

Guide on Project Restart Application

Construction Projects and Supply Works

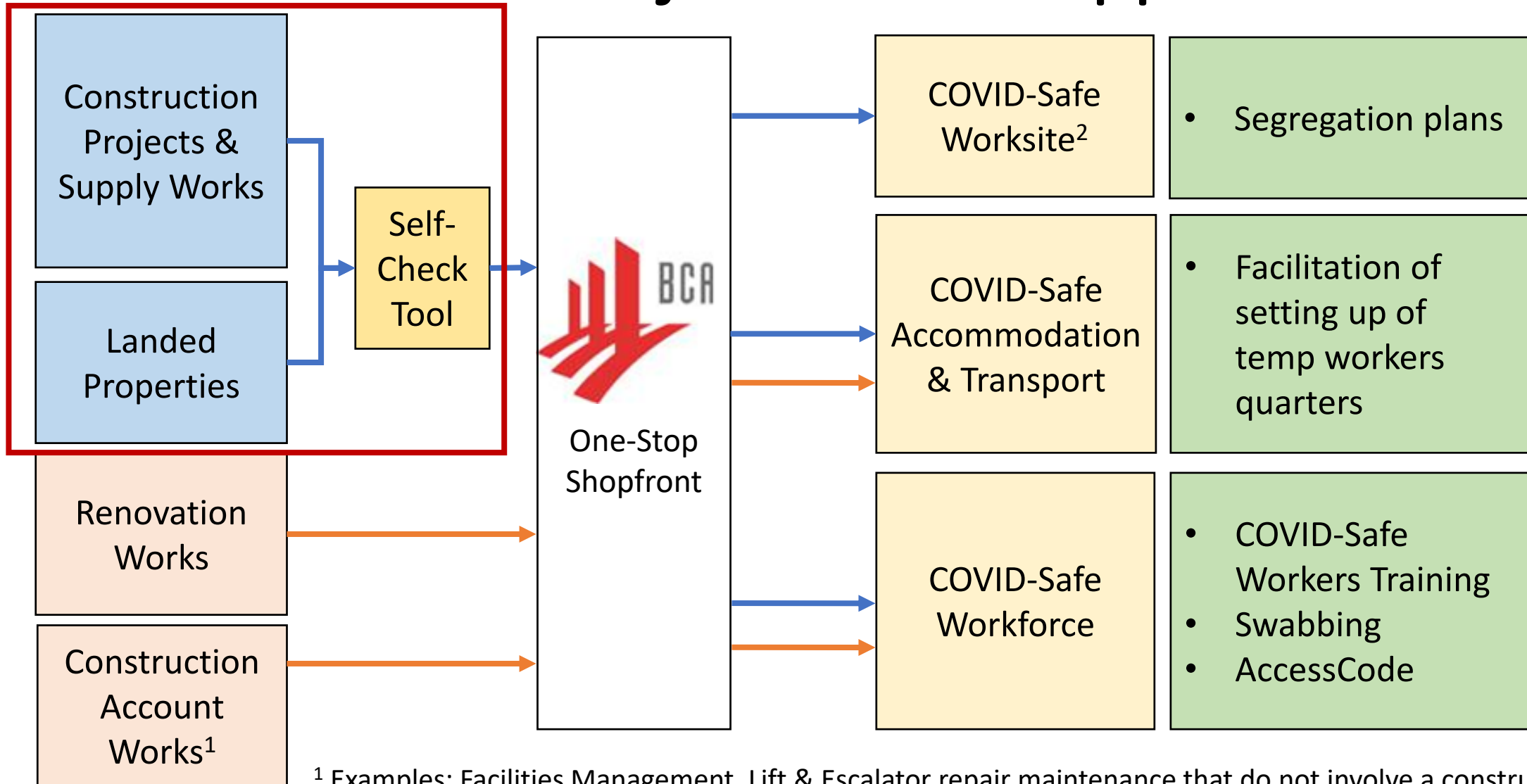
Landed Housing Projects

Updated as of 22/06/2020

Agenda

- A. Overview of Project Restart Application
- B. Self-Assessment checklist
- C. Application to Restart Construction Works and Supply Works
- D. Process once Application has been Approved
- E. Process if Application has been Rejected
- F. Conduct in-house Audit & Inspection

A. Overview of Project Restart Application



¹ Examples: Facilities Management, Lift & Escalator repair maintenance that do not involve a construction site

² Only applicable to Construction Projections & Supply Works and Landed Properties

Application to Resume CONSTRUCTION PROJECTS & SUPPLY WORKS

(as at 16 June 2020)



MEET COVID-SAFE ACCOMMODATION AND TRANSPORT CRITERIA

Workers must have dedicated accommodation (cleared dorms, on-site quarters, HDB units or Private Residential Premises) where they can be cohorted.



To set up on-site quarters (e.g. CTQ/TOLQ/FCD), apply via one-stop portal:
<https://go.gov.sg/ctq-tolq-fcd-application>

MEET COVID-SAFE WORKFORCE CRITERIA



Workers must observe safe management measures
Workers living in dorms may start work after their dorms are cleared by the Inter-agency Task Force. Check dorm clearance status:
<https://mom.gov.sg/covid-19/cleared-dormitories>

MEET COVID-SAFE WORKSITE CRITERIA

Appoint Safe Management Officers (SMO)/
Safe Distancing Officers (SDO) as needed
Segregate teams and activities by zones/timing



ASSESS READINESS TO RESTART VIA SELF-CHECK TOOL

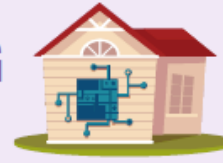
[CLICK HERE](https://go.gov.sg/bca-project-readiness) <https://go.gov.sg/bca-project-readiness>

APPLY TO RESTART

If you passed the self-check tool, submit application to restart:
<https://go.gov.sg/bca-construction-supply> [CLICK HERE](https://go.gov.sg/bca-construction-supply)

Application to Resume LANDED HOUSING PROJECTS

(as at 16 June 2020)



MEET COVID-SAFE ACCOMMODATION AND TRANSPORT CRITERIA

Workers must have dedicated accommodation (cleared dorms, on-site quarters, HDB units or Private Residential Premises) where they can be cohorted.



MEET COVID-SAFE WORKFORCE CRITERIA



Workers must observe safe management measures
Workers living in dorms may start work after their dorms are cleared by the Inter-agency Task Force. Check dorm clearance status:
mom.gov.sg/covid-19/cleared-dormitories

MEET COVID-SAFE WORKSITE CRITERIA

Appoint Safe Management Officers (SMO)/Safe Distancing Officers (SDO) as needed.

Only one activity ongoing at any point in time. If there is more than one activity, each team of workers should work in designated zones.



APPLY TO RESTART

[CLICK HERE](https://go.gov.sg/bca-construction-supply) (jointly by homeowner and main contractor)
go.gov.sg/bca-construction-supply

Refer to <https://www1.bca.gov.sg/COVID-19/applying-for-restart> for more information on the different Activity Types:

- (i) Construction Projects & Supply Works
- (ii) Landed Housing Projects
- (iii) Renovation Projects
- (iv) Construction Account Works

Note: For Defect Liability Period (DLP) works and projects under CSC/TOP, the application process is different from what is covered in this presentation. Please apply for approval via:
<https://go.gov.sg/bca-reno-construction-accounts>

Building and Construction Authority

Application to Restart Renovation Works and Construction Account Works

30 mins estimated time to complete

[LOG IN WITH CORPPASS](#)

B. Self-Assessment Checklist

Link: <https://go.gov.sg/bca-project-readiness>

- For project team to self-assess whether they can meet the three COVID-Safe restart criteria of
 - i. COVID-Safe Worker Accommodation and Transport
 - ii. COVID-Safe Workforce
 - iii. COVID-Safe Worksite
- Please provide the details in the self-assessment checklist as accurately as possible, so as not to delay your subsequent restart application to BCA.
- Once you have submitted this checklist, you will receive a link to make the Application to Restart Works.
- Contact [BCA Construction Restart@bca.gov.sg](mailto:BCA_Construction_Restart@bca.gov.sg) if you require further assistance.

Building and Construction  Authority

Self-Check Tool

🕒 20 mins estimated time to complete

LOG IN WITH CORPPASS →

Instructions

This self-check tool is to be completed by the main contractor only.

