

MOM WSH eServices

User Guide - eServices for managing submissions of Summary Report / Register of Employees

Version 1.1

REVISION HISTORY

Versio n	Effective Date	SUMMARY OF CHANGES	Remarks
0.1	1 Mar 2018	Initial draft of MAS Medical Summary Report / Register of Employees eServices.	
0.2	13 Mar 2018	Define upload file error	
1.0	22 Mar 2018	Update landing page	
1.1	15 Jul 2021	Updated Landing page URL Changed Singpass logo/Text/Labels. Removed Corppass.	

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1. Medical Monitoring eService Login

1.1 Steps to access Medical Monitoring eServices.

- 1.1.1 Go to www.mom.gov.sg. In the search box, fill in “medical monitoring” and click on [\[Medical monitoring\]](#) (Figure 1) from the drop down list

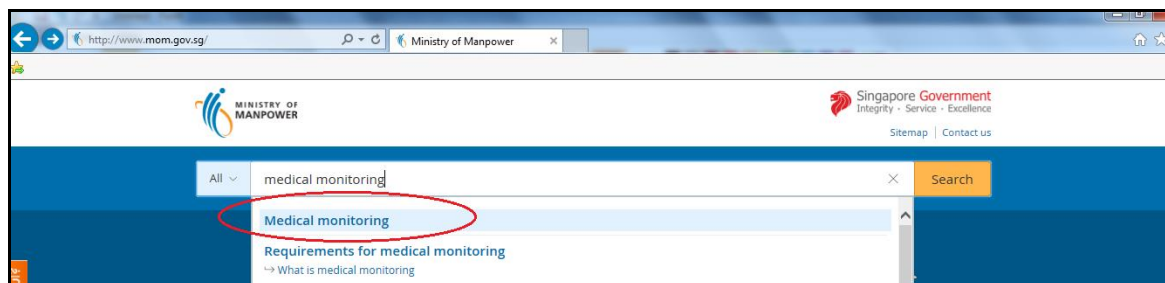


Figure 1

- 1.1.2 This will redirect to [\[Submit and manage medical examinations reports\]](#) landing page.
For Employer, click [\[Log in to WSH eServices for Employer\]](#)
For DWD, click [\[Log in to WSH eServices to DWDs\]](#) (Figure 2).

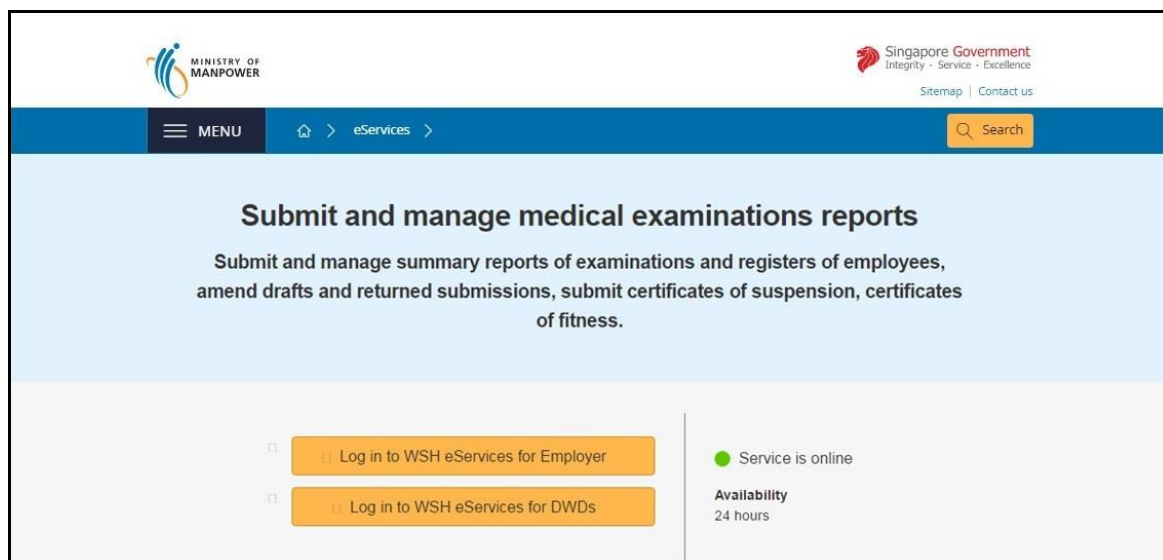


Figure 2

1.1.3 This will redirect you to [\[For Business Users and For Individual Users\]](#) login page (Figure 3)

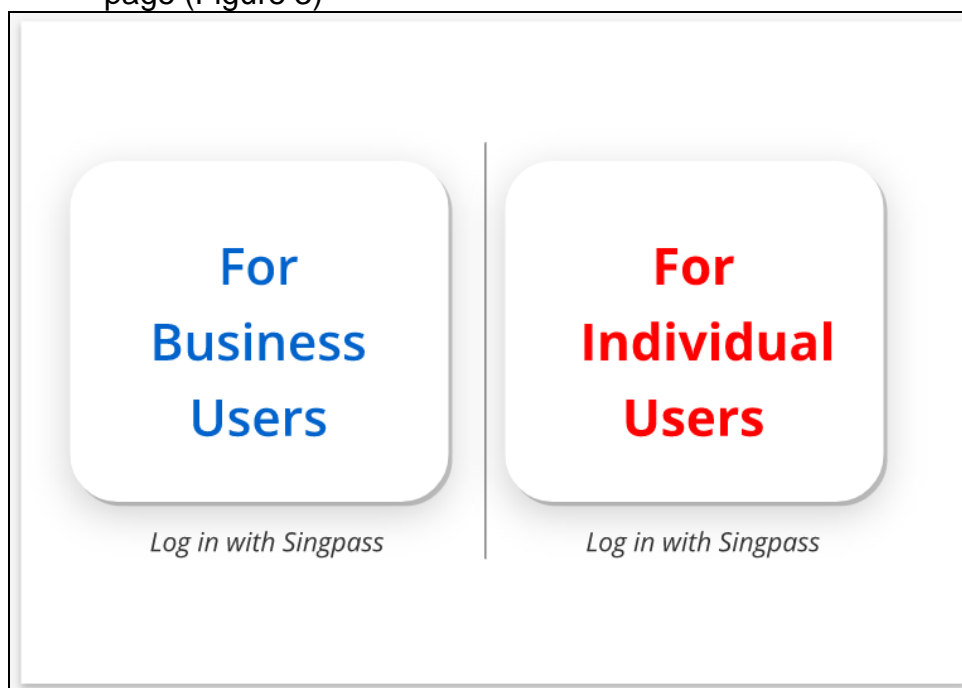


Figure 3

1.2 Login to Medical Monitoring eService

1.2.1 Login for Designated Workplace Doctor (DWD).

- Click the hyperlink on [\[For Individual Users\]](#) (Figure 3)
- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), then click [\[Log in\]](#) button (Figure 4).

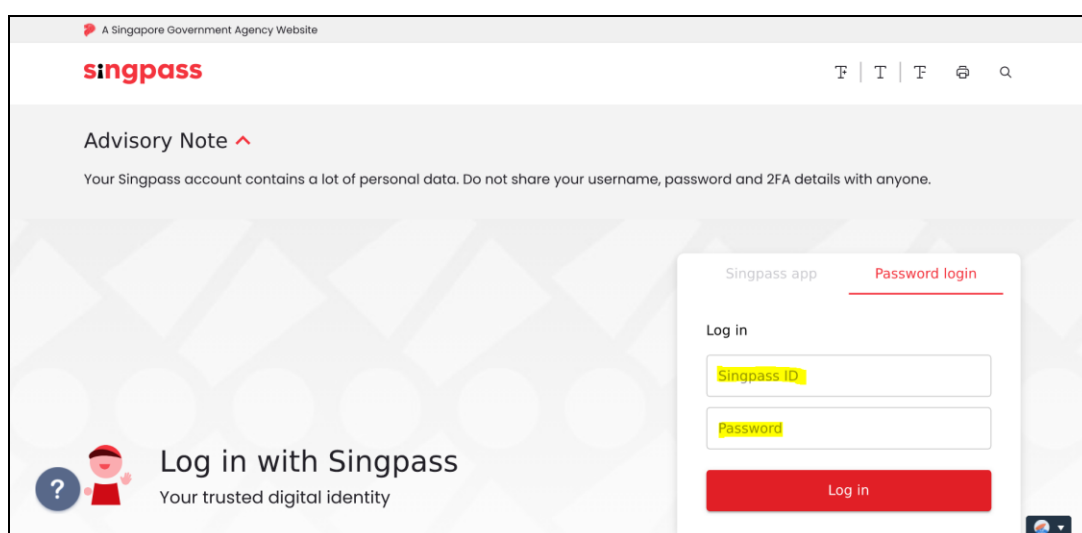


Figure 4

- User will be redirected to [\[Overview of Medical Monitoring\]](#) Dashboard. (Figure 6 DWD Dashboard)
The dashboard provides an overview of drafts and past submissions made by the user. In addition, new reports can be created and hazard-specific templates for the Register of Employees downloaded for completion.
Past submissions would be available for up to 3 years from the date of submission through this new eService.
- The DWD would be able to create and update the following reports that were created or submitted by him/her, regardless of the UEN/workplace number(s):
 - i) Summary Reports / Register of Employees
 - ii) Certificate of Suspension
 - iii) Certificate of Fitness

1.2.2 **Login for Employers or DWD**

Employers have to login using Singpass to for their company they registered.

DWD may log in using Singpass and select the corresponding UEN of their medical practice.

