

SAFETY TIME-OUT CHECKLIST (Sep 2022)

- A. A Safety Time-out (STO) is a Workplace Safety and Health (WSH) response measure that involves the temporary suspension of all or part of a company's operations to review risk assessments, improve site safety, and communicate the importance of WSH to all workers.
- B. This STO checklist serves to guide your company on steps you should take to review and improve your WSH systems and work processes. You are encouraged to take additional measures beyond those listed.
- C. This checklist can be applied to any industry, but also features items that focus on vehicular-related risks. This is because close to half of the fatal accidents in the past three months were vehicular-related. Do ensure that the recent accidents are not repeated at your company.

1	To-Do Items for Top Management ¹	Completion Status	Follow-up Action
1.1	Personally do workplace walk-about to: <ul style="list-style-type: none"> • encourage workers to report safety risks and near misses to supervisors • ask workers to surface their safety concerns • reassure workers that there are no penalties for reporting • put responsibility on supervisors or project managers to resolve safety risks 		
1.2	Share learning points from recent fatal accidents from WSHC's WSH Alerts with all workers. Find WSH Alerts here .		
1.3	[For occupiers] Instruct all contractors and sub-contractors at your worksite also perform the STO with their workers		

2	To-Do Items for Supervisors or WSH Personnel	Completion Status	Follow-up Action
2.1	Update Risk Assessment with new risks and control measures, especially for vehicular-related risks and those from past accidents as outlined in the WSH Alerts.		
2.2	Conduct workshops or meetings with workers to recap site safety and how they can uphold good WSH standards.		
2.3	Ensure that all workers are briefed on key risks and follow safe work procedure, especially for any new risks identified in the Risk Assessment.		
2.4	Confirm that personnel are adequately trained before being assigned work.		
2.5	Check that machinery/equipment/vehicles are used properly in the way they have been designed (e.g. no overloading, no ferrying of		

¹ "Top management" refers to the chief executive, managing director, or other similar officer in the company purporting to act in any such capacity.

	workers or hanging loads on forklift forks, no use of vehicles as step platforms or ladders).		
2.6	Check that there are clearly marked demarcation between workers and vehicular movement, and that all workers comply with the demarcation.		
2.7	Consider the need to install: <ul style="list-style-type: none"> • more convex mirrors or deploy additional signalmen/banksmen to eliminate vehicle blind spots; • more road humps to reduce vehicle speed; • more barriers to keep workers and vehicles apart. 		
2.8	Check that all vehicle drivers/operators follow safe procedure for parking vehicles (e.g. engage parking brakes, install wheel chocks especially when on slopes).		
2.9	Check that loading and unloading activities are carried out on flat and stable ground, and that workers are not exposed to being struck by toppling loads.		
2.10	Check that workers know how to secure loads without over-loading vehicles.		
2.11	[After the STO] Compile and communicate the recommendations and action plans arising from the STO to top management and all workers.		
2.12	[After the STO] Monitor the progress and effectiveness of STO follow-up action.		