

Health & Safety Induction Slides

(7 Changi South Lane)

Emergency Evacuation – Assembly Point

In the event of a fire:

- ✓ 1st Alarm & Announcement – Standby / Investigating
- ✓ 2nd Alarm/Announcement – Evacuate, or
- ✓ 2nd Announcement w/o Alarm – False Alarm, continue work
- ✓ Physical signs of fire - Evacuate
- ✓ Evacuate to Nearest **SAFE** EXIT
- ✓ In an orderly manner, Do Not Run
- ✓ Do not use lift, take nearest exit
- Follow the escape route and proceed to the assembly point.
Report attendance at assembly area
- Do **NOT** attempt to put out a fire unless it is safe and you are training to do so!



Emergency Contact Details

Government Agencies		
Agencies:		Contact No.:
SCDF / Ambulance		995
Non-Emergency Ambulance		1777
Singapore Police Force (SPF)		999
Nearest Hospital		
Hospital:	Contact No.:	Address:
Changi General Hospital (1.2Km)	6788 8833	2 Simei Street 3 S(529889)



Changi General Hospital

First Aid

1st Aid Box Location

- All level in Warehouse / Office



1st Aid applied & Recorded by Appointed
Trained Occupational 1st Aider(s) ONLY.

AED Location

- Total 2 sets in 7CSL
- Warehouse Office Level 1 (1 set)
- Office Building Level 1 (1 sets)



General staffs to fetch nearest AED

At **ST Logistics**, our work supports essential supply chains and the people who depend on them. We are committed to delivering reliable, secure and resilient logistics services that meet customer, statutory, regulatory and other applicable requirements, while protecting our people, our operations and the integrity of the supply chain.

We recognise that the environment we operate in is changing. Customer needs, security threats, disruptions, workplace risks, technology shifts and climate-related issues may affect how we serve, protect and recover. We therefore strengthen our management system through risk-based thinking, innovation, digitalisation, disciplined execution and continual improvement.

To bring this commitment to life, we foster **T.E.A.M.W.O.R.K** across all levels of the organisation:

T – Trust & Transparency

We act with integrity, communicate honestly, comply with applicable requirements, and provide accurate information to customers, employees, contractors, partners, regulators and relevant stakeholders.

E – Excellence in Service Quality

We understand customer needs, manage our processes well, listen to feedback, and improve the way we deliver reliable and value-adding services.

A – Assurance of Health & Safety

We believe all injuries are preventable and everyone has the right to go home safely. We provide safe and healthy working conditions, manage workplace risks, prevent injury and ill-health, and involve our people in building a safer workplace.

M – Management of Continuity

We identify critical activities, assess disruption risks, maintain response and recovery plans, and strengthen our ability to continue essential operations when challenges arise.

W – Well-Secured Supply Chain

We assess security threats, protect cargo, assets and information, and work with relevant partners to uphold the trust placed in our supply chain.

O – Ownership & Competence

We develop our people to be competent, confident and clear about their roles, so they can take ownership and contribute to quality, safety, continuity and security outcomes.

R – Risk-Based Resilience

We consider internal and external issues, including climate-related risks where relevant, and manage risks and opportunities in a practical way to support our business objectives and management system effectiveness.

K – Keeping Commitments & Improving

We set objectives, monitor performance, learn from results, and take timely action to fulfil our commitments and continually improve our integrated management system.

This policy is communicated to employees, made available to relevant stakeholders, and reviewed regularly to ensure it remains suitable, effective and aligned with ST Logistics' direction.



Loganathan Ramasamy
Chief Executive Officer
ST Logistics

ST Logistics 4-in-1 Integrated ISO Policy

ST Logistics are commitment to delivering quality services and achieving customer satisfaction remains unchanged, this integrated approach reinforces our focus on:

- Delivering reliable and value-adding services to our customers
- Protecting the Safety, Health and Well-being of our employees
- Strengthening Supply Chain Security and safeguarding our operations
- Building organisational Resilience and Readiness to respond to disruptions
- Managing risks proactively and effectively
- Driving continual improvement, innovation and operational excellence

creating a safe and healthy work environment for our employees, visitors and relevant interested parties.

STL In-House Safety Rules & Regulations

Security:

1. All staff shall always prominently display the staff's pass.
2. Do not enter any area unless you are authorized to enter.
3. CCTV in operation.
4. Photography and video taking is strictly prohibited within the premises of ST Logistics.