- Click the hyperlink on [\[For Business Users\]](#) (Figure 3)
- Fill in [\[Singpass ID\]](#) and [\[Password\]](#), and then click [\[Log in\]](#) button (Figure 5)

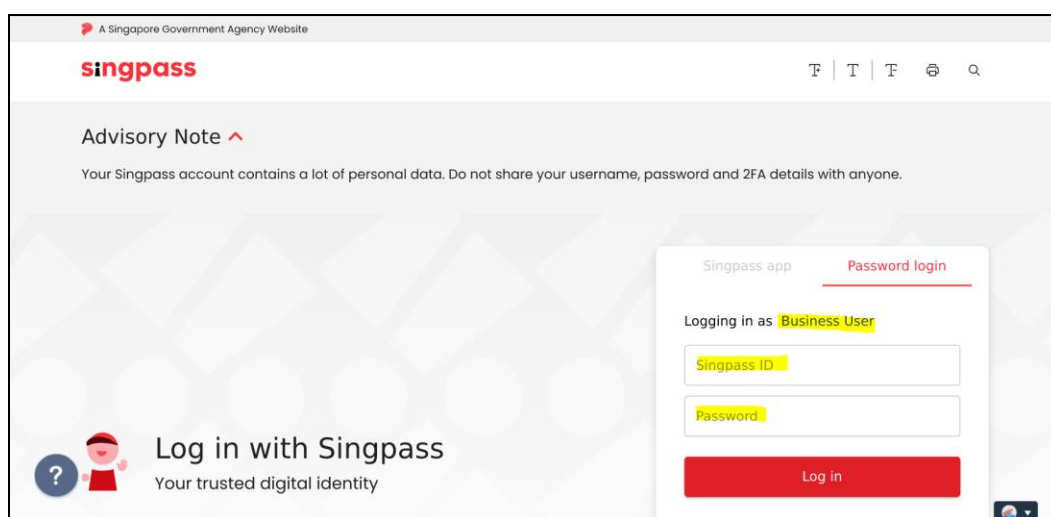


Figure 5

- User will be redirected to [\[Overview of Medical Monitoring\]](#) Dashboard. The dashboard provides an overview of drafts and past submissions made by the user. In addition, new reports can be created and hazard-specific templates for the Register of Employees downloaded for completion.

Past submissions would be available for up to 3 years from the date of submission through this new eService.

- [Figure 6 DWD Dashboard] If the user is a Designated Workplace Doctor (DWD), he/she would be able to create and update the following reports that were created or submitted by him/her, regardless of the UEN/workplace number(s)
 - i) Summary Reports / Register of Employees
 - ii) Certificates of Suspension
 - iii) Certificates of Fitness

- [Figure 7 Dashboard] If the user is an employer, he/she
 - i) can create and update the Summary Reports / Register of Employees of workplaces for the user's UEN or Entity ID.

In addition, the user can view the Certificate of Suspension and Certificate of Fitness that a DWD had submitted for the user's UEN or Entity ID.

Dashboard for Designated Workplace Doctors

Overview of Medical Monitoring

Summary Reports / Registers of Employees

[Create Summary Report/Register of Employees](#)

[Download a template for Register of Employees](#)

Drafts / Returned Submissions

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Submitted Summary Reports / Registers of Employees

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Certificates of Suspension

[Create Certificate](#)

Draft Submissions

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Action
No Record Found.							

Submitted Certificates of Suspension

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Examination
No Record Found.							

Certificates of Fitness

[Create Certificate](#)

Draft Submissions

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Action
No Record Found.							

Submitted Certificates of Fitness

Workplace Name [Search](#)

0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Re-examination
No Record Found.							

Figure 6

Dashboard for employers

Overview of Medical Monitoring

Summary Reports / Registers of Employees Create Summary Report/Register of Employees
[Download a template for Register of Employees](#)

Drafts / Returned Submissions

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Submitted Summary Reports / Registers of Employees

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
No Record Found.								

Certificates of Suspension

Submitted Certificates of Suspension

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Examination
No Record Found.							

Certificates of Fitness

Submitted Certificates of Fitness

Workplace Name Search 0 items | Page 1

Ref Number	Workplace Number	Workplace Name	Address	NRIC / FIN	Name	Hazard	Date of Re-examination
No Record Found.							

Figure 7

2. Dashboard

2.1 Download hazard-specific template for register of employees

The user can download an excel template for the Register of Employees that is specific for the hazard. The template can be filled in offline and the completed template can be used to import the data during the submission of the register of employees.

- a) At [\[Dashboard\]](#), click the [\[Download a template for Register of Employees\]](#) (Figure 8)

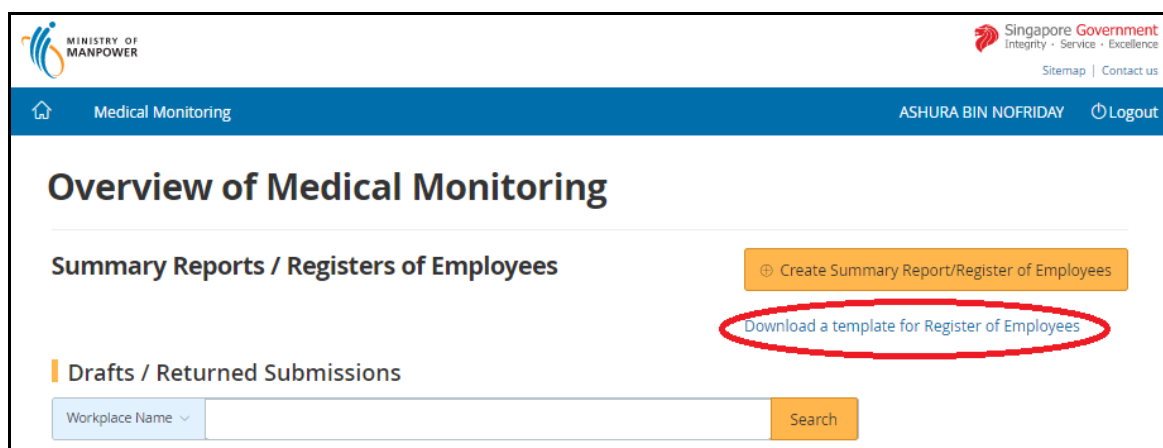


Figure 8

- b) Click the down arrow key to select the [\[hazard\]](#) from the drop down list (Figure 9). Then click the [\[Download a Template\]](#) button (Figure 10)

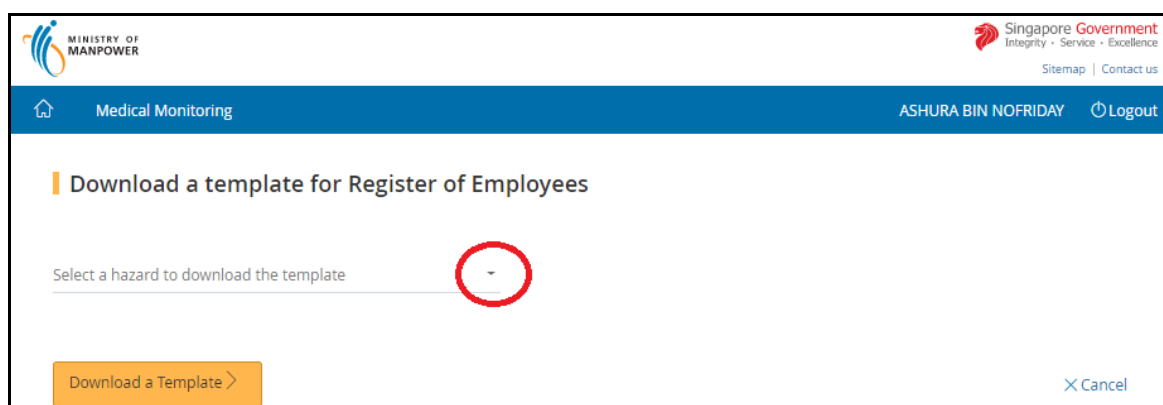


Figure 9

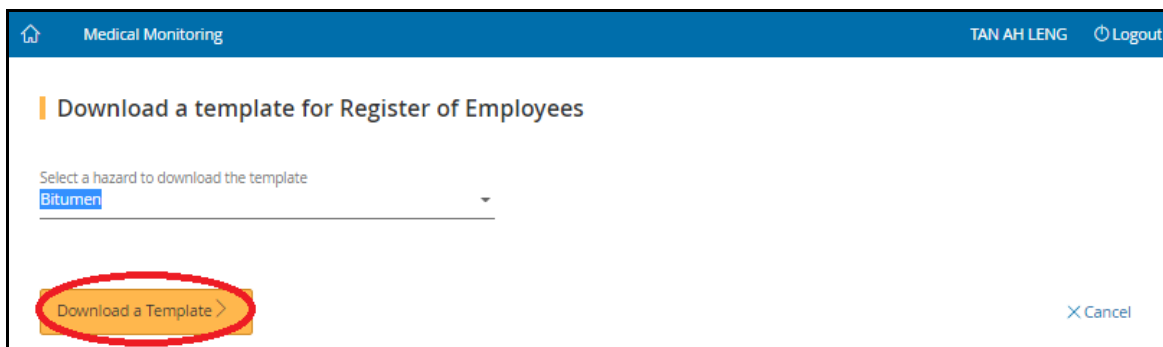


Figure 10

c) Click on the downloaded file to save to a directory on your computer. (Figure 11)

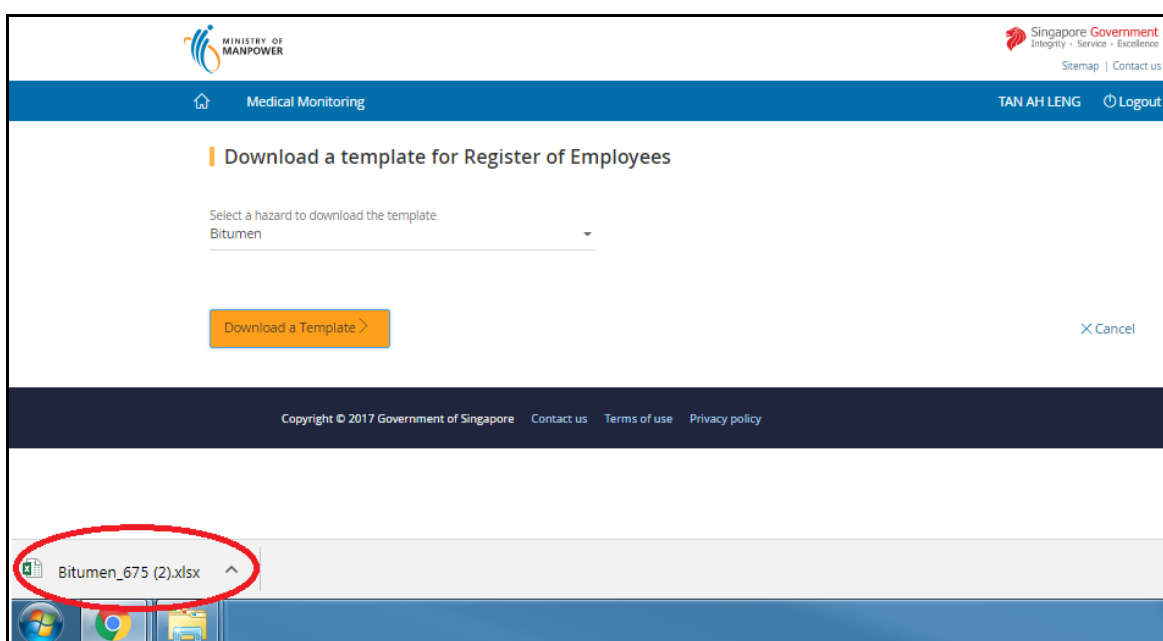


Figure 11

d) Click [\[Cancel\]](#) button to return back to [\[Dashboard\]](#) (Figure 12)

