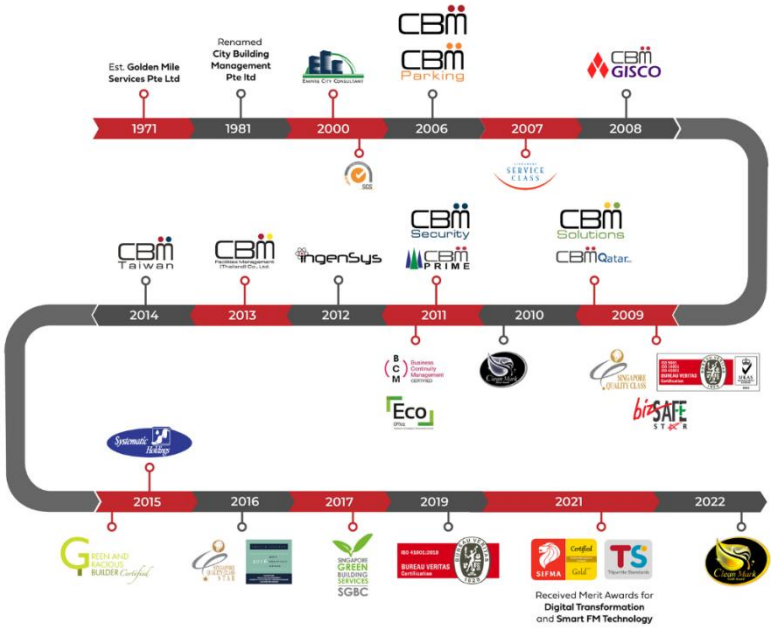
CBM MYE WORKER'S ORIENTATION PROGRAMME

1. COMPANY AND SITE OVER VIEW

1.1 Company Background





- Go to link to learn more about CBM Pte Ltd… https://www.cbm.com.sg



1.2 Project Management Division

Name: CBM Pte Ltd

Division: Project Management (Construction Management, CM)

Head of Department: Mr/Ms. _____

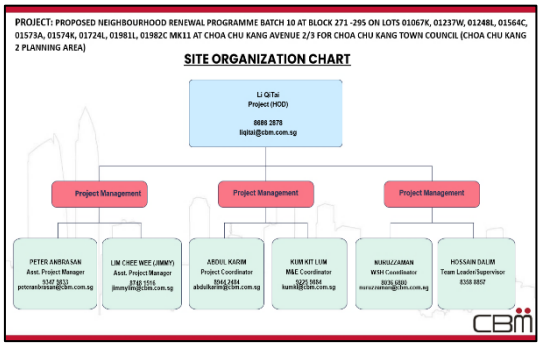


The CBM Project Management team helps owners **enhance their capital values** through its **design and project management capabilities**. These include **space planning, building services, fit-out works, cost estimation and budget control**. Our team of **highly experienced project management specialists** endeavours to deliver creative and value-enhancing solutions for our clients.

- Project Management and Monitoring
  - Value Engineering, Project Scheduling, Site Meeting & Site Inspection
- Space Planning and Design
- Addition and Alteration
- Upgrading and Retrofitting
- Interior Design
- Renovation and Reinstatement
- Car Park Resurfacing
- General Building Repair and Improvement

1.3 Site Organisational Chart

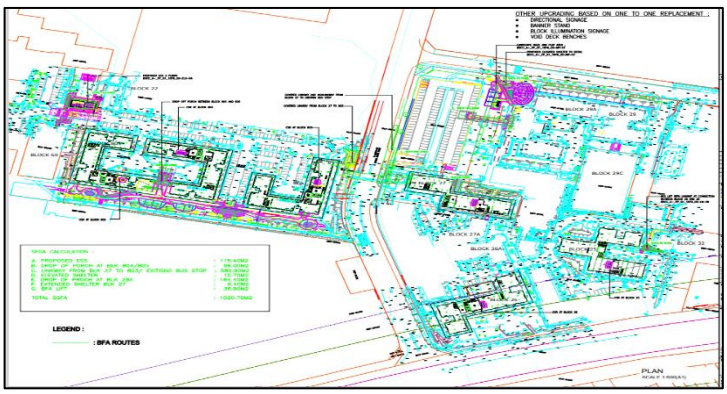
a. Introduction to site staff personnel
b. Refer to appendix A for site reference



REFERENCE : CHOA CHU KANG BATCH 10

1.4 Site Plan and Boundaries

a. Introduction to work place
b. Refer to Appendix B for site reference



REFERENCE : CHAI CHEE BATCH 10

1.5 Scope of Work

a. Excavation, painting, tiling & finishing, rebar & formworks, concreting, welding and general works.



