

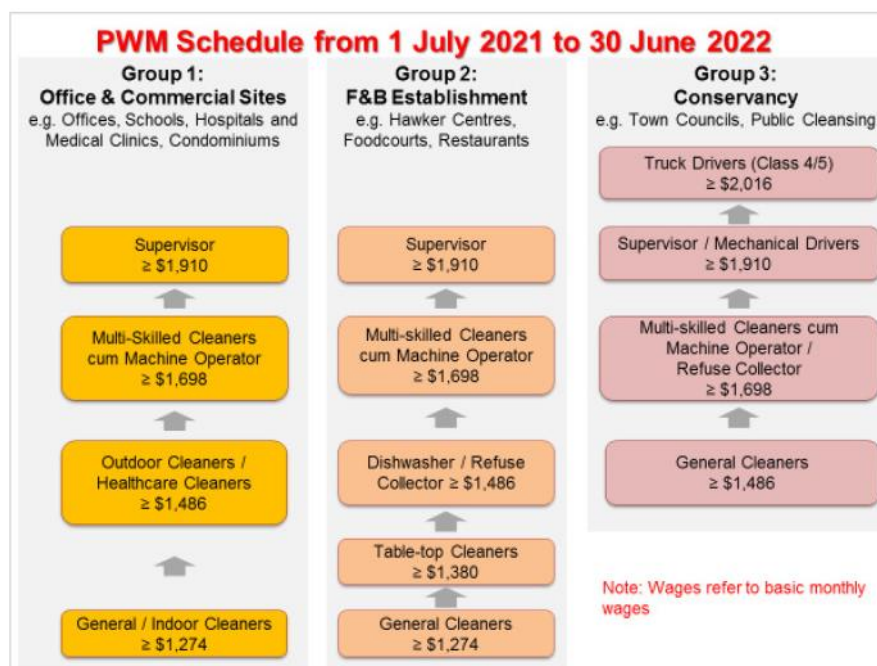
ORDER BY COMMISSIONER FOR LABOUR UNDER SECTION 80H(2) ENVIRONMENTAL PUBLIC HEALTH ACT

1. For the purposes of section 80H(1)(d) of the Environmental Public Health Act, the specified amounts, after taking into consideration the recommendations by the Tripartite Cluster for Cleaners on remuneration for Singapore Citizen and Permanent Resident cleaners (“Cleaners”), are as follows:

1.1 Progressive Wage Model (PWM) Schedule for Cleaners for 1 July 2020 to 30 June 2021



1.2 PWM Schedule for Cleaners for 1 July 2021 to 30 June 2022



1.3 PWM Schedule for Cleaners for 1 July 2022 to 30 June 2023



1.4 Progressive Wage Model Bonus (“PWM Bonus”) from 1 January 2020

1.4.1 The mandatory PWM Bonus will take effect from 1 January 2020 and is payable to all Cleaners who:

(a) have worked for the same cleaning business for an employment period of at least 12 continuous months, as at the business’s cut-off date for PWM Bonus computation; and

(b) have not already received other forms of bonuses amounting to a minimum sum of 2 weeks¹ of the last drawn basic monthly wage in the last 12 months. Other forms of bonuses can qualify as the PWM Bonus only if they are subject to prevailing CPF contribution rules (i.e. they must be CPF-deductible). A list of bonuses which qualify as the PWM Bonus can be found in **Annex A**.

1.4.2 Paragraph 1.4.1 also applies to Cleaners who work on a part-time basis, which is defined as work for a cleaning business under a contract of service and for less than 35 hours a week on a regular basis.

1.4.3 The calculation of the employment period of 12 continuous months includes paid and statutory leave.

¹ The 2-week PWM Bonus might not be exactly half the amount of the last drawn basic monthly wage. Refer to paragraph 1.4.10.