BCA has developed a self-check tool to assist project parties in assessing the readiness of their projects in complying with the three COVID-Safe Restart Criteria (COVID-Safe Worker Accommodation & Transport, COVID-Safe Workforce, COVID-Safe Worksite). We encourage the main contractor to go through the tool to ensure that all criteria can be met before submitting the application to BCA. This is to avoid any delays in the approval process because of criteria that are not met.

Login with CorpPass to access this form. Your Entity ID and CorpPass ID will be included with your form submission.

i. COVID-Safe Worker Accommodation and Transport

COVID-Safe Worker Accommodation and Transport

The following abbreviations will be used in the self-help tool:

Construction Temporary Quarters (CTQs)
Factory Converted Dormitories (FCDs)
Private Residential Premises (PRPs)
Purpose Built Dormitories (PBDs)
Temporary Living Quarters (TLQs)
Temporary Occupation Licensed Quarters (TOLQs)

1. Are workers housed and cohorted in dedicated accommodation such that they are not staying with workers from other project sites?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

2. Please provide the number of workers currently staying in each type of accommodation.

Kindly indicate NA if it is not applicable

Please refer to MOM's website - <https://www.mom.gov.sg/covid-19/cleared-dormitories>. Only dormitories with a tick under "All conditions met" are considered.

PBDs or FCDs (cleared by MOM)	PBDs or FCDs (not cleared by MOM)	CTQs/TOLQs/TLQs (cleared by MOM)
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. What is the percentage of your workforce staying in COVID-Safe accommodation?

Please calculate using the following formula: $(a+c+e+f)/(a+b+c+d+e+f)*100$

a= PBDs or FCDs (cleared by MOM)

b= PBDs or FCDs (not cleared by MOM)

c= CTQs/TOLQs/TLQs (cleared by MOM)

d= CTQs/TOLQs/TLQs (not cleared by MOM)

e= HDB/PRPs

f= Others (e.g. hotel)

4. Please state the details of residence (updated in MOM's Online Foreign Worker Address Service) where most of your workers are currently being housed.

To minimize the risk of cross-infection among the workers for your project after restart, it is important to achieve cohorting principles by ensuring the workforce stays together in as few places of residence as possible. If you are unable to achieve the cohorting principle at the point of application, you should as a guide keep most of your workforce submitted under the application to no more than 10 different places of residence and there should be no more than 100 workers per project.

Name of Residence	Address of Residence	Postal Code or Work (for CTQ)
<input type="text"/>	<input type="text"/>	<input type="text"/>
+ ADD MORE (1 out of max 10 rows)		

5. Are you setting up CTQ/TOLQ/TLQ to relocate workers into a dedicated housing?

6. Would the workers' accommodation be properly segregated by floors or rooms based on their construction activity?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

7. Would the builder be appointing at least one COVID-Safe Worker Leader per room?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

8. Would all the workers who are working at construction sites be provided with point-to-point dedicated transport between worksite and their accommodations?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

9. Would the builder be updating the schedule of staggered pick up/ drop off of foreign workers at both accommodations and worksites?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

ii. COVID-Safe workforce

COVID-Safe Workforce

10. Are workers who will be deployed in the project currently serving Quarantine Orders (QO) or Stay Home Notices (SHN)?

<input type="checkbox"/> X NO	<input type="checkbox"/> ✓ YES
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11. Have all the workers involved in the project downloaded and activated the TraceTogether and SGworkpass App?

<input type="checkbox"/> X NO	<input type="checkbox"/> ✓ YES
-------------------------------	--------------------------------

For contact tracing purposes

To track the Health status of workers

iii. COVID-Safe worksite

COVID-Safe Worksite

12. Has the builder appointed Safe Management Officers and Safe Distancing Officers? Have they been registered for the Safe Management Officers Course for Construction?

For more details on trainings, please visit www.bcaa.edu.sg/BESafe

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

13. Would the builder be demarcating the zones clearly within the site, where the zones will be separated from each other by at least 2m within the same floor or level, or by floor level?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

14. Would the builder be segregating the workers at the worksite into teams (undertaking the same activity), with each team restricted to working within a single zone?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

15. What is the number of activities that will commence on site when work resumes?

16. Has the Safe Management Officer put in place a follow-up plan in the event of a confirmed case?

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES
-----------------------------	---

If you receive any notification that your project does not meet any of the COVID-Safe Restart criteria when answering the questions above, you may wish to reassess the readiness of your project, before entering the project information below.

Clause 2 of COVID-Safe Worksite requirements:

- Total no. of workers ≤ 10 – 1 SMO
- Total no. of workers > 10 but ≤ 50 – 1 SMO and 1 SDO
- Total no. of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers

Workers include Builder's (Main Contractor) and Subcontractors' workers working on site, and workers working as office assistants.

If more than 1 activity is to be carried out on site at any one time, segregation of teams is to be in place.

C. Application to Restart Construction Works and Supply Works

Application consists of:

- FormSG main submission
- 6 documents to upload:
 - a) Construction and Supply Main Submission
 - b) Safe Restart Declaration – Self declaration form
 - c) Worksite Safety Excel Submission
 - d) Worksite Safety Plan Submission
 - e) Confirmation email that employers have updated records with MOM
 - f) (For construction projects only) Joint declaration by developer and builder



Instructions

This is the application form for the phased restart of Construction Projects/CPH/DfMA/Supply Chain facilities from 2 Jun 2020. Firms that have received an email invitation or an email with a link to apply for approval to resume works after passing the self-check tool assessment can submit an application. Please input the exact BCA Project Reference No./Unique Identifier No. issued by BCA.

In addition, applications can be made for resumption of suspended/new building works for landed residential properties. Please use the exact BCA Project Reference No. (without the ST no. or BP no.) in the application.

For applications to restart works on construction sites, the application should be made by Main Contractor of the construction site. Note: All applications without a valid BCA Project Reference No./Unique Identifier No. will be rejected automatically.

6. Construction and Supply Main Submission

Please download the Excel Template from the link below.

<https://go.gov.sg/bca-construction-supply-main>

For excavation and tunnelling projects, the I&M Sub-Con and their workers' details shall be provided in this submission excel.

UPLOAD FILE

Max File Size: 1 MB

7. Safe Restart Declaration

Please download the Excel Template from the link below.

<https://go.gov.sg/bca-safe-restart-declaration>

UPLOAD FILE

Max File Size: 1 MB

8. Worksite Safety Excel Submission

Please download the Excel Template from the link below.

<https://go.gov.sg/bca-worksite-safety>

For construction projects / DfMA facilities / PMC supplier / Aggregate Supplier only.

UPLOAD FILE

Max File Size: 1 MB

9. Worksite Safety Plan Submission

Please download the PowerPoint Template from the link below.

<https://go.gov.sg/bca-worksite-safety-plan>

For construction projects / DfMA facilities / PMC supplier / Aggregate Supplier only.

UPLOAD FILE

Max File Size: 1 MB

10. Confirmation email that employers have updated records with MOM

We declare that all the firms intending to deploy foreign work pass holders (i.e. work permit holders, S-Pass holders and employment pass holders) to work as listed in this application have updated their workers' records with MOM OPWAS. The attachment below contains the latest confirmation email(s) from all firms

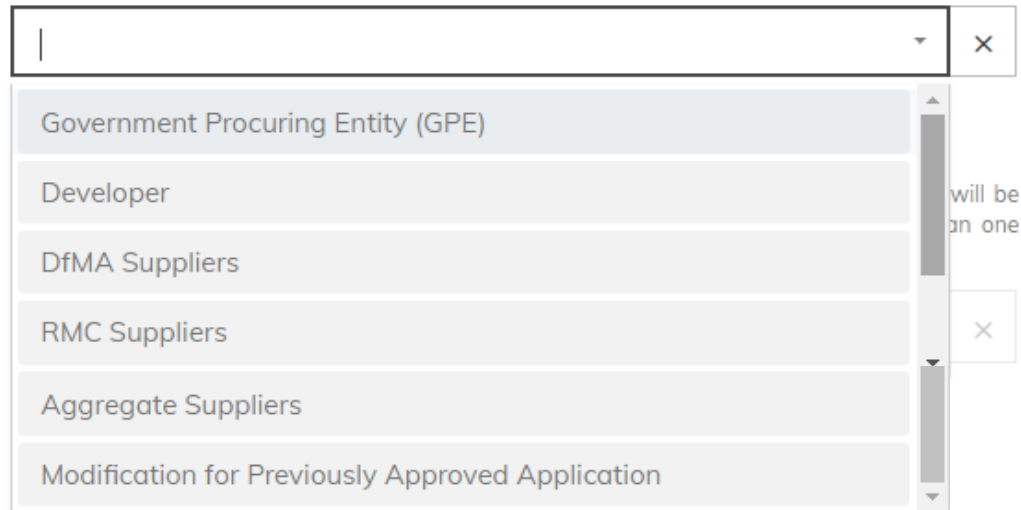
UPLOAD FILE

Max File Size: 1 MB

FormSG main submission

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"