1.6 Completed Works



(New Linkway, Maze Plaza, Fitness Area, Activity Trail)
Chai Chee NRP/ELU/RR/RW Batch 10

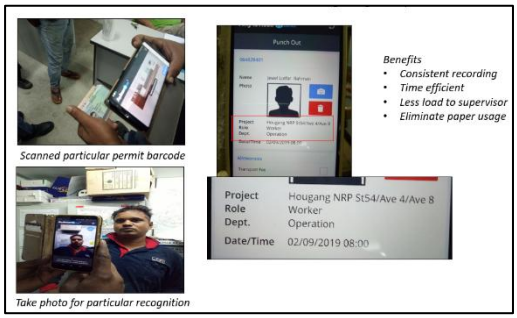


(New Linkway, Playground, Badminton Court)
Chua Chu Kang NRP/ELU/RR/RW Batch 10

2. WORK-PLACE POLICY

2.1 Attendance and punctuality

a. Face time (in & out) recording using mobile phone
b. Daily Toolbox Meeting (TBM) registration
c. Transportation service (site-to-dorm and vice-versa)

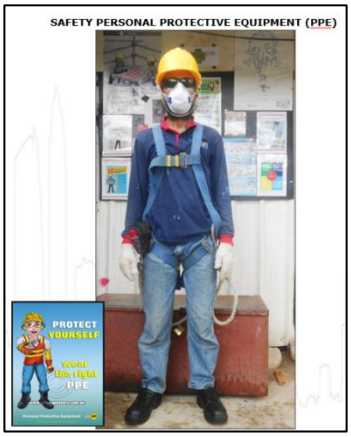


Face Time-in / Time-out


Transportation Service

2.2 Personal Protective Equipment (PPE's)

a. Site uniform and protective gears







2.3 Code of Conduct and Training

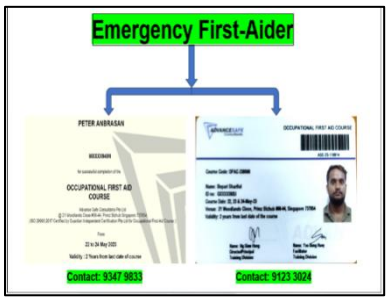
a. Site house regulations and sanctions
b. Daily toolbox meeting (TBM) topics
c. In-house training and external training certification



House Rule


Toolbox Meeting


In-house Training



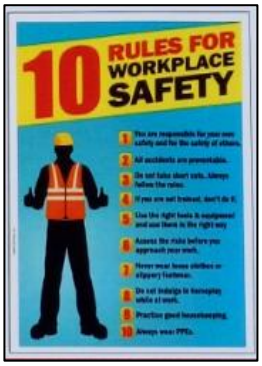
External Training

2.4 Health and Safety Procedures

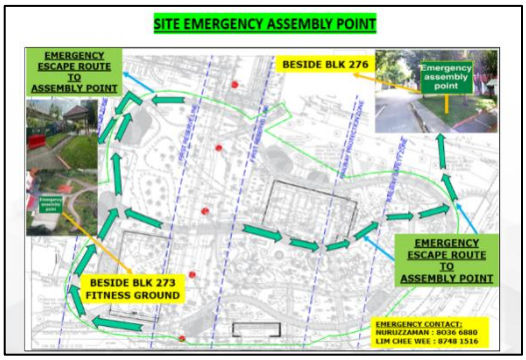
a. Risk Assessment and Safe Work Procedure
b. First Day Safety Induction Course (SIC)
c. Safety Rules / Emergency Assembly Point



First Day Induction



Safety Rule



Emergency Assembly Point Plan

2.5 Regulation of Leave

2.5.1 Annual Leave :

a. 1 year = 7 days (increase 1 day for every year acquired and cap to 14 days).
b. Annual Leave request must be applied at least 3 working days advance notice through the e-leave system. Annual Leaves are subjected to approval.

2.5.2 Home Leave :

Note : for general workers

a. 1yr of service = 20 days / 2yr of service = 40 days.
b. 3months notification prior to actual leave and subject to approval

2.5.3 Medical Leave :

a. 14 days of medical leaves entitlement per year
b. Employees who are confirmed or have completed a continuous period of at least three (3) months (whichever is earlier) are entitled to pro-rated sick leaves. Kindly refer to the Employee Handbook.
c. Medical certificates must be issued by certified doctors or dentists from institution listed under the Singapore Medical Council. Medical certificates from foreign countries will not be accepted.
d. Medical leave is granted on a full-day basis. If a medical certificate states half-day leave, it will still be treated as one (1) full day.

3. DORM POLICY

3.1 Personal Hygiene

a. Keep everything tidy and organised.

