

## **HOUSE RULES FOR CONTRACTORS**

The following rules are mandatory for all Contractors engaged to carry out works in the Hospital. They are to note and comply with the following rules. The term "Contractor" shall mean the person or firm whose offer has been accepted by the Hospital and include the Contractor's workmen, sub-contractors, suppliers and agents. If you have further question, please ask your site contact.

### **1.0 PERSONAL PROTECTIVE EQUIPMENT (PPE):**

- 1.1 Appropriate PPE must be worn within the boundary of the Hospital area.

### **2.0 HOT WORK:**

- 2.1 No hot work shall be carried out without the prior written approval by the Environment Health & Safety Officer or the Fire Safety Officer. All flammable compounds are to be cleared away from the area. No Contractors are allowed to store chemicals in the vicinity of the Hospital.

### **3.0 ELECTRICAL:**

- 3.1 The Contractor shall employ only competent persons to take charge of all electrical works. Such installations shall be provided with earth leakage circuit breakers and be maintained in good and safe working order. All electrical installations shall comply with the requirements of the law and regulations.

### **4.0 STRUCTURAL WORKS**

- 4.1 The contractor shall not do any hacking or opening on the walls without obtaining prior permission from the Facilities Management Services department. The contractor shall take photographs of the site prior to the commencement of work and upon completion of works. It will be the contractor's duty to re patch back the opening with the appropriate fire resistance material upon completion of works and submit photographs of before and after work execution.

### **5.0 REPORTING OF ACCIDENTS:**

- 5.1 The Contractor shall report to the Hospital all accidents, including but not limited to those that do not involve injuries to person. The Contractor shall also report accidents to the Ministry of Manpower or any other appropriate authority as required by the laws and regulations of Singapore.
- 5.2 The Contractor shall report accidents and incidents to the site contact immediately for prompt follow-up with the Security Office or call Fire Command Centre (Tel : 63578822).
- 5.3 The Contractor shall observe the emergency evacuation procedures of the Hospital and acknowledges that it has read and understood the same.

### **6.0 LOCKOUT/TAGOUT AND MACHINE:**

- 6.1 All machines and equipment are to be operated by trained and authorized personnel only. All Contractors are to comply with the Lockout / Tagout procedures as required by the Ministry of Manpower (MOM).

### **7.0 COMPETENCY OF CONTRACTOR:**

- 7.1 Contractor must be fit and competent to perform the task assigned

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### 8.0 DISPOSAL OF DEBRIS:

- 8.1 All waste and debris are to be disposed off site. Upon completion of the work, the Contractor shall ensure that the work area is kept clean.

### 9.0 REPORTING OF UNSAFE ACTS/CONDITIONS:

- 9.1 Report all unsafe acts / conditions immediately to your supervisor or site contact. Call for assistance immediately if you are splashed or come into contact with any chemicals or unknown materials.

### 10.0 HOUSE RULES, CONDITIONS AND REQUIREMENTS:

- 10.1 Contractor shall be given a copy of this "House Rules For Contractors" and the "Conditions and Requirements for Contractor's Works in TTSH" at the Security Office or by the site contact before commencing their works. The Contractors or vendors have to brief their workers on the Hospital's rules before starting their work.

### 11.0 CONTACT NUMBERS:

- 11.1 All contractors are to put down their contact numbers in case of emergency.

### 12.0 AWARENESS OF HAZARD

- 12.1 Contractor must be aware of the hazards that they will be exposed to While working at TTSH. Contractor should disseminate this information to all his/her workers

### 13.0 INFECTION CONTROL

- 13.1 Contractor must adhere to Standard Precautions such as hand hygiene and donning of appropriate PPE as stipulated by Hospital Infection Control Unit.  
13.2 Contractor must consult the staff in the respective clinical departments before entering the isolation rooms/wards.

#### Note to Contractors:

You are required to acknowledge below prior to the commencement of your works. You are deemed to have understood the "Conditions and Requirements for Contractor's Works in TTSH" and the "House Rules for Contractors" prior to the commencement of your works.

Company : \_\_\_\_\_  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Contact Number : \_\_\_\_\_  
Date : \_\_\_\_\_