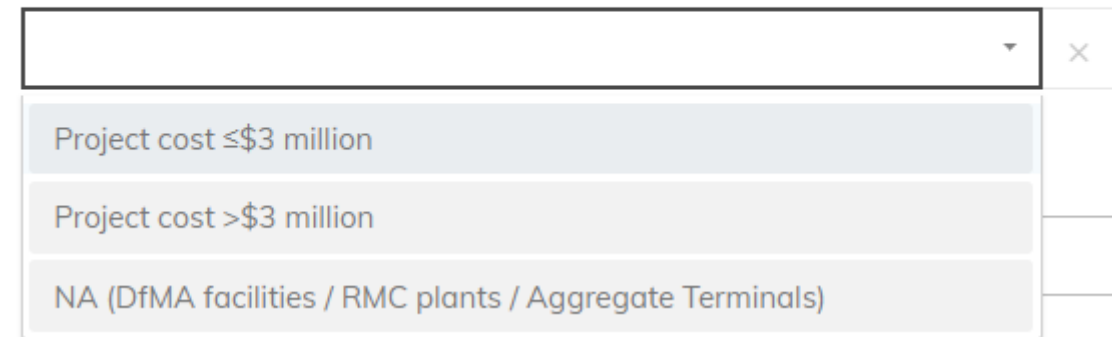


A screenshot of a web form's dropdown menu for 'Submission Type'. The menu is open, showing several options. The first option is 'Government Procuring Entity (GPE)'. Below it are 'Developer', 'DfMA Suppliers', 'RMC Suppliers', 'Aggregate Suppliers', and 'Modification for Previously Approved Application'. A vertical scrollbar is visible on the right side of the menu. To the right of the menu, there is a small text label 'will be an one' and a small 'x' icon.

GPE – For government projects
Developer – For private projects
Modification for Previously Approved Application
– For modifications/updates to restart applications

2. Project Value

Note: for Construction Projects with project value not exceeding \$3mil, up to 50 workers will be allowed for each application, subject to segregation of teams to be in place if more than one activity is to be carried out.



A screenshot of a web form's dropdown menu for 'Project Value'. The menu is open, showing three options: 'Project cost ≤\$3 million', 'Project cost >\$3 million', and 'NA (DfMA facilities / RMC plants / Aggregate Terminals)'. A vertical scrollbar is visible on the right side of the menu. To the right of the menu, there is a small 'x' icon.

Please select the appropriate project value according to that stated on your Permit application to commence structural work.

For Supply Works (DfMA Factories/ Aggregate Terminals/ RMC Plants) – Please choose NA

a) Construction and Supply Main Submission

Link: <https://go.gov.sg/bca-construction-supply-main>

- Project Details

Serial No	BCA Project Reference No / Contract No / Unique Identifier	Work Site / Facility Location (Land Lot number / Full Address)	Project title or if not applicable, Description of Works	Start Date of Contract (dd/mm/yyyy)	End Date of Contract (dd/mm/yyyy)	Product Type	Is your location subjected to NEA's No Work Rule on Sunday?
1							
2							

Correct Format of Project Ref:

✓ A0123-00001-2020

Correct Format of for supply works:

(DfMA Factories/ Aggregate Terminals/ RMC Plants)

✓ RMCP00025

✓ AGGT00018

✓ PPVC00010

Common mistakes:

- × A123400001-2020 (Please type in all hyphens)
- × A 1234 00001 2020 (Please do not leave spaces)
- × A774-0001-2020 (Please type all digits, including the zeros)
- × A0774-00001-2020, A1234-00001-2020 (Only 1 project per row)
- × A0774-00001-2020-ST01 (Please do not input ST/BP numbers)
- × A1756-00028-2017 / D156/18 / PPVC00010 (Please do not mix Project Number, Contract number, and Unique Identifier)

✓ Fill the worksite location and project title within one cell

BCA Project Reference No / Contract No / Unique Identifier No	Work Site / Facility Location (Land Lot number / Full Address)	Project title or if not applicable, Description of Works
A1234-00001-2020	55 Singapore Road Singapore 532451 LOT 12345C MK01	PROPOSED ERECTION OF A 2-STOREY ENVELOPE CONTROL DETACHED DWELLING HOUSE

✓ For Supply Works, fill in factory address

Common mistakes:

× Entry split into multiple cells

BCA Project Reference No / Contract No / Unique Identifier No	Work Site / Facility Location (Land Lot number / Full Address)	Project title or if not applicable, Description of Works
A1234-00001-2020	55 Singapore Road	PROPOSED ERECTION OF A 2-
	Singapore 532451	STOREY ENVELOPE CONTROL
	LOT 12345C MK01	DETACHED DWELLING HOUSE

Correct Format of Date:

✓ (dd/mm/yyyy)

Common mistakes:

- × Wrong format of date, 01062020 (DDMMYYYY)
- × Wrong format of date, 010620 (DDMMYY)

a) Construction and Supply Main Submission

• Firm Details

BCA Project Reference No / Contract No / Unique		
Serial No	Identifier No	Roles of Firms
1		
2		

✓ To also include **ALL** subcontractor, specialist firms and part-time firms (e.g. QP firms, Testing companies, etc.)

For Supply Works

Main Factory Operator should be reflected as one of the following Only: ✓ DfMA Suppliers ✓ RMC Suppliers
✓ Aggregate Suppliers

• Employee Details

Serial No	UEN	Fin / NRIC
1		
2		

✓ Accurate Format of NRIC: S1234567X

✓ Accurate Format of FIN: G1234567X

✓ Accurate UEN: String of 9 or 10 characters, alpha-numeric

Common mistakes:

- × S 1234567 X / G 1234567 X (Space in the Middle)
- × S124567X / G123456X (Missing digits)
- × S123456 / G1234567 / 1234567X (Missing Alphabets)
- × XXXXX987A (Incomplete NRIC/FIN)

Is the individual based in a worksite/facility? required

Full time at Construction site/DfMA
 Part-time at Construction site/DfMA
 Not required to enter Construction

- Full time – For full time workers on site
- Part-time – For employees who will not be on site for the full duration of works (e.g. Specialist contractor workers, QP(S), etc.)

b) Safe Restart Declaration

Link: <https://go.gov.sg/bca-safe-restart-declaration>

- Yes / No / NA declaration
- Declaration form lists out the critical criteria extracted from the COVID-Safe requirements. These all have to be met for consideration of approval.
- Many applications have been rejected as the criteria listed out in the declaration form were not complied with.
- Common areas of non-compliance are highlighted in following slides.
- **Note: Please do not leave any blanks – this may cause the application to be rejected (choose NA when not applicable)**

	B	D	F	G
2				
3	Area	Section	Declaration	Submission
4	Safe Worksite	For small projects with project cost ≤\$3 million only	Number of on-going activities is limited so as to observe Safe Management Measures. If more than 1 activity is carried out at any one time, segregation of teams are in place to reduce physical interaction and ensure safe distancing at worksite.	
5		Implement a system of Safe Management Measures (SMM) at worksites	SMOs and SDOs have attended/ registered for the Safe Management Officer course for Construction. SMOs will carry out Safe Distancing induction for all personnel before they enter the site/premise. Builder/Occupier has implemented a detailed monitoring plan to ensure compliance with Safe Management Measures and to ensure issues (e.g. remedy of non-compliance, risk mitigation) are resolved in a timely manner.	Y N NA
6				
7		For large projects with project cost > \$3 million only, Segregation of teams to reduce physical interaction and ensure safe distancing at worksite	Builder/Occupier has segregated workers at the worksite/premise into teams (undertaking the same activity), with each team restricted to working within a single zone. Builder/Occupier has demarcated clearly zones within the site/premise, and the zones have been separated from each other by at least 2m within the same floor or level, or by floor level. Builder/Occupier has assigned visual identifiers to each team of workers to allow individuals to distance themselves from other teams, such as: •Different-coloured vest •Different-coloured armband •Different-coloured stickers on helmets •Others	
8				
9				
10			Builder/Occupier has provided a movement control plan to ensure that facilities at the Construction Project Premise/Supply Works Premise e.g. canteen, toilets, shared access points such as stairs, passenger hoists, are used in a manner such that the facilities will only be used by one Segregated Team at anytime.	
11			Builder/Occupier has staggered working and break hours by work teams to reduce possible congregation of employees at all shared facilities .	

