
Safety Disciplinary Code

KEPPEL GROUP SAFETY DISCIPLINARY CODE

1. Introduction

The Inter-SBU Safety Committee (ISC) believes that good safety discipline is essential for the safe conduct of business and well-being of all employees across the Keppel Group. The ISC further believes that a common set of disciplinary rules and procedures is necessary for promoting order and fairness in the treatment of individuals.

To determine the standards of safe conduct required by employees, the ISC has drawn up this Safety Disciplinary Code to guide each strategic business unit (SBU) on the severity of safety offences which are considered to be in breach of company safety rules and which may result in disciplinary action as indicated in section 7 below.

The intent of taking the necessary disciplinary actions is not to punish the individual offenders but to correct their behaviour. Actions should be pre-emptive where possible. It should deter repeated and continuing breaches so as to build a safe environment for all. With all cases, counseling shall be provided.

2. Scope

This Safety Disciplinary Code shall be applicable to all employees at the workplace, including all levels of management.

3. Administration and Compliance

As safety discipline is part of the general conduct of an employee, it shall be administered by the Human Resource Department.

All employees will be informed of the standards of safe conduct expected of them. In turn, all employees should familiarise themselves with the rules governing their employment in their respective SBU's Human Resource policies and disciplinary procedures. This Safety Disciplinary Code shall form part of, and shall be read together with, the respective Human Resource policies.

Each employee should familiarize himself with his company's safety codes and procedures, the safety laws and regulations relating to the industry and this Safety Disciplinary Code and shall conduct himself accordingly. A breach of these safety codes and procedures, laws and regulations will constitute a safety offence for the purposes of this Safety Disciplinary Code.

4. Disciplinary Decision

It is recognized that rules should be enforced in a fair and consistent manner. It is essential however that each case is treated on its merits and that disciplinary decisions are taken which are fair and reasonable in all circumstances. It is the intention of the ISC that, in providing the guidance contained in this Safety Disciplinary Code, due consideration should be given to the severity of the offence and in consultation with relevant Unions, where applicable.

5. Severity of Safety Offences

The severity of safety offences are as follows:

- 5.1 Minor Offence: Unsafe behaviour that leads, or has the potential to lead, to a first-aid¹ or non-reportable² workplace injury.
- 5.2 Moderate Offence: Unsafe behaviour that leads, or has the potential to lead, to a reportable³ workplace injury.
- 5.3 Major Offence: Unsafe behaviour that leads, or has the potential to lead, to a serious⁴ workplace injury or fatality.

6. Categories of Injury

The general categories of workplace injury are as follows:

¹ First Aid Injury	Injury or ill-health requiring first aid treatment only (Includes minor cuts and bruises, irritation, ill-health with temporary discomfort). No medical leave granted.
² Non-Reportable Injury	Injury or ill-health requiring medical treatment and given 3 days of sick leave or less.
³ Reportable Injury	Injury requiring medical treatment or ill-health leading to disability (Includes lacerations, burns, sprains, minor fractures, dermatitis, deafness and bodily injuries), given more than 3 consecutive days of sick leave or hospitalised for more than 24 hours.
⁴ Serious Injury	Fatal, serious injury or life threatening occupational diseases (Includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning and fatal diseases)

A list of typical safety offences is shown in Appendix 1.

7. Safety Disciplinary Actions

7.1 Types of Safety Disciplinary Actions

All employees, including all levels of management, are held accountable for obeying safety rules.

The table below shows the type of safety offences and the recommended safety disciplinary actions. The severity of the disciplinary action shall reflect accordingly to the extent of the lapse and the potential harm that it may have caused, regardless whether there is an injury.

Types of Safety Offences	Safety Disciplinary Actions		
	1 st Offence	2 nd Offence	3 rd Offence
Minor	Verbal Warning	Written Warning	Suspension, or Dismissal
Moderate	Written Warning	Suspension, or Dismissal	
Major	Suspension, or Dismissal		

Verbal Warning – a warning that the employee had adopted an unsafe work behavior or that safety procedures were not followed with good reason. Follow-up corrective advice shall be given.