- 1.4.4 For the payment of PWM Bonus in 2020 (i.e. the first year of implementation), Cleaners should have served a minimum of 12 continuous months as at the cut-off date for PWM Bonus computation in 2020.
- 1.4.5 Notwithstanding paragraph 1.4.1(a), a pro-rated PWM Bonus is also payable to any Cleaner who, since the previous cut-off date for PWM Bonus:
- (a) has his/her employment terminated due to a change in service provider as the employer is unable to re-deploy said Cleaner;
 - (b) has his/her employment terminated or resigns on his/her own accord due to a change in service provider as the Cleaner declines re-deployment by the current employer;
 - (c) has his/her employment terminated due to circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct (e.g. winding up of the cleaning business);
 - (d) retires during the course of employment with the cleaning business;
 - or
 - (e) is medically boarded out during the course of employment with the cleaning business. Medically boarded out cases refer to Cleaners who are certified as medically unfit for continued employment after the exhaustion of long-term illness (LTI) leave.
- 1.4.6 Any Cleaner who resigns of his or her own accord, in situations other than that stated in paragraph 1.4.5(b), is not entitled to the PWM Bonus.
- 1.4.7 Cleaners who are terminated due to misconduct are not entitled to the PWM Bonus. Misconduct is the failure to fulfil the conditions of employment in the contract of service. Examples include theft, dishonesty, disorderly or immoral conduct at work, and insubordination.
- 1.4.8 Cleaners who fulfil the criteria set out in paragraphs 1.4.1, 1.4.2 or 1.4.5, and do not fall within paragraphs 1.4.6 and 1.4.7 ("Eligible Cleaners"), are entitled to the PWM Bonus.
- 1.4.9 Any PWM Bonus already paid to a Cleaner prior to resignation or termination due to misconduct cannot be clawed back, as long as the Cleaner had met the eligibility criteria for the PWM Bonus as at the business's cut-off date for the last PWM Bonus computation period.
- 1.4.10 The total quantum of PWM Bonus given in a year must be no less than two weeks of the Eligible Cleaner's basic monthly wage, except where the PWM Bonus for the Eligible Cleaner is pro-rated:

(a) in the first year of implementation, where the quantum of PWM Bonus payable should be calculated from 1 January 2020; or

(b) in the scenarios enumerated in paragraph 1.4.2 and 1.4.5.

The specified pro-rated PWM Bonus amounts in respect of the Eligible Cleaners shall be calculated in accordance with the relevant formulas provided by the Tripartite Cluster for Cleaners.

Company's Policy on PWM Bonus Payout Date	Worker's Employment Anniversary Date	Once a year	Twice a year (formula only applicable for first payment date)
<p>First year of implementation (i.e. PWM Bonus payments in 2020)</p> <p>Cleaner A must have minimum 12 months service as at cut-off date for PWM Bonus computation</p>	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times$	<p>no. of contractual hours worked from 1 Jan 2020 to anniversary date/cut-off date</p> $\frac{52 \text{ weeks} \times 44 \text{ hours a week}}$	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times \frac{\text{no. of contractual hours worked from 1 Jan 2020 to first cut-off date}}{52 \text{ weeks} \times 44 \text{ hours a week}}$
<p>Example A</p> <p>Cleaner A joined company on 1 Apr 2018 as a full-time employee and earns a monthly basic wage of \$1300.</p> <p>If company's policy is to pay PWM Bonus in 2020 on:</p> <ul style="list-style-type: none"> - Worker's anniversary date (Apr 2020) → Cleaner A would receive $[\\$1300 \times 12 / 52] \times 2 \times [71.5 \text{ days} \times 8 \text{ hrs/day} (1/1/20 - 31/3/20) / (52 \times 44)] = \\150 on anniversary date - Once a year in Dec 2020 → Cleaner A would receive $[\\$1300 \times 12 / 52] \times 2 = \\600 in Dec - Twice a year June 2020 and Dec 2020 → Cleaner A would receive \$300 each time 			
<p>After the first year of implementation (i.e. PWM Bonus payments after Dec 2020)</p> <p>Cleaner B must have minimum 12 months service as at cut-off date for PWM Bonus computation</p>	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks}$	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}}$ <p>at each payout date</p>	
<p>Example B</p> <p>Cleaner B joined company on 1 Apr 2020 as a full-time employee and earns a monthly basic wage of \$1300.</p> <p>If company's policy is to pay PWM Bonus on:</p> <ul style="list-style-type: none"> - Worker's anniversary date → Cleaner B would receive $[\\$1300 \times 12 / 52] \times 2 = \\600 on anniversary date - Once a year in Dec → Cleaner B would receive \$600 in Dec 2021 - Twice a year in June and Dec → Cleaner B would receive \$300 each time in June 2021 and Dec 2021 			

