

# SCOPE

2nd Quarter 2020  
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**2** CCPS SOUTH EAST ASIA REGIONAL MEMBERS MEETING

**3** NATIONAL WORKPLACE SAFETY & HEALTH CAMPAIGN 2020

**3** BUSINESS CONTINUITY PLAN

**4-5** Risk Based Process Safety During Disruptive Times

**6** Covid-19 Safe Management Measures by PCC

**7** SMALL EFFORTS MAKE BIG DIFFERENCE

**8-9** Leisure Walker

**10** Lunch-Time Wellness Webinars

**11-12** How to Stay Cyber-Safe While Telecommuting

**12** Employee News



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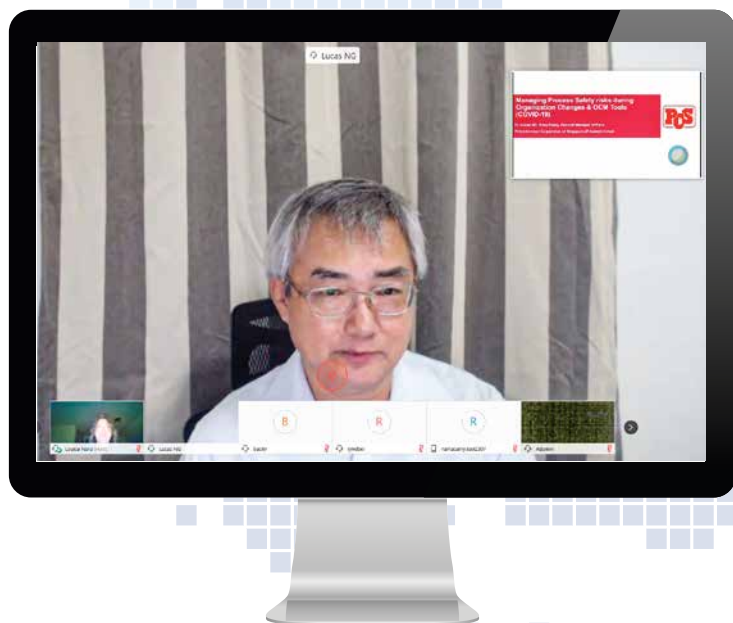




# CCPS SOUTH EAST ASIA REGIONAL MEMBERS MEETING



**Bernard Leong**  
HSE



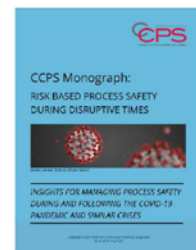
## The COVID-19 Monograph

With Input from many practitioners in multiple countries  
Based on the RBPS backbone;

- Why: RBPS is applicable all the times; Normal & Abnormal
- All Hazards & Risks are not equal
- While the need and demand for Process Safety continues, the support resources have been impacted
- Includes Humans, Material, Equipment, Supply Chain, Funding

Managing Human Performance is challenging during ANY crisis.

- Think of anxiety, stress and fatigue
- Addressed in Process Safety Culture, Stakeholder Outreach & Conduct of Operations



## Meeting Agenda



Time (Local)	(Mins)	Subject	Leader/Speaker
8:00	05	Introduction / Agenda	Loaike Nara
8:05	05	Welcome by PETRONAS	Yong Sa Chung, Senior GM, Health & Safety
8:40	10	Welcome by CCPS & CCPS Updates	Shakeel Kadri
8:50	10	CCPS Planning Process – The Importance of Global Regions in the Proposal / Planning Process	Loaike Nara
9:00	10	CCPS Life Cycle of Project	Dr. Anil Godbole
9:10	05	CCPS Project updates	
9:15	20	PETROMAS Lessons Learned: Shared Facilities Barrier Management	M. Bahr B. Ngoh, GM, Process Safety
9:35	05	Q&A	
9:40	15	Managing Process Safety risks during Organisation Changes & OCM Tools (COVID-19) presented by Petrochemical Corporation of Singapore (Pphol) Limited, Singapore (PCS)	NG H Kong Jooa (General Manager, PCS)
9:55	10	Managing Process Safety during COVID-19 "Workforce engagement and Safe work Practices" presented by Reliance Industries Ltd	Mukil Bhowmik, Vice President (Safety & Cp Risk)
10:05	10	Managing Process Safety Risks during Organisation Change & OCM tools (COVID-19) presented by PETROMAS	M. Naji B. Jaffer, Manager, Process Safety
10:15	15	Round Table discussions/Feedback - Related projects in the region - CCPS RBPS Maturity Assessment Program	All
10:20	-	Meeting Close-out	

The Center for Chemical Process Safety (CCPS) holds regular regional members meetings to support its members in the best way in pursuing the following objectives:

- To share the knowledge and experience among CCPS member companies
- To provide updates on CCPS activities in the region and worldwide
- To trigger new Process Safety Management (PSM) initiatives in the region
- To collect inputs on future CCPS meetings and conferences, conduct of CCPS public training programmes and workshops to be held in the region

With the purpose of sharing lessons learnt and best practices adopted by industries during COVID-19, CCPS organised a virtual meeting of its South East Asia members on 13 May 2020, in the midst of the pandemic situation across the globe. Despite the challenge, CCPS continues to engage with its members to

address process safety threats and adapt to a new way of life and work.