b) Safe Restart Declaration – Worksite Requirements

<u>Common areas of non-compliance</u>	<u>Issues & Explanations</u>
<p>“Builder/Occupier to have an system for all personnel entering/leaving site/premise in addition to utilising SafeEntry NRIC.”</p>	<p>Many declared “No”</p> <ul style="list-style-type: none"> • These systems include electronic visitor management systems/physical logbooks • This is required as SafeEntry records are not released to the public and Builders will not have access. A separate system is hence required for Builders to have a record of all personnel accessing the site.
<p>“Builder/Occupier is using SafeEntry NRIC entry systems.” / “Builder/Occupier is utilising SafeEntry NRIC visitor management system to manage the entry and exit of all personnel (including employees, workers and visitors) entering the workplace.”</p>	<p>Many declared “No”</p> <ul style="list-style-type: none"> • SafeEntry NRIC is mandatory at the main site entrance/exit to view AccessCode (view next slide)
<p>“Builder/Occupier will provide individually packed meals, with independent and personalised tableware for workers.”</p>	<p>Many declared “No”</p> <ul style="list-style-type: none"> • This is mandatory. This is a legislative item that has been included in the COVID-19 (Temporary Measures) (Control Order) Regulations
<p>“Builder/Occupier to provide sick bay for timely segregation of suspected cases.”</p>	<p>Many declared “No”</p> <ul style="list-style-type: none"> • Some exceptions will be made for small sites, such as landed single dwelling

c) Worksite Safety Excel Submission

Link: <https://go.gov.sg/bca-worksite-safety>

Worksite Details - example

Serial No	Activity	Location of activity <i>For DfMA factories and supply chain firms, Please provide location of activity by Floor and Zone</i>	Start date of this activity (dd/mm/yyyy)	End date of this activity (dd/mm/yyyy)	Estimated number of workers (per day) required for the following weeks						Estimated number of workers (per day) required for the following weeks							
					(WPH + SPass)						(SC + PR + EP)							
					Week 0-2	Week 2-4	Week 4-6	Week 6-8	Week 8-10	Week 10-12	Week 0-2	Week 2-4	Week 4-6	Week 6-8	Week 8-10	Week 10-12		
1																		
2																		
3																		
4																		
5																		



Provide details of activities with proper subcategorization:

✓

Serial No	Activity
1	Installation of Sheetpiles
2	Excavation
3	Installation of Strutting

If there is no team segregation in place (i.e. all activities only conducted at one location), only one activity is allowed at any one time

✓

Serial No	Activity	Location of activity	Start date of this activity (dd/mm/yyyy)	End date of this activity (dd/mm/yyyy)
1	Installation of Ceiling	2nd Storey	09/06/2020	10/06/2020
2	Tiling Works	2nd Storey	11/06/2020	14/06/2020

Alternatively, provide **zoning/demarcation plan** in worksite safety plan submissions

Week 0 refers to the first week of when works restart.

✓

Activity	Start date of this activity	End date of this activity	Estimated number of workers (per day) required for the following weeks							
			(WPH + SPass)							
			Week 0-2	Week 2-4	Week 4-6	Week 6-8	Week 8-10	Week 10-12		
A	01/07/2020	15/08/2020	8.00	8.00	9.00					
B	16/08/2020	01/10/2020				9.00	8.00	7.00		

Common mistakes:

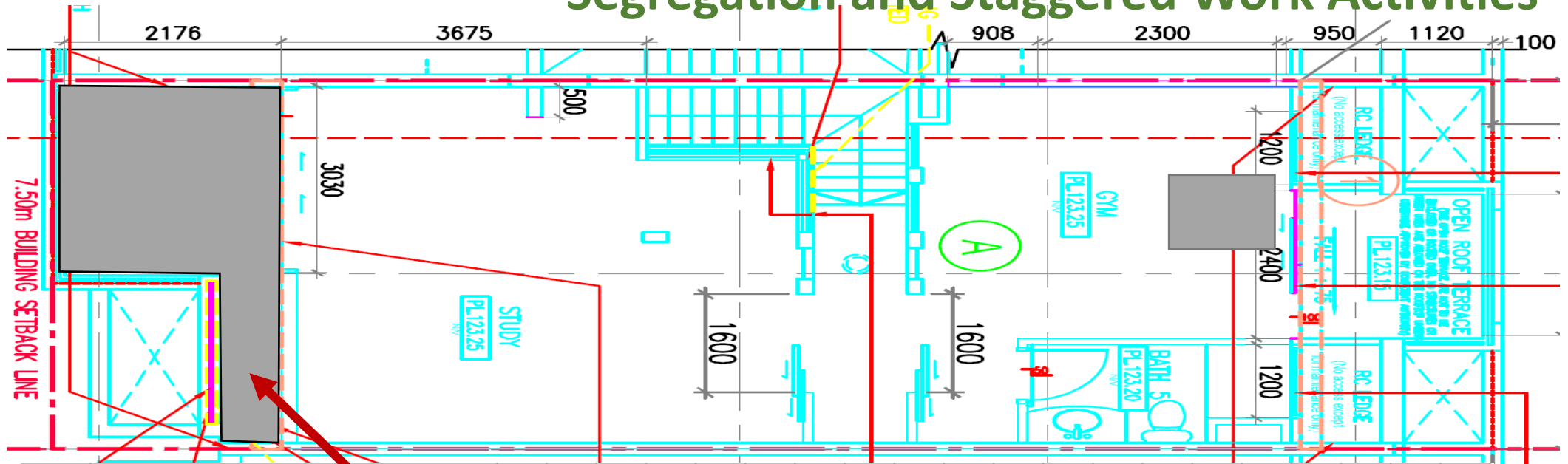
× Description of activities not detailed

Serial No	Activity
1	ERSS
2	
3	

c) Worksite Safety Excel Submission

Worksite Details - example

Segregation and Staggered Work Activities



Segregation Plan ties in with the Work Schedule

		Jun-20																					
		Wk 0						Wk 1						Wk 2									
S/N	Activity	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		
Attic																							
1	External flooring & Painting	█																					
2	Sanitary ware installation						█																
3	Aircon installation									█	█	█											
4	Electrical floor power socket installation								█														
5	Flooring work											█	█										
6	Gym bath door panel installation													█									
7	Glass Door installation																						
8	Shower screen Installation																						

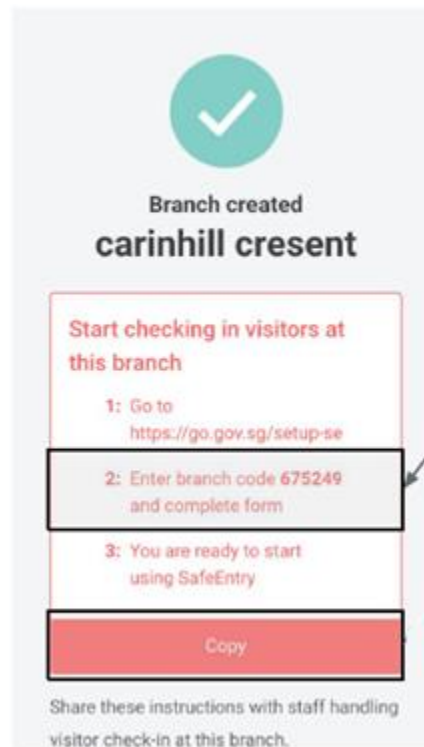
Example Adopted only for Illustration Purpose

c) Worksite Safety Excel Submission

SafeEntry Setup

Serial No	UEN	Category	Project Name / Business Name	Project reference number	Postal Code	Street Address	Unit number	Branch Code
1								
2								
3								
4								
5								

- ✓ Setup SafeEntry at <https://www.safeentry.gov.sg> prior to applying.
- ✓ The SafeEntry setup guide can be accessed here: <https://www.safeentry.gov.sg/downloads/SafeEntry-NRIC-for-Construction-Sites-v1.0.7.pdf>



Branch code

Fill in the Branch Code information. This will be provided once SafeEntry has been setup.

