



DEVELOP A RISK MANAGEMENT IMPLEMENTATION PLAN FOR WSH & TRAFFIC SAFETY MANAGEMENT (WDA APPROVED COURSE CODE: MF-COM-402E-1)

Course Overview

Jointly organised by Associates Consulting and REDAS, this course will equip participants with the knowledge and skills to be a Risk Management (RM) Team Leader / Champion for the organisation in reducing WSH & traffic management risks at source by managing the risk management process at the workplace.

It involves developing a practical “**Risk Management Implementation Plan for WSH & Traffic Safety Management**” for the organisation which identifies specific actions to be taken, by whom and time for their completion. It also entails the formation of a risk management team, risk assessment, controlling and monitoring the risks, communicating these risks to all persons involved and in compliance with the Risk Management Code of Practice (RMCP).

Participants, who have successfully completed the course, will be issued a Certification of Attainment by WDA and qualifying them to apply for the bizSAFE Level 3 certification programs. For more details, please refer to attached **Course Schedule**.

Why is it important to you?

All business owners and/or senior management staffs must **prove** their “due diligence”, should an accident occurs in the workplace. It is for this reason that you need to train your staffs in workplace safety and health & traffic safety management.

Requirements under Workplace Safety And Health (Risk Management) regulations

- 3.—(1) ...the employer, self-employed person and principal shall **conduct** a risk assessment in relation to the safety and health risks posed to any person who may be affected by his undertaking in the workplace.
- 6.—(1) ...the employer, self-employed person and principal shall...**ensure**...person in the workplace...is informed of the nature of the risk involved and any measure or safe work procedure implemented...

Why is there a need to manage traffic accidents in the workplace?

- 19 workplace fatalities in the first quarter of 2014 and MOM is undertaking a further review of its regulatory penalties and the legislative framework for WSH infringements.
(Published on May 7, 2014, Channel NewsAsia)
- Employers to **report** work-related traffic accidents involving their employees under the Workplace Safety and Health (Incident Reporting) Regulations.
(Changes to WSH Incident Reporting w.e.f 6 Jan 2014, MOM)
- More fatalities in road accidents involving heavy vehicles last year
(Published on Feb 10, 2014 11, The Straits Times)
- Fatality attributed to Drivers, Riders or Cyclists: 175 deaths in year 2012
(http://www.police.gov.sg/img/prints/tp_annual/2012/2012spfa_causes9.pdf)
- Six Fatalities involving Heavy Vehicle Operations in the past 6 months *(31st July 2014, WSHC Alert)*

WDA Funding

WDA will fund up to 90% of the course fee only if your company meets following criteria:

- i) Minimum 30% local shareholding; AND
- ii) Company's Group annual sales turnover not more than S\$100 million OR Company's Group employment size not more than 200 workers

Course Schedule

- **Course Duration: 15hrs (learning hours) + 1hr (assessment)**

DAY 1	
9:00am – 10:15am	<ul style="list-style-type: none"> ▪ Registration and Course Administration ▪ Introduction and information of bizSAFE ▪ Organisational Workplace Safety and Health (WSH) policy ▪ Verify the expectations of a risk management (RM) champion / team leader
10:15am – 10:30am	~ Tea Break ~
10:30am – 12:00pm	<ul style="list-style-type: none"> ▪ Workplace Safety and Health (Risk Management) Regulations requirements ▪ Form a risk management team ▪ Risk management process and risk assessment
12:00pm – 1:00pm	~ Lunch ~
1:00pm – 3:00pm	<p><u>Group Activity 1</u></p> <ul style="list-style-type: none"> ▪ Establish hazard identification methodology <ul style="list-style-type: none"> ○ Systematic approach ○ Incidental-based ▪ Classification of WSH hazards ▪ Hazards associated with tools, equipment, materials, transportation vehicles and machines
3:00pm – 3:15pm	~ Tea Break ~
3:15pm – 6:00pm	<ul style="list-style-type: none"> ▪ Hazards associated with work processes/activities, workplace conditions and environment <ul style="list-style-type: none"> ○ Hazardous conditions ○ Hazardous atmosphere ○ Conditions that expose a person to risks ▪ Recognize traffic hazards ▪ At-risk behaviours ▪ Summary of learning points for Day 1
6:00pm	End of Class

**Note: Tea Breaks provided only.*

DAY 2

9:00am – 10:15am	<ul style="list-style-type: none"> ▪ Registration and Summary of lessons learnt in Day 1 ▪ Concept of risk assessment ▪ Establish risk assessment methodology ▪ Group Activity 2
10:15am – 10:30am	~ Tea Break ~
10:30am – 11:30am	<ul style="list-style-type: none"> ▪ Establish risk control measures methodology <ul style="list-style-type: none"> ○ Applying the principles of hierarchy of control ○ Apply the 8 elements of the Traffic Safety Management Plan ○ Managing the risks level to a level “As Low As Reasonably Practicable” (ALARP) ○ Managing the residual risks ○ Developing safe work procedures ○ Establishing training for risk control ○ Setting up the mechanism and protocol for tracking progress of risk control measures, evaluating the effectiveness of risk control measures
11:30am – 12:00pm	Group Activity 3
12:00pm – 1:00pm	~ Lunch ~
1:00pm – 3:00pm	<ul style="list-style-type: none"> ▪ Develop a workplace risk management plan ▪ Present the risk management plan ▪ Communicate the identified hazard, risk evaluated, and implemented risk control measures
3:00pm – 3:15pm	~ Tea Break ~
3:15pm – 6:00pm	<ul style="list-style-type: none"> ▪ Assessment part 1 (15 questions comprising of MCQ & short answers and PS & UK checklists) ▪ Group Activity 4 (Summary of lessons learnt in Day 1) ▪ Assessment part 2 (Project on Developing a Risk Management Plan) ▪ Assessment part 2 (Presentation of Risk Management Plan / Process)
6:00pm	End of Class

