

# GMS WSQ: Apply Workplace Safety and Health Policy (MF-COM-104E-1)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

### Introduction

This course aims to provide people with the knowledge and application skills in carrying out planning daily work to meet workplace safety and health requirements, ensuring safety of other co-workers and theirs, identifying and monitoring of hazards, complying with Workplace Safety and Health requirements and implementing risk controls.

### Course Objective

At the end of the workshop, participants will be able to demonstrate skills and knowledge specified by the competency unit, which include:

- Plan daily work to meet WSH requirement
- Identify and monitor hazards
- Comply with WSH requirements
- Implement risk controls

### Target Audience

This course is catered to junior staff and junior supervisors.

### Prerequisites

- Able to read, speak and write basic English or
- ESS WPLN Level 3

### Course Outline

- Types and interpretation of relevant WSH legislations and codes of practice
- Types and usage of personal protective equipment
- Types and usage of safety devices and equipments
- Types and Interpretation of safety signage
- Organisational WSH Procedures and Risk Assessment (RA)
- Identify own duties and responsibilities according to organizational WSH procedures and WSH legislative procedures
- Establish job and WSH objectives according to work instructions, organizational WSH procedures and policies
- Plan work activities to meet WSH requirements with supervisor or designated personnel
- Discuss performance measures with designated personnel
- Report any abnormalities and problems encountered in planning daily work to designated personnel according to organizational WSH procedures
- Identify and monitor hazards on work areas, safety signage, work equipment, safety devices, PPE, and report any abnormalities and problems encountered.
- Compliance of WSH requirements
- Review and carry out risk controls in the organisation
- Pre-assessment activities
- Course review

### Methodology

This workshop will comprise lectures, demonstration, hands on activities on elements of competence, group discussions, Q&A and assessment.

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**  
**80% of hourly basic salary, capped at \$7.50/hr. Eligibility period: 1 Jan – 30 Jun 2021**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR			\$406.60	\$342.00	= <b>\$64.60</b>
	- SC aged ≥ 40		\$406.60	\$293.25	= <b>\$113.25</b>
		⊗ - SC aged ≤ 39 - All SPR	\$406.60	\$293.25	= <b>\$113.25</b>

**SC** : Singapore Citizen

**SPR**: Singapore Permanent Resident

⊗ : Not Applicable

All prices stated are inclusive of 7% GST.

*\*SMEs are defined as companies with:  
(i) at least 30% local shareholding; AND  
(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.*

### Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates

Duration : 2 days, 9am to 6pm (16 hours)

Assessment : On a separate day (1.25 hour)

**Only available as group training – please call our hotline for more information**

### Enquiries:

Veena DID: 6827 6973 / Training hotline: 6827 6927

Email : veena@snef.org.sg / trg@snef.org.sg