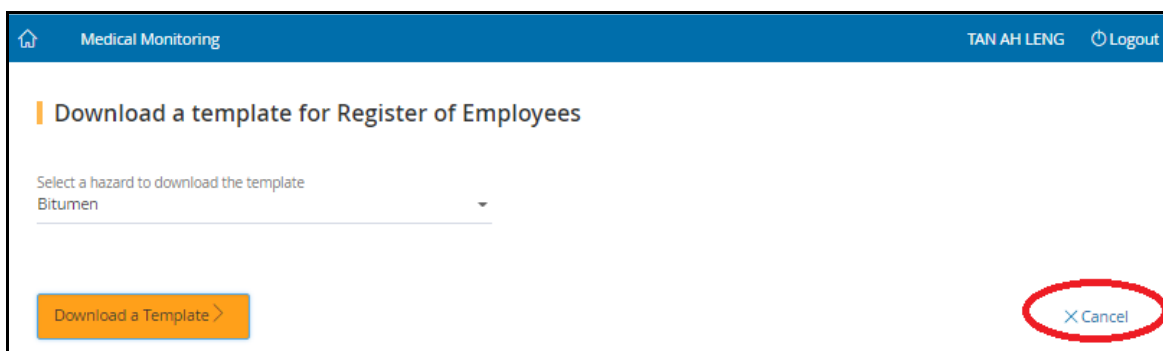


Figure 12

3. Summary Report / Register of Employees

3.1 Create Report

- 3.1.1 Click [\[Create Summary Report/Register of Employees\]](#) at the [\[Dashboard\]](#) to create new report to start a submission of a Summary Report. (Figure 13)

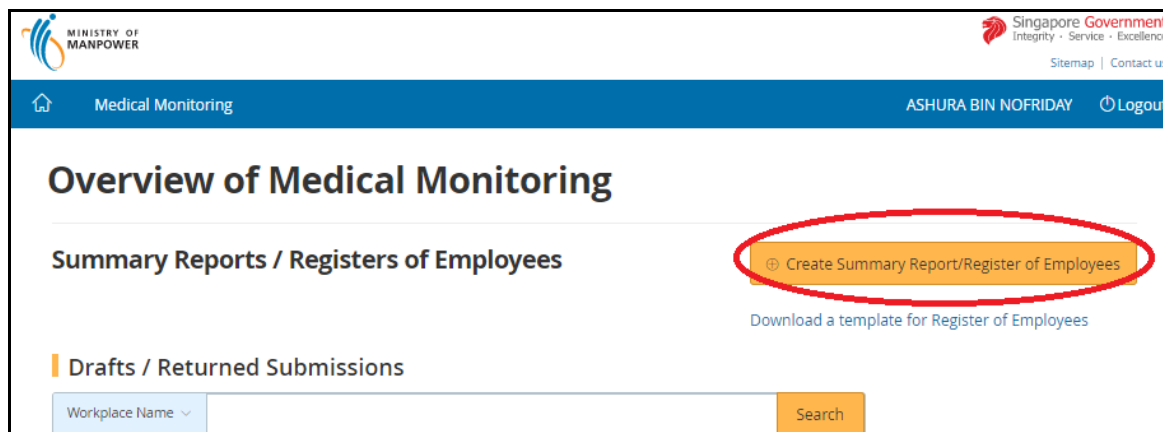


Figure 13

- 3.1.2 Select the hazard to create the report

- a) Click the down arrow to select the [\[hazard\]](#) (Figure 14)

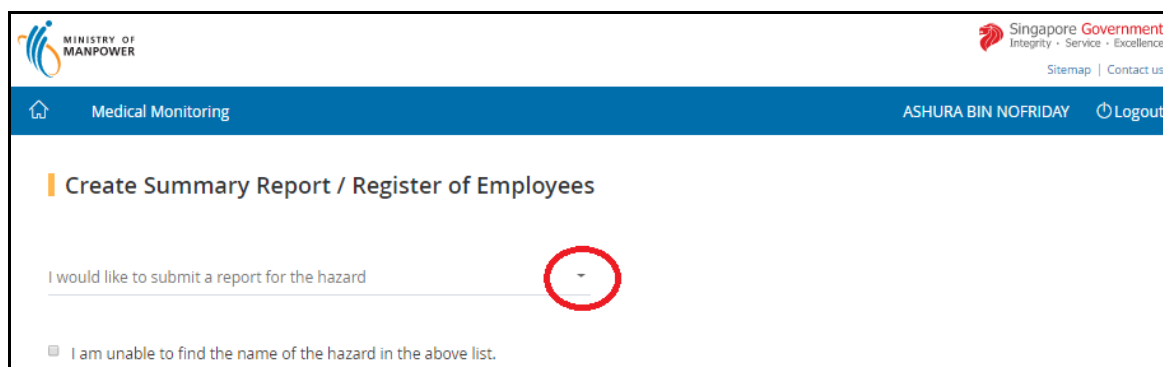


Figure 14

- b) If hazard is not found in the drop down list, tick the box next to [\[I am unable to find the name of the hazard in the above list\]](#) (Figure 15) to display additional hazard names.

Figure 15

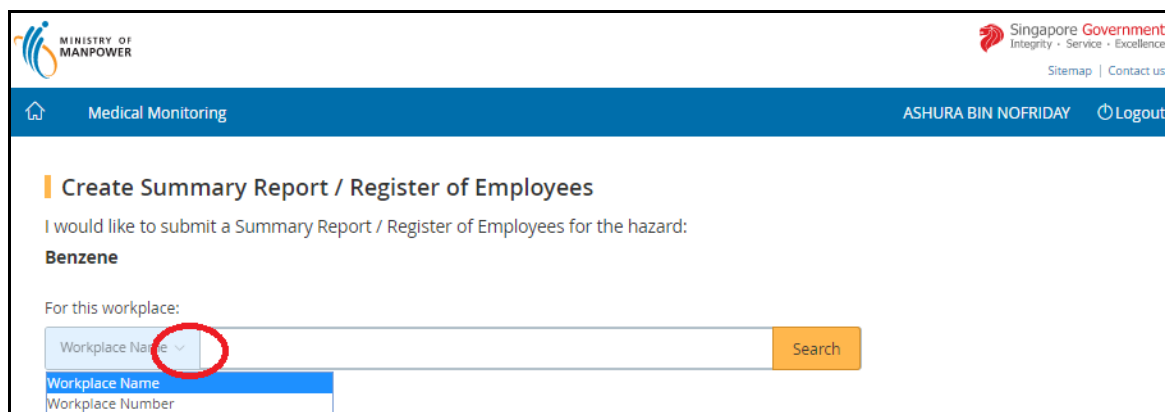
- c) Select the hazard from the drop down list box (Figure 16) and then click [Continue] button to select workplace exposed to this selected hazard (Figure 17)

Figure 16

Figure 17

3.1.3 Select the workplace exposed to the hazard

- a) The user can search for the workplace by workplace name or workplace number. To do so, click the drop down arrow to specify the search criteria(Figure 18)



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Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Create Summary Report / Register of Employees

I would like to submit a Summary Report / Register of Employees for the hazard:

Benzene

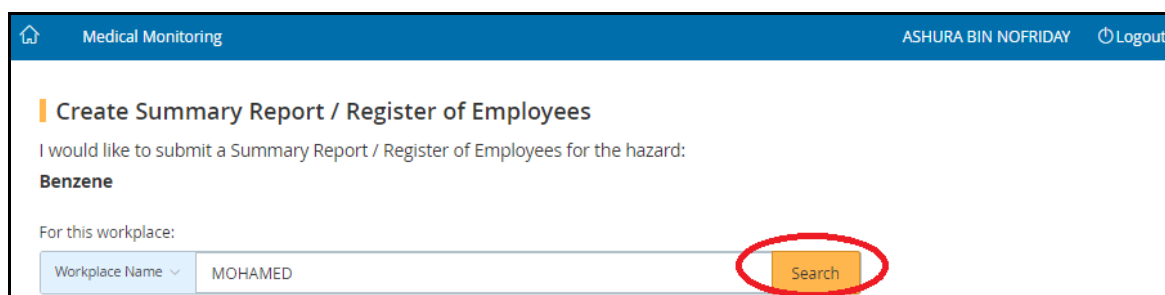
For this workplace:

Workplace Name Search

Workplace Name
Workplace Number

Figure 18

- b) Fill in the search box to filter the workplace and then click [\[Search\]](#) (Figure 19). The search term can be
- Partial search term for Workplace Name
 - Complete search term for Workplace Number



Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Create Summary Report / Register of Employees

I would like to submit a Summary Report / Register of Employees for the hazard:

Benzene

For this workplace:

Workplace Name Search

Figure 19

- c) The search output will display the list of respective Workplaces, click on the appropriate [\[Workplace Number\]](#) hyperlink to start creating a report (Figure 20)

Medical Monitoring ASHURA BIN NOFRIDAY Logout

Create Summary Report / Register of Employees

I would like to submit a Summary Report / Register of Employees for the hazard:
Benzene

For this workplace:

Workplace Name

51 items | Page 1 2 3 4 5 >

Workplace Number	Workplace Name	Address
00001500L0001	K SYED MOHAMED COMPANY	44 JALAN PARI KIKIS #- PEAKVIEW ESTATE SINGAPORE 488574
00001500L0002	K SYED MOHAMED COMPANY	22 TANJONG KLING ROAD SINGAPORE 628048
00001500L0003	K SYED MOHAMED COMPANY	12 12 #121-12 SINGAPORE 123456

Figure 20

3.2 Workplace Details

3.2.1 Provide details of the Employer or Company Representative. Then click the [\[Continue\]](#) button (Figure 21)

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Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Summary Report / Register of Employees

- Workplace Details**
- DWD Details
- Summary Report
- Register of Employees
- Preview & Declare
- Acknowledgement

Workplace Details

Workplace Name: **K SYED MOHAMED COMPANY**

Workplace Number: **00001500L0001**

Workplace Address: **44 JALAN PARI KIKIS #- PEAKVIEW ESTATE SINGAPORE 488574**

* Company Representative

* Mobile Number

* Email

Continue > X Cancel

Figure 21

3.3 DWD Details

3.3.1 Only for DWD login:

Provide / update the DWD's contact details and then click [\[Continue\]](#) (Figure 22)

Medical Monitoring ASHURA BIN NOFRIDAY Logout

Summary Report / Register of Employees

1 Workplace Details
 2 **DWD Details**
3 Summary Report
 4 Register of Employees
 5 Preview & Declare
 6 Acknowledgement

DWD Details

Designated Workplace Doctor
9103_Name_2-M04879H

MCR Number
M04879H

Practice Name & Address
9103_CO_Name
283 BISHAN STREET 22 #1-2 159964_BLDG_NAME SINGAPORE 570283

Practice Telephone Number
65918354

Practice Fax Number
65918380

Email
 * siowphing.te@ncs.com.sg

Mobile Number
 * 96224511

If there is any change in your practice or contact information, please update the Singapore Medical Council.

