

Everyday and service work guide

Review hazards and checks for each example, then prepare an assessment and work documents for your actual site.

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01 Local documents and scope

Use the Risk Assessment (RA) to identify hazards and controls, then describe the work sequence in a Safe Work Procedure (SWP). Communicate the plan at the Toolbox Meeting. Select a Permit to Work (PTW) after checking the activity, workplace and applicable rules; it is not automatically required for every task. Keep the RA, SWP and current site checks consistent.

Risk Assessment (RA)

Safe Work Procedure (SWP)

Permit to Work (PTW)

Toolbox Meeting

Safety Inspection Checklist

This is a planning reference. Verify numerical limits, permits and qualifications for the jurisdiction, sector and equipment. Record fresh site measurements, people and signatures for each job.

02 From example to site use

1 Define the job

Identify equipment, location, sequence, people, nearby activities and access. Separate preparation, execution and close-out, and record hazards observed at the site.

2 Match controls to each step

Consider elimination, substitution and engineering controls first, then procedures and PPE. Assign an owner, a verification method and stop-work conditions for each control.

3 Connect documents and site checks

Choose the local assessment, procedure and applicable permits, then brief the crew. Add drawings and checklists, reassess changes and retain the output for this job.

GEN-01

Forklift Pallet Loading and Transport in Logistics Warehouse**Potential hazards**

Forklift tip-over during sharp turns, pedestrian collision due to obstructed view

Checks to verify and specify on site

- Separate vehicles and pedestrians; check visibility, reversing and loading areas. Set speed and signalling for the site, and stop for unstable loads or ground.
- Verify weight, centre of gravity, lifting points, rated capacity and sling angles. Define ground conditions, route, exclusion zone and signals; follow the lift plan.

GEN-02

Patient Mobility Assistance and Medical Waste Handling in Wards**Potential hazards**

Falls during patient transfer, infection from needlestick injuries

Checks to verify and specify on site

- Verify task-specific training, qualifications and procedures. Record process and equipment protections, exposure controls, emergency arrangements and the responsible person's checks in the work plan.

GEN-03

Mowing and Tree Pruning in Green Zones**Potential hazards**

Impact from flying debris due to broken blades, shock from overhead power lines

Checks to verify and specify on site

- Check manufacturer procedures, guards, energy isolation and release of stored energy; account for people and tools before restart.
- Equipment, circuits, supplies, backfeed, induced voltage and stored energy; Disconnection, prevention of re-energisation, locks and tags; Voltage detector, functional check, absence-of-voltage result and tester; Earthing/short-circuiting where required; adjacent live-part protection and boundaries; Completion, personnel clearance, lock removal and re-energisation authority.

GEN-04

Foot Patrol in Vulnerable Areas and Traffic Marshaling

Potential hazards

Collision with incoming vehicles, assault/injury from suspicious persons during night patrol

Checks to verify and specify on site

- Separate vehicles and pedestrians; check visibility, reversing and loading areas. Set speed and signalling for the site, and stop for unstable loads or ground.
- Verify task-specific training, qualifications and procedures. Record process and equipment protections, exposure controls, emergency arrangements and the responsible person's checks in the work plan.

GEN-05

Laboratory Reagent Preparation and Analytical Equipment Operation

Potential hazards

Toxic gas leakage due to poor hood performance, chemical burns from reagent splashing

Checks to verify and specify on site

- Check the SDS, compatibility, containment, extraction, leak isolation and emergency response. Select test targets, limits and respiratory protection for the actual substances and exposure.

GEN-06

Underground Parking Lot Deep Cleaning and High-pressure Washing

Potential hazards

Collision with uncontrolled vehicles, electric shock from power tools in wet areas

Checks to verify and specify on site

- Separate vehicles and pedestrians; check visibility, reversing and loading areas. Set speed and signalling for the site, and stop for unstable loads or ground.
- Equipment, circuits, supplies, backfeed, induced voltage and stored energy; Disconnection, prevention of re-energisation, locks and tags; Voltage detector, functional check, absence-of-voltage result and tester; Earthing/short-circuiting where required; adjacent live-part protection and boundaries; Completion, personnel clearance, lock removal and re-energisation authority.

GEN-07

Waste Shredder Operation and Inlet Clog Removal

Potential hazards

Body parts caught in shredder inlet, crushing due to unexpected startup by others

Checks to verify and specify on site

- Check manufacturer procedures, guards, energy isolation and release of stored energy; account for people and tools before restart.

GEN-08

Exterior Glass Cleaning and Boatswain's Chair Operation

Potential hazards

Falls due to rope wear or failure, impact on pedestrians from falling tools

Checks to verify and specify on site

- Avoiding height work; platforms and collective fall protection; Fall restraint/arrest equipment, anchors and required clearance; Access, fragile surfaces, openings and falling-object controls; Weather, work conditions, equipment inspection and stop criteria; Site rescue method, people, equipment, communication and readiness.

GEN-09

Food Pre-processing and Large Cauldron Cooking in Mass Catering

Potential hazards

Slipping and falls due to wet floors, burns from hot oil or steam contact

Checks to verify and specify on site

- Verify task-specific training, qualifications and procedures. Record process and equipment protections, exposure controls, emergency arrangements and the responsible person's checks in the work plan.

GEN-10

Server Rack Installation and Tray Laying in Data Centers

Potential hazards

Crushing from rack inertia during moving, falls from ladders during high work

Checks to verify and specify on site

- Verify weight, centre of gravity, lifting points, rated capacity and sling angles. Define ground conditions, route, exclusion zone and signals; follow the lift plan.
- Avoiding height work; platforms and collective fall protection; Fall restraint/arrest equipment, anchors and required clearance; Access, fragile surfaces, openings and falling-object controls; Weather, work conditions, equipment inspection and stop criteria; Site rescue method, people, equipment, communication and readiness.

04 Fresh site records

Record date, location, equipment ID, responsible people, crew, permit references, measurements, times, testers, inspections and changes. Do not reuse previous signatures or readings.

05 Official references

These sources support local terminology and scope. The examples are editorial planning prompts from Smart JSA Bridge, not official forms.

- [MOM · Risk management ↗](#)
- [MOM · Safety and health management systems ↗](#)
- [Singapore Statutes Online · Risk Management Regulations, regulation 5 ↗](#)
- [MOM · When to review risk assessments ↗](#)
- [WSH Council · Code of Practice on Risk Management ↗](#)
- [MOM · Permit-to-Work systems \(OPEC guidance\) ↗](#)

<https://smartjsabridge.com/en-SG/guideline/general>