

## Setting up to use the Safe@Work service

The Safe@Work eservice allows employers to:

- View their Work Permit and S Pass holders' AccessCode details
- Check and update their worker's rest day. (For employers in Construction, Marine-Shipyard and Process sector)

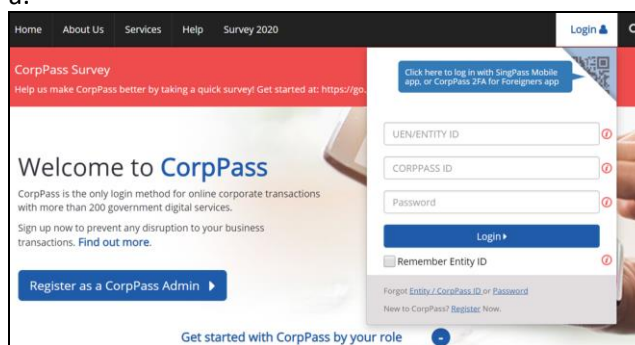
### Step 1: Setup users to access the Workplace Safety and Health eService

#### 1. Ensure you have access to the **Workplace Safety and Health eService**.

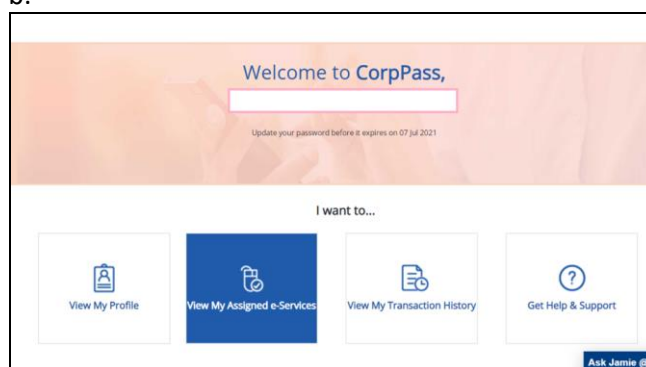
- Log into CorpPass at <https://www.corppass.gov.sg/>.
- Select "View My Assigned e-Services" function.
- Check that **Workplace Safety and Health eService** is listed as one of your assigned e-Services.

If you have not been assigned the eService, request your CorpPass Administrator to do so.

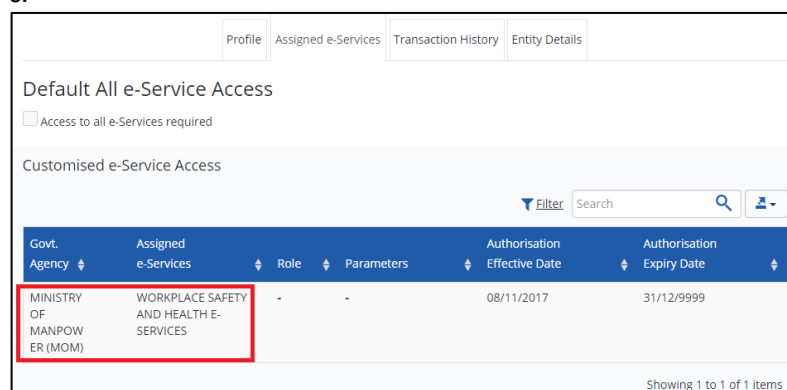
a.



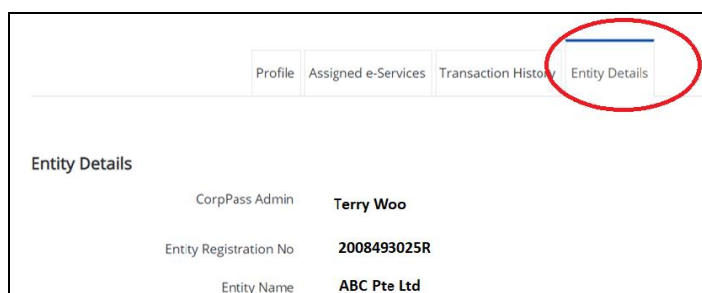
b.



c.



You may check who is your organisation's CorpPass Administrator at the 'Entity Details' tab.



2. (Skip this step if you have been assigned the **Workplace Safety and Health eService**.)

The CorpPass Administrator should:

- Log in to CorpPass portal at [www.corppass.gov.sg/](http://www.corppass.gov.sg/)
- Go to the **e-Service Access** tab and click the “Select Entity’s e-Services” box.