Common mistakes:
× Branch code not provided

SafeEntry NRIC – AccessCode

Type of Personnel	AccessCode Colour(s) Shown on SafeEntry	Action
Foreign (Employment Pass, S Pass, Work Permit Holder)	Green	Allow Entry if the worker is approved by BCA to work at the project site
	Red/Grey	Deny Entry
Local (Singaporean / Permanent Resident)	Grey	Allow Entry for the following groups only <ul style="list-style-type: none">- Personnel approved by BCA to work at the project site- Authorised personnel from government agencies

For more info on SafeEntry AccessCode, do visit www1.bca.gov.sg/COVID-19/faqs

c) Worksite Safety Excel Submission

SMO & SDO Appointment

Serial No	Roles	Name	Mobile Number	Email address	Original occupation other than SMO/SDO (if applicable)
1	Safe Management Officer (SMO)	Sample 1	91234567	abc@abc.com	Site safety supervisor
2	Safe Management Officer (SMO) Safe Distancing Officer (SDO)				
3					
4					
5					

Clause 2 of COVID-Safe Worksite requirements:

- Total no. of workers ≤ 10 – 1 SMO
- Total no. of workers > 10 but ≤ 50 – 1 SMO and 1 SDO
- Total no. of workers > 50 – at least 1 SMO, and 1 SDO for every 50 workers

Workers include Builder's (Main Contractor) and Subcontractors' workers working on site, and workers working as office assistants.

Common mistakes:
× Insufficient SMO/SDO appointed

c) Worksite Safety Excel Submission

Segregated Team Plan

Instruction Please fill in all the worker details and which team they are assigned to.

Serial No	Role	Firm	Team identifier e.g. A/ B/ Red team, etc	FIN/NRIC No. of worker/staff	Name of worker/staff	Activity to be carried out	Location of work - Floor
1							
2							
3							
4							
5							
6							
7							
8							

From Construction and Supply Main Submission:

- Employee Details

Serial No	UEN	Fin / NRIC
1		
2		

Ensure all workers that were provided in the under "Employee Details" in the Main Submission are accounted for here, and vice versa

d) Worksite Safety Plan Submission

Link: <https://go.gov.sg/bca-worksite-safety-plan>

Plans to submit:

- Safe Worksite Criteria
 - i. Zoning/Demarcation
 - ii. Movement Control Plan
 - iii. Handwash and Disinfecting Points Plan
 - iv. Evacuation Plan for Suspected Case and Follow Up Plan for Confirmed Case

d) Worksite Safety Plan Submission

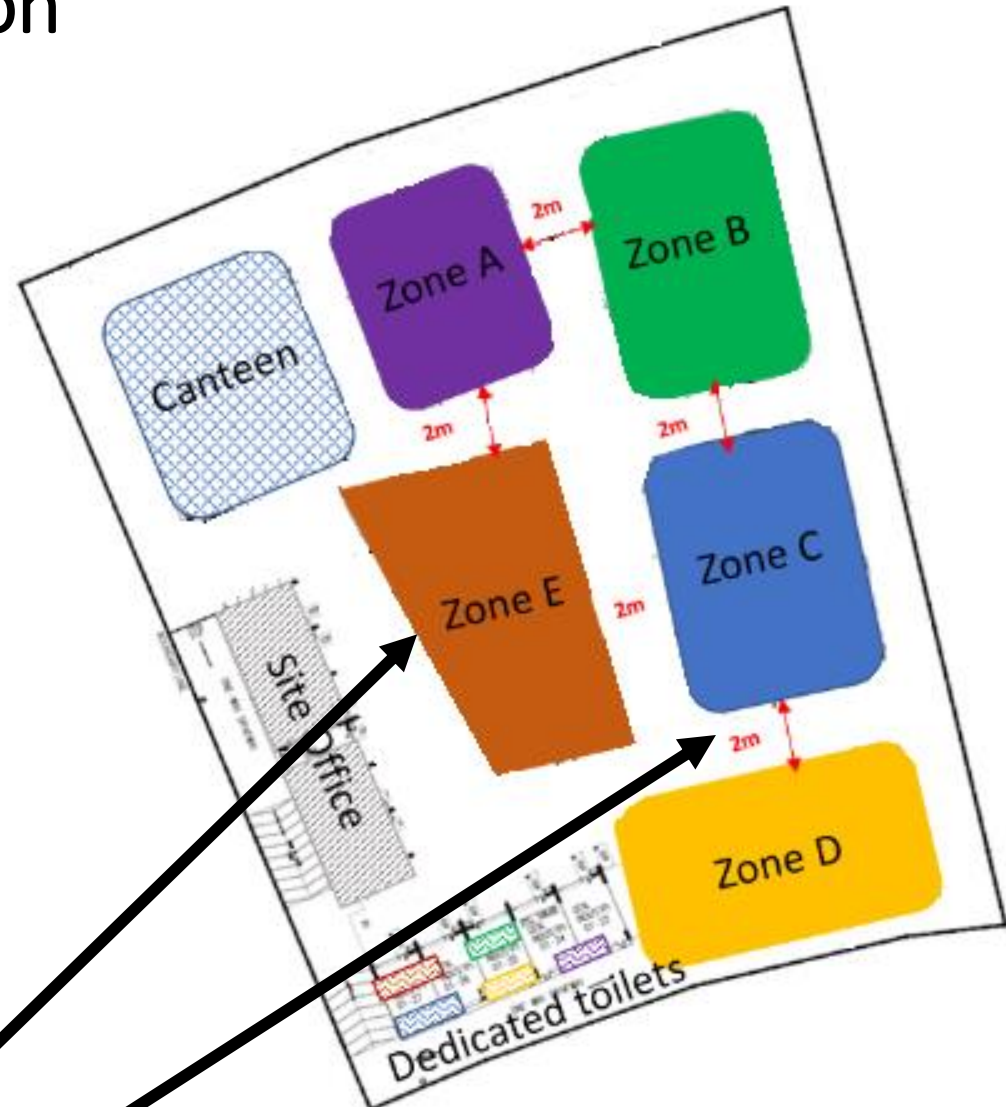
- Safe Worksite Criteria
 - i. Zoning/Demarcation

Zone	Team	No. of workers	Activity	Colour Code
A	1	8	Casting	Purple
B	2	5	Rebar	Green
C	3	9	Excavation	Blue
D	4	4	Piling	Yellow
E	5	5	Piling	Orange

(i) To include activity description, number of workers in each team (and its associated identifiers) and team assigned for each one