- 1.4.11 The pro-rated PWM Bonuses are to be calculated based on the number of contractual hours worked by the Eligible Cleaner.
 - 1.4.12 Notwithstanding paragraph 1.4.10, if a cleaning business has two PWM Bonus payment dates in a year, the minimum quantum payable at each cut-off date is one week of the Eligible Cleaner's basic monthly wage.
 - 1.4.13 The specified pro-rated PWM bonus amounts in respect of the Eligible Cleaners in the scenarios listed in paragraph 1.4.2 and 1.4.5 shall be calculated in accordance with the relevant formulas provided by the Tripartite Cluster for Cleaners, which are listed in **Annex B**.
 - 1.4.14 The cleaning business must pay the PWM Bonus at least once but no more than twice in a calendar year. The cut-off date for PWM Bonus computation may not necessarily be the date of the PWM Bonus payment.
 - 1.4.15 Cleaning businesses must make PWM Bonus payments to their Eligible Cleaners within one month from the cut-off date or on the Eligible Cleaner's last day of employment, whichever is earlier.
 - 1.4.16 PWM Bonus payments must be reflected in the Eligible Cleaner's salary slips and is subject to CPF contributions by both employer and employee.
 - 1.4.17 In the event of a discontinuation of employment, cleaning businesses must ensure that all outstanding PWM Bonuses are paid to Eligible Cleaners by the final day of the Eligible Cleaners' employment.
2. Cleaning businesses will have to comply with this Order in relation to the payment of the PWM Bonus to their Eligible Cleaners once the PWM Bonus takes effect on 1 January 2020.
 3. Cleaning businesses will have until 1 July 2020 to pay their Cleaners wages according to the PWM wage schedules for 2020 onwards (as shown in paragraph 1.1, 1.2 and 1.3).
 4. The clarification on the definitions of the various classes of Cleaners, which were proposed by the Tripartite Cluster for Cleaners in their recommendations dated 15 November 2018, are hereby adopted for the purposes of specifying the amount under section 80H(2). The definitions can be found in **Annex C**.
 5. Where any Cleaner stipulated in paragraph 1.1, 1.2 and 1.3 is employed under his contract of service with an employer to work less than 35 hours a week on a regular basis as a part-time Cleaner, the specified amount in respect of that

Cleaner shall be calculated in accordance with the relevant formula provided by the Tripartite Cluster for Cleaners.

Specified amount in respect of a part-time Cleaner	=	$\frac{\text{Specified amount [stipulated in paragraph 1.1, 1.2 and 1.3] in respect of a similar full-time Cleaner x 12 months}}{52 \text{ weeks x } 44 \text{ hours}}$	x	Number of hours the part-time Cleaner is required to work under his contract of service in a month
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This Order shall come into operation on 3 July 2019.

ANNEX A

A bonus would be deemed to have qualified as a PWM Bonus only if it is subject to prevailing CPF contribution rules. (i.e. the bonus must be CPF-deductible)

The PWM Bonus can include the following payments made to the Cleaner:

- a) performance bonus;
- b) retention bonus;
- c) annual wage supplement (i.e. "13th month" bonus);
- d) festive bonus; or
- e) any such class of variable bonuses that a cleaning business may provide its Cleaners.

The following does not constitute PWM Bonus made to the Cleaner:

- a) any basic wage;
- b) any overtime payments;
- c) any reimbursement for special expenses incurred by a Cleaner in the course of his employment; and
- d) any regular allowance or incentives however described.

ANNEX B

Paragraph 1.4.5(a), (b) and (c): **Discontinuation of employment due to (i) change in Service Provider or (ii) circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct – Year 2020 (Year of Implementation)**

