

## Administer WSH policy

As the Workplace Safety and Health Act extend to cover all workplaces, every employee in the company has a part to play.

Participant will have the knowledge and application skills to assist in administration of WSH policy. It focuses on building learners' competency in coordinating the formulation, implementation and management review of WSH policy.

### COURSE OBJECTIVES

- Coordinate the formulation of WSH policy
- Coordinate the implementation of WSH policy
- Coordinate management review of WSH policy

### COURSE OUTLINE

- Characteristics of good WSH Policy
- Relevant WSH management system standards
- Organisational information relevant to formulation of WSH policy
- Modes of collecting feedback from stakeholders
- Method of collating information
- Process for coordinating management meetings
- Organisational risk assessment process and procedures
- Applicable legal and other requirements
- WSH management programme
- Documentation of WSH policy
- Internal and external factors affecting WSH policy
- WSH policy and objectives
- Communications of WSH policy to stakeholders

### WHO SHOULD ATTEND

Employee with assigned responsibilities on WSH as representative or leaders among the workers. Person with little WSH background knowledge and skills.

- WSH Coordinator
- Supervisor

### METHODOLOGY

- Presentation
- Discussion
- Observation and Feedback
- Role Play
- Case Study
- Workplace Delivery/Practices

### COURSE DETAILS

**Duration:** 10hrs

**Date:** 5 Sept  11 Nov  (08)

**Time:** 9am – 8pm

**Venue:** ESIS Academy (161 Lavender St, Lavender Place #02-09)

**Full Fees (incl. GST):** SGD460.10

**Funding:** (eligibility criteria apply)

**SDF** - Up to 90% funding for course fees

Application for SDF funding [www.sdf.gov.sg](http://www.sdf.gov.sg)

**SRP** – Up to 80% of hourly basic salary

Application for SRP funding [www.srp.org.sg](http://www.srp.org.sg)

### REGISTRATION FORM

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**HP:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Payment Mode (pls tick):**

Cash  Cheque  SGD \_\_\_\_\_

**To: ESIS Asia Pacific Pte Ltd**

**600 North Bridge Road #08-01 Parkview Square  
Singapore 188778**

Places are limited to provide a focused and effective learning experience. Register now to guarantee your seat. Multiple registrants from the same company are eligible for special rates. Full payment to be made to ESIS before the commencement of course.

### ADMINISTRATIVE INFORMATION

**Person in charge:** Wendy Lim

**Tel:** 6398 8747

**Email:** [Singapore.info@esis.com](mailto:Singapore.info@esis.com)

**Website:** [www.esis.com](http://www.esis.com)

**Address:** 600 North Bridge Road #08-01  
Parkview Square Singapore 188778

ESIS would refund course fees or facilitate a change of course dates, subject to availability, provided that the request is made in writing at least 14 days before course commencement. The proportion of refund would be made as follows: more than 30 days before course commencement - 75%; more than 14 days before course commencement - 25%; less than 14 days before course commencement - 0%. ESIS reserves the right to cancel or postpone the course prior to commencement due to unforeseen circumstances.