



Workplace Health & Safety

work skills qualifications • employability skills system

With the legal requirements of the Occupational Safety and Health Act, this module embodies the competencies required to fulfill the legal requirements. Every worker should be aware of the underpinning knowledge and skills that are integral to their ability to demonstrate their ability to conduct their work within the respective workplaces. This should be consistent with the safety and health policies of the Ministry of Manpower, within their respective industry and occupations.

Workplace Safety and Health program approaches its design and delivery of key knowledge and skills from a competency based approach vis-à-vis traditional training of similar subject.

Competency Requirements

Participants will need to be able to demonstrate that they are capable of:

- Identify potential health risks and maintain a healthy lifestyle
- Recognise and practice safety policies and procedures in order to maintain a safe working environment

Duration: Full program : 12 hours

Class Size: Maximum 20 participants

Target Audience:

Operative level - non-executive, non supervisory level, including the administrative /office staff

Assessment:

Formative Assessment will be conducted during class for all participants to qualify for the *Statement of Attainment*. On-Going /Work-based assessment will be implemented* by Training Vision as a tool to monitor and track Staff Development. The staff will be briefed on the purpose of the various assessments and these assessments will be conducted in a non-threatening manner so as to encourage staff participation and confidence.

* based on critical mass as online computerized system on competency-based assessment will be used.

Participants: Operation staff.

Duration : 12 Hours

Class Size: 20 participants

Fee: \$204 per participant

SDF subsidy : \$11 per pax (below 40yrs) or
90% (40yrs & above)

SRP absentee payroll claims applies.

Enrolment through SDF easynet

Call : 64673341 or email : enquiries@trainingvision.com.sg

Program Outline

- **Introduction**
 - Overview of course outline and competency requirements
 - Identify relevant areas of the Safety Act

- **STEP ONE**
 - Discuss the relevance of organizational charts
 - Discuss job descriptions

- **STEP TWO**
 - Introduce and discuss hazard identification
 - Identify typical hazards; industrial and domestic
 - Introduce participants to spot the risk, identify the hazards and make the changes
 - Introduce participants to job safety analysis(JSA) and how to prepare a JSA report

- **STEP THREE**
 - Discuss the concept of tool box meetings as a means of communication with Management
 - Discuss the need for and use of PPE

- **STEP FOUR**
 - Summary and close
 - Question and Answer



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Workplace Safety and Health program approaches its design and delivery of key knowledge and skills from a competency based approach vis-à-vis traditional training of similar subject.

Competency Requirements

Participants will need to be able to demonstrate that they are capable of:

- Identify potential health risks and maintain a healthy lifestyle
- Recognise and practice safety policies and procedures in order to maintain a safe working environment
- Undertake training of operational staff of workplace safety and health and risk management
- Implement the policies and procedures of workplace safety and health and risk management
- Provide consultation in the matter of workplace safety and health and risk management
- Monitor the organization's risk management system

Visit <http://www.sdf.gov.sg> for detail competency requirement checklist

Assessment:

Formative Assessment will be conducted during class for all participants to qualify for the *Statement of Attainment*. On-Going /Work-based assessment will be implemented* by Training Vision as a tool to monitor and track Staff Development. The staff will be briefed on the purpose of the various assessments and these assessments will be conducted in a non-threatening manner so as to encourage staff participation and confidence.

* based on critical mass as online computerized system on competency-based assessment will be used.

Target Audience: Supervisors who need to be responsible or aware of workplace safety and health issues

Duration : 24 Hours

Class Size: 20 participants

Fee: \$408 per participant

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90% (40yrs & above)

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- **STEP THREE**
 - Discuss the concept of tool box meetings as a means of communication with Management
 - Discuss the need for and use of PPE

- **STEP FOUR**
 - Interpret Workplace Safety and Health Policies, Procedures and Programs
 - Outline the 10 Workplace Safety and Health Policies and Procedures
 - WP 101 - Inductions
 - WP 102 - General site requirements
 - WP 103 - Emergency response plan
 - WP 104 - Hazard, accident/incident identification, assessment and control
 - WP 105 - Procedure for the resolution of occupational work issues
 - WP 106 - Job safety analysis procedure
 - WP 107 - Material safety data sheet procedure
 - WP 108 - Rehabilitation procedure
 - WP 109 - Fatigue management
 - WP 110 - Defensive work practices

- **STEP FIVE**
 - Discuss and define the meaning of consultation
 - Discuss the relevance of policies and procedures and how they should be implemented through consultation

- **STEP SIX**
 - Discuss and establish the monitoring of the organisation's risk management policies and procedures

- **STEP SEVEN**
 - Summary and close
 - Question and answer



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Workplace Safety and Health program approaches its design and delivery of key knowledge and skills from a competency based approach vis-à-vis traditional training of similar subject

Competency Requirements

Participants will need to be able to demonstrate that they are capable of:

- Identify potential health risks and maintain a healthy lifestyle
- Recognise and practice safety policies and procedures in order to maintain a safe working environment
- Develop the policies and procedures necessary to cover the requirements of workplace safety and health and risk management
- Undertake training of supervisory staff of workplace safety and health and risk management
- Implement the policies and procedures of workplace safety and health and risk management
- Provide consultation in the matter of workplace safety and health and risk management
- Evaluate the organisation's workplace safety and health system, policies, procedures and programs including the risk management system

Target Audience:

Managers who need to be responsible or aware of workplace safety and health issues

Visit <http://www.sdf.gov.sg> for detail competency requirement checklist

Assessment:

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 - WP 106 - Job safety analysis procedure
 - WP 107 - Material safety data sheet procedure
 - WP 108 - Rehabilitation procedure
 - WP 109 - Fatigue management
 - WP 110 - Defensive work practices

STEP FIVE

- Discuss and define the meaning of consultation
- Discuss the relevance of policies and procedures and how they should be implemented through consultation

STEP SIX

- Discuss and establish the maintenance of the organisation's risk management policies and procedures

STEP SEVEN

- Discuss and establish how to evaluate the organisation's workplace safety and health system and risk management policies and procedures
- Auditing the workplace safety system

STEP EIGHT

- Summary and close
- Question and answer