(a) Change of service provider, Cleaner declines re-deployment and resigns				
(b) Change of service provider, employer unable to redeploy Cleaner and terminates Cleaner				
(c) Employment terminated due to circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct (e.g. winding up of the cleaning business)				
E.g. Contract ends on 31 Mar 2020, i.e. Cleaner's last day of service.				
Cleaner A has at least 12 months service as at 31 Mar 2020 (i.e. joined on or before 31 Mar 2019)	Cleaner A and Cleaner B are eligible for Pro-rated PWM Bonus, payable on 31 Mar 2020 for a total amount of:			
Cleaner B has less than 12 months service as at 31 Mar 2020 (i.e. joined date after 31 Mar 2019)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"> Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i> </td> <td style="text-align: center; vertical-align: middle;">X 2 weeks X</td> <td style="text-align: center; border-bottom: 1px solid black;"> no. of contractual hours worked from 1 Jan 2020 to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i> </td> </tr> </table>	Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i>	X 2 weeks X	no. of contractual hours worked from 1 Jan 2020 to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i>
Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i>	X 2 weeks X	no. of contractual hours worked from 1 Jan 2020 to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i>		
Cleaner C joined date is after 1 Jan 2020	Cleaner C is eligible for Pro-rated PWM Bonus, payable on 31 Mar 2020 for a total amount of:			
Cleaner C joined date is after 1 Jan 2020	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"> Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i> </td> <td style="text-align: center; vertical-align: middle;">X 2 weeks X</td> <td style="text-align: center; border-bottom: 1px solid black;"> no. of contractual hours worked from joined date to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i> </td> </tr> </table>	Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i>	X 2 weeks X	no. of contractual hours worked from joined date to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i>
Monthly Basic Wage x 12 months 52 weeks <i>[to derive weekly pay]</i>	X 2 weeks X	no. of contractual hours worked from joined date to 31 Mar 2020 52 weeks x 44 hours a week <i>[no. of hours exclude overtime as worker would get OT pay]</i>		
<p>Example A Cleaner A works 5.5 days a week @8hrs/day (equiv. to 44hrs a week), monthly basic wage is \$1300, has <u>at least 12 months service as at last day of service</u> (i.e. 31 Mar 2020).</p> <p>Cleaner A will receive Pro-rated PWM Bonus = $[\\$1300 \times 12 / 52] \times 2 \times [71.5 \text{ days} \times 8\text{hrs/day} (1/1/20-31/3/20) / (52 \times 44)] = \\$300 \times 2 \times [572 / 2288] = \underline{\\$150.00}$</p> <p>Example B Cleaner B works 5.5 days a week @8hrs/day (equiv. to 44hrs a week), monthly basic wage is \$1300, has <u>less than 12 months service as at last day of service</u> (i.e. 31 Mar 2020).</p> <p>Cleaner B will receive Pro-rated PWM Bonus = $[\\$1300 \times 12 / 52] \times 2 \times [71.5 \text{ days} \times 8\text{hrs/day} (1/1/20-31/3/20) / (52 \times 44)] = \\$300 \times 2 \times [572 / 2288] = \underline{\\$150.00}$</p> <p>Example C Cleaner C works <u>5.5 days a week @8hrs/day</u>, prevailing monthly basic wage is \$1300, joined company on 3 Feb 2020.</p> <p>PWM Bonus payable will be $[\\$1300 \times 12 / 52] \times 2 \times [46 \text{ days} \times 8\text{hrs/day} (3/2/20-31/3/20) / (52 \times 44)] = \\$300 \times 2 \times [368 / 2288] = \underline{\\$96.50}$</p>				

Paragraph 1.4.5(a), (b) and (c): **Discontinuation of employment due to (i) change in Service Provider or (ii) circumstances not within the Cleaner’s control and not related to the Cleaner’s performance or conduct – from Year 2021 onwards**

(a) Change of service provider, Cleaner declines re-deployment and resigns		
(b) Change of service provider, employer unable to redeploy Cleaner and terminates Cleaner		
(c) Employment terminated due to circumstances not within the Cleaner’s control and not related to the Cleaner’s performance or conduct (e.g. winding up of the cleaning business)		
E.g. Contract ends on 31 May 2022, i.e. Cleaner’s last day of service.		
Cleaner D has at least 12 months service as at 31 May 2022	Cleaner D and Cleaner E are eligible for Pro-rated PWM Bonus, payable on 31 May 2022 for a total amount of:	
Cleaner E has less than 12 months service as at 31 May 2022	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}}$ <i>[to derive weekly pay]</i>	$\times 2 \text{ weeks} \times \frac{\text{no. of contractual hours worked from last PWM Bonus cut-off date to 31 May 2022}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <i>[no. of hours exclude overtime as worker would get OT pay]</i>
Cleaner F joined date is after last PWM Bonus cut-off date	Cleaner F is eligible for Pro-rated PWM Bonus, payable on 31 Mar 2020 for a total amount of:	
	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}}$ <i>[to derive weekly pay]</i>	$\times 2 \text{ weeks} \times \frac{\text{no. of contractual hours worked from joined date to 31 Mar 2020}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <i>[no. of hours exclude overtime as worker would get OT pay]</i>

