



MINISTRY OF
MANPOWER

Date: 25 January 2017

To: All WSH Auditing Organisations and Auditors

CIRCULAR ON THE CONDUCT AND SUBMISSION OF CONSASS AUDITS AND OTHER UPDATES

All WSH Auditing Organisations (WSHAOs) and their auditors are reminded to carry out the mandatory Construction Safety Audit Scoring System (ConSASS) audit for worksites in a proper and thorough manner so as to ensure comprehensive assessment of the main contractor's workplace safety and health management system (WSHMS) implemented onsite.

2. WSH auditors are reminded that the ConSASS audit process comprises the following steps:

- Opening meeting;
- Familiarisation tour;
- Assessment of WSHMS using the ConSASS checklist;
- Verification of the effective implementation of the WSHMS, which includes review of documents, interview of personnel and physical inspection;
- Evaluation of findings, which includes the remedial action plan of previous audit findings and WSHMS improvement plan; and
- Exit meeting.

3. WSHAOs are also reminded to submit the ConSASS audit report package to Occupational Safety and Health Division (OSHD) via the iOSH e-Services for all the ConSASS audits carried out by their WSH auditors. The ConSASS report package shall include the following documents:

- a) Completed ConSASS Checklist;
- b) Completed ConSASS Interview Sheet;
- c) ConSASS Score Card; and
- d) Final ConSASS Audit Report covering the noteworthy efforts, findings and recommendations of the WSHMS, status of remedial action/ continual improvement along with other evidences and observations of the audit, etc.

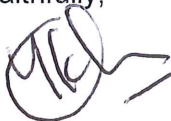
4. In November 2016, the ConSASS checklist was revised to include additional requirement and guidance notes for heat stress prevention programme for Question numbers 3.6.21 and 3.6.38 as shown in Annex 1. With effect from 1 Feb 2017, all WSHAOs and auditors shall use the latest version of the ConSASS checklist which is available on MOM's website via <http://www.mom.gov.sg/workplace-safety-and-health/safety-and-health-management-systems/submit-a-consass-audit>.

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5. This year, MOM will conduct checks on the ConSASS audits by the WSHAOs as well as monitor the professional conduct of the WSH auditors. WSHAOs are required to submit their "Quarterly Projection of Safety and Health Management System Audits" promptly for planning and scheduling of such on-site checks on the conduct of the audit.

6. Should you require further clarifications, please contact Mr Fung Chan Hua or Mr Teo Boon Kwang at 6692 5112 or 6692 5146 respectively.

Yours faithfully,



CHAN YEW KWONG
for COMMISSIONER FOR WORKPLACE SAFETY AND HEALTH

Date of Issue:	Classification:	Circular No.:
25 Jan 2017	ConSASS	20170125-76

Enhanced Questions and Guidance Notes on Heat Stress Prevention Programme as Highlighted in Yellow

BAND	S/No.	Guidance notes and standard specifications	Audit Question	DR/IP/PI	Results			Auditor's Remarks
					Yes	No	NA	
II	3.6.21	<p>The heat stress prevention programme shall include the following:</p> <p>a) Acclimatisation b) Sufficient water intake and drinking facilities c) Shaded areas for work and rest d) Suitable clothing for outdoor environment e) Alternate work and rest periods for workers under hot conditions</p> <p><i>Checklist from WSH Guidelines – Managing Heat Stress in the Workplaces</i></p>	<p>Has the project established a heat stress prevention programme, which includes</p> <p>a) Acclimatisation b) Sufficient water intake and drinking facilities c) Shaded areas for work and rest d) Suitable clothing for outdoor environment e) Alternate work and rest periods for workers under hot conditions?</p> <p>Check availability of programme</p>	DR				
III	3.6.38	<p>The heat stress prevention programme shall include the following:</p> <p>a) Acclimatisation b) Sufficient water intake and drinking facilities c) Shaded areas for work and rest d) Suitable clothing for outdoor environment e) Alternate work and rest periods for workers under hot conditions</p> <p><i>Checklist from WSH Guidelines – Managing Heat Stress in the Workplaces</i></p>	<p>Has the established heat stress prevention programme been implemented?</p> <p>Check documentation and verify physical implementation.</p>	DR & PI				