

# How to search your company's workplace records via View List of Workplaces eService



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- Search 'View workplaces' at MOM homepage.
- Click eService 'View list of workplaces'

# How to search your company's workplace records via View List of Workplaces eService

WSH eServices

- For companies, please log in via CorpPass.
- SingPass login is only allowed for authorised examiners.



# How to search your company's workplace records via View List of Workplaces eService

Workplace [Logout](#)

View List of Workplace / Search Workplace

## View List of Workplace

UEN

SAMPLE UEN

Search

For companies, after logging in via CorpPass, please click search to proceed search under your UEN.

# How to search your company's workplace records via View List of Workplaces eService

View List of Workplace /Workplace List

## View List of Workplace

UEN

\* SAMPLE UEN

Search

Occupier Name:

ABC LTD

You can navigate the web listing to view the active workplace records created under your company

22 items | Page 1 2 3 >

SNO.	WORKPLACE NO	WORKPLACE NAME	WORKPLACE ADDRESS
1.	A11LL1234B0001	ABC LTD	123 ABC STREET S 123123
2.	A11LL1234B0002	ABC LTD	MK03 01011A, 01012B, 01013B AT HIGH STREET
3.	A11LL1234B0003	ABC LTD	44 WXY STREET 23 S011000
4.	A11LL1234B0004	ABC LTD	TS20 31011A, 31012B, 31013B AT DEF STREET 12, 13.
5.	A11LL1234B0005	ABC LTD	TS20 51011A, 51012B, AT QRS STREET
6.	A11LL1234B0006	ABC LTD	MK02 52341A, AT HIGHWAY STREET
7.	A11LL1234B0007	ABC LTD	44 WXY STREET 23 S011000
8.	A11LL1234B0008	ABC LTD	TS20 31011A, 31012B, 31013B AT DEF STREET 12, 13.
9.	A11LL1234B0009	ABC LTD	TS20 51011A, 51012B, AT QRS STREET
10.	A11LL1234B010	ABC LTD	3 AB STREET 22 S 222333.

## How to search your existing workplace record in WSH eServices:

**Register and manage lifting equipment** – page 6

**Incident Reporting** – page 10

**Submit medical monitoring** – page 18

**Submit ConSASS Audit** – page 21

**Submit Noise Monitoring** – page 25

**Submit Toxic Substance Monitoring** – page 27

**How to subscribe email notification for incidents reported at your worksite – Page 29**

# How to search existing workplace records: Register and manage lifting equipment



## Lifting Equipment

### Representative User

Representative User: Personnel Name

Log in via SingPass is only allowed for MOM approved Authorised Examiner

### Lifting Equipment Registration

Register/Re-Register Draft Application will be discarded after 365 days.

### Registered Lifting Equipment

Select

LE Registration No., Owner's NRIC, Distinctive No., Authorized Examiner NRIC

Search

Filters

Last Examination Date

Start Date

dd/mm/yyyy

End Date

dd/mm/yyyy

# How to search existing workplace records: Register and manage lifting equipment

## Register/Re-register Lifting Equipment

1

Owner Particulars

2

Lifting Equipment Details

3

Examination Details

4

Supporting Documents

5

Preview

6

Acknowledgement

E-Submission Reference No.:

### Owner Details

Select:

UEN/NRIC

\* UEN

Lifting Equipment Class

\* Hoists - 203 Hoist - Hydraulic (203)

Workplace No.

**Note**  
If you do not know the Workplace No., you can search for workplace number [here](#)  
If the location does not have a Workplace No. you can create a non-factory workplace [here](#).

Type Approval No.



If you do not have a workplace number, click the URL to search for workplace number.

# How to search existing workplace records: Register and manage lifting equipment

Owner  
Particulars

Lifting Equipment  
Details

Examination  
Details

Supporting  
Documents

Preview

Acknowledgement

E-Submission Reference No. :LE19032311

### Search Workplace

Select

Select

UEN

Occupier Name

Search

Workplace No.

Note

If you do not know the Workplace No., you can search for workplace number here

If the location does not have a Workplace No., you can create a non-factory workplace here.

Type Approval No.

Continue >

Save As Draft

Cancel

Was this page helpful?



