

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



All ▾ View workplaces

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[View all](#) ➔

- 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 'For Business Users'.
- 'For Individual Users' is only allowed for authorised examiners.

**For  
Business  
Users**

*Log in with Singpass*

**For  
Individual  
Users**

*Log in with Singpass*

# 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 'For Business User', 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.	<u>WORKPLACE NO</u>	<u>WORKPLACE NAME</u>	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

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**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 'For Individual User' 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



E-Submission Reference No. :

### Owner Details

Select UEN/NRIC  
\* UEN

Lifting Equipment Class  
\* Hoists - 203 Hoist - Hydraulic (203)

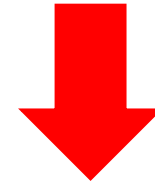
Workplace No.

#### 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**



## 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 'For Business User'
- 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



## Create report

1

Injured person

2

Accident details

3

Contact details

4

Preview & declare

5

Acknowledgement

### Injured person

⊕ Add injured person

Click 'Add injured person' and complete the required fields

1 items | Page 1

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

Continue >

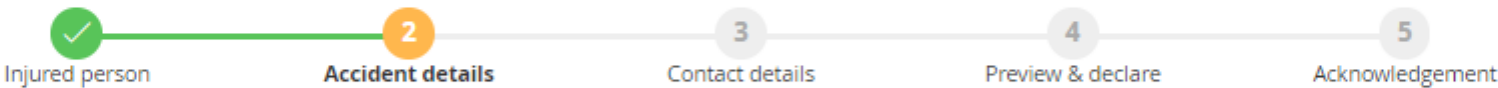
Save as draft

[X Cancel](#)

# 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

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

Address or location where the accident happened:

# 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
<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

<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0001	Active	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0002	Active	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0003	Active	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0004	Suspended	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0005	Terminated	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name	XXXXXXXX0006	Active	Workplace Name	Address 01
<input type="radio"/>	XXXXXXXXXX	Company Name				
<input type="radio"/>	XXXXXXXXXX	Company Name				
<input type="radio"/>	XXXXXXXXXX	Company Name				
<input type="radio"/>	XXXXXXXXXX	Company Name				

Others, please specify:

Workplace Name

Address

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

# 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 ▼

[Cancel](#)

Address or location where the accident happened:



# How to search existing workplace records: Incident Reporting

☐

workplace name

Begin with

SNUBBYTAIL

☐

Occupier UEN

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
<input type="radio"/> XXXXXXXXXX	Register	Organisation Name	111 Bendemmeer Road S339111

Others, please specify:

Workplace Name

Address

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

Save

Cancel

# 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**



[Sitemap](#) | [Contact us](#)



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



## Create Summary Report

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

For this workplace:

Workplace Name

Search

- Workplace Name
- Workplace Number

16 items | Page 1 2 > >

Workplace Number	Workplace Name	Address
XXXXXXXXXX001	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX003	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX005	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02
XXXXXXXXXX007	Workplace Name	Address 01
XXXXXXXXXX	Workplace Name	Address 02

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

# 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**



## ConSASS Workplace List

 Use Search filters for faster results 


UEN

Workplace No.

Occupier Name

Workplace Address



Postal Code

 Search

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



## ConSASS Workplace List

 Use Search filters for faster results 

UEN


Workplace No.

Occupier Name

Workplace Address

YISHUN AVENUE 9

Postal Code


 Search

1 items | Page 1

SNo.	UEN	Workplace No.	Occupier Name	Workplace Address
1	XXXXXXXXXX	XXXXXXXX0001	SNUBBYTAIL LTD	318B YISHUN AVENUE 9 #13-140 YISHUN GREENWALK SINGAPORE 762318

[X](#) Cancel

ConSASS Workplace List

 Use Search filters for faster results


UEN

Workplace No.


Occupier Name

Workplace Address

Postal Code

 Search

SNUBBYTAIL



20 items | Page 1 2 3 4 > >>

SNo.	UEN	Workplace No.	Occupier Name	Workplace Address
1	XXXXXXXXXX	XXXXXX0002	SNUBBYTAIL LTD	41 SCIENCE PARK ROAD #06-17 <#06-060 TO 070> GEMINI, THE SINGAPORE 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	<a href="#">XXXXXXX0001</a>	Workplace Name	3 Address 01 311 ROAD #03-322 CRIMSON, THE SINGAPORE 117611
XXXXXXXX	<a href="#">XXXXXXX0002</a>	Workplace Name	Address 02
XXXXXXXX	<a href="#">XXXXXXX0003</a>	Workplace Name	4 Address 03 311 ROAD #06-066 GEMINI, THE SINGAPORE 117610
XXXXXXXX	<a href="#">XXXXXXX0004</a>	Workplace Name	Address 04
XXXXXXXX	<a href="#">XXXXXXX0005</a>	Workplace Name	31 Address 05 311 ROAD #02-211 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

<u>Workplace Number</u>	<u>Workplace Name</u>	<u>Workplace Address</u>	<u>Date of Monitoring</u>	<u>Status</u>	<u>File Uploaded Status</u>	<u>Action</u>
No records found !						

### 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 !				

- 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

Search

Select

Workplace Number

Workplace Name

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	3 Address 01 100 ROSS ROAD #03-322 CRIMSON, THE SINGAPORE 117611
XXXXXXXX	XXXXXXXX0002	Workplace Name	Address 02
XXXXXXXX	XXXXXXXX0003	Workplace Name	4 Address 03 100 ROSS ROAD #06-066 GEMINI, THE SINGAPORE 117610
XXXXXXXX	XXXXXXXX0004	Workplace Name	Address 04
XXXXXXXX	XXXXXXXX0005	Workplace Name	31 Address 05 100 ROSS ROAD #02-211 CRIMSON, THE SINGAPORE 117611

[Go to Dashboard](#)

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



## Dashboard

UEN17DIRECTOR3  
Your last login was on Tuesday 30 April 2019

Representing  
**Company Name (UEN: XXXXXXX0)**  
Company address


Application Status


<b>APPLICATIONS</b> 15 Require Attention 129 In Progress	<b>DRAFTS</b> 0 Due for Removal 0 All Drafts	<b>LICENCES</b> 1 Due for Renewal 8 Active	<b>PAYMENTS</b> 15 Pending Payments
--	--	--	--

## 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






Integrity · Service · Excellence


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A A A


Within this Website


Search by Keywords





 HOME

 MY PORTFOLIO

 LICENCE APPLICATION

 LICENSED ENTITIES





## 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

LICENCE APPLICATION

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.