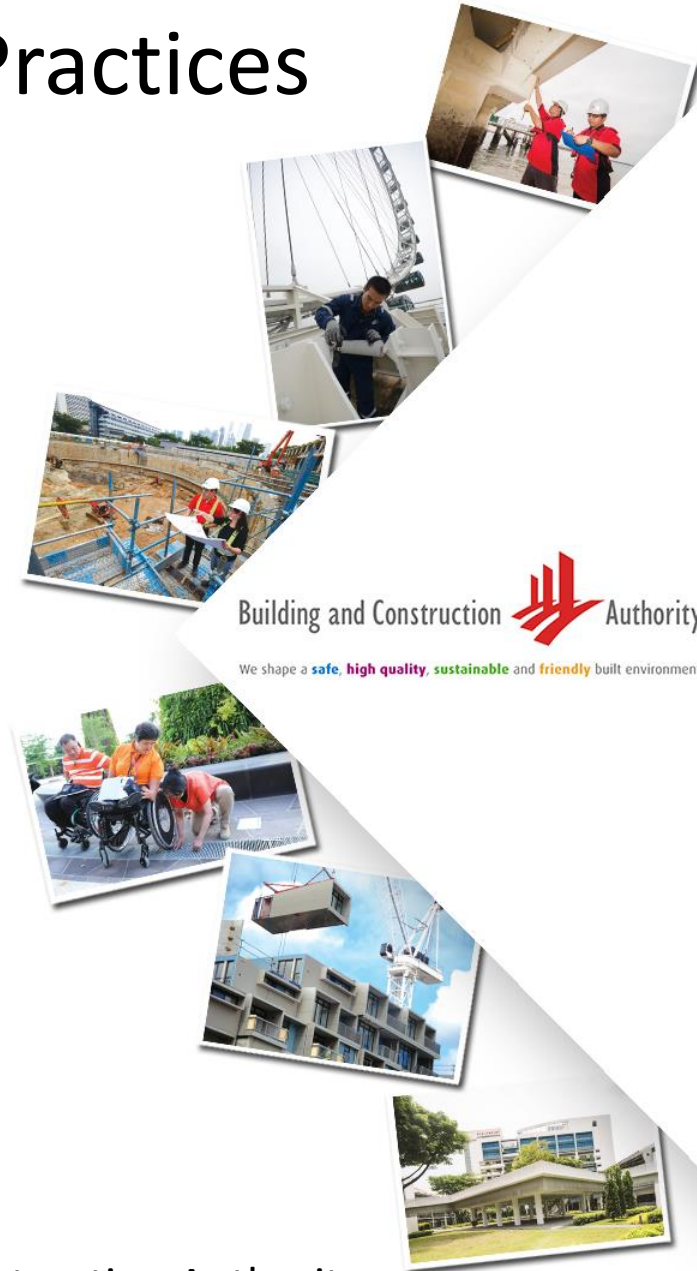# BCA-Industry Joint Webinar on Restart Best Practices

Sharing of Findings and Good Practices observed during Audit and Inspection on Project Sites/Supply Works Premises

Goh Thiam Lai
Deputy Director
Building and Construction Authority

Outline

- Preventing Major COVID+ Outbreak

- Lessons from BE Sector COVID+ Outbreak

- Sharing on BCA's audit findings

- Good practices observed

- Areas for improvement

COVID-Safe Restart Criteria

To ensure a COVID safe Built Environment, all construction projects/supply work premises need to comply with the three COVID-safe Restart Criteria