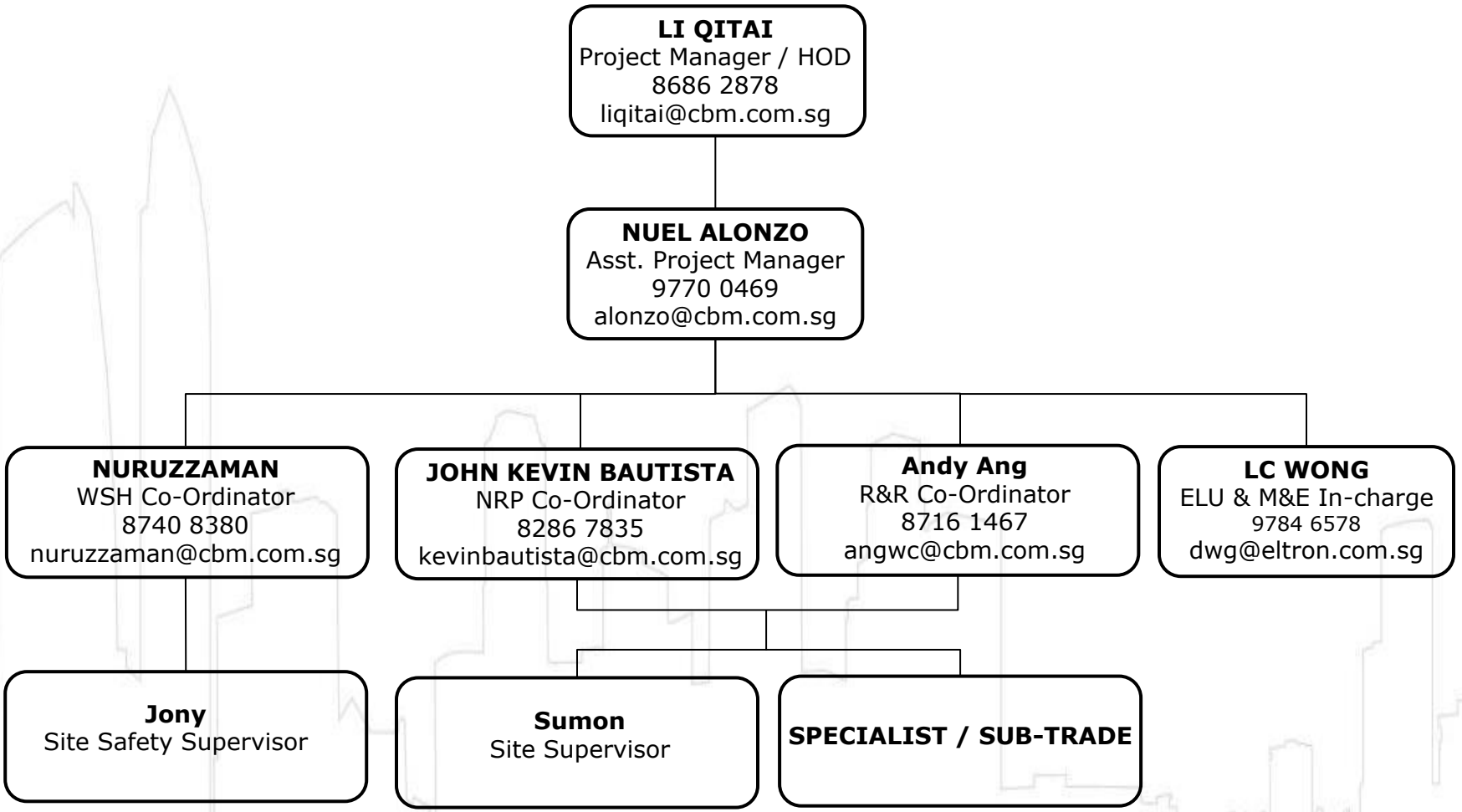
3.2 Timetable for housekeeping

b. Room cleaning schedule

3.3 Dorm owner policy and procedures

a. Visitors
b. Drinking and smoking
c. Room Inspection
d. Pass for entry
e. Sports facilities

