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No. S 240

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 1968.

[S 459/2023 wef 31/12/2021]

Fees

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

[S 1023/2022 wef 31/12/2022]

(2) The fees specified in the First Schedule are not inclusive of any goods and services tax chargeable under the Goods and Services Tax Act 1993.

[S 459/2023 wef 31/12/2021]

[S 1023/2022 wef 31/12/2022]

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:

- (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 the grant or renewal of a cleaning business licence must satisfy the Director-General that every cleaner in the applicant’s employ (but not including a cleaner who, as at the date of the application, is in the applicant’s employ for less than 3 months) has attended —

- (a) where the cleaner is a general cleaner, healthcare cleaner, indoor cleaner, outdoor cleaner, restroom cleaner, table-top cleaner, dishwasher or refuse collection cleaner —
 - (i) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 1 of Part 1 of the Second Schedule; and
 - (ii) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 2 of Part 1 of the Second Schedule;
- (b) where the cleaner is a multi-skilled cleaner cum machine operator —
 - (i) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 1 of Part 2 of the Second Schedule; and

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- (ii) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 2 of Part 2 of the Second Schedule;
- (c) where the cleaner is also a mechanical driver —
- (i) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 1 of Part 3 of the Second Schedule; and
 - (ii) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 2 of Part 3 of the Second Schedule;
- (d) where the cleaner is also a truck driver, either one of the following:
- (i) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 1 of Part 3 of the Second Schedule;
 - (ii) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 2 of Part 3 of the Second Schedule; or
- (e) where the cleaner is a supervisor —
- (i) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 1 of Part 4 of the Second Schedule; and
 - (ii) at least one of the training modules that are under the Singapore Workforce Skills Qualifications (WSQ) System and specified in Division 2 of Part 4 of the Second Schedule.
- (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, being one who is in the applicant's employ for 3 or more months as at that date, must satisfy the Director-General that that cleaner has attended the training specified in paragraph (1)(a), (b), (c), (d) or (e), as the case may be.

(3) In this regulation —

“class 4 driving licence” means a licence that is granted or renewed under section 35(6) or (6A) of the Road Traffic Act 1961 that authorises the holder of the licence to drive a class 4 vehicle mentioned in rule 19(f) of the Road Traffic (Motor Vehicles, Driving Licences) Rules (R 27);

“class 5 driving licence” means a licence that is granted or renewed under section 35(6) or (6A) of the Road Traffic Act 1961 that authorises the holder of the licence to drive a class 5 vehicle mentioned in rule 19(h) of the Road Traffic (Motor Vehicles, Driving Licences) Rules;

“dishwasher” means a cleaner who —

- (a) cleans any bowl, plate, tray or eating utensil; or
- (b) does any work that is ancillary to the cleaning of any bowl, plate, tray or eating utensil;

“eating establishment” means any restaurant, hawker centre, coffeeshop or other similar premises where individuals may consume food or drinks or both, but excludes an outlet for takeaways only;

“general cleaner” means a cleaner who carries out any general cleaning or housekeeping work that includes the sweeping or cleaning of any floor, vacuuming of any carpet and cleaning of any window;

“healthcare cleaner” means a cleaner who carries out any general cleaning or housekeeping work in a healthcare institution;

“indoor cleaner” means a cleaner who carries out cleaning work mainly in a sheltered environment;

“mechanical driver” means an individual who operates a mechanical motorised vehicle for the purpose of cleaning any road or pavement, where the unladen weight of the mechanical motorised vehicle is 2,500 kilograms or less;

“multi-skilled cleaner cum machine operator” means a cleaner who is skilled in the use of one or more of the following to carry out cleaning work:

- (a) at least one type of motorised ride-on cleaning machine;
- (b) at least one type of lifting equipment that is used for elevating one or more cleaners for the purpose of carrying out cleaning work;
- (c) at least one type of specialised cleaning agent;
- (d) at least 3 types of handheld cleaning machines;

“outdoor cleaner” means a cleaner who carries out cleaning work in an unsheltered environment;

“refuse collection cleaner” means a cleaner who collects refuse or waste at one or more refuse or waste collection points;

“restroom cleaner” means a cleaner who cleans any restroom;

“supervisor” means an individual who —

- (a) decides on the deployment of one or more cleaners to carry out any cleaning work for a cleaning contract; and
- (b) supervises one or more cleaners in the carrying out of any cleaning work;

“table-top cleaner” means a cleaner who carries out any of the following cleaning work at an eating establishment:

- (a) collection of any bowl, plate, tray or eating utensil from any table or tray-return station;
- (b) clearing of food remains from any bowl, plate or tray at any table or tray-return station;
- (c) cleaning of any table or tray-return station;

“tray-return station” means a designated area at an eating establishment where any bowl, plate, tray or eating utensil may be returned;

“truck driver” means an individual who possesses a class 4 driving licence or class 5 driving licence and operates a mechanical motorised vehicle for the purpose of cleaning any road or pavement, where the unladen weight of the mechanical motorised vehicle is more than 2,500 kilograms.

[S 1023/2022 wef 31/12/2022]

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;

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- (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;

- (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).