This virtual meeting was jointly hosted by CCPS and Petronas, Malaysia, and attended by representatives from CCPS member companies in South East Asia. PCS GM(Plant),

Er. Lucas Ng HK, shared on "Managing Process Safety Risks during Organisation Changes & Organisational Change Management Tools (COVID-19)", along with other presenters from Petronas and Reliance Industries sharing a similar theme.

GM(Plant) acknowledged the CCPS Monograph on Risk-Based Process Safety during Disruptive Times. He mentioned that the information in this Monograph is very timely, relevant and helpful during this very challenging COVID-19 situation, and appealed to all Process Safety practitioners to promote the CCPS Monograph wherever they are - <https://www.aiche.org/sites/default/files/html/544906/RBPS-during-COVID-19-and-Similar-Disruptive-times.html>.

At the end of the meeting, Mr. Shakeel Kadri, Executive Director & CEO of CCPS, thanked all the presenters and participants and appreciated the steadfast support by South East Asia members, to fulfil CCPS' vision and mission in process safety.

# NATIONAL WORKPLACE SAFETY & HEALTH CAMPAIGN 2020



**Bernard Leong**  
HSE

This year's campaign message calls upon the industry, employers and employees to "Take Time to Take Care" of their health and safety at work. The emphasis is for everyone to set aside time to care for their health so as to build a safer and healthier workforce at the workplace.



**Workplace Safety and Health Council** •••  
27 Apr •

Mr John Ng, Chairman of the WSH Council, opens the National WSH Campaign 2020 with the message "Take Time to Take Care of your Safety and Health"; calling upon companies and workers to put in the time to care for their health as we aspire to build a safer and healthier workforce. **#NWSH2020**

The launch programme kicked off with a welcome by Mr John Ng, Chairman of the WSH Council, followed by opening remarks by Mr Zaquy Mohamad, Minister of State for Manpower. There were also sharings by tripartite partners, including COVID-19 prevention tips. At the closing of the launch, the VIPs attempted the persona quiz on the campaign microsite. This fun quiz is still active. Do take part to find out which aspects of your health you could be neglecting that can lead to injuries at work, <https://www.taketimetotakecare.sg/#quiz-section>.

The annual National Workplace Safety & Health (WSH) Campaign sets the stage for the Workplace Safety and Health (WSH) Council's year-long outreach efforts to promote safety and health in workplaces. This annual affair is organised by the WSH Council, and supported by the Ministry of Manpower and tripartite partners.



WSH Council's Campaign microsite

In the midst of the COVID-19 pandemic, against a backdrop of a ban on mass gathering, the launch of the national campaign was through a live webcast, streamed on the WSH Council's Facebook page on 27 April 2020 via a series of video posts.

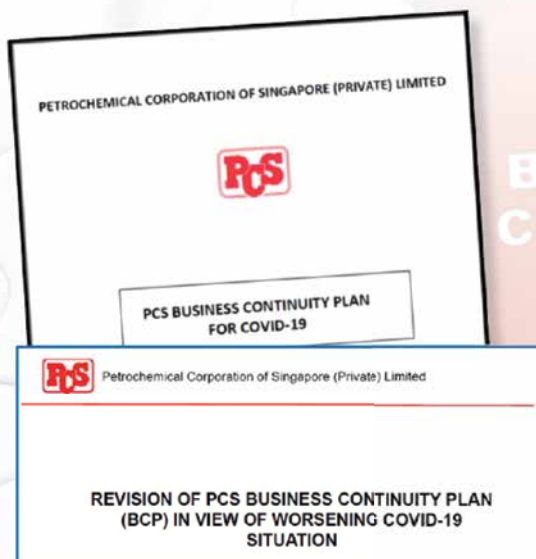
# BUSINESS CONTINUITY PLAN



**Angela Ter**  
BDP

The Company activated its Business Continuity Plan ("BCP") in phases, starting with its Indirect staff (Non-site essential support staff) from 17<sup>th</sup> Feb 2020, Day staff in plant maintenance and operations (Site-essential support staff) from 21<sup>st</sup> February 2020 and Operations and Fire & Security Shift Personnel from 2<sup>nd</sup> March 2020.

The BCP was further enhanced on 1<sup>st</sup> April by requiring all non-site essential staff, which comprises 30% of the WFH group to work from home wherever possible. With the imposition of the Circuit Breaker on 7<sup>th</sup> April 2020, the Company further limits the total turnout at its workplace. With the lean manning, all scheduled project based work that can be delayed are stopped.



The BCP involves splitting its Indirect staff into two teams working staggered hours, with one team working in office and the other team working from home ("WFH"), on a weekly rotation basis. WFH is strictly enforced to ensure proper segregation of the two teams. Meetings are held using web conferencing tool and access to office servers are handled through Virtual Private Network ("VPN"). Work is prioritised with priority given to operability and safety as well as projects that have to meet critical timelines.

Safe distancing measures are rigorously implemented in the workplace including offices, canteen and control rooms. Shift Staff needs to adhere to strict protocols during shift handover. Maintenance Staff also ensure safe distancing and minimum face-to-face contact with contractors when issuing permits-to-work. Shift coverage is drawn from "paired teams" to ensure no cross-contamination should one team be affected by Stay Home Notice or Quarantine Order.


