



## **WORKSHOP FOR CEO / TOP MANAGEMENT (3 hours, bizSAFE LEVEL 1)**

### **Course Overview**

Jointly organised by Associates Consulting and REDAS, this course aims to empower CEOs with good knowledge on Workplace Safety and Health (WSH) Issues. CEOs will be prepared and able to endorse the company's WSH Policy.

Upon completion of the course, Certification of Attainment recognised by Ministry of Manpower (MOM) will be awarded to participating CEOs. Companies can display the logo of bizSAFE Level 1 on their business collaterals to showcase their commitment towards safety.

### **Target Audience**

Applicants have to be an organisation's Top/Senior Management, Chairman, CEO, Managing Director, Director, Manager, and one who has the responsibilities to carry out safety policy.

### **Course Outline**

- 1) Overview of WSH Act, subsidiary regulations and Director's Guidelines
  - Legal Responsibilities
  - Recommended actions
- 2) Introduction to bizSAFE concept, Risk Management concept and Corporate Social Responsibilities (CSR) of companies
  - bizSAFE Program – How can it help you?
  - What are bizSAFE and its levels of recognition?
  - bizSAFE for communities, companies, partners, mentors & providers
  - What is Risk Assessment (RA)?
  - Hazards and how Risk Assessment can help you?
  - Demonstration of due diligence
  - Penalty and Corporate Social Responsibilities
- 3) Top management responsibilities and the role they play towards cultivating a good safety culture in the workplace & Business case studies
  - Role of Top Management
  - What is safety culture and how to create a conducive one?
  - Financial Planning; balancing profitability and safety in the organisation
  - Business case studies; tangible and intangible consequences of an accident
  - How to apply for bizSAFE?
- 4) Practical exercises in preparing a WSH policy
  - What is a Workplace Safety and Health (WSH) policy?
  - Individual assignment / Group Discussion: To prepare a WSH policy
  - Official endorsement of the company's WSH Policy
  - Path forward progressing through the various levels in bizSAFE



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**COURSE REGISTRATION FORM**

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

- 4 Sep 2015 (9.30am – 12.30pm)
- 2 Oct 2015 (9.30am – 12.30pm)
- 6 Nov 2015 (9.30am – 12.30pm)
- 4 Dec 2015 (9.30am – 12.30pm)

**Venue** (\*Please select your preferred venue)

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

**Fees** (\*Remarks: Payment for the course must be made before the course commencement date)

- S\$100 per participant**

**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)

**Company Information**

Company Name: \_\_\_\_\_  
(for billing purposes)

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Company Stamp: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

**Participants Information**

	Participant 1	Participant 2	Participant 3
Name			
Designation			
Email			
NRIC / FIN No.			