

Setting up to use the Safe@Work service

The Safe@Work eservice allows employers to:

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

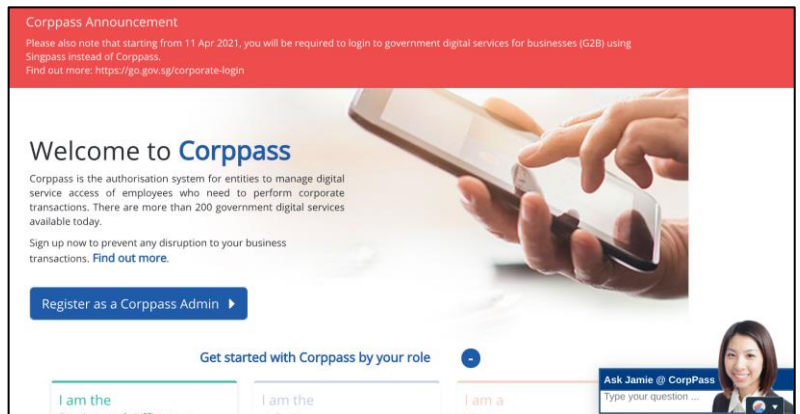
Step 1: Setup users to access the MOM ACE Digital Services Corppass

1. Ensure you have access to the **MOM ACE Digital Services Corppass**.

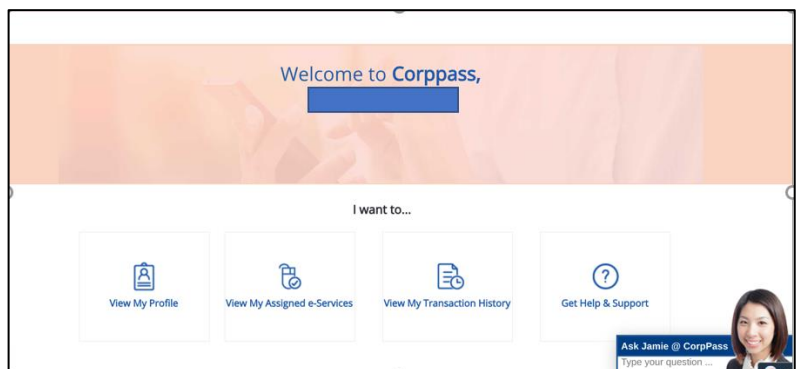
- Log into Corppass at <https://www.corppass.gov.sg/>.
- Select "View My Assigned e-Services" function.
- Check that **MOM ACE Digital Services Corppass** is listed as one of your assigned e-Services.

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

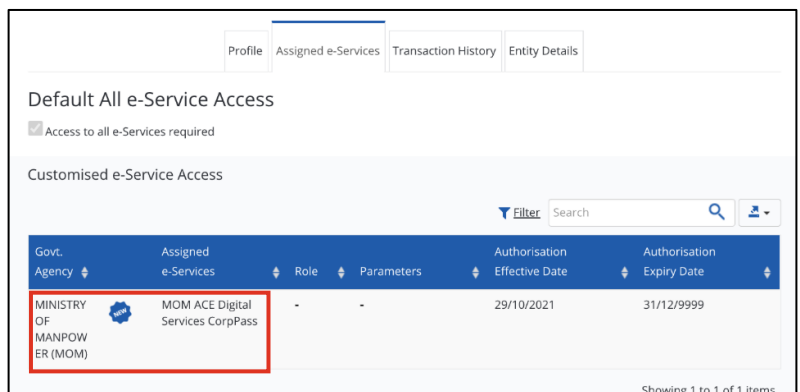
a.



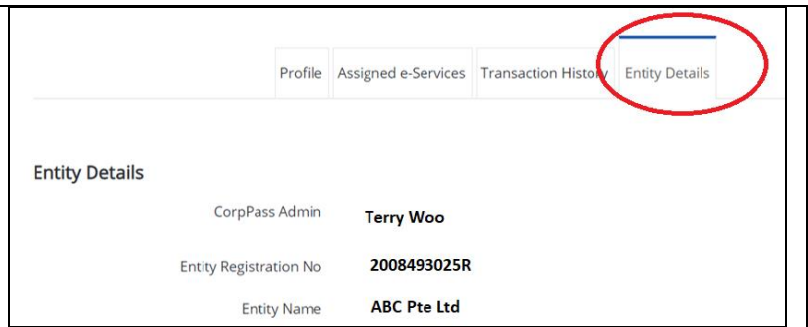
b.