(ii) Zoning clearly delineated by colours
Specific teams designated in each zone

(iii) Clear distancing measures between zones



Example Adopted only for
Illustration Purpose

d) Worksite Safety Plan Submission

- Safe Worksite Criteria
 - i. Zoning/Demarcation

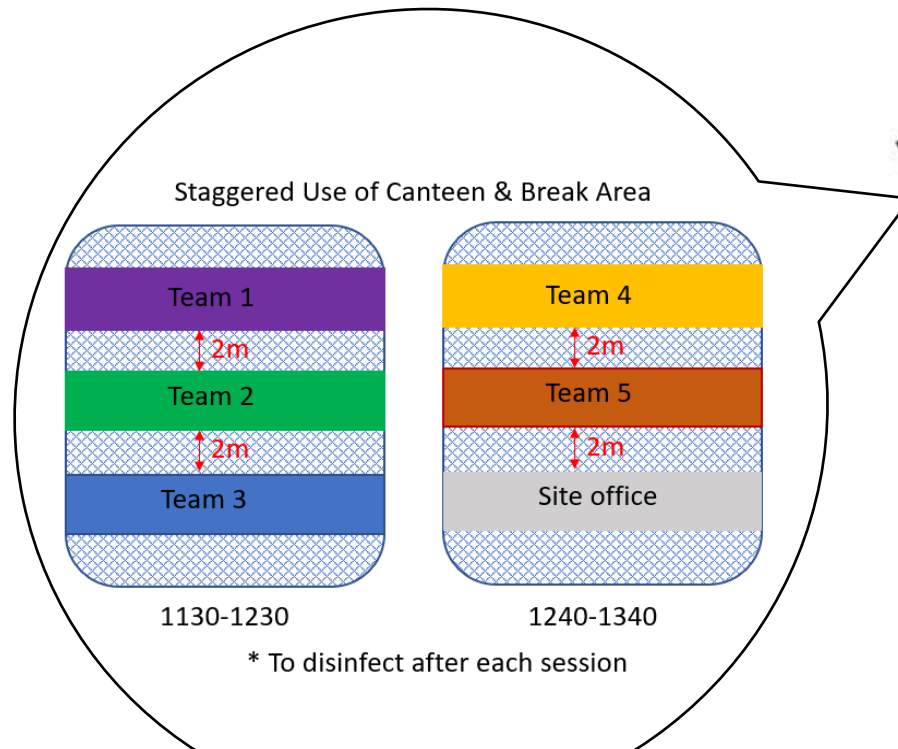
(iv) Examples of team demarcation



Example
Adopted
only for
Illustration
Purpose

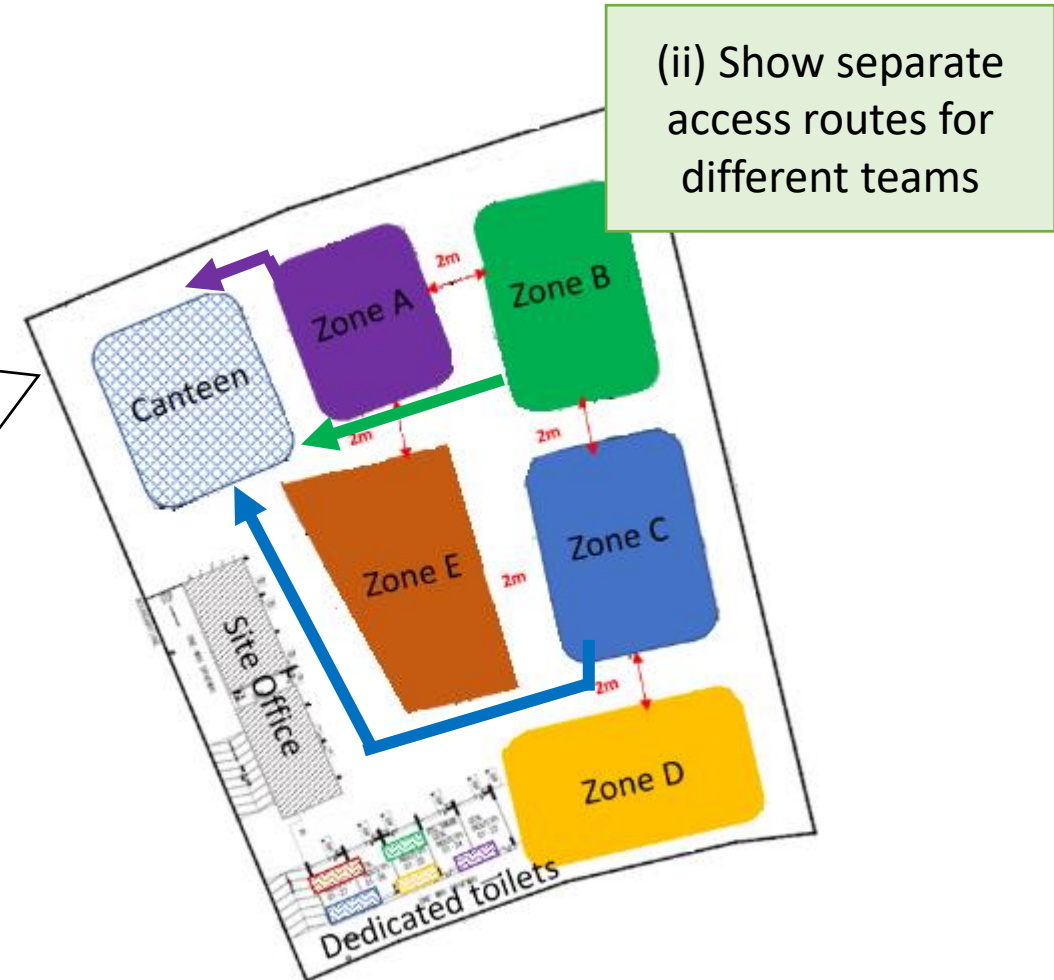
d) Worksite Safety Plan Submission

- Safe Worksite Criteria
 - ii. Movement Control Plan



(i) Staggering of use of facilities

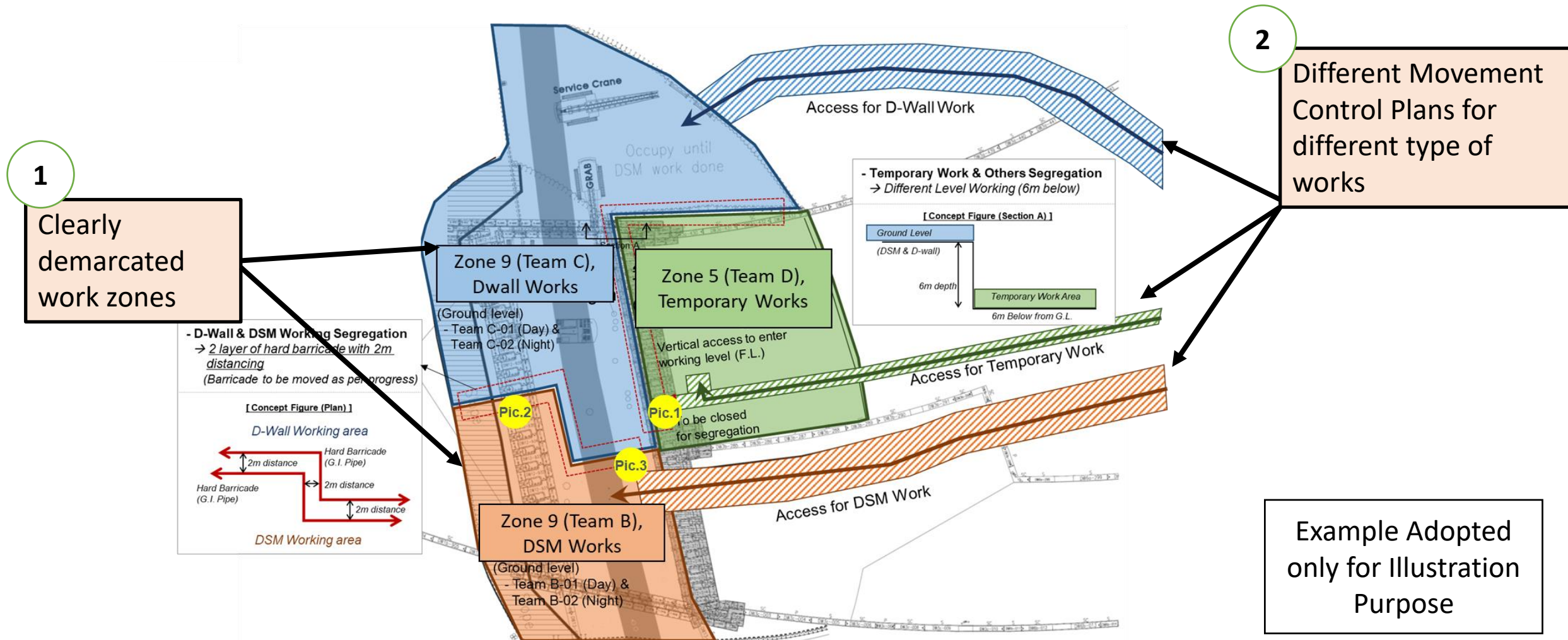
If facilities are to be used by multiple teams at one time, the teams will have to be segregated by at least 2m, as illustrated above in the canteen