Search for and select **Workplace Safety and Health eService** from the list of e-Services.

Verify the selection and submit the request.

a.

b.

3. (Skip this step if you have been assigned the **Workplace Safety and Health eService**.)

The CorpPass Administrator must assign **Workplace Safety and Health eService** to the desired CorpPass users in your organisation:

- Go to the **e-Service Access** tab and click “Assign Selected e-Services” box.
- Assign **Workplace Safety and Health eService** to your users’ CorpPass account.
- A confirmation message will indicate successful assignment of access to the user(s).

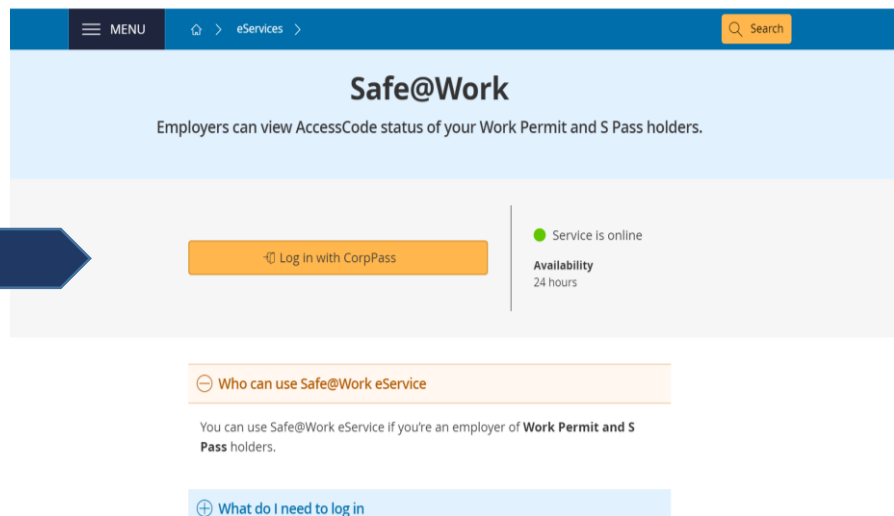
a.

You may refer to the [CorpPass user guides](#) for more details on navigating the CorpPass Portal.

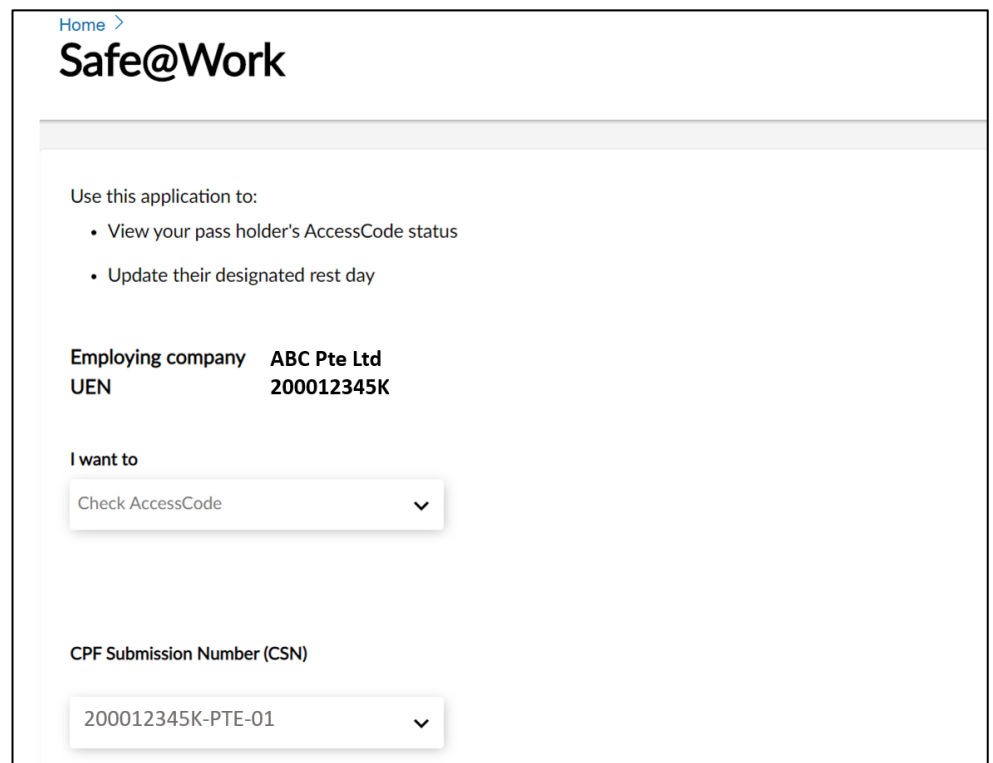
**Step 2: Once setup is completed, you can access the new Safe@Work eservice:**