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 **MOM ACE Digital Services Corppass**.)

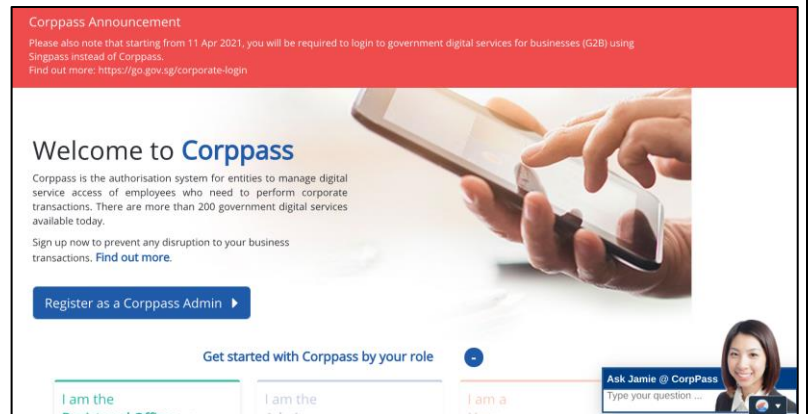
The Corppass Administrator should:

- a. Log in to Corppass portal at www.corppass.gov.sg/
- b. Go to the **e-Service Access** tab and click the "Select Entity's e-Services" box.

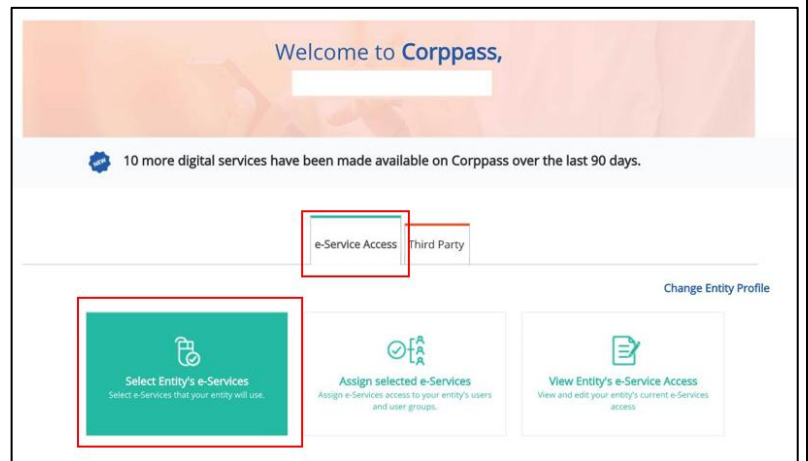
Search for and select **MOM ACE Digital Services Corppass** from the list of e-Services.

Verify the selection and submit the request.

a.



b.

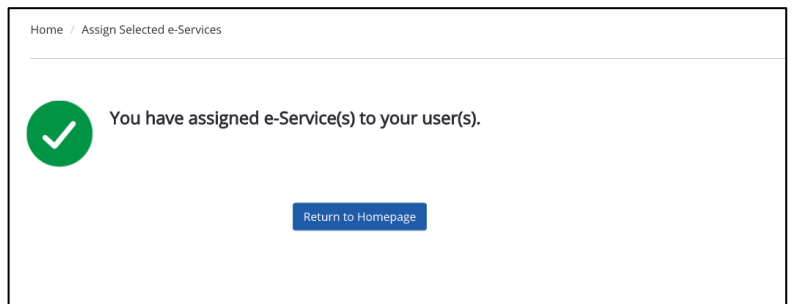
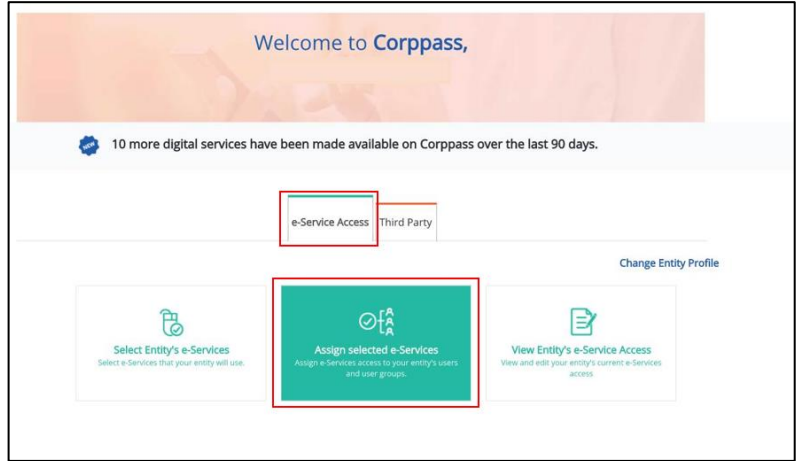


3. (Skip this step if you have been assigned the **MOM ACE Digital Services Corppass**.)