Health & Hygiene:

1. Eating, drinking, smoking, and resting shall be carried out at approved designated areas only.

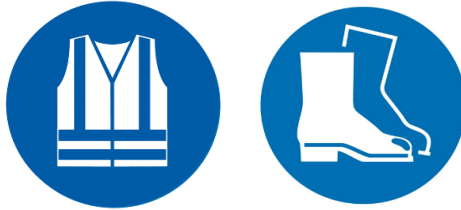


STL In-House Safety Rules & Regulations

Safety:

1. Mandatory Personal Protective Equipment (PPE) must be worn before entering the warehouse.

- High visibility vest
- Safety Shoe



2. Adhere to all warning signs and notices displayed.

3. In the event of an incident, stop all activities and notify your superior.

4. The use or possession of drugs and alcohol is prohibited in the workplace.



Pedestrian Safety

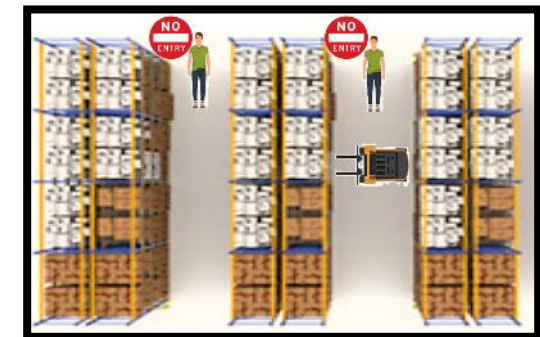
Safety Obsessed

Pedestrians / MHE / Vehicles Segregation (Complete Exclusion):

- ✓ Walk within designated walkway/crossing
- ✓ Watch out for MHE/Vehicle traffic (especially cargo lift area)
- ✓ Stay safe distance from travelling MHEs
- ✓ Strictly NO Walking between racking aisle where MHE operations in the aisle or adjacent aisle
- ✓ For Pedestrians who are not operating MHEs, are to take stairs.
- ✓ Do not use mobile phone while walking

Minimum PPE Requirements (Operational Area):

- ✓ Safety Shoes
- ✓ High Visibility Vest



Pedestrians and MHE Segregation (Exclusion Zones)



- Personnel using the equipment must be trained and competent before operating the forklift.
- Do not speed in the premises
- Do not travel on uneven gradients
- Periodic inspection of forklift to be done by the operator

Total Exclusion - MHEs & Pedestrians:

Powered Mobile Plant/ Vehicle/ Pedestrian Interaction

Introduction

In 2021, we have launched the Critical Risk Management for Powered Mobile Plant (PMP) / Vehicle / Pedestrian Interaction. Incidents involving PMP and vehicle can result in very serious consequences including death, and no doubt, one too many. Here are some of the key requirements to keep ourselves and others safe.



- 1 Exclusion Zones**
Must be established around all operating Powered Mobile Plant (PMP) and vehicles.



- 5 Clear Vision**
Ensure clear path of vision when operating PMP/ vehicles.
– Use Spotters if vision is significantly impaired.

- 2 A Driver Safety Zone must be established.**

- 3 Cease PMP/vehicle operation if anyone enters the Exclusion Zone.**

- 4 At non-Toll Sites:** establish Exclusion Zones even if there is no process in place.



Safety Obsessed Moments

Care for yourself

- Look out for PMP/ MHE/ traffic, prepare to stop and give way
- Establish eye-contact and communication with PMP/ MHE operators
- Walk within the demarcated walkways
- Avoid walking out from blind spots
- Stay away from exclusion zones and PMPs that are lifting/lowering loads or turning corners
- Stay alert and do not use mobile devices and avoid distraction while in warehouse
- PMP operators
 - When a pedestrian comes within the exclusion zone or safe operating distance cease work immediately and direct them to leave the area
 - Ensure you have clear line of sight before travelling/ reversing in any direction

Care for others

- Share this information to people around you, and people you care, whether at work or at home
- Everyone has the responsibility and authority to immediately stop unsafe work – even if you are not based in a warehouse, you have a role to correct the situation when you visit one.
- Remind each other and influence others by being a good model