# How to search existing workplace records: Register and manage lifting equipment

Owner  
Particulars

Lifting Equipment  
Details

Examination  
Details

Supporting  
Documents

Preview

Acknowledgement

E-Submission Reference No.:LE19032311

Search Workplace

UEN ▼A12345678Z

Search

20 items | Page 1 2 3 4 >>

SNO.	WORKPLACE NO.	WORKPLACE NAME	WORKPLACE ADDRESS
1	<a href="#">A12345678Z0001</a>	Company Name	Address 01
2	<a href="#">A12345678Z0002</a>	Company Name	Address 02
3	<a href="#">A12345678Z0003</a>	Company Name	Address 01

Type Approval No.

Continue >

Save As Draft

Cancel

Was this page helpful?

- List of active workplace records will be displayed from the search.
- Click the workplace number to select the workplace record concerned for your transaction

# How to search existing workplace records: Incident Reporting



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TESTER 18 APR 19 UAT

[Logout](#)

## WSH Incident Reporting

Click 'Create Report' to start reporting.

[Create report](#)



You can [file incident report](#), [check work injury claim status](#) and upload documents related to claims ([WicSubmit](#)) within this dashboard.

### Draft incident reports

Check out what and when to report. Draft application will be discarded after 14 days from the creation date.

[+ Draft record\(s\)](#)

### Submitted incident reports

You can edit accident reports within 30 days from the date you submitted it. You can amend the medical leave days within one year from the date you submitted it.

[+ Submitted record\(s\)](#)

# How to search existing workplace records: Incident Reporting

## Create report

You are reporting as:

- ☐ Employer
- ☒ Occupier
- ☐ Injured person's legal representative
- ☐ Treating Doctor

- Log in via CorpPass
- Select to report as Occupier or Employer

What are you reporting?:

- ☒ A workplace accident with injured person
- ☐ A dangerous occurrence / process-related incident



**Please report only for fatal accidents involving member of public, student or a self-employed employed person.** You do not need to report for accidents involving employees of other companies. Please inform the employer of the injured employee to file an incident report or report it under "Employer" if it is your employee who is injured.



Tip

It will take about 15 minute(s) to complete this report.

You will need to provide following information:



Details of Incident



Details of injured person

- Personal particulars
- Employment





Supporting Documents

(e.g. company's investigation report)


Continue >

× Cancel

# How to search existing workplace records: Incident Reporting



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## Create report

1 Injured person

2 Accident details

3 Contact details

4 Preview & declare

5 Acknowledgement


Injured person

+ Add injured person

1 items | Page 1

NAME	NRIC/FIN/PASSPORT NO	PROFILE	TYPE	ACTION
Tester	SXXXXXXXA	Self-employed	Non-Fatal	<a href="#">select action</a>

Continue >

 Save as draft

[Cancel](#)

Click 'Add injured person' and complete the required fields

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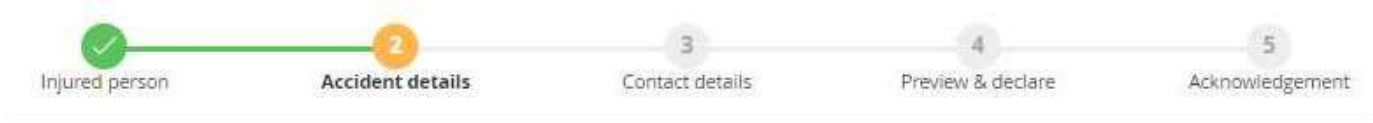
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# How to search existing workplace records: Incident Reporting



## Create report



### Accident details

When did the accident happen?

28/05/2019

dd/mm/yyyy

Hour	Minute	AM/PM
01	03	PM

Where did the accident happen?

At premises under management of your organisation

Workplace name

Search Workplace

Address or location where the accident happened:

Click ' Search workplace' button to search existing workplace records.