Example Adopted only for Illustration Purpose

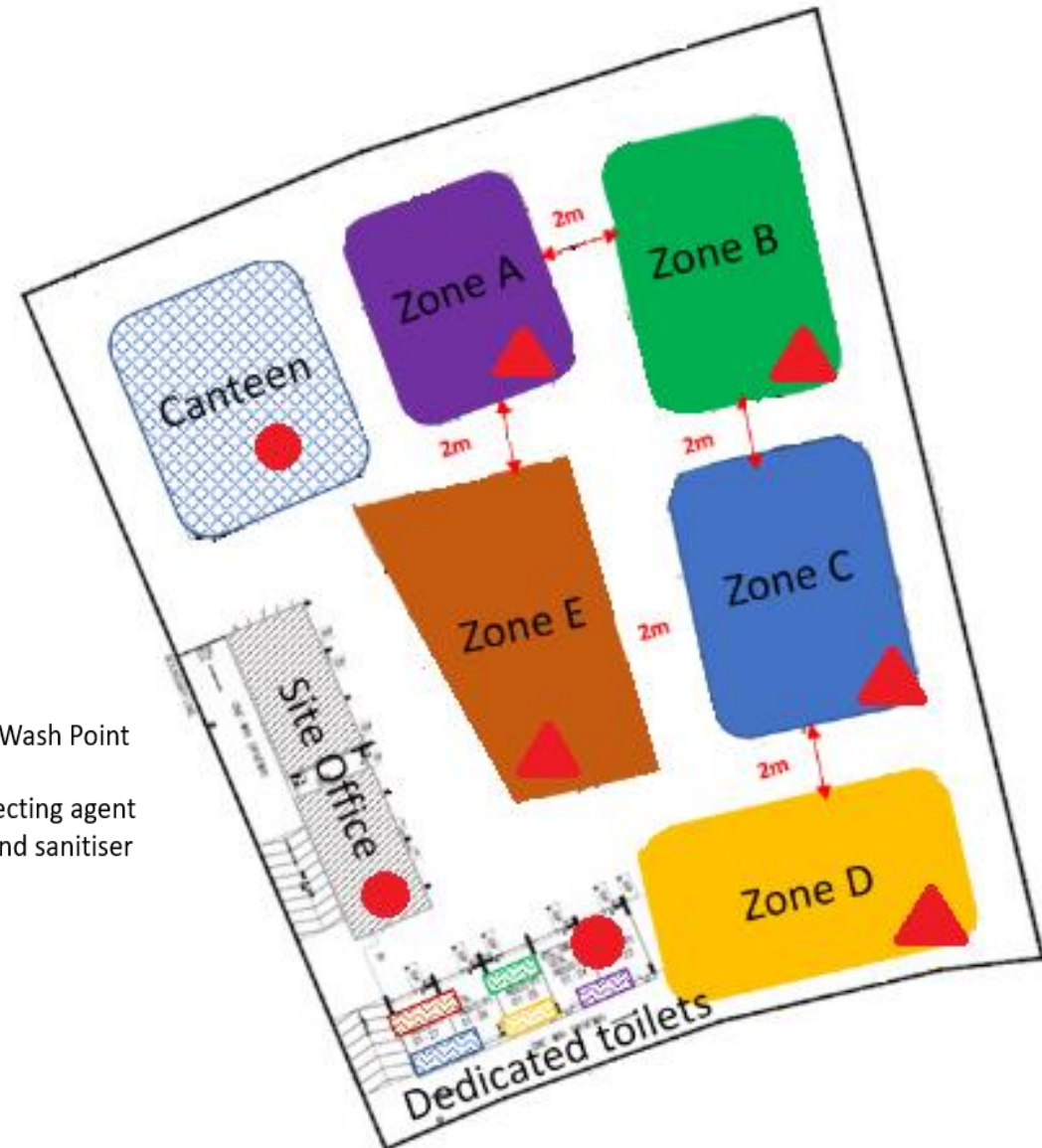
d) Worksite Safety Plan Submission

- Safe Worksite Criteria
Good example:



d) Worksite Safety Plan Submission

- Safe Worksite Criteria
 - iii. Handwash/Sanitization Points should be provided in each zone



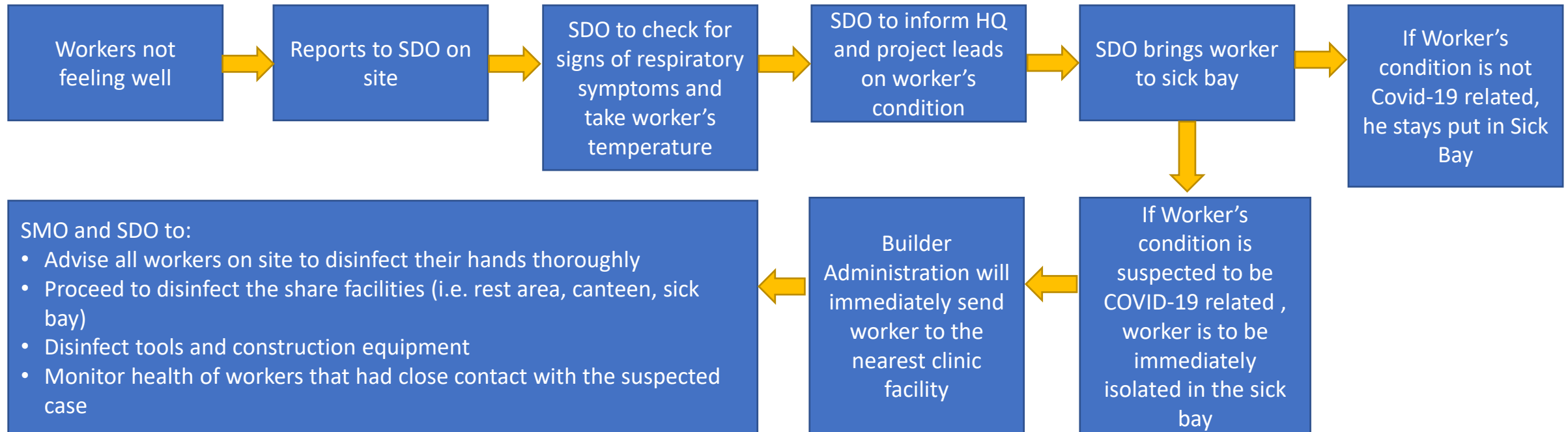
- Hand Wash Point
- ▲ Disinfecting agent
i.e. hand sanitiser

Example Adopted only for
Illustration Purpose

d) Worksite Safety Plan Submission

- Safe Worksite Criteria

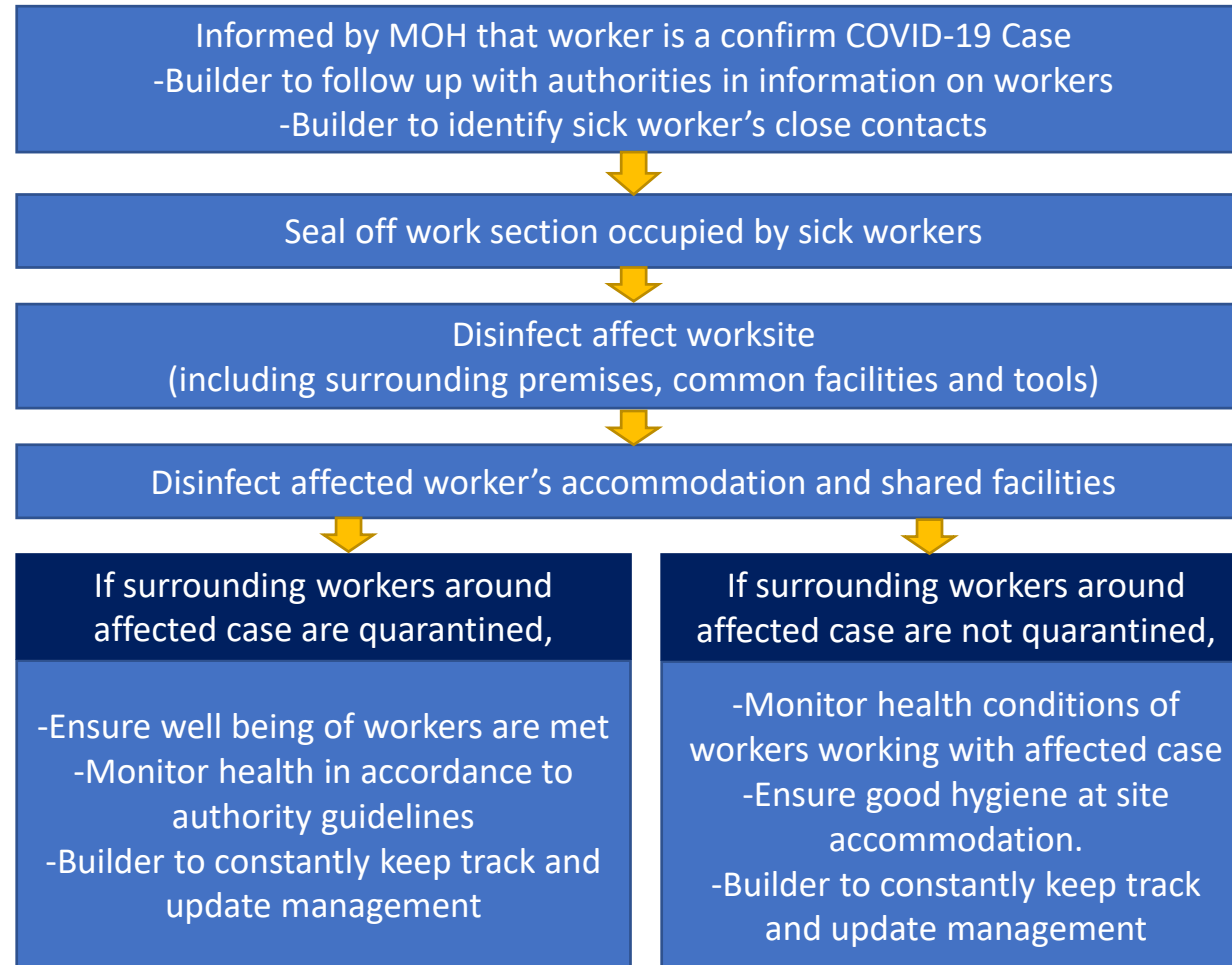
- iv. Evacuation Plan for Suspected Case