The Corppass Administrator must assign **MOM ACE Digital Services Corppass** to the desired Corppass **users** in your organisation:

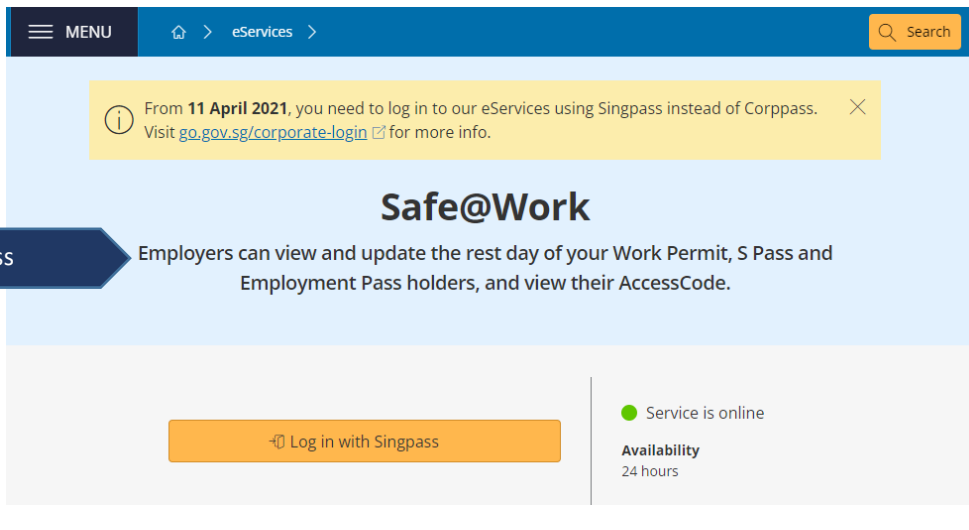
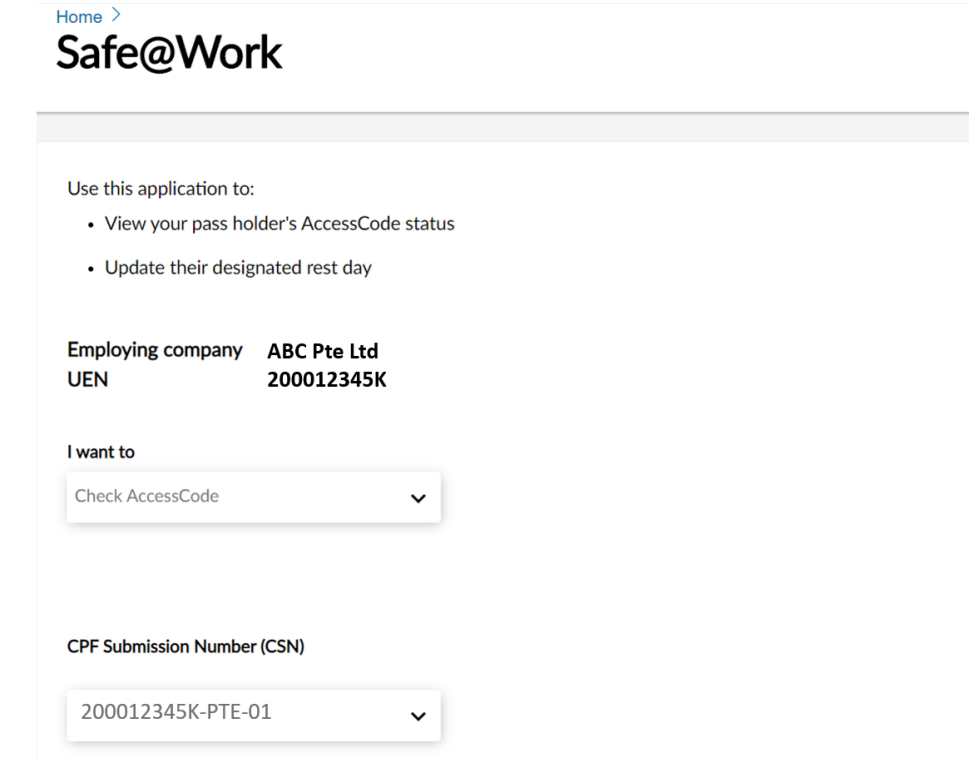
- a. Go to the **e-Service Access** tab and click “Assign Selected e-Services” box.
- b. Assign **MOM ACE Digital Services Corppass** to your users’ Corppass account.
- c. A confirmation message will indicate successful assignment of access to the user(s).