Just like all countries and companies around the world who are trying to manage the COVID-19 situation, Management, together with the BCP team, will continue to monitor the fluid situation and take actions whenever it can to minimise the impact to the Company's operations.

# Risk Based Process Safety During Disruptive Times

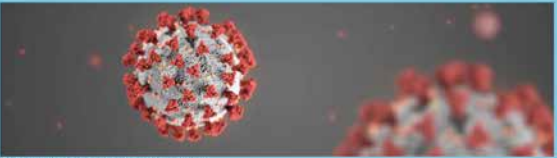


Benjamin Tan  
T&O

“Annepu Chandramouli, 19, a medical student and son of a police constable, had gone to bed late that night after studying. Minutes later, he was jolted out of sleep by the vapour. “His eyes were watering and he was unable to breathe. He was disoriented and ran towards the balcony. He toppled over the railing and fell to his death from our apartment on the second floor,” his relative said.” – Sumit Bhattacharjee, “Visakhapatnam gas leak - How negligence and violations led to a deadly disaster”, *The Hindu*.



## CCPS Monograph: RISK BASED PROCESS SAFETY DURING DISRUPTIVE TIMES



Graphic courtesy: Center for Disease Control

### INSIGHTS FOR MANAGING PROCESS SAFETY DURING AND FOLLOWING THE COVID-19 PANDEMIC AND SIMILAR CRISES

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www.aiche.org/ccps

Summarized by: Ng Chee Hin  
Template: 9 April 2020  
Compilation of inputs (F&E) - Rev <0>: 4 Jun 2020  
Summary of Areas for Improvement - Rev <1>: 8 Jun 2020

CCPS – Risk Based Process Safety during Disruptive Times (V3.1) <small>(To be read in conjunction with the CCPS Monograph “Risk Based Process Safety V1.1”)</small>		PCS	Areas for Improvement	
<b>1. Commit to Process Safety</b>  <b>Process Safety Culture</b>	<b>1.1 Lead the crisis response (develop and execute BCP)</b>	<b>T&amp;O</b> <ul style="list-style-type: none"> <li>PCS BCP was developed in 2006.</li> <li>PCS DORS Team comprise of Management, HRA, HSE, F&amp;S and BOP. Other Functions support when required.</li> <li>As the situation evolved, changes were made in areas of segregation of staff in Operations, Operations Support, Admin staff and contractors. Working from Home scheme minimization of face to face meetings, virtual meetings, etc were implemented.</li> </ul> <b>F&amp;S</b> <ul style="list-style-type: none"> <li>The Plan was reviewed by Hong in Mar 2020 and sent to HRA for final vetting and hand over of custodianship to BOP.</li> <li>F&amp;S continue to support PCS DORS Team &amp; Complex Companies in temperature screenings, at all entrances.</li> </ul> <b>MAI</b> <ul style="list-style-type: none"> <li>Even when PCS BCP was being planned to be implemented, Maintenance planned the Maintenance staff teams and effective actions for Maintenance Contractors.</li> <li>Maintenance Function Manager and Managers led discussions with PCC key members to devise plans for the Contractors in PCS.</li> </ul>	<b>Current Actions</b> <ol style="list-style-type: none"> <li>Change PCS BCP as the situation evolved and respond accordingly to both Government and PCS direction / requirement.</li> <li>Explain promptly to and execute by all PCS members especially team segregation and Working from Home.</li> <li>Plan for MAI split teams and Contractors, working closely with PCC.</li> </ol>	<b>A. To continue</b> <ol style="list-style-type: none"> <li>Practice regularly PCS BCP as the situation evolved and respond accordingly to both Government and PCS direction / requirement.</li> <li>Explain promptly to and execute by all PCS members especially team segregation and Working from Home.</li> <li>Plan for MAI split teams and Contractors, working closely with PCC.</li> </ol> <b>B. For Improvement</b> <ol style="list-style-type: none"> <li>Practice regularly PCS BCP e.g. yearly to sustain familiarity, preparedness and opportunity to identify areas for improvement.</li> <li>Conduct yearly refresher training on management of information, use of various tools during BCP e.g. Webex.</li> <li>Review the implementation of PCS BCP for COVID-19 and identify areas for improvement.</li> </ol>
	<b>1.2 Communicate and coordinate with other functions</b>	<b>ENG</b> <ul style="list-style-type: none"> <li>Conduct daily 9:00 am Team Briefing via WhatsApp</li> <li>F&amp;S WhatsApp group was created.</li> </ul> <b>ENG</b> <ul style="list-style-type: none"> <li>PCS WhatsApp group was created. Prior to this, ENG Internal and Plant (Plant functions) already had its own groups.</li> </ul> <b>MAI</b> <ul style="list-style-type: none"> <li>Health information, guidelines and requirements</li> </ul>	<b>Current Actions</b> <ol style="list-style-type: none"> <li>Resume / continue regular meeting via teleconference (Webex) to normalize work processes as much as possible.</li> <li>Created teleconferencing (Webex) at F&amp;S Incident HQ for current and future use.</li> </ol>	<b>for Improvement</b> <ol style="list-style-type: none"> <li>PCS BCP, various other social media groups were created in response to specific needs e.g. PCS DORS/BCP, PCC/MAI, etc.</li> <li>Resume / continue regular meeting via teleconference (Webex) to normalize work processes as much as possible.</li> <li>Created teleconferencing (Webex) at F&amp;S Incident HQ for current and future use.</li> </ol>