[< Back](#)
Continue >
[Save as draft](#)

Figure 22

3.4 Summary Report

3.4.1 Provide the [Summary Report] details. Mandatory fields are denoted with asterisk (Figure 23)

The screenshot displays the 'Summary Report / Register of Employees' interface. At the top, there is a blue header with 'Medical Monitoring' on the left and 'ASHURA BIN NOFRIDAY Logout' on the right. Below the header, a progress bar shows six steps: 'Workplace Details' (green checkmark), 'DWD Details' (green checkmark), 'Summary Report' (orange circle with '3'), 'Register of Employees' (grey circle with '4'), 'Preview & Declare' (grey circle with '5'), and 'Acknowledgement' (grey circle with '6'). The main content area is titled 'Summary Report' and contains the following fields:

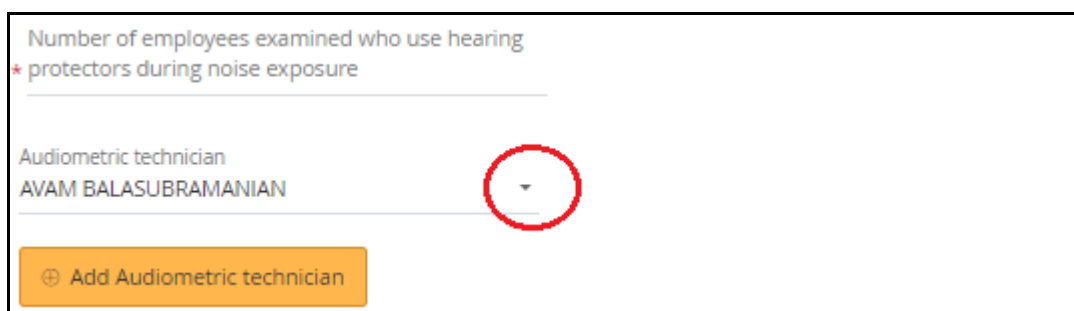
- Hazard: Benzene
- * Date of Summary Report: Input field with a calendar icon and placeholder 'dd/mm/yyyy'
- * Total Number of employees exposed to the hazard: Input field
- * Number of employees examined: Input field
- * Number with abnormal results: Input field
- * Number with abnormal results-Occupational: Input field
- * Number of employees recommended for suspension: Input field

At the bottom, there are three buttons: '< Back' (blue), 'Continue >' (orange), and 'Save as draft' (grey).

Figure 23

- Date of Summary Report
 - Enter format in dd/mm/yyyy
 - Or click on the calendar icon next to the date fields to select the date
- Total Number of employees exposed to the hazard (mandatory field)
 - Enter a whole number greater than 0
- Number of employees examined
 - Enter a whole number greater than 0
 - This number should be same or less than the [Total Number of employees exposed to the hazards]
- Number with abnormal results
 - Enter a whole number greater than 0

- e) Number with abnormal results – Occupational
- Enter a whole number greater than 0
 - If number is greater than 0, an abnormal result form has to be completed and uploaded to system before submitting the Summary Report
- f) Number of employees recommended for suspension
- Enter a whole number greater than 0
- g) Specific Hazard sections of the Summary Report submission screen
- **Noise Hazard:**
Click the down arrow of “Audiometric technician” and select the name of the audiometrician performing the audiometric examination from the drop down list (Figure 24)
Alternatively, you may start typing the name of the person and the list will display those names containing the alphabets of the name.



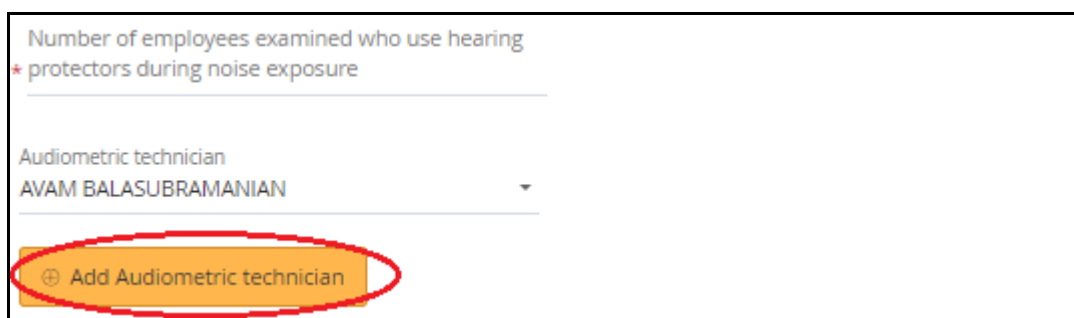
Number of employees examined who use hearing
* protectors during noise exposure

Audiometric technician
AVAM BALASUBRAMANIAN

+ Add Audiometric technician

Figure 24

Click [\[Add Audiometric technician\]](#) button (Figure 25) and the selected audiometrician will be displayed on the screen (Figure 26)
You can continue to add more audiometric technicians who performed the audiograms.

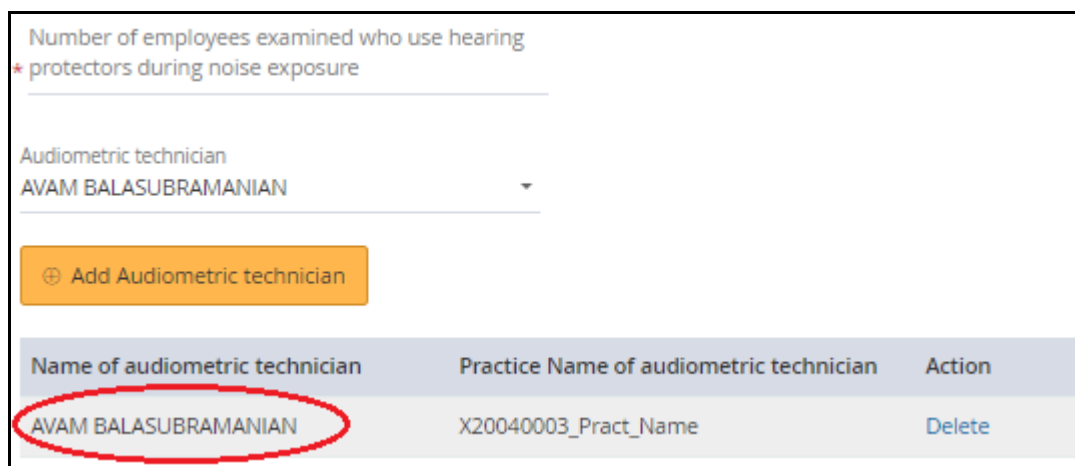


Number of employees examined who use hearing
* protectors during noise exposure

Audiometric technician
AVAM BALASUBRAMANIAN

+ Add Audiometric technician

Figure 25



Name of audiometric technician	Practice Name of audiometric technician	Action
AVAM BALASUBRAMANIAN	X20040003_Pract_Name	Delete

Figure 26

- *Arsenic, Cadmium, Lead, Manganese, Mercury, Perchloroethylene and Trichloroethylene hazards,*

Click the down arrow key of “The laboratory conducting the analysis” and select from the drop down list (Figure 27). The default is “does”

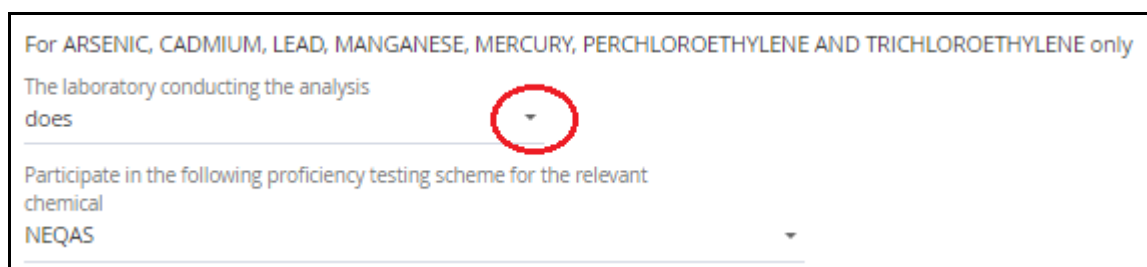


Figure 27

Click the down arrow key to select the name of the proficiency testing scheme from the drop down list. The default value is NEQAS (Figure 28)

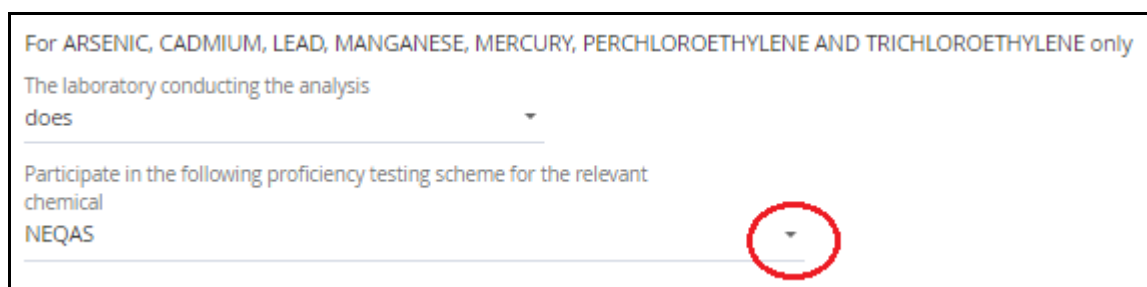


Figure 28

- 3.4.2 Click [\[Continue\]](#) to fill up the next section on the register of employees
- 3.4.3 Or click [\[Save as draft\]](#) to save the entered information and return back to [\[Dashboard\]](#)

3.5 Register of Employees

Employees' details can be uploaded and imported into system via an Excel template (Section 3.5.1) or manually entered (Section 3.5.2)

3.5.1 Upload Employee details via Excel

- a) Download the hazard-specific correct template, based on the hazard that the employees were exposed to (refer to Section 2.1).
- b) Prepare the Excel for upload. This can be completed off line before the upload.
 - Hazard name and instructions are stated in the excel (Figure 29)
 - Make sure that the hazard name shown on the template is the same as the hazard that you are making the submission for, e.g. Summary Report and Register of employees for "**Bitumen**" and hazard name on the template is "**Bitumen**".
 - Follow the instructions given in the first few rows of the excel template.
 - Enter the employees' details required in the excel according to the column headings, e.g. NRIC/FIN, Name of employee, gender, race, etc.
 - If there are test results, enter them for each employee in the columns with the names of the tests. If there are no tests required, there will be blank columns.
 - Once the excel has been completed, you can proceed to the next step.