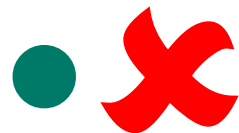
Key Control = Complete Exclusion



- 3 metre rule



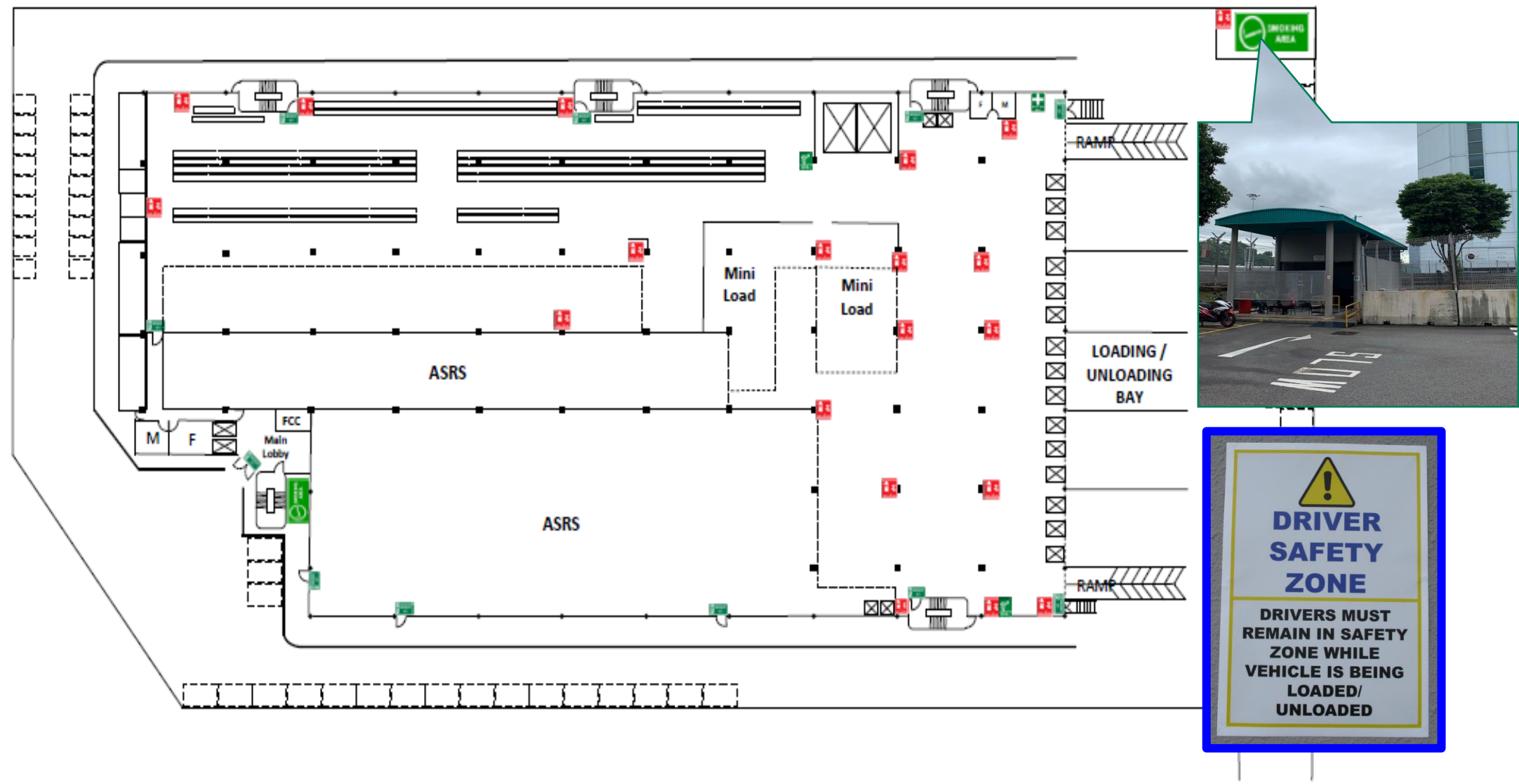
- Forklift lights



- Complete exclusion



Driver Safety Zone



THE STANDARD:

CRM Standard – Unauthorized Movement of HV



- 1 **Mandatory control:** Ignition key is removed and secured away from the vehicle.

- The mandatory control must be supported with **other engineering controls** such as airline lockouts, vehicle isolators, trailer locking systems and wheel clamps.



- 2 Implement **additional controls** based on risk and ensure training on ways to eliminate harm is completed.

- 3 **Driver safety zones** and designated work areas must be established to ensure safety of pedestrians.



