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ENVIRONMENTAL PUBLIC HEALTH ACT (CHAPTER 95)

ENVIRONMENTAL PUBLIC HEALTH (GENERAL CLEANING INDUSTRY) REGULATIONS 2014

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In exercise of the powers conferred by section 111 of the Environmental Public Health Act, the National Environment Agency, with the approval of the Minister for the Environment and Water Resources, hereby makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Environmental Public Health (General Cleaning Industry) Regulations 2014 and shall come into operation on 1st April 2014.

Definitions

2. In these Regulations, unless the context otherwise requires —
- “licensee” means the holder of a cleaning business licence;
 - “salary period” has the same meaning as in section 20 of the Employment Act (Cap. 91).

Fees

3.—(1) The fees specified in the second column of the Schedule shall be payable to the Agency in respect of the matters specified opposite in the first column.

(2) The fees specified in the Schedule are not inclusive of any goods and services tax chargeable under the Goods and Services Tax Act (Cap. 117A).

Applicant to perform at least one cleaning contract prior to application

4. For the purposes of section 80G(4)(b)(i) of the Act, an applicant for a cleaning business licence must satisfy the Director-General that the applicant has, during the period of 12 months immediately preceding the date of its application for a cleaning business licence, performed or started performing at least one cleaning contract.

Applicant to have at least one experienced or qualified officer or employee

5. For the purposes of section 80G(4)(b)(ii) of the Act, an applicant for a cleaning business licence must satisfy the Director-General that the applicant has at least one officer or employee who —

- (a) has not less than 2 years of practical experience in supervising cleaning work; or
- (b) has been conferred by the Singapore Workforce Development Agency, for attending all of the following training modules under the Singapore Workforce Skills Qualifications (WSQ) System for Environmental Cleaning, a certificate for each of the training modules:

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- (i) WSQ Advanced Certificate in Environmental Cleaning core module — “Supervise service operations”;
 - (ii) WSQ Advanced Certificate in Environmental Cleaning core module — “Demonstrate and apply understanding of cleaning methods and processes”.

Applicant to have trained cleaners

6.—(1) For the purposes of section 80G(4)(d) of the Act, an applicant for a cleaning business licence who has more than one cleaner in the applicant’s employ as at the date of its application for a cleaning business licence must satisfy the Director-General as follows:

- (a) in the case of an application for the grant of a cleaning business licence, at least half of the cleaners in the applicant’s employ (but not including the cleaners who, as at the date of the application, are in the applicant’s employ for less than 3 months) have attended —
 - (i) any of the training modules under the Singapore Workforce Skills Qualifications (WSQ) System for Environmental Cleaning; or
 - (ii) the Institute of Technical Education (ITE) Skills Certificate course in Housekeeping Operations (Healthcare);
- (b) in the case of an application for the renewal of a cleaning business licence, all the cleaners in the applicant’s employ (but not including the cleaners who, as at the date of the application, are in the applicant’s employ for less than 3 months) have attended —
 - (i) any of the training modules under the Singapore Workforce Skills Qualifications (WSQ) System for Environmental Cleaning; or
 - (ii) the Institute of Technical Education (ITE) Skills Certificate course in Housekeeping Operations (Healthcare).

(2) For the purposes of section 80G(4)(d) of the Act, an applicant for a cleaning business licence who has only one cleaner in the applicant's employ as at the date of its application for the grant or renewal of a cleaning business licence must satisfy the Director-General that that cleaner has attended —

- (a) any of the training modules under the Singapore Workforce Skills Qualifications (WSQ) System for Environmental Cleaning; or
- (b) the Institute of Technical Education (ITE) Skills Certificate course in Housekeeping Operations (Healthcare).