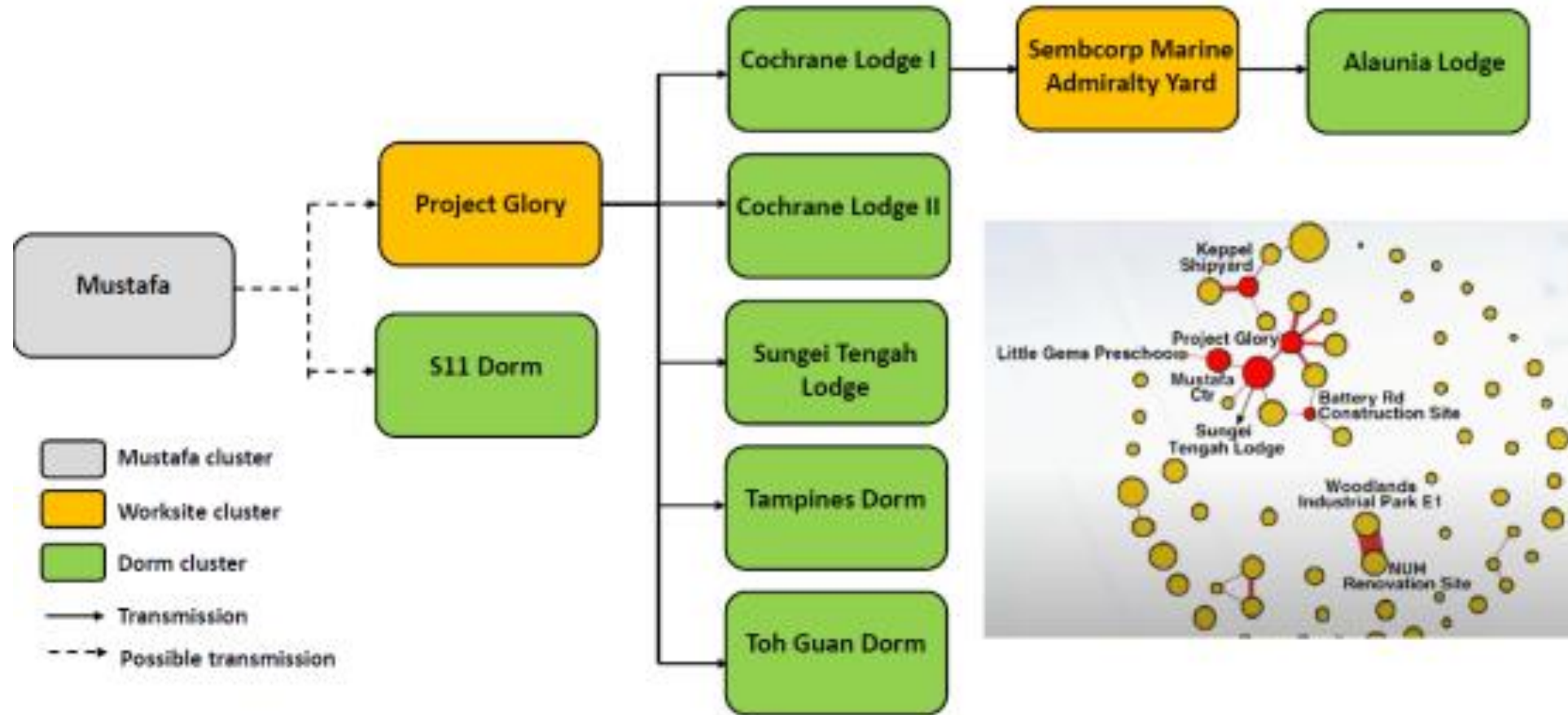**COVID-Safe Restart Criteria**

1 COVID-Safe Workforce

2 COVID-Safe Worker Accommodation and Transportation

3 COVID-Safe Worksite

Major COVID+ Outbreak at Project Glory

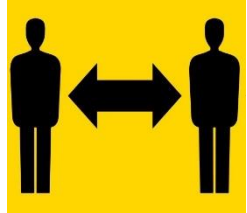**Worksites are potential "hubs" of virus transmission leading to multiple clusters**

- Largest construction site cluster linked to 6 dormitories
- Work at site was halted
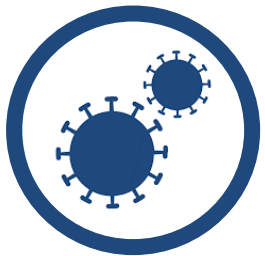
Preventing Major COVID+ Outbreak

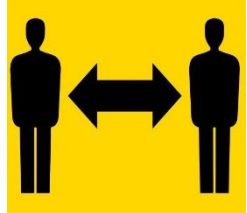| Key Objectives |
|---|
| **1) Safe Access**: Allow only healthy and approved workers to work at worksites |
| **2) Safe Distancing**: Enforce safe-distancing, segregation and cohorting measures at worksites |
| **3) Containment**: Ensure COVID+ and quarantined workers are isolated swiftly |