# How to search existing workplace records: Incident Reporting

## Search Workplace

Filter your results  
Workplace status

☒ Active ☐ Suspended ☐ Terminated

Please select the workplace:

OCCUPIER'S UEN	COMPANY NAME	WORKPLACE ID	STATUS	WORKPLACE NAME	ADDRESS 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0001	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0002	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0003	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0004	Suspended	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0005	Terminated	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0006	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0007	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0008	Active	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0009	Terminated	Workplace Name	Address 01
<input type="radio"/> XXXXXXXXXX	Company Name	XXXXXXX0010	Active	Workplace Name	Address 01
<input type="radio"/> Others, please specify:					

 Save

 Cancel

- If you have indicated the accident had happened at premises under management of your organisation, existing workplace records under your UEN will be listed.
- Click radio button to select the appropriate workplace record for your reporting

Was this page helpful?

# How to search existing workplace records: Incident Reporting

XXXXXXXXXX	Company Name	XXXXXXXX0001	Active	Workplace Name	Address 01
XXXXXXXXXX	Company Name	XXXXXXXX0002	Active	Workplace Name	Address 01
XXXXXXXXXX	Company Name	XXXXXXXX0003	Active	Workplace Name	Address 01
XXXXXXXXXX	Company Name	XXXXXXXX0004	Suspended	Workplace Name	Address 01
XXXXXXXXXX	Company Name	XXXXXXXX0005	Terminated	Workplace Name	Address 01
XXXXXXXXXX	Company Name	XXXXXXXX0006	Active	Workplace Name	Address 01
XXXXXXXXXX	Company Name				
XXXXXXXXXX	Company Name				
XXXXXXXXXX	Company Name				
XXXXXXXXXX	Company Name				

Others, please specify:

Workplace Name

COMPANY NAME PTE LTD

Address

- If there is no appropriate existing workplace record for your incident reporting.
- Select 'Others' and key in address in free text.

Save

Cancel

## How to search existing workplace records: **Incident Reporting**

- If you have indicated the accident had happened at another organisation's premises.
- You can search existing workplace records by workplace name or workplace number or Occupier UEN or Occupier Name

**Search Workplace**

Workplace no.

Workplace name  Begin with

Occupier UEN

Occupier Name  Begin with

Address or location where the accident happened:



# How to search existing workplace records: Incident Reporting

workplace name

Begin with

SNUBBYTAIL

Occupier UEN

Occupier Name

Begin with

Occupier Name

Search

Please select the workplace:

1 items | Page 1

UEN	COMPANY STATUS	ORGANISATION NAME	ADDRESS WHERE THE ACCIDENT HAPPEND
<div>XXXXXXX</div>	Register	Organisation Name	<div>111 Bendemmeer Road S339111</div>

Others, please specify:

Workplace Name

Address

Save

Was this page helpful?

- If there is no appropriate existing workplace record,
- Select 'Others' and key in address in free text.

# How to search existing workplace records: **Submit medical monitoring**



Medical Monitoring

- Click 'Create Summary Report/Register of Employees' to submit medical monitoring results

## Overview of Medical Monitoring

### Summary Reports / Registers of Employees

[Create Summary Report/Register of Employees](#)

[Download a template for Register of Employees](#)

### Drafts / Returned Submissions

Workplace Name

Search

0 items | Page 1

<u>Ref Number</u>	<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Address</u>	<u>Report</u>	<u>Hazard</u>	<u>Status</u>	<u>File Uploaded Status</u>	<u>Action</u>
No Record Found.								

### Submitted Summary Reports / Registers of Employees

Workplace Name

Search

0 items | Page 1

<u>Ref Number</u>	<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Address</u>	<u>Report</u>	<u>Hazard</u>	<u>Status</u>	<u>Submission Date</u>	<u>Action</u>
No Record Found.								

# How to search existing workplace records: **Submit medical monitoring**



Medical Monitoring

Logout

## Create Summary Report / Register of Employees

I would like to submit a report for the hazard

Noise


☐ I am unable to find the name of the hazard in the above list.

Continue >


X Cancel

- Select and indicate the workplace health hazard concerned

# How to search existing workplace records: Submit medical monitoring



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Medical Monitoring

Logout

Create Summary Report

I would like to submit a Summary Report for the hazard:  
**Noise**

For this workplace:

Workplace Name

Workplace Number

Search

You can search existing workplace records under your UEN by workplace number or workplace name

16 items | Page 1 2 >

Workplace Number	Workplace Name	Address
XXXXXXXXXX	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02

# How to search existing workplace records: **Submit ConSASS Audit**



Create report



Use search filters for faster results

UEN

Workplace No.