	A	B	C	D	E	F	G	H	I	
1	Import template for Register of employees for exposure to:									
2	Hazard	Bitumen	675							
3	Name									
Do NOT edit/change the first 5 rows of this template.										
Instructions:										
1. Only enter numbers for the test results. For chest X-rays, enter either Normal or Abnormal only.										
2. Special characters such as <, >, &, # etc are not accepted.										
3. For dates, enter dates in the format DD/MM/YYYY, e.g. 26/11/2017 or DD-MMM-YYYY, e.g. 26-Nov-2017. The excel will display the entered dates in the DD-MMM-YYYY format.										
4. For gender, enter "M" for male and "F" for female.										
5. For race, enter Chinese , Malay , Indian or Others only.										
6. Only data below the title row (row 6) onwards will be imported.										
7. Please log on to the system to create the draft submission before importing the completed template.										

Figure 29

- c) At the [\[Register of Employees\]](#) screen, click [\[Import Register of Employees\]](#) hyperlink (Figure 30)

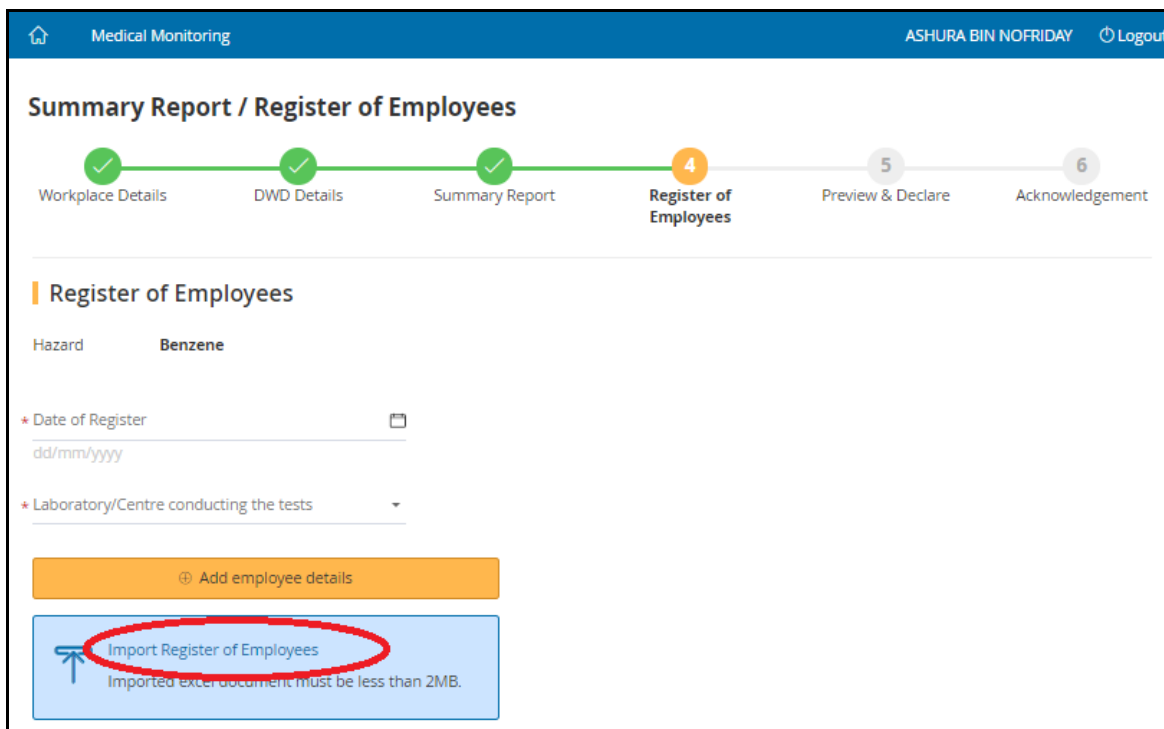


Figure 30

d) Select the file to upload (Figure 31) and click “Open”

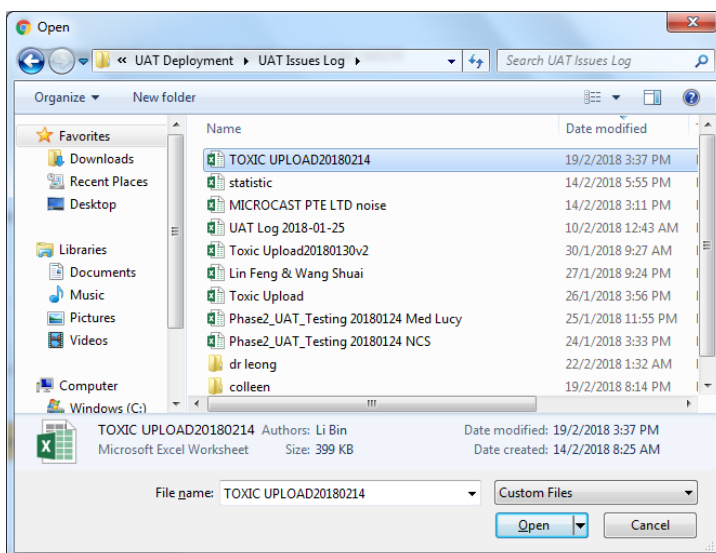


Figure 31

- e) The window will then close and you will be brought back to the [\[Dashboard\]](#) screen which will show the above submission’s “Status” as Draft and the “File Uploaded Status” is “In Progress” (Figure 32)
 The data in the excel will be imported into the system by a batch job and you will be notified by email when you can continue with this submission.
 Depending on the amount of data, it may take up to 1 working day for the import to enter the system.



Figure 32

After the batch job runs, the status will update to “Completed”. Click [Edit] to update the report for submission (Figure 33)

Note: “Completed” status does not mean file has been process successfully

The screenshot shows the 'Overview of Medical Monitoring' page. It includes a search bar for 'Workplace Name' and a table of reports. The first report is for 'WAH SEONG PRESS' with a status of 'Draft' and 'Completed' (circled in red). The second report is for 'VINTAGE DENTAL LABORATORY' with a status of 'Draft' and 'Not Applicable'.

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
41920	00012700X0005	WAH SEONG PRESS	270 QUEEN STREET #1-1 ALBERT CENTRE SINGAPORE 180270	Summary Report / Register	Benzene	Draft	Completed	Edit Delete
41671	53084164M0001	VINTAGE DENTAL LABORATORY	9002 TAMPINES ST 93 #03-58 SINGAPORE 528836	Summary Report / Register	Arsenic (inorganic)	Draft	Not Applicable	Edit Delete

Figure 33

- f) System will trigger an email to the DWD or Company Representative who uploaded the file. If processing fails, all the errors will be listed in email with the uploaded excel attached

The email notification is dated Sat 24/2/2018 7:00 PM and is from MOM_JOSH_UAT@mom.gov.sg. It states: 'Errors found uploading the Register of Employees exposed to Benzene for workplace 00012700X00018 on 24/02/2018 18:55:30'. The email includes an attachment 'Benzene_672.xlsx' (21 KB) and a table of error messages.

Dear Sir / Madam,

There is/are 3 error(s) detected while adding the records in the attached file: Benzene_672 uploaded on 24/02/2018 18:55:30.

No records have been added in this draft. Please amend the error(s) found and re-upload the amended file at https://services-uat.mom.gov.sg/iosh2/MAS/Medical/SRWR/create_srwr_wr.aspx

SNO.	Row No.	Column Name	Error Message
1	6	NRIC or FIN number	This field is required
2	27	Urinary <u>tt-muconic acid (ttma)</u>	This field is invalid
3	28	Date of test	Must be equal or later than Date Started Exposure.

Note: This is a computer-generated message. Please do not reply to it.

Common uploading error tabulated as follows (Table 1)

Error	Things to check
Invalid File import	Uploaded file must be in Excel format
No data found	1. Enter workers details from row 6 onwards 2. "S.No." column cannot be blank
This field is required	Mandatory field is missing. Refer to section [3.5.2 Manual entry of employee details in the Register of Employee] for the field's detail
This field is invalid	Incorrect value e.g. Gender can either be Female or Male only Refer to section [3.5.2 Manual entry of employee details in the Register of Employee] for the field's detail
This field is duplicate	Cannot have the same "NRIC or FIN number" in more than one row
Should be earlier than Current Date	Following dates cannot be later than current date 1. "Date started Exposure" 2. "Date of Test"
Must be later than Date of Birth	Following dates cannot be earlier than "Date of Birth" 1. "Date Started Exposure" 2. "Date Stopped Exposure" 3. "Date of Test"
Must be equal or later than Date Started Exposure	Following dates cannot be earlier than "Date Started Exposure" 1. "Date of Test" 2. "Date Stopped Exposure"

Table 1

Benzene_672.xlsx
21 KB

Dear Sir / Madam,

There is/are 3 error(s) detected while adding the records in the attached file: Benzene_672 uploaded on 24/02/2018 18:55:30.

No records have been added in this draft. Please amend the error(s) found and re-upload the amended file at https://services-uat.mom.gov.sg/iosh2/MAS/Medical/SRWR/create_srwr_wr.aspx

SNO.	Row No.	Column Name	Error Message
1	6	NRIC or FIN number	This field is required
2	7	Urinary <u>tt-muconic acid (ttma)</u>	This field is invalid
3	8	Date of test	Must be equal or later than Date Started Exposure.

Note: This is a computer-generated message. Please do not reply to it.

4. For gender, enter "M" for male and "F" for female.
 5. For race, enter Chinese, Malay, Indian or Others only.
 6. Only data below the title row (row 6) onwards will be imported.
 7. Please log on to the system to create the draft submission before importing the completed template.

