries to personnel nearby.
- e) All hazardous and flammable chemicals must be stored in the designated secure store. Unused chemicals must be returned to the store after usage.

### **25 Other Safety Requirements**

- a) Hot Works on Vessels Engine room and confined spaces for repair and maintenance purpose is strictly prohibited.
- b) A qualified Hot Work Safety Assessor must be engaged for all cutting, grinding and welding. No such works can commence without the approval of Chief Engineer or the Captain of the vessel.
- c) An appointed Safety Representative (Coordinator or Supervisor) shall be assigned by the respective contractor to govern and manage all works as per OMC HSEMS. This will be applicable to all works carried out at the Common and Wharf areas.
- d) All Contractors working at the Common and Wharfs areas will be responsible to ensure that all activities are carried out safely within their work areas. Full compliance with the work requirements in line with the Safe Work Procedure set by OMC WSH Department must be adhered at all times.
- e) All suppliers and agents engaged by respective contractors must comply with OMC Safety Guidelines.
- f) No burning of rubbish, waste or any materials shall be allowed within OMC premises. Proper arrangements must be made for such provision. Air, Water and Land pollution is strictly prohibited.

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- g) Regular safety checks shall be conducted by OMC WSH Department to ensure all necessary safety precautions are in place at all times.
  - h) Handling or storage of petrol or any classified hazardous materials at OMC is strictly prohibited.
  - i) Tampering or damaging of emergency equipment ( such as hose reel/hydrant) in OMC for non-emergency situation is a considered a major safety violation.
  - j) All traffic rules and signage shall be obeyed at all times by all users of OMC.
  - k) All works must have a Supervisor present to ensure that workers conduct their works in a safe manner. This is especially necessary for high risk activities.
- 26 This document only serves as a general safety rules and guidelines for all OMC users. For details on other safety rules/guidelines, kindly refer OMC website [www.omc.sg](http://www.omc.sg) for further details.
- 27 Offshore Marine Centre Safety Department reserves the right to;
- a) impose any Safety requirements as and when necessary
  - b) sanction individuals and/or company as stipulated in the Fine system (Refer to In-house Administrative Charges for Safety Violations )
  - c) demand for copies of any relevant documents such as permits, licenses clearance, approval, registration and etc.
  - d) enter any worksite for safety Inspections and, if necessary, to stop any hazardous or unauthorised events.
- 28 Please contact OMC Safety Department at 6578 9357 for enquires pertaining to Offshore Marine Centre.
- 29 You are also advised to read, understand and cascade the information herein to all your contractor personnel and other relevant stakeholders.

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<b>IN-HOUSE ADMINISTRATIVE CHARGES FOR SAFETY VIOLATIONS</b>				
<b>S/N</b>	<b>Description Of Offence</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
		<b>Offence</b>	<b>Charges (\$)/ Action</b>	<b>Charges (\$)/ Action</b>
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	Wilful 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	

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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