**Note: Tea Breaks provided only.*



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Target Audience

Occupations that would be relevant to include but not limited to:

- Management;
- Health and Safety Personnel;
- Supervisors & Team Leaders;
- Risk Management Champions

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Course Schedule

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10:30am – 12:00pm	<ul style="list-style-type: none"> ▪ Workplace Safety and Health (Risk Management) Regulations requirements ▪ Form a risk management team ▪ Risk management process and risk assessment
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1:00pm – 3:00pm	<p><u>Group Activity 1</u></p> <ul style="list-style-type: none"> ▪ Establish hazard identification methodology <ul style="list-style-type: none"> ○ Systematic approach ○ Incidental-based ▪ Classification of WSH hazards ▪ Hazards associated with tools, equipment, materials and machines
3:00pm – 3:15pm	~ Tea Break ~
3:15pm – 6:00pm	<ul style="list-style-type: none"> ▪ Hazards associated with work processes/activities, workplace conditions and environment <ul style="list-style-type: none"> ○ Hazardous conditions ○ Hazardous atmosphere ▪ At-risk behaviours ▪ Summary of learning points for Day 1
6:00pm	End of Class

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10:15am – 10:30am	~ Tea Break ~
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11:30am – 12:00pm	Group Activity 3
12:00pm – 1:00pm	~ Lunch ~
1:00pm – 3:00pm	<ul style="list-style-type: none"> ▪ Develop a workplace risk management plan ▪ Present the risk management plan ▪ Communicate the identified hazard, risk evaluated, and implemented risk control measures
3:00pm – 3:15pm	~ Tea Break ~
3:15pm – 6:00pm	<ul style="list-style-type: none"> ▪ Assessment Part 1 (Written Assessment) ▪ Group Activity 4 (Summary of lessons learnt in Day 2) ▪ Assessment Part 2 (Oral Questioning)
6:00pm	End of Class

**Note: Tea Breaks provided only.*

COURSE REGISTRATION FORM

Please fill up all blanks clearly and in BLOCK letter. Kindly indicate “NA” in blanks if not applicable to you. Please attach this form with your copies of education and professional qualification certificate(s), if any.

COURSE TITLE: Develop A Risk Management Implementation Plan for WSH & Traffic Safety Management (bizSAFE Level 2)

**(Please select the dates that you want to attend)*

- COURSE DATES: 28th & 29th Oct 2014 (9.00 am – 6.00 pm) Ref: CRS-Q-0025807-MF
- COURSE DATES: 5th & 6th Nov 2014 (9.00 am – 6.00 pm) Ref: CRS-Q-0025807-MF
- COURSE DATES: 20th & 21st Nov 2014 (9.00 am – 6.00 pm) Ref: CRS-Q-0025807-MF
- COURSE DATES: 11th & 12th Dec 2014 (9.00 am – 6.00 pm) Ref: CRS-Q-00225807-MF
- COURSE DATES: 30th & 31st Dec 2014 (9.00 am – 6.00 pm) Ref: CRS-Q-00225807-MF

**(Please select your preferred venue)*

- Venue:** 32 Old Toh Tuck Road, #01-16 I-Biz Centre, Singapore 597658
 190 Clemenceau Avenue, # 07-01 Singapore Shopping Centre, Singapore 239924

Course Fees: S\$450 per participant (WDA Funding Up To 90% For Singaporean / PR)

PERSONAL PARTICULARS <i>(*Please select accordingly)</i>				
Company Name (For billing purposes)				
Full Name (as in NRIC)			Email address:	
Company Address			Office Tel No:	NRIC / Fin No:
*Salary Range : (Request by WDA) <input type="checkbox"/> below \$ 1,000 <input type="checkbox"/> \$ 1,000 - \$ 1,499 <input type="checkbox"/> \$ 1,500 - \$ 1,999 <input type="checkbox"/> \$ 2,000 - \$ 2,499 <input type="checkbox"/> \$ 2,500 - \$ 2,999 <input type="checkbox"/> \$ 3,000 - \$ 3,499 <input type="checkbox"/> \$ 3,500 - Above			Mobile No:	*Gender: Male / Female
Date of Birth	Age	Race	Religion	Marital Status
Country of Birth	Nationality	Dialect	Designation (Request by WDA)	

Highest Educational Qualification: _____

Other Professional Qualifications: _____

Please rank your language skills: “3” for Excellence, “2” for Good, “1” for Fair and “0” for Poor

LANGUAGE SKILLS					
Language/Dialects	English	Mandarin	Malay	Tamil	Remark
Spoken					
Written					

Others:

1. What motivate you to attend the program?
2. What do you want to achieve from this program?

Payment:

Enclosed is a Cheque No. _____ (Cheque should be crossed and payable to **Associates Consulting Pte Ltd** and mailed to 32 Old Toh Tuck Road, #01-16 I-Biz Centre, Singapore 597658)

Refund Policy:

- Upon cancellation of the chosen course by the training provider, your paid training fees will be fully refunded within 7 working days;
- Training fees shall only be fully refunded within 30 working days if your cancellation is done more than 7 working days prior to course commencement date.

Signature: _____

FOR OFFICIAL USE ONLY	
Application Checked:	Date:
Course enrolled for:	
Course Title: _____	
Course Ref: _____	
Follow-up Actions:	