Preventing Major COVID+ Outbreak

Key Things to Look Out for
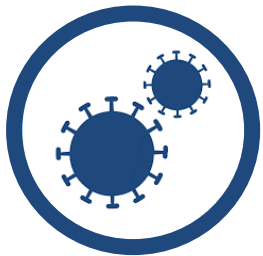
|		
	1) Safe Access	- **Entry control** (Implement Safe Entry [NRIC], approved workers only, roving sub-contractors and visitors do not mix with workers on site)
	2) Safe Distancing	- **Safe Management Officer/Safe Distancing Officer** - **Segregation** of Teams & Work Zones (communal facilities are hot spots) - **Pre-pack meals** - Turn on **TT (Trace Together)**
	3) Containment	- **C+ Response Plan** (Cordon off affected zones, isolate worker, clean & disinfect, inform authorities)

Key Lessons from Recent Outbreak

C+ Outbreak

- 6 COVID+ cases were first confirmed among a 8-man team working in the Middle work zone

- Quarantine Orders (QO) issued to 356 close contacts in workplace, place of residence, and through social interaction

East Workzone	Middle Workzone ❌	West Workzone

Work Site → Lunch & Rest Area
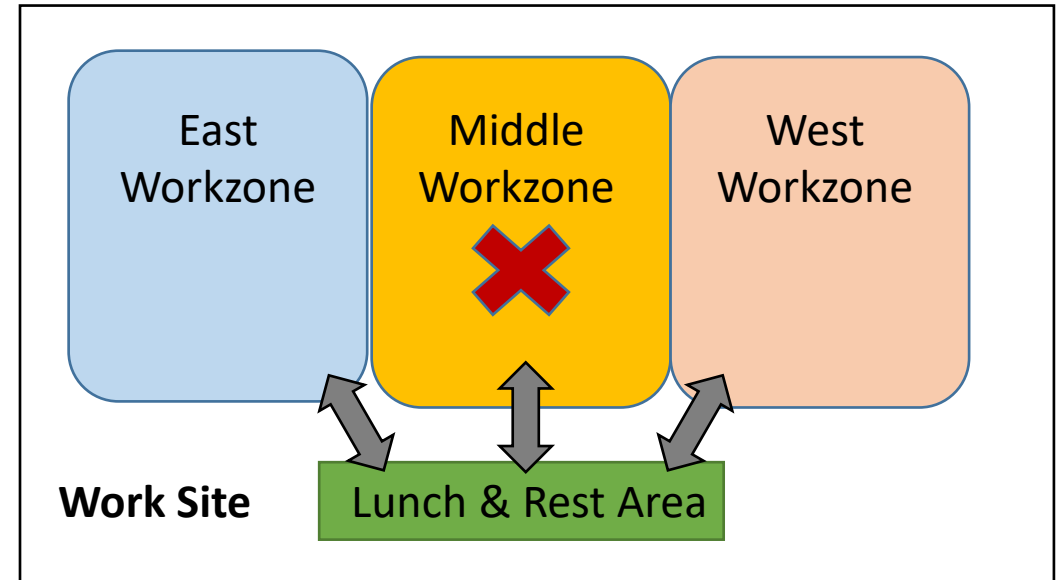
Risk of spread from middle to East and West workzone

Causes

- **Common lunch and rest areas** - workers from 3 work zones use shared facilities
- **Company transportation** - workers across 3 work zones take same transport to place of residence
- **Common residence** - workers from different work zones share same residence and socially interacted with one another

Key Lessons from Recent Outbreak

Actions Taken

- MOH served Stop Work Order, Site closure and Disinfection

- Locked down entire block of residence with 77 workers conveyed to GQFs and 144 workers quarantined in-situ

Key Lessons Learnt

- **Cohort workers** according to work zones

- **No mixing of different cohorts** during transportation and in places of residence to prevent cross infection

- Segregate workers from different work zones and **stagger the use of common lunch and rest areas**

SMO's Duties

1. Coordinate the implementation of Safe Management Measures (SMM)

2. Conduct regular inspections and checks to ensure the site is in compliance to the SMM

3. Take immediate action to remedy any non-compliance found during the inspections and checks.

4. Brief SDO team on corrective actions to be carried out if non-compliance is detected.

5. Keep records of inspections/checks conducted and the corrective actions taken.

6. Review SMMs if constant non-compliance is detected

BCA's Audit Findings

BCA's Audit Findings

Top non-compliances observed	Large Projects	Small Projects
A. Mismatch in entry records with approved workers list	48	108
B. SafeEntry (NRIC) not installed and used	70	143
C. Missing Safe Management Measures (SMM) Monitoring Plan on site	53	117
D. Inadequate no. of Safety Management Officer (SMO)/ Safe Distancing Officer (SDO)	14	61
E. Meals not individually packed	12	31
F. No isolated sick bay at site	51	N.A.