Page 1 of 41  
Page 2 of 41

In the early morning of 7 May 2020, an industrial accident occurred at the LG Polymers chemical plant on the outskirts of Visakhapatnam, Andhra Pradesh, India. Styrene gas leaked from storage tanks in the plant, where 2000 metric tons of the chemical were stored. The resulting vapour cloud spread over a radius of about 3 km, affecting the nearby areas and villages. 12 people died and more than 1000 people fell sick as a result of this incident. On the day of the incident, the plant was re-opened for the first time since 24 March, following the nationwide lockdown in India in response to the Covid-19 pandemic. While preliminary investigations are ongoing, this tragic incident is a stark reminder on the dangers of losing focus on process safety, particularly during disruptive times such as the current Covid-19 pandemic.

While PCS has continued to operate our plants during Circuit Breaker and Extended Circuit Breaker periods implemented by the government of Singapore, process safety cannot be compromised even as PCS works within the guidelines and measures implemented due to the Covid-19 situation.

On 8 April 2020, the Center for Chemical Process Safety (CCPS) wrote and published a monograph, titled "Risk Based Process Safety During Disruptive Times". CCPS is a not-for-profit, corporate membership organisation within the American Institute of Chemical Engineers (AIChE), and brings together manufacturers, government agencies, consultants, academia and insurers to lead the way in improving industrial process safety. This monograph was written in response to the Covid-19 pandemic, as the pandemic swept across the globe, threatening health, lives, and businesses. CCPS recognised that across the world, organisations were all actively engaged to address these threats and adapt to a new way of life and work.

These RBPS guidelines are applicable at all times, including challenging times. In the current situation, the RBPS approach serves as a useful framework for providing these insights for managing process safety in a disruptive environment.

In considering process safety during disruptive times, the fundamental considerations are:

- The process safety hazards and risks at our facilities should be managed to an acceptable level as before the pandemic started.
- Demand for process safety support resources will continue; however, the availability of those resources may be impacted.

The challenge, then, is to address process safety needs at our facilities taking into account the current global disruption and threats on process safety resources. In the implementation of PCS Business Continuity Plan, it has been identified that three aspects of process safety are of particularly high importance:

- (1) Process safety culture,
- (2) Asset integrity and reliability, and
- (3) Management of change

In a panel discussion of global process safety leaders organised by CCPS, a survey indicated that 40% of respondents identified Hazard Identification and Risk Analysis (HIRA) as the process safety element most impacted by the Covid-19 pandemic. The process safety impacts of the Covid-19 pandemic may therefore, stretch beyond this current time. For example, a compromised HIRA conducted under the constraints of the Covid-19 pandemic may lead to hidden and unidentified hazards that may, in turn, result in an accident further down the time.

The monograph focuses on insights for Process Safety during and following the pandemic. The backbone of the CCPS approach to process safety is Guidelines for Risk Based Process Safety (CCPS 2007). The 20-element Risk Based Process Safety (RBPS) framework is familiar to PCS, as we have organised 5 sessions of the Process Safety Boot Camp, conducted by instructors from CCPS.

Hence, in PCS' approach with respect to business continuity, these areas are considered and emphasised. Nevertheless, the monograph by CCPS is a valuable resource to be used as a reference for discussion, to further identify gaps and areas of improvement with respect to process safety during the implementation of PCS Business Continuity Plan.

Through the efforts of various functions, the review took place over 2 months and culminated in a comprehensive document that summarises current good efforts and actions taken, as well as areas for improvement that have been identified based on the experiences during this Covid-19 situation. This holistic and wide-ranging review covered 42 areas of focus in 4 broad categories.

With continual improvement and a commitment to process safety, PCS will be better equipped and prepared for any future disruptive situations.



# Covid-19 Safe Management Measures

by PCS Contractors HSE Committee (PCC)



Ivan Apostol  
PCC Chairman



Lim Kian Huat  
Maintenance



Contractor office seating now takes care of safe distancing



Periodic sanitising of Worker rest area



Safe distancing and table shields at Worker rest area



Scanning of QR code for "SafeEntry"

The world has changed drastically in the last three to four months. A new strain of Coronavirus was discovered, resulting in a worldwide pandemic. It has caused tragically a large number of human lives being lost. As countries implement necessary quarantines and safe distancing practices to contain the pandemic, they have also started to implement lockdowns and imposed travel restrictions (inbound and outbound). These have greatly affected businesses and the natural flow of the day to day activities. The magnitude and speed of collapse in activities that followed are unlike anything experienced in our lifetimes.

**O**n 7 February 2020, the Singapore government activated the DORSCON Orange and in alignment to it is a stringent set of preventive measures known as "Circuit Breaker (CB)" was adjured on 3 April 2020. This is in response to the growing number of Covid-19 cases in our local setting. The CB was later extended to 1 June 2020. Businesses were advised to adhere strictly with the directives set forth, like safe distancing measures, cancellation of public events and celebrations, Business

Continuity Plan (BCP), Body Temperature Screening and Hygiene issues.

As a result of PCS advisories and by working closely with them, PCC planned and started implementing the contractors' BCP, safe distancing measures, issuance of surgical masks and disinfectant, and promoting good hygiene. PCS also had erected a temporary tentage facility for PCC to increase the capacity of the Contractors' Rest Shelter Area.