S.No.	NRIC or FIN number	Name of employee	Gender	Race	Date of birth	Occupation	Dept/Section	Date started exposure	Date of test	Urinary tt-muconic acid
			M/F	Enter Chinese/Malay/Indian/Others only	(DD/MM/YYYY)	(Job)		(DD/MM/YYYY)	(DD/MM/YYYY)	mcg/g Creatinine
1	[REDACTED]	MABEL	F	CHINESE	27-Dec-1989	DENTIST	ELDERLY CARE	12-Jan-2018	15-Feb-2018	90
2	S2612481F	JENNY	F	CHINESE	13-Feb-1983	DOCTOR	INFANT CARE	2-Feb-2018	15-Feb-2018	2,345.67
3	S1234567D	ELSIE	F	CHINESE	1-Sep-1990	DOCTOR AS	INFANT CARE	10-Feb-2018	7-Feb-2018	120

lay the entered dates in the DD-MMM-YYYY format.

- SNo refer to the excel column A
- Row No refer to the row number in the Excel
- Column Name refer to the header in row 4 & 5
- Error Message is error description (Refer to [3.5.1. Upload Employee details via Excel])

3.5.2 Manual entry of employee details in the Register of Employees

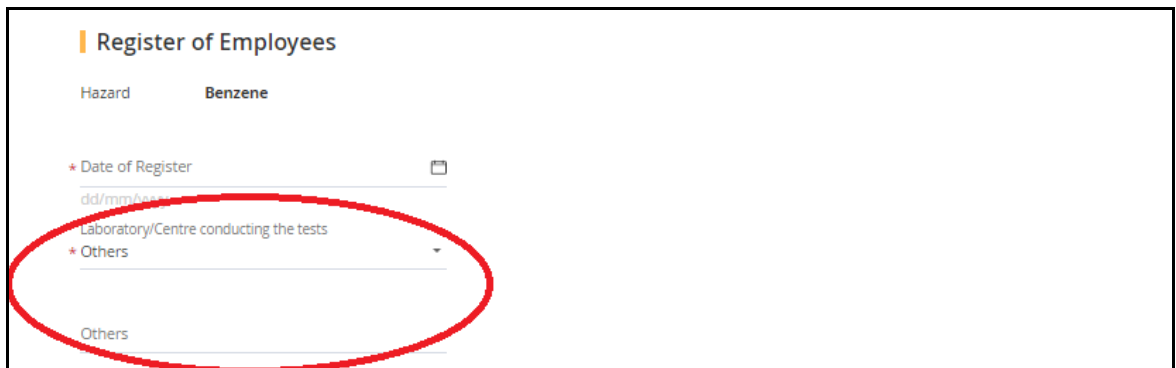
Enter details of employees and test results directly online. The mandatory fields are denoted with an asterisk (Figure 34)

The screenshot shows the 'Register of Employees' form within the 'Medical Monitoring' system. The form is part of a six-step process: Workplace Details, DWD Details, Summary Report, Register of Employees (current step), Preview & Declare, and Acknowledgement. The 'Register of Employees' section includes a 'Hazard' dropdown set to 'Benzene', a 'Date of Register' field with a calendar icon, a 'Laboratory/Centre conducting the tests' dropdown, and an 'Others' text input field. Below the form are buttons for 'Add employee details', 'Import Register of Employees' (with a note that imported excel documents must be less than 2MB), 'Back', 'Continue', and 'Save as draft'.

Figure 34

- a) Date of Register
 - Enter the date in dd/mm/yyyy format
 - Alternatively, click the calendar beside the date field to select the date

- b) Laboratory/Centre conducting the test
 - Select the location from the drop down
 - If “Others” is selected, enter the name of laboratory in the textbox (Fig 35)
You can also use the “Others” selection for:
 - a. Name of the X-ray or radiological centre where the Chest X-rays were done, e.g. “ABC X-ray centre”.
 - b. Name of the clinic where the clinical examination was conducted for those registers where there were no test results required, e.g. “Loh Medical Clinic”.



Register of Employees

Hazard **Benzene**

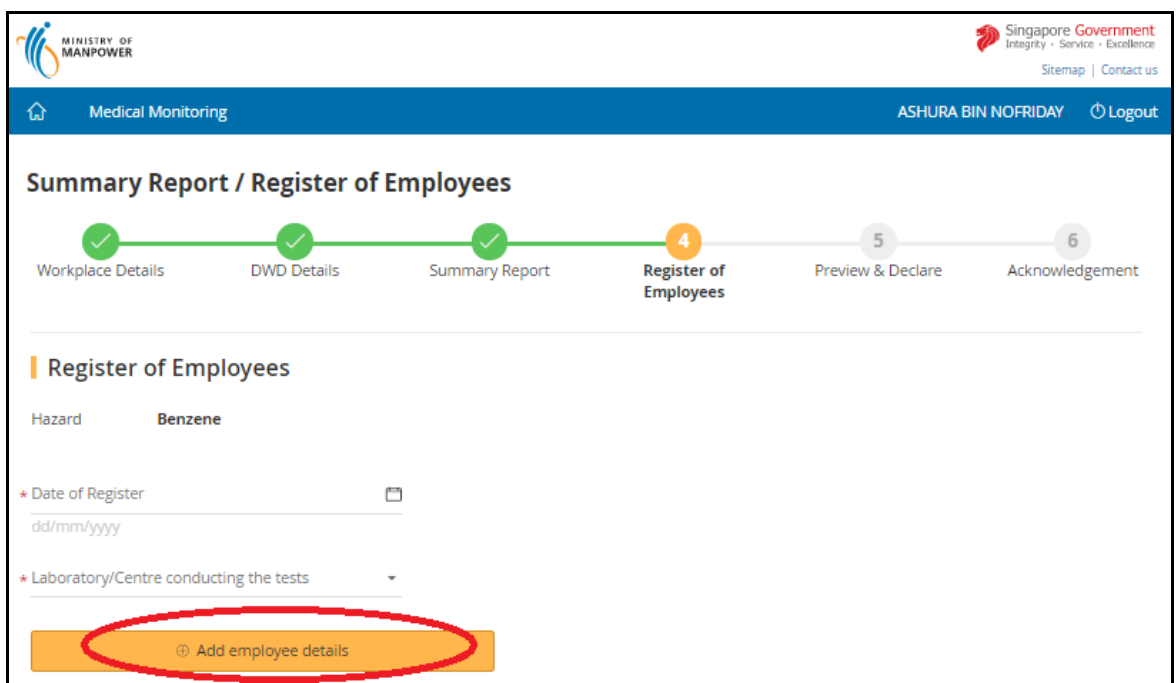
* Date of Register

* Laboratory/Centre conducting the tests

Others

Figure 35

- c) Click the [\[Add employee details\]](#) button to enter the details of each employee in the Register of Employees (Figure 36)



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Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Summary Report / Register of Employees

Workplace Details DWD Details Summary Report **Register of Employees** Preview & Declare Acknowledgement

Register of Employees

Hazard **Benzene**

* Date of Register

* Laboratory/Centre conducting the tests

Add employee details

Figure 36

- d) Proceed to enter the following fields. Mandatory fields are denoted by an asterisk (Figure 37)

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Medical Monitoring

ASHURA BIN NOFRIDAY Logout

Enter Employee and Test Information

* NRIC/FIN

* Name

* Gender

* Race

* Date of Birth

* Dept/Section

* Occupation

* Date Started Exposure

* Date of Test

Date Stopped Exposure

Date Resigned

< Back

Figure 37

- i) NRIC/FIN (mandatory field)
 - Enter a valid NRIC/FIN and click [\[Retrieve\]](#) button
 - If the worker had previously been submitted for this company, his details (e.g. Name, Gender, Race) will be auto populated
 - Note that passport numbers will not be accepted.
- ii) Name (mandatory field)
 - Enter the name of the worker (in plain text) according to the NRIC or work pass document up to a maximum of 100 characters
- iii) Gender (mandatory field)
 - Click the down arrow to select the gender (Male or female) from the drop-down list

- iv) Race
 - Click the down arrow to select the race from the drop-down list
- v) Date of Birth (mandatory field)
 - Enter the date of birth in dd/mm/yyyy format
 - Alternatively, use the calendar icon beside the date field to select the date
 - Date must be earlier than “Date started exposure”
- vi) Dept/Section (mandatory field)
 - Fill in the name of the department or the section the worker is employed at, in plain text up to a maximum of 50 characters
- vii) Occupation (mandatory field)
 - Enter the occupation, to a maximum of 50 characters
- viii) Date Started Exposure (mandatory field)
 - Enter the date the worker started exposure to the hazard, in dd/mm/yyyy format.
 - Alternatively, use the calendar icon beside the date field to select the date.
 - Date started exposure must be earlier than current date.
- ix) Date of Test (mandatory field)
 - Enter the date of test in dd/mm/yyyy format
 - Alternatively, use the calendar icon beside the date field to select the date
 - Date must be earlier than “Date started exposure”
- x) Depending on the tests that are indicated in the form, the user will have to fill in the following type of information:
 - Urine or blood tests (Toxicological tests)
Results of urine or blood tests should be entered in numeric format, e.g. 1.2, 13.8 etc
 - Chest X-ray
 - Select either “Normal” or “Abnormal” from the drop down list
 - Enter remarks in the blank field in plain text, up to a maximum of 200 characters
- xi) Date Stopped Exposure (optional field)

For employees who had been posted out and are no longer exposed to the hazard or who have left the company

 - Enter the date the worker stopped exposure to the hazard, in dd/mm/yyyy format.
 - Alternatively, use the calendar icon beside the date field to select the date.
 - Date must be later than “Date started exposure”.
- xii) Date Resigned (optional field)

- Enter the date the worker resigned from the company, in dd/mm/yyyy format.
 - Alternatively, use the calendar icon beside the date field to select the date.
 - Date will be automatically calculated reference to the “Date Stopped Exposure” field.
 - Date must not be in the future
- xiii) Click [\[Save\]](#) to save the details and return to the [\[Register of Employees\]](#) page
- xiv) If user would like to continue adding additional records, click [\[Save and add another employee record\]](#) and fill in the details as required
- xv) Click [\[Back\]](#) to abort changes and return to the [\[Register of Employees\]](#)
- 3.5.3 The added or uploaded employees’ records will be retrieve and display (Figure 38)
- Click [\[Edit\]](#) to update the Employee’s Detail
 - Click [\[Delete\]](#) to remove the Employee’s record
 - Click [\[Continue\]](#) to proceed report submission
 - Click [\[Save as draft\]](#) to save the information entered and return back to [\[Dashboard\]](#)

Summary Report / Register of Employees

✓ Workplace Details
 ✓ DWD Details
 ✓ Summary Report
 4 **Register of Employees**
5 Preview & Declare
 6 Acknowledgement

Register of Employees

Hazard **Bitumen**

Date of Register
 * 24/02/2018

dd/mm/yyyy

Laboratory/Centre conducting the tests
 * Applied Biomedical International

[Add employee details](#)

[Import Register of Employees](#)
 Imported excel document must be less than 2MB.