Paragraph 1.4.2: **Part-time Worker**

Part-Time	(a) Employed under contract of service (b) Works less than 35 hours a week (c) Excludes those who resigned or terminated due to misconduct	
Step 1: Calculate monthly salary for part-time/casual worker	$\frac{\text{Basic monthly salary of a similar full-time Cleaner} \times 12 \text{ months}}{52 \text{ weeks} \times 44 \text{ hours/week}}$	$\times \text{No. of working hours the part-time Cleaner is required to work under his contract of service in a month}$
Step 2: Find Average BMS of part-time worker over 6 months to smoothen irregularities	$\frac{\text{Sum of monthly salaries in Month 1 to Month 6}}{6}$	= Average Basic Monthly Salary (BMS)

Step 3: Pro-rate the monthly wage to obtain the Pro-rated 2 weeks' Salary	$\frac{\text{Average BMS} \times 12}{52 \text{ weeks}} \times 2 \text{ weeks} = \text{Pro-rated 2 weeks' salary}$
Step 4: Calculate Pro-rated PWM Bonus	$\text{Pro-rated 2 weeks' salary} \times \frac{\text{No. of contractual hours worked during computation period}}{52 \text{ weeks} \times \text{no. of contractual hours in a week}}$
<p>Example H Cleaner H works 4 hours/day, 5 days a week. Total hours worked in a month is [4hrs x 5days/week] x 52weeks / 12months = 86.7 hours Total hours worked in a year is 4hrs x 5days/week x 52weeks = 1040 hours</p> <p>A similar full-time Cleaner monthly basic pay is \$1300. Step 1: Monthly salary = [\$1300 x 12] / [52 x 44] x 86.7 = \$591.14 (BMS) Step 2: Average BMS in 6 months = \$591.14 (assume same amount for all 6 months) Step 3: Pro-rated 2 weeks' salary = [\$591.14 x 12 / 52] x 2 = \$272.83 Step 4: Pro-rated PWM Bonus = \$272.83 x [1040 / (52 x 20)] = \$272.83</p>	

Paragraph 1.4.5(d) and (e): **Cleaners who retired or being medically boarded out**

Retired / Medically Boarded Out	<p>(a) Retired worker means workers who have reached official retirement age as legislated by law, and who are not offered re-employment.</p> <p>(b) Medically Boarded Out refers to cases where the medical board out statement comes after the exhaustion of Long-Term Illness (LTI) leave (e.g. cancer, tuberculosis).</p>	
E.g. Retirement date / medically board out date falls on 31 May 2022, i.e. worker's last day of service.		
Cleaner I has at least 12 months service as at retirement / medically board out date	Cleaner I and Cleaner J are eligible for Pro-rated PWM Bonus, payable on 31 May 2022 for a total amount of:	
Cleaner J has less than 12 months service as at retirement / medically board out date	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times$ <p><i>[to derive weekly pay]</i></p>	$\frac{\text{no. of contractual hours worked / on LTI leave from last PWM Bonus cut-off date to 31 May 2022}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <p><i>[no. of hours exclude overtime as worker would get OT pay]</i></p>

Clarification on Cleaning Job Types

Guidelines and Definitions of Cleaning Job Types

For workers whose job responsibilities fall into more than one job category (e.g. an indoor and outdoor Cleaner), the said Cleaner shall be classified under the job category where he/she spends 50% or more of his/her time in and the corresponding wage level would apply.

Revised Definitions of Cleaning Job Types

General Cleaners

A person assigned to basic cleaning duties.

Job duties may include: Office cleaning duties such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, clearing trash bins.

Examples of equipment used may include: Blower, vacuum cleaner, household cleaning equipment

Indoor Cleaners

A person assigned to work in a sheltered environment. He/she may also be required to do outdoor cleaning on a routine basis.