PCC Contractors were greatly affected by the new set of directives as several dormitories were put under lockdown and several PCC workers had to be relocated to hotels and other alternative accommodation at very short notice. The Movement Control Order by Malaysia and the closing of the road link between Malaysia and Singapore also exacerbated the difficulties faced by our workers from Malaysia.

During the CB period and even after the lifting of it, every day has been a challenge for the contractors trying to take care of their workers' health and obtaining permission from the authorities for clearance to work at site. PCC Contractors also have the responsibility to maintain the minimum manpower at PCS site to sustain safe and stable operation of the plants. With PCS' support, PCC Contractors have been so far coping well with the Covid-19 operational challenges. The partnership has no doubt grown stronger during this difficult time!

# SMALL EFFORTS MAKE BIG DIFFERENCE



## FIGHT DENGUE AND STAY HAPPY



Eugene Koh  
Fire & Security



Loh Sing Keong  
HR & Admin



Dengue is a mosquito-borne viral disease transmitted by the female *Aedes Aegypti* mosquito. It is transmitted by infected female mosquitoes mainly from the mosquito species, *Aedes aegypti*. Female mosquito gets infected after taking a blood meal from an infected human.

Dengue is caused by a virus of the Flaviviridae family and there are four strains of the virus: DenV-1, DenV-2, DenV-3 and DenV-4. Recovery from 1 strain is believed to have a lifelong immunity against that strain. However, cross-immunity to the other strains after recovery is only partial or temporary. This means that secondary infection by other strains will increase the risk of developing severe dengue.

In Singapore, a total of 17,249 people have been infected from starting of the year till now. The total cases had exceeded the annual infection numbers for all previous years. The number this year is likely to raise surpass the highest case of 22,170 infections of 2013. At least 16 people have died from dengue this year.

While this rise was already predicted from the detection of DenV-3, the Covid-19 pandemic also has a part to play. The global outbreak caused an unprecedented shift where the majority of the human population moved from office to home. This means more blood meals and breeding spots in the residential areas.

### ADVICE ON PREVENTION MEASURES

People who are spending more time at home due to the ongoing COVID19 restrictions would be wise to take extra precautions, such as:

- Removing stagnant water around the household.
- Removing stagnant water around the common corridor.

- Removing stagnant water in containers of water plants.
- Removing stagnant water in flowerpot plates.



Employees who need to work outdoors, should adopt personal mosquito prevention measures, such as:

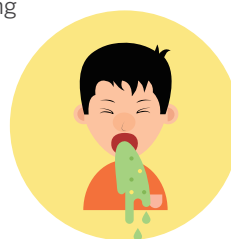
- Wearing of light coloured clothes.
- Long-sleeved clothing and long pants.
- Apply mosquito repellent to exposed parts of the body.
- Try to remove stagnant water in the event when you spotted one or informing the relevant department on the finding.

### COMMON SYMPTOMS OF DENGUE

Symptoms usually show up about 10 days after getting bitten by an infected female *Aedes* mosquito. Common symptoms include:

- Sudden onset of fever for 2-7 days
- Severe headache with pain behind the eyes
- Muscle, joint and bone pain
- Nausea and vomiting
- Swollen glands
- Skin rash with red spots

If symptoms occur, do immediately visit and consult a doctor for medical advice. It's better to be safe than sorry.



### MOSQUITO TREATMENT METHODS IN PCS

PCS pest controller uses pest control equipment and chemicals to undertake the following treatment methods to control and eliminate mosquito breeding sources:-

#### Search & Destroy

- **Search:** weekly site inspection for potential mosquito breeding sources.\*

\*Common mosquito breeding sources: Stagnant water sites, clogged drainages, canvas covers for equipment and machinery, containers, stored bulk bins, gully traps, etc.

- **Destroy:** eliminate breeding sources by getting rid of stagnant water and/or carry out larviciding and misting.

#### Larviciding

- mosquito granular baits are applied weekly in drainages and any ponding areas
- these baits target mosquito larvae by stunting their growth
- prevent mosquitoes from breeding in drainages or ponding areas where water is mostly still

#### Misting

Mosquito misting is also carried out for indoor office areas to bring down any suspected breeding site quickly by killing the adult mosquitoes.

### LET'S DO OUR PART

In addition to our regular housekeeping activity, PCS staff and contractors can also do our part to prevent dengue by looking out for and removing stagnant water in clogged drainages, canvas covers for machinery and equipment, containers, stored bulk bins, gully traps, etc.