3 items | Page 1

S/N	NRIC/FIN	Name	Sex	Dept/Section	Date Started Exposure	Date of Test	Action
1	S7438066B	BAI	Male	INBOUND	01/02/2018	02/02/2018	Edit Delete
2	S0082934Z	Gio	Male	polyclinic	17/11/2017	19/11/2017	Edit Delete
3	S1790006D	girl	Female	KID GARMENT	15/12/2017	02/01/2018	Edit Delete

[< Back](#)
Continue >
[Save as draft](#)

Figure 38

3.6 Preview & Declare

3.6.1 System will load the [Preview & Declare] information (Figure 39)
 This page allows the user to check that the information provided in the submission is correct. If there are any mistakes or amendments to be made, click on the [Back] button to return to the previous screens to make the amendments.

Note: When the register of employees was uploaded and imported via Excel, the [Upload Supporting Documents] section will display the uploaded file, with document type as “Register of Employees”

Summary Report / Register of Employees

Progress bar: Workplace Details (✓), DWD Details (✓), Summary Report (✓), Register of Employees (✓), **Preview & Declare (5)**, Acknowledgement (6)

Workplace Details Edit

Workplace Name:	K SYED MOHAMED COMPANY
Workplace Number:	00001500L0001
Workplace Address:	44 JALAN PARI KIKIS #- PEAKVIEW ESTATE SINGAPORE 488574
Company Representative:	test
Mobile Number:	99999999
Email:	siowphing.te@ncs.com.sg

DWD Details Edit

Designated Workplace Doctor:	9103_Name_2-M04879H
MCR Number:	M04879H
Practice Name & Address:	9103_CO_Name 283 BISHAN STREET 22 #1-2 159964_BLDG_NAME SINGAPORE 570283
Practice Telephone Number:	65918354
Practice Fax Number:	65918380
Email:	siowphing.te@ncs.com.sg
Mobile Number:	96224511

Summary Report

✎ Edit

Date of Summary Report: **05/03/2018**

Hazard: **Benzene**

Total Number of employees exposed to the hazard: **1**

Number of employees examined: **1**

Number with normal results: **1**

Number with abnormal results: **0**

Number with abnormal results-Occupational: **0**

Number with abnormal results-Not Occupational: **0**

Number of employees recommended for suspension: **0**

Register of Employees

✎ Edit

Date of Register: **24/02/2018**

Laboratory/Centre conducting the tests: **Applied Biomedical International**

3 items | Page 1

S/N	NRIC/FIN	Name	Sex	Dept/Section	Date Started Exposure	Date of Test
1	S7438066B	BAI	Male	INBOUND	01/02/2018	02/02/2018
2	S0082934Z	Gio	Male	polyclinic	17/11/2017	19/11/2017
3	S1790006D	girl	Female	KID GARMENT	15/12/2017	02/01/2018

Upload Supporting Documents

Please upload these documents where relevant:

1. Abnormal results form
2. Summary Report (mandatory upload)
3. Register of Employees
4. Abnormal audiometry results
5. Laboratory test results
6. Chest X-Ray results
7. Supporting documents

Select a file from your computer

Documents uploaded should be less than 2MB.

Document	Document Type	Action
Benzene_672 (1).xlsx	Please select document title Register of Employees	✖ Remove

Declaration

I certify that the information given above is correct. Further, I confirm that the medical examinations were conducted in accordance with the Guidelines for Designated Workplace Doctors. In the case of audiometric tests, these were done in a proper booth or test environment and conducted by persons who have undergone a course of training in audiometric screening approved by the Commissioner for Workplace Safety and Health. All employees were counselled on the importance of wearing hearing protectors when exposed to excessive noise. Details of the employees with abnormal results are attached.

< Back

Submit >

Save as draft

Figure 39

3.6.2 To upload a document, click [\[Select a file from your computer\]](#) to select the file to upload (Figure 40)

- File size should be less than 2MB
If the file size is more than 2MB, please break up your document into parts and upload the documents.



Figure 40

3.6.3 Click the down arrow key and select the Document Type from the drop down list box (Figure 41)

- In the [Summary Report], if the “Number of abnormal results – Occupational” is greater than 0, it is mandatory to upload “Abnormal results form”

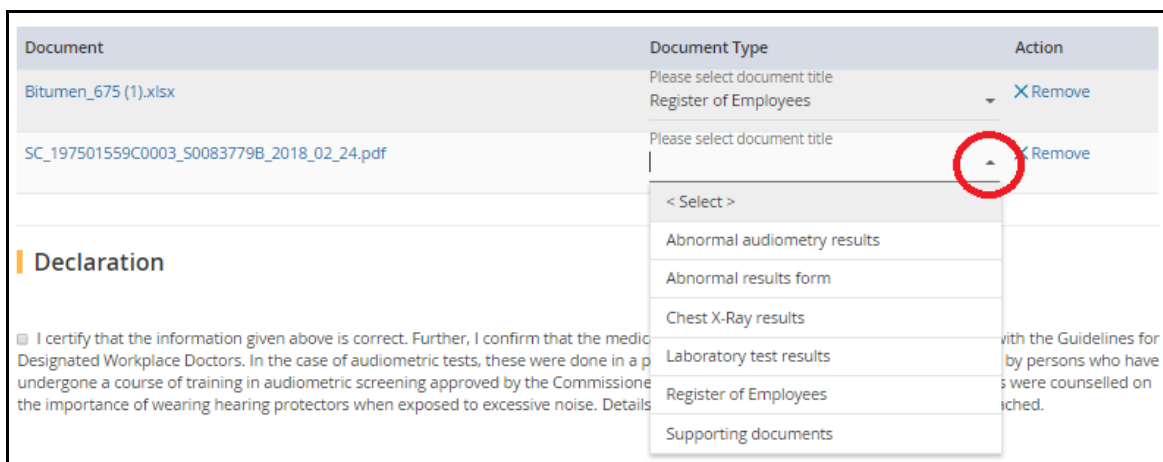


Figure 41

3.6.4 To submit the report, tick the checkbox under the [Declaration] section and then click [Submit]. (Figure 42)

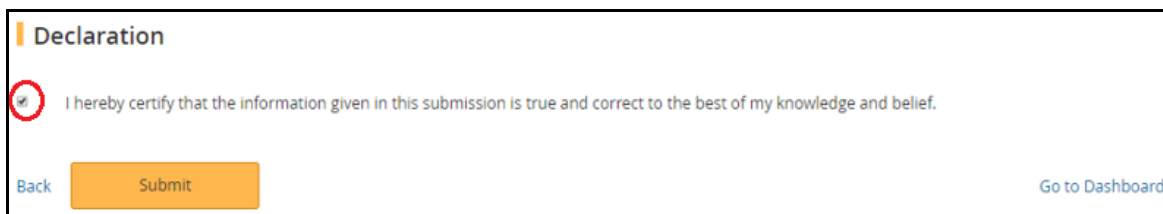


Figure 42

3.7 Acknowledgement

3.7.1 On successful submission, an acknowledgement page is displayed. Click [\[Go to Homepage\]](#) to return to [\[Dashboard\]](#) (Figure 43)

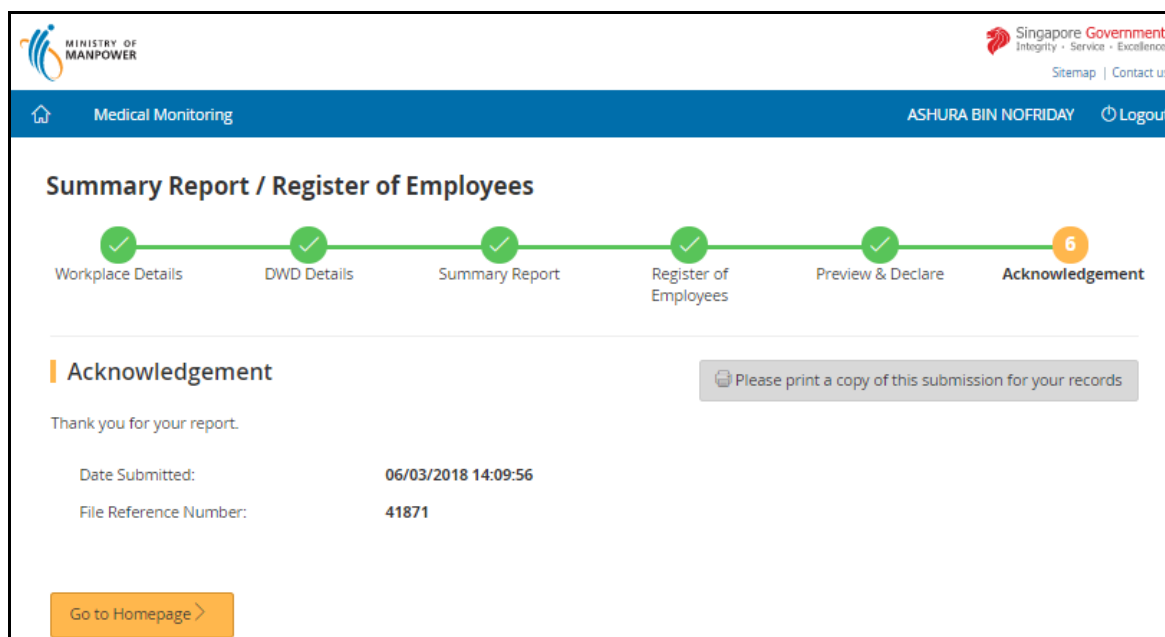


Figure 43

3.7.2 At [\[Dashboard\]](#), the report can be retrieved under [\[Submitted Summary Reports/Registers of Employees\]](#) with status as “Under Review” (Figure 44)

