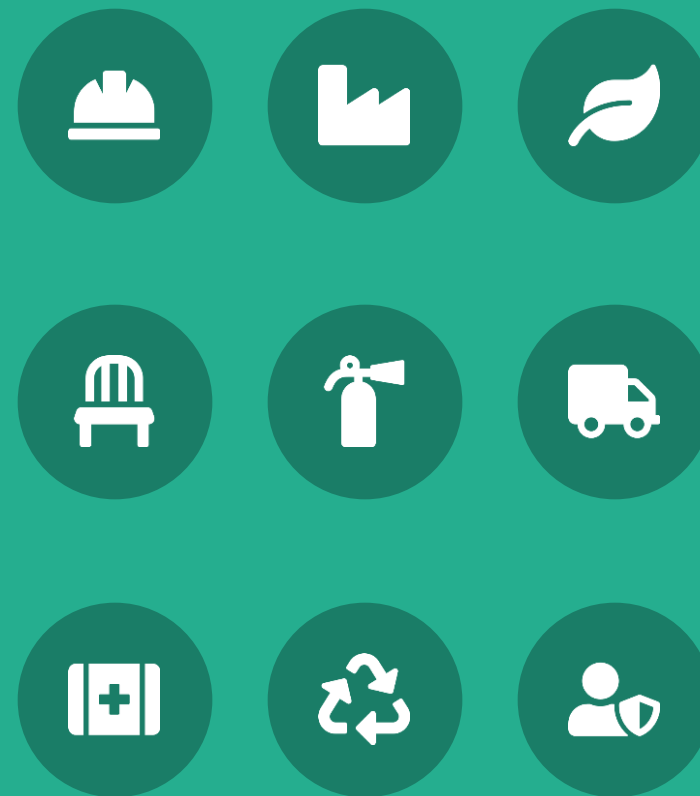


HEALTH, SAFETY & ENVIRONMENT

HSE Management System Manual

Including Risk Assessments (RA), Safe Work Procedures (SWP), Method Statements (MOS) and HSE Forms for furniture trading, manufacturing, delivery and installation

SG	Furniconcepts Pte. Ltd. — Singapore
AE	Furniconcepts Middle East Furniture Trading LLC — United Arab Emirates
IN	ZTOA Furniconcepts India Private Limited — India





Document Control & Approval

Document title	HSE Management System Manual (incl. RA, SWP, MOS & Forms)
Document number	FC-HSE-MAN-001
Applies to	Furniconcepts Pte. Ltd. (SG), Furniconcepts Middle East Furniture Trading LLC (UAE), ZTOA Furniconcepts India Pvt. Ltd. (IN)
Management system	Integrated with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018
Review frequency	Annually, or after an incident, legal change, new activity, site or equipment
Document owner	Group HSE Lead / Management Representative

Revision history

Rev	Date	Description of change	By
00	26-09-2026	First issue – group-wide integrated HSE manual	

Distribution: controlled copy held electronically on the company document server. Printed copies are uncontrolled – always check the current revision before use.

Approval

	Name	Designation	Signature	Date
Prepared by		HSE Coordinator		
Reviewed by		Operations Manager		
Approved by		Managing Director		



What this manual covers

**Part A****HSE Management System**

Company profile, certifications, policy, objectives, legal register, organisation, risk management, controls, training, PPE, permits, emergency, incidents, environment, health, contractors, monitoring, audit & records

**Part B****Risk Assessments (RA-01 to RA-10)**

Warehouse, panel processing, metal fabrication, finishing, upholstery, delivery, installation, auditorium seating, office/showroom, dismantling

**Part C****Safe Work Procedures (SWP-01 to SWP-09)**

Manual handling, forklifts, woodworking machines, spraying & chemicals, hot work, power tools & electrical, work at height, vehicles, heat stress

**Part D****Method Statements (MOS-01 to MOS-05)**

Delivery & installation, workstation installation, auditorium seating, factory production, dismantling & relocation

**Part E****HSE Forms (F-01 to F-08)**

RA form, permit to work, toolbox talk, incident report, inspection checklist, PPE register, pre-use checks, chemical & waste log



PART A

HSE Management System

The framework through which the Furniconcepts group plans, controls, checks and improves health, safety and environmental performance.

A1–A2	Company profile & certifications
A3–A5	Policy, objectives & legal register
A6–A7	Organisation & responsibilities
A8–A10	Risk management & controls
A11–A14	Training, PPE, permits & communication
A15–A16	Emergency & incident management
A17–A19	Environment, health & contractors
A20–A22	Monitoring, audit & records



One group, three regions



SINGAPORE

Furniconcepts Pte. Ltd.

Address

450 Yishun Ring Road, Floor 6, Unit 112, Singapore 760450

Telephone

+65 8235 2565 | +65 8093 3197

Note

WSH-certified personnel (Level 1 & Level 2) appointed



UNITED ARAB EMIRATES

Furniconcepts Middle East Furniture Trading LLC

Address

Al Wasl Building, Office 208, Sheikh Zayed Road, Business Bay, Dubai • Studio 3A, Street 6A, Al Quoz 1, P.O. Box 10237, Dubai • Jebel Ali Industrial Area 1, Dubai

Telephone

+971 50 378 2215 | +971 4 257 9447

Note

ICV certified; ISO 9001 / 14001 / 45001



INDIA

ZTOA Furniconcepts India Private Limited

Address

The Southern India Chamber of Commerce and Industry, Esplanade Road, George Town, Chennai, Tamil Nadu 600104

Telephone

+91 93636 07900

Note

CIN U46493TN2023PTC166150

Scope of this manual Design, sourcing, trading, manufacture, storage, delivery, installation, relocation and after-sales service of office, auditorium, education, healthcare and hospitality furniture – at our offices, showrooms, factory/warehouse facilities and at client sites. It applies to all employees, temporary workers, subcontractors, suppliers and visitors under our control. Group e-mail: letstalk@furniconcepts.com



Certified management systems



ISO 9001:2015
Quality Management



ISO 14001:2015
Environmental Management



ISO 45001:2018
Occupational Health & Safety



ICV
In-Country Value – UAE

Entity	ISO 9001	ISO 14001	ISO 45001	ICV	Local HSE competence
Furniconcepts Pte. Ltd. (Singapore)	✓	✓	✓	—	WSH-certified personnel at Level 1 and Level 2; risk management per WSH (Risk Management) Regulations
Furniconcepts Middle East Furniture Trading LLC (UAE)	✓	✓	✓	✓	Best-practice HSE coordination aligned to ISO 45001 and UAE OSH requirements
ZTOA Furniconcepts India Pvt. Ltd. (India)	✓	✓	✓	—	Best-practice HSE coordination aligned to ISO 45001 and Indian OSH requirements

Certificate copies, scope statements and expiry dates are kept in the HSE register (Section A22). Surveillance audit findings feed the management review.



Health, Safety & Environment Policy

Furniconcepts designs, supplies, manufactures and installs furniture across Singapore, the UAE and India. We believe every person who works for us, or is affected by our work, should go home safe and healthy, and that our products and processes should protect the environment.

Top management of each entity commits to:

- Provide safe and healthy working conditions and prevent work-related injury and ill health
- Comply with applicable legal and other requirements in every country we operate
- Eliminate hazards and reduce OH&S risks using the hierarchy of controls
- Protect the environment, prevent pollution, reduce waste and use resources efficiently
- Consult and involve workers and their representatives in HSE decisions
- Set measurable HSE objectives and continually improve our integrated management system
- Hold suppliers and subcontractors to the same HSE standards we apply to ourselves

Every worker has the right and duty to stop work that is unsafe.