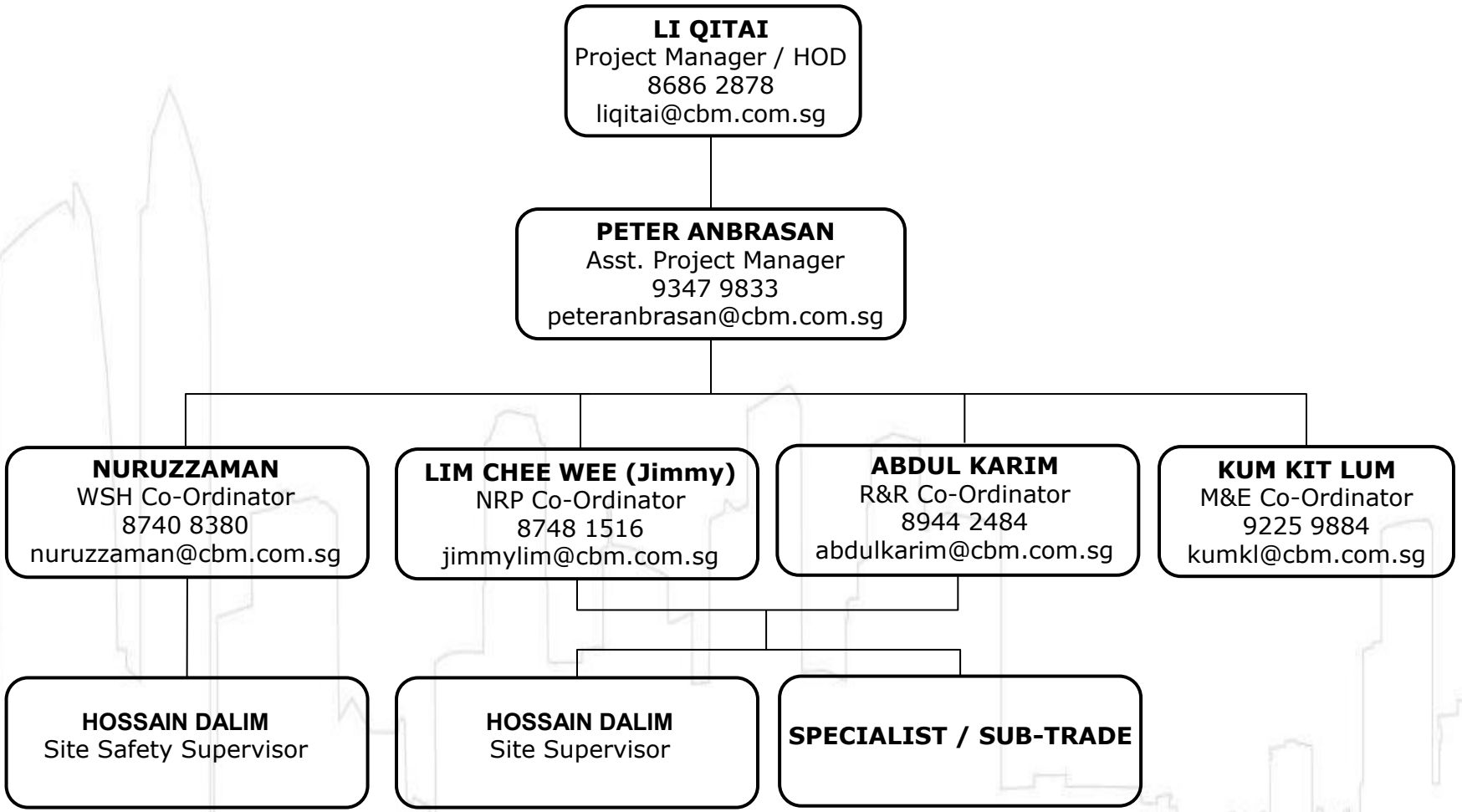
ORGANIZATIONAL CHART (CHAI CHEE)