Submitted Summary Reports / Registers of Employees

Workplace Name

19 items | Page 1 2 >>

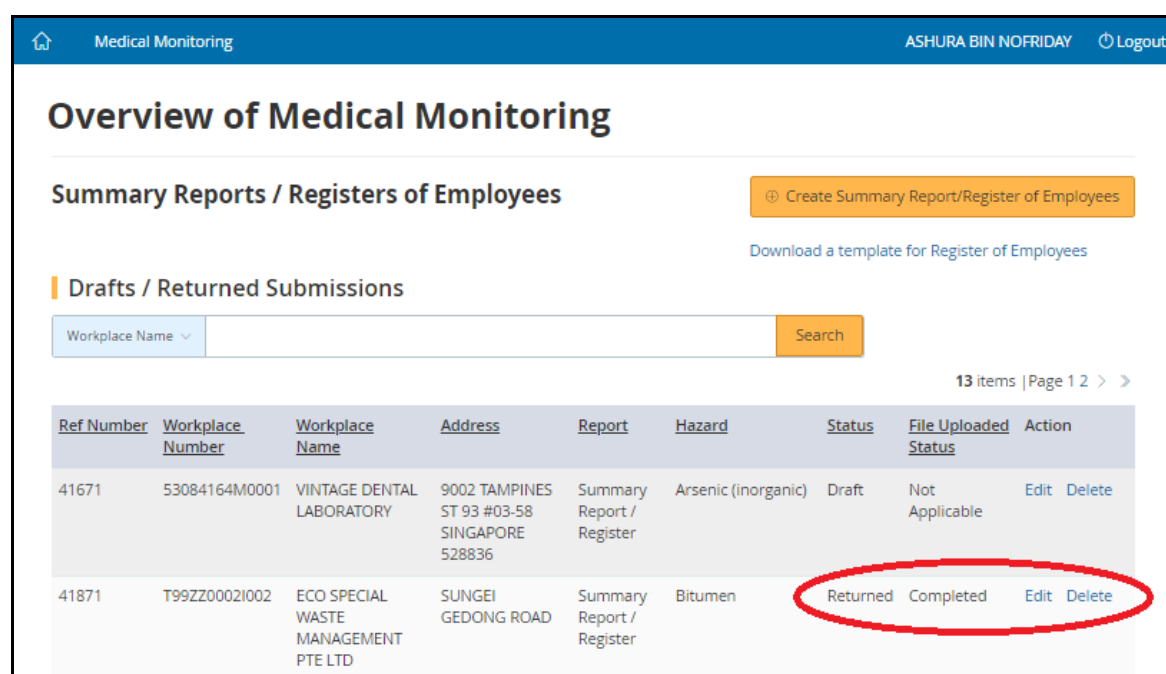
Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	Submission Date	Action
41871	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	Summary Report / Register	Bitumen	Under Review	06/03/2018	
41878	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	Summary Report / Register	Silica	Under Review	22/02/2018	

Figure 44

4. Return Report

4.1 Edit

- 4.1.1 After a report is submitted to the Ministry of Manpower (MOM), the MOM officer may return it to the user for amendments or clarifications. An email will be sent to the user for follow up action.
- 4.1.2 The returned Report will be shown on the [\[Dashboard\]](#) in the list of “Drafts/Returned Submissions” and the status as “Returned” with [\[Edit\]](#) or [\[Delete\]](#) links in the Action column. (Figure 45).



The screenshot displays the 'Medical Monitoring' dashboard. At the top, there is a navigation bar with 'Medical Monitoring' on the left and 'ASHURA BIN NOFRIDAY' and 'Logout' on the right. Below the navigation bar is the main heading 'Overview of Medical Monitoring'. Underneath, there is a section for 'Summary Reports / Registers of Employees' with a button to 'Create Summary Report/Register of Employees' and a link to 'Download a template for Register of Employees'. The main content area is titled 'Drafts / Returned Submissions' and features a search bar for 'Workplace Name' and a 'Search' button. Below the search bar, there is a table with 13 items. The table has the following columns: Ref Number, Workplace Number, Workplace Name, Address, Report, Hazard, Status, File Uploaded Status, and Action. The second row of the table is circled in red, showing a report with Ref Number 41871, Workplace Number T99ZZ0002I002, Workplace Name ECO SPECIAL WASTE MANAGEMENT PTE LTD, Address SUNGEI GEDONG ROAD, Report Summary Report / Register, Hazard Bitumen, Status Returned, File Uploaded Status Completed, and Action Edit Delete.

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	File Uploaded Status	Action
41671	53084164M0001	VINTAGE DENTAL LABORATORY	9002 TAMPINES ST 93 #03-58 SINGAPORE 528836	Summary Report / Register	Arsenic (inorganic)	Draft	Not Applicable	Edit Delete
41871	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	Summary Report / Register	Bitumen	Returned	Completed	Edit Delete

Figure 45

- 4.1.3 Click [\[Edit\]](#) to retrieve the report, which will show the reason for returned submission (Figure 46). Proceed to update and submit the report.
- 4.1.4 The user can also choose to delete the report by clicking on [\[Delete\]](#) in the event of an incorrect submission, e.g. report submitted for the wrong hazard or wrong workplace.

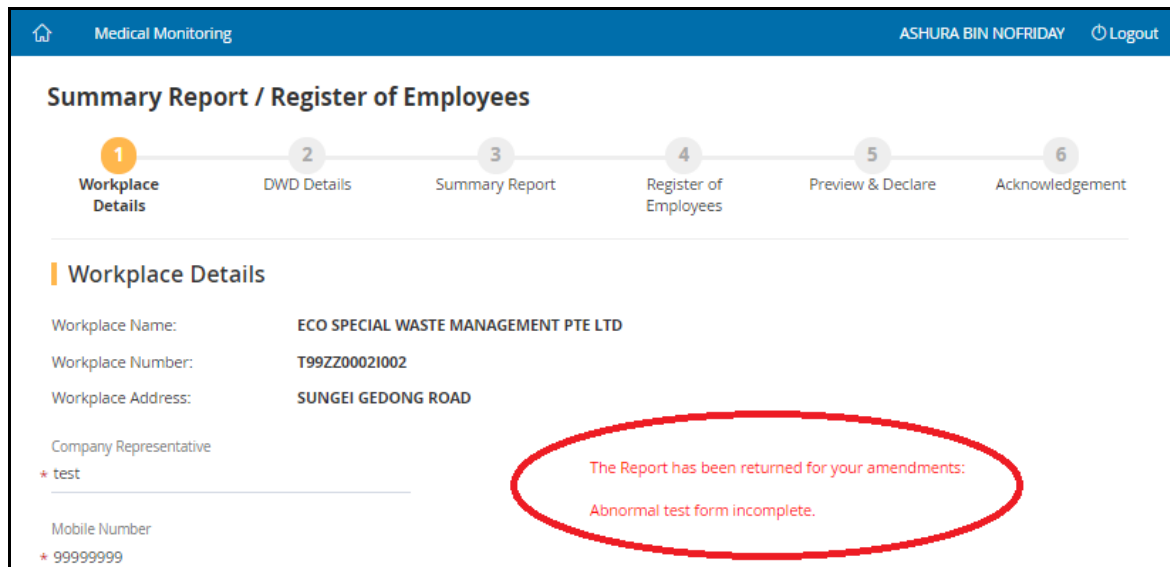


Figure 46

5. Submitted Report

5.1 View

5.1.1 After report had been submitted, the status of the submission is reflected as "Under Review". User can view the report by clicking the [\[Ref Number\]](#) hyperlink (Figure 47 & 48)

Submitted Summary Reports / Registers of Employees

Workplace Name

22 items | Page 1 2 3 >

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	Submission Date	Action
41871	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	Summary Report / Register	Bitumen	Under Review	07/03/2018	
41925	197000012G0001	4683_Fty_Name	7 BENOI CRESCENT	Summary Report / Register	Bitumen	Completed	06/03/2018	Amend

Figure 47

Medical Monitoring ASHURA BIN NOFRIDAY Logout

Summary Report / Register of Employees

Reference Number: 41871
 Date of Submission: 07/03/2018
 Submitted By: S1678839B_Bio_Name

Workplace Details

Workplace Name: ECO SPECIAL WASTE MANAGEMENT PTE LTD
 Workplace Number: T99ZZ0002I002
 Workplace Address: SUNGEI GEDONG ROAD
 Company Representative: test
 Mobile Number: 99999999
 Email: siowphing.te@ncs.com.sg

DWD Details

Designated Workplace Doctor: 9103_Name_2-M04879H
 MCR Number: M04879H
 Practice Name & Address: 9103_CO_Name
 283 BISHAN STREET 22 #1-2 159964_BLDG_NAME SINGAPORE 570283
 Practice Telephone Number: 65918354
 Practice Fax Number: 65918380

Summary Report

Date of Summary Report: 13/02/2018
 Hazard: Bitumen
 Total Number of employees exposed to the hazard: 1
 Number of employees examined: 1

Figure 48

5.2 Amend

5.2.1 After the MOM Officer had accepted the submitted report or resubmitted report, the status would be updated to “Completed”. User can click the [\[Amend\]](#) hyperlink to retrieve the report (Figure 49). Summary Reports can be amended within 30 days of submission. The Register of employees cannot be amended after submission.

Submitted Summary Reports / Registers of Employees

Workplace Name Search

22 items | Page 1 2 3 > >

Ref Number	Workplace Number	Workplace Name	Address	Report	Hazard	Status	Submission Date	Action
41871	T99ZZ0002I002	ECO SPECIAL WASTE MANAGEMENT PTE LTD	SUNGEI GEDONG ROAD	Summary Report / Register	Bitumen	Completed	07/03/2018	Amend
41925	197000012G0001	4683_Fty_Name	7 BENOI CRESCENT	Summary Report / Register	Bitumen	Completed	06/03/2018	Amend

Figure 49

- 5.2.2 The Submitted Summary Report is retrieved (Figure50)
- Only the Summary Report can be updated.
 - The documents that can be uploaded are limited to “Supporting Documents” and “Abnormal results form” only.
 - If the Number of employees with abnormal results-Occupational is greater than 0, the user must upload an Abnormal results form.
 - Other documents can be uploaded as “Supporting documents”.

Amend Submitted Summary Report

Summary Report

File Reference Number: 41925
 Hazard: Bitumen
 Date of Summary Report: 05/03/2018
 You can amend the information below

Date of Summary Report
 * 05/03/2018
 dd/mm/yyyy

Total Number of employees exposed to the hazard
 * 1

Number of employees examined
 * 1

Number with abnormal results
 * 1

Number with abnormal results-Occupational
 * 0

Number of employees recommended for suspension
 * 0

Upload Supporting Documents

Please upload these documents:
 1. Abnormal results form and test results

Select a file from your computer
 Documents uploaded should be less than 2MB.

< Back Submit >

Figure 50