Data as of 10 Aug 2020

BCA's Audit Findings

A. Mismatch in entry records with approved workers list

Main reasons:

- SMO did not realise that workers were rejected
- Builder just submitted updated personnel list to BCA but hasn't been approved
- Builder added manpower to site to cope with worker shortfall but did not submit new list to BCA
- Builder submitted new manpower to BCA but did not include previous approved list of personnel
- SMO did not know that they/essential workers/SC/PRs/Sub-cons have to be included in the list

Builder/SMO must not deploy non-approved workers/personnel at site until they are approved by BCA to work at site

BCA's Audit Findings

A. Mismatch in entry records with approved workers list – Personnel list not updated

From: "BCA Covid19 (BCA)" <BCA_Covid19@bca.gov.sg>
Sent:
To:
Cc:
Subject: Application to resume works

Dear

RE: Application to resume works

Application No.:
Project Reference No.:
Project Title
Project Location:

We refer to your application to BCA to resume works by deploying the companies and workers listed in this permission for the Project at the Project Site received on Wed, 17 Jun 2020 03:24:16 PM("Application").

The Application has been **APPROVED** from the date of this email, subject to the terms and conditions below.

List of approved companies that may perform works for the Project at the Project Site:

UEN	Firm Names

Foreign workers holding S Passes or work permits may perform works at the Project Site, while waiting for arrangements to undergo a COVID-19 Swab test.

Workers who are residing in any dormitory are allowed to perform works at the Project Site, subject to that dormitory being cleared by the Inter-agency Task Force. MOM / BCA will be arranging for swab tests for the workers.

Please submit the details of Singaporean and Singapore Permanent Residents (SC/PR) workers who work in construction site via the following FormSG link: http://go.gov.sg/swab-sc-pr to book for COVID-19 swab test. SC/PR/Employment Pass holders may perform works at the Project Site, while waiting for arrangements to undergo a COVID-19 Swab test.

You are required to update BCA on (a) the 3-monthly schedule of works for the Project (through https://go.gov.sg/bca-additional-supporting-doc) and (b) any change in manpower deployment or places of accommodation of workers permitted to work at the Project Site by submitting such changes through a submission of revised documents under the "Modification of Previously Approved Application" and quoting the Application reference number.

1. You shall ensure that the foreign employees listed in the list of workers above shall continue to stay at their places of residences and which are not gazetted as isolated dormitories as declared in the Application throughout the period when the foreign employees perform works for the Project at the Project Site.
2. You shall monitor the health of all workers closely (including recording body temperature twice a day) to ensure those who display COVID-19 symptoms are immediately isolated and provided medical attention.
3. You shall comply and ensure compliance with all prevailing legal and regulatory requirements when performing works for the Project.
4. You shall communicate to the workers listed in the Application whether they are approved or not approved to resume work for the Project at the Project Site.
5. You shall submit a daily report to BCA via the following FormSG link: https://form.gov.sg/5ec3b02085d4c50011372dcf
6. You shall, without delay, notify BCA after you are aware or made aware that any person on the Project Site is diagnosed with COVID-19 via the following FormSG link: https://form.gov.sg/5ec748cd530c12001170e6e5
7. You must take steps to ensure that your workers periodically undergo swab test to facilitate timely detection of the transmission of COVID-19 at the work site of these workers.
8. You shall ensure that your workers are cohorted in accordance with your workers' cohorting plan for accommodation as outlined in your Application.
9. You shall ensure all workers are provided dedicated transport to and from the Project Site and their accommodation.
10. Please ensure that all workers have downloaded the latest version of the TraceTogether app by 19 June, 5pm, as it is a requirement for the MOM AccessCode to turn / remain 'Green'.

This approval is granted based on the information that you have submitted in the Application. The Ministry of Trade & Industry, in consultation with the Building and Construction Authority, may, at any time, terminate this approval should any information provided for the purpose of the Application be found to be false or incorrect.