Example Adopted
only for Illustration
Purpose

d) Worksite Safety Plan Submission

- Safe Worksite Criteria
 - iv. Follow Up Plan for Confirmed Case



Example Adopted
only for Illustration
Purpose

e) Confirmation email that employers have updated records with MOM

- Please visit MOM's Online Foreign Worker Address Service (<https://www.mom.gov.sg/eservices/ofwas>) to update the address and contact number of foreign workers.
- You will receive an email confirmation once this has been completed. Please screenshot this email confirmation and upload it.

10. Confirmation email that employers have updated records with MOM

We declare that all the firms intending to deploy foreign work pass holders (i.e. work permit holders, S-Pass holders and employment pass holders) to work as listed in this application have updated their workers' records with MOM OFWAS. The attachment below contains the latest confirmation email(s) from all firms

 **UPLOAD FILE**

Max File Size: 1 MB

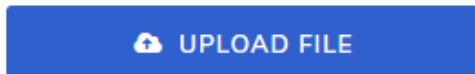
f) (For construction projects only) Joint declaration by developer and builder

Link: <https://go.gov.sg/bca-joint-application-declaration>

- To be signed by Developer to acknowledge the application is made by them together with the Builder.

14. For construction projects only, declaration that the application to restart construction projects are jointly made by the Builder (Main Contractor) and Developer.

Please download the template below:
<https://go.gov.sg/bca-joint-application-declaration>



Max File Size: 1 MB



JOINT APPLICATION TO RESTART CONSTRUCTION PROJECTS

A. PROJECT DETAILS

Project Ref. No.:
Project Title:
TS/MK:
Lot/Plot:
House No.:
Road:
Total Project Cost:

B. DECLARATION BY DEVELOPER

I confirm that I am making this joint application to restart construction projects together with the Builder (Main Contractor), by providing the information required below together with my signature.

Firm Name: Enter developer firm name. Type NA if developer is an individual.
UEN (for firm): Enter UEN of developer firm. Type NA if developer is an individual.
Developer's representative name: Provide the name of a representative of the Developer.
NRIC (for individual): Provide the NRIC of this representative.
Representative's email: Provide the email of this representative.
Representative's contact number: Provide the contact number of this representative.
Signature:

X

Developer / Developer firm's representative

Attachments have a 1MB upload limit

- If files are too big, please upload additional documents via: <https://go.gov.sg/bca-additional-supporting-doc>

Building and Construction Authority

Submission of Supporting Docs

⌚ 10 mins estimated time to complete

LOG IN WITH CORPPASS ↗

Login with CorpPass to access this form. Your Entity ID and CorpPass ID will be included with your form submission.

1. Main Form Application Reference No.



e.g. 5ae0f25bf9e86980114b8fd6

2. Supporting Documents

Please submit in compressed ZIP.

📁 UPLOAD FILE

Max File Size: 7 MB

3. Submission Type

Construction and Supply Works

Renovation Works and Construction Accounts Works

Essential Site Activities

SUBMIT

D. Process once Application has been Approved

1. Book COVID-19 swab test for SC/PR workers via: <http://go.gov.sg/swab-sc-pr> . (SC/PR/Employment Pass holders may perform works at the Project Site, while waiting for arrangements to undergo a COVID-19 Swab test.)
2. Foreign workers 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 cleared by the Inter-agency Task Force can perform works. (MOM / BCA will be arranging for swab test for these workers.)
3. Update BCA on the 3-monthly schedule of the work for the Project via: <https://go.gov.sg/bca-additional-supporting-doc>
4. PM to submit a daily report to BCA via the following FormSG link: <https://form.gov.sg/5ec3b02085d4c50011372dcf>
5. 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>

D. Process once Application has been Approved – Amendments to submission

1. For changes to manpower deployment/places of accommodation of workers permitted to work at the Project Site
 - Re-submit revised documents via: <https://go.gov.sg/bca-construction-supply>
 - 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"



The screenshot shows a web form with a dropdown menu for "Submission Type". The dropdown is open, showing four options: "DfMA Suppliers", "RMC Suppliers", "Aggregate Suppliers", and "Modification for Previously Approved Application". The "Modification for Previously Approved Application" option is highlighted with a red rectangular box. To the right of the dropdown, there is a vertical scrollbar and the text "will be an one" (likely "will be an one" or "will be an one").

2. For changes due to typo errors (e.g. in project address/project title)
 - Contact BCA Covid19@bca.gov.sg

E. Process once Application has been Rejected

1. Review application, taking note of the reasons for rejection
2. Utilise the Self-Assessment Checklist (<https://go.gov.sg/bca-project-readiness>) to self-assess whether the three COVID-Safe restart criteria.

Summary of Links

- Self-Assessment Checklist: <https://go.gov.sg/bca-project-readiness>
- Application to Restart: <https://go.gov.sg/bca-construction-supply>
- Documents to upload for **Application to Restart Construction Works and Supply Works:**

No.	Submission	Link
1	Construction and Supply Main Submission	https://go.gov.sg/bca-construction-supply-main
2	Safe Restart Declaration – Self declaration form	https://go.gov.sg/bca-safe-restart-declaration
3	Worksite Safety Excel Submission	https://go.gov.sg/bca-worksite-safety
4	Worksite Safety Plan Submission	https://go.gov.sg/bca-worksite-safety-plan
5	Confirmation email that employers have updated records with MOM	https://www.mom.gov.sg/eservices/ofwas
6	(For construction projects only) Joint declaration by developer and builder	https://go.gov.sg/bca-joint-application-declaration

Conduct In-house audit and inspection work

- At this stage, Safe Management Measures (SMM) is the only protection against COVID cases and contain any spread quickly when it happens
 - Segregation and zoning plans, cohorting plans, suspected case evacuation plan, covid+ follow-up plan, penalty system for breaches of SMM, monitoring plan to ensure non-compliance/issues raised are resolved
- How well SMM are observed will be key to avoid another case of a major outbreak in worksites
- Implementation of SMM monitoring plan to ensure compliance and to ensure issues are resolved in a timely manner.
- Safe Management Officers play an crucial role in ensuring SMM are implemented and adhered to in worksites

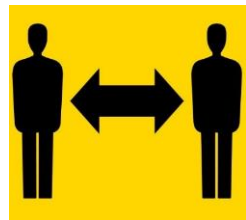
Conduct In-house audit and inspection work

Key Things to Look Out for



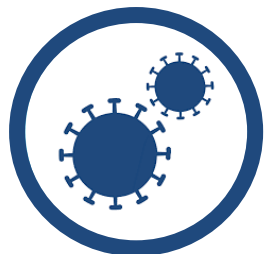
1) Safe Access

- **Entry control**
(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)

Conduct In-house audit and inspection work

BCA's Audit Findings

Top non-compliances observed	Large Projects	Small Projects
Mismatch in entry records with approved workers list	1	34
Missing Safe Management Measures (SMM) Monitoring Plan on site	3	28
SafeEntry (NRIC) not installed and used	1	17
Safety Management Officer (SMO) not on site	0	17
Meals not individually packed	1	10



Examples of Good Practices observed



Segregated entrances/exits



Safe distancing markings



Clear zoning plan & SMO/SDO details



Temperature monitoring



system with face detection



Safe Distancing Induction



Individually pre-packed meals

❌ Examples of Non-Compliances



Cooking at on-site CTQ



Poor isolation facility for sick workers



Safe-Entry (NRIC) not used on site

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

- Stern Warnings
- Safety Time-out
- Stop Work Orders (SWO)
- Composition Fines
- Prosecution