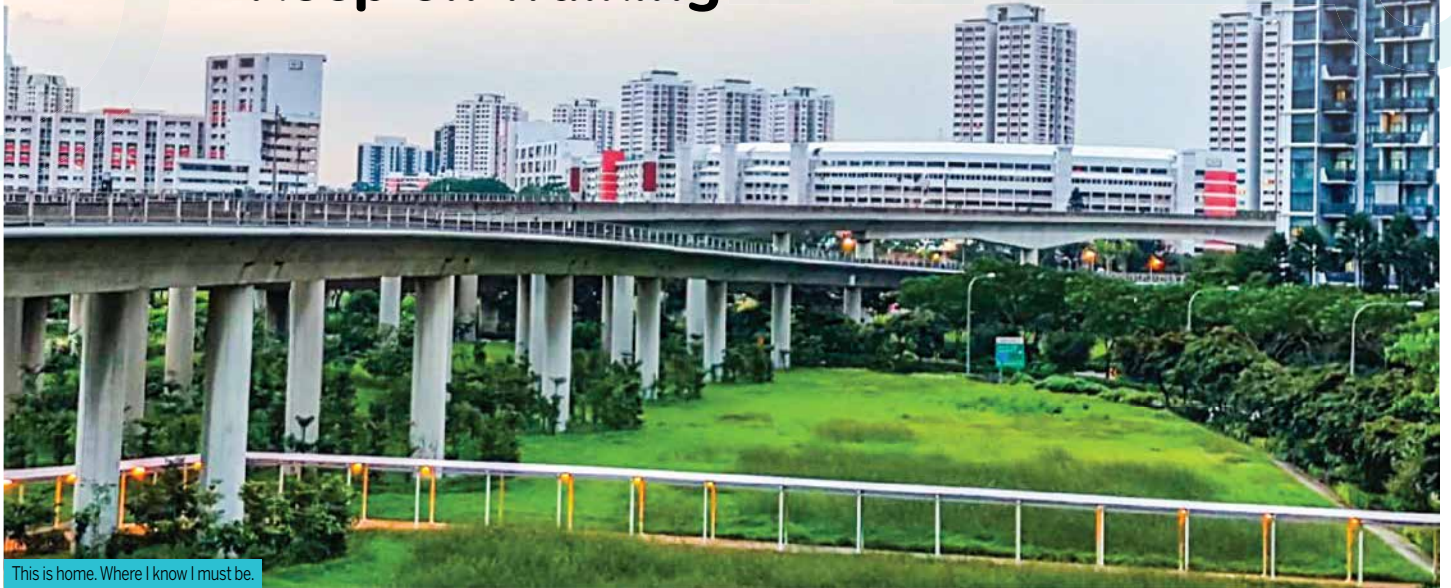
Good health is the main source of happiness in life, it helps to keep the smile on your face every day. Controlling and preventing mosquitoes breeding is not easy and is a real challenge. However, preventive methods and collective efforts are crucial in the fight against dengue. Keep your surrounding mosquitoes free and fight the bites to protect yourself and your family.

# Leisure Walker



Ho Meng Bing  
Olefin-1

## Keep on walking



This is home. Where I know I must be.

It is now Phase 2 of Circuit Breaker in Singapore. Phase 1 of the Circuit Breaker has caused me to have cabin fever and I was yearning to get out of my house for some fresh air. I decided to have a leisure walk from Buona Vista to Jurong East and it felt marvellous experiencing the sun setting as I walked!

After charging up my energy levels with fried chicken at Star Vista, I started my hike from Exit A of Buona Vista MRT Station. I walked through the underpass and along the main road before stepping onto the park connector.

Amidst the lush greenery was a big canal on my right. It was a relaxing walk along the canal and I felt my spirits being lifted as I breathed in the amazing sights and sounds during this 2-hour walk.

Monitor lizards crept out of their enclaves to bask in the evening sun. Dogs smiled happily at me, as if to wish me a good day.

The beautiful scenery was atypical of what I usually see in Singapore. The vivid colours of the plants and lush greenery, coupled with the fluffy white clouds in the azure sky, made me feel as if I was in another country.



Into the woods we go.



The sky reflecting in the waters, a foliage of greenery.

Monitoring the monitor lizard.





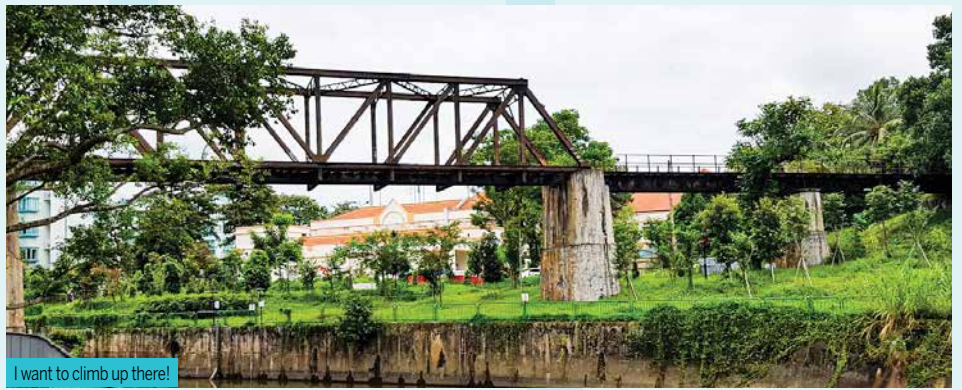
Safe Distancing. It's everywhere.



Nature's wonders.



Small fountain and a deck.



I want to climb up there!

After crossing the road at the cross junction between Ulu Pandan Road and Clementi Road, I continued walking on another park connector, this time at Clementi. The route was more touristic as the deck and fountains as shown in the photo were apparently built to beautify the neighbourhood.

The iconic Jurong Railway soon came into sight. I realised that I was walking along the Jurong Heritage Trail as shown on the sign by National Heritage Board. I was fascinated by the railway, taking pictures with the historic bridge despite the now defunct Jurong Railway Line. As I walked on, I encountered more monitor lizards and even saw falcons flying in the sky!

