

# Safe Management Officers Course for Construction (Virtual Classes)



## E-LEARNING

100% online. May include pre-recorded session, live streaming/webinar and discussion forum, where applicable.

### ONLINE LEARNING

The course is conducted in asynchronous format where recorded video lectures, reference materials and short quizzes will be delivered to participants via the BCA Academy Learning Management System (LMS). After logging in to the LMS, participants will be able to learn the training content at their own time and pace. Participants shall complete the course and the assessment in the same LMS within the given 3 days.

**FEE** (incl of GST): S\$40.00

### TARGET AUDIENCE

Appointed Safe Management Officers (SMO)s and Safe Distancing Officers (SDO)s

### INTRODUCTION

As part of the BCA's Covid-Safe Worksite Restart criteria, builders would need to establish and implement a system on Safe Management Measures (SMM)s to provide a safe working environment and minimise risks of further outbreaks. Builders would also need to appoint Safe Management Officers (SMO)s and Safe Distancing Officers (SDO)s as per the Restart criteria.

This course is designed for the appointed SMOs and SDOs to perform their duties more effectively.

### OBJECTIVES

At the end of the session, participants will be able to:

- Establish and implement a system of SMMs to provide a safe working environment and minimise risks of further outbreaks.
- Perform duties of a SMO/SDO that include:
  - To coordinate implementation of SMMs, which includes identifying relevant risks, recommending and assisting in implementing measures to mitigate the risks, and communicating the measures to all personnel working in the workplace.
  - To conduct inspections and checks to ensure compliance at all times and to report and document any non-compliance found during the inspections.
  - To take immediate action to remedy any non-compliance found during the inspections and checks.

### CONTENTS

- Introduction
- Requirements of Safe Management Measures
- Roles and Responsibilities
- Implementing SMM Programme
- Records Keeping and Summary
- Safe Distancing at Sites
- Covid-Safe Worksite Requirements
- Covid-Safe Workforce Requirements
- Covid-Safe Transportation and Accommodation Requirements
- Assessment

### ADMINISTRATIVE DETAILS

#### 1) COURSE

- There are a total of 9 topics covered in this course. Every topic has video lectures and quizzes. You are given 3 days to complete the course at your own time and own pace. You will need to complete the all 9 topics.
- To track your progress of learning, a blue tick will appear beside the recorded topic once you have completed it. You need to learn the topics in the order without skipping any of them.

#### 2) ON-LINE ASSESSMENT

The participant is required to take the assessment after completing all the online topics. The details of the assessment are as follows:

- 10 multiple-choice-questions (MCQs) within 15 minutes  
To pass, you need to score at least 8 out of 10.
- Participants will be allowed to attempt the assessment questions multiple times until they pass the test.

#### 3) E-CERTIFICATE

- Upon passing of your assessment, please take screenshot of the assessment results in LMS, for your interim records.
- E-certificate will be sent to you within a month upon completion of the course with the receipt of course fees.



### REGISTRATION

To register, please log into our Online StoreFront (OSF) at <https://eservices.bcaa.edu.sg/registration/#/> Login or scan QRcode and search for course code **45032**