

Addendum to the Tripartite Cluster for Cleaners (TCC) Report

Annex D

Summary of Changes to TCC Report

I. Revised Progressive Wage Model (PWM)

1. Combined the “Out-patient” and “In-patient” Cleaners categories listed under Group 1. Both are now classified under Healthcare Cleaners in Group 1 with a recommended monthly basic wage \geq \$1,200.
2. Combined the categories of “Multi-Skilled Cleaners” and “Machine Operators” for all 3 groups. The new category will be known as “Multi-Skilled Cleaners cum Machine Operators”.
3. Removed the word “Class 3” from the category of “Class 3 Mechanical Drivers” under Group 3.

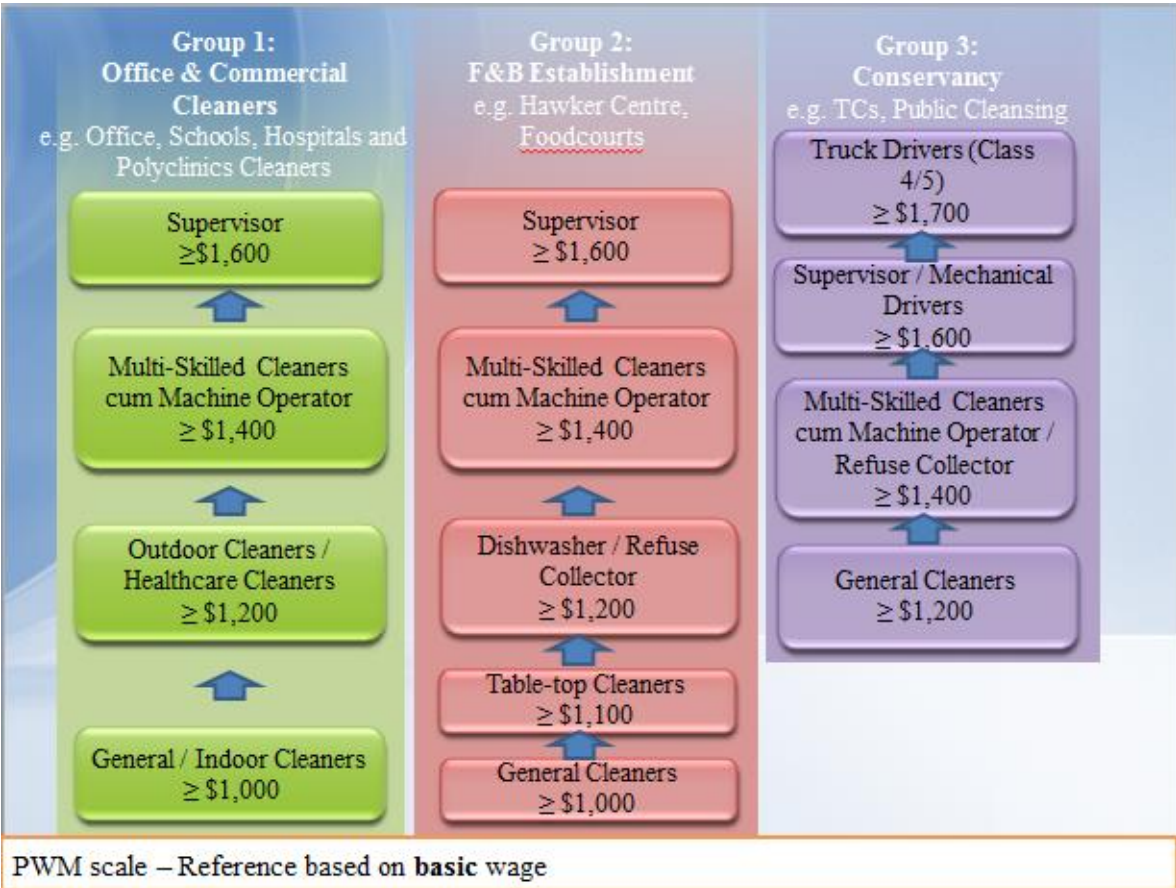
Please refer to Annex E for more details.

II. Guiding Principle and Revised Definitions of Cleaning Job Types

1. Added a guiding principle to determine the job category and corresponding wage level of a worker whose job responsibilities fall into more than 1 job category
2. Included definitions for the various cleaning jobs referred to in the PWM.
3. Modified existing definitions.

Please refer to Annex F for more details.

Revised PWM



Guidelines and Revised Definitions of Cleaning Job Types

Guiding Principle

For workers whose job responsibilities fall into more than 1 job category, he shall be classified under the job category where he spends majority of his time and the corresponding wage level applies.