People first

Zero harm is our target



Compliance

Legal & ISO requirements met



Environment

Prevent pollution, cut waste



Improvement

Plan – Do – Check – Act

Signed: _____

Managing Director, Furniconcepts Group

Date: ____ / ____ / ____



Measurable objectives and targets

0

Fatalities & permanent disabilities

100%

Workers inducted before starting work

≥ 95%

Inspection actions closed on time

–10%

Waste to landfill vs. previous year

Objective	KPI	Target	Monitored	Owner
Prevent injuries	Lost Time Injury Frequency Rate (per 1,000,000 hrs)	Year-on-year reduction	Monthly	Country HSE coordinator
Build reporting culture	Near-miss / hazard reports per 10 workers	≥ 2 per month	Monthly	Supervisors
Competent workforce	Training matrix completion	≥ 95%	Quarterly	HR / HSE
Safe sites	Site inspections completed vs. planned	100%	Weekly	Installation team leaders
Protect environment	Waste recycled (wood, metal, cardboard, plastic)	≥ 60% by weight	Quarterly	Factory / warehouse manager
Emergency readiness	Fire drills per site	≥ 2 per year	Half-yearly	Site fire wardens



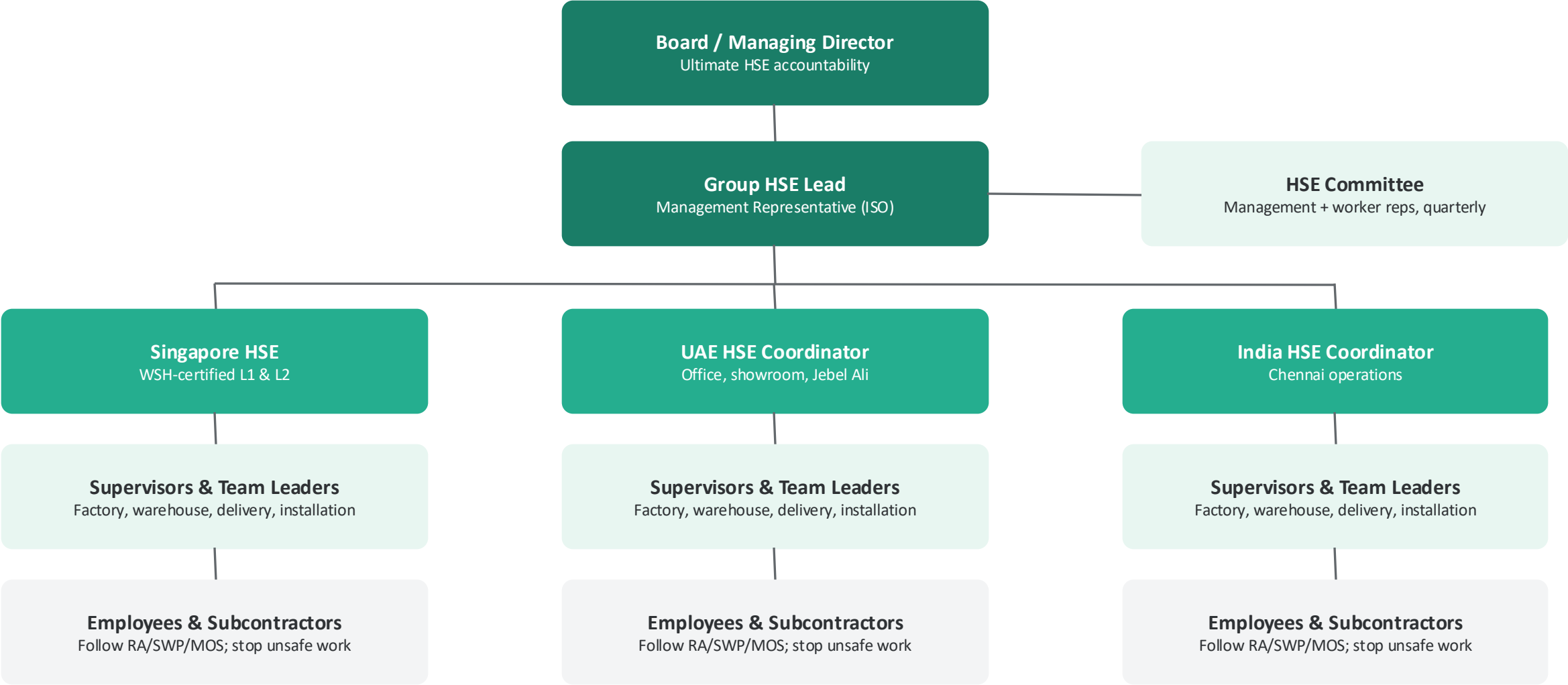
Legal register by region

Singapore	United Arab Emirates	India
• Workplace Safety and Health Act 2006 and subsidiary regulations • WSH (Risk Management) Regulations – RA reviewed at least every 3 years and records kept • WSH (General Provisions) and WSH (Incident Reporting) Regulations • Work Injury Compensation Act 2019 • Fire Safety Act & SCDF requirements • Environmental Protection and Management Act; Environmental Public Health Act • Approved Codes of Practice (e.g. RM, Work at Height)	• Federal Decree-Law No. 33 of 2021 (Labour Relations) and Executive Regulations • MoHRE resolutions on occupational health & safety and worker protection • Midday work break (15 June – 15 September, 12:30–15:00) for outdoor work • UAE Fire & Life Safety Code (Civil Defence) • Dubai Municipality health, safety & environment requirements • Federal environmental protection law and waste regulations • Free zone / landlord HSE rules where applicable	• Occupational Safety, Health and Working Conditions Code 2020 and applicable Tamil Nadu rules • Environment (Protection) Act 1986; Air and Water Acts • Hazardous & Other Wastes Rules; Plastic Waste and E-Waste Management Rules • Tamil Nadu Fire & Rescue Services requirements • Employees’ Compensation / social security provisions • Motor Vehicles Act for delivery fleets • Client site rules and permits

Other requirements (all regions): ISO 9001 / 14001 / 45001, ICV programme (UAE), client HSE specifications, landlord and building management rules, manufacturer instructions. The country HSE coordinator reviews the legal register at least every six months and records compliance evaluation results. Verify current legislation with the relevant authority before relying on this summary.



HSE organisation structure



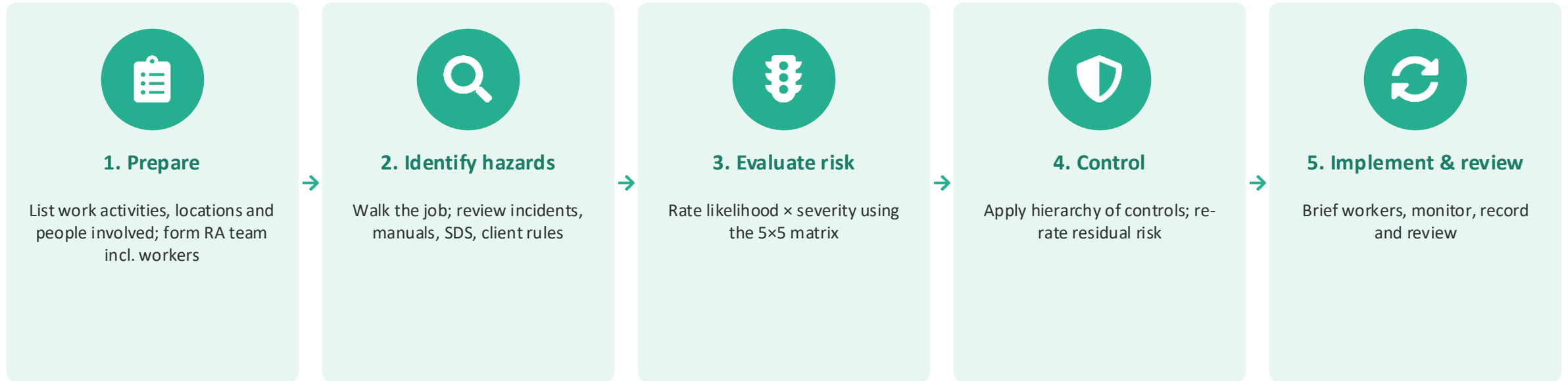


Who does what

Role	Key HSE responsibilities
Managing Director / Top management	Approve policy and objectives; provide resources; chair management review; ensure legal compliance in each entity; lead by example on site visits.
Group HSE Lead (Management Representative)	Maintain this manual and the ISO 45001/14001 system; coordinate audits; monitor KPIs; report performance to top management; approve RA/MOS templates.
Country HSE Coordinator (SG / UAE / IN)	Implement the system locally; maintain legal register; review RA, SWP and MOS; run inductions, drills and inspections; report incidents to authorities within statutory timelines.
Operations / Project Manager	Plan jobs with HSE in mind; submit RA and MOS to clients; allocate competent people, equipment and time; coordinate with building management.
Factory / Warehouse Manager	Machine guarding, maintenance, housekeeping, chemical storage, waste segregation, forklift control and daily production safety briefings.
Supervisor / Installation Team Leader	Brief team on RA/MOS before work; conduct toolbox talks; check PPE and tools; apply for permits; stop unsafe work; report incidents immediately.
Employees	Follow procedures and training; use PPE; report hazards, near misses and injuries; do not operate equipment without authorisation; exercise stop-work authority.
Subcontractors & visitors	Comply with Furniconcepts and client HSE rules; attend induction; provide own RA/MOS and competent, insured workers; follow escort and sign-in rules.



Hazard identification & risk assessment process



Review the RA when...