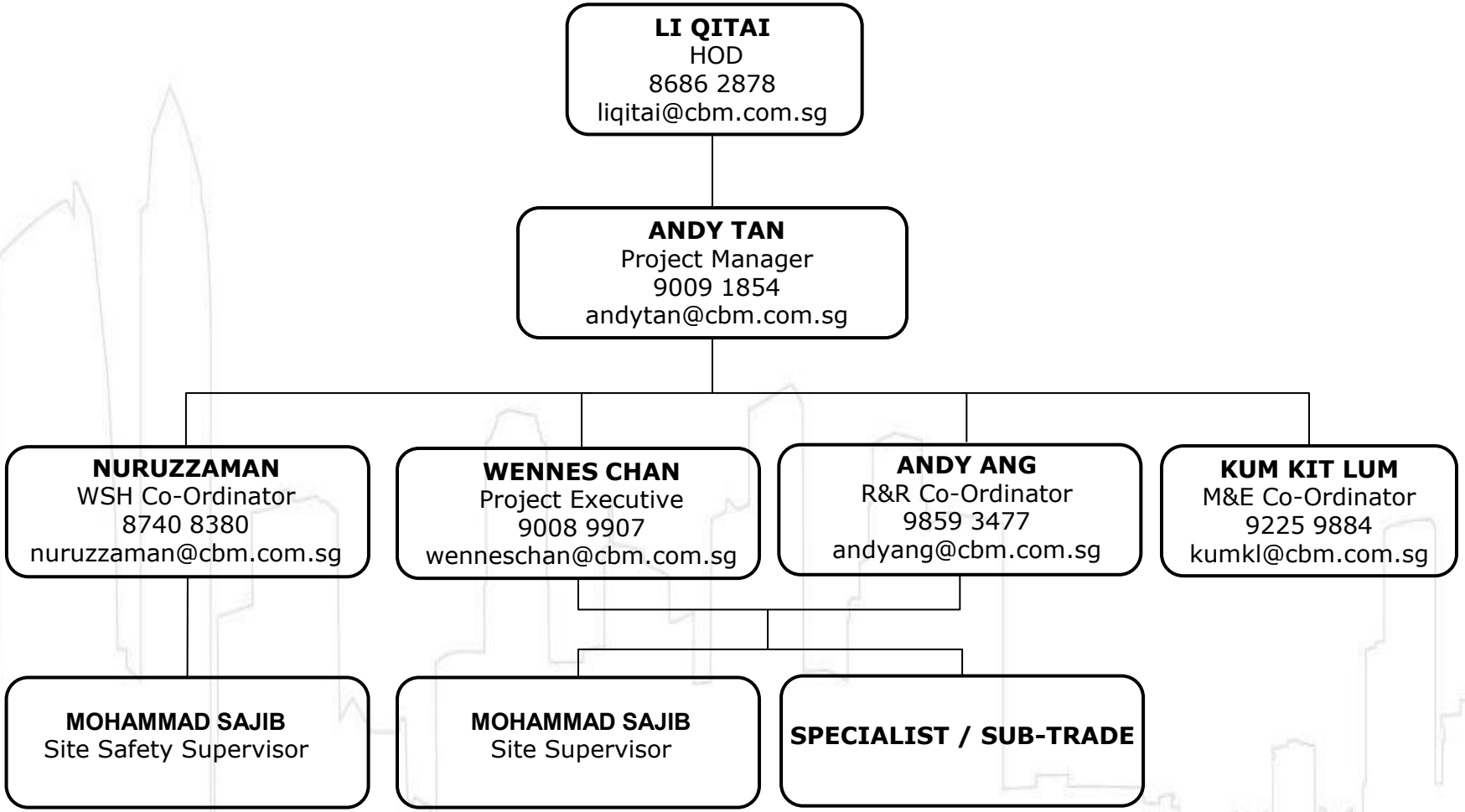
CBM Pte Ltd

PROPOSED NEIGHBOURHOOD RENEWAL PROGRAMME BATCH 10 AT BLOCK 271 -295 ON LOTS 01067K, 01237W, 01248L, 01564C, 01573A, 01574K, 01724L, 01981L, 01982C MK11 AT CHOA CHU KANG AVENUE 2/3 FOR CHOA CHU KANG TOWN COUNCIL (CHOA CHU KANG 2 PLANNING AREA)

ORGANIZATIONAL CHART (CHUA CHU KANG)



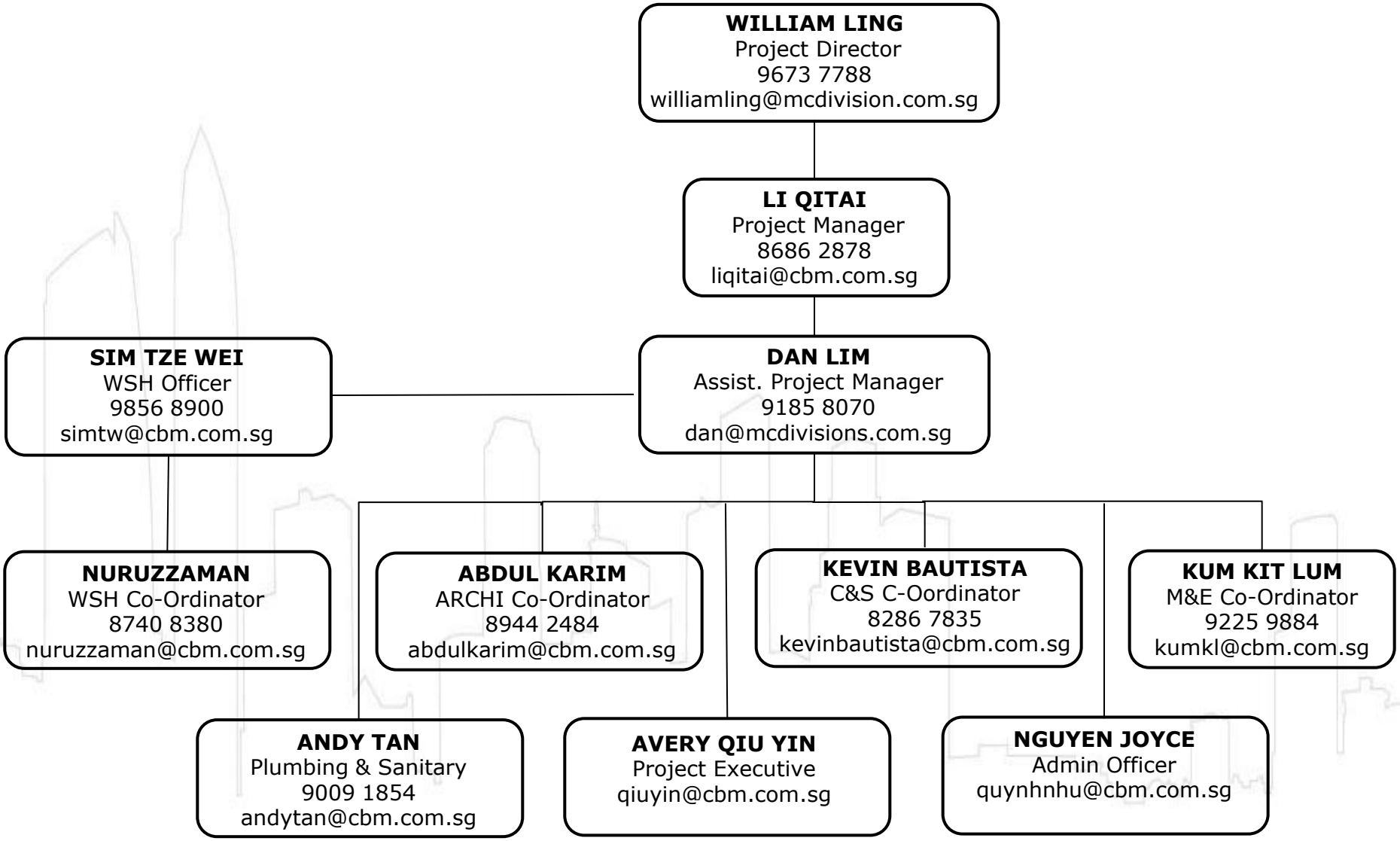
ORGANIZATIONAL CHART (WOODLAND LOOP)



