



Safety Agreement Between Migrant Domestic Worker And Employer

Name of Employment Agency (EA)

--

Instructions:

Employer to fill in
Part A

MDW to fill
in Part C

EA to explain,
and to fill in
Part B & D

This agreement is made between (a) The Employer and (b) The Migrant Domestic Worker (MDW) and facilitated by (c) The Employment Agency (EA) to accord with the Ministry of Manpower’s regulations on conditions for window cleaning.

[Refer to Annex A on excerpt from the Employment of Foreign Manpower (Work Passes) Regulations (“the Condition”)]

Employers of MDWs shall not permit their MDWs to clean the window exterior except where two conditions are met:

- a. **Window grilles have been installed and are locked at all times during the cleaning process; and**
- b. **The employer or an adult representative of the employer is physically present to supervise the MDW.**

The rules will apply to all homes, except for windows that are at the ground level or along common corridors.

Part A – Employer

Name of Employer (as reflected in the NRIC or work pass card / long-term pass card)		
NRIC no. / FIN (last 4 alphanumeric characters, e.g. 123A)		
Residential Dwelling Type	<input type="checkbox"/> HDB Apartment <input type="checkbox"/> Private Apartment/Condominium <input type="checkbox"/> Landed Property	
Do I require my MDW to clean window exterior?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(i) Location of window exterior	<input type="checkbox"/> On the ground <input type="checkbox"/> Facing common corridor <input type="checkbox"/> Others If “Others” is selected, proceed to (ii)	
(ii) Grilles installed on windows required to be cleaned by MDW	<input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” is selected, proceed to (iii)	
(iii) Adult supervision when cleaning window exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Continuation of Part A – Employer	
<input type="checkbox"/> I have received the advisory letter and trainer’s assessment checklist from the Settling-In-Programme (for employers of first-time MDWs)	
<p>[The Employer is required to choose only one of the following options]</p> <input type="checkbox"/> I understand the Conditions and I will not require my MDW to clean the window exterior of my home. <input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior on the ground floor of my home. <input type="checkbox"/> I understand the Conditions and I require my MDW to clean only the window exterior along the common corridor of my home. <input type="checkbox"/> I require my MDW to clean the window exterior of my home, and I shall ensure that the grilles are locked when cleaning the window exterior and cleaned only when supervised by myself or my adult representative.	
Signature / Date	

Employer is to ensure that Part A is duly completed before the agreement is signed and dated. Do not pre-sign the agreement or sign on incomplete form.

Part B – Employment Agency Personnel (EAP) / Key Appointment Holder (KAH)	
Name of EAP / KAH (as reflected in the NRIC or work pass card / long-term pass card)	
Registration number (in full)	
I have explained the Conditions to the Employer and advised the Employer that he * can / cannot require the MDW to clean the window exterior of his home based on the information presented in Part A [* to delete accordingly]	
Signature / Date	

Part C – Migrant Domestic Worker	
Name of MDW (as reflected in the in-principle approval (IPA) or Work Permit card)	
Work Permit number (last 4 digits)	
<input type="checkbox"/> I shall abide by my Employer's instructions to clean the window exterior safely in compliance with the Condition	
<p>[The MDW is required to choose only one of the following options.] [Ang MDW o Migranteng Pambahay na Manggagawa ay kailangan lamang pumili ng isa sa mga mga sumusunod na pagpipilian.]</p> <p>As indicated by the Employer above: -</p>	
<input type="checkbox"/> I understand that I am not required to clean the window exterior of my employer's home. Nauunawaan ko na hindi ako kinakailangang maglinis ng labas na parte ng bintana sa bahay ng amo ko.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior on the ground floor of my employer's home. Nauunawaan ko na kinakailangan lamang akong maglinis sa labas na parte ng bintana sa unang palapag ng bahay ng amo ko.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior along the common corridor of my employer's home. Nauunawaan ko na kinakailangan lamang akong maglinis ng labas na parte ng bintana na nasa may pasilyo ng bahay ng amo ko.	
<input type="checkbox"/> I understand that I am required to clean the window exterior of my employer's home, and I shall ensure that I clean the window exterior only when the grilles are locked and only when supervised by my employer or his adult representative. Nauunawaan ko na kinakailangan akong maglinis ng labas na parte ng bintana sa bahay ng amo ko, at sisiguraduhin ko na lilinisan ko lamang ang labas na bahagi ng bintana kapag ang rehas ng bintana ay nakakandado at kapag pinangangasiwaan lamang ako ng aking amo o ng kanyang representanteng tao na may tamang edad.	
Signature / Date Lagda / Petsa	

Part D – Employment Agency Personnel (EAP) / Key Appointment Holder (KAH)	
I have explained the Conditions to the MDW and advised the MDW that she * can / cannot clean the window exterior of the residential address based on the employer's declaration in Part A [* to delete accordingly]	
Signature / Date	

Annex A

Condition 2, Part I of the Fourth Schedule of the Employment of Foreign Manpower (Work Passes) Regulations

The employer shall provide safe working conditions and take such measures as are necessary to ensure the safety and health of the foreign employee at work. This includes: -

- a) not permitting the foreign employee to clean the outward facing side of any window not located on the ground level or not facing a common corridor if the window is not fitted with a grille securing against any adult extending any part of the foreign employee's body beyond the window ledge except the arms; and
- b) in the case of a window referred to in sub-paragraph (a) fitted with a grille of the description specified in that sub-paragraph, not permitting the foreign employee to clean the outward facing side of the window unless at all times during the cleaning process –
 - i. the grille is locked or secured in a manner that prevents the grille from being opened;
 - ii. the foreign employee remains inside the room;
 - iii. no part of the foreign employee's body extends beyond the window ledge except the arms; and
 - iv. the foreign employee is supervised by the employer, or an adult representative of the employer, who is reasonably capable of conducting such supervision and is aware of the requirements in sub-paragraphs (i), (ii) and (iii).