1. Log in to **Safe@Work eservice** at <https://www.mom.gov.sg/e-services/services/safe-work> with your CorpPass

Login with your CorpPass



2. Upon successful login, you will be directed to **Safe@Work page.**



## Using Enquire AccessCode function:

1. Upon successful login, you will be directed to **Safe@Work page**.

Select 'Check AccessCode'

Select the CSN (if you have more than one CSN)

[Home >](#)

## Safe@Work

Use this application to:

- View your pass holder's AccessCode status
- Update their designated rest day

Employing company **ABC Pte Ltd**  
UEN **200012345K**

I want to

Check AccessCode

CPF Submission Number (CSN)

200012345K-PTE-01

2. Download the AccessCode details of your workers.

Click to download an excel list of your workers

I want to

Check AccessCode

CPF Submission Number (CSN)

200012345K-PTE-01

[Download AccessCode list of your Work Permit and S Pass holders](#)

3. Save the AccessCode details of your workers as an excel file. The list is based on sector (by CSN) and updated every night

### AccessCode of Work Pass holders

Star Work Permit, S Pass, Employment Passes, Personalized Employment Passes, Entrepass, Letter of Consent, Misc Work Pass and Training Passes only

Updated as at: 23:00 11/02/2021

Employing Company: \*STAR RESEARCH ENTITIES (1997021100)

Legend

AccessCode is shown on SGWorkPass in two colours depending on the worker's status.

Green "Green" status: Worker met all conditions and is allowed to leave the residence for work.

Red "Red" status: Employer or worker has not met one or more of the conditions. Workers are not allowed to leave the residence for work.

A1: This indicates the date date that workers must be available if they are subject to routine testing requirement. Employers must schedule the swab through the [Swab Registration System](#). Workers who are still on QD/SHR are exempted. This field is blank for those who still have an Active COVID infection.

A2: Employers can reschedule the swab appointment through the [Swab Registration System](#).


A3: Worker is not subject to QD/SHR/LCA after the indicated date.

				AccessCode	(i) Approved to start work				(ii) Health Status				(iii)

<p>4. If you wish to reschedule your worker's vaccination appointment, you can apply the vaccination booking code <a href="#">here</a> to make changes to the appointment. For more detailed instructions, refer to the step-by-step user's guide <a href="#">here</a>.</p>	<table> <tr> <th>Vaccination</th><th>Vaccination Booking Code</th></tr> <tr> <td><a href="#">Not scheduled. Learn more</a></td><td></td></tr> <tr> <td>Appointment is on 01/06/2021 20:41</td><td>12345679</td></tr> <tr> <td>1st appointment is on 01/06/2021 20:41 and 2nd appointment is on 01/06/2021 20:41</td><td>12345680</td></tr> <tr> <td><a href="#">Missed appointment. Learn more</a></td><td>12345681</td></tr> <tr> <td>Completed 1st dose and 2nd appointment is on 15/06/2021 20:41</td><td>12345682</td></tr> <tr> <td><a href="#">Missed 2nd appointment. Learn more</a></td><td>12345683</td></tr> <tr> <td>Completed on 30/04/2021</td><td>12345684</td></tr> </table>	Vaccination	Vaccination Booking Code	<a href="#">Not scheduled. Learn more</a>		Appointment is on 01/06/2021 20:41	12345679	1st appointment is on 01/06/2021 20:41 and 2nd appointment is on 01/06/2021 20:41	12345680	<a href="#">Missed appointment. Learn more</a>	12345681	Completed 1st dose and 2nd appointment is on 15/06/2021 20:41	12345682	<a href="#">Missed 2nd appointment. Learn more</a>	12345683	Completed on 30/04/2021	12345684
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For FAQs on AccessCode, please refer to [MOM website](#)