Occupier Name

Workplace Address

Postal Code

☐ Draft

☐ Rejected

☐ Submitted

Search

- Click 'Create Report' button to submit audit

## Draft Submissions List

SNo.	Report Reference No.	Workplace No.	Occupier Name	Action
No records found !				



# How to search existing workplace records: **Submit ConSASS Audit**



Construction Safety Audit Scoring System

Logout

## ConSASS Workplace List

 Use Search filters for faster results 

<input type="text" value="UEN"/>	<input type="text" value="Workplace No."/>	<input type="text" value="Occupier Name"/>
<input type="text" value="Workplace Address"/>	<input type="text" value="Postal Code"/>	
<input type="button" value="Search"/>		

You can search existing active workplace records by  
Occupier UEN or Occupier name or workplace address or workplace number

Copy

# How to search existing workplace records: Submit ConSASS Audit



## ConSASS Workplace List

Use Search filters for faster results

UEN

Workplace No.

Occupier Name

Workplace Address

Postal Code

YISHUN AVENUE 9

Search


1 items | Page 1

SNo.	UEN	Workplace No.	Occupier Name	Workplace Address
1	XXXXXXXXXX	XXXXXXX0001	SNUBBYTAIL LTD	318B YISHUN AVENUE 9 #13-140 YISHUN GREENWALK SINGAPORE 762318

X Cancel

# How to search existing workplace records: Submit ConSASS Audit

## ConSASS Workplace List



Use Search filters for faster results

Occupier Name

SNUBBYTAIL

UEN

Workplace No.

Workplace Address

Postal Code

Search

20 items | Page 1 2 3 4 > >>

SNo.	UEN	Workplace No.	Occupier Name	Workplace Address
1	XXXXXXXXXX	XXXXXX0002	SNUBBYTAIL LTD	SCIENCE PARK ROAD #06-17 <#06-060 TO 070> GEMINI, THE NGAPORE 117610



# How to search existing workplace records: **Submit Noise Monitoring**



## Noise Monitoring Report

Create Report

### Draft / Returned Submission

Select

Search

<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Workplace Address</u>	<u>Date of Monitoring</u>	<u>Status</u>	<u>File Uploaded</u>
-------------------------	-----------------------	--------------------------	---------------------------	---------------	----------------------

No records found !

- Click 'Create Report' button to submit monitoring

### Past Submission

Select

Search

<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Workplace Address</u>	<u>Date of Monitoring</u>	<u>Status</u>
-------------------------	-----------------------	--------------------------	---------------------------	---------------

No records found !

# How to search existing workplace records: **Submit Noise Monitoring**



## Noise Monitoring Report Workplace List

Select

Select

Workplace Number

Workplace Name

Workplace Address

- You can search existing workplace records by workplace number or workplace name or workplace address

23 items | Page 1 2 3 4 5 >

<u>UEN</u>	<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Workplace Address</u>
XXXXXXXX	XXXXXXXX0001	Workplace Name	Address 01 ROAD #05-323 CRIMSON, THE SINGAPORE 117611
XXXXXXXX	XXXXXXXX0002	Workplace Name	Address 02
XXXXXXXX	XXXXXXXX0003	Workplace Name	Address 03 ROAD #05-005 GEMINI, THE SINGAPORE 117616
XXXXXXXX	XXXXXXXX0004	Workplace Name	Address 04
XXXXXXXX	XXXXXXXX0005	Workplace Name	Address 05 ROAD #05-211 CRIMSON, THE SINGAPORE 117611

[Go to Dashboard](#)

# How to search existing workplace records: **Submit Toxic Substance Monitoring**



## Toxic Substances Monitoring Report

[Create Report](#)

### Draft / Returned Submission

Select  [Search](#)

<a href="#">Workplace Number</a>	<a href="#">Workplace Name</a>	<a href="#">Workplace Address</a>	<a href="#">Date of Monitoring</a>	<a href="#">Status</a>	<a href="#">File Uploaded Status</a>	<a href="#">Action</a>
No records found !						