CBM Pte Ltd

PROPOSED RECONSTRUCTION TO EXISTING 4-STOREY COMMERCIAL BUILDING (TANJONG KATONG COMPLEX) WITH NEW 4-STOREY EXTENSION INCLUDING ONE BASEMENT LEVEL

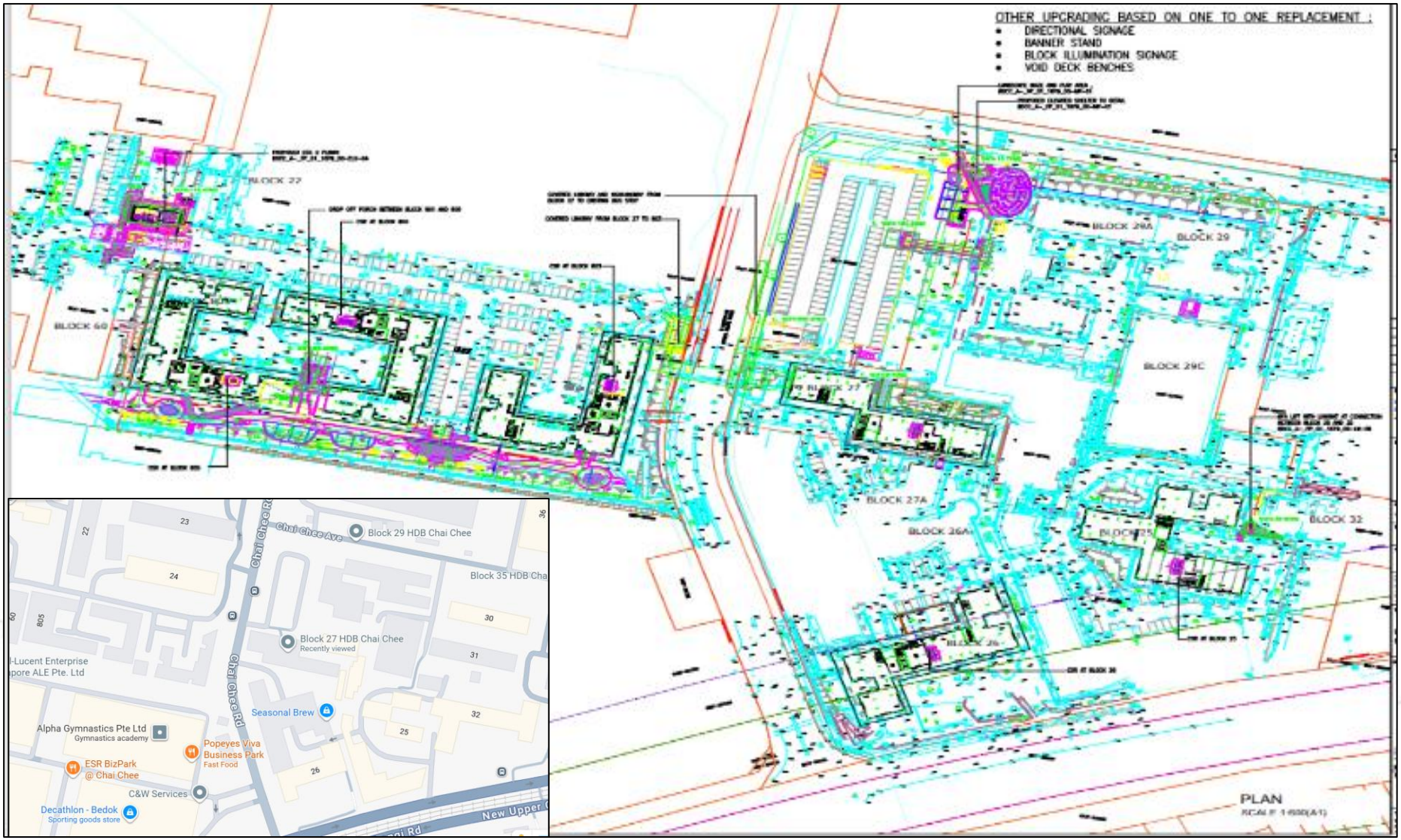
ORGANIZATIONAL CHART (TANJONG KATONG COMPLEX)