- A new activity, product, machine, chemical or site starts
- After any incident or near miss
- Legal or client requirements change
- At least annually (Singapore: at least every 3 years as a legal minimum)

Key rules

- No high-risk work starts without an approved RA and MOS
- Workers who do the job take part in the RA
- RA is communicated at toolbox talk and signed by the team
- Records retained per Section A22



5 × 5 risk rating matrix

Likelihood ↓ / Severity →	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

Severity	Description
1	First aid only, no lost time; negligible environmental effect
2	Medical treatment, < 3 days lost; minor contained spill
3	Lost time > 3 days / hospitalisation; local pollution
4	Permanent disability; major pollution or fire
5	Fatality or multiple serious injuries; major site loss

Likelihood: 1 Rare – could happen only in exceptional circumstances; 2 Unlikely; 3 Possible; 4 Likely; 5 Almost certain – expected in most circumstances.

Rating	Level	Action required
2	LOW (1–4)	Acceptable. Manage with routine procedures; monitor.
8	MEDIUM (5–12)	Work may proceed with additional controls, supervisor approval and monitoring. Reduce as far as reasonably practicable.
20	HIGH (15–25)	Do NOT start / STOP work. Senior management and HSE review required; implement controls to reduce risk before work begins.



Choosing effective controls

Elimination

Elimination: Pre-assemble in factory to avoid work at height on site; design out sharp edges

Substitution

Substitution: Water-based lacquers and low-VOC adhesives; lighter modular panels

Engineering

Engineering: Machine guards, dust extraction, spray booths, trolleys, tail-lifts, RCDs

Administrative

Administrative: RA, SWP, MOS, permits, training, signage, job rotation, supervision

PPE

PPE: Safety shoes, gloves, eye/ear/respiratory protection, hi-vis

Most effective ▲ ▼ Least effective



Training matrix

Training	Managers	HSE staff	Supervisors	Factory	Drivers	Installers	Office
HSE induction (company & site)	●	●	●	●	●	●	●
Risk assessment (SG: WSH RM course)	●	●	●	○	○		
Manual handling & ergonomics		○	●	●	●	●	●
Fire safety & fire extinguisher use	○	●	●	●	●	●	●
First aid (appointed first aiders)		●	○	○	○	○	
Forklift / MHE operator licence				○	○		
Work at height & ladder safety		●	●			●	
Machine safety & LOTO		●	●	●			
Chemical handling / SDS & spill response		●	●	●			
Defensive driving & load securing			○		●	○	
Hot work / fire watch		●	○			○	
ISO 45001 / 14001 awareness & internal audit	●	●	○				

Legend

- Mandatory
- As required by task

Rules

- Induction before first day of work
- Refresher every 2–3 years or per licence
- Toolbox talk daily on site, weekly in factory
- Training records and certificates kept by HR
- Singapore: WSH Level 1 & 2 certified persons lead RA and site coordination



PPE matrix by activity



Activity	Safety shoes	Hard hat	Gloves	Eye protection	Hearing	Respirator	Hi-vis vest
Warehouse, loading & MHE	●	○	●				●
Panel saw / CNC / edge banding	●		●	●	●	●	
Metal cutting, grinding & welding	●		●	●	●	●	
Spray finishing & adhesives	●		●	●		●	
Upholstery & assembly	●		●	○			
Delivery & unloading	●		●				●
Client site installation	●	●	●	○	○		●
Drilling into concrete (anchoring)	●	●	●	●	●	●	●
Office & showroom							

● Mandatory ○ If required by RA / client site rules. PPE must meet recognised standards (e.g. EN/ANSI/SS/IS), be issued free of charge, logged on Form F-06 and inspected before use. Office staff visiting sites wear site-required PPE.



Controlling high-risk activities



Hot work

Welding, cutting, grinding outside designated bays



Work at height

Above 2 m, mobile towers, auditorium tiers



Electrical

Connection to building power, LOTO



Confined space

Rare – under raised floors, service voids



Heavy lifting

Cranes, hoists, loads > 25 kg per person

Request
(supervisor)

Site check &
isolation

Authorise
(HSE / client)

Brief team &
sign on

Work &
monitor

Hand back
& close

- Permits are issued for a defined task, location and time (max. one shift) – use Form F-02; client permits take precedence on their premises
- Fire watch remains 30–60 minutes after hot work ends (per site rules)
- Permit displayed at the work location; any change in conditions voids the permit
- Closed permits retained for audit



Keeping everyone informed and involved



Toolbox talks

Daily on site, weekly in factory; recorded on Form F-03



HSE committee

Quarterly meeting with worker representatives; minutes shared



Notice boards & signage

Policy, emergency numbers, RA summaries, KPIs – in languages workers understand



Stop-work authority

Anyone may stop unsafe work without penalty



Hazard & near-miss reports

Simple card or phone message to supervisor – Form F-04



Clients & contractors

HSE requirements agreed at tender; site coordination meetings



Be ready before it happens



Fire

Raise alarm, evacuate to assembly point, fight only small fires if trained



Injury / illness

First aider responds, call ambulance, do not move casualty unless in danger



Chemical spill

Isolate area, use spill kit, keep out of drains, check SDS



Heat illness

Move to shade, cool, give water, seek medical help



Vehicle accident

Secure scene, call police/ambulance, inform manager



Electric shock

Isolate power first, then give first aid

Emergency response sequence

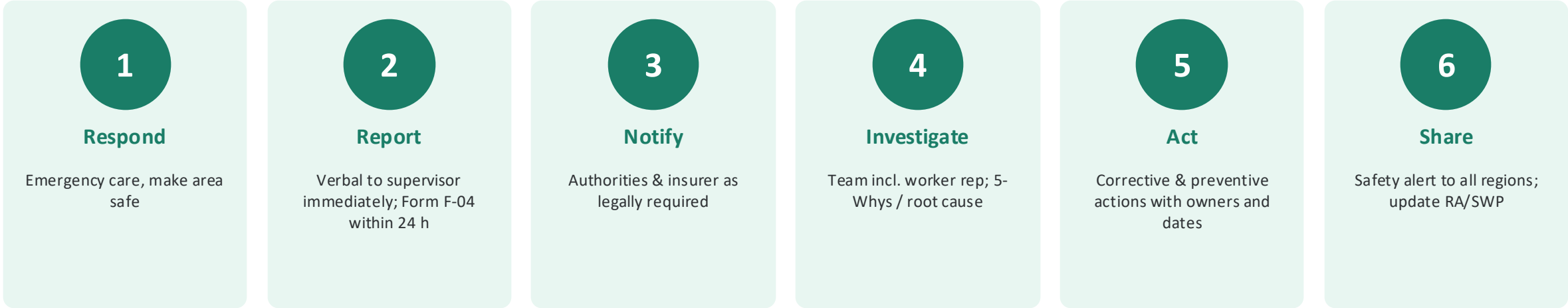
STOP work → RAISE the alarm / call emergency services → MAKE SAFE (only if trained and safe) → EVACUATE to assembly point & head-count → INFORM supervisor and country HSE coordinator → PRESERVE the scene → REPORT on Form F-04

Emergency numbers	SG	UAE	IN
Police	999	999	112 / 100
Ambulance	995	998	108 / 112
Fire	995	997	101 / 112
Company HSE	+65 8235 2565	+971 50 378 2215	+91 93636 07900

- Each site: fire wardens, first aiders, first-aid kit, extinguishers, spill kit, evacuation plan
- Drills at least twice a year; results recorded
- On client sites follow the building emergency plan



Report, investigate, learn



Region	Statutory notification (summary – verify current rules)
Singapore	Report workplace accidents (e.g. > 3 days MC or hospitalisation ≥ 24 h), dangerous occurrences and occupational diseases to MOM via iReport within statutory timelines; fatal accidents and dangerous occurrences must be notified immediately.
UAE	Report work injuries and occupational disease to MoHRE / relevant authority and the police for serious incidents; notify insurer; follow free-zone or Dubai Municipality requirements where applicable.
India	Notify the Inspector-cum-Facilitator / authority under the OSH Code and Tamil Nadu rules for reportable accidents and dangerous occurrences; notify ESIC/insurer as applicable.

Categories: fatality, lost-time injury, medical treatment, first aid, near miss, dangerous occurrence, property damage, environmental incident.