THE STANDARD:

CRM Standard – Falling Freight

Handling Caged and Palletised Freight

- 1** Load Unload Exclusion Zones (LUEZ), including a designated driver safety zone, must be established around the Powered Mobile Plant (PMP) and the trailer being loaded/unloaded.

- 2** Preparation activities must include:
- A **walk around and visual check** for bulging curtains and loose freight.
 - A thorough **inspection of straps** to ensure they are taut prior to opening gates.



- The driver must remain in the designated driver safety zone.
- Pedestrians must not enter when PMP is in motion and trailers are being loaded/unloaded.

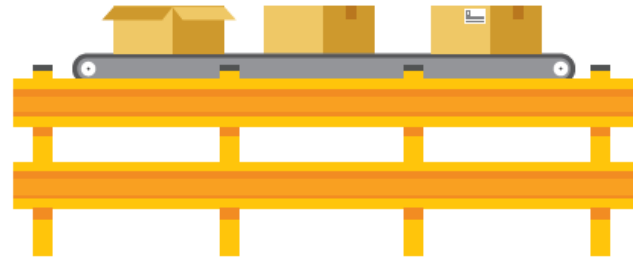
- 3** Freight cages must be manufactured with four-way safety bars OR have alternate controls to prevent tipping/falling from any angle.

THE STANDARD:

CRM Standard – Falling Freight

Freight Storage and Handling on ground level

- 1 A **risk assessment** must be completed prior to block stacking.



- 2 **Guarding** must be provided where there is a potential of material falling into or being projected into a pedestrian accessible area from sortation systems.

- 3 Forklifts must be fitted with an **overhead guard** complying with relevant local standards.

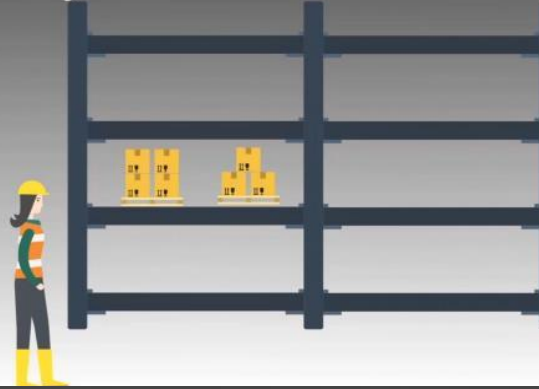


THE STANDARD:

CRM Standard – Falling Freight

Freight Storage and Handling on ground level

- 4** Pallets stored in pallet racking must be single stacked only



- 4** and loads must be restrained to the pallet, unless the pallet is a nominated **pickface**.



- 5** **Non-standard sized pallets** must not be stored in racking, unless it is designed for the non-standard pallet.



- 5** **Never drive, (move or turn) with a raised load**



THE STANDARD:

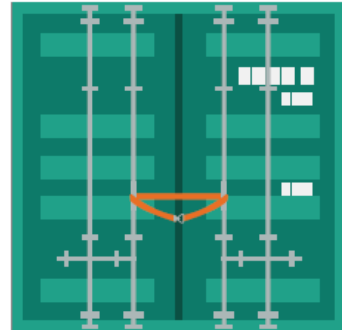
CRM Standard – Falling Freight

Shipping Containers unpack / packing

- 1 Supplier instructions or a packing plan must be available prior to unloading shipping containers.



Container Door
Safety Strap



- 2 Always use a **suitable restraint when opening doors**, such as a container door safety strap.

- 3 When unloading on a dock always ensure **stability of the container**; a container stand must be placed under the container prior to unload.
 - Items are to be braced temporarily with suitable restraint items, such as pogo sticks, braces or frames.

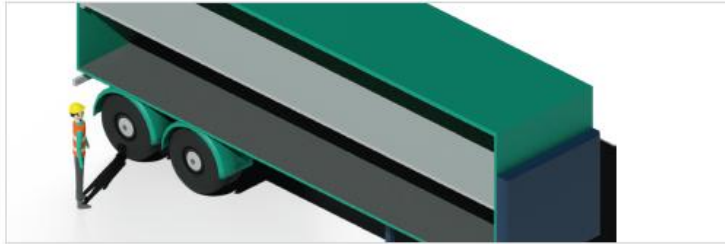


Trailer Container
Stand

THE STANDARD:

CRM Standard – Falling Freight

Mezzanine Decks (trailer / containers / body trucks)



- 1 Mezzanine decks must be **visually inspected** prior to being loaded. Any defects or damages must be reported.
- All freight from mezzanine decks must be **cleared** prior to raising or lowering.