Written Warning – a written notification of unsafe work behaviour or that safety procedures were not followed with good reason. Follow-up corrective advice shall be given and a copy of this notification will be placed in the personnel file of the offender.

Suspension – employee is removed from the job for a specified number of days.

Dismissal – employee is terminated for proper cause

Counseling shall be provided in all cases.

In addition to the above safety disciplinary actions, the supervisor shall reflect the safety offence in the annual performance appraisal of the subordinate. With the exception of the action of dismissal, all offenders shall also be required to attend the appropriate safety re-training, where applicable.

7.2 Assessment

Each safety disciplinary case, including those that have not resulted in injury, shall be reported to the company's Human Resource Department. The case shall be thoroughly investigated to determine all the facts, upon which a fair and reasonable decision can be made and justified.

The procedure in which to investigate and take the appropriate safety disciplinary action shall be governed by this code and the general procedures in accordance with company policy.

Where possible and appropriate, it is always good to involve the Union so that any decision made comes with their support.

8. Provision for Appeal

The person facing safety disciplinary action may appeal through his superior, within a reasonable time period, for a review of his case. In such a situation, a review committee shall be appointed to make a recommendation on the appeal to Senior Management, whose decision shall be final.

APPENDIX 1

LIST OF TYPICAL SAFETY OFFENCES

A list of offences can never be exhaustive. In this appendix, typical breaches of safety are listed for reference. The severity level of each offence and consequently the type of safety disciplinary action to be taken against the offenders will depend on the situation and circumstances of each particular incident.

S/N	Offences
1	Allowing flammable / toxic gases or oxygen to escape from hoses/torches
2	Any unsafe act committed
3	Bringing or storing of petrol / inflammable liquids in unauthorized premises / areas within the site
4	Causing obstruction to passageway and/or door for entrance or exit
5	Creating safety and health hazards.
6	Cycling in unauthorised areas
7	Cycling without brakes or riding pillion
8	Dangerous or rash act likely to cause serious injury to oneself or others
9	Dangerous or unsafe driving
10	Defacing security tags
11	Driving forklift without valid forklift license
12	Employing illegal worker(s).
13	Failure to apply or fully furnish a permit-to-work prior to commencement of work
14	Failure to attend safety meetings
15	Failure to carry out demolition work properly and safely.
16	Failure to carry out excavation safely.
17	Failure to carry out pre-use checks on tools / equipment
18	Failure to complete MHE / Racking checklist
19	Failure to comply with any written law, rule or regulation of a government ministry, statutory board or other relevant authorities in the execution of works.
20	Failure to comply with safety instructions/advice from superior or safety department
21	Failure to comply with traffic signs
22	Failure to declare dangerous, hazardous or toxic chemicals / substances brought into the premises
23	Failure to declare a job in the daily VSCC meeting/or failure to inform the safety department
24	Failure to declare lifting appliances/equipment, air receivers or pressure vessels
25	Failure to disconnect gas hoses from manifold during rest breaks
26	Failure to display / retrieve identification tags
27	Failure to display appropriate warning signs/device when transporting materials by forklift
28	Failure to dispose empty tins/drums of paint into proper disposal bins
29	Failure to ensure that all the cranes used at site are in sound and safe conditions.
30	Failure to ensure that excavation work with more than 4 meters depth is in accordance to the P.E.'s design.
31	Failure to fence up and display warning signs in hazardous areas
32	Failure to follow up on written report on unsafe acts / conditions and/or equipment after receiving the information from subordinate.
33	Failure to implement proper traffic control and road safety.
34	Failure to implement safe lifting procedures and operations.
35	Failure to implement fire prevention measures.
36	Failure to keep loose tools / objects in proper container