Aspects, impacts & controls (ISO 14001)

Aspect	Impact	Controls
Wood dust & offcuts (MDF, particle board)	Air quality, health, fire load, landfill	Local exhaust / dust extraction, sweep-free cleaning (vacuum), offcut reuse, recycling contractor
VOC from lacquers, paints, adhesives	Air pollution, health	Water-based / low-VOC products, spray booth with filters, closed containers, SDS register (F-08)
Packaging (cardboard, film, pallets, foam)	Waste, landfill	Reusable blankets & crates, take-back from sites, segregated recycling bins
Metal scrap, e-waste, batteries, lamps	Soil / water contamination	Segregate, licensed recyclers, transfer notes retained
Chemical storage & spills	Soil & drain pollution	Bunded storage, spill kits, no drain disposal, trained staff
Fuel & electricity (fleet, machines, AC)	GHG emissions, resource use	Route planning, vehicle maintenance, machines off when idle, LED lighting, energy tracking
Noise from factory & site drilling	Nuisance to neighbours & occupants	Work-hour limits per building rules, maintained machines, enclosures



Reduce • Reuse • Recycle



Sustainable materials



Clean air



Energy efficiency



Healthy workers, healthy business



Heat stress management

- UAE: no outdoor work in direct sun 12:30–15:00 from 15 June to 15 September (midday break), except permitted exemptions
- Singapore & India: follow national heat-stress advisories; adjust heavy outdoor work to cooler hours
- Cool drinking water, shaded rest areas and electrolytes on every site and vehicle
- Acclimatisation for new and returning workers; buddy system
- Train all staff to recognise heat exhaustion and heat stroke (SWP-09)



Ergonomics

Height-adjustable benches, trolleys, team lifts; DSE setup for office staff



Noise & dust

Exposure monitoring; hearing and lung-function checks where exposure exists



First aid

Trained first aiders on every shift and site team; stocked kits

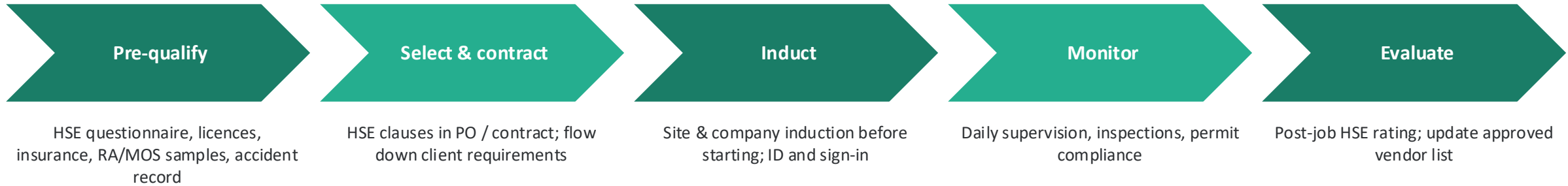


Wellbeing

Reasonable working hours, rest days, welfare facilities, open-door support



Managing people who are not our employees



Suppliers of furniture & materials

- Products meet stability, fire-retardancy and emission standards specified by client
- SDS supplied for all chemicals
- Packaging minimised and recyclable
- Delivery drivers follow our yard and loading rules

Visitors (clients, auditors, public)

- Sign in and receive safety briefing
- Escorted in factory and warehouse areas
- Wear PPE issued at reception
- Showroom: furniture stable and anchored; no climbing on displays



Inspection & monitoring schedule

What	Frequency	By	Record
Pre-use check: forklifts, pallet jacks, power tools, ladders	Before each use / shift	Operator	F-07
Site HSE inspection (installation projects)	Daily	Team leader	F-05
Factory & warehouse housekeeping / 5S	Weekly	Supervisor	F-05
Management HSE walk	Monthly	Manager + HSE	F-05
Fire extinguishers, alarms, emergency lights	Monthly visual; annual service	Fire warden / vendor	Service tags
Electrical installations & portable appliance tests	Annually	Licensed electrician	Test report
Lifting equipment & forklifts (thorough exam)	Per law / annually	Competent examiner	Certificate
Dust extraction / spray booth / LEV performance	Annually	Specialist	Test report
Noise and dust exposure monitoring	As per RA	Occupational hygienist	Survey report
Vehicle checks (tyres, lights, brakes, straps)	Daily	Driver	F-07



Plan – Do – Check – Act

PLAN

Policy, objectives, legal register,
RA

DO

Training, SWP, MOS, permits,
emergency

ACT

Management review, corrective
action

CHECK

Inspections, KPIs, audits, incidents

Internal audit

- Integrated ISO 9001/14001/45001 audit programme – every process at least annually in each entity
- Auditors trained and independent of the area audited
- Findings recorded as nonconformities with root cause and due dates

Management review (at least annually)

- Inputs: KPIs, incidents, audit results, legal compliance, worker consultation, risks & opportunities, certification audit feedback
- Outputs: decisions on resources, objectives and improvements, recorded in minutes

Nonconformity & corrective action

- React, contain, find root cause, act, verify effectiveness, update documents



Document control & record retention

Record	Owner	Minimum retention*
HSE manual, policy, RA, SWP, MOS (current & superseded)	Group HSE Lead	Current + 3 years
Training records & certificates	HR	Employment + 3 years
Incident reports & investigations	Country HSE	5 years
Health surveillance & exposure monitoring	HR / HSE	As required by law (may be long-term)
Permits to work, inspection checklists, toolbox talks	Supervisor	3 years
Equipment test & examination certificates	Factory / Ops	Life of equipment
Waste transfer notes, chemical register	Factory / Ops	3 years
Audit reports, management review minutes	Group HSE Lead	3 years (one certification cycle)

**Or longer where local law, client contract or insurer requires.*

Document control rules

- Unique number, revision and approval on every document
- Only current revision in use; obsolete copies withdrawn
- Electronic master copy on shared drive with access control
- Forms numbered F-01 to F-08 (Part E)



PART B

Risk Assessments

Activity-based risk assessments using the 5×5 matrix (Section A9). Initial risk is rated before controls; residual risk after controls are in place.

RA-01	Receiving, storage & warehouse operations
RA-02	Panel processing – panel saw, CNC router & edge banding
RA-03	Metal fabrication – cutting, grinding & welding of frames
RA-04	Finishing – spray painting, lacquering & adhesives
RA-05	Upholstery, sewing & final assembly
RA-06	Transport, loading & delivery
RA-07	Client site installation – workstations, storage, seating
RA-08	Auditorium, telescopic & fixed seating installation
RA-09	Office, studio & showroom activities
RA-10	Dismantling, relocation & disposal of furniture



Receiving, storage & warehouse operations

Location: Warehouse / factory stores

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Manual handling of cartons, panels & furniture	Back injury, musculoskeletal disorders	4	3	12	Trolleys, pallet jacks, team lift for > 25 kg or awkward items; manual handling training; plan route; rotate tasks	2	3	6	Supervisor
2	Forklift / MHE movement near pedestrians	Crush injury, fatality	3	5	15	Licensed operators only; marked walkways; speed limit; horn at corners; banksman in tight areas; pre-use check F-07	1	5	5	Warehouse Mgr
3	Unstable stacking / racking overload	Struck by falling goods	3	4	12	Rated racking with load signs; heavy items low; max stack height; annual racking inspection; damaged racks tagged out	2	4	8	Warehouse Mgr
4	Slips, trips (packaging, strap bands, wet floor)	Sprains, fractures	3	3	9	Housekeeping 5S; waste bins at unpacking area; spill clean-up; adequate lighting; safety shoes	2	2	4	All staff
5	Fire – cardboard, foam, packaging	Burns, property loss	2	5	10	No smoking; waste removed daily; extinguishers & clear exits; storage clear of lights & sprinklers	1	5	5	Fire warden

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Panel processing – panel saw, CNC router & edge banding

Location: Factory (manufacturing)

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Contact with moving blades / cutters	Amputation, lacerations	3	5	15	Fixed & adjustable guards, riving knife, push sticks; interlocks tested daily; trained authorised operators only; no gloves near rotating blades	1	5	5	Factory Mgr
2	Kick-back of panels	Impact injury	3	4	12	Correct blade & feed speed; anti-kickback devices; stand out of line; support long panels with outfeed table	2	3	6	Operator
3	Wood dust (MDF / hardwood)	Respiratory illness, fire / explosion	4	4	16	Local exhaust ventilation on every machine; vacuum cleaning (no compressed air); FFP2/FFP3 masks; LEV tested annually; health surveillance	2	3	6	Factory Mgr
4	Noise > 85 dB(A)	Noise-induced hearing loss	4	3	12	Noise survey; hearing protection zones & signs; low-noise blades; maintenance; audiometric tests	2	2	4	HSE
5	Unexpected start-up during maintenance	Severe injury	2	5	10	Lock-out / tag-out (SWP-06); isolate & verify zero energy; only maintenance-trained staff	1	5	5	Maintenance