Job duties may include: Office cleaning such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, mopping of lift and lift landing.

Examples of equipment used may include: Blower, vacuum cleaner, household cleaning equipment.

Outdoor Cleaners

A person assigned to work in an unsheltered environment.

Job duties may include: Performing outdoor compound area cleaning jobs, sweeping of car park(s), mopping of lift and lift landing and clearing trash bins.

Healthcare Cleaners

A person who performs housekeeping duties in hospital wards and intensive care units in hospitals and / or perform general cleaning duties in all areas of the hospitals / polyclinics, and at other medical/healthcare institutions such as private clinics, dental clinics, kidney dialysis centres, etc.

Job duties may include: Clearing rubbish, sweeping and mopping the floor.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Carpet shampooing, marble polishing, leaf blowing, using of motorized equipment for the following: Sweeping of access road, turf area, open and contained space such as areas within shopping centres, supermarkets, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber, refuse collection.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include:

Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include:

Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Supervisor

A person who oversees works execution and the performance of other workers. This person must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

Group 2: F & B Establishment

General Cleaners

A person assigned to basic cleaning duties.

Job duties may include: Sweeping and cleaning floors, vacuuming carpets, wiping windows

Table-top Cleaners

A person who is stationed at the tray-return station and/or assigned to collect plates and utensils and cleaning tables.

Dishwasher A person assigned to the washing of plates, trays and utensils. He/she may be required to operate Dishwashers can include both manual dishwashers and dishwashing machine operators.

Job duties may include: Pushing cart in and out of dishwashing bay, washing of plates, trays and utensils. May include use of conveyor belts in the transportation.

Refuse Collector

A person deployed to collect refuse at the refuse collection point within an F&B premise and to dispose of the refuse at a designated refuse collection point outside of the F&B premise.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Both indoor & outdoor cleaning, carpet shampooing, marble polishing, using of motorized equipment in Sweeping of access road, turf area, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, Sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include: Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include: Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Supervisor

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her. 21

Group 3: Conservancy

General Cleaners

A person assigned to basic cleaning duties in conservancy areas.

Job duties may include: General sweeping of apron and apron surrounding drains, sweeping of staircases and common corridor, clearing of cobweb, sweeping of outdoor and car park/s, mopping of lift and lift landing, clearing trash bins.

Refuse Collector

A person who is deployed for the collection of refuse (both dry and wet waste) at refuse collection areas such as main refuse chute of each HDB block or at the central bin chute. This person may be required to clean refuse chute and transport heavy loads.

Job duties may include: Clearing and removal of bulky waste (both dry and wet waste), sweeping of car park and cleaning of refuse chute

Examples of equipment used may include: Battery cart for refuse collection, ATLV, high pressure jet.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Pressure jet washing and leaf blowing, Sweeping of access road, turf area, open space, road side drains, drop-inlet chamber, submerged drain, cleaning high area of dust and cobwebs or any height- cleaning that requires an access of > 2m.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include: Battery-operated Cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (ride-on), ride on scrubber, sweeper (ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include: Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Mechanical Drivers

A person who operates mechanical motorized vehicles whose un-laden weight does not exceed 2,500 kg* 6for road/pavements cleaning purpose.

Job duties may include: Operating motorized vehicles to sweep access road/ pavements. Examples of equipment used may include: Any type of road sweeper ≤ 2,500 kg*(Please refer to Footnote 6) in un-laden weight

Supervisor

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

Truck Drivers

A person who possesses Class 4/5 driving license and who operates mechanical motorized vehicles whose un-laden weight exceed 2,500 kg²

Job duties may include: Operating motorized vehicles for sweeping of access road and waste management

Examples of mechanical motorized vehicles may include: Any type of road sweeper > 2,500 kg*(Please refer to Footnote 6) in un-laden weight, garbage truck

Applies to all Groups:

Team Leader

A person who oversees works execution but who is not involved in planning, reviewing, manpower deployment and assessing performance of the Cleaners.

With more job responsibilities, the team leader should be entitled to at least \$100 more in allowances.

² The stated 2,500kg is based on the "Classification of motor vehicles" in the Road Traffic Act and may be reviewed, from time to time, by the relevant authorities.