S/N	Offences
37	Failure to maintain proper housekeeping
38	Failure to observe fire safety precautions
39	Failure to observe safety signboards
40	Failure to provide a safe and healthy working environment.
41	Failure to provide adequate and proper first-aid facilities.
42	Failure to provide adequate ventilation and lighting at site.
43	Failure to provide catch platform for demolition of exterior wall or roof.
44	Failure to provide fire watch or fire watch fails to perform duty
45	Failure to provide guard rails or fencing or cover to prevent persons from falling.
46	Failure to provide life buoys or life jackets when working near water
47	Failure to provide safe and sound scaffolding and platform.
48	Failure to provide safe means of access to workplace
49	Failure to provide/install portable fire extinguishers in the contractor's office
50	Failure to put on forklift seat belt
51	Failure to register hot work tools/equipment brought into the premises
52	Failure to remove electrode from holders when not in use
53	Failure to remove gas hoses from confined space after work
54	Failure to report accident / incident promptly
55	Failure to report to superior on unsafe tools and equipment.
56	Failure to review and revise the Risk Assessment and Safe Work Procedures whereupon there is an occurrence of bodily injury or significant change in work practices or procedures.
57	Failure to send hot work tools/lifting equipment/electrical tools for testing
58	Failure to switch off welding machine after use
59	Failure to take adequate safety measures whilst spray painting in confined spaces
60	Failure to use flashback arrestors
61	Failure to use or improper use of PPE
62	Failure to use proper electrical plugs / connectors
63	Failure to wear safety harness / belt when operating at height (>2 m)
64	Failure to wear security pass while working in the site.
65	Hitch riding on MHE
66	Improper use of compressed air/oxygen/acetylene/LPG
67	Improper use of fire fighting hose reels, extinguishers
68	Improper/ unsafe use of ladders / platforms
69	In possession of cigarettes and/or lighters onboard vessel
70	Indiscriminately throwing or dumping of hazardous materials to environment
71	Intoxication in the yard or onboard vessel
71	Jay walking
73	Leaving hot work tools unattended at workplace
74	Leaving vehicle unattended on the road causing traffic obstruction.
75	Lending or using another person's hotwork tool/short length hoses/coupling
76	Negligent act causing minor injury to oneself and/or others
77	Non-compliance to in-house and statutory safety regulations resulting in potential bodily injury
78	Failure to assist in the maintenance of safety discipline by not reporting a safety offence, or failure to give assistance to a safety officer when called to do so
79	Overloading or improper use of lifting appliance/equipment
80	Performing hazardous work without a valid permit
81	Performing hot work / incompatible work without a valid permit
82	Placing heavy material on platform beyond safe working limit
83	Placing/leaving materials on scaffolds
84	Reckless and dangerous driving of MHE/Vehicles including speeding

S/N	Offences
85	Smoking onboard vessel or at unauthorised areas
86	Failure to put on safety boots in the warehouse
87	Storing or using dangerous/hazardous chemical onboard vessel without a valid permit
88	Tampering with staging / scaffolding materials
89	Tampering with electrical fittings or appliances
90	Tampering with fire, safety & rescue equipment
91	Tampering with safety signs or barricades
92	Throwing or dropping objects from heights
93	Unauthorised hot work operation
94	Unauthorised entry into confined space or compartments
95	Unauthorised installation of electrical wiring or extension plug
96	Unauthorised use of equipment or machinery
97	Using air receivers or pressure vessels which have not been tested or the test date for which has expired
98	Using belts or ropes for lifting loads without authorisation
99	Using defective wire ropes, gas hoses/ torches, chain blocks.
100	Using improper or unsafe tools for the job
101	Using lifting appliances, equipment or machinery (wire ropes/slings, lever/chain blocks, cranes, winches, etc) which have not been tested or the test date for which has expired
102	Using scaffold platform/planks as work bench to perform hot work
103	Using unsafe or not certified scaffolding
104	Using unsafe tools, machinery, equipment
105	Vandalism involving safety equipment, machinery, or property which could lead to serious injury
106	Willfully causing to oneself any illness, injury or disability
107	Works being executed without approved Risk Assessment or Safe Work Procedures.