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:

<p>1. Log in to Safe@Work eservice at https://www.mom.gov.sg/e-services/services/safe-work with your Singpass</p> <p>Login with your Singpass</p>	
<p>2. Upon successful login, you will be directed to Safe@Work page.</p>	

Using Enquire AccessCode function:

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

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

Select 'Check AccessCode'

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

2. Download the AccessCode details 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](#)

Click to download an excel list of your workers

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
(Use Work Permit, S Pass, Employment Pass, Personalized Employment Pass, Entrepass, Letter of Consent, Visit Work Pass and Training Passes only)
Issued as at: 23/04/2022

Employing Company: A*STAR RESEARCH ENTITIES (1907021100)

Legend
AccessCode is shown on SGWorkPass in two colours depending on the worker's status:
■ "Green" status: Worker met all conditions and is allowed to leave the residence for work.
■ "Red" status: Employer or worker has not met one or more of the conditions. Workers are not allowed to leave the residence for work.
 #1: This indicates the due date that workers must be swabbed if they are subject to routine testing requirement. Employers must schedule the swab through the [Swab Registration System](#). Workers who are still on QD/SH are exempted. This field is blank for those who still have an Active COVID infection.
 #2: Employers can reschedule the swab appointment through the [Swab Registration System](#).
 #3: Worker is not subject to QD/SH/LOA after the indicated date.


S/N	Name	FIN	CPF Submission Number (CSN)	AccessCode	(i) Approved to start work				(ii) Health Status		
					COVID-19 Infection	Exempted from Routine Testing (ERT)	#1 Next Swab Due By	#2 Next Swab Appt On	Recent Swab Results within 21 days	Serology Test Results within 180 days	Serving Quarantine Order or Stay Home Order or Leave of Absence?
1	TEMP FIN NO HOLDER 1	FX00001X	199000000X-PTE-01	Green	Yes	Exempted from Routine Testing (ERT)	NA				No
2	TEMP FIN NO HOLDER 2	FX00002X	199000000X-PTE-01	Red	No (Log in Error)	Exempted from Routine Testing (ERT)	NA				No
3	TEMP FIN NO HOLDER 3	FX00003X	199000000X-PTE-01	Not Available	Yes	Exempted from Routine Testing (ERT)	NA				No
4	TEMP FIN NO HOLDER 4	FX00004X	199000000X-PTE-01	Not Available	Yes	Exempted from Routine Testing (ERT)	NA				No
5	TEMP FIN NO HOLDER 5	FX00005X	199000000X-PTE-01	Not Available	Yes	Exempted from Routine Testing (ERT)	NA			12/08/2020 NEGATIVE	No

4. If you wish to reschedule your worker's vaccination appointment, you can apply the vaccination booking code [here](#) to make changes to the appointment. For more detailed instructions, refer to the step-by-step user's guide [here](#).

Vaccination	Vaccination Booking Code
Not scheduled. Learn more	
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
Missed appointment. Learn more	
Completed 1st dose and 2nd appointment is on 15/06/2021 20:41	12345682
Missed 2nd appointment. Learn more	
Completed on 30/04/2021	12345684

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>Home > Safe@Work</p> <p>Use this application to:</p> <ul style="list-style-type: none">• View your pass holder's AccessCode status• Update their designated rest day <p>Employing company ABC Pte Ltd UEN 200012345C</p> <p>I want to</p> <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>
<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> <p>200012345C-PTE-01 v</p> <p>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)</p> <p>Update for all pass holders Update for a specific pass holder</p> <p>1.Download the latest rest day list 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> <p> Drag and drop or browse files. Excel file only. File size must not exceed 3MB.</p>

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)

S/No	Name	FIN	Pass Type	Please indicate Rest Day	Mo	Tu	We	Th	Fri	Sa	Su	Status	Remarks
1	SAHAN	G1234567X	R Pass	Mon									
2	YAPA BANDARA	F2342567E	S Pass	Wed									
3													
4													
5													
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