

**bizSAFE Level-4**

# Develop a Workplace Safety and Health Management System Implementation Plan

Technical Skills and Competencies (TSC) Title is known as “Workplace Safety and Health System Management “)

Accredited by the SkillsFuture Singapore (SSG)

## OBJECTIVE

bizSAFE is a five-level programme devised by the WSH Council (WSHC) to assist companies build up their WSH capabilities in order to achieve quantum improvements in safety and health standards at their workplaces. Companies are guided through a journey, starting from top management demonstrating their commitment towards WSH, to acquiring risk management capabilities and implementing a WSH Management System. In the process, participating Companies gain recognition and benefits of having a comprehensive WSH system in place.

In the bizSAFE learning journey, this Level 4 course is meant for individuals who are appointed as WSH Management System Programme Lead and responsible for implementing WSH Management System in accordance with the requirements of Singapore Standard on Occupational Safety and Health Management System SS 506. This course has been accredited by the SSG.

## CONTENTS

1. Review WSH policy and risk management plan for deficiencies against the requirements of SS 506 and risk management code of practice
2. Apply hazard identification and risk assessment methodology
3. Set WSH objectives and determine specific programme(s) to achieve the objectives
4. Establish WSH management programme framework for organisation
5. Establish a framework for organisational emergency preparedness and response plan
6. Develop operational control to manage the WSH risks
7. Develop performance measurement and monitoring procedure to monitor and measure WSH performance
8. Develop processes for investigation and reporting of accident/incident
9. Establish an internal audit programme to evaluate the organisational WSH management system
10. Develop the WSH management system implementation plan
11. Conduct management review of WSH management system
12. Present to stakeholders the developed WSH management system implementation plan for review

## COURSE REQUIREMENTS

Participants are advised to bring along the following documents while attending the course:

- Company’s WSH Policy
- Company’s Risk Management Plan
- Company’s Risk Assessment

## ASSUMED ATTITUDES, SKILLS AND KNOWLEDGE

Participants are assumed to:

- have an in depth knowledge of their organisational products /services
- have an in depth knowledge of their organisational safety management system
- have an in depth understanding of their organisational safety and health needs
- have an in depth knowledge on sources of workplace hazards
- have an in depth skills and knowledge in hazard identification, risk assessment and risk management as well as the hierarchy of risk control measures
- be self-directed and proactive towards problem-solving of safety issues
- be able to lead, communicate and with good presentation skills
- have an analytical mind with people management skills

## TARGET AUDIENCE

Managers, WSH personnel or line supervisors who are responsible for implementing a WSH Management System in a company which is aiming to achieve bizSAFE 4 certification.

## CERTIFICATION

Successful candidates will be awarded a e-Certificate\* in “Workplace Safety and Health System Management”

*\*Hardcopy certificate will no longer be printed, instead e-Certificates will be generated under the SSG e-Cert system. Participants can request for a copy of the SOA which will be printed free of charge for the 1<sup>st</sup> printing, but subsequent printing will be chargeable at a fee.*



## DETAILS

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**Duration: 4 days (28 hours)**

**Time: 9.00am to 5.00pm**

**Venue: BCA Braddell Campus**

**Fee (Incl of GST): S\$740.00**

*Fee includes course materials.*

*SkillsFuture Singapore (SSG) funding is available for eligible participants as follows:*

<i>Singaporeans 40 years old and above OR SME company sponsored Singaporeans or Singapore PRs. Fee payable after 70% funding support</i>	<b>S\$255.88</b> <i>(incl of GST)</i>
<i>Singaporeans, Singapore PRs and non SME company sponsored participants. Fee payable after 50% funding support</i>	<b>S\$394.20</b> <i>(incl of GST)</i>

*Participant must achieve at least 75% attendance and pass all assessments. BCA Academy reserves the right to recover the funded amount from the participant (self-sponsored) or employer (company sponsored) if participant did not meet the eligibility criteria. Details of SSG’s funding can be found in <https://www.enterprisejobskills.gov.sg/content/upgrade-skills/course-fee-and-absentee-payroll-funding.html>*

*(TGS-2012501137)*

## CPD POINTS

WSH-CPD (WSH Officers): -

PEB (Professional Engineers): -

## REGISTRATION



Visit BCA Academy Online StoreFront (OSF) @ <https://eservices.bcaa.edu.sg/registration/#/login> (Course code: 77034)