- 3 A person must not stand underneath an **unsecured** mezzanine deck.



- 2 **Exclusion zones** must be maintained around operational Powered Mobile Plant, its load, and the vehicle being loaded/unloaded.
- The person adjusting mezzanine saddles or deck hooks must use **approved working at height equipment**.

THE STANDARD:

CRM Standard – People falling from height (New)



1 A risk assessment must be completed for all tasks and locations where a person has the potential to fall from a height.

2 Where the height cannot be eliminated, a level 2, 3 or 4 control must be implemented for all high-risk work at height.



Level 1
Eliminate the need to work at height
Avoid/remove the need to work at height and only undertake the task on ground level.

Level 2
Control the Environment
Passive fall prevention devices.



Level 3
Restrain the Fall
Implement Work positioning systems.



Level 4
Arrest the Fall
Implement fall arrest type systems.

Level 5
Administrative controls alone are not acceptable.

3 A Work at Height Permit must be obtained and completed prior to commencing any non-routine high-risk work, considering the risks, the controls and emergency responses.

Safety Report Program

Safety Obsessed

Hazards, Near-Miss, Incident



Foreseeable Hazard of Coconut may drop where pedestrian walks



Coconut dropped but did not struck pedestrian



Coconut dropped and struck pedestrian

Reporting Work Accident / Injuries

All accident and injuries resulting from work activities or occurred at workplace have to be reported to the supervisor/manager immediately.

Why ?

- ❖ Present of Hazards which may affect others
- ❖ Injuries requires prompt medical attention
- ❖ Legal requirements to report
 - accident resulting in MC or Light-duties
 - hospitalized,
 - Near-misses incidents
 - Dangerous occurrence (as schedule)
 - Occupational diseases



Incident Investigation

- ✓ Identify root cause
- ✓ Implement effective control measures
- ✓ Prevent Recurrence

Fire Safety

Recognizing Dangerous Goods (DG)

Class 2 — Gases



Division 2.1 — Flammable gas.

Gases which:

- a) are ignitable when in a mixture of 13% or less by volume with air; or
- b) have a flammable range with air of at least 12 percentage points regardless of the lower flammable limit.



Division 2.2 — Non-flammable, non-toxic gas.

Gases which:

are asphyxiant — gases which dilute or replace the oxygen normally in the atmosphere; or
are oxidizing — gases which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.



Division 2.3 — Toxic gas.

Gases which:

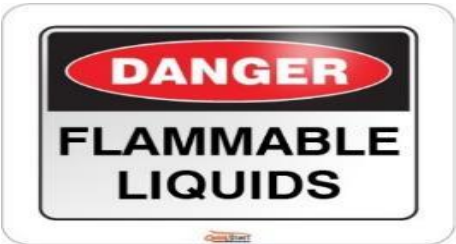
- (a) are known to be so toxic or corrosive to humans as to pose a hazard to health; or
- (b) are presumed to be toxic or corrosive to humans.

Fire Safety

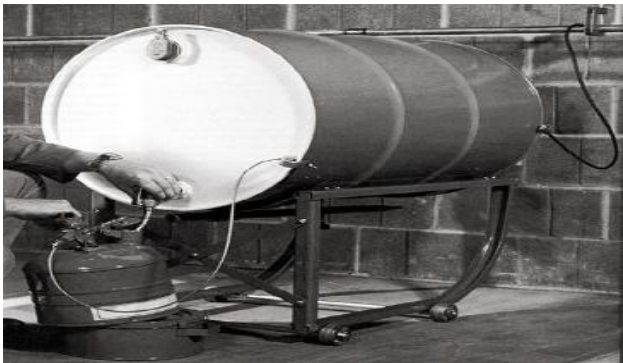
Recognizing Dangerous Goods (DG)

Class 3 — Flammable Liquids

This class has no subdivisions. It comprises liquids or mixtures of liquids or liquids containing solids in solution or in suspension which give off a flammable vapour.