### Past Submission

Select  [Search](#)

<a href="#">Workplace Number</a>	<a href="#">Workplace Name</a>	<a href="#">Workplace Address</a>	<a href="#">Date of Monitoring</a>	<a href="#">Status</a>
No records found !				

- Click 'Create Report' button to submit monitoring

# How to search existing workplace records: Submit Toxic Substance Monitoring



- You can search existing workplace records by workplace number or workplace name or workplace address

## Toxic Substances Monitoring Report Workplace

Select

Select

Workplace Number

Workplace Name

Workplace Address

Search

23 items | Page 1 2 3 4 5 > >

UEN	Workplace Number	Workplace Name	Workplace Address
XXXXXXXX	XXXXXXXX0001	Workplace Name	Address 01 11 ROAD #01-001 CORMORANT THE SINGAPORE 117611
XXXXXXXX	XXXXXXXX0002	Workplace Name	Address 02
XXXXXXXX	XXXXXXXX0003	Workplace Name	Address 03 11 ROAD #03-003 GEMMA THE SINGAPORE 117611
XXXXXXXX	XXXXXXXX0004	Workplace Name	Address 04
XXXXXXXX	XXXXXXXX0005	Workplace Name	Address 05 11 ROAD #05-005 CORMORANT THE SINGAPORE 117611

[Go to Dashboard](#)

# How to subscribe email notification for incidents reported at your worksite

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MY PORTFOLIO

LICENCE APPLICATION

LICENSED ENTITIES



Dashboard



Applications

APPLY FOR NEW LICENCE

AMEND EXISTING LICENCE

RENEW EXPIRING LICENCE

CANCEL EXISTING LICENCE

SUBMIT RETURNS

Dashboard

UEN17DIRECTOR3

Your last login was on Tuesday 30 April 2019

Representing

Company Name (UEN: XXXXXX0)

Company address

Application Status

Application Number

Check

APPLICATIONS

15

Require Attention

129

In Progress

DRAFTS

0

Due for Removal

0

All Drafts

LICENCES

1

Due for Renewal

8

Active

PAYMENTS

15

Pending Payments

HOME

Find Licence by Keywords

Find Licence by Government Agencies

Find Licence by Business Intent

LICENCE APPLICATION

Apply for New Licence

Amend Existing Licence

Renew Expiring Licence

LICENSED ENTITIES

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ENQUIRIES & REQUEST FOR ASSISTANCE

## Step 1

- Log in LicenceOne via CorpPass (<https://licence1.business.gov.sg>)
- Select 'Amend Existing Licence' option.

# How to subscribe email notification for incidents reported at your worksite




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A A A

Within this Website

Search by Keywords



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## Amend Licence

1

2

3

4

5

6

7

SELECT Licence(S)

AMENDMENT Profile

ADD General Information

PROVIDE Application Details

UPLOAD Supporting Document(S)

REVIEW & SUBMIT Application (Payment If Applicable)

ACKNOWLEDGEMENT

Ministry of Manpower

Factory Notification and Registration

Type of Amendment

Fees & Supporting Documents (if required)

☒ MOM Factory Notification and Registration - Amendment

Details

Workplace Number\*

XXXXXXXX0001

Step 2

- Key in workplace number of the workplace premises


BACK

NEXT

HOME

LICENCE APPLICATION

LICENSED ENTITIES

 About Us

# How to subscribe email notification for incidents reported at your worksite

HOME MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES

Fax No

[Update Subscription](#)

☒ Update Subscription

Name \* Person 03

Email \* abc@email.com

Mobile No \* XXXXXXX

please note that the maximum number subscribers is 5

Add

Name	E-mail	mobileNo
Person 01	Email 01	XXXXXXXX
Person 02	Email 02	XXXXXXXX

< Previous Proceed > Save as Draft Save as Draft & Exit

HOME Find Licence by Keywords LICENCE APPLICATION Apply for New Licence LICENSED ENTITIES About Us Contact Us Feedback

## Step 3

- Under workplace details section, tick the checkbox for [Update Subscription](#).
- You can subscribe to email notification for incidents or unsafe practices reported for your worksite.
- You can update up to 5 email address to receive notification. Click 'Proceed' to complete your update.