



Safety Agreement Between Migrant Domestic Worker And Employer

Name of Employment Agency (EA)

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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 [The MDW is required to choose only one of the following options.] [வெளிநாட்டுப் பணிப்பெண் பின் வரும் தேர்வுகளில் ஏதேனும் ஒன்றை மட்டும் தேர்ந்தெடுக்க வேண்டும்]	
As indicated by the Employer above: - மேலே முதலாளி தேர்ந்தெடுத்ததைப் போல:-	
<input type="checkbox"/> I understand that I am not required to clean the window exterior of my employer's home. என் முதலாளியின் வீட்டில் சன்னலின் வெளிப்புறத்தைச் சுத்தம் செய்யத் தேவையில்லை என்பதைப் புரிந்து கொண்டேன்.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior on the ground floor of my employer's home. என் முதலாளியின் வீட்டில் தரைத்தளத்தில் உள்ள சன்னலின் வெளிப்புறத்தை மட்டும் சுத்தம் செய்ய வேண்டும் என்பதைப் புரிந்து கொண்டேன்.	
<input type="checkbox"/> I understand that I am required to clean only the window exterior along the common corridor of my employer's home. என் முதலாளியின் வீட்டின் வெளியே பொதுத் தாழ்வாரத்தில் உள்ள சன்னலின் வெளிப்புறத்தை மட்டும் சுத்தம் செய்ய வேண்டும் என்பதைப் புரிந்து கொண்டேன்.	
<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. என் முதலாளியின் வீட்டில் சன்னலின் வெளிப்புறத்தைச் சுத்தம் செய்ய வேண்டும் என்பதையும் சன்னலின் கம்பிகள் பூட்டப்பட்டிருப்பதை உறுதி செய்து கொண்ட பின்னர் என் முதலாளி அல்லது ஒரு பெரியவரின் கண்காணிப்பின் கீழ் மட்டுமே சுத்தம் செய்யலாம் என்பதையும் புரிந்து கொண்டேன்.	
Signature / Date கையொப்பம் / தேதி	

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).