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# HOUSE RULES AND CONDITIONS OF WORK

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Acknowledge By

Name:

Designation/Company Name:

Description of Works:

Period of Works:

Date:

Handphone:

## **HOUSE RULES AND CONDITIONS OF WORK**

- i. This document spells out the house rules and conditions of work in Yishun Campus for contractors, sub-contractors, suppliers, vendors and the like to comply. This includes those that are directly engaged by the hospital, service partners, tenants or approved occupiers who are carrying out any form of works in the hospital.
- ii. The Hospital reserves the right to impose stop work orders, penalties and debarment/removal from the hospital grounds or disciplinary action as it deems fit when there are violations or non-compliances of the house rules and conditions of work.
- iii. The terms 'contractors', 'sub-contractor', 'suppliers' and 'vendors' shall mean person or persons who are carrying works such as renovation, maintenance, upgrading, installation, mock-ups, etc. in the hospital grounds. They would include the management, supervisory staff, workmen, agents and any persons sub-contracted to work for or under them.

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## 1.0 ACCESS AND SECURITY

- 1.1 The Contractor shall submit the list of workers stating their names, IC/passport or work of permit numbers, Nationality, contact number, address, sex, age and race to the hospital before commencement of work.
- 1.2 The Contractor shall ensure that the workers report to the Security Office to exchange for their security passes before commencing work. Security passes shall be returned to the Security Office daily at the end of each workday. When exchanging for security passes, original IC, passport or work permit shall be produced to the Security office for verification purposes. The security pass must be worn prominently by the workers at all times.
- 1.3 Any worker without a security pass will be asked to comply to clause 5.2. Repeated offenders will be asked to leave the hospital premises immediately.
- 1.4 An administrative charge of \$30 will be imposed for loss of the security pass.
- 1.5 The Contractor shall ensure that no illegal immigrant and/or foreign workers without valid permits are employed and present at the work site. All foreign workers are required to carry their original valid work permit at all times and to produce them for inspection upon request by the hospital.
- 1.6 If any such illegal worker(s) is(are) found, the hospital reserves the right to require the Contractor to terminate or procure the termination of the services of such persons involved in the work with immediate effect (whether or not such workers is under the direct employment of the Contractor).
- 1.7 The hospital may report such workers to the relevant authorities notwithstanding the fact that the Contractor can be persecuted under the Employment of Foreign Manpower Act and subsequently debar the Contractor from tendering in all future projects.
- 1.8 The Contractor shall indemnify the Hospital from any losses, penalties, fines and/or other court orders imposed or incurred by the Hospital relating to the employment of illegal workers by the Contractor.
- 1.9 Finally the hospital shall be entitled to recover any additional cost incurred due to delays of work resulting from stoppages or suspension of work due to the infringement of the above matter.

## 2.0 WORKING HOURS

- 2.1 Normal working hours in the hospital are as follow unless otherwise specified in part of contract documents or approved by the hospital:

Mon – Fri	8.30am to 6 pm
Sat	9 am to 1 pm

Noisy work	Mon-Sat	11am to 2pm & 5pm to 7pm or MOM stipulated timings for works in hospital
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If work is required to be carried out beyond the normal working hours or on Sundays/Public Holidays, permission is to be sought and obtained from the hospital in writing.

- 2.2 The hospital reserves the right to impose a stop work order on the contractor if the works disturb patients or affect its operations.