Keeping of records relating to cleaning business

7.—(1) For the purposes of section 80H(1)(a) of the Act, every licensee must keep all of the following records in relation to the licensee's cleaning business:

- (a) a copy of every cleaning contract entered into on or after 1st April 2014 by the licensee —
 - (i) in respect of which performance under that cleaning contract has not started or has started but not completed as at the date of the licensee's application for a cleaning business licence; or
 - (ii) in respect of which performance under that cleaning contract has been completed during the 12 months immediately preceding the date of the licensee's application for a cleaning business licence;
- (b) the accounts of the licensee's cleaning business;
- (c) a copy of the contract of service entered into (whether before, on or after 1st April 2014) between the licensee and every cleaner —
 - (i) who is in the licensee's employ as at the date of its application for a cleaning business licence; or
 - (ii) who is employed by the licensee after the date of its application for a cleaning business licence,

including any amendment, variation or addition to the contract of service;

(d) the pay records of every cleaner the licensee employs in respect of payments to the cleaner on or after 1st April 2014.

(2) The records specified in paragraph (1)(a) must be retained for 7 years after the expiry of the cleaning contract concerned.

(3) The accounts specified in paragraph (1)(b) must be retained for 7 years after the end of the period to which the accounts relate.

(4) The records specified in paragraph (1)(c) must be retained for 7 years after the end of the employment of the cleaner to whom those records relate.

(5) The records specified in paragraph (1)(d) must be retained for 7 years after the date on which the payment concerned was made.

Keeping of training records

8.—(1) For the purposes of section 80H(1)(b)(ii) of the Act, every licensee must keep training records in respect of each cleaner the licensee employs containing all of the following particulars in respect of each cleaner:

(a) the cleaner's name;

(b) the cleaner's date of birth;

(c) the cleaner's NRIC number, Foreign Identification number or work permit number (as applicable);

(d) the courses and training modules (including the name and course code thereof) that the cleaner has attended on or after 1st April 2014 during his employment with the licensee;

(e) the name of the training provider of each course and training module referred to in sub-paragraph (d);

(f) the date and results of any assessment that the cleaner has taken on or after 1st April 2014 during his employment with the licensee.

(2) Every licensee must keep the training records specified in paragraph (1) for as long as the cleaner concerned is employed by the licensee.

Pay slips

9.—(1) For the purposes of section 80H(1)(e) of the Act, every licensee must issue, at least once every month but no later than 7 days after the last day of that month, a pay slip in respect of that month to each cleaner the licensee employs.

(2) Every pay slip must contain all of the following particulars relating to any payment received by the cleaner from the licensee:

- (a) the name of the cleaner;
- (b) the name of the licensee;
- (c) the date or dates on which the payment was made to the cleaner;
- (d) the commencement and end dates of each salary period within the month in which the payment was made to the cleaner;
- (e) the details of the payment (including the nature and amount of the payment) to the cleaner in relation to —
 - (i) the basic salary (not including any allowance, any payment for overtime work and any other additional payment) paid in respect of each salary period;
 - (ii) in the case where the cleaner did not work for the whole duration of a salary period, the number of days that the cleaner actually worked within that salary period;
 - (iii) any allowance (including shift allowance, food allowance and transport allowance) paid in respect of each salary period;
 - (iv) any other payment (including bonus, rest day pay, public holiday pay and payment for overtime work) in respect of each salary period;

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- (v) any deduction made by the licensee in respect of each salary period; and
 - (vi) the net amount paid in respect of each salary period, such net amount being the aggregate of the amounts in sub-paragraphs (i), (iii) and (iv) after deducting any deduction referred to in sub-paragraph (v).

THE SCHEDULE

Regulation 3

FEES

| <i>First column</i> | <i>Second column</i> |
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| 1. For the grant or a renewal of a cleaning business licence | \$130 |
| 2. For a copy of a cleaning business licence | \$8. |

Made this 31st day of March 2014.

CHEW GEK KHIM
Chairman,
National Environment Agency,
Singapore.

[MEWR/C030/01/101 Vol. 13; NEA/LD/42 Vol. 1; AG/LLRD/SL/95/2010/14 Vol. 1]

(To be presented to Parliament under section 111(4) of the Environmental Public Health Act).