Packing Group	Flash Point (closed-cup)	Initial Boiling Point
I	—	≤ 35°C
II	< 23°C	> 35°C
III	≥ 23°C but ≤ 60°C	



Electrical Safety & Related Fire Safety Awareness

- **NO overnight charging of equipment or MHEs**
- **Ensure both the MHE charger and electrical isolator switch are switched off after using**
- Ensure MHE charger cables are hang up safely. Charger cables not hang up properly would lead to the following:
 - Cables lying on ground may cause trip & fall hazards
 - Cables may be damaged by MHE roll-over
 - Damaged cables placed on metal parts may short-circuit the charger or energized metal parts

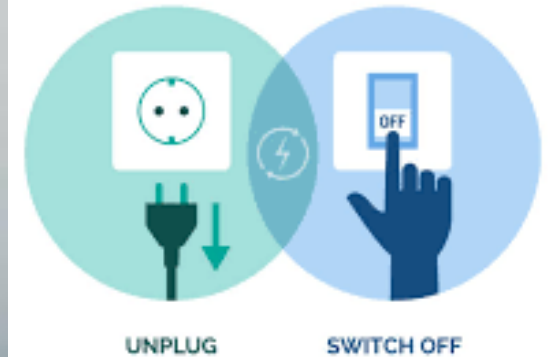


Mandatory Electrical Safety Requirements

Only use appliance with Safety Mark and registered with Consumer Product Safety by Enterprise Singapore.



Switch off or unplug (for power socket w/o switch), to deenergize appliance when not in use.

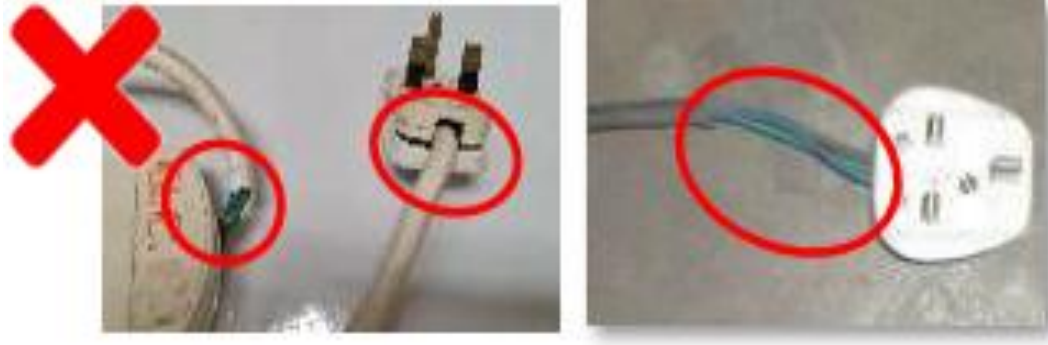


Only use extension cord with individual switches and Safety Mark, where inevitably for work.



Mandatory Electrical Safety Requirements

Do not use appliance with defective parts or wires with exposed insulation sheath.



Do not use multi-plug and travel adaptor for export use, in the workplace.



No daisy-chain connection of extension cords.



No charging of Powered Assisted Bicycle (PAB), and Personal Mobility Device (PMD), in the workplace.



Mandatory Electrical Safety Requirements

No piggyback of electrical sockets.



No overloading of electrical sockets.



Power Banks are strictly **NOT allowed in ALL company premises.**



DO NOT use or charge USB Powered Devices at all workplace areas (except charging of mobile phone with “**Safety Mark**” AC Adaptor).



Mandatory Electrical Safety Requirements

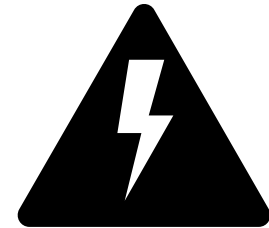
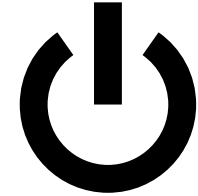
Only use mobile phone charger endorsed with Safety Mark, to charge mobile phones at the workplace.



Mandatory Electrical Safety Requirements

- **For electrical appliances, equipment, tools such as; e.g. fan, microwave oven, grinding station, power tool, sewing machine, pneumatic lifters, etc.**
 - To switch off the power supply or socket, after using the electrical appliance
- **Individual desktop computers or laptops**
 - All personnel are to ensure the power supply or sockets are switched off, before leaving the workplace

In a nutshell, all power supply/ sockets are to be switched off, at the end of duty/ day.



Fire Safety

NO Obstruction to Fire Fighting equipment



❖ Impeding fire-fighting efficiency

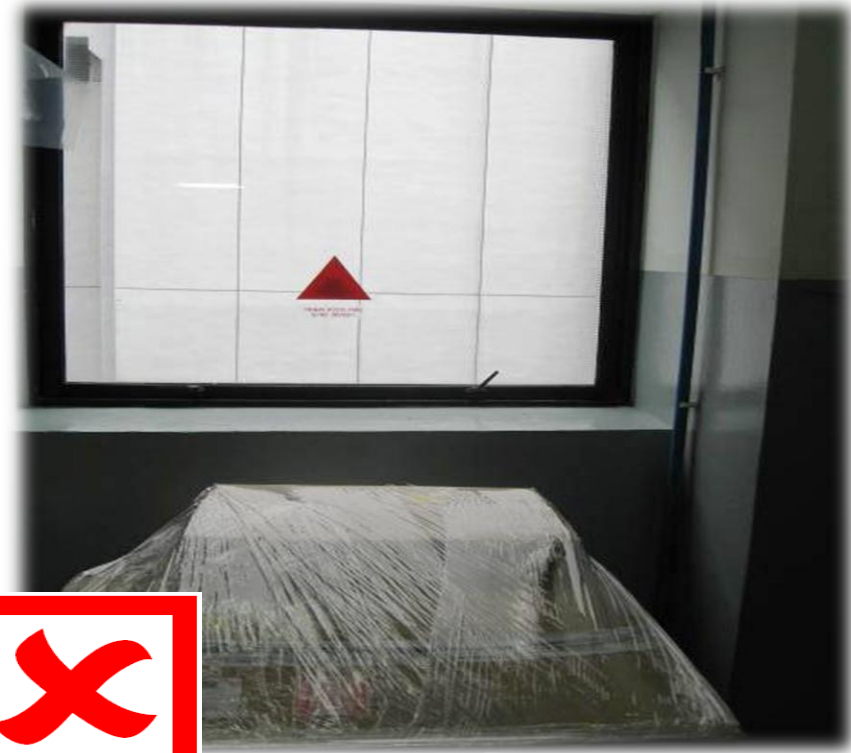


Fire Safety

Unobstructed Fire Fighting access



*No Obstruction to
Emergency Exit Door
and Fireman Access
Panel*



Fire Safety

Exit Lights & Emergency Lights Malfunctioned / Damaged

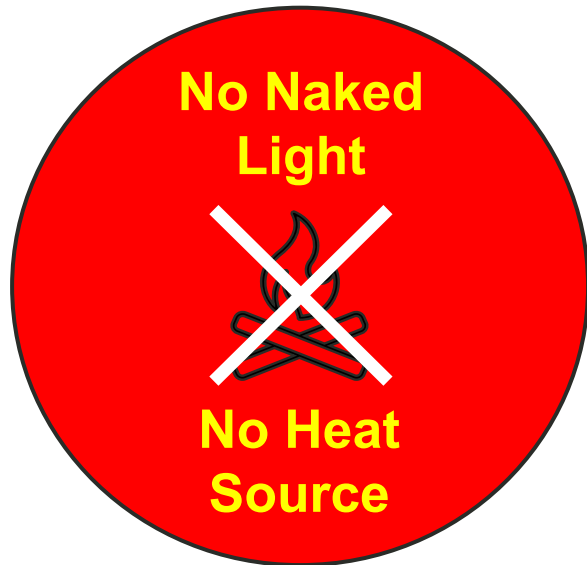


Fire Extinguishers expired, depleted or damaged



Fire Safety

- **DO NOT** drop or place any naked light or heat source into any skid bin, waste bin, container, vessel, or onto any combustible/ flammable materials



A		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
B		Flammable Liquids	Grease, Oil, Paint, Solvents
D		Combustible Metal	Magnesium, Aluminum, Etc.
K		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils



Fire Safety

- NO Smoking EXCEPT at designated smoking area
- Ensure cigarette butt is completely snuffed out/ extinguished, before leaving the smoking area
- Do not dispose any lighted cigarettes or cigarette butts



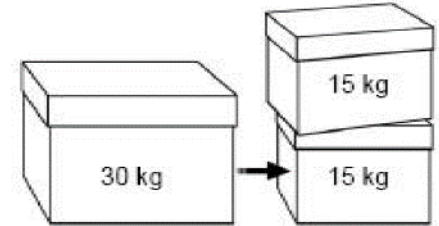
Ergonomic Hazards

Safe Manual Handling



Heavy or bulky loads

- Break bulky load into small load
- Use mechanical equipment
- Seek Buddy Assistance



Administrative Measures

Training

Avoid heavy lifting from the ground level.



Ergonomic Hazards

Safe Manual Handling



Overstretching or over-exertion

Ergonomic Hazards

Safe Manual Handling



Awkward posture / Repetitive movement

Manual Handling Dos and Don'ts at Workplace

Lifting	Moving
Workbenches should be at waist height or be adjustable to prevent	Use trolleys to move the boxes from one place to another place.
Turning	On staircase
Ensure that there is enough room to turn around to prevent twisting.	Use elevating platforms when moving boxes through staircase.
Reaching overhead items	
Use elevating platforms or step stools or step ladders to reach over-	

SG Secure Matters



In the rare event of a **FIREARMS** or **WEAPONS** attack

RUN · HIDE · TELL



RUN away from danger. Do not surrender or attempt to negotiate.



If escape is not possible, **HIDE**. Find cover and stay out of sight. Be very quiet and switch your phone to silent mode.



When it is safe to do so, **TELL** the Police. Call 999 or SMS 71999 if it is not safe to talk. Provide details on your location and the attackers. You may also use the SGSecure app to provide information to the authorities.



SG Secure Matters



IMPROVISED FIRST AID SKILLS (IFAS)

"STOPPING THE BLEED" CAN SAVE LIVES

In the rare event of a **FIREARMS** or **WEAPONS** attack;

- ▲ If you are at the scene, you should hide from the source of danger; and
- ▲ While hiding, if you encounter any casualty who is bleeding profusely, you should carry out **IFAS** by using commonly available items to stop the bleeding, without drawing any attention to yourself.

IFAS: PRESS » TIE » TELL



PRESS directly on the wound to stop the bleeding using items such as a handkerchief or cloth.



TIE above the wound using items such as a neck tie, belt or sling of a bag to stop any excessive bleeding.



TELL the SCDF Emergency Responders about the injury and the time when you tied the wound.

SG Secure Matters

i. Armed Attacker Incident

Ensure access to the Fire Command Centre is secured.
Allow the Police to access the area.

Track movement of attackers via CCTV if possible and update the Police.

Designate security points-of-contact who can link up quickly with Police responding forces to provide information on your premises. Useful information include the building layout, profile of occupants, CCTV images and key cards.



ii. Suspicious Item Found

When an unattended item is found, confirm whether the item exhibits suspicious characteristics. For example:

- Has the item been deliberately hidden away?
- Does the item have wires, circuit boards or a ticking sound?
- Is the item typical of what you would expect to find in the location?

If the item is deemed suspicious, do not touch it. Keep people away from the item.

Call the Police, and alert the building security immediately. Do not use communication devices such as handphones, walkie-talkie sets within 15 metres of the item, as these may inadvertently set off the item.

Cordon off the item if possible. Wait for Police's arrival to assess the item.



SG Secure Matters

iii. Explosion

- Provide first aid to casualties if it is safe to do so.
- Be on the alert for possible unexploded devices in the vicinity of the first explosion.

Vehicle(s) used as a weapon

- Evacuate people from the surrounding area.
- Keep people as far away from the vehicle(s) as possible.
- Provide first aid to casualties if it is safe to do so.



SPOT THE HAZARD

- What's the worst that could happen here?
- What is the risk?
- Who could be hurt?
- What are we accepting?
- Are we looking out for each other?

SPEAK UP AND SHARE

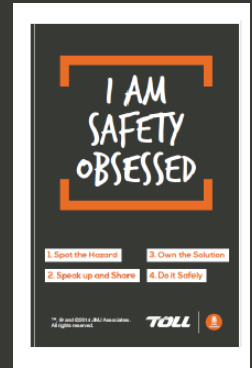
- Connect with people
- Express appreciation
- Ask others questions and learn
- Share what you see
- Speak up with your concerns
- Be open to listening to others when they are concerned about your safety

OWN THE SOLUTION

- Take responsibility for your own safety and the safety of those around you
- Create solutions to prevent incidents and hazards reoccurring
- Work together as a team to discover new ideas and ways of working
- Be diligent about your impact on others and the environment you share

DO IT SAFELY

- Don't take short cuts
- Stop if you're unsure
- Ask for help
- Be alert and aware
- Choose to do it safely and go home to your loved ones every day



Questions & Feedback



Francis Ng | Deputy Manager, Safety

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