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Metal fabrication – cutting, grinding & welding of frames

Location: Factory (manufacturing) **Applies to:** SG / UAE / IN **Assessed by:** **Date / Review:**

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Sparks & hot work near combustibles	Fire, burns	3	5	15	Designated welding bay; hot work permit outside bay (F-02); combustibles cleared 10 m or covered; fire watch; extinguisher at hand	1	5	5	Supervisor
2	Welding fumes & UV arc radiation	Lung disease, arc eye, skin burns	3	4	12	Fume extraction; welding screens; auto-darkening helmet; flame-retardant clothing & gauntlets	2	3	6	Welder
3	Grinder disc burst / flying particles	Eye injury, lacerations	3	4	12	Correct disc rating; guard fitted; face shield + safety glasses; two-handed grip; disc inspection	1	4	4	Operator
4	Electric shock from welding set / tools	Electrocution	2	5	10	Inspected cables; RCD protection; dry conditions; earth clamp secure; PAT testing	1	5	5	Electrician
5	Handling sharp metal sections	Cuts	4	2	8	Deburr edges; cut-resistant gloves; racks for storage	2	2	4	Operator

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Finishing – spray painting, lacquering & adhesives

Location: Factory spray booth / finishing area

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Inhalation of solvent vapour / overspray (VOC)	Dizziness, respiratory sensitisation	4	4	16	Spray only in ventilated booth; water-based / low-VOC products; organic vapour respirator (fit-tested); coveralls	2	3	6	Factory Mgr
2	Flammable vapour ignition	Fire, explosion	3	5	15	Ex-rated booth lighting & fans; no ignition sources; earthing of equipment; limited quantities at booth; flammables cabinet	1	5	5	Factory Mgr
3	Skin / eye contact with chemicals	Dermatitis, eye damage	3	3	9	Nitrile gloves, goggles; SDS at point of use; eyewash station; handwashing facilities	2	2	4	Operator
4	Spills & waste solvent to drains	Soil / water pollution	3	3	9	Bunded storage; spill kit; no drain disposal; licensed hazardous waste collection (F-08)	1	3	3	Factory Mgr
5	Oily / solvent rags self-heating	Fire	2	4	8	Metal self-closing bins, emptied daily	1	4	4	Operator

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Upholstery, sewing & final assembly

Location: Factory assembly area

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Staple / nail guns (pneumatic)	Puncture wounds	3	3	9	Contact-trip only; never point at people; disconnect air when clearing jams; safety glasses	1	3	3	Operator
2	Knives & cutters for fabric / foam	Lacerations	4	2	8	Retractable / safety knives; cut away from body; cut-resistant gloves; blade disposal box	2	2	4	Operator
3	Repetitive work and poor posture	Musculoskeletal disorders	4	2	8	Height-adjustable benches; job rotation; micro-breaks; ergonomic tools	2	2	4	Supervisor
4	Foam & fabric fire load	Fire	2	5	10	Fire-retardant materials; limit stock at workstation; no hot work nearby; extinguishers	1	5	5	Fire warden
5	Sewing machine needle / belt	Finger injury	3	2	6	Needle & belt guards; switch off when threading	1	2	2	Operator

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Transport, loading & delivery

Location:	Vehicles, loading bays, client premises	Applies to:	SG / UAE / IN	Assessed by:		Date / Review:	
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#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Load shifting / falling during transport or unloading	Crush injury, damage	3	4	12	Load plan; heavy items low & forward; ratchet straps & blankets; check straps before opening doors	1	4	4	Driver
2	Road traffic collision	Serious injury, fatality	3	5	15	Licensed, fit drivers; defensive driving; no phone use; route planning; daily vehicle check F-07; seatbelts	2	5	10	Fleet / Driver
3	Tail-lift / ramp operation	Crush, falls	3	4	12	Trained users only; load within rated capacity; stand clear of edge; lift inspected & certified	1	4	4	Driver
4	Reversing in loading bays	Pedestrian struck	3	5	15	Reversing alarm & camera; banksman; keep pedestrians clear	1	5	5	Driver
5	Heat exposure during delivery	Heat exhaustion / stroke	4	4	16	Water & shade; UAE midday break; schedule heavy deliveries early; heat-illness training (SWP-09)	2	3	6	Supervisor

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Client site installation – workstations, storage, seating

Location: Client offices, schools, hospitals, hotels

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Portable power tools (drills, saws, drivers)	Cuts, electric shock, eye injury	3	4	12	Tagged & inspected tools; RCD; correct bits; safety glasses; cordless preferred	1	4	4	Team leader
2	Work at height (ladders, overhead panels, screens)	Falls	3	5	15	Use podium steps / mobile towers; ladders for short tasks only with 3 points of contact; permit above 2 m (SWP-07)	1	5	5	Team leader
3	Tip-over of tall storage / pedestals before fixing	Crush injury	3	4	12	Fix to wall / anchor immediately; two-person handling; do not open multiple drawers	1	4	4	Installer
4	Connection of power / data to workstations	Electric shock, fire	2	5	10	Licensed electrician only; building permit; isolation & LOTO; test before energising	1	5	5	Electrician
5	Working in occupied premises	Injury to occupants	3	3	9	Barricade & signage; out-of-hours work where possible; clear packaging continuously; keep exits free	1	3	3	Team leader

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Auditorium, telescopic & fixed seating installation

Location: Auditoriums, halls, lecture theatres **Applies to:** SG / UAE / IN **Assessed by:** **Date / Review:**

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Working on raked / tiered floors & edges	Falls from height	3	5	15	Edge protection / barriers on open edges; harness where required; good lighting; permit for work at height	1	5	5	Supervisor
2	Drilling into concrete for anchors	Silica dust, noise, vibration	4	3	12	Drills with dust extraction; FFP3 mask; hearing protection; limit trigger time; scan for services	2	2	4	Installer
3	Lifting heavy seat frames & telescopic units	Musculoskeletal injury, crush	4	4	16	Mechanical aids / hoists; team lift; lifting plan; certified slings; no one under loads	2	3	6	Supervisor
4	Pinch points on telescopic / folding mechanisms	Finger amputation	3	4	12	Follow manufacturer manual; isolate powered systems; keep hands clear; gloves	1	4	4	Installer
5	Multiple trades in same area	Struck by, dropped objects	3	4	12	Coordination meetings; area segregation; hard hats; tool lanyards at height	2	3	6	Project Mgr

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Office, studio & showroom activities

Location: Offices & showrooms (SG, UAE, IN)

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Display screen equipment use	Eye strain, neck & back pain	4	2	8	Ergonomic chairs & workstations (our own products); DSE assessment; screen breaks	2	1	2	Office Mgr
2	Visitors interacting with display furniture	Tip-over, pinch injury	2	3	6	Stable, anchored displays; children supervised; staff demonstrate mechanisms	1	3	3	Showroom staff
3	Electrical overloading / damaged cables	Fire, shock	2	4	8	No daisy-chain adaptors; cable management; annual inspection	1	4	4	Office Mgr
4	Slips, trips & falls	Injury	3	2	6	Cable covers; clear walkways; spills cleaned; good lighting	1	2	2	All staff
5	Emergency evacuation	Injury during fire	2	5	10	Evacuation plan, fire wardens, drills twice a year, clear exits	1	5	5	Fire warden

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



Dismantling, relocation & disposal of furniture

Location: Client sites, warehouse

Applies to: SG / UAE / IN

Assessed by:

Date / Review:

#	Hazard	Potential harm	Initial risk			Control measures	Residual risk			Owner
			L	S	RR		L	S	RR	
1	Dismantling tensioned / heavy components	Crush, impact	3	4	12	Dismantle in reverse installation sequence; support loads; two-person tasks; inspect for damage	2	3	6	Team leader
2	Moving furniture via stairs, lifts, corridors	Back injury, falls	4	3	12	Stair climbers, dollies; book goods lift; protect floors and walls; route survey	2	3	6	Supervisor
3	Hidden hazards (broken glass, sharp edges, pests)	Cuts, infection	3	3	9	Pre-inspection; cut-resistant gloves; wrap glass; hygiene facilities	2	2	4	Installer
4	Improper disposal of old furniture	Pollution, legal breach	3	3	9	Segregate wood, metal, fabric, e-waste; licensed recyclers; keep transfer notes	1	3	3	Ops Mgr
5	Old electrical items / cabling	Shock	2	4	8	Confirm isolation by electrician before removal	1	4	4	Electrician

L = Likelihood (1–5) S = Severity (1–5) RR = Risk rating (L × S): 1–4 Low | 5–12 Medium | 15–25 High. Workers briefed on this RA sign Form F-03. Blank template: Form F-01.