Regards,
Ministry of Trade & Industry in consultation with Building and Construction Authority

BCA's Audit Findings

A. Mismatch in entry records with approved workers list – <u>Rejection of Workers</u>

From: **BCA Covid19 (BCA)** <BCA_Covid19@bca.gov.sg>
Date: Thu, Jun 11, 2020 at 10:53 PM
Subject: Application to resume works
To:

Dear ,

RE: Application to resume works

Application No.:
Project Reference No.:
Project Title:
Project Location:

We refer to your application to BCA to resume works by deploying the companies and workers listed in this permission for the Project at the Project Site received on Sun, 07 Jun 2020 01:31:47 PM("Application").

The Application has been **APPROVED** from the date of this email, subject to the terms and conditions below.

List of approved companies that may perform works for the Project at the Project Site:

UEN	Firm Names

Foreign workers holding S Passes or work permits may perform works at the Project Site, while waiting for arrangements to undergo a COVID-19 Swab test.

Workers who are residing in any dormitory are allowed to perform works at the Project Site, subject to that dormitory being cleared by the Inter-agency Task Force. MOM / BCA will be arranging for swab tests for the workers.

You are required to update BCA on (a) the 3-monthly schedule of works for the Project

(through https://go.gov.sg/bca-additional-supporting-doc) and (b) any change in manpower deployment or places of accommodation of workers permitted to work at the Project Site by submitting such changes through a submission of revised documents under the "Modification of Previously Approved Application" and quoting the Application reference number.

The following workers are not permitted to perform the works for the Project :
List of workers not approved (invalid NRIC/FIN numbers)

FIN/NRIC No.	Employee Name

List of Construction Account workers not approved (incorrect UEN)

FIN No.	Employee Name

1. You shall ensure that the foreign employees listed in the list of workers above shall continue to stay at their places of residences and which are not gazetted as isolated dormitories as declared in the Application throughout the period when the foreign employees perform works for the Project at the Project Site.
2. You shall monitor the health of all workers closely (including recording body temperature twice a day) to ensure those who display COVID-19 symptoms are immediately isolated and provided medical attention.
3. You shall comply and ensure compliance with all prevailing legal and regulatory requirements when performing works for the Project.
4. You shall communicate to the workers listed in the Application whether they are approved or not approved to resume work for the Project at the Project Site.
5. You shall submit a daily report to BCA via the following FormSG link: https://form.gov.sg/5ec3b02085d4c50011372dcf
6. You shall, without delay, notify BCA after you are aware or made aware that any person on the Project Site is diagnosed with COVID-19 via the following FormSG link:

7. You must take steps to ensure that your workers periodically undergo swab test to facilitate timely detection of the transmission of COVID-19 at the work site of these workers.
8. You shall ensure that your workers are cohorted in accordance with your workers' cohorting plan for accommodation as outlined in your Application.
9. You shall ensure all workers are provided dedicated transport to and from the Project Site and their accommodation.

This approval is granted based on the information that you have submitted in the Application. The Ministry of Trade & Industry, in consultation with the Building and Construction Authority, may, at any time, terminate this approval should any information provided for the purpose of the Application be found to be false or incorrect.

Regards,
Ministry of Trade & Industry in consultation with Building and Construction Authority
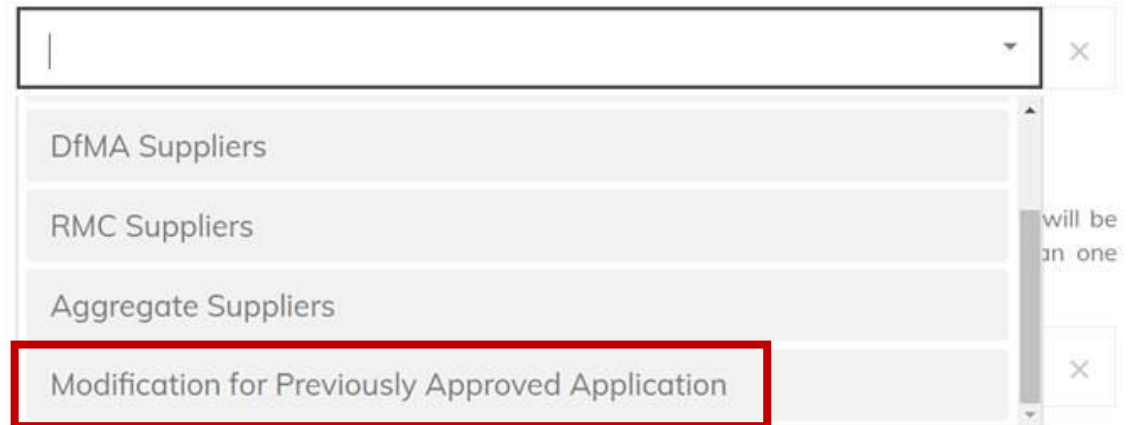
BCA's Audit Findings