### **3.0 ACCESS ROUTE**

- 3.1 Access to the construction or renovation areas is only via designated routes that have been discussed and approved by the hospital.
- 3.2 There shall be no obstruction or inconvenience caused to hospital operations and human traffic along the access area / route.
- 3.3 All loading and unloading of materials shall be at designated access points approved by the hospital.
- 3.4 Temporary closure or diversion of access and traffic in the hospital, if necessary to facilitate the works, shall be subjected to the hospital's approval.
- 3.5 Temporary lightings and protection, if necessary, shall be provided for the duration of the Contract.
- 3.6 All areas, finishes and M&E installations along the access routes and other used areas must be well protected from any damage.
- 3.7 The Contractor shall be responsible for taking every care and precaution by installing suitable protection to the floors, walls, ceilings and other property deemed necessary along the access/delivery routes.
- 3.8 All access routes are to be protected with 2m wide plain uniform coloured carpet over plywood taped to the floor with proper adhesive tape, or approved floor protection sheets.
- 3.9 No finishes, fittings, fixtures, signages or installations provided in the Hospital shall be tampered or removed without the prior notification and approval of the Hospital.
- 3.10 Protection works along the access routes must be regularly maintained and cleaned to the hospital's satisfaction.
- 3.11 All temporary protection on floor and wall must be removed after practical completion and protected areas must be thoroughly made good and cleaned before handing over back to the hospital. Any damages are to be made good at the contractor's expense and to the hospital's satisfaction.

#### **4.0 USE OF LIFT CARS AND LANDINGS**

- 4.1 The period of use and location of lift/lift landings shall be subject to the hospital's approval.
- 4.2 Only designated lift(s) shall be used for the transportation of both workers and materials.
- 4.3 All affected lift cars' walls and floors, landings, architrave, shall be protected by carpet on plywood for floors with proper adhesive tape, or approved floor protection sheets, and padded canvas sheet for vertical surfaces, to the hospital's satisfaction.
- 4.4 All temporary protective linings must be removed on completion of works, and protected areas must be made good and cleaned thoroughly before handing over to the hospital.
- 4.5 The hospital shall impose a penalty fee on each occasion if workers are found using lifts other than the approved one.
- 4.6 Any damages to the lift cars, doors, frames and lobbies shall be made good at the contractor's expense and to the hospital's satisfaction.

#### **5.0 HEALTH, SAFETY AND ENVIRONMENTAL REGULATIONS**

##### **GENERAL**

- 5.1 Hoardings are required for worksites to prevent unauthorized entry and to render the surrounding area safe for staff, visitors, and patients. They are to be erected in a safe manner capable of fulfilling its protective function. Hoarding shall be full height from floor to ceiling and constructed so as to prevent the escape of dust from the worksite.
- 5.2 All hoarding materials used must be clean and provided with new coat of paint. Such materials can be plywood or gypsum boards, subjected to the hospital's approval. Hoarding shall be full height from the existing floor to the ceiling to prevent dust from escaping over the hoarding.
- 5.3 The contractor shall maintain proper, prominent and adequate signages, directions, warning notices, barricades, fire extinguishers, etc. required for the safe and efficient execution of the works at all times.
- 5.4 Proper, prominent and adequate signs shall be displayed to indicate the presence of building operations and to warn of potential danger from building operations. Personal Protection Equipment (PPE) is required within the work site and signages must be put up to indicate the compliance of such requirements for workers and visitors.
- 5.5 Contractors are obliged to provide workers and visitors with necessary proper PPE on site, and this includes safety boots and safety helmets. Contractors shall comply with relevant WSH regulations, standards and WSH Council guidelines on work at height safety.

## **HEALTH AND SAFETY**

- 5.6 The Contractor is required to apply to the relevant hospital department for permit to work, for these works:
- (a) Lock Out and Tag Out (LOTO) for isolation of M&E services
  - (b) Hot works
  - (c) Cold works
  - (d) Works at height
  - (e) Works in confined space
  - (f) Lifting operations
- 5.7 The Contractor is strictly not allowed to carry out such works unless the permit is granted.
- 5.8 The Contractor shall undertake all necessary safety measures in the conduct of all such works.
- 5.9 The Contractor shall ensure that all welfare and safety measures required under or by virtue of the provisions of any enactment or regulation on conditions of employment are fully complied with.
- 5.10 The Contractor shall appoint a qualified safety officer for Lifting Works, and a qualified full-time safety supervisor for other work permits and site works; this is to be in accordance with the Authorities' regulations. The Contractor is held fully responsible for all aspects of safety in the works and in compliance to Ministry of Manpower (MOM) regulations, ISO 14001 and OHSAS 18001 standards of the hospital.
- 5.11 The Contractor must ensure that electrical and mechanical systems are properly isolated as necessary prior the commencement of building operations. Lock Out and Tag Out (LOTO) procedures are to be strictly followed.
- 5.12 Where vapors or fumes are generated from use of solvents in building operations, care must be taken to ensure that the concentration of such fumes/vapors do not exceed permissible limits for safety. Temporary mechanical ventilation system for treatment shall be used.
- 5.13 The storage of hazardous material within the site is prohibited. Such materials must be properly store in safety containers appropriate for the materials.
- 5.14 Where hot works need to be carried out, application for approval must be made in advance to the hospital's fire safety manager before commencement of such works. During the execution of hot works, the Contractors shall ensure that fire extinguishers are provided on site.
- 5.15 Hacking or demolition of any building structure, including the coring of concrete walls and floor slabs shall only be carried out after obtaining a Professional Engineer's certification and the hospital's clearance.
- 5.16 Any scaffoldings used shall be approved types that have been certified by the relevant authorities. Scaffolding works shall comply to CP: 14 on Code of Practice for Scaffolds, Singapore Standards SS 280 and SS 311, and be certified safe for use by a competent person.