CBM Pte Ltd

PROPOSED NEIGHBOURHOOD RENEWAL PROGRAMME (NRP) (BATCH 10), ELECTRICAL LOAD UPGRADING (ELU), ELECTRICAL REWIRING AND REPAIRS & REDECORATION (R&R) WORKS AT CHAI CHEE ROAD / AVENUE IN KEMBANGAN-CHAI CHEE DIVISION

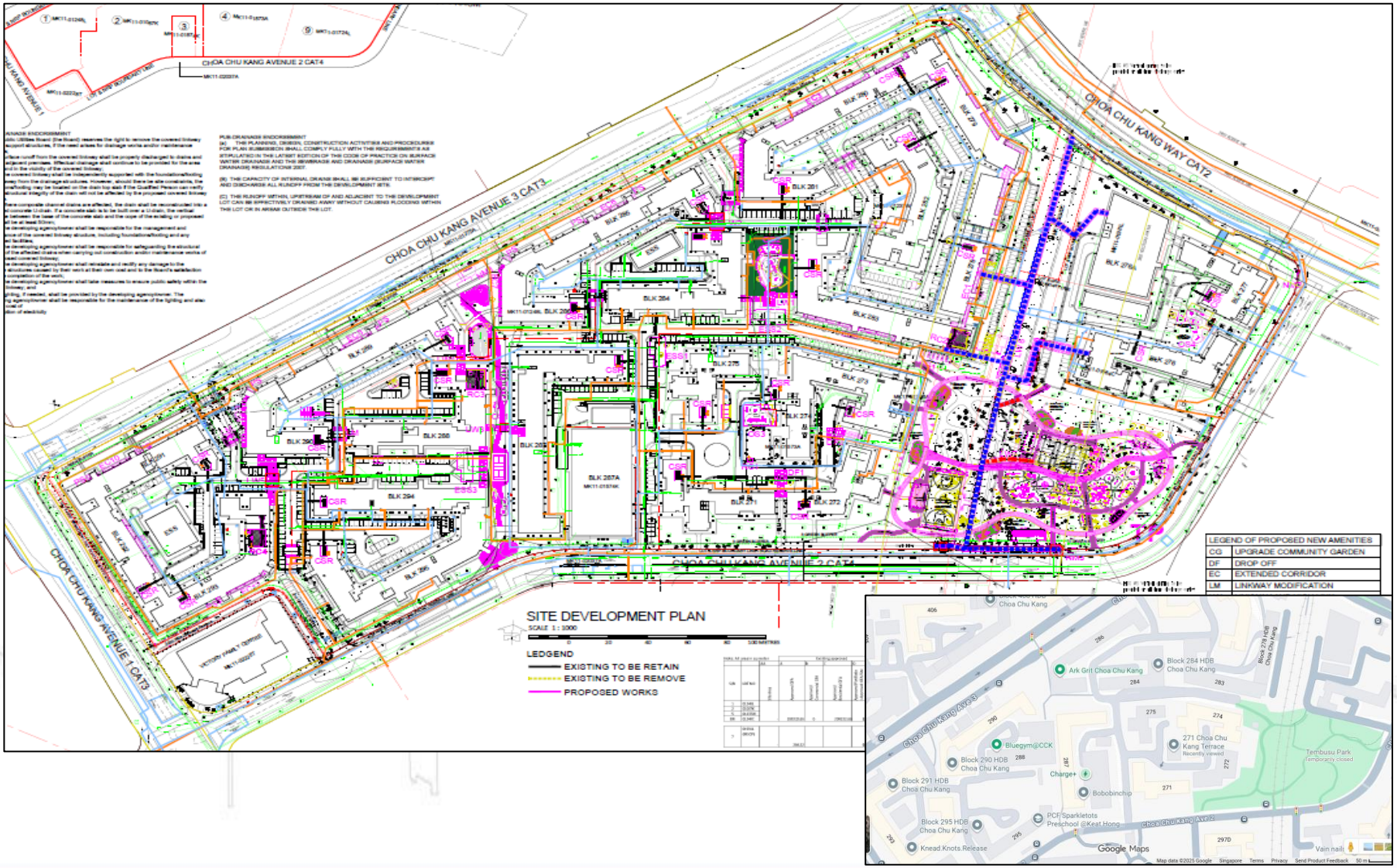
CHAI CHEE SITE PLAN



CBM Pte Ltd

PROPOSED NEIGHBOURHOOD RENEWAL PROGRAMME BATCH 10 AT BLOCK 271 -295 ON LOTS 01067K, 01237W, 01248L, 01564C, 01573A, 01574K, 01724L, 01981L, 01982C MK11 AT CHOA CHU KANG AVENUE 2/3 FOR CHOA CHU KANG TOWN COUNCIL (CHOA CHU KANG 2 PLANNING AREA)

