

**NATIONAL UNIVERSITY OF SINGAPORE
CONTRACTOR RISK MANAGEMENT CHECKLIST**

**DUTIES AND RESPONSIBILITY FOR CONTRACTOR'S SUPERVISOR
(For Workplaces)**

Scope of Work: _____

Contractor Supervisors are to:

1. Submit risk assessment for the work activities to be conducted prior to start work and their workers brief on the risk involved.
2. Give adequate instruction to their workers on the possible dangers in the workplace and keep a record showing that the contractor has briefed their workers before they commence work.
3. Inform the Designated Officer immediately of all accidents/incidents.
4. Monitor and supervise their worker's safety and health regularly.
5. Instruct their workers not to work from height without safety harness and shock absorber to be installed when potential falling distance exceed 6m.
6. Instruct workers not to work on the roofs in wet weather and/or without proper fall arrest system in place (e.g. Life line, Life line anchor point design by PE & safety harness).
7. Where work cannot be accessible safely by ladder (e.g. work above 3m), scaffold/working platform to be used. Scaffold/working platform to be erected according to local standard/statutory requirement.
8. Instruct their workers not to start hot work without permit
9. Instruct their workers to wear safety shoes and helmets at all time
10. Provide all necessary personal protective equipments such as but not limited to gloves, safety spectacle, mask etc. to every single worker.

The supervisor **MUST** comply with every single point stated above to prevent accidents and injuries to workers, staff and students.

I, _____ (name of supervisor) acknowledge that I have received, read and understood the duties and responsibility as a Supervisor. I agree to abide by these rules to the best of my abilities while working within the NUS premises.

Supervisor's Signature

Date

Name and signature of representative
of NUS contract awarding party

Date

**NATIONAL UNIVERSITY OF SINGAPORE
CONTRACTOR RISK MANAGEMENT CHECKLIST**

HAZARD NOTIFICATION/ BRIEF RECORD

Name of contractor	
NRIC/ PP. No:	
Company:	
Date of work start and completion:	

The above contractor was briefed on _____ (date) on the following points involved and protection measures to prevent potential and existing hazards:

1. Type of hazards and risks involved;
2. Personal Protective Equipment required
3. Procedures in the event of any accident/ incident
4. First aid measures

(Include below any specific hazard identified and measures taken to eliminate or minimize hazard)

5. _____
6. _____
7. _____
8. _____

Name/Signature of the NUS Staff	Name and Signature of Contractor Supervisor
Date:	Date: