

Health & Safety

- ✓ Take care of your **own safety** and co-operate on all **HSS initiatives** of the organization.
- ✓ **Smoking** is **prohibited** inside ST Logistics buildings and is allowed **ONLY** at the designated smoking areas.
- ✓ **Personal Protective Equipment (PPE) - Safety Shoes/Vests MUST** be worn while you are in the operational area.
- ✓ **Report** any **hazards, unsafe act/conditions** to your host.
- ✓ **Report all accidents**, incidents and near misses you become aware of to your host.
- ✓ Do not work in **isolated areas** of the building without supervision.
- ✓ When using the stairs, **hold the handrail, walk, don't run** and **don't skip steps**.
- ✓ Use the designated **walkways** and **Crossing** demarcated in the premises.
- ✓ Watch out and keep a safe distance from **moving vehicles, equipment** and **forklifts**.
- ✓ **Do not bring** in any **dangerous goods or articles** without prior approval.
- ✓ **Stabilize** the **vehicle** and/or **any trailers** before loading /unloading by using the parking brake and wheel chokes.
- ✓ **Risk Assessment** and **Safe Work Procedures** shall be evaluated by the Principal/Occupier prior to commencement of work.
- ✓ **Apply** for **Permit-to-Work** for high risk work activities.
- ✓ Observe all **safety signs, instructions** and **abide** all **safe work procedures**.

Care for the Environment

- ST Logistics is committed in protecting the environment .While visiting us, please adhere to the following:
- Practice the Environmental 3R; Reuse, Reduce, Recycle
 - Turn off the computer screens, lights, air-conditioning and any other electrical appliances when not in use.
 - Consume paper and water responsibly.
 - Avoid unnecessary engine idling time.

Security

- ✓ **Register** at the Security Guard House. State the purpose of your visit and the host's name. Collect and **wear the visitor badge prominently** at all times.
- ✓ Your **vehicle** and **Personal Belongings** may be subjected to checks by our **Security Personnel**.
- ✓ **Vehicle entry** subject to **security clearance, ONLY** for **loading /unloading** (no parking within the premise)
- ✓ **Photography/Videography** of any media is **STRICTLY PROHIBITED** (except with Authority Approval).
- ✓ Any Means of **Digital Storage Media** (e.g. Laptop, Hard disk, Thumb drive) is **Restricted**, subject to Declaration and Authorized **Approval**.
- ✓ Consumption and possession of **Alcohol, Drugs** and **Contraband Items** are **prohibited**
- ✓ You have to be **escorted by your host at all times** whilst you are in ST Logistics premises.
- ✓ **Do Not loiter** out of your intended visit area, nor **access** to area displayed with **"Restricted Access"** signage.
- ✓ **Comply** to all **Security Signage** and **Instruction** of Security Personnel.
- ✓ **Sign out** of the **visitor register** and return **your visitor badge before** leaving the premises.
- ✓ In the event of any **Security related issues**, contact the **Security Guard Room**.
- ✓ Only call the **State Police directly** for **Critical Security Emergency**. Do **keep** the **Security Guard Room** informed.



RULES TO LIVE BY

Rule 1
Always Drive Safely and Comply to the Law

Rule 2
Never Operate Moving equipment or Vehicles Near Pedestrians

Rule 3
Always Protect Yourself Against a Fall When Working At Height

Rule 4
Always Secure Products Before Loading and Unloading

ST LOGISTICS PTE LTD
(Defence Business)

Health, Safety & Security (HSS)
Induction for Visitors/Vendors

Welcome to ST Logistics

Army Logistics Base

601 Old Choa Chu Kang Road S(699817)

Emergency Phone Directory	
Security Guard Post	+65 6389 6415 / 16
Fire Safety Coordinator	+65 6389 6413 / +65 9339 8276
Estate Management	+65 6389 6413 / +65 9237 9058
Health & Safety	+65 6389 6334 / +65 9060 6680
Critical Emergency Only	
Police	999
Fire / Ambulance	995

ST Logistics Pte Ltd
Army Logistics Base (ALB)
601 Old Choa Chu Kang Road
Singapore 699817

Phone: +65 6389 6389
Fax: +65 6314 2944
Website: www.stlogs.com

Visitor / Contractor Personnal Details

(For group of more than 5 person, please use the group induction attendance.)

Name: _____

NRIC No.: _____

Company: _____

Visit Purpose: _____

Visit Location: _____

Host Name: _____

By signing herein and completing the below Questionnaire, I acknowledged that I am inducted and aware of the HSS requirements which I will diligently adhered.

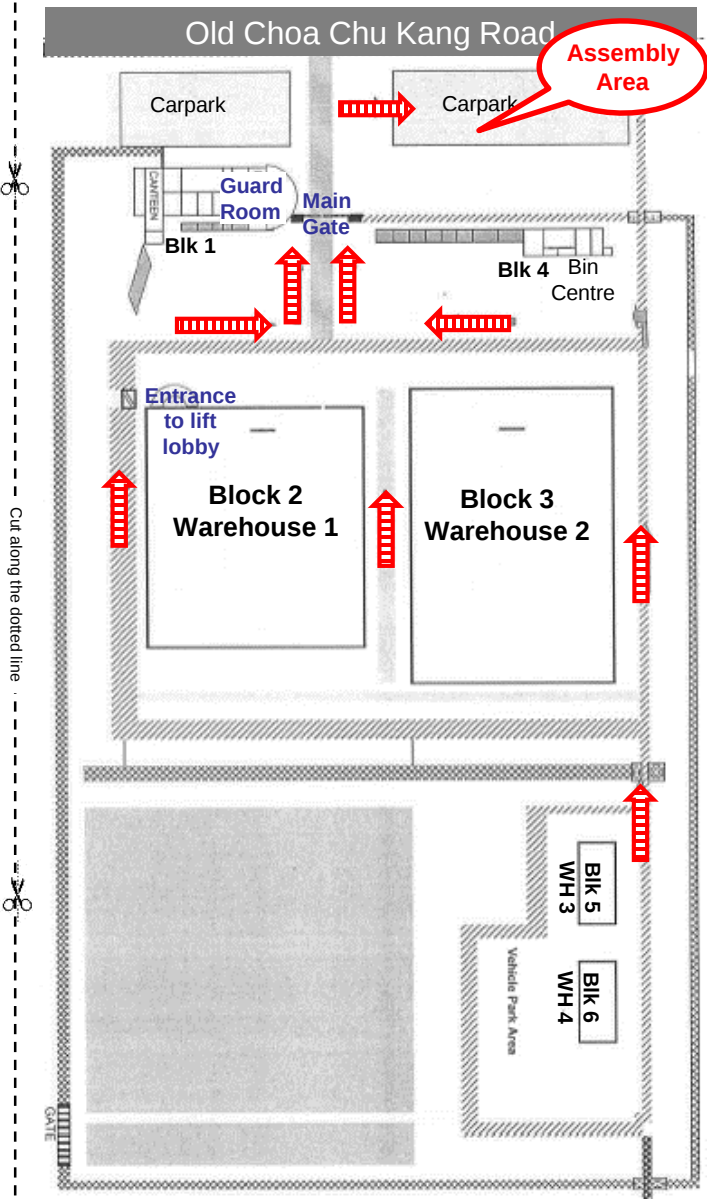
Signature _____ Date _____

HSS Induction Awareness Questionnaire

✓ Tick the correct answer in the True/False Box

S/N	Statement	True	False
1	I am required to sign the Visitor's Register at Security/Reception.		
2	I am ONLY permitted to smoke at designated Smoking Area.		
3	I must wear Safety Footwear and Safety Vest at all times whilst in operational area.		
4	I must walk on designated/demarcated pedestrian walkway and crossing		
5	I must report any known incidents/accidents.		
6	I am ONLY Allowed to park my vehicle at designated parking / loading bay.		
7	First aid treatment and facilities are available to assist injured contractors & visitors.		
8	In the event of an emergency, I am required to meet at the 'Emergency Assembly Area' where my attendance will be taken.		

Emergency Evacuation & Assembly Area Plan



In Case of Fire

In the unlikely event that you would observe any signs of a fire whilst on site, please report immediately to the nearest employee.

In the event of a fire, the following steps should be taken:

- Raise alarm by activating the nearest Emergency Break Glass Call Point
- Attempt to extinguish incipient fire with nearest Fire Extinguisher/ Hosereel when safe to do so
- Inform Security if you are near the main entrance, or contact the Fire Safety Coordinator.
- Call the emergency number **995** for SCDF Assistance when critically necessary.
- Follow the instructions given by your host or any ST Logistics personnel

On hearing the fire alarm & evacuation announcement:

- Do not panic, evacuate the building in a quick and orderly manner
- Use the designated emergency exits and descend by the staircase. Do not use elevators
- Make your way to the nearest Assembly Area which can be found on the Evacuation & Assembly Area Plan.
- The Fire Escape Route of respective office/warehouse is displayed at the main entrance / noticeboard
- Follow the instructions given by your host or any ST Logistics personnel / Fire Wardens.
- Assemble at the Assembly Area to report your attendance.
- DO NOT return to the building until Instructions given by the Fire Safety Coordinator.

In Case of Injury

Please contact a trained and certified First Aider in the event of an injury. The name and the contact number of the First Aider is displayed on the First Aid box

- Activate the **First Aider** at the **contact number** displayed on the **First Aid Box**.
- Call the emergency number **995** for **life threatening cases**.
- First Aid boxes can be found in critical locations and near work station areas.
- When calling the emergency number, provide a detailed description on the condition of the injured person for a better medical response
- Follow the orders given by your host or ST Logistics personnel