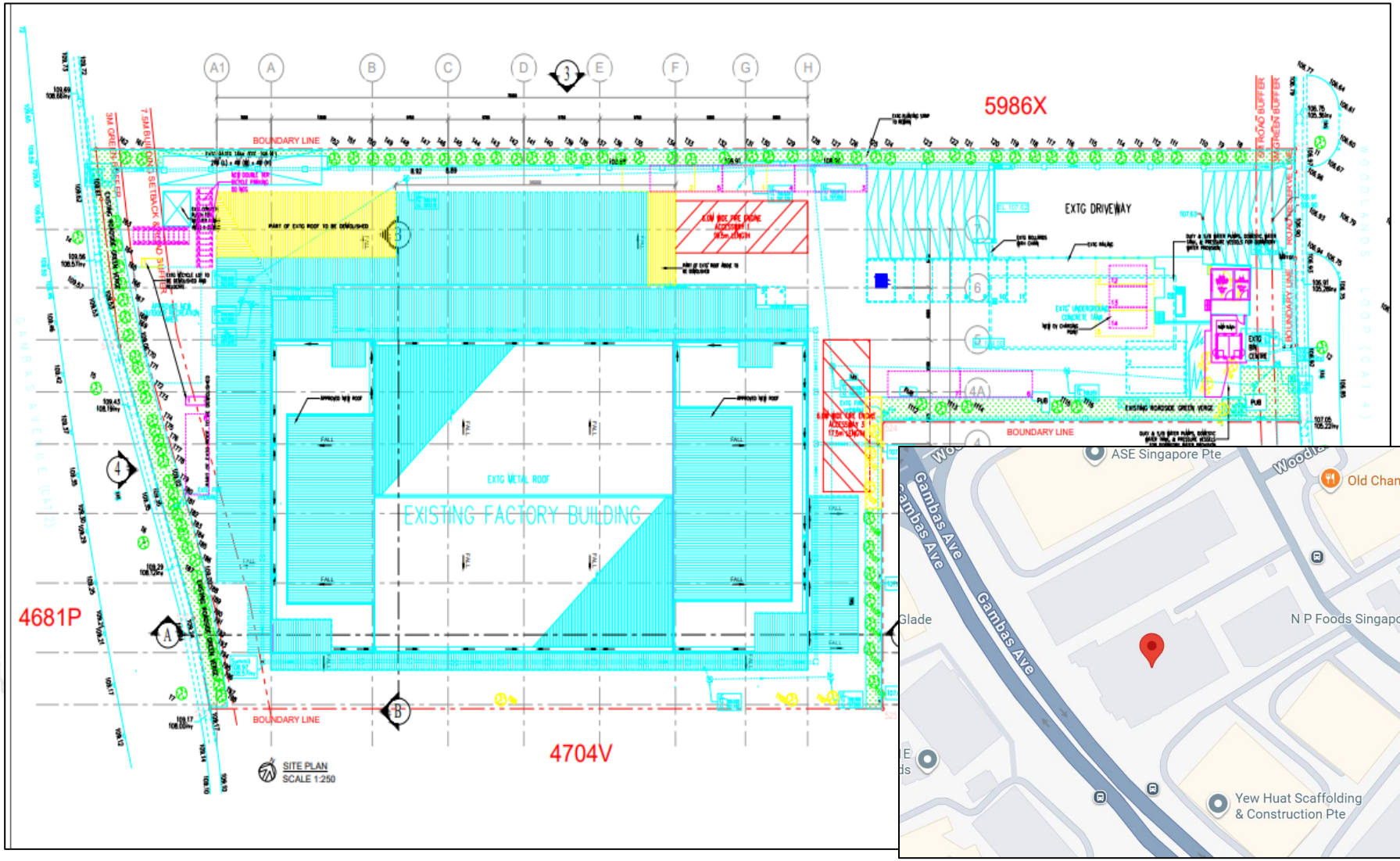
CHUA CHU KANG SITE PLAN



CBM Pte Ltd

PROPOSED ADDITIONS & ALTERATIONS TO THE EXISTING 3-STOREY SINGLE-USER GENERAL INDUSTRIAL DEVELOPMENT WITH PROVISION OF ANCILLARY WORKER'S DORMITORY ON LOT 5988C MK 13 AT 6 WOODLANDS LOOP.

WOODLAND LOOP SITE PLAN



CBM Pte Ltd

PROPOSED RECONSTRUCTION TO EXISTING 4-STOREY COMMERCIAL BUILDING (TANJONG KATONG COMPLEX) WITH NEW 4-STOREY EXTENSION INCLUDING ONE BASEMENT LEVEL

TANJONG KATONG COMPLEX SITE PLAN