PART C

Safe Work Procedures

Step-by-step instructions for routine tasks. Each SWP links to the risk assessment it implements.

SWP-01	Manual Handling & Team Lifting
SWP-02	Forklift & Pallet Jack Operation
SWP-03	Panel Saw, CNC Router & Edge-Bander
SWP-04	Spray Finishing & Chemical Handling
SWP-05	Hot Work – Welding, Cutting & Grinding
SWP-06	Power Tools, Electrical Safety & LOTO
SWP-07	Ladders, Step Platforms & Mobile Towers
SWP-08	Vehicle Loading, Delivery & Unloading
SWP-09	Heat Stress Prevention



Manual Handling & Team Lifting

Applies to
All handling of furniture, panels and cartons

Competence
Manual handling training

Linked RA
RA-01, RA-06, RA-10

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Assess the load: weight, size, grip, sharp edges
- 2. Plan the route – clear obstacles, open doors
- 3. Use trolley, dolly or pallet jack wherever possible
- 4. Arrange a team lift for loads > 25 kg or awkward shapes

DURING the work

- 1. Feet apart, bend knees, keep back straight
- 2. Keep load close to waist; avoid twisting – move your feet
- 3. One person calls the lift in team lifts
- 4. Push rather than pull; take rest breaks

AFTER / STOP conditions

- 1. Put load down gently, then adjust
- 2. Report pain or strain early
- 3. STOP if load is unstable, too heavy or vision is blocked

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Forklift & Pallet Jack Operation

Applies to

Warehouse and factory yards

Competence

Valid forklift licence / authorisation

Linked RA

RA-01

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Complete pre-use check (F-07): brakes, horn, lights, forks, tyres, hydraulics, seatbelt
- 2. Confirm load within rated capacity
- 3. Check route and floor condition

DURING the work

- 1. Wear seatbelt; forks low (~150 mm) when travelling
- 2. Travel slowly; horn at blind corners and doors
- 3. Never carry passengers or lift people
- 4. Reverse when load blocks view; use banksman

AFTER / STOP conditions

- 1. Park in designated area, forks lowered, handbrake on, key removed
- 2. Charge / refuel in ventilated area
- 3. STOP if defects found – tag out and report

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Panel Saw, CNC Router & Edge-Bander

Applies to
Woodworking machines in factory

Competence
Authorised machine operator

Linked RA
RA-02

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Check guards, interlocks, emergency stop and dust extraction
- 2. Correct, sharp blade / tool fitted
- 3. No loose clothing, jewellery or long hair exposed
- 4. Work area clear; outfeed support ready

DURING the work

- 1. Use push sticks for narrow cuts; never reach over blade
- 2. Stand out of kick-back line
- 3. Keep CNC enclosure / light curtains active
- 4. Do not wear gloves near rotating blades

AFTER / STOP conditions

- 1. Stop machine and wait for blade to stop before clearing
- 2. Clean with vacuum, not compressed air
- 3. LOTO before blade change or maintenance (SWP-06)

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Spray Finishing & Chemical Handling

Applies to
Lacquering, painting, adhesives, cleaners

Competence
Chemical handling & SDS training

Linked RA
RA-04

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Read SDS; confirm product is on chemical register (F-08)
- 2. Booth extraction running; filters in date
- 3. Remove ignition sources; earth equipment
- 4. Fit-check respirator

DURING the work

- 1. Spray only inside booth
- 2. Keep minimum quantity at workstation; close containers
- 3. No eating, drinking or smoking
- 4. Clean spills immediately with spill kit

AFTER / STOP conditions

- 1. Store in flammables cabinet
- 2. Rags into metal self-closing bin
- 3. Dispose of waste via licensed contractor; wash hands

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Hot Work – Welding, Cutting & Grinding

Applies to
Welding bay and any location with sparks

Competence
Qualified welder; fire-watch trained

Linked RA
RA-03

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Hot work permit (F-02) outside designated bay
- 2. Remove combustibles within 10 m or cover with fire blankets
- 3. Extinguisher and fire watcher in place
- 4. Inspect cables, hoses, flashback arrestors

DURING the work

- 1. Use screens to protect others
- 2. Fume extraction on
- 3. Keep cylinders upright and chained
- 4. Never grind with guard removed

AFTER / STOP conditions

- 1. Fire watch continues after work ends (30–60 min)
- 2. Cylinders valves closed
- 3. Close permit and report

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Power Tools, Electrical Safety & LOTO

Applies to
Portable tools, machines, building connections

Competence
Trained user; licensed electrician for wiring

Linked RA
RA-02, RA-07

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Tool has valid inspection tag; no damaged cables or plugs
- 2. Use RCD-protected supply or cordless tools
- 3. Correct bit/blade; guard fitted
- 4. For maintenance: identify all energy sources

DURING the work

- 1. Secure the workpiece; keep both hands on tool
- 2. Route cables away from traffic and water
- 3. LOTO: isolate → lock → tag → try (verify zero energy)
- 4. Only licensed electricians connect to building power

AFTER / STOP conditions

- 1. Disconnect before changing accessories
- 2. Remove locks only by the person who applied them
- 3. Tag out defective tools and report

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Ladders, Step Platforms & Mobile Towers

Applies to
Work at height on site and in factory

Competence
Work-at-height training

Linked RA
RA-07, RA-08

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

1. Can the task be done from the ground? If not, choose podium/tower over ladder
2. Inspect equipment; locking wheels, braces, feet
3. Permit for work above 2 m (F-02)
4. Firm, level ground; barricade below

DURING the work

1. Maintain 3 points of contact on ladders
2. Do not overreach – move the equipment
3. Towers: lock castors, guardrails fitted, no moving when occupied
4. Tools in pouch or on lanyard

AFTER / STOP conditions

1. Remove and store equipment safely
2. Report damage and tag out
3. STOP in high wind (outdoors) or if unstable

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:

Approved by:

Date:



Vehicle Loading, Delivery & Unloading

Applies to
Delivery vans, trucks, client loading bays

Competence
Valid driving licence; load securing training

Linked RA
RA-06

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

1. Daily vehicle check (F-07); tail-lift certified
2. Load plan: heavy items low, balanced
3. Blankets & straps secured; doors locked
4. Confirm delivery slot and loading bay rules

DURING the work

1. Drive defensively; no phone; rest breaks
2. Reverse only with banksman / camera
3. Check load before opening doors
4. Use tail-lift within capacity; stand clear of edge

AFTER / STOP conditions

1. Remove packaging and waste from site
2. Record damage and incidents
3. Park safely; lock vehicle

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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Heat Stress Prevention

Applies to
Outdoor & hot indoor work (UAE, SG, IN)

Competence
Heat-illness awareness training

Linked RA
RA-06, RA-07

Required PPE / aids



Stop work if it is unsafe

BEFORE starting

- 1. Check forecast / heat index; plan heavy work early
- 2. UAE: observe midday break 12:30–15:00 (15 Jun – 15 Sep)
- 3. Cool water, shade, rest area available
- 4. Acclimatise new workers gradually

DURING the work

- 1. Drink water regularly, before thirst
- 2. Work-rest cycles; buddy checks
- 3. Light, breathable clothing
- 4. Watch for dizziness, headache, confusion

AFTER / STOP conditions

- 1. Heat exhaustion: move to shade, cool, hydrate
- 2. Heat stroke (confusion, hot skin): call emergency number, cool aggressively
- 3. Report all cases on F-04

Report hazards, near misses & injuries immediately (F-04) • Emergency: Section A15

Prepared by:		Approved by:		Date:	
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PART D

Method Statements



How specific jobs will be carried out safely – for approval by clients, main contractors and building management before work starts.

- MOS-01** Office Furniture Delivery & Installation at Client Site
- MOS-02** Workstation Installation incl. Power & Data Integration
- MOS-03** Auditorium, Telescopic & Fixed Seating Installation
- MOS-04** Factory Production of Panel & Metal-Frame Furniture
- MOS-05** Furniture Dismantling, Relocation & Disposal



Office Furniture Delivery & Installation at Client Site



1. Scope & objective

Delivery, unpacking, assembly and positioning of loose furniture (chairs, tables, storage, meeting furniture) at client premises, including packaging removal and handover.