FIRST SCHEDULE

Regulation 3

FEEES

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

[S 1023/2022 wef 31/12/2022]

SECOND SCHEDULE

Regulation 6(1)

PART 1

TRAINING FOR GENERAL CLEANER, HEALTHCARE CLEANER, INDOOR CLEANER, OUTDOOR CLEANER, RESTROOM CLEANER, TABLE-TOP CLEANER, DISHWASHER OR REFUSE COLLECTION CLEANER

Division 1

<i>Technical skills and competency title</i>	<i>Competency code</i>
1. Workplace safety and health practices implementation	EVS-WSH-1006-1.1
2. Emergency response management	EVS-WSH-2001-1.1
3. Incident and accident investigation	EVS-WSH-2002-1.1
4. Workplace safety and health culture development	EVS-WSH-2003-1.1

 SECOND SCHEDULE — *continued*

<i>Technical skills and competency title</i>	<i>Competency code</i>
5. Workplace safety and health practices implementation	EVS-WSH-3006-1.1

Division 2

<i>Technical skills and competency title</i>	<i>Competency code</i>
1. Customer management	EVS-CFC-1005-1.1
2. Food shop hygiene maintenance	EVS-CGO-1002-1.1
3. Furniture and furnishing maintenance	EVS-CGO-1003-1.1
4. Horizontal surface maintenance	EVS-CGO-1004-1.1
5. Public hygiene maintenance	EVS-CGO-1005-1.1
6. Vertical surface maintenance	EVS-CGO-1006-1.1
7. Washroom maintenance	EVS-CGO-1007-1.1
8. Cleaning chemical handling	EVS-CGO-2001-1.1
9. Furniture and furnishing maintenance	EVS-CGO-2003-1.1
10. Horizontal surface maintenance	EVS-CGO-2004-1.1
11. Washroom maintenance	EVS-CGO-2007-1.1
12. Cleaning chemical handling	EVS-CGO-3001-1.1
13. Learning and development	EVS-PDV-2003-1.1
14. Robotics and automation application	EVS-TEM-2004-1.1

PART 2

 TRAINING FOR MULTI-SKILLED CLEANER
 CUM MACHINE OPERATOR
Division 1

<i>Technical skills and competency title</i>	<i>Competency code</i>
1. Emergency response management	EVS-WSH-2001-1.1
2. Incident and accident investigation	EVS-WSH-2002-1.1

SECOND SCHEDULE — *continued*

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|---|------------------|
| 3. Workplace safety and health culture development | EVS-WSH-2003-1.1 |
| 4. Workplace safety and health practices implementation | EVS-WSH-3006-1.1 |

Division 2

- | <i>Technical skills and competency title</i> | <i>Competency code</i> |
|--|------------------------|
| 1. Cleaning chemical handling | EVS-CGO-2001-1.1 |
| 2. Furniture and furnishing maintenance | EVS-CGO-2003-1.1 |
| 3. Horizontal surface maintenance | EVS-CGO-2004-1.1 |
| 4. Washroom maintenance | EVS-CGO-2007-1.1 |
| 5. Cleaning chemical handling | EVS-CGO-3001-1.1 |
| 6. Effectiveness management | EVS-PDV-3002-1.1 |
| 7. Robotics and automation application | EVS-TEM-2004-1.1 |

PART 3

TRAINING FOR MECHANICAL DRIVER
OR TRUCK DRIVER*Division 1*

- | <i>Technical skills and competency title</i> | <i>Competency code</i> |
|---|------------------------|
| 1. Emergency response management | EVS-WSH-2001-1.1 |
| 2. Incident and accident investigation | EVS-WSH-2002-1.1 |
| 3. Workplace safety and health culture development | EVS-WSH-2003-1.1 |
| 4. Workplace safety and health practices implementation | EVS-WSH-3006-1.1 |

Division 2

- | <i>Technical skills and competency title</i> | <i>Competency code</i> |
|--|------------------------|
| 1. Public hygiene maintenance | EVS-CGO-2005-1.1 |

SECOND SCHEDULE — *continued*

<i>Technical skills and competency title</i>	<i>Competency code</i>
2. Robotics and automation application	EVS-TEM-2004-1.1
3. Waste collection management	EVS-WMO-2002-1.1

PART 4

TRAINING FOR SUPERVISOR

Division 1

<i>Technical skills and competency title</i>	<i>Competency code</i>
1. Workplace safety and health performance management	EVS-WSH-2004-1.1
2. Emergency response management	EVS-WSH-3001-1.1
3. Incident and accident investigation	EVS-WSH-3002-1.1
4. Workplace safety and health culture development	EVS-WSH-3003-1.1
5. Workplace safety and health practices implementation	EVS-WSH-3006-1.1
6. Workplace safety and health system management	EVS-WSH-3007-1.1
7. Workplace safety and health control measures	WPH-WSH-4075-1.1
8. WSQ advanced certificate in workplace safety and health	—
9. bizSAFE level 2 risk management	—

Division 2

<i>Technical skills and competency title</i>	<i>Competency code</i>
1. Customer management	EVS-CFC-3005-1.1
2. Customer management	EVS-CFC-3007-1.1
3. Cleaning chemical handling	EVS-CGO-3001-1.1
4. Equipment and inventory management	EVS-EQM-3001-1.1

SECOND SCHEDULE — *continued*

<i>Technical skills and competency title</i>	<i>Competency code</i>
5. Effectiveness management	EVS-PDV-3002-1.1
	<i>[S 1023/2022 wef 31/12/2022]</i>

Made this 31st day of March 2014.

CHEW GEK KHIM
*Chairman,
National Environment Agency,
Singapore.*

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