

ATREC			
Advanced Technology Research Centre			
Contractor Risk Management Form			
Prior to commencing the work, contractors have to fill up Section I, II and IV and attached their risk assessment and submit to ATREC. Work can only commence after the Contractor Risk Management Form has been approved by ATREC.			
<u>Section I Contractor Information</u>			
Name of Company:			
Name of Contractor:			
Appointment:			
Contract / PO / WO No:			
Duration of Work:	Start date:	ddmmyyyy	End date: ddmmyyyy
Date of Submission:	ddmmyyyy		
<u>Section II Work Details</u>			
1. Location of Work:			
2. Nature of work:	<input type="checkbox"/>	Installation work	
	<input type="checkbox"/>	Repair work	
	<input type="checkbox"/>	Maintenance work	
	<input type="checkbox"/>	Alteration work	
	<input type="checkbox"/>	Dismantling work	
	<input type="checkbox"/>	Others: Please specify	
3. Brief Description of Work			

4. Tools / Equipment / Machines Involved:

5. Work involves:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Working from height |
| <input type="checkbox"/> | Scaffolding / Lifter / Ladder |
| <input type="checkbox"/> | Lifting / moving heavy objects with forklift / crane |
| <input type="checkbox"/> | Electrical equipment |
| <input type="checkbox"/> | Confined space |
| <input type="checkbox"/> | Power tools |
| <input type="checkbox"/> | Hot work – welding, cutting, drilling etc |
| <input type="checkbox"/> | Pressurised systems – e.g. cylinders |
| <input type="checkbox"/> | Flammable or toxic chemicals / liquids / gases |
| <input type="checkbox"/> | Chemicals and explosives |
| <input type="checkbox"/> | Others: Please specify |

6. Potential hazards:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Falling from height |
| <input type="checkbox"/> | Falling objects from height |
| <input type="checkbox"/> | Crushing by heavy objects / forklift / crane |
| <input type="checkbox"/> | Vehicular accident by forklift / crane / transport vehicle |
| <input type="checkbox"/> | Electrocution |
| <input type="checkbox"/> | Asphyxiation and intoxication by toxic gases |

	Injury to eyes due to strong lights, sparks or flash
	Amputations / severance of limbs / fingers / toes
	Fire / explosion
	Inhalation and contact with chemicals
	Spillage of chemicals
	Others: Please specify

7. Permit required :

	Hot work permit (if needed, permit will be applied by ATREC staff for work at ATREC's premise)
	PE certification
	Permit required for statutory equipment (Contractor please specify and attach a copy of the permit to this form.)
	Others: Please specify

8. Safety Equipment Provided by Contractor to their Staff

Section III Review by ATREC Project Leader / Safety Manager / COO ATREC

9. Review and Recommendations by ATREC Project Leader

Comments (if any)

Name & Signature of

PI / Reviewing

Officer:

Date reviewed: ddmmyyyy

10. Approval by ATREC Safety Manager / COO

Comments (if any)

Name & Signature of

Approving Officer:

Date approved: ddmmyyyy

Section IV Acceptance / Undertaking by Contractor

The applicant must undertake the following requirements before, during and after the work.

1. To conduct Risk Assessment (Hazard Identification, Risk Assessment and Risk Control) as required by the Workplace Safety and Health Act and the WSH (Risk Management) Regulations on the nature of work described to reduce its risk to practicable level.
2. Adhered to all EHS rules and regulations of ATREC and AME they are working in and that by COO and / or any authority approve the work carried out designated by him.
3. Work must be supervised at all time by the contractor.
4. Ensure that all the rules and statutory requirement are followed by those working under me including any contractors and sub-contractors.
5. Ensure that the relevant permits and licences are obtained prior to commencing the work
6. Ensure that risk, hazards and control measures are communicated to all my employers who will be carrying out the contract
7. ATREC reserves the right to stop or discontinue any works if deems unsafe or necessary.

I understand that failure to do so may result in termination of my work or my employer's contract with ATREC.

Name and Signature of

Contractor:

Company Name and Stamp:

Date: ddmmyyyy

Attachment:

Completed Task-based or Activity-Based Risk Assessment / HIRARC by Contractor

Distribution List:

File

ANNEX A Briefing notes for contractors

General instructions

1. For safety and security, all contractors shall remain at the designated workplace.
2. Raise alarm to ATREC staff on site if there is any abnormality such as fire or spillage.
3. Do not tamper with any equipment or facility without authorisation by ATREC staff.
4. When in doubt, seek clarification with ATREC staff
5. Alarm signals in the compound
 - a. General Alarm Signal
 - i. Activation of siren from main guard room
 - ii. Continuous blast of siren for 1 minute and is audible throughout AME/BT
 - iii. All unaffected site to stop work and initiate shut down procedures. All contractor to follow instruction of fire wardens to move to the Temporary Mustering Points and prepare for evacuation
 - b. Evacuation Signal
 - i. Activation of siren from main guard room
 - ii. A non-stop intermittent blast of siren audible throughout AME/BT
 - iii. All contractor to follow instruction of fire wardens to move to the Permanent Mustering Points
6. Safe management measures against COVID-19
 - b. All suppliers and contractors shall perform check-in and out using SafeEntry system, set up by Advanced Materials Engineering (AME).
 - c. All suppliers and contractors are required to submit their health declaration form provided by AME at the AME's guardroom on the following before being allowed to enter premises.
 - i. Travel history in the last 14 days.
 - ii. That they have not received a quarantine or isolation order, Stay-home notice, or been issued medical certificates for respiratory symptoms.
 - iii. That they are not a close contact of confirmed case or anyone who is serving a quarantine or isolation order, stay-home notice.
 - d. They will be refused entry if any of the answers is positive or if they are having temperature equal or more than 37.5°C or having respiratory symptoms.
 - e. Visual indicators will be posted within ATREC to remind suppliers and contractors to observe safe distancing measures and wear masks at all time in the premise.
 - f. All suppliers and contractors are to keep a clear physical spacing of at least 1 metre between persons at all times.

Name and Signature of Applicant:

Company Name and Stamp:

Date: ddmmyyy