- 5.17 When cranes and any lifting devices are used, the operations shall be carried out by qualified and competent personnel.
- 5.18 Installations and new construction works which impose dead load onto floor slabs shall require certification by a Professional Engineer. The Contractor shall ensure that imposed loads, including temporary loads, on the floors shall not exceed the permissible live load of the building structure.
- 5.19 The contractors' supervisor/manager shall ensure that their employees are trained to perform the specific tasks and that they are briefed on the hazards related to their jobs. They shall also require to ensure their employees are aware of the hospital's applicable EHS requirements as well as all other relevant local authorities requirements/standards.
- 5.20 The contractors' supervisor/manager shall ensure that they submitted all the mandatory documents (but not limited to e.g. risk assessment, certificates, permit to work, Fall Protection Plan, and etc.) to the hospital prior allowing their workers to start work. They shall ensure the workers comply to their Risk Assessment, wore necessary PPE at all times and adhere to the hospital House Rule and Conditions of Work while working in the hospital.

## **ENVIRONMENTAL REGULATIONS**

- 5.21 The disposal of hazardous materials shall only be carried out by licenced waste contractors registered with NEA. When it is not possible to dispose such materials within the workday, arrangement must be made with the Hospital's Environment Service Department and/or Safety Officer to store such materials at designated storage facility for disposal at an appropriate time.
- 5.22 The disposal of solvents and/or chemicals into floor traps, sewers or open drains is strictly prohibited.
- 5.23 Noise generated during building operations shall not exceed the limits as specified in the first schedule 'Maximum Permissible Noise Levels for Construction Work'. Vibration levels shall also be kept within allowable statutory limits.
- 5.24 Care must be taken to prevent the infiltration of dust, smell and fumes into the existing air conditioning system. Where the temporary shutdown of such systems is necessary, the Contractor shall arrange with the relevant Hospital department in advance.

## **6.0 SIGNAGES**

- 6.1 The contractor shall use colour laminated signage preferably in A3 or longer sizes that are approved by the hospital only. The signage shall be displayed by using standard stainless steel signage stand or stick on appropriate surface at eye level by using "blue tack" only.
- 6.2 Signages shall be put up at strategic locations to provide essential information such as:
- The nature of work
  - Contractor's company name
  - Construction / installation periods, including start and end dates

- Contractor's Project Manager/Co-ordinator's name and contact no.
- The hospital's Project Manager/Co-ordinator's name and contact details
- Safety and precautionary notes

## 7.0 FIRE PROTECTION INSTALLATIONS

- 7.1 Application for drainage of fire sprinkler systems for Addition and Alteration (A&A) works shall be made to the hospital's Facilities Management Dept at least **1 working day** in advance for approval together with the drain off permit. The sprinkler system shall be re-charged and tested on the same day after the completion of the A&A works. The contractor need to submit the service report of the repair works and the system is back to operation status Each draining and re-fill will be subjected to an administrative fee of \$600/- payable to the hospital.
- 7.2 Hot works that create smoke, the contractor has to inform Fault Reporting Centre (FRC) for isolation of the smoke detector covering at that area. During executing the hot works, the contractor has to be accountable and adhere to house rules at all times. The fire system shall be set back to normal on the same day after the completion of hot works.

