

Implementation Site	NTFGH & JCH	Date of Implementation	22 Jan 2025
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# Enhanced Permit to Work (PTW) Clearance

**What is Stupid?  
Why is it Stupid?**

Permit to Work (PTW) Clearance denotes a structured risk management framework for vendor to abide.

All external vendors and contractors are required to abide by JurongHealth Campus House Rules and obtain Permit to Work Clearance before carrying out any planned activities in JHC.

While it is important to assess and identify potential workplace safety and health (WSH) hazards, not all planned activities inherently pose WSH risks and require PTW clearance.

## What was Implemented?

### Established an Exclusion List of Work that Do Not Require PTW Clearance

#### Before

All external vendors and contractors are required to abide by JurongHealth Campus House Rules and obtain Permit to Work Clearance before carrying out any planned activities in JHC.



#### Now

**Managing of External Vendors and Contractors Procedure Manual**

(JHS-WSH-ISO-PM-001)

#### *Exclusion list of work that do not require PTW Clearance*

- Delivery of bulky item to Logistics Hub.
- Delivery to the respective Tower Lobby.
- Delivery to the administrative departments, e.g., furniture, refrigerators.
- Delivery to the Wards – e.g., bed, mattresses, pillows.
- Delivery of office chairs / cupboards / pedestals / shredders / printers to the departments, Specialist Outpatient Clinics (SOCs) and Wards.
- Delivery of geriatric chairs to the Wards.
- Delivery of stationery to departments, SOCs and Wards.
- Delivery of chemical carboys, e.g., Rapicide to SOCs, Endoscopy, Kidney Unit and ICU.
- Delivery of Liquefied Petroleum Gas (LPG), any flammable liquid or gases to SOCs.
- Delivery/catering of Bento Sets to the SOCs and Wards
- Delivery and installation of exhibition props not exceeding 2 metres.
- Delivery of souvenir for event, e.g., Nurses' Day.
- Delivery of party helium balloons.
- Catering of buffet to the SOCs, Wards and Operating Theatre.
- Catering of non-open flame station at the SOCs, Wards and Operating Theatre.
- Catering of non-Liquefied Petroleum Gas cylinder, non-butane gas canister, non-compressed gas cylinder or non-flammable liquid or gases for the event.
- Catering of rental electrical food warmers or solid fuel burners.
- Catering of ice-cream station.
- Catering of pop-corn station.
- Set-up tables and chairs for seminars and workshops.
- Set-up vending machine, containing gift for Nurses' Day.

#### Impact

**Time Saved : 170 hours every month**  
(average 17 cases x 10 hours to compete PTW approval)

Streamlining our processes by removing the Permit to Work application for non-major work has yielded significant improvements in our operational efficiency.

By streamlining this process, our vendors can now initiate and complete tasks more rapidly, resulting in a substantial reduction in turnaround times.

Ultimately, this enhancement has optimized daily operations and boosted efficiency within the requested department, driving greater productivity and effectiveness, and improving patient and visitor experience

Ng Teng Fong General Hospital & Jurong Community Hospital Ops Team

# Enhanced Permit to Work (PTW) Clearance

Eliminated unnecessary paperwork by establishing an Exclusion List of Works that Do Not Require PTW Clearance

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**NUHS Get Rid of “Stupid” Stuff Success Story**