

FOR NEW WORKPLACE OCCUPIERS - GUIDE ON WSH ALERT SERVICE TO WORKPLACE OCCUPIERS (ALERT SERVICE)

Note: Factory owners or workplace occupiers are required to either notify or register their premises with MOM before operations begin. During the online notification / registration of your factory / workplace licence, you may wish to subscribe to this Alert Service.

1. Please refer to MOM website at <http://www.mom.gov.sg/eservices/services/perform-factory-transactions> (See 'Get Help') for a step-by-step guide for factory registration / notification at the LicenceOne.
2. At the stage when you enter factory notification and registration details, you will be required to complete the online forms under the "Application Details".
3. Click on **[Start]** button for Factory Notification and Registration section to continue.

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1 General Information 2 Application Details 3 Supporting Document(s) 4 Declaration

Selected Licence

Licence Name	Agency Name	Completion Status	Action
Factory Notification and Registration	MOM	DRAFT	Start

*Note: Please click **Start** or **Edit** button below **Action** header to fill up the individual application form details.*

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Step 1) In the **Application Details** panel, select the appropriate **Industry Category *** applicable to your workplace premise concerned, based on the work activities carried out in that premise.

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Assessment

Industry Category *

Industry Category Description

- Bulk Storage Terminal
- Construction Site
- Metalworking Factory with 100 or more persons employed
- Metalworking Factory with less than 100 persons employed
- Others
- Petrochemical Plant or Oil Refinery
- Pharmaceutical Plant
- Semiconductor Wafer Fabrication Plant
- Shipyard
- Synthetic Polymer or Chemical Plant

4. To subscribe to receive alerts on accidents (submitted to the Ministry via iReport) or unsafe /good work practice (notified to the Ministry through SNAP@MOM), please click on the checkbox next to **want to subscribe**. Enter the details of the subscriber. Click **[Add]** button to save the subscriber record. Please note there can only be a maximum of 5 subscribers. Click **[Proceed]** button to continue with the application.

Alerts to Workplace Occupiers on Accidents or Unsafe Practices

MOM is providing a free service to workplace occupiers and / or their safety professionals to create awareness of workplace safety and health (WSH) and raise standards at workplaces. After you subscribe to this free service, you will be alerted via email on the following events so that immediate actions can be taken to resolve any WSH lapses at your workplace if necessary.

- Feedback on an unsafe condition or good work practice at your workplace is reported through the mobile application (SNAP@MOM) or
- Incident report of an accident or injury that has occurred at your workplace is submitted by any subcontractor or third party via iReport

Upon successful subscription to this online service, the workplace subscriber will receive an acknowledgement email, together with an installation and user guide.

Subscription to Alerts to Workplace Occupiers on accidents or unsafe practices.

Please enter at least one set of information if you intend to subscribe to this online service. Either Mobile Number or Email, and Name must be filled.

I want to subscribe



Name *

Email *

Mobile No *

please note that the maximum number subscribers is 5

Add

Name	E-mail	mobileNo	
Sample Name	name@gmail.com	91000000	 

Proceed **Save**

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5. Complete the rest of these steps.
6. You will be assigned a workplace number once the registration / notification of your premises is approved.
7. Upon successful subscription to the Alert Service, you will receive an alert through email if an accident at this workplace is submitted to the Ministry via iReport or when an unsafe /good work practice is notified through SNAP@MOM.