## 8.0 MECHANICAL AND ELECTRICAL INSTALLATIONS

- 8.1 The Contractor shall protect, upkeep and maintain all existing M&E and building services within and adjacent to the site. He shall be responsible for any damage or disruption to such services resulting from his building works or operations.
- 8.2 The Contractor shall make good or pay for all damage or disruptions to existing M&E and building services, and any losses arising out of such damage or disruptions.
- 8.3 The hospital shall reserve the right to impose manpower charges for attending to disruption of services caused by the Contractor or his workmen.
- 8.4 All conduits and its necessary fittings and accessories used in the Mechanical, Electrical and Communication Systems, shall be galvanized and comply with BS 4568.

<u>Type of Disruption</u>	<u>Reimbursement</u>
False fire alarm activation	\$500 for the first occasion. \$1000 for each subsequent occasion.
Tripping or shutting without prior approval from the hospital or causing breakdown of any M&E services in the building. (Electrical, Plumbing, Sanitary, Gas, etc)	Ditto
Lift Breakdown (Due to mishandling during the course of work).	Ditto



- 8.5 The Contractor shall seek the hospital's approval in writing at least **5** working days in advance where temporary shutdown of M&E and/or building services is required. This shall include before-and-after site inspections, services/power turn-on, and re-testing and commissioning of all services.
- 8.6 The Contractor is to strictly conform to the following colour scheme for services and all the new services to be painted accordingly.

	<b><u>Services</u></b>	<b><u>Colour</u></b>
1.	Cold / Hot Water Service Pipe	Light Green or blue
2.	Cold / Hot Water Rising Main	Light Green or blue
3.	Gas Pipe	Yellow
4.	Soil, Waste & Vent Pipe	Bituminous paint or as directed by the hospital
5.	Fire Services and Associated Equipment and Pipe Work.	Signal Red
6.	Chilled Water Pipe a. Supply b. Return	Light Blue Dark Blue
7.	Condenser Water Pipe	Light Green
9.	Duct Work a. Supply/Fresh Air Duct b. Return Air Duct c. Exhaust Air Duct	Dark Blue Light Blue Light Grey
10.	Piped Medical Gases	White with labels
11.	Electrical	Orange
12.	Communication	White

Note: All services to be labeled; identification and direction indication (where appropriate) at every 5m interval. Any services not listed above shall be checked with the hospital for instructions.

- 8.7 There shall be no exposed M&E services especially conduits and trunking on any surfaces.

## **9.0 DISPOSAL OF DEBRIS**

- 9.1 Debris and rubbish are to be removed off site daily in an orderly manner using proper equipment (such as wheelbarrow) onto a dumpster from the Contractor.
- 9.2 There will be no dumping in the hospital. All debris shall be disposed of in approved dumping sites outside the hospital.
- 9.3 The hospital shall impose a penalty fee of \$500 for each occasion when illegal dumping by the Contractor is found.
- 9.4 No skid tank / container shall be allowed to be placed within the hospital premises unless authorized by the hospital.
- 9.5 All cabling, wiring and piping works and the like must be concealed unless agreed by the hospital.

## **10.0 HOUSEKEEPING**

- 10.1 The contractor shall maintain a high standard of housekeeping and cleanliness on site for the whole duration of the works. This is also essential that unnecessary clutter is removed for fire safety and hygiene purposes.
- 10.2 The windows and drains, etc. along the construction / renovation boundaries are to be cleaned daily.
- 10.3 The carpeted (floor protection) areas surrounding the construction/renovation boundaries are to be vacuumed frequently to keep the dust around area to its minimum.
- 10.4 Any staircase, corridor and wall at the access routes are to be kept clean at all times.
- 10.5 Any damage, stains, scratches or markings shall be made good to the hospital's satisfaction.
- 10.6 Proper safety signages are to be displayed when cleaning in progress, such as wet mopping of the floor.
- 10.7 The Contractor shall be penalized for creating an environment which could endanger life and safety. The Hospital may impose stop work orders until all safety infringements are removed. The Hospital shall not be responsible for cost incurred or delays of the works resulting from such stoppages, and shall be fully borne by the Contractor.
- 10.8 Sites found to be breeding mosquitoes shall be reported to the National Environment Agency (NEA).
- 10.9 The Contractor is to submit a schedule for pest control for the duration of the works for contract exceeding 1 month.
- 10.10 Preventive measures must be taken to prevent vapour, dust debris or smell from transgressing from the site to adjacent areas.