A. Mismatch in entry records with approved workers list – <u>To update manpower list</u>

For changes to <u>manpower deployment/places of accommodation</u> of workers permitted to work at the Project Site:

- Re-submit revised documents via Application to Restart Construction Works and Supply Works: https://form.gov.sg/5eba5f01605dd2001180a1e1
- Select "Modification for Previously Approved Application" under Submission Type
- Quote the previously approved application number (e.g. 5aef5631sfvosa)

1. **Submission Type**

For changes to manpower deployment or places of accommodation of workers at the Project Site/Supply Works Premise, for a previously approved application, please select the option "Modification for Previously Approved Application"

DfMA Suppliers

RMC Suppliers

Aggregate Suppliers

Modification for Previously Approved Application

will be
an one

BCA's Audit Findings

B. SafeEntry (NRIC Version) System not installed and used at site to manage entry/exit of all personnel entering the site

- **Builder implemented a SafeEntry System (QR Code) instead**
- **To implement SafeEntry System (NRIC) as it is linked to MOM access code**

https://www.safeentry.gov.sg/

SafeEntry (NRIC) Version

- Builder must **enable restrictions for SafeEntry (NRIC) at CMP worksite** to read the access code status of personnel entering the site to prevent unauthorised entry

  - SMOs can use SafeEntry (NRIC) scanner to check if restriction has been enabled. If scanner did not show access code colour, it means restriction is not enabled.

  - Refer to SafeEntry (NRIC) User Guide for Construction, Marine and Process (CMP) Work Sites

Visitors at Construction, Marine, Process (CMP) Work Sites

For companies that received instructions to impose visitor restrictions at your work sites

☑ Enable restrictions at CMP work sites

NEW
Enable restriction at CMP work sites

SafeEntry NRIC for Construction, Marine and Process (CMP) Sites

v1.0.10
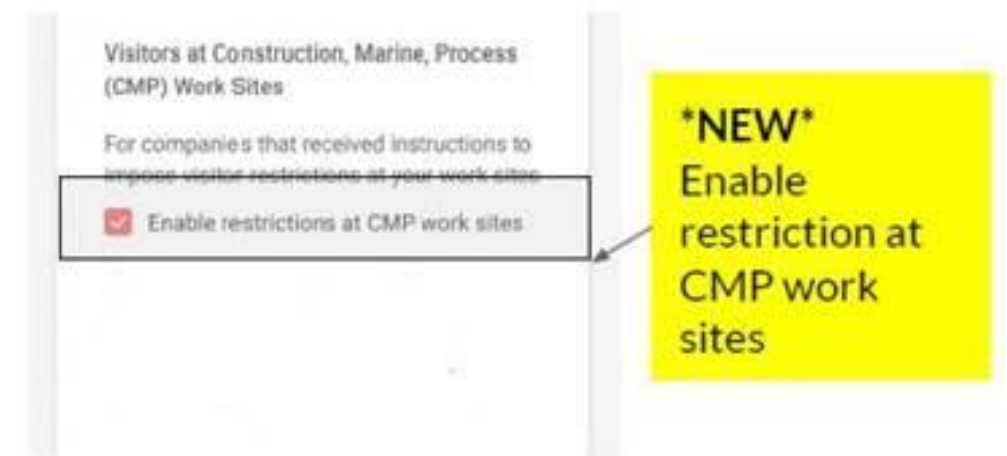
SafeEntry (NRIC) Version
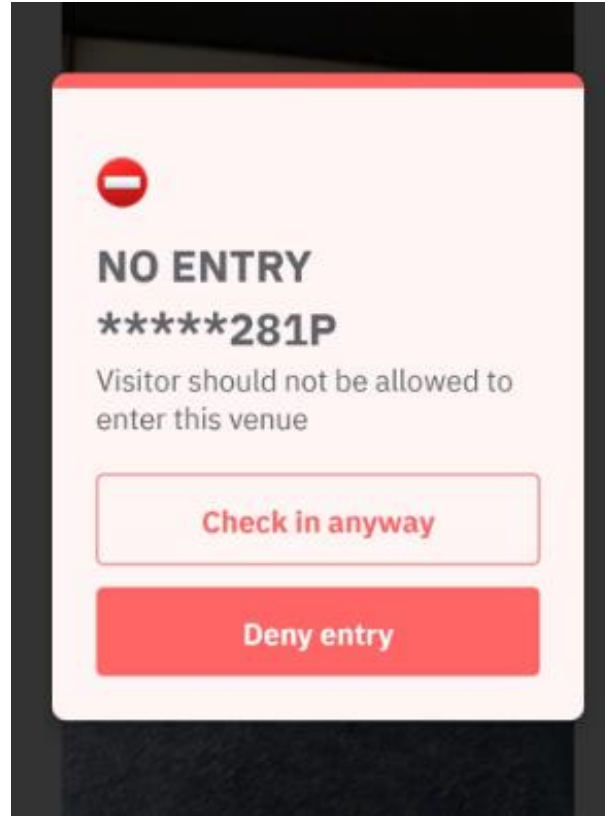
NOTE
- **DO NOT ALLOW** any workers flagged as **RED into site**
- BCA will take actions against unauthorised entry