## Using Check and Update Rest day function

<p>1. Upon successful login, you will be directed to Safe@Work page</p> <p>Select 'Check and Update Rest Day'</p>	<p><a href="#">Home &gt;</a></p> <h1>Safe@Work</h1> <p>Use this application to:</p> <ul style="list-style-type: none"><li>• View your pass holder's AccessCode status</li><li>• Update their designated rest day</li></ul> <p>Employing company    ABC Pte Ltd UEN                      200012345C</p> <p>I want to</p> <div><p>Please select an option ^</p><p>Please select an option</p><p>Check and update rest day</p><p>Check AccessCode (Work Permit and S Pass)</p></div>
<p>2. You can view and update rest day for all your workers or a specific worker.</p> <p>Select the CSN (if you have more than one CSN)</p> <p>You can choose to update for all workers or a specific worker</p>	<p>Employing company    ABC Pte Ltd UEN                      200012345C</p> <p>CPF Submission Number (CSN)</p> <p>Only CSNs in Construction, Marine or Process Sector will be displayed</p> <div><p>200012345C-PTE-01 v</p></div> <p><a href="#">Download rest day list template of your Work Permit and S Pass holders</a> (Last updated on 6/13/2020 4:31:50 PM by ABC Pte Ltd)</p> <div><p>Update for all pass holders    Update for a specific pass holder</p></div> <p>1.Download the <a href="#">latest rest day list</a> of your Work Permit and S Pass holders.</p> <p>2.Mark their rest day on the template.</p> <p>3.Upload the completed template.</p> <p>Upload rest day list</p> <div><p> Drag and drop or browse files. Excel file only. File size must not exceed 3MB.</p></div>

3. If you are updating rest days for the first time, you can download an excel list of your workers

Click to download an excel list of your workers

CPF Submission Number (CSN)

Only CSNs in Construction, Marine or Process Sector will be displayed

200012345C-PTE-01

[Download rest day list template of your Work Permit and S Pass holders](#) (Last updated on 6/13/2020 4:31:50 PM by ABC Pte Ltd)

Update for all pass holders

Update for a specific pass holder

4. Fill in the rest days of your workers in the excel file.

(Note: You may not be allowed to select certain days such as Saturday and Sunday as rest day, as these days will be pre-assigned to specific workers by your lead sector agency)

FileHomeInsertPage LayoutFormulasDataReviewViewHelpTell me what you want to do

PROTECTED VIEW

Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

A3

:

X

✓

f<sub>x</sub>

S/No

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Rest Days of Work Permit and S Pass holders													
2														
					Please indicate									
3	S/No	Name	FIN	Pass Type	Rest Day	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Status	Remarks
4	1	SAHAN	G1234567X	R Pass	Mon									
5	2	YAPA BANDARA	F2342567E	S Pass	Wed									
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														

5. Upload the excel file.

Click "Update" to submit the list

Update for all pass holders

Update for a specific pass holder

1.Download the latest rest day list of your Work Permit and S Pass holders.

2.Mark their rest day on the template.

3.Upload the completed template.

Upload rest day list

0.8 MB

Remove file

workers all sun.xlsx

Update

6. You can also update rest day using the FIN of a specific worker

Click "Update for a specific worker" and key in the FIN

Employing company ABC Pte Ltd  
UEN 200012345C

CPF Submission Number (CSN)

Only CSNs in Construction, Marine or Process Sector will be displayed

200012345C-PTE-01

[Download rest day list template of your Work Permit and S Pass holders](#) (Last updated on 6/13/2020 4:31:50 PM by ABC Pte Ltd)

Update for all pass holders

Update for a specific pass holder

Search by FIN

FIN

7. Indicate the rest day of the worker

Click "Update" to submit

Update for all pass holders

Update for a specific pass holder

Search by FIN

G1234567W

FIN G1234567W  
Name SAHAN  
Pass Type R Pass

Indicate pass holder's rest day

☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Not indicated

Update

8. An acknowledgement page is display when the rest days are successfully submitted.

✓ Rest days updated successfully

[Download latest version of rest day list for your record.](#)

Acknowledgment No. PHD2020061521543032347  
Employing Company ABC Pte Ltd  
UEN 200012345C  
CPF Submission Number(CSN) 200012345C-PTE-01

### What you can do next

- [Re-upload the rest day list](#)
- [Check or update a specific pass holder's rest day](#)
- [Update rest days for a new CSN](#)