



OSHD/WSHAOCir/2011-1

Date: 21 June 2011

Circular for Workplace Safety and Health (WSH) Auditors

The Workplace Safety and Health (Safety and Health Management System and Auditing) Regulations 2009 specifies the classes of workplaces¹ that are required to implement Safety and Health Management System (SHMS). The SHMS of certain classes of workplaces² must be audited by WSH Auditors at prescribed intervals. WSH Auditors must exercise due diligence in determining the effectiveness of the SHMS and the level of compliance to the various regulatory requirements by the audited organisation.

Duties of WSH Auditors

2 The Occupational Safety and Health Division (OSHD) conducted an exercise recently to check on the audits conducted by the WSH Auditors, including their findings and recommendations. This exercise covered more than 100 workplaces across various industries. WSH Auditors are to take note of the following guidance in response to the issues observed during the exercise:

- a) The findings in the audit reports should reflect actual implementation of SHMS at the workplace. We have noted numerous situations where the audit report indicated that the Occupiers had in place certain OSH programmes but onsite verification showed otherwise. For example, an audit report indicated that the Occupier had a respiratory protection programme but in actual fact, no such programme was implemented at the workplace.
- b) WSH Auditors should impress upon the Occupier that the SHMS implemented should conform to the relevant standards. Auditors must validate such conformance during the audit. For example, we have observed that some Auditors had failed to validate the existence of safe work procedures for core activities which are required to be established in a typical construction worksite under the Singapore Standard CP 79.
- c) WSH Auditors should check on the closure of findings arising from the previously conducted SHMS audits and update their status in the current audit report.

¹ Please refer to the Second Schedule of the WSH (SHMS & Auditing) Regulations for workplaces required to implement SHMS.

² For workplaces required to appoint WSH Auditors, please refer to Third Schedule of the WSH (SHMS & Auditing) Regulations.

3 Arising from this exercise, seven WSH Auditors were called up to clarify and explain their audit findings. Three of the WSH Auditors were subsequently issued with Notices of Non-Compliance (NNCs) for having major lapses in their SHMS audit reports. Another three WSH Auditors were served with advisory letters for certain shortcomings when performing SHMS audits. OSHD will continue to conduct such exercises on WSH Auditors and the organization they audits.

Existing Restricted Category WSH Auditors


4 During the MOM WSH Auditors Forum that was conducted on 16 Feb 2011, we had announced that a single category WSH Auditor scheme will be introduced to replace the current two-tier scheme (Open and Restricted Categories). This new scheme will take into effect on 1 Aug 2011. All Open Category WSH Auditors will automatically be emplaced into the new scheme. For the Restricted Category WSH Auditors, their status as WSH Auditors will be suspended until they have attained the Graduate Certificate in WSH (Level D) certification.

ConSASS Audits for Construction Worksites

5 With effect from 1 Aug 2011, all construction worksites with contract sum of S\$30 million or more are required to have their mandatory SHMS audits conducted based on the ConSASS audit checklist. Upon completion of the ConSASS Audit, the audit scores and the supporting audit documents will be required to be submitted through the WSH eServices located in the MOM website. We will be contacting the registered WSH Auditing Organisations to attend a briefing regarding the online submission.

6 WSH Auditing Organisations are reminded to submit their quarterly summary of SHMS audits conducted and the quarterly projection of SHMS audits to the Occupational Safety and Health Division at mom_oshd@mom.gov.sg.

7 For clarifications, please contact Jaime Lim at Jaime_Lim@mom.gov.sg.



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