Revised Definitions of Cleaning Job Types

Group 1: Office & Commercial Cleaners

General Cleaners

A person assigned to basic cleaning duties.

Job duties may include: Office cleaning duties such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, clearing trash bins.

Examples of equipment used may include: Blower, vacuum cleaner, household cleaning equipment

Indoor Cleaners

A person assigned to work in a sheltered environment. He/she may also be required to do outdoor cleaning on a routine basis.

Job duties may include: Office cleaning such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, mopping of lift and lift landing.

Examples of equipment used may include: Blower, vacuum cleaner, household cleaning equipment.

Outdoor Cleaners

A person assigned to work in an unsheltered environment.

Job duties may include: Performing outdoor compound area cleaning jobs, sweeping of car park(s), mopping of lift and lift landing and clearing trash bins.

Healthcare Cleaners

A person who performs housekeeping duties in hospital wards and intensive care units in hospitals and / or perform general cleaning duties in all areas of the hospitals / polyclinics.

Job duties may include: Clearing rubbish, sweeping and mopping the floor.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Carpet shampooing, marble polishing, leaf blowing, using of motorized equipment for the following: Sweeping of access road, turf area, open and contained space such as areas within shopping centres, supermarkets, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber, refuse collection.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include:

Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include:

Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Supervisor

A person who oversees works execution and the performance of other workers. This person must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

Group 2: F & B Establishment

General Cleaners

A person assigned to basic cleaning duties.

Job duties may include: Sweeping and cleaning floors, vacuuming carpets, wiping windows

Table-top Cleaners

A person assigned to collect plates and utensils and cleaning tables.

Dishwasher

A person assigned to the washing of plates, trays and utensils. He/she may be required to operate dishwashing equipment.

Dishwashers can include both manual dishwashers and dishwashing machine operators.

Job duties may include: Pushing cart in and out of dishwashing bay, washing of plates, trays and utensils. May include use of conveyor belts in the transportation.

Refuse Collector

A person deployed to collect refuse at the refuse collection point within an F&B premise and to dispose of the refuse at a designated refuse collection point outside of the F&B premise.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Both indoor & outdoor cleaning, carpet shampooing, marble polishing, using of motorized equipment in Sweeping of access road, turf area, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, Sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include:

Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include:

Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Supervisor

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

Group 3: Conservancy

General Cleaners

A person assigned to basic cleaning duties in conservancy areas.

Job duties may include: General sweeping of apron and apron surrounding drains, sweeping of staircases and common corridor, clearing of cobweb, sweeping of outdoor and car park/s, mopping of lift and lift landing, clearing trash bins.

Refuse Collector

A person who is deployed for the collection of refuse (both dry and wet waste) at refuse collection areas such as main refuse chute of each HDB block or at the central bin chute. This person may be required to clean refuse chute and transport heavy loads.

Job duties may include: Clearing and removal of bulky waste (both dry and wet waste), sweeping of car park and cleaning of refuse chute

Examples of equipment used may include: Battery cart for refuse collection, ATLV, high pressure jet.

Multi-Skilled Cleaner cum Machine Operator

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

Job duties may include: Pressure jet washing and leaf blowing, Sweeping of access road, turf area, open space, road side drains, drop-inlet chamber, submerged drain, cleaning high area of dust and cobwebs or any height- cleaning that requires an access of > 2m.

Examples of hand-held equipment may include: Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

Examples of motorized ride-on machineries may include:

Battery-operated Cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (ride-on), ride on scrubber, sweeper (ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

Examples of lifting equipment may include:

Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

Mechanical Drivers

A person who operates mechanical motorized vehicles whose un-laden weight does not exceed 2,500 kg* ¹for road/pavements cleaning purpose.

Job duties may include: Operating motorized vehicles to sweep access road/ pavements.

Examples of equipment used may include: Any type of road sweeper \leq 2,500 kg*(Please refer to Footnote 1) in un-laden weight

Supervisor

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

Truck Drivers

A person who possesses Class 4/5 driving license and who operates mechanical motorized vehicles whose un-laden weight exceed 2,500 kg* (Please refer to Footnote 1).

Job duties may include:

Operating motorized vehicles for sweeping of access road and waste management

Examples of mechanical motorized vehicles may include: Any type of road sweeper $>$ 2,500 kg*(Please refer to Footnote 1) in un-laden weight, garbage truck

¹ *The stated 2,500kg is based on the “Classification of motor vehicles” in the Road Traffic Act and may be reviewed, from time to time, by the relevant authorities.

Applies to all Groups:

Team Leader

A person who oversees works execution but who is not involved in planning, reviewing, manpower deployment and assessing performance of the cleaners.

With more job responsibilities, the team leader should be entitled to at least \$100 more in allowances.