I took a walk along the lookout dock at Pandan Arc and enjoyed the scenic views of Sungei Pandan from the lookout deck. I learnt that Sungei Pandan is one of Singapore's 32 rivers and contributes to our water supply. There was also a rustic Chinese temple nearby, which was called Sheng Hong Temple. There were many fishes and turtles in the water and pigeons could be heard from time to time. I took a break here and immersed myself in the moment before carrying on.



Woof Woof!

I ended the trail at Jurong East by cutting through the International Business Park. It was indeed one of life's simplest pleasures to be able to witness the beautiful sunset amidst Singapore's concrete heartland. I hope you can try it someday and develop a different perspective of this small but amazing city.

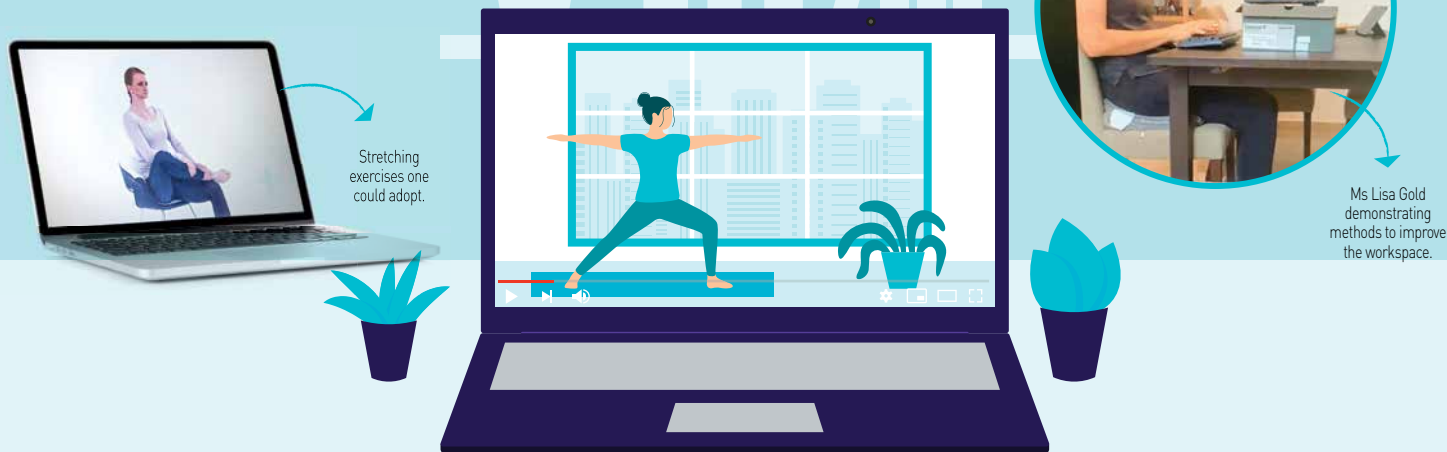


# Lunch-Time Wellness Webinars

## (26 May & 2 June)



Cerine Lim  
HR & Admin



Research has shown that a healthy employee is happy and productive, and employees' well-being is definitely important. During this Circuit Breaker, many of us have gone online to stay connected and learnt new things. In light of the measures and telecommuting arrangements, we collaborated with Fullerton Health to organise **Lunch-Time Wellness Webinars** for PCS employees.

The lunch-time webinars were designed and conducted by engaging & experienced professionals via live streaming on Zoom. Each session was conducted over an hour with Q&A.

Our first wellness webinar "**WorkfromHome Ergonomics**" was held on 26 May 2020. Ms Lisa Gold, a physiotherapist from Urban Rehab, gave an introduction of what Ergonomics entails and the common issues

arising from poor ergonomics. She further shared some useful methods on improving our workspaces and posture. The video demonstrations were effective in illustrating these.

The second wellness webinar "**Living Well, Being Well: The Science of Well-being**" was held on 2 June 2020 by Ms Claire, co-founder of The Positive Movement. Insights to how one could examine our level

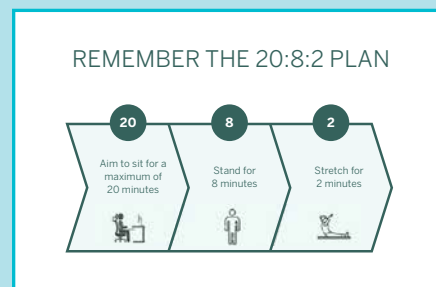
of well-being and increasing it, were very helpful.

Participation was encouraging for both sessions and we certainly hope our colleagues have found the webinars informative & beneficial for them.

While we continue adjusting to this new normal, do stay healthy and happy! ☺



Ongoing Zoom session with Ms Claire.





# How to Stay Cyber-Safe While Telecommuting



Leong Wan Tian  
Maintenance



As the COVID-19 pandemic intensifies around the world, government bodies are encouraging employers and employees to work from home as far as possible to curb the spread of the virus. Companies have activated their business continuity plans that entail split work team arrangements and the use of remote access technology to access the company's Information Technology (IT) resources. Teleconferencing has now become a prevalent mode of business communication between co-workers.