BCA's Audit Findings

C. Missing SMM monitoring plan on site to ensure compliance with Safe Management Measures

What to include in SMM Monitoring Plan:

- **Segregation plan** (different work zones for different team of workers) – *for large sites*
- **Cohorting plan for workers** (e.g. dedicated accommodation for workers from different teams to prevent mixing)
- **C+ and suspected cases** control and management **plan**
- **Site communication plan** to communicate SMM requirements to workers (e.g. briefing on SMM to site personnel/workers)
- **System to track non-compliance issues** to ensure that they are rectified without further delay
- **System to prevent SMM breaches** (e.g. not wearing mask, not practicing safe distancing, sharing of meals)

SMM Monitoring Plan

Evacuation Plan for Suspected case

SMO to put in place an evacuation plan for suspected cases, as well as for all other onsite personnel:

a) Builder to provide adequate sick bays (in compliance with MOM's requirements) for timely segregation of suspected cases.
b) Builder to convey worker to clinic as soon as possible.
c) Any other employee who is feeling unwell or showing symptoms of illness to report to his employer, leave the workplace and consult a doctor immediately, even if symptoms may appear mild.
d) Builder must track and record these cases as part of safe management measures.

SMM Monitoring Plan

Follow-up Plan for Confirmed Covid+ case

SMOs to put in place a follow-up plan in the event of a **confirmed case:**

a) SMO to immediately vacate and cordon-off the immediate section of the workplace premises where the confirmed case worked.
b) The team that the confirmed worker belongs to should be put into isolation.
c) Builder to carry out a thorough cleaning and disinfect entire site, in accordance with NEA guidelines.
d) Builder to inform BCA of any confirmed cases immediately

BCA's Audit Findings

D. Inadequate no. of Safety Management Officer (SMO)/Safe Distancing Officer (SDO)

- Total no. of workers ≤ 10 = 1 SMO;
- Total no. of workers > 10 but ≤ 50 = 1 SMO & 1 SDO
- Total no. of workers > 50 = at least 1 SMO & 1 SDO for every 50 workers)

SMO and SDO must be **present on site at all times when works are being carried out**. If the SMO/SDO cannot be on site (e.g. MC, on leave > 3 days), there must be another SMO / SDO on-site to cover him/her.

BCA's Audit Findings

E. Meals not individually packed – cooking at site

- Builder to provide individually packed meals, and to remind workers not to share tableware and cutlery
- No cooking allowed on site

BCA's Audit Findings

F. No proper sick bay / No isolated sick bay at site

Sick bay within the office

Sick bay not fully enclosed

To provide a separate area within the work site as a sick bay that is fully enclosed for the isolation of suspected C+ personnel

BCA's Audit Findings

Workers with "Red" code found at site

DENY ENTRY to workers whose AccessCode is **RED**

BCA's Audit Findings

G0000000D
ABC

✔ **VALID**
Scanned on: 11 May 2020, 02:17PM

Can go out for work   more >

Pass Type	Employment Pass
Pass Expires On	31 Dec 2020
Employer	ABC ENGINEERING LIMITED
Pass Type	Employment Pass
Pass Expires On	31 Dec 2020
Employer	ABC ENGINEERING LIMITED
Occupation	CIVIL ENGINEER