## **11.0 HOARDING**

- 11.1 The hoarding shall be erected for works at the main lobby or for dirty/messy works.
- 11.2 Plants shall be placed around the hoarding.
- 11.3 Blue sticky mat shall be placed at the hoarding's entrance.
- 11.4 The hoarding shall be painted in white. Refer to Annex A for hoarding sample.
- 11.5 Project details must be displayed on hoarding using a provided vinyl sticker. Template will be as Annex B.

## **12.0 DECORUM**

- 12.1 Smoking, gambling, littering, spitting, shouting, rudeness, defiance to the hospital instructions, unruly behavior and forms of public nuisance are strictly prohibited. Any workers found flouting these house rules shall be ordered to leave the site immediately and the Security Pass shall be withdrawn with immediate effect.
- 12.2 All workers are not allowed to bathe or wash equipment in the toilets. They are only allowed to use designated toilet(s). Regular cleaning by the contractor shall be provided for.
- 12.3 All workers are to be properly attired at all times within the hospital grounds.
- 12.4 The consumption of food is not allowed on site. However, exceptions may be made for practical reasons, subjected to the approval of the hospital.

## **13.0 CARPARK ACCESS**

- 13.1 Contractors may apply and be issued with car park access, at the sole discretion of the hospital. Their vehicles are to park at designated areas or lots that do not obstruct visitors and staff.
- 13.2 Summons will be issued to contractor's vehicles found parking illegally or indiscriminately within the Hospital's premises or parking areas.

## **14.0 USE OF MOBILE PHONES AND WALKIE-TALKIES**

- 14.1 Mobile Phones and walkie-talkies are prohibited in Patient Dependent on Equipment (PDE) areas, patient areas or any designated area with "No Mobile Phone" signages within the Hospital. Such communication equipment should be switched off completely in these areas.

## **15.0 INDEMNITY**

- 15.1 The Contractor shall indemnify the Hospital against any expense, liability, claim or loss in respect of injury or damage whatsoever to any property real or personal arising out of or caused by the carrying out of the works or brought against, incurred or suffered by the Hospital as a result of a breach by the Contractor, his sub contractors, employees, suppliers or agents of any of the conditions stated herein.

## 16.0 CHARGES AND PENALTIES

16.1 The following charges and penalties are applicable:

S/N	Description	Penalty (S\$)	Remarks
1	Loss of Security Pass	30.00	Each No.
2	Non disposal of debris / rubbish	1000.00	Per occasion
3	False fire alarm / electrical trip / lift damages	500.00 1000.00 Suspended/ banned from site	1st occasion subsequent seriousness of cause
4	Drainage of hose reel/sprinklers	600.00	Per occasion
5	Failure to comply with any of the clauses	500.00 1000.00 Suspended or banned from site	1 <sup>st</sup> occasion subsequent seriousness of cause

16.2 The Hospital shall not be responsible for any additional cost incurred or delays of the works resulting from stoppages due to infringement of the house rules.

## 17.0 ACKNOWLEDGEMENT

17.1 The Contractor shall acknowledge receipt of a copy of House Rules and Conditions of Work by signing, stamping and returning a duplicate of the cover page. He is deemed to have understood all the requirements and will comply fully when working in the hospital.

Annex A: Hoarding



Annex B: Project details template

<b>Project Title</b>	
<b>Main Contractor</b>	
<b>Commencement Date</b>	<b>Expected Completion Date</b>
<b>Project Manager</b>	
<b>KTPH's Representative</b>	