As everyone tries to adapt to the "new normal", opportunistic cyber threat actors such as cyber terrorists, cybercriminals and hackers are leveraging on this situation to exploit vulnerabilities to gain unauthorized access to users' and companies' data. Working from home now will make you more vulnerable to hackers as work is performed through the access of network using home internet service provider. Whenever computers are connected to the internet, it can be compromised and used for malicious purposes by cyber criminals if an individual is not vigilant.

In PCS, we have put in place several ongoing cyber security measures to ensure

the company's intellectual property is well protected. The fundamental cyber protection measures in place includes equipping all PCS-owned servers and computers that are connected to PCS network with endpoint protection software. All PCS computers that have access to the internet are also protected by Unified Threat Management (UTM) system against virus, spams and intrusion attacks. For co-workers who work remotely from home, PCS Virtual Private Network (VPN) is available for authorized users to access company's resources securely through encrypted connection.

Security threats are ever-evolving and the implementation of cyber security

practices in the business ecosystem alone is inadequate. Every individual plays a vital role in enhancing cyber security posture.

Thus, it is important to be wary of the common cyber threats and to learn how to safeguard the company's confidential information, as well as your personal information. Below are some general tips that you can adopt to help you stay secure while working from home:

## 1. Be mindful of your surroundings

Never leave your computer or confidential information such as papers with written passwords openly on your desk. Remember to lock your computer while you are away.

*Continued on page 12*

**2. Think before you click**

Most malware make use of links or attachments to install viruses or worms on computers. These links or attachments can appear in many different forms. For instance, it can be a link shared using mobile text message sent by your peers or a link you have clicked from a post that you have seen on a social networking site. The sender's device may have been compromised by malicious software which is being used to spread the malware to the devices' stored contacts. Hence, if the link or attachment appears to be suspicious, do contact or speak directly to the senders to check on the content before clicking it.

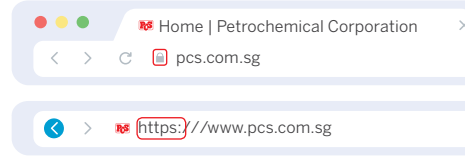
**3. Be careful of phishing emails**

With the current pandemic situation, cybercriminals are exploiting the coronavirus outbreak to send fake emails with malicious links. Scammers use emails that may appear to come from legitimate sources and trick you into giving confidential information such as passwords and bank information. If

the email appears to be dubious, do not click on the content and call the sender to check or alert your company's IT team.

**4. Practice safe internet surfing**

When visiting websites to perform banking transactions, always make sure that the Uniform Resource Locator (URL) address starts with "https" and not "http" or it should also have a padlock icon appearing beside the URL field. This indicates that the website is secured and uses encryption to protect the website content. In addition, be watchful for websites URL address that contains spelling mistake (e.g. www.goog1e.com). Cybercriminals often create such sites to mislead you into thinking that it comes from a legitimate website.



**5. Prevent spying**

Mute microphone and turn off or cover the laptop camera lens when not in use.

**6. Protect your mobile devices**

Our smartphones are as vulnerable as the online threats the computers possess. Mobile devices can invite cyber threats through risky mobile apps installed from the mobile apps store. Therefore, check the mobile app review before installation and make sure to download mobile apps from an official app store. Similar to how we protect our computers, do enable security or antivirus software on your mobile.

With COVID-19 creating a paradigm shift in realigning the way of how businesses operate across the globe, COVID-19 related cyber threats are on the rise during such unprecedented crisis. Hence, I hope that through this article, it will help to raise your cyber security awareness and also to gain more insights on potential cyber threats and how to adopt cyber security best practices that are imperative to protect yourself and the company against cyber-attacks and threats.

References:

- <https://www.csa.gov.sg/singcert/advisories/ad-2020-001>
- <https://www.csa.gov.sg/gosafeonline/go-safe-for-me/homeinternetusers/spot-signs-of-phishing>
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# Employee News

## LONG SERVICE Award

Awardees for the period April – June 2020

**10-Year**

Jhee Wei Kit Marketing & Sales

**15-Year**

Sim Kok Chong Olefin-I  
Wong Siew Ming Olefin-I

**25-Year**

Razak bin Kasim Olefin-I  
Chow Yew Chong Olefin-II

**30-Year**

Leonard Chong Olefin-II

**35-Year**

Tham Yow Sing Maintenance  
Azman bin Sulaiman Olefin-I  
Ismail bin Jaafar Olefin-I  
Low Kia Loon Olefin-II  
David Tng Purchasing

### NEW EMPLOYEES



**Mr Yip Tze Yi Viclaus**  
Officer, Purchasing  
Joined 11 Jun 2020  
Hobbies: Power lifting



**Mr Ng Kai Teck**  
Technician, Olefin II  
Joined 1 Jul 2020  
Hobbies: Gym, Basketball



**Mr Loh Zhi Yang Justin**  
Technician, Olefin II  
Joined 1 Jul 2020  
Hobbies: Riding motorcycle

### HEARTIEST CONGRATULATIONS

## births

NAME	FUNCTION	NEW BORN
Tan Lip Wee	Fire & Security	Girl
Muhammad Qairawani bin Ismail	Fire & Security	Boy
Ho Jia Quan	Maintenance	Girl
Loh Serh Shurn	Olefin-I	Boy
Tan How Chwen	Olefin-II	Girl
Ng Chai Ling	Technology & Optimization	Boy