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Ministry of Civil Service and Administrative Reforms
Circular Letter No 13 of 2008

Supervising Officer, Ministry of Civil Service and Administrative Reforms
Supervising Officers i/c Ministries/Departments

14 March, 2008

Statutory Examination of Machinery and Equipment at the Workplace

As you are aware, the Occupational Safety and Health Act 2005, which is binding on the State as an Employer, has been proclaimed and is effective as from 01 September, 2007. In accordance with Section 5 of this Act, the employer is responsible to ensure the safety, health and welfare of his employees at the workplace. In this respect, it is the employer's duty to arrange for machinery and equipment, including lifts, as listed at Annex I to be examined at regular intervals to avoid any occupational accidents.

2. The Occupational Safety and Health Act Provides, *inter alia*, that:

- (i) necessary arrangements should be made for a thorough examination, by a competent person, of any such machinery/equipment that is in use at places of work within an organization; and
- (ii) the original report of the inspection should be submitted to the Director, Occupational Safety and Health of the Ministry of Labour, Industrial Relations and Employment with a copy to this Ministry within **28 days** of the completion of the examination.

3. As regards lifts used by officers in rented building, it is to be pointed out that the onus for the safe operation, maintenance and compliance with relevant statutory requirements of such lifts rests with the owner. However, it is the responsibility of the occupiers/lessees to ensure that the statutory requirements are complied with by the owner. Supervising Officers are therefore advised to ascertain that in future the following provisions are incorporated in lease agreements wherever applicable.

- Periodic examination, regular servicing and maintenance of lifts are carried out and records are kept for a period of at least five years or corresponding period of the lease; and
- The lifts are operated by a qualified liftman.

4. For any advice or guidance, officers of your Ministry/Department may wish to contact Mr S. Coolen, Officer-in-Charge, Occupational Safety and Health Unit (phone no. 210 8667) of this Ministry.



- c.c: (i) **Secretary to Cabinet and Head of the Civil Service**
(ii) **Financial Secretary**

Annex I

<u>Machinery/Equipment</u>	<u>Period of examination</u>	<u>Thoroughly examined by</u>
Chains, rope and lifting tackles	At least once every 12 months.	A competent person (Any person who, by reason of his qualifications and training, or having at least 5 years experience)
Cranes and other lifting machines	At least once every 12 months.	A Registered Machinery Inspector
Vehicle lifts	At least once every 6 months.	A Registered Machinery Inspector
Hoists and lifts	At least once every 6 months.	A Registered Machinery Inspector
Escalators	At least once every 6 months.	A Registered Machinery Inspector
Steam boilers	At least once every 12 months.	A Registered Boiler Inspector
Steam receivers and steam containers	At least once every 24 months, so far as construction of the receiver permits.	A Registered Boiler Inspector
Air receivers	At least once every 12 months.	A Registered Machinery Inspector
Refrigeration plants	At least once every 12 months.	A Registered Machinery Inspector