

**WORKPLACE SAFETY AND HEALTH ACT
(CHAPTER 277)**

**WORKPLACE SAFETY AND HEALTH (WORKPLACE
SAFETY AND HEALTH OFFICERS) REGULATIONS**

S 36/2014
Amended by
S 56/2018

REVISED EDITION 2024

SUBSIDIARY LEGISLATION

**WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY
AND HEALTH OFFICERS) REGULATIONS**

ARRANGEMENT OF REGULATIONS

Regulation

1. Citation
2. Application for approval to be workplace safety and health officer
3. Requirements for approval as workplace safety and health officer
4. Certificate of approval
5. Renewal of approval
6. Register of workplace safety and health officers
7. Workplace safety and health officer to attend courses
8. Workplaces requiring workplace safety and health officers
9. Duties of workplace safety and health officer
10. Powers of workplace safety and health officer

SCHEDULE 1 — FEES

SCHEDULE 2 — WORKPLACES TO APPOINT WORKPLACE
SAFETY AND HEALTH OFFICER

SUBSIDIARY LEGISLATION

Regulations made under section 64

**WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY
AND HEALTH OFFICERS) REGULATIONS**

*Commencement: 1st August 2013
[S 33/2014]*

Citation

1. These Regulations may be cited as the Workplace Safety and Health (Workplace Safety and Health Officers) Regulations.

Application for approval to be workplace safety and health officer

2. (1) A person may apply to the Authority for the Authority's approval to act as a workplace safety and health officer.

[S 56/2018]

(2) An application under sub-regulation (1) shall be accompanied by the appropriate fee specified in Schedule 1 and such fee shall not be refundable.

Requirements for approval as workplace safety and health officer

3. For the purposes of section 33(2)(a), a person may be approved to act as a workplace safety and health officer if he satisfies the Authority that —

[S 56/2018]

(a) he has —

- (i) successfully completed a training course to equip him to become a workplace safety and health officer; and;
- (ii) at least 2 years' practical experience relevant to the work to be performed by a workplace safety and health officer; or

(b) although not having the qualifications and practical experience in paragraph (a), he nevertheless has had such other qualifications and practical experience as to render him, in the Authority's opinion, competent to act as a workplace safety and health officer.

[S 56/2018]

[Subsidiary]

Certificate of approval

4. (1) A certificate of approval for a person to act as a workplace safety and health officer shall, unless the approval for the person to so act is earlier cancelled, be valid for a period of 2 years from the date of approval or for such shorter period as the Authority may specify in the certificate of approval.

[S 56/2018]

(2) A certificate of approval issued shall not be transferable.

(3) Where a certificate of approval is lost, destroyed or defaced, the holder of the certificate may apply to the Authority for a replacement certificate on payment of the appropriate fee specified in Schedule 1.

[S 56/2018]

(4) An application under sub-regulation (3) to the Authority shall be supported by such documentary proof that the certificate of approval issued earlier has been lost, destroyed or defaced.

[S 56/2018]

Renewal of approval

5. (1) An application by a person for the renewal of the Authority's approval of the person to act as a workplace safety and health officer shall be made in such form and manner as the Authority may determine, and shall be accompanied by the appropriate fee specified in Schedule 1.

[S 56/2018]

(2) Any renewal fee paid under sub-regulation (1) shall not be refundable.

(3) On receiving an application for the renewal of approval under sub-regulation (1), the Authority may —

[S 56/2018]

(a) renew the approval to act as a workplace safety and health officer for a period of 2 years; or

(b) refuse the renewal application if the Authority is satisfied that the applicant is no longer a fit and proper person to act as a workplace safety and health officer.

[S 56/2018]

Register of workplace safety and health officers

6. The Authority shall keep an up-to-date register of all persons approved to act as workplace safety and health officers.

[S 56/2018]

Workplace safety and health officer to attend courses

7. (1) The Authority may, in granting any person approval to act as a workplace safety and health officer, impose as a condition the requirement for the person to attend such training courses which, in the opinion of the Authority, are relevant to the work of a workplace safety and health officer.

[S 56/2018]

(2) Where a workplace safety and health officer fails to comply with sub-regulation (1), the Authority may —

[S 56/2018]

(a) cancel the approval of the person as a workplace safety and health officer; or

(b) refuse the renewal application of a person as a workplace safety and health officer.

Workplaces requiring workplace safety and health officers

8. (1) Every workplace within the prescribed class or description of workplaces specified in Schedule 2 shall have appointed in writing in respect thereof a workplace safety and health officer.

(2) A workplace safety and health officer referred to in sub-regulation (1) shall be appointed by the occupier of a workplace.

(3) Any occupier of a workplace who contravenes sub-regulation (1) is guilty of an offence and liable on conviction to a fine not exceeding \$10,000 and, in the case of a continuing offence, to a further fine not exceeding \$1,000 for every day or part thereof during which the offence continues after conviction.

Duties of workplace safety and health officer

9. (1) The duties of a workplace safety and health officer appointed in respect of a workplace shall be —

(a) to assist the occupier of the workplace or other person in charge of the workplace to identify and assess any foreseeable risk arising from the workplace or work processes therein;

(b) to recommend to the occupier of the workplace or other person in charge of the workplace reasonable practicable measures to eliminate any foreseeable risk to any person who is at work in that workplace or may be affected by the occupier's undertaking in the workplace;

[Subsidiary]

(c) where it is not reasonably practicable to eliminate the risk referred to in paragraph (b), to recommend to the occupier of the workplace or other person in charge of the workplace —

- (i) such reasonably practicable measures to minimise the risk; and
- (ii) such safe work procedures to control the risk; and

(d) to assist the occupier of the workplace or other person in charge of the workplace to implement the measure or safe work procedure referred to in paragraph (b) or (c), as the case may be.

(2) Any workplace safety and health officer who, without reasonable excuse, contravenes sub-regulation (1) is guilty of an offence and liable on conviction to a fine not exceeding \$5,000 and, in the case of a second or subsequent offence, to a fine not exceeding \$10,000, imprisonment for a term not exceeding 6 months or both.

Powers of workplace safety and health officer

10. The workplace safety and health officer shall, for the purposes of discharging his duties under regulation 9, have the power to do any or all of the following —

- (a) to enter, inspect and examine at any reasonable time the workplace;
- (b) to inspect and examine any machinery, equipment, plant, installation or article in the workplace;
- (c) to require the production of workplace records, certificates, notices and documents kept or required to be kept under the Act, including any other relevant document, and to inspect and examine any of them;
- (d) to make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties;
- (e) to assess the levels of noise, illumination, heat or harmful or hazardous substances in the workplace and the exposure levels of persons at work therein;
- (f) to investigate any accident, dangerous occurrence or occupational disease that occurred within the workplace.

SCHEDULE 1

(regulations 2(2), 4(3) and 5(1))

FEES

- | | | |
|----|--|--------------------------------------|
| 1. | An application for approval to act as a workplace safety and health officer | \$110 |
| 2. | An application to renew any approval to act as a workplace safety and health officer | \$60 |
| 3. | To replace a certificate of approval | \$10 per certificate to be replaced. |

[Subsidiary]

SCHEDULE 2

(regulation 8(1))

WORKPLACES TO APPOINT WORKPLACE SAFETY AND HEALTH OFFICER

1. Shipyards in which any ship, tanker and other vessels are constructed, reconstructed, repaired, refitted, finished or broken up.
2. Factories used for processing petroleum or petroleum products.
3. Factories in which building operations or works of engineering construction of a contract sum of \$10 million or more are carried out.
4. Any other factories in which 100 or more persons are employed, except those which are used for manufacturing garments.