G0000000A
ABCDEFG HIJKLMNOP QRSTU
Scanned on: 11 May 2020, 02:17PM

My AccessCode

Can go out for work

APPROVED TO START WORK
Yes

COVID-19 INFECTION
Cleared

STAY-HOME NOTICE
No

TRACETOGETHER
Installed

PLACE OF STAY
Cleared

To know more about AccessCode : Tap Here

Accurate as of 11 May 2020, 02:17PM

Only allow workers whose Access Code is **GREEN** to work

BCA's Audit Findings

TraceTogether App Not Installed

- **Ensure workers have downloaded the latest version of the TT app (red version)**

- **Ensure workers activates the TT app at all times**

Good Practices

✅ Examples of Good Practices observed

Segregated entrances/exits for teams

Clear safe distancing measures & markings

Clear zoning plan & SMO/SDO details

Digital Scanning Temperature devices
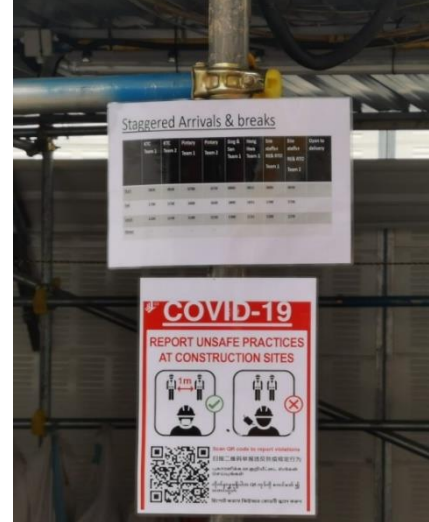
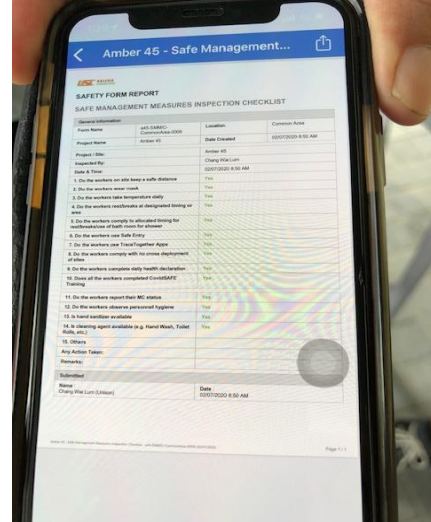**SMM briefing to workers**

Individually packed meals provided

✅ Examples of Good Practices observed

Stagger working hrs/rest breaks

SMO inspection checklist

BCA feedback poster

Segregated Zone

NRIC Safe Entry System using smart device

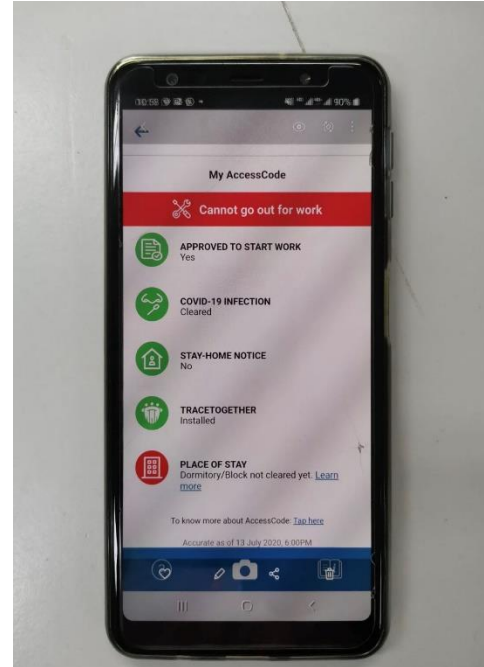**Visual Identifier via coloured armband, wristband**

Non-Compliances

❌ Examples of Non-Compliances

Workers not wearing mask

Unauthorised worker at site

Sick bay not fully enclosed or not provided

Cooking at on-site TLQ

BCA will take enforcement actions against work sites with non-compliances:-

- Stop Work Order (SWO), Safety Time-out
- Prosecution, Composition Fines, Stern Warning

Thank you