2. References

RA-06, RA-07, RA-10 • SWP-01, 06, 07, 08, 09 • Client site rules



3. Roles & responsibilities

Project Manager: plan, approvals, client liaison • Team Leader: supervision, toolbox talk, inspection • Installers: assembly per manual • Driver: safe transport



4. Manpower

1 Team Leader, 3–6 Installers, 1 Driver (scaled to project)



5. Plant, tools & equipment

Truck with tail-lift, dollies, trolleys, cordless drivers, podium steps, blankets, straps, spirit level, first-aid kit, extinguisher



6. PPE & permits

Safety shoes, gloves, hi-vis, glasses; hard hat on construction sites • Permits: client work permit, goods lift booking

Prepared by:		Approved (Furniconcepts):		Client / Main contractor approval:	
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Sequence of work, hazards & controls

Step	Activity	Key hazards	Control measures	Responsible
1	Pre-start: site survey, delivery slot, lift booking, client induction	Unfamiliar site	Survey, induction, MOS approved by client	PM
2	Toolbox talk, PPE & tool check	Unbriefed workers	Sign F-03; F-07 checks	Team Leader
3	Unload & move goods to floor	Manual handling, vehicle	Tail-lift, dollies, banksman (SWP-01/08)	Driver / Installers
4	Unpack in designated area	Knives, trip hazards	Safety knives; continuous waste removal	Installers
5	Assemble & position furniture	Power tools, pinch points	SWP-06; follow manufacturer manual	Installers
6	Fix tall storage to wall / floor	Tip-over, drilling services	Scan for services; anchor immediately	Installers
7	Clean up, remove packaging for recycling	Waste, slips	Segregate; leave site clean	Team Leader
8	Snag inspection & handover to client	—	Checklist sign-off; report incidents	PM

Emergency: follow Section A15 and the client building emergency plan. Any change to the method requires review and re-approval before work continues.



Workstation Installation incl. Power & Data Integration



1. Scope & objective

Installation of modular workstations, screens, cable trays and power/data modules, including connection by licensed electricians to building distribution.



2. References

RA-07 • SWP-06, 07 • Local electrical regulations & client permit



3. Roles & responsibilities

Project Manager • Team Leader • Installers • Licensed electrician (connection & testing) • Client facilities team (isolation approval)



4. Manpower

1 Team Leader, 4–8 Installers, 1 licensed electrician



5. Plant, tools & equipment

Cordless drivers, cable tools, podium steps, insulation tester, LOTO kit, trolleys



6. PPE & permits

Safety shoes, gloves, glasses • Permits: electrical isolation permit, work at height if > 2 m

Prepared by:		Approved (Furniconcepts):		Client / Main contractor approval:	
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Sequence of work, hazards & controls

Step	Activity	Key hazards	Control measures	Responsible
1	Review layout drawings & power/data points	Wrong layout, hidden services	Approved drawings; mark out	PM
2	Deliver & distribute components by zone	Manual handling	Trolleys; team lifts	Installers
3	Assemble frames, legs, desktops	Pinch points, tools	SWP-06; two-person desktop lifts	Installers
4	Fit screens, cable trays & modules	Cuts, work at height	Gloves; podium steps (SWP-07)	Installers
5	Isolate & connect power (electrician only)	Electric shock	Permit, LOTO, test dead before touch	Electrician
6	Test (insulation, polarity, RCD) & energise	Fire, shock	Test records; client sign-off	Electrician
7	Cable management & final adjustment	Trip hazards	All cables contained	Installers
8	Clean, inspect & hand over	—	Checklist; certificates to client	PM

Emergency: follow Section A15 and the client building emergency plan. Any change to the method requires review and re-approval before work continues.



Auditorium, Telescopic & Fixed Seating Installation



1. Scope & objective

Setting out, anchoring and installation of fixed auditorium seats, telescopic/retractable seating systems and associated handrails in halls and lecture theatres.



2. References

RA-08 • SWP-01, 06, 07 • Manufacturer installation manual • Client/main-contractor HSE plan



3. Roles & responsibilities

Project Manager • Site Supervisor (competent in seating systems) • Installers • Lifting supervisor • Manufacturer technician (telescopic)



4. Manpower

1 Supervisor, 6–10 Installers, manufacturer technician as required



5. Plant, tools & equipment

Laser level, SDS drills with dust extraction, torque wrench, hoist/chain block, certified slings, mobile tower, edge barriers



6. PPE & permits

Hard hat, safety shoes, gloves, glasses, hearing protection, FFP3 mask for drilling, harness at open edges • Permits: work at height, lifting plan

Prepared by:		Approved (Furniconcepts):		Client / Main contractor approval:	
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Sequence of work, hazards & controls

Step	Activity	Key hazards	Control measures	Responsible
1	Site handover; check slab, levels & open edges	Falls from tier edges	Install edge protection first	Supervisor
2	Set out seat rows from drawings	Trips in dim light	Temporary lighting; clear walkways	Installers
3	Scan & drill anchor holes	Silica dust, services, noise	Service scan; dust-extracted drills; PPE	Installers
4	Lift & place frames / telescopic units	Crush, dropped loads	Lifting plan; certified gear; exclusion zone	Lifting supervisor
5	Fix standards, seats & armrests; torque anchors	Pinch points	Manual sequence; gloves	Installers
6	Commission telescopic system (powered)	Moving parts, electrical	Technician only; LOTO; test run with area cleared	Technician
7	Fit handrails, row letters, aisle lights	Work at height	Mobile tower; tool lanyards	Installers
8	Inspection, load / function test, handover & user training	—	Test records; O&M manual	PM

Emergency: follow Section A15 and the client building emergency plan. Any change to the method requires review and re-approval before work continues.



Factory Production of Panel & Metal-Frame Furniture



1. Scope & objective

Manufacturing flow from raw material receipt through cutting, edge-banding, CNC machining, metal frame fabrication, finishing, assembly, quality check and packing.



2. References

RA-01 to RA-05 • SWP-01 to SWP-06 • Machine manufacturer manuals • ISO 9001 quality plan



3. Roles & responsibilities

Factory Manager • Production Supervisor • Machine operators • Welders • Finishers • QC inspector • Maintenance technician



4. Manpower

As per production plan; only authorised operators on each machine



5. Plant, tools & equipment

Panel saw, CNC router, edge-bander, drilling machines, welding sets, grinders, spray booth, forklift, packing station



6. PPE & permits

Safety shoes; task PPE per matrix A12 • Permits: hot work outside bay, LOTO for maintenance

Prepared by:		Approved (Furniconcepts):		Client / Main contractor approval:	
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Sequence of work, hazards & controls

Step	Activity	Key hazards	Control measures	Responsible
1	Receive & store boards, metal, chemicals	Handling, forklift	SWP-01/02; chemical register	Stores
2	Cut panels to size	Blade contact, dust, noise	SWP-03; LEV; hearing protection	Operator
3	Edge-band & CNC machine	Hot glue, rotating tools	Guards/enclosures; gloves for glue	Operator
4	Fabricate & weld metal frames	Fire, fumes, UV	SWP-05; fume extraction	Welder
5	Finish (lacquer / powder / paint)	VOC, fire	SWP-04; booth only	Finisher
6	Assemble & upholster	Staple guns, knives, posture	RA-05 controls	Assembler
7	QC inspection & packing	Stability, sharp edges	Stability test; edge check; recyclable packing	QC
8	Dispatch & waste segregation	Forklift, waste	SWP-02; recycling bins	Stores

Emergency: follow Section A15 and the client building emergency plan. Any change to the method requires review and re-approval before work continues.



Furniture Dismantling, Relocation & Disposal



1. Scope & objective

Dismantling of existing furniture, relocation within or between premises, re-installation, and environmentally responsible disposal of unwanted items.



2. References

RA-06, RA-07, RA-10 • SWP-01, 06, 07, 08 • Waste regulations of each country



3. Roles & responsibilities

Project Manager • Team Leader • Installers • Driver
• Licensed waste / recycling contractor



4. Manpower

1 Team Leader, 4–8 Installers, 1–2 Drivers



5. Plant, tools & equipment

Dollies, stair climbers, crates, wrapping, labels, cordless tools, floor & wall protection, truck



6. PPE & permits

Safety shoes, gloves (cut-resistant), hi-vis • Permits: building access, goods lift booking, electrical isolation

Prepared by:		Approved (Furniconcepts):		Client / Main contractor approval:	
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Sequence of work, hazards & controls

Step	Activity	Key hazards	Control measures	Responsible
1	Survey, inventory & labelling plan	Unknown condition	Pre-inspection; photos	PM
2	Electrical isolation of workstations	Shock	Electrician confirms dead	Electrician
3	Protect floors, walls, lifts	Property damage, slips	Correct protection materials	Installers
4	Dismantle in reverse sequence	Falling parts, tension	Support components; two-person tasks	Installers
5	Pack, label & move	Manual handling, stairs	Dollies, stair climbers, team lifts	Installers
6	Transport & re-install	Road, handling	SWP-08; MOS-01 steps	Driver / Team
7	Segregate items for reuse / recycling / disposal	Pollution	Licensed contractors; transfer notes (F-08)	Team Leader
8	Final clean & client sign-off	—	Checklist	PM

Emergency: follow Section A15 and the client building emergency plan. Any change to the method requires review and re-approval before work continues.



PART E

HSE Forms

Editable forms – fill in on screen or print. Keep completed records per Section A22.

F-01	Risk Assessment Form
F-02	Permit to Work
F-03	Toolbox Talk / Briefing Attendance
F-04	Incident & Near-Miss Report
F-05	Site HSE Inspection Checklist
F-06	PPE Issue Register
F-07	Equipment Pre-use Checklist
F-08	Chemical & Waste Register



Risk Assessment Form

Entity / site:		Activity:		RA No.:		Date:	
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#	Work step / hazard	Potential harm	L	S	RR	Control measures	L	S	RR	Owner / due date
1										
2										
3										
4										
5										
6										
7										

Completed by (name / sign):		Reviewed by (supervisor / HSE):		Date:	
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Permit to Work (Hot Work / Height / Electrical / Lifting)

Permit No.:		Location:		Valid from:		Valid to:	
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Type of work (tick)	Precautions checked	Y/N/NA
☐ Hot work ☐ Work at height ☐ Electrical / LOTO	RA & MOS reviewed and briefed	
☐ Heavy lifting ☐ Confined space ☐ Other: _____	Area barricaded & signage posted	
Description of work:	Combustibles removed / covered; fire watch & extinguisher	
	Isolation / lock-out applied & verified	
Equipment to be used:	Access equipment inspected; harness / guardrails in place	
	Lifting gear certified; lifting plan agreed	
Number of workers:	Required PPE worn; emergency arrangements known	

Stage	Name	Signature	Time
Requested by (supervisor)			
Authorised by (HSE / client)			
Work completed & area safe / permit closed			



Toolbox Talk / Briefing Attendance

Site / project:		Topic:		Presenter:		Date / time:	
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Key points discussed (RA / SWP / MOS ref.):

#	Name	Employee / company	Signature	#	Name	Employee / company	Signature
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			

Completed by (name / sign):		Reviewed by (supervisor / HSE):		Date:	
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Incident & Near-Miss Report

Report No.:		Entity / site:		Date & time:		Reported by:	
Type (tick):	☐ Near miss ☐ First aid ☐ Medical treatment ☐ Lost time ☐ Dangerous occurrence ☐ Property damage ☐ Environmental ☐ Fatality						
Person(s) involved:				Witness(es):			
Description of what happened:							
Injury / damage details:							
Immediate actions taken:							
Root cause(s) (5-Whys):							
Corrective / preventive actions, owner & due date:							
Authority notified?	☐ Yes ☐ No ☐ Not required Ref / date: _____			Insurer notified?	☐ Yes ☐ No		
Completed by (name / sign):			Reviewed by (supervisor / HSE):			Date:	



Site / Workplace HSE Inspection Checklist

Site:		Inspected by:		Date:		Type:	
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#	Item	OK	Not OK	N/A	Remarks / action / owner
1	RA / MOS / permits available and briefed	☐	☐	☐	
2	PPE worn correctly by all	☐	☐	☐	
3	Housekeeping; walkways & exits clear	☐	☐	☐	
4	Packaging & waste segregated / removed	☐	☐	☐	
5	Power tools tagged, cables & RCD OK	☐	☐	☐	
6	Ladders / podiums / towers inspected	☐	☐	☐	
7	Machine guards & dust extraction working	☐	☐	☐	
8	Chemicals labelled, stored, SDS available	☐	☐	☐	
9	Fire extinguishers accessible & in date	☐	☐	☐	
10	First-aid kit stocked; first aider on site	☐	☐	☐	
11	Tall storage anchored; loads stable	☐	☐	☐	
12	Water, shade & rest (heat stress)	☐	☐	☐	

Completed by (name / sign):		Reviewed by (supervisor / HSE):		Date:	
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PPE Issue Register

Entity / site:		Department:		Month / year:		Issued by:	
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Date	Employee name	ID / trade	PPE item	Size / standard	Qty	Reason (new / replacement)	Employee signature

Employees must inspect PPE before use and report damage. PPE is provided free of charge and remains company property.



Equipment Pre-use Checklist (Forklift / Vehicle / Tools / Ladders)

Equipment:		ID / reg. no.:		Operator:		Week of:	
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Check item	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Defect / action
Visual condition – no damage, leaks, cracks	☐	☐	☐	☐	☐	☐	☐	
Brakes, steering, horn, lights, alarms	☐	☐	☐	☐	☐	☐	☐	
Tyres / wheels / castors	☐	☐	☐	☐	☐	☐	☐	
Forks, chains, hydraulics, tail-lift	☐	☐	☐	☐	☐	☐	☐	
Seatbelt, guards, emergency stop	☐	☐	☐	☐	☐	☐	☐	
Cables, plugs, inspection tag (tools)	☐	☐	☐	☐	☐	☐	☐	
Ladder stiles, rungs, feet, locks	☐	☐	☐	☐	☐	☐	☐	
Fluids, battery / charge, fuel	☐	☐	☐	☐	☐	☐	☐	
Load straps, blankets, first-aid kit (vehicles)	☐	☐	☐	☐	☐	☐	☐	
Certificate / inspection in date	☐	☐	☐	☐	☐	☐	☐	
Operator initials								

Any defect affecting safety: DO NOT USE – tag out and report to supervisor immediately.



Chemical & Waste Register

Entity / site:		Maintained by:		Last review:		Rev:	
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A. Chemical inventory

Product name	Supplier	Use / area	Hazard class	SDS date	Max qty stored	Storage location

B. Waste transfer log

Date	Waste type	Hazardous? Y/N	Quantity (kg / m³)	Recycled / disposed	Contractor & licence	Transfer note no.



ISO management system certificates



ISO 9001:2015

Quality Management System

Certificate No. UAF/INT/2608FT/2491

Issued 20.08.2026 • Expires 19.08.2029



ISO 14001:2015

Environmental Management System

Certificate No. UAF/INT/2608FT/2492

Issued 20.08.2026 • Expires 19.08.2029



ISO 45001:2018

Occupational Health & Safety Management System

Certificate No. UAF/INT/2608FT/2493

Issued 20.08.2026 • Expires 19.08.2029

Certificate holder: Furniconcepts Pte. Ltd. (Singapore). Certification body: Hawk Eye Certifications Pvt. Ltd., accredited by UAF (IAF MLA member). Scope: furniture manufacturing, trading and services, flooring trading works (IAF codes 23 & 29). Validity is subject to annual surveillance audits – verify at www.iafcertsearch.org.



WSH competence certificate



Workplace Safety & Health Control Measures

Certificate of Successful Completion – Singapore

Course	Workplace Safety and Health Control Measures (WPH-WSH-4075-1.1)
Awarded to	Devarajan Chandrasekaran Dharshan
Training provider	Eversafe Academy Pte. Ltd., Singapore
Course dates	24-09-2026 to 25-09-2026
Serial number	EA-WSHCM-E-02082
Validity	Not applicable (no expiry)
Relevance	Supports Singapore WSH control-measure and site coordination competence (Sections A2 & A11)

Original certificate is held by HR with the training records (Section A22). Authenticity can be checked via the QR code on the certificate.



Thank you



Safety is not a department – it is how we design, make, deliver and install every piece of furniture. Thank you for looking after yourself, your colleagues, our clients and the environment. If something is unsafe, stop, speak up and ask – every one of us has that authority.



SINGAPORE

Furniconcepts Pte. Ltd.

450 Yishun Ring Road, Floor 6, Unit 112, Singapore
760450

Tel: +65 8235 2565 | +65 8093 3197
letstalk@furniconcepts.com



UNITED ARAB EMIRATES

**Furniconcepts Middle East Furniture
Trading LLC**

Al Wasl Building, Office 208, Sheikh Zayed Road,
Business Bay, Dubai • Studio 3A, Street 6A, Al Quoz 1,
P.O. Box 10237, Dubai • Jebel Ali Industrial Area 1,
Dubai

Tel: +971 50 378 2215 | +971 4 257 9447
letstalk@furniconcepts.com



INDIA

ZTOA Furniconcepts India Private Limited

The Southern India Chamber of Commerce and
Industry, Esplanade Road, George Town, Chennai,
Tamil Nadu 600104

Tel: +91